

OAK PARK UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION  
AGENDA #907

DATE: April 21, 2015

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

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

*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**  
**Jake Whealen, 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](http://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](mailto: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, May 19, 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](http://www.oakparkusd.org)

# OAK PARK UNIFIED SCHOOL DISTRICT

## AGENDA – REGULAR BOARD MEETING #907

April 21, 2015

**CALL TO ORDER - Followed by Public Comments/ 5:00 p.m.**

**OPEN SESSION: 6:00 p.m.**

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

**I. CALL TO ORDER: \_\_\_\_\_ p.m.**

**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. Presentation of Partners in Education Award to Rose De Mattia and Maureen Collins
2. Presentation to Medea Creek Middle School Students Ventura County Science Fair Award Recipients
3. Remarks from Board Members
4. Remarks from Student Board Member
5. Remarks from Superintendent
6. Remarks from School Site Councils
7. Report from Facilities Planning Committee
8. 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 March 17, 2015](#)
- b. [Public Employee/Employment Changes 01CL22685-01CL22714 & 01CE067208-01CE07237](#)

- c. [Approve Purchase Orders –March 1 - 31, 2015](#)  
*Board Policy 3300 requires Board approval of Purchase Orders*
- d. [Approve Overnight Trip for Oak Park High School Boys' Basketball Team – June 12-14, 2015](#)  
*Board Policy 6153 requires Board approval for student overnight trips*
- e. [Approve Overnight Trip for Oak Park High School Cheer Team - July 23-26, 2015](#)  
*Board Policy 6153 requires Board approval for student overnight trips*
- f. [Approve Overnight Trip for Oak Park High School Girls' Basketball Team – July 16-19, 2015](#)  
*Board Policy 6153 requires Board approval for student overnight trips*
- g. [Approve Overnight Trip for Oak Park High School Solar Cup Club, May 14-17, 2015](#)  
*Board Policy 6153 requires Board approval for student overnight trips*
- h. [Approve Out of State Travel for Certificated Employee to attend Special Education Legal Conference in Denver, Colorado – April 25-29, 2015](#)  
*Board Policy 6153 requires Board approval for overnight trips*
- i. [Approve Agreement with VCEDNET for Internet Connectivity Services](#)  
*Board Policy 3312 requires Board approval for contracts for services*
- j. [Approve Quarterly Report on Williams Uniform Complaints – April 2015](#)  
*Education Code 35185 requires Board approval of each quarterly report regarding complaints against the District by the public regarding textbooks and instructional materials, teacher vacancy or misassignment or facility conditions*
- k. [Approve Student Teaching Agreement with California Lutheran University – August 1, 2015 – July 21, 2020](#)  
*Board Policy 3312 requires Board approval for contracts for services*
- l. [Approve Out of State Trip for Oak Park High School Rocket Team to Washington D.C. – May 7 – 9, 2015](#)  
*Board Policy 6153 requires Board approval for student overnight trips*

## **ACTION**

### **2. BUSINESS**

- a. [Approve Measure C6 Bond Fund Equipment Purchase – Replacement Photocopiers Authorized by Measure C6 Technology and Equipment Plan](#)  
*Board approval required for Measure C6 Bond purchases*
- b. [Approve Amendment to Measure R Master Plan: Project 15-04R, Replacement of Softball Field Walkway and Fencing at Oak Park High School](#)  
*Board approval required for amendments to Measure R Master Plan*
- c. [Approve Agreement for Architectural Services in Connection with Project 15-02R, Shade Sale Structures at all District Elementary Schools](#)  
*Board Policy 3312 requires Board approval for contracts for services*
- d. [Approve Award of Contracts, Project 15-02R, Playground Shade Structure Installation](#)  
*Board Policy 3312 requires Board approval for contracts for services*
- e. [Approve Donations](#)  
*Board approval required for acceptance of donations*

### **3. HUMAN RESOURCES**

- a. [Approve Confidential Employee Compensation Agreement](#)  
*Board approval required for changes to Compensation Agreement*
- b. [Approve Revised Job Description for Data Systems Support Specialist](#)  
*Board approval required for job descriptions*

**c. [Approve Adoption of Board Resolution #15-08 Regarding Reduction in Services of Certificated Employees in Particular Kinds of Service](#)**

*Board approval required for reduction in services*

**4. BOARD**

**a. [Approve Appointment to Citizens Oversight Committee](#)**

*Board approval required for appointments to Citizens Oversight Committee*

**b. [Approve New Student Recognition Program](#)**

*Board approval required for new student recognition program*

**5. BOARD POLICIES**

**a. [Approve Amendment to Board Policy and Administrative Regulation 1240 – Volunteer Assistance – Second Reading](#)**

*Policy revised to delete material on option for volunteers working in a student activity program to obtain fingerprint clearance or an Activity Supervisor Clearance Certificate, as this issue is addressed in AR. Regulation updated to reflect law allowing principal to grant permission for a sex offender to volunteer at a school if all parents/guardians are notified at least 14 days in advance. Section on “Criminal Background Check” adds optional language for district to give volunteers working in a student activity program the discretion to choose whether to obtain finger print clearance or obtain an Activity Supervisor Clearance Certification Regulation also reflect new law (AB 1667) which requires volunteers instructing or supervising students to complete a tuberculosis risk assessment and provides that a tuberculin skin test will only be necessary if risk factors are identified.*

**b. [Approve Amendment to Board Policy and Administrative Regulation 3100 – Budget - First Reading](#)**

*Policy updated to reflect new law (AB 2585) which eliminates the option to develop the district budget using the “dual budget” process and to include material formerly in AR which addressed board responsibilities related to budget adoption and review. Section on “Budget Criteria and Standards” updated to reflect new Title 5 Regulations (Register 2015, No. 2) which address the calculation of “increased and improved services” for LCFE expenditures and to reflect new law (SB 858) which limits the maximum amount of funds that may be held in district reserves and ending balances under certain conditions.*

**c. [Approve Amendment to Board Policy and Administrative Regulation 4118 – Dismissal/Suspension/Disciplinary Action – First Reading](#)**

*Policy is retitled and updated to include board actions related to the dismissal of certificated employees, formerly in AR 4117.4 – Dismissal. Policy reflects new law (AB 215) which allows notice of the board’s intent to suspend or dismiss an employee to be given to the employee at any time of year except when the charge is unsatisfactory performance, required any notice given outside of the instructional year to be served personally upon the employee, and addresses notification of an employee charged with egregious misconduct. Regulation retitled and updated to include requirements related to the dismissal of certificated employees, formerly in AR4117.4 – Dismissal. Regulation reflects new law (AB 215) which amends the causes for which a certificated employee may be suspended or dismissed, establishes an alternative procedure for charges related solely to egregious misconduct, and amends the list of mandatory leave of absence offenses.*

**d. [Approve Amendment to Board Policy and Administrative Regulation 5141.4 – Child Abuse Prevention and Reporting – First Reading](#)**

*Policy updated to reflect new law (AB 2016) which authorizes districts to provide students with instruction in sexual abuse and sexual assault awareness. New law (AB 2560) which requires applicants for a new or renewed credential to sign a statement that they understand their obligations as mandated reporters, and new law (AB 1432) which mandates staff*

training regarding duties of mandated reporters. Regulations updated to reflect new law (AB 1775) which amends the definition of sexual exploitation and new law (AB 1432) which requires districts to provide for annual training of mandated reporters. Revised regulation also expands the list of mandated reporters to include athletic coaches, athletic administrators, and athletic directors and reflects current law which provides that a student's homelessness or status as an unaccompanied minor is not a reason for reporting child abuse or neglect.

**e. Approve Amendment to Board Policy and Administrative Regulation 5144.1 – Suspension and Expulsion/Due Process – First Reading**

Mandated policy updated to reflect new law (AB 420) which prohibits district from expelling any student, and from suspending students in grades K-3, for disruption or willful defiance. Policy also revised to include material formerly in AR related to board authority to expel and to delete material related to requiring parents/guardians to attend a portion of the school day when their child is removed from class for specified behaviors. Mandated regulations updated to reflect new law (AB 420) which prohibits districts from expelling any student, and from suspending students in grades K-3, for disruption or willful defiance. Updated regulations reflects new law (AB 1806) which requires notification of the district's liaison for homeless students when the student being considered for expulsion is a homeless student and new law (SB 1111) which provides that, if a hearing officer or administrative panel does not recommend expulsion, a student must be permitted to return to the classroom instructional program from which the expulsion referral was made. Regulation deletes materials related to requiring parents/guardians to attend a portion of the school day when their child is removed from class for specified behaviors.

**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      3-17-15      #906**  
**BOARD OF EDUCATION**

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Ms. Barbara Laifman, called the regular meeting to order at 5:06 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

**BOARD PRESENT**

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

**PUBLIC COMMENTS**

None

**ADJOURN TO CLOSED SESSION**

The Board adjourned to Closed Session at 5:07 p.m.

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Ms. Barbara Laifman, reconvened the regular meeting to order at 6:02 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

**BOARD PRESENT**

Ms. Barbara Laifman, President, Mr. Allen Rosen, Vice President, Mr. Drew Hazelton, Clerk, Ms. Denise Helfstein, Member, Mr. Derek Ross, Member and Jake Whealen, Student Board Rep.

**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 Ms. Linda Sheridan, Executive Assistant.

**FLAG SALUTE**

Lori DeGrinis led the Pledge of Allegiance to the Flag

**REPORT ON CLOSED SESSION**

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

**ADOPTION OF AGENDA**

On motion of Barbara Laifman, seconded by Derek Ross, the Board of Education adopted the agenda as presented except to table Item B2g, and move Items B2c, B2d and B3a to immediately follow Reports/Discussion/Communications. Motion carried Aye: Helfstein, Hazelton, Laifman, Rosen, Ross, No – 0,

**PUBLIC SPEAKERS**

None

**PRESENTATIONS**

The Board presented the Partners in Education award to Lori DeGrinis

The Board presented Certificates of Recognition to students from Oak Hills Elementary School who earned 1<sup>st</sup> Place in the Odyssey of the Mind competition in their Division and students from Medea Creek Middle School who earned 2<sup>nd</sup> Place in the Odyssey of the Mind Competition in their Division. Both teams will be moving on to the next level of competition later this month.

## **REPORT FROM BOARD MEMBERS**

Board Member Drew Hazelton reported he attended the International Festival, the Oak Park Neighborhood School Snow Carnival, the Technology Committee, Facility Committee and Needs Committee meetings. He also attended the Jog-a-thon at Brookside and attended three Masters in Governance classes. Board Member Derek Ross reported he also attended a Masters in Governance class and is scheduled to attend another this coming weekend. He attended the MAC meeting, the VCSBA dinner meeting on LCAP, the Wellness Council, EEAC and Needs Assessment Committee meetings. Mr. Ross also attended the OPHS Choir Disney Concert. Board Member Denise Helfstein reported she attended the Medea Creek Middle School demonstration day, the Odyssey of the Mind presentation by the students at Brookside, the Curriculum Council meeting, the parent common core meeting at Brookside, and the CAG Conference. She toured Oak Park Neighborhood School, observed a GATE class at ROES and attended MCMS incoming 6<sup>th</sup> grade parent night. Board Member Allen Rosen reported he attended Benefits Committee prior to the Board Meeting, the OPHS performance of the *Tempest*, and course advisement night at OPHS. Board Member Barbara Laifman reported she attended the Friends, the Community Outreach, the LCAP meetings and course advisement night at OPHS.

## **REPORT FROM STUDENT BOARD REP**

Jake Whealen reported he worked at the OPNS Snow Carnival and also at the Future Freshmen Night.

## **REPORT FROM SUPERINTENDENT**

Dr. Knight reported the Wellness Council agreed to participate in California Thursday program that is only using California grown food on Thursdays in the child nutrition program. He attended the VCSBA meeting with Derek and Denise regarding the LCAP and also attended the International Festival. The PTO Council is discussing ways to keep this event going with more than one coordinator. The Students for the Protection of Animals and the Environment are offering a lunchtime speaker on Thursday from Senator Pavley's office to talk about the building of a overpass over the 101 Highway for mountain lions and other wild life followed by another speaker next month a sea shepherd to discuss whales wars regarding whale conservation. A group of students from OPHS submitted a video to a contest and won Honorable Mention from the White House Film Festival. Things are buzzing at OPHS as seniors are receiving their college acceptances. Tomorrow is 5% day at the Thousand Oaks Whole Foods Market. OPUSD will receive 5% of all sales on made on Thursday. Proceeds will go the EEAC to support their programs which include supporting the school gardens.

The Board received SSC Reports from OHES and OPHS.

**Technology Report** – Enoch Kwok reported to the Board on the latest activity of the Technology department.

### **C.1. CONSENT AGENDA**

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

- a. [Approve Minutes of Regular Board Meeting February 17, 2015](#)
- b. [Public Employee/Employment Changes 01CL22671-01CL22684 & 01CE067157-01CE07207](#)
- c. [Approve Purchase Orders –February 1 - 28, 2015](#)
- d. [Approve Overnight Trip for Oak Park High School Academic Decathlon Team – March 19-22, 2015](#)
- e. [Approve Overnight Trip for Oak Park High School Journalism Club – April 16-18, 2015](#)
- f. [Approve Overnight Trip for Medea Creek Middle School Concert Band – April 24-26, 2015](#)
- g. [Ratify Overnight Trip for Medea Creek Middle School Choir – March 13-15, 2015](#)
- h. [Approve Expulsion of Student in Disciplinary Case #01-14/15](#)

## **ACTION**

### **2. BUSINESS**

**a. Approve Recommendation for Playground Shade Structure Installation**

On motion of Denise Helfstein, seconded by Drew Hazelton, the Board of Education approved the Plan A Recommendation for Playground Shade Structure Installation if there is no DSA approval needed for the lower playground area needed at BES, then Plan B is there is DSA approval needed for that area. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross, No: 0.

**b. Approve Verdugo Ventura Valley Pathways Initiative Partnership Agreement – California Career Pathways Trust Grant**

On motion of Denise Helfstein, seconded by Allen Rosen, the Board of Education approved the Verdugo Ventura Valley Pathways Initiative Partnership Agreement – California Career Pathways Trust Grant. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross, No: 0.

**c. Approve Measure C6 Bond Fund Equipment Purchase – 2014-15 Technology Roadmap Projects**

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved the Measure C6 Bond Fund Equipment Purchase – 2014-15 Technology Roadmap Projects. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross, No: 0.

**d. Approve Measure C6 Bond Fund Equipment Purchase – Multipurpose Room Projector for Red Oak Elementary School**

On motion of Denise Helfstein, seconded by Derek Ross, the Board of Education approved Measure C6 Bond Fund Equipment Purchase – Multipurpose Room Projector for Red Oak Elementary School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross, No: 0.

**e. Approve Amendment to 2015 Facilities Master Plan - Measure R DSA Closeout Project, Relocatable Classroom Foundation and Ramp Upgrades at Multiple Sites**

On motion of Derek Ross, seconded by Allen Rosen, the Board of Education approved the amendment to the 2015 Facilities Master Plan – Measure R DSA Closeout Project, Relocatable Classroom Foundation and Ramp Upgrades at Multiple Sites. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross, No: 0.

**f. Approve Award of Contract for Project 15-01R, HVAC Replacement Building C, Medea Creek Middle School**

On motion of Drew Hazelton, seconded by Denise Helfstein, the Board of Education approved the Award of Contract for Project 15-01R, HVAC Replacement Building C, Medea Creek Middle School to Lennox Industries in the amount of \$66,100.68 and to Kaiser Air Conditioning in the amount of \$56,980. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross, No: 0.

**g. Approve Modifications to Facility Use Agreement with Westlake-Agoura Girls Softball Association**

This item was tabled

**h. Approve Governor’s 2015-16 K-12 Education Budget – OPUSD Projections and Priorities**

This item was discussion only

**i. Approve Certification of 2014-15 Second Interim Financial Report and Budget Revisions**

On motion of Denise Helfstein, seconded by Allen Rosen, the Board of Education approved the Certification of the 2014-15 Second Interim Financial Report and Budget. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross, No: 0.

**j. Approve and Adopt Resolution #15-07, Participation in CSBA California School Cash Reserve Program**

On motion of Allen Rosen, seconded by Derek Ross, the Board of Education approved the Adoption of Resolution #15-07, Participation in CSBA California School Cash Reserve Program. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross, No: 0.

**k. Approve Change Order #1, Project 14-29F, Solar Power Engineering, Construction and Procurement Project at Oak Park High School**

On motion of Drew Hazelton, seconded by Allen Rosen, the Board of Education approved the Change Order #1, Project 14-29F, Solar Power Engineering, Construction and Procurement Project at Oak Park High School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross, No: 0.

**3. CURRICULUM**

**a. Approve Student Acceptable Use Policy**

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved the Student Acceptable Use Policy. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross, No: 0.

**b. Approve New Classes for Oak Park High School**

On motion of Derek Ross, seconded by Allen Rosen, the Board of Education approved the new classes for Oak Park High School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross, No: 0

**4. HUMAN RESOURCES**

**a. Approve Support Services Coordinator**

On motion of Allen Rosen, seconded by Denise Helfstein, the Board of Education approved the Support Service Coordinator position. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross, No: 0.

**b. Approve the District's Initial Proposal for Collective Bargaining Negotiations with the Oak Park Teachers Association**

Public Hearing Opened at 8:49 p.m. No Public Comments Public Hearing Closed at 8:49 p.m. On motion of Derek Ross, seconded by Drew Hazelton, the Board of Education approved the District's and OPTA's Initial Proposal for Collective Bargaining Negotiations with Oak Park Teachers Association. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross, No: 0

**c. Approve the District's Initial Proposal for Collective Bargaining Negotiations with the Oak Park Classified Association**

Public Hearing Opened at 8:51 p.m. No Public Comments Public Hearing Closed at 8:51 p.m. On motion of Allen Rosen, seconded by Denise Helfstein, the Board of Education approved the District's Initial Proposal for Collective Bargaining Negotiations with the Oak Park Classified Association. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross, No: 0.

**5. BOARD**

**a. Review Moral Imperatives and Goals Progress**

This item was for discussion only.

**6. BOARD POLICIES**

**a. Approve Amendment to Board Policy and Administrative Regulation 0440 – District Technology Plan – First Reading**

On motion of Allen Rosen, seconded by Drew Hazelton, the Board of Education approved the Amendment to Board Policy and Administrative Regulation 0440 – District Technology Plan on First Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross, No: 0.

**b. Approve Amendment to Board Policy and Administrative Regulation 1240 – Volunteer Assistance – First Reading**

On motion of Denise Helfstein, seconded by Barbara Laifman, the Board of Education approved the first reading of the amendment to Board Policy and Administrative Regulation 1240 – Volunteer Assistance. The Board asked for additional information from staff for second reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross, No: 0.

**c. Approve Amendment to Board Policy and Administrative Regulation 3100 – Budget - First Reading**

On motion of Allen Rosen, seconded by Derek Ross, the Board of Education approved on First Reading of the amendment to Board Policy and Administrative Regulation 3100 – Budget. The Board asked for additional information from CSBA for second reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross, No: 0.

**d. Approve Amendment to Board Policy and Administrative Regulation 5125 – Student Records – First Reading**

On motion of Allen, seconded by Denise Helfstein, the Board of Education approve the amendment to Board Policy and Administrative Regulation 5125 – Student Records on first reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross, No: 0.

**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**

The Board discussed setting a date for the Board Retreat. They decided on June 28, 9:00 a.m., location to be determined.

There being no further business before this Board, the Regular meeting is declared adjourned at 9:59 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: APRIL 21, 2015**  
**SUBJECT: B.1.c. APPROVE PURCHASE ORDERS - MARCH 1-31, 2015**

CONSENT

**ISSUE:** Shall the Board approve the attached purchase orders issued March 1-31, 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 03/01/2015 - 03/31/2015

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B15-00042	Office Depot Customer Service Center	Open PO for office supplies	Medea Creek Middle School	010	13,225.00
B15-00175	Village Automotave Ctr, Inc.	2014-2015 District Vehicle Repairs	Business Administration	010	7,900.00
B15-00182	Office Depot Customer Service Center	Blanket P.O. for office supplies for year	Neighborhood Pre-School Progm	010	1,700.00
B15-00256	Southwest School Supply	Open PO for Custodial supplies	Medea Creek Middle School	010	2,600.00
B15-00259	ARC Document Solutions, LLC	Proj RDSA CAD Plot/Printing DSA Districtwide	Business Administration	213	500.00
B15-00263	Home Depot	2014-15 Maintenance Supplies and Tools	Business Administration	010	376.25
B15-00264	Arrowhead Processing Center	open PO 2014-2015 Drinking Water in Room 104	Human Resources	010	300.00
B15-00265	Southwest School Supply	Custodial supplies	Red Oak Elementary School	010	795.00
B15-00266	Trees & Things	Tree Trimming at BES Kindergarten Playground	Business Administration	010	2,650.00
P15-00195	Balfour Beatty Construction	Construction Management 7/1/14 - 12/31/14	Business Administration	213	800,000.00
P15-00578	VCOE	8 th Annual Rtl Symposium/Leslie	Human Resources	010	285.00
P15-00667	Robert Ahdoot	OPIS Lab Assist Contract	Human Resources	010	800.00
P15-00668	Hughes General Engineering	Proj 14-25R DSA Required Railings Classrooms OPHS	Business Administration	213	2,750.00
P15-00669	VCOE	VCFast Cost 2014-15	Business Administration	010	4,108.00
P15-00670	Clay Planet	Ceramics/PFA Don/Equip	Oak Park High School	010	5,723.30
P15-00671	Southwinds Transportation	DON:Disney Transportation -Culmination trip	Medea Creek Middle School	010	6,404.80
P15-00672	Grainger Industrial Supply	DON: Convex Mirror Library Computer Lab	Medea Creek Middle School	010	265.74
P15-00673	Riley's American Heritage Farm dba Colonial Chesterfield	Donation 5th grade field trip	Brookside School	010	1,976.25
P15-00674	The Lampo Group, Inc.	Wkbk/Don/Math/mat & supp	Oak Park High School	010	1,174.41
P15-00675	VCOE	Aca Deca & Mock Tr/PFA & Lott/oth exp	Oak Park High School	010	1,250.00
P15-00676	WorldStrides Heritage Ed	DON: Choir Heritage Performance Trip	Medea Creek Middle School	010	20,969.00
P15-00677	Textbook Warehouse c/o AMEX	OPIS Textbooks fill in 2014-2015	Curriculum	010	1,008.54
P15-00678	Acorn Press	DOC Advertising	Business Administration	010	2,324.74
P15-00679	VENTURA COUNTY STAR	DOC Advertising	Business Administration	010	2,116.13
P15-00680	Wayne Watson DBA Buena Concret	Project 14-28F Saw Cut and Remove Asphalt at OPIS	Business Administration	010	580.00
P15-00681	Taft Electric Company	Proj RDSA Ground Rod Testing MCMS & ROES	Business Administration	213	535.00
P15-00682	Hughes General Engineering	Fill in Concrete Area at OPHS	Business Administration	010	1,100.00
P15-00683	Craig Hainsworth	Proj RDSA Ramp R4 MCMS	Business Administration	213	900.00

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

ESCAPE **ONLINE**

Page 1

Includes Purchase Orders dated 03/01/2015 - 03/31/2015

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P15-00684	Taft Electric Company	Proj RDSA Ground Rod Testing Multiple Sites	Business Administration	213	1,406.94
P15-00685	Flinn Scientific, Inc	Science/PFA Don/mat & supp	Oak Park High School	010	1,891.20
P15-00686	Kaiser Air & Sheet Metal Inc.	Proj 14-33R HVAC Units Bldg C MCMS	Business Administration	213	56,980.00
P15-00687	Dick Blick	Art History Supplies	Oak View High School	010	34.21
P15-00688	VENTURA COUNTY STAR Attn: Star Scholar	VCSTAR Scholar Banquet	Oak View High School	010	350.00
P15-00689	Frey Scientific	Science/PFA Don/mat & supp	Oak Park High School	010	292.06
P15-00690	Thomson West	Education Code Books	Superintendent	010	285.40
P15-00691	VCOE	CELDT Scoring Workshop - Sampson, S	Curriculum	010	60.00
P15-00692	County of Ventura Elections DI vision	Sample & Official Ballots Nov 2014 Gen Election	Superintendent	010	2,751.60
P15-00693	Pyro-Comm Systems, Inc.	Proj14-28F Fire Alarm Installation Classrooms OPIS	Business Administration	010	4,357.00
P15-00694	Naviance, Inc	Naviance/PFA Don/oth exp	Oak Park High School	010	7,177.50
P15-00695	Michael Williams	PFA Don/Choir/oth exp	Oak Park High School	010	2,500.00
P15-00696	Custom Modular Services Corp	Proj RDSA Ramps/Anchoring Modular Classrooms	Business Administration	213	35,342.50
P15-00697	Agoura Equip Rentals	Proj 14-17R Equipment Rental Security Cameras OPHS	Business Administration	213	418.98
P15-00698	Hilford Moving and Storage	Proj 14-28F Cart Rental Classrooms OPIS	Business Administration	010	612.00
P15-00699	Southwinds Transportation	Donation bus - field trip	Brookside School	010	3,134.20
P15-00700	Lennox Industries, Inc	2014-15 Open PO for HVAC Parts	Business Administration	010	1,000.00
P15-00701	College Board Publications	SAT Report/Lott/mat & supp	Oak Park High School	010	275.00
P15-00702	Disneyland Youth Ed Series c/ o American Express	Culmination Donations: Disneyland	Medea Creek Middle School	010	31,036.00
P15-00703	Southwinds Transportation	Parent funded field trip	Red Oak Elementary School	010	731.20
P15-00704	Pasco Scientific	Science/PFA Don/mat & supp	Oak Park High School	010	2,429.90
P15-00705	Miracle Recreation Equipment	Swing Hanger for OHES	Business Administration	010	423.24
P15-00706	Pierres Welding & Maint.	Replace Metal Vavle Box Cover at OPHS Pavilion	Business Administration	010	650.00
P15-00707	Center for Education & Employment Law	Law Book/admin/oth exp	Oak Park High School	010	154.95
P15-00708	Herff Jones	OVHS Diplomas	Oak View High School	010	152.37
P15-00709	School Outfitters	Tables/AP Don/mat & supp	Oak Park High School	010	1,277.56
P15-00710	University of Oregon	DIBELS Assessment Data	Curriculum	010	855.00
P15-00711	Herff Jones	OPIS Diplomas 2015	Home Independent Study Program	010	619.62
P15-00712	Division of State Architect	Proj 10-13R CCD Fee Multiple Bldgs BES	Business Administration	213	1,754.20
P15-00713	Esther D. Lee	DON:Accompanist for Harvest Festival	Medea Creek Middle School	010	360.00
P15-00714	Hughes General Engineering	Proj RDSA ADA Access Ramp ROES	Business Administration	213	6,400.00

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

ESCAPE **ONLINE**

Page 2

**Includes Purchase Orders dated 03/01/2015 - 03/31/2015**

<b>PO Number</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Location</b>	<b>Fund</b>	<b>Account Amount</b>
P15-00715	CTE CAL, Inc.	Proj 14-25R DSA Inspections Classrooms OPHS	Business Administration	213	330.00
P15-00716	M/M Mechanical, Inc	Proj 13-15R Hot Water Line OPHS	Business Administration	213	310.50
P15-00717	Community Education Department Ohlone Community College Dis	IT Essentials Training - VCI Grant	Business Administration	010	600.00
P15-00718	Textbook Warehouse c/o AMEX	OPIS The Story of Art	Curriculum	010	39.24
P15-00719	CTE CAL, Inc.	Proj 14-25R DSA Inspection Classrooms OPHS	Business Administration	213	550.00
T15-00051	School Outfitters	30 Headphones Lab Pack Set for Common Core testing	Human Resources	010	2,521.45
T15-00052	Jam Tweet & Rhyme, Inc.	Typing Boot Camp for Stephanie Sandler	Human Resources	010	1,350.00
<b>Total Number of POs</b>			<b>66</b>	<b>Total</b>	<b><u>1,055,730.98</u></b>

**Fund Recap**

<b>Fund</b>	<b>Description</b>	<b>PO Count</b>	<b>Amount</b>
010	General Fund	52	147,552.86
213	Measure R FACILITIES Bond Fund	14	908,178.12
		<b>Total</b>	<b><u>1,055,730.98</u></b>

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

ESCAPE **ONLINE**

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: APRIL 21, 2015**  
**SUBJECT: B.1.d. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL BOYS' BASKETBALL – JUNE 12-14, 2015**

CONSENT

**ISSUE:** Shall the Board approve an overnight trip for the Oak Park High School Boys' Basketball Team?

**BACKGROUND:** Principal, Kevin Buchanan, requests approval for the Oak Park High School Boys' Basketball team to compete in a tournament scheduled for June 12<sup>th</sup>-14<sup>th</sup>, 2015 at San Diego State Univ. in San Diego, CA. Approximately 15 male athletes, two OPHS teacher/coaches will travel by district approved drivers in district vehicles. They will depart on Friday, June 12<sup>th</sup> and return late Sunday afternoon. The coaches and players will stay at the SDSU campus residence halls/dorms. Players will pay \$150 to cover transportation, room and board. Team account will cover the \$550 tournament entry fee. 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 Rep	_____	_____	_____	_____

\_\_\_\_\_

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: APRIL 21, 2015**  
**SUBJECT: B.1.e. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL CHEER TEAM – JULY 23-26, 2015**

CONSENT

**ISSUE:** Shall the Board approve an overnight trip for the Oak Park High School Cheer team?

**BACKGROUND:** Principal Kevin Buchanan requests approval for the Oak Park High School Cheer Team to attend this camp scheduled for July 23-26, 2015 at Vanguard University in Costa Mesa, CA. Approximately 38 athletes, team coach and assistant coach will be driven by approved parent drivers in private vehicles. Group will 8 a.m. on July 23<sup>rd</sup> and return early the evening of the 26<sup>th</sup>. They will stay in the dorms on campus at Vanguard University. Each athlete will pay \$400 to cover the cost of camp, meals, materials 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 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 Rep	_____	_____	_____	_____

\_\_\_\_\_

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**

**DATE: APRIL 21, 2015**

**SUBJECT: B.1.f. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL GIRLS' BASKETBALL TEAM – JULY 16-19, 2015**

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CONSENT

**ISSUE:** Shall the Board approve an overnight trip for the Oak Park High School Girls' Basketball Team?

**BACKGROUND:** Principal, Kevin Buchanan, requests approval for the Oak Park High School Girls' Basketball team to attend this tournament scheduled for July 16-19, 2015 in San Diego, CA. Approximately 12 players, three OPHS coaches and four parent volunteers will travel by district approved drivers in private vehicles. They will depart after summer school on Thursday, July 16 and return by 5 p.m. on Sunday, July 19. Students and chaperones will stay at the Country Inn & Suites in San Diego. Each student will pay approximately \$200 to cover the cost of meals, transportation and lodging and misc. The \$495 tournament fee will be paid by Girls Basketball account. 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 Rep	_____	_____	_____	_____

\_\_\_\_\_

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: APRIL 21, 2015**  
**SUBJECT: B.1.g. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL SOLAR CUP CLUB – MAY 14-17, 2015**  
**CONSENT**

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**ISSUE:** Shall the Board approve an overnight trip for the Oak Park High School Solar Cup club?

**BACKGROUND:** Principal, Kevin Buchanan, requests approval for the Oak Park High School Solar Club Club to compete scheduled for May 14-17, 2015 at Lake Skinner, near Temecula, CA. Approximately 10 students, two OPHS staff members and two parent chaperone will travel by a district approved drivers in private vehicles. They will depart on Thursday, May 14<sup>th</sup> and return early the evening of Sunday, May 17<sup>th</sup>. Participants will be staying at the Lake Skinner campground. The cost will be approximately \$50 per student to cover the cost of transportation, camping and incidentals. 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 Rep	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: APRIL 21, 2014**  
**SUBJECT: B.1.h. APPROVE OUT OF STATE TRAVEL FOR CERTIFICATED EMPLOYEE TO ATTEND THE SPECIAL EDUCATION LEGAL CONFERENCE IN DENVER, COLORADO – APRIL 25-29, 2015**

Consent

**ISSUE:** Shall the Board of Education approve the out of state travel for the Oak Park employee to attend the Special Education Legal Conference in Denver, Colorado?

**STATEMENT:** According to Board Policy 3350, the Board of Education must approve out of state travel for certificated and classified employees. Susan Roberts, Director of Pupil Services will be attending a Special Education Legal Conference which will be held in Denver, Colorado, April 25-29, 2015.

**ALTERNATIVES:** 1. Approve the out of state travel for employee to attend the Legal Conference in Denver, Colorado.  
2. Do not approve the out of state travel for employee to attend the Legal Conference in Denver, Colorado.

**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: APRIL 21, 2015**  
**SUBJECT: B.1.i. APPROVE RENEWAL AGREEMENT WITH VCEDNET FOR INTERNET CONNECTIVITY SERVICES**

CONSENT

**ISSUE:** Shall the Board approve an agreement with VCEDNET for Internet connectivity services for the period July 1, 2015 through June 30, 2018?

**BACKGROUND:** Oak Park Unified School District has historically contracted with VCEDNET to provide Internet connectivity services for all of its schools and departments. The current contract with VCEDNET expires in June 2015. In response to the District’s E-rate Request for Proposals, VCEDNET has proposed to continue providing Internet services, doubling the bandwidth and reducing the annual cost by \$2,200. A copy of the proposed renewal agreement is attached for the Board’s review and information.

**FISCAL IMPACT:** The cost of the proposed services is included in the Business and Administrative Services departmental budget.

**ALTERNATIVES:**

1. Approve the three-year renewal agreement with VCEDNET for Internet connectivity services for the period July 1, 2015 through June 30, 2018.
2. Do not approve the amendment.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted:

\_\_\_\_\_  
 Anthony W. Knight, Ed.D  
 Superintendent

Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

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

## **Complete Bundled Internet Access Service Contract**

This document identifies the terms of a Complete Internet Access Network Service Contract hereinafter referred to as the "contract". This contract is being executed between the **Oak Park Unified School District**, hereinafter referred to as the "LEA" and Ventura County Education Network, hereinafter referred to as "VCEDNET".

VCEDNET Complete Internet Access Service Contract includes the following:

1. **Provide radio and/or fiber links from LEA to VCEDNET**. This includes site surveys, engineering, design, procurement, installation, coordination and configuration of all equipment and or contractors. Register and maintain all necessary FCC microwave licenses. Coordinate with all subcontractors and LEA facilities for Customer Premise Equipment (CPE).
2. **Operation/maintenance of network devices** VCEDNET will design, engineer and manage all layer-2 or 3 network devices up to and including the (CPE) at LEA facility. VCEDNET will provide the LEA with a RJ-45 Ethernet handoff. VCEDNET is responsible for the following operations:
  - a. monitor the performance of all circuits aforementioned in Section 1.
  - b. report any faults/troubles that are related to the communication circuits.
  - c. configure and manage all layer-2 or 3 network devices Customer Premise Equipment (CPE) at LEA facility (network equipment closet).
3. **Internet Access-** Provide IP address block and routing from LEA to upstream Internet POP, including Domain Name Registration and basic firewall protection. VCEDNET provides a 10-gigabit Tier 1 class pop to the K12HSN as well as multi-gigabit failover link provided by an alternative Tier 1 class carrier.
4. **Effective Date:** This contract is for a three year period beginning July 1, 2015 and ending June 30, 2018. Optional growth and extension clauses are available.
5. **Point of contact calls and e-mails to VCEDNET Service Center** The LEA will designate a **point person(s)** to communicate with VCEDNET Service Center and in turn relay information to their respective staff. VCEDNET Service Center is open between the hours of 8:00 a.m. and 5:00 p.m. M-F. A reasonable expectation for

VENTURA COUNTY  
 EDUCATION NETWORK  
 VCEDNET

response time, either by phone or e-mail, is 2 hours. A timely resolution to the service request depends on the nature of the problem. *LEA determined **Emergency Requests** will be billed at prevailing VCEDNET rates.*

6. **LEA responsibilities:**

- a. Pay an annually invoiced service fee, including leased equipment for Internet Access
- b. Secure an acceptable location at LEA facility which includes:
  - i. Sufficient and accessible electrical power
  - ii. Conduit/path from MPOE (customer minimum point of entry) to an interior MDF/IDF
- c. Provide the connectivity from the IDF to the MDF
  - i. Fiber/Ethernet connection from IDF to MDF
  - ii. A layer-2 switch with fiber/gigabit Ethernet ports

7. **Equipment Ownership** All equipment provided under this contract remains the property Ventura County Education Network.

**Exclusions:**

- Following initial network configuration, any subsequent router or switch configuration changes requested by LEA are not included in this Service Level Contract.
- The terms of this contract do not include LEA internal LAN equipment
- Acts of God are NOT cover by this service. Fire, flood, earthquake, lightning and such are considered AoG.
- Damage or loss to equipment from vandalism or theft.

***Please select the service speed that you are requesting.***

	<b>Core Service</b>	<b>Annual Cost</b>	<b>Total Core Service</b>
	Internet Access w/ 1 Gb connectivity	\$45,100	\$45,100
	Internet Access w/ 2 Gb connectivity	\$59,100	- - -
	Internet Access w/ 3 Gb connectivity	\$75,100	- - -
	Internet Access w/ 4 Gb connectivity	\$85,100	- - -
	<b>Tier 1 ISP connectivity</b>	Connection Speed	- - -
			\$45,100

**Complete Internet Access Network Service Contract**

**Contract Growth Terms**-This Complete Internet Access Network Service Contract is by and between VCEDNET and LEA. During the 3-year contract term LEA may opt to increase connectivity speed to amounts listed in this contract only during annual renewal periods and VCEDNET would need to be notified of stated increase in writing with 90 day notification prior to increase cutover.

LEA will be invoiced annually for their portion of e-ratable service. Payments are due net 30 days upon receipt of invoice. Invoices will be sent out typically in September or October of each contract year.

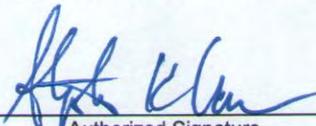
**Contract Extension Terms**-While this contract is a three year term it may be extended for (two) one year extensions with the same 90 day notification prior to the June 30 deadline.

**Non-Appropriation Clause**

*"If after the first fiscal year in which a particular Service acquired is installed, universal service (E-rate) discounts are not received to pay for that particular Service in a subsequent fiscal year, then Customer may terminate this contract as it relates to that particular Service as of the last day universal service (E-rate) discounts were received. However, (i) Customer shall be obligated to pay all charges incurred through the "Date of Termination" (ii) Customer shall use its best effort to obtain universal service (E-rate) for this particular Service provided, (iii) Customer agrees not to obtain substantially similar service and or equipment to replace those provided in this contract for a period equal to the remaining term of this contract, (iv) Customer may exercise right to terminate upon delivery to VCEDNET of a 90 day written notice setting forth the reason for such termination and within 30 days following such delivery provide VCEDNET with a legal opinion of counsel from Customer that universal service (E-rate) funds were not available for the acquisition of such Service."*

**VCEDNET, TECHNOLOGY SERVICES:**

**CUSTOMER:**

By:   
Authorized Signature  
Name: Stephen K. Carr  
Title: Director, VCEDNET  
Date: 01/30/2015

LEA: Oak Park Unified School District  
By: \_\_\_\_\_  
Authorized Signature  
Name: Martin Klauss  
Title: Asst. Supt., Business Services  
Date: \_\_\_\_\_

**Point Person Contact Information:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**TO: BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: APRIL 21, 2015**  
**SUBJECT: B.1.j. APPROVE QUARTERLY REPORT ON WILLIAMS UNIFORM COMPLAINTS – APRIL 2015**

Consent

**ISSUE:** Shall the Board of Education approve the Quarterly Report on Williams Uniform Complaints – April 2015?

**BACKGROUND:** As a result of a lawsuit filed against the State of California, the State Legislature passed several bills that codified the negotiated settlement to the suit. One of the many requirements of this legislation is for school districts to establish a uniform complaint process to allow parents or member of the public to register written complaints regarding textbook/instructional materials sufficiency, teacher vacancy or missassignment, and hazardous conditions of school facilities.

Education Code 35186 requires the Superintendent or designee report summarized data on the nature and resolution of all Williams Uniform Complaints on a quarterly basis to the Board of Education and the County Office of Education. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. These summaries shall be publicly reported on a quarterly basis at a regularly scheduled Board meeting.

- ALTERNATIVES:**
1. Approve the Quarterly Report on Williams Uniform Complaints – April 2015
  2. Do not approve the Quarterly Report on Williams Uniform Complaints – April 2015

**RECOMMENDATION:** Alternative #1.

**RATIONALE:** It is the policy of the district to comply with federal and state laws and regulations governing education programs or activities which receive state or federal funding.

Respectfully submitted,

\_\_\_\_\_  
 Anthony W. Knight, Ed.D.  
 Superintendent

**Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:**

<b>VOTE:</b>	<b>AYES</b>	<b>NOES</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
<b>Hazelton</b>	_____	_____	_____	_____
<b>Helfstein</b>	_____	_____	_____	_____
<b>Laifman</b>	_____	_____	_____	_____
<b>Rosen</b>	_____	_____	_____	_____
<b>Ross</b>	_____	_____	_____	_____
<b>Student Rep.</b>	_____	_____	_____	_____

Quarterly Report on Williams and Valenzuela Uniform Complaints  
 For Districts With Grades 10-12 Offering CAHSEE Intensive Instruction and Services  
 [Education Code Section 35186]  
 Fiscal year 2014-2015

District: Oak Park Unified School District

Person completing this form: Dr. Leslie Heilbron

Title: Assistant Superintendent, Human Resources

Quarterly Report Submission Date:  October 2014 (7/1/14 to 9/30/14)  
 (check one)  January 2015 (10/1/14 to 12/31/14)  
 April 2015 (1/1/15 to 3/31/15)  
 July 2015 (4/1/15 to 6/30/15)

Date for information to be reported publicly at governing board meeting: January 20, 2015  
 Please check the box that applies:

- No complaints were filed with any school in the district during the quarter indicated above.
- Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0		
Teacher Vacancy or Misassignment	0		
Facilities Conditions	0		
CAHSEE Intensive Instruction and Services	0		
Totals	0		

Anthony W. Knight, Ed.D.  
 Name of District Superintendent

\_\_\_\_\_  
 Signature of District Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: ANTHONY W. KNIGHT Ed.D., SUPERINTENDENT**

**DATE: APRIL 21, 2015**

**SUBJECT: B.1.k APPROVE STUDENT TEACHING AGREEMENT WITH CALIFORNIA LUTHERAN UNIVERSITY – AUGUST 1, 2015 – JULY 31, 2020**

INFORMATION/CONSENT/ACTION

**ISSUE:** Shall the Board of Education enter into Student Teaching Agreement with Cal Lutheran University, commencing August 1, 2015 until July 31, 2020?

**STATEMENT:** Education Code section 11006 authorizes the Governing Board of any school district to enter into agreements with a state college/university or private college/university accredited by the State Board of Education as a teacher education institution, to provide supervised student teaching experience.

- ALTERNATIVES:**
1. Approve Student Teaching Agreement with Cal Lutheran University, commencing, commencing August 1, 2015 until July 31, 2020 and authorize the Superintendent to sign the agreement on behalf of the District.
  2. Do not approve Student Teaching Agreement with Cal Lutheran University.

**RECOMMENDATION:** Alternative #1

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.	_____	_____	_____	_____

# California Lutheran UNIVERSITY

## **STUDENT TEACHING CONTRACT**

This Agreement is made between California Lutheran University ("CLU") and Oak Park Unified School District ("Facility").

### **RECITALS**

A. CLU has established an approved program of special training entitled the Student Teacher Program, to provide initial teaching experience through supervised teaching to students enrolled in teacher training curricula (the "Program"); multiple and single subject and educational specialist initial credentials.

B. Program requires supervision and facilities where students can obtain the clinical learning experience required in the curriculum; and

C. Facility has the clinical setting, supervision, and equipment needed by Program trainees as part of their practical learning experience.

### **TERMS**

In consideration of the mutual promises and conditions in this Agreement and for good and valuable consideration, CLU and Facility agree as follows:

#### 1.0 Obligations of Facility.

1.1 Facility will provide suitable clinical learning experience and supervision consistent with the Program's curriculum and objectives in accordance with CLU's academic calendar. Clinical learning experience shall include supervised teaching in schools and classes of the Facility, not to exceed ten (10) semester units of supervised student teaching for up to 75 full time individual students during the academic year, and/or up to ten (10) CLU students possessing valid internship credentials and enrolled with CLU for supervised teaching in schools or classes of the Facility, and under the direct supervision and instruction of Facility's employees as agreed upon by duly authorized representatives of Facility and CLU. Professional development schools are exempt from the unit limitation.

1.2 Facility will designate appropriate personnel to coordinate the students' clinical learning experience in the Program. This will involve working with CLU faculty and staff to assign students to specific clinical cases and experiences, and include the students in selected conferences, clinics, courses, and programs

conducted under the direction of Facility. "Supervised teaching" as used in the contract means active participation in the duties and functions of classroom teaching under the direct supervision and instruction of tenured employees of Facility holding valid professional clear credentials, authorizing them to serve as classroom teachers in the school or classes in which the supervised teaching is provided. It is understood that in no case shall students in learning situations replace regular staff. CLU students enrolled in the clinical experience shall receive a minimum of fifteen (15) weeks of supervision, in conformity with Title 5, California Administrative Code, Sections 6130 (f) (2) and 6160 (f) (2). The clinical experience shall commence on the date the student presents the assignment card and attendant CLU documents to the designated Facility employee.

1.3 Facility will permit, on reasonable request, the inspection of clinical and related facilities by agencies charged with responsibility for accreditation of CLU's program.

1.4 Facility shall provide to the teacher candidate appropriate access to student records, including CELDT scores, IEP goals and objectives, and other student demographic data as required by CalTPA.

1.5 Facility will assist the teacher candidate in obtaining parent permission to use student work and the videotaping of lessons for the express purpose of CalTPA requirements.

1.6 Facility will recommend to CLU the withdrawal of a Program student if: (1) the achievement, progress, adjustment, or health of the student does not warrant continuation at Facility, or (2) the behavior of the student fails to conform to the applicable regulations of Facility. Facility will assist CLU, if necessary, in implementing this recommendation.

1.7 Facility reserves the right, exercisable in its discretion after consultation with CLU, to exclude any student from its premises in the event that such person's conduct or state of health is deemed objectionable or detrimental, having in mind the proper administration of said Facility.

1.8 Facility shall provide all equipment and supplies needed for clinical instruction at Facility.

1.9 Facility shall arrange for emergency care in case of illness or accident to any participating student.

## 2.0 Obligations of CLU.

2.1 CLU will provide and maintain the records and reports necessary for conducting the students' clinical learning experience.

2.2 CLU will withdraw a student from the clinical program at Facility if, after consultation with Facility personnel, CLU determines such action to be warranted.

2.3 CLU will prohibit the publication by the students, faculty, and staff members of any material relative to their clinical learning experience that has not been approved for release for publication by both Facility and CLU.

2.4 CLU, through Office of the Dean of the School of Education or Coordinator of Candidate Placement, after consultation with Facility, shall plan and oversee the educational program for student clinical experiences.

2.5 CLU will ensure that all candidates have passed subject matter competency, have been fingerprinted and issued a Certificate of Clearance, and have passed all state and university requirements prior to being placed in the classroom.

2.6 CLU will provide Facility with an annual announcement or description of the program, curriculum and objectives to be achieved at Facility, and the academic calendar of CLU.

2.7 Instructors and students at CLU will abide by the rules and policies of Facility while using its facilities.

### 3.0 Term.

3.1 This agreement will commence on August 1, 2015 and is valid for five years.

### 4.0 Application of Facility's Rules.

CLU students, during clinical training at Facility, will be under the jurisdiction of Facility officials for training purposes and will follow Facility rules to the extent that such rules directly relate to clinical training. CLU students will be expected to conduct themselves in a professional manner such that their attire and their appearance conform to the accepted standards of Facility.

### 5.0 Reservation of Rights: Placement.

CLU and Facility each reserve the right to withhold placement of Program students depending upon the availability of facilities and personnel to adequately

provide a satisfactory field experience.

#### 6.0 Insurance Hold Harmless.

6.1 CLU agrees to render a certificate of liability insurance to Facility indicating coverage of CLU and its agents, employees, and students for their acts, failure to act, or negligence arising out of or caused by the activity which is the subject of this Agreement.

6.2 Facility agrees that it will indemnify and hold harmless CLU, its servants, agents and employees, and any students acting as such, from any and all liability, damage, expense, causes of action, suits, claims, or judgments arising from injury to person(s) or personal property or otherwise which arises out of the act, failure to act, or negligence of Facility, its servants, agents, or employees, in connection with or arising out of the activity which is the subject of this Agreement.

#### 7.0 Laws, Rules, and Regulations; Non-Discrimination.

7.1 Facility and CLU agree that neither will discriminate against any individual on the basis of age, sex, race, creed, color, sexual orientation, religious belief, national origin, disability, status as a disabled veteran, or veteran of the Vietnam era, and that Facility agrees to comply with all nondiscriminatory laws and policies that CLU promulgates and to which CLU is subject.

7.2 Facility agrees that it will abide by all applicable executive orders, federal, state and local laws, rules and regulations in effect as of the date of this Agreement, and as they may change or be amended from time to time, including, but not limited to, compliance with the Americans with Disabilities Act.

#### 8.0 Remuneration.

8.1 CLU shall pay Facility's supervising teachers for the performance of all services required to be performed under this contract at the rate indicated on the annual cooperating teacher agreement (see Appendix A).

8.2 Facility will not provide remuneration either in the form of pay or in kind to any employees of CLU for any services performed or activity required in connection with matters associated with this Agreement.

#### 9.0 Use of Name; Advertising.

Neither party shall use the other's name or any corporate or business name which is reasonably likely to suggest that the two parties are related, without first obtaining the written consent of the-other-party.

## 10.0 Termination

Either party may terminate this agreement upon 30 day's written notice to the other party except that if CLU terminates this agreement based on lack of funding, the 30 days' notice shall not apply. The notice required under this clause shall be sent by registered mail.

## 11.0 Non-Assignment and Subcontracting.

Facility shall not assign, transfer, or contract for the furnishing of services to be performed under this Agreement without the written approval of CLU.

## 12.0 Entire Agreement; Modification.

This Agreement constitutes the entire understanding between the parties with respect to the subject matter hereof and may be modified only by a writing signed by both parties.

## 13.0 Governing Law.

This Agreement shall be governed by and construed under the laws of the State of California, which shall be the forum for any lawsuit arising from or incident to this Agreement.

## 14.0 Consideration.

Under the terms of this Agreement, neither party provides any compensation to the other party for services rendered under this agreement.

## 15.0 Severability.

In the event one or more clauses of this Agreement are declared illegal, void or unenforceable, that shall not affect the validity of the remaining portions of this Agreement.

## 16.0 Waiver.

The failure of either party to exercise any of its rights under this Agreement for a breach thereof shall not be deemed to be a waiver of such rights, and no waiver by either party, whether written or oral, express or implied, of any rights under or arising from the Agreement shall be binding on any subsequent occasion; and no concession by either party shall be treated as an implied modification of the Agreement unless specifically agreed in writing.

IN WITNESS WHEREOF, the authorized representatives of the parties have executed this Agreement on this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

California Lutheran University:

Facility: Oak Park Unified School District

By: \_\_\_\_\_  
(Signature)

By: \_\_\_\_\_  
(Signature)

Karen Davis  
(Printed Name)  
V.P. for Administration & Finance  
(Title)

\_\_\_\_\_  
(Printed Name)  
\_\_\_\_\_  
(Title)

# Appendix A

## California Lutheran UNIVERSITY

Graduate School of Education  
Department of  
Learning and Teaching

60 W. Olsen Road #4100  
Thousand Oaks, CA 91360

### Cooperating Teacher Agreement

---

Cooperating Teacher Name \_\_\_\_\_ Semester \_\_\_\_\_  
School \_\_\_\_\_ Grade \_\_\_\_\_  
District \_\_\_\_\_ CLU-Trained?\*

Yes  No

*\*Attended CLU Cooperating Teacher Orientation training*

*I agree to provide supervision of teacher candidates. I have reviewed the Cooperating Teacher Handbook on the CLU website at <http://www.callutheran.edu/education/faculty/learning-and-teaching/>*

*I understand that the Teacher Candidate needs to experience with many aspects of classroom organization, management, and curriculum, including (but not limited to) the following:*

- Student assessment in reading, writing, math, and science or IEP/504 plan (multiple subject)
- Student assessment in reading and content area or IEP/504 plan (single subject)
- Instruction based on state content standards
- Opportunity to use technology in instruction
- Access to both English learning and special needs students to complete State and university requirements and assignments
- Access to focus students' cumulative files in order to complete credential requirements
- Lesson planning in all curricular areas including integration of subjects
- Grouping students for skill, heterogeneity, interest, level, or IEP/504
- Differentiating lesson plans and assessments to meet the needs of all students
- Manipulative and resource materials for reading, math, science, or special materials for adaptations and accommodations listed in IEP/504 plans
- Classroom library organization including leveled readers, age appropriate, culturally diverse literature in a variety of genres, and expository texts
- Resources of school: resource, reading lab, computer lab, etc.
- Grade level, faculty meetings, in-service, parent conferences, and IEP/504 meetings when appropriate
- Allow the video taping of lesson in order to complete State credential requirements (Permission forms will be obtained from parents if students are included in the video).

Cooperating Teacher Signature \_\_\_\_\_

Date \_\_\_\_\_

# Appendix A

## California Lutheran UNIVERSITY

Graduate School of Education  
Department of  
Learning and Teaching

805-493-3423  
Fax 805-493-3924

### Cooperating Teacher Information and Stipend Form

In order to provide better service to cooperating teachers, this form is required and for internal use only. For questions, please contact the Department of Learning and Teaching at (805)493-3423

Semester: Spring \_\_\_\_\_ Fall \_\_\_\_\_ Methods  Full-time Student Teaching   
(Year) (Year)

Student name \_\_\_\_\_

Supervisor \_\_\_\_\_

Cooperating Teacher \_\_\_\_\_ Soc. Sec # \_\_\_\_\_  
(REQUIRED FOR STIPEND PAYMENT)

Home Address \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Previous Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

E-mail address \_\_\_\_\_

Education: BA or BS in \_\_\_\_\_ University \_\_\_\_\_ Date \_\_\_\_\_

MA or MS in \_\_\_\_\_ University \_\_\_\_\_ Date \_\_\_\_\_

Other \_\_\_\_\_

Have you ever attended Cal Lutheran?(circle one) Yes No Under what name? \_\_\_\_\_

Credential(s) Held: Elementary  Secondary  Ed. Spec.

Other Subjects: \_\_\_\_\_

Name of School \_\_\_\_\_

School Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Principal \_\_\_\_\_ School Phone \_\_\_\_\_

Stipend:  \$300 per year Primary Placement CC/Flory  \$100 year Ancillary Placement CC/Flory  
 \$200 (one Full-time Student)  \$100 (one Methods Student)  
 \$100 (Full-time share)  \$200(two Methods Student)

Cooperating Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

*Thank you for your participation*

IN WITNESS WHEREOF, the authorized representatives of the parties have executed this Agreement on this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

California Lutheran University:

Facility: Oak Park Unified School District

By: \_\_\_\_\_  
(Signature)

By: \_\_\_\_\_  
(Signature)

Karen Davis  
(Printed Name)  
V.P. for Administration & Finance  
(Title)

\_\_\_\_\_  
(Printed Name)  
\_\_\_\_\_  
(Title)

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: APRIL 21, 2015**  
**SUBJECT: B.1.1. APPROVE OUT OF STATE TRIP FOR OAK PARK HIGH SCHOOL ROCKET TEAM TO WASHINGTON D.C. – MAY 7-9, 2015**

**Consent**

**ISSUE:** Should the Board of Education approve an out of state trip for Oak Park High School Rocket Team?

**BACKGROUND:** Staff requests approval for an out of state trip for the Oak Park High School Rocket Team to Washington D.C. to attend the Team Rocketry Challenge National Finals. 100 teams out of 700 were selected based on their scores of attempting to build and fly a rocket to exactly 800 feet with a flight time of 46-48 seconds. The team worked very hard and completed over 50 test flights. We would like to take the team to the National Finals in The Plains, VA and combine that experience with a short trip to visit the two Smithsonian National Air and Space Museums – one on the National Mall and the other near Dulles International Airport. The cost of the trip will be funded from team donations from sponsors that include the Boeing Company and Ensign Bickford Aerospace and Defense (EBAD) and team members would contribute \$500 each. The group will depart on Thursday, May 7 and fly from LAX-Washington D.C. and spend two nights and return on Saturday, May 9. Dr. Tony Knight will chaperone the students and meets the District criteria to supervise students on overnight trips. It is anticipated at the time of this writing that approximately five students will attend the trip. Accept this a 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 out of state trip as presented.  
 2. Do not approve the out of state trip as presented.

**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 Board Rep.	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: APRIL 21, 2015**  
**SUBJECT: B.2.a. APPROVE MEASURE C6 BOND FUND EQUIPMENT PURCHASE – REPLACEMENT PHOTOCOPIERS AUTHORIZED BY MEASURE C6 TECHNOLOGY AND EQUIPMENT PLAN**

ACTION

**ISSUE:** Shall the Board approve the purchase of replacement photocopiers for Oak Park High School and the Pupil Services Department, as included in the Board-approved Measure C6 Technology and Equipment Plan?

**BACKGROUND:** At its meeting February 19, 2013, the Board approved the 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. Two copiers originally purchased in 2007, one at Oak Park High School and one in the Pupil Services Department, 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 \$27,879. 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 replacement photocopiers for Oak Park High School and the Pupil Services Department, in the amount of \$27,879, utilizing the piggyback provisions of the U.S. Communities Contract #4400003732.
  2. Do not approve the proposed equipment purchase.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

\_\_\_\_\_  
 Anthony W. Knight, Ed.D.  
 Superintendent

Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

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

# Document Systems PURCHASE AGREEMENT

Document Systems  
 300 N. Graves Suite E.  
 Oxnard, CA 93030  
 Phone: (805)650-6482 Fax: (805)983-0956

Sales Rep	Adam Shotland
<b>Agreement Number</b>	
<b>Contract Date:</b>	9/11/2014

CUSTOMER INFORMATION SHIP TO:		CUSTOMER INFORMATION BILL TO:	
COMPANY NAME <b>Oak Park High School</b>		COMPANY NAME <b>Oak Park Unified School District</b>	
ADDRESS <b>899 Kanan Rd</b>	Suite	ADDRESS <b>5801 E Conifer Street</b>	Suite
<b>Oak Park CA</b>	Zip Code <b>91377</b>	CITY, STATE, ZIP <b>Oak Park CA</b>	Zip Code <b>91377</b>
PHONE # <b>818-735-3300</b>	FAX #	PHONE # <b>818-735-3210</b>	FAX #
CONTACT NAME <b>Toni Paulson</b>		EMAIL ADDRESS <a href="mailto:jsuarez@oakparkusd.org">jsuarez@oakparkusd.org</a>	CONTACT NAME <b>Julie Suarez</b>

**ORDERED ITEMS & RATES CUSTOMER WILL ACCEPT & PAY FOR THE FOLLOWING MERCHANDISE:**

QTY	ITEM # / PRODUCT CODE	DESCRIPTION	SERIAL NUMBER	ID #	UNIT PRICE	TOTAL AMOUNT
1	415877	Ricoh MP 6002 SP			\$11,439	\$ 11,439.00
1	415923	Post Script				
0						
0						
0						
0						
0						
0						
0						
0						
0						

**SPECIAL INSTRUCTIONS:** Utilizing U.S. Communities Contract # 4400003732

NO TERMS OR CONDITIONS, EXPRESS OR IMPLIED, ARE AUTHORIZED UNLESS THEY APPEAR ON "ORIGINAL" OF THIS ORDER.

\* TERMS: THE EQUIPMENT INDICATED ABOVE IS PURCHASED UNDER THE DOCUMENT SYSTEMS STANDARD TERMS AS FOLLOWS:

1. THE SELLER RETAINS A SECURITY INTEREST IN ALL EQUIPMENT AND SUPPLIES DESCRIBED IN THIS AGREEMENT UNTIL THE PURCHASE PRICE IS PAID IN FULL
2. IN THE EVENT BUYER DEFAULTS IN PAYMENT THE BUYER WILL BE LIABLE FOR THE PAYMENT OF ANY LEGAL FEES OR COSTS INCURRED IN SUSTAINING OR PROTECTING THE SECURITY INTEREST OR IN ENFORCING THE TERMS OF THE SECURITY AGREEMENT & UPON DEMAND THE BUYER AGREES TO MAKE THE EQUIPMENT AVAILABLE TO THE SELLER AT A LOCATION TO BE DETERMINED BY THE SELLER.
3. Payment terms are Net 30.

<b>SUBTOTAL</b>	\$11,439.00
<b>DELIVERY &amp; INSTALL</b>	\$0.00
<b>CA Tax 7.5%</b>	\$857.93
<b>TOTAL</b>	\$12,296.93
<b>LESS DEPOSIT</b>	
<b>TOTAL DUE</b>	<b>\$12,296.93</b>

A PHOTOCOPY OF THIS AGREEMENT SHALL BE SUFFICIENT AND SERVES AS A FINANCIAL STATEMENT. THIS IS A BINDING ORDER, NOT SUBJECT TO CANCELLATION. NO TRIALS ACCEPTED. THIS ORDER CANNOT BE CHANGED EXCEPT IN WRITING BY A Document Systems OFFICER.

<p><b>ACCEPTED BY DOCUMENT SYSTEMS</b></p> <p>_____</p> <p style="text-align: center;">AUTHORIZED SIGNATURE REQUIRED</p> <p>_____</p> <p style="text-align: center;">PRINTED NAME</p>	<p style="text-align: center;"><b>ACCEPTED BY CUSTOMER</b></p> <p>_____</p> <p style="text-align: center;">AUTHORIZED SIGNATURE REQUIRED</p> <p>_____</p> <p style="text-align: center;">PRINTED NAME</p>
---	---

# Document Systems PURCHASE AGREEMENT

Document Systems  
 300 N. Graves Suite E.  
 Oxnard, CA 93030  
 Phone: (805)650-6482 Fax: (805)983-0956

Sales Rep	Adam
Agreement Number	
Contract Date:	3/27/2015

CUSTOMER INFORMATION SHIP TO:		CUSTOMER INFORMATION BILL TO:	
COMPANY NAME <b>OPUSD Pupil Services</b>		COMPANY NAME	
ADDRESS <b>5801 E Conifer St</b>	Suite	ADDRESS	Suite
<b>Oak Park CA</b>	Zip Code <b>91377</b>	CITY, STATE, ZIP	Zip Code
PHONE # <b>805-981-0262</b>	FAX #	PHONE #	FAX #
CONTACT NAME <b>Julie Suarez</b>		EMAIL ADDRESS	CONTACT NAME

**ORDERED ITEMS & RATES CUSTOMER WILL ACCEPT & PAY FOR THE FOLLOWING MERCHANDISE:**

QTY	ITEM # / PRODUCT CODE	DESCRIPTION	SERIAL NUMBER	ID #	UNIT PRICE	TOTAL AMOUNT
0	415877	Ricoh MP 6002			\$14,526	\$ 14,526.00
0	415904	LCIT			\$ -	\$ -
0	415901	Finisher			\$ -	\$ -
0	415912	Fax			\$ -	\$ -
0					\$ -	\$ -
0					\$ -	\$ -
0					\$ -	\$ -
0					\$ -	\$ -
0					\$ -	\$ -

**SPECIAL INSTRUCTIONS:** Utilizing U.S. Communities Contract #4400003732

NO TERMS OR CONDITIONS, EXPRESS OR IMPLIED, ARE AUTHORIZED UNLESS THEY APPEAR ON "ORIGINAL" OF THIS ORDER.

\* TERMS: THE EQUIPMENT INDICATED ABOVE IS PURCHASED UNDER THE DOCUMENT SYSTEMS STANDARD TERMS AS FOLLOWS:

1. THE SELLER RETAINS A SECURITY INTEREST IN ALL EQUIPMENT AND SUPPLIES DESCRIBED IN THIS AGREEMENT UNTIL THE PURCHASE PRICE IS PAID IN FULL
2. IN THE EVENT BUYER DEFAULTS IN PAYMENT THE BUYER WILL BE LIABLE FOR THE PAYMENT OF ANY LEGAL FEES OR COSTS INCURRED IN SUSTAINING OR PROTECTING THE SECURITY INTEREST OR IN ENFORCING THE TERMS OF THE SECURITY AGREEMENT & UPON DEMAND THE BUYER AGREES TO MAKE THE EQUIPMENT AVAILABLE TO THE SELLER AT A LOCATION TO BE DETERMINED BY THE SELLER.
3. Payment terms are Net 30.

SUBTOTAL	\$14,526.00
DELIVERY & INSTALL	
CA Tax	\$1,055.70
TOTAL	\$15,581.70
LESS DEPOSIT	
TOTAL DUE	\$15,581.70

A PHOTOCOPY OF THIS AGREEMENT SHALL BE SUFFICIENT AND SERVES AS A FINANCIAL STATEMENT. THIS IS A BINDING ORDER, NOT SUBJECT TO CANCELLATION. NO TRIALS ACCEPTED. THIS ORDER CANNOT BE CHANGED EXCEPT IN WRITING BY A Document Systems OFFICER.

<p><b>ACCEPTED BY DOCUMENT SYSTEMS</b></p> <p>_____</p> <p>AUTHORIZED SIGNATURE REQUIRED</p> <p>_____</p> <p>PRINTED NAME</p>	<p><b>ACCEPTED BY CUSTOMER</b></p> <p>_____</p> <p>AUTHORIZED SIGNATURE REQUIRED</p> <p>_____</p> <p>PRINTED NAME</p>
---	---

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: APRIL 21, 2015**  
**SUBJECT: B.2.b. APPROVE AMENDMENT TO MEASURE R MASTER PLAN:  
 PROJECT 15-04R, REPLACEMENT OF SOFTBALL FIELD  
 WALKWAY AND FENCING AT OAK PARK HIGH SCHOOL**

ACTION

**ISSUE:** Shall the Board approve an amendment to the Facilities Master Plan to add Project 15-04R, Replacement of Softball Field Walkway and Fencing at Oak Park High School, to be funded from the Measure R bond fund?

**BACKGROUND:** A safety hazard requiring immediate attention has been identified on the varsity softball field at Oak Park High School (OPHS). The visitor's dugout sits at the western most part of the field. Running immediately behind and parallel to the dugout is a drainage channel (called a v-ditch) marking the edge of the field, which then falls off into a steep slope. For years, the v-ditch was covered with a wooden walkway and handrail. In recent years the structure had fallen into severe disrepair and was deemed a safety hazard and removed. Although safety/caution fencing and signage has been placed in the area to prevent its use as a throughway, this is widely disregarded and the area continues to present a hazard to students and permitted user groups. In order to correct the situation, staff is recommending the upgrade of the v-ditch drainage to allow the installation of a concrete walkway to replace the former wooden installation. It is further recommended that chain link fencing be installed at the top of the slope, extending from the softball field the existing fence at the baseball field, effectively fencing off the entire slope. District staff and the Facility Planning Committee subcommittee have found that the repairs are essential and recommend that the work be funded from the Measure R bond fund. Measure R bond language authorizes use of bond funds to "repair...or upgrade drainage systems" and to "upgrade...or construct site improvements, paths, sidewalks and walkways...etc." It is recommended that the attached proposals for concrete work received from Hughes General Engineering, Inc., in the amount of \$22,900.00, and for fencing at the baseball and softball fields received from Fence Factory, in the amount of \$18,073.00, be accepted for this work, now designated as Project 15-04R.

**ALTERNATIVES:**

1. Approve award of contracts to Hughes General Engineering, Inc., in the amount of \$22,900.00, and for fencing at the baseball and softball fields received from Fence Factory, in the amount of \$18,073.00, to be funded from the Measure R bond fund.
2. Do not approve the proposed Master Plan amendment.

**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	_____	_____	_____	_____

Hughes General Engineering, Inc.  
P.O. Box 2293, Camarillo, CA 93011  
License No. 644816-A  
(805) 642-7700 Fax (805) 642-7711



To: Oak Park High School  
899 North Kanan Road  
Oak Park, CA 91377

Date: March 4, 2015

Phone: 818-735-3306

Attn: Julie Suarez

Fax: 818-707-7970

Subject to the terms hereof, We hereby agree to furnish all labor, materials, and equipment for the Completion in a good and workmanlike manner, Of the work described below:

<b>Description of Property:</b> <u>Oak Park High School</u>		
<u>899 North Kanan Road</u>	<u>Oak Park</u>	<u>Ventura</u>
Street Address	City	County

**Description of Work:** Remove existing V-Swale near softball field and replace with concrete sidewalk.

See page 2 of proposal for detailed "Scope of Work"

<u>Proposal based on Prevailing Wages.</u>	
<b>TOTAL PROPOSAL PER ABOVE LISTED BREAKDOWN AND EXCLUSIONS:</b>	<b>\$22,900.00</b>

Exclusions: Fees for Permit, Bonds, Inspection, Engineering, Surveying, Staking, Special metal imbeds, Testing for soils or materials, Water, Water metering, Dewatering of any kind, Digging, Handling or disposal of rock, Hard to handle material or hazardous materials, Grading or export of footing material, Digging or backfill of plumbing or Electrical trenches.

Note: This proposal, including terms & conditions and any attachments hereto, is made a part of any contract entered into. Initial the attached terms and conditions. Progress billing will be made on the 25th day of each month with payment due by the 10th of the following month. Any retention withheld shall be paid within 30 days following the completion of our work. Any alterations or deviation from the above specification involving extra cost of material or labor will only be executed upon written orders for same and will become an extra charge over the sum mentioned in this contract. All agreements must be made in writing. This Proposal is valid 30 days only. Void if not accepted within the specified time.

Respectfully Submitted: \_\_\_\_\_  
By: Jeff Hughes, President

Hughes General Engineering, Inc. \_\_\_\_\_  
Date: \_\_\_\_\_

**ACCEPTANCE**

You are hereby authorized to finish all materials and labor required to complete the work described in the above proposal, for which I/We agree to pay the contract price mentioned in this proposal and according to the terms thereof. I/We have read and agreed to the provisions contained hereto and in any attachments hereto which are made a part hereof and are described as:

Accepted: \_\_\_\_\_ Date: \_\_\_\_\_

Contractors are required by law to be licensed and registered by the contractors state license board which has jurisdiction to investigate complaints against contractors, If a complaint is filed within 3 years of the date alleged violation. Any questions concerning a contractor may be referred to the register, Contractors State board, P.O. Box 26000, Sacramento, CA 95826.



P.O. Box 2293  
Camarillo, Ca. 93011  
(805) 642-7700 Fax (805) 642-7711  
License No. 644816-A

Description: Proposal for removal of V-swale and installation of new concrete sidewalk located near softball field at Oak Park High School.

---

**SPECIFIC SCOPE OF WORK:**

- 1) Demo approximately 265lf of existing concrete V-Swale located at softball field. Demo to include haul off of debris and dump fees.
- 2) Grade and compact existing soils for installation of concrete sidewalk.
- 3) Install approximately 265lf (1668 sf) of 4" concrete sidewalk, sidewalk width to vary from 5' to 7' wide. Installation of sidewalk to include #4 rebar at 18" OCEW and 8" thickened edge on downstream side.
- 4) Install approximately (8) 9"x9" plastic NDS catch basins from infield to outfield on 3rd base side. Installation of catch basins to include 4" STR 35 pipe running from catch basins to lower V-Swale.
- 5) Install 9'x12' concrete landing area. Landing area to include 24"x24" frame and grate catch basin (grate to be ADA compliant) for accessibility to existing catch basin.
- 6) Install 12"x12" catch basin at existing upper V-Swale located by existing wooden steps. Installation to include 4" STR 35 pipe from catch basin to lower V-Swale.
- 7) Install new concrete landing at end of existing wood steps. Size is to match existing wood platform.

---

**Total Proposal:**

**\$22,900.00**

**SPECIAL EXCLUSIONS:**

- 1) No permits, No testing, No inspection fees.
- 2) No irrigation, No planting.
- 3) No underground utilities encountered.
- 4) No landscaping.
- 5) No Fencing of any kind.



WEB ADDRESS:  
WWW.FENCEFACTORY.COM

**PROPOSAL & CONTRACT**

Contractors License No. 275524

Work Order No. :

Date:

3/9/15

**MATERIAL SALES AND CONTRACTING BRANCHES**  
**1-800-61 FENCE** THROUGHOUT THE TRI-COUNTIES

X AGOURA DIVISION  
29414 Roadside Dr.  
Agoura, CA 91301  
Ph. (818) 889-2240  
Fax (805) 497-3479

GOLETA DIVISION  
60 S. Kellogg  
Goleta, CA 93117  
Ph. (805)965-2817  
Fax (805) 967-6328

RENTALS DIVISION  
1441 Callens Rd.  
Ventura, CA 93003  
Ph. (805) 644-4617  
Fax (805) 644-0309

VENTURA DIVISION  
1806 Los Angeles Ave.  
Saticoy, CA 93004  
Ph. (805) 485-8831  
Fax (805) 642-1374

SANTA MARIA DIVISION  
2709 Santa Maria Way  
Santa Maria, CA 93455  
Ph. (805) 928-5848  
Fax (805) 922-4826

ATASCADERO DIVISION  
2650 El Camino Real  
Atascadero, CA 93422  
Ph. (805) 462-1362  
Fax (805) 462-1367

**Proposal Submitted:** OAK PARK UNIFIED SCHOOL DISTRICT  
**Address:** 5801 E. CONIFER ST.  
**City:** OAK PARK CA **Zip Code:** 91377  
**Phone:** 818-266-6617  
**Job Name:** BASEBALL FIELD **Job Location:** OAK PARK HIGH SCHOOL **Job Phone:**  
**Fax:** 818-865-8467

1. Subject to the terms, provisions and conditions of this proposal and Contract and any attached Estimator's Sheet, Exhibits, Plans or Specifications, Fence Factory, hereinafter referred to as "Contractor", agrees to furnish all necessary labor, materials, tools and equipment to perform and complete in good and workman-like manner for the above job location, the following described work.

FURNISH AND INSTALL APPROX. 325 LINEAR FEET OF 4' FEET HIGH 9 GAUGE GALVANIZED CHAIN LINK FENCE, 2" MESH AND TWO PEDESTRIAN GATES FOR 3'6" WIDE OPENINGS.

**\$10,376.00**

END AND GATE POSTS ARE 2 3/8" O.D., LINE POSTS 1 7/8" O.D. AND THEY WILL BE SET IN APPROX. 10"X24" CONCRETE FOOTINGS.

FENCE WILL HAVE 1 5/8" TOP RAIL AND BOTTOM 9 GAUGE TENSION WIRE WILL SECURE THE BOTTOM OF THE FENCE.

GATE FRAMES ARE MADE OF 1 5/8" PIPE AND WILL MATCH THE FENCE. GATE WILL HAVE LOCKABLE FORK STYLE LATCHES.

POSTS, TOP RAIL, AND GATE FRAMES ARE PRE GALVANIZED SCHEDULE 40 GRADE PIPE.

EXCAVATED DIRT TO BE SPREAD LOCALLY ON SITE.

LISTED WORK TO BE COMPLETED AT PREVAILING WAGE RATES.

**\*\*\*EXCLUSIONS\*\*\***

PERMIT, PERMIT FEES, CLEARING, GRUBBING, GRADING, STAKING, REMOVAL OF SPOILS, AND NOT RESPONSIBLE FOR DAMAGE TO UNDERGROUND SPRINKLERS AND UTILITIES.

2. In consideration for the above described work, the above named party agrees to pay Contractor the total sum of: PRICE ON ACCEPTANCE OF OPTION(S) Dollars, as follows

3. Work will begin on approximately: \_\_\_\_\_

4. Work will be completed on approximately: \_\_\_\_\_

5. This proposal is void if not accepted within: 30 DAYS

50% PRE PAYMENT ( BALANCE DUE UPON COMPLETION )

Fence Factory is hereby authorized to furnish all material, labor and equipment necessary to complete the work above for which Fence Factory will receive in payment the above sum in accordance with all of the Terms & Conditions set forth hereon. It is acknowledged that this entire Proposal and Contract, including the Terms and Conditions set forth on the following pages, has been read.

ACCEPTED AND AUTHORIZED A AGOURA HILLS, CALIFORNIA BY: \_\_\_\_\_  
COMPANY OR OWNER

EDWARD PONCE DATED \_\_\_\_\_  
PRINT NAME

Contractors are required by law to be licensed and regulated by the Contractor's State License Board. Any questions concerning a contractor may be referred to the registrar of the board whose address is: Contractor's State License Board, P.O. BOX 26000 Sacramento, CA 95826.

PRINT TITLE

SIGNATURE



WEB ADDRESS:  
WWW.FENCEFACTORY.COM

**PROPOSAL & CONTRACT**

Contractors License No. 275524

Work Order No. :

Date:

3/9/15

**MATERIAL SALES AND CONTRACTING BRANCHES**  
**1-800-61 FENCE** THROUGHOUT THE TRI-COUNTIES

X AGOURA DIVISION  
29414 Roadside Dr.  
Agoura, CA 91301  
Ph. (818) 889-2240  
Fax (805) 497-3479

GOLETA DIVISION  
60 S. Kellogg  
Goleta, CA 93117  
Ph. (805)965-2817  
Fax (805) 967-6328

RENTALS DIVISION  
1441 Callens Rd.  
Ventura, CA 93003  
Ph. (805) 644-4817  
Fax (805) 644-0309

VENTURA DIVISION  
1606 Los Angeles Ave.  
Saticoy, CA 93004  
Ph. (805) 485-8831  
Fax (805) 642-1374

SANTA MARIA DIVISION  
2709 Santa Maria Way  
Santa Maria, CA 93455  
Ph. (805) 928-5848  
Fax (805) 922-4826

ATASCADERO DIVISION  
2650 El Camino Real  
Atascadero, CA 93422  
Ph. (805) 462-1362  
Fax (805) 462-1367

**Proposal Submitted:** OAK PARK UNIFIED SCHOOL DISTRICT  
**Address:** 5801 E. CONIFER ST.  
**City:** OAK PARK CA **Zip Code:** 91377  
**Phone:** 818-266-6617  
**Job Name:** SOFTBALL FIELD **Job Location:** OAK PARK HIGH SCHOOL **Job Phone:**  
**Fax:** 818-865-8467

1. Subject to the terms, provisions and conditions of this proposal and Contract and any attached Estimator's Sheet, Exhibits, Plans or Specifications, Fence Factory, hereinafter referred to as "Contractor", agrees to furnish all necessary labor, materials, tools and equipment to perform and complete in good and workman-like manner for the above job location, the following described work.

FURNISH AND INSTALL APPROX. 255 LINEAR FEET OF 4' FEET HIGH 9 GAUGE GALVANIZED CHAIN LINK FENCE, 2" MESH.

**\$7,697.00**

END POSTS ARE 2 3/8" O.D., LINE POSTS 1 7/8" O.D. AND THEY WILL BE SET IN APPROX. 10"X24" CONCRETE FOOTINGS.

FENCE WILL HAVE 1 5/8" TOP RAIL AND BOTTOM 9 GAUGE TENSION WIRE WILL SECURE THE BOTTOM OF THE FENCE.

FENCE WILL TIE INTO EXISTING 3' HIGH CHAIN LINK FENCE ON ONE END.

POSTS AND TOP RAIL ARE PRE GALVANIZED SCHEDULE 40 GRADE PIPE.

EXCAVATED DIRT TO BE SPREAD LOCALLY ON SITE.

LISTED WORK TO BE COMPLETED AT PREVAILING WAGE RATES.

**\*\*\*EXCLUSIONS\*\*\***

PERMIT, PERMIT FEES, CLEARING, GRUBBING, GRADING, STAKING, REMOVAL OF SPOILS, AND NOT RESPONSIBLE FOR DAMAGE TO UNDERGROUND SPRINKLERS AND UTILITIES.

2. In consideration for the above described work, the above named party agrees to pay Contractor the total sum of: PRICE ON ACCEPTANCE OF OPTION'S Dollars, as follows

3. Work will begin on approximately: \_\_\_\_\_

4. Work will be completed on approximately: \_\_\_\_\_

5. This proposal is void if not accepted within: 30 DAYS

50% PRE PAYMENT ( BALANCE DUE UPON COMPLETION )

Fence Factory is hereby authorized to furnish all material, labor and equipment necessary to complete the work above for which Fence Factory will receive in payment the above sum in accordance with all of the Terms & Conditions set forth hereon. It is acknowledged that this entire Proposal and Contract, including the Terms and Conditions set forth on the following pages, has been read.

ACCEPTED AND AUTHORIZED A AGOURA HILLS, CALIFORNIA BY: \_\_\_\_\_  
COMPANY OR OWNER

EDWARD PONCE DATED \_\_\_\_\_  
PRINT NAME

Contractors are required by law to be licensed and regulated by the Contractor's State License Board. Any questions concerning a contractor may be referred to the registrar of the board whose address is: Contractor's State License Board, P.O. BOX 26000 Sacramento, CA 95826.

PRINT TITLE

SIGNATURE

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: APRIL 21, 2015**  
**SUBJECT: B.2.c. APPROVE AGREEMENT FOR ARCHITECTURAL SERVICES  
 IN CONNECTION WITH PROJECT 15-02R, SHADE SAIL  
 STRUCTURES AT ALL DISTRICT ELEMENTARY SCHOOLS**

ACTION

**ISSUE:** Shall the Board approve an agreement for architectural services in connection with Project 15-02R, Shade Sail Structures at All District Elementary Schools?

**BACKGROUND:** At its meeting on March 17, 2015, the Board authorized the installation of shade sails to cover play structure areas at all three District elementary schools. As discussed, these projects will require the services of an architect to develop plans and obtain approval from the Division of the State Architect. The District's current architect, Mainstreet Architects + Planners (MAP), has submitted the attached proposal for these services, in a not-to-exceed amount of \$7,600 per school or a total cost of \$22,800. District staff and program/construction manager Balfour Beatty Construction have been very pleased with the work of MAP thus far on other District projects, and find that the attached proposal satisfactory and within the budget established by the Board for these services.

- ALTERNATIVES:**
1. Approve the proposed agreement for architectural services with Mainstreet Architects + Planners, Inc., in an amount not to exceed a total cost of \$22,800, for Project 15-02R, Shade Sail Structures at All District Elementary Schools.
  2. Do not approve an agreement for architectural services.

**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	_____	_____	_____	_____

# MAINSTREET

ARCHITECTS + PLANNERS, INC.

April 8, 2015

Martin Klauss  
Assistant Superintendent  
Business & Administrative Services  
Oak Park Unified School District  
5901 E. Conifer Street  
Oak Park, CA 91377-1002

Re: Architectural Services for Construction Documents and the submittal process through DSA of playground shade structures at Brookside, Red Oak and Oak Hills Elementary Schools.

Dear Martin,

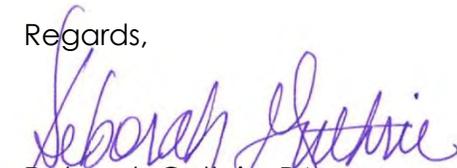
At your request, Mainstreet Architects and Planners (MAP) is pleased to submit this proposal for the above mentioned project. The attached project scope, Exhibit B, outlines the task required to prepare the documents and submit to DSA for certification.

For the services noted above, we propose a not-to-exceed time and materials fee in the amount of \$7,600.00 per campus totaling \$22,800.00 (Twenty Two Thousand Eight Hundred Dollars).

We will work diligently and expeditiously to meet the project goals within the project budget and will not exceed this not-to-exceed amount without prior notice and authorization from the Client. This proposal will remain in effect for 60 days from the date of this letter, after which we reserve the right to modify it accordingly. Also included is our Fee Schedule (Exhibit A).

I would appreciate the opportunity to discuss this proposal with you. We thank you for the opportunity to assist you with this project.

Regards,



Deborah Guthrie, RA  
Senior Principal, COO

Attachments: Exhibit A, Fee Schedule  
Exhibit B, Project Scope of Services –April 8, 2015

**Mainstreet** Architects + Planners, Inc.

## FEE SCHEDULE

**2013**

*Mainstreet Architects & Planners, Inc. rates are as follows, and are used to determine compensation for work performed on an hourly "time and materials" basis:*

### **SENIOR PRINCIPAL**

Hourly rate: \$225.00

### **PRINCIPAL**

Hourly rate: \$200.00

### **SENIOR PROJECT ARCHITECT**

Hourly rate: \$150.00

### **PROJECT ARCHITECT**

Hourly rate: \$140.00

### **SENIOR PROJECT MANAGER**

Hourly rate: \$130.00

### **PROJECT MANAGER**

Hourly rate: \$125.00

### **SENIOR JOB CAPTAIN**

Hourly rate: \$110.00

### **JOB CAPTAIN**

Hourly rate: \$100.00

### **SENIOR DRAFTER**

Hourly rate: \$95.00

### **DRAFTER**

Hourly rate: \$85.00

### **JUNIOR DRAFTER**

Hourly rate: \$75.00

### **ADMINISTRATIVE**

Hourly rate: \$70.00

### **CONSULTANT DESIGN AND ENGINEERING**

At above rates if by staff; if by consultants, 1.15 times invoiced amount.

### **INTERIOR/COLOR DESIGN**

Mainstreet will provide interior design and develop project color palettes (exterior and interior) at above rates.

### **REIMBURSABLE EXPENSES**

Reimbursable expenses, defined as money expended by Mainstreet Architects & Planners, Inc. in the interest of the project, shall be reimbursed at 1.15 times the amount expended. These expenses normally include, but are not limited to, costs for reproduction of drawings, photography, photo copying, permit fees (if directed by client) and other reasonable costs.

Owners Initials \_\_\_\_\_

**1. Brookside Elementary School Shade Structures** **Not-to-Exceed Fee \$7,600.00**

*Project Description: Prepare Documents for the addition of two shade structures, one to the upper playground area and one to the lower playground area (lower area is not ADA accessible). Upper playground area structure to be installed over concrete, and the lower playground structure to be installed over sand and grass. Add approximately 830 sf of ADA compliant pathway to upper playground area.*

- A. Document Preparation
  - 1. Prepare site plan showing location of shade structure, foundations, Accessible Path of Travel, and DSA form 810
  - 2. Prepare Enlarged playground plan with hardscape details
  - 3. Prepare ADA detail plan
  - 4. Site visit to identify accessible Path of Travel to shade structure and all Path of Travel elements
  - 5. Obtain signature on form DSA 810, Local Fire Authority review
  - 6. Obtain Shade Structure PC plans and incorporate into Construction Documents
- B. DSA submittals/Plan Check
  - 1. Setup OTC review with DSA
  - 2. Submit DSA 1 (Application for Approval of Plans and Specifications)
  - 3. Submit DSA 102-IC (Construction Start Notice/Inspection Card Request)
  - 4. Submit DSA 3
  - 5. Coordination with Districts Consultants
- C. Construction Administration
  - 1. 1 Meeting max, as needed
  - 2. 2 Site visits max, as needed
- D. DSA Close-Out Submittals/Outstanding documents, obtain and submit:
  - 1. DSA 6 forms
  - 2. Applicable testing reports
  - 3. Statement of Final Project Cost
  - 4. Notice of completion

**2. Red Oak Elementary School Shade Structure** **Not-to-Exceed Fee \$7,600.00**

*Project Description: Prepare Documents for the addition of two shade structures, one to the Kindergarten playground area and one to the Main playground area. Structures to be installed over existing asphalt and rubber surface areas.*

- A. Document Preparation
  - 1. Prepare site plan showing location of shade structure, foundations, Accessible Path of Travel, and DSA form 810
  - 2. Prepare Enlarged playground plan with hardscape details
  - 3. Prepare ADA detail plan
  - 4. Site visit to identify accessible Path of Travel to shade structure and all Path of Travel elements
  - 5. Obtain signature on form DSA 810, Local Fire Authority review
  - 6. Obtain Shade Structure PC plans and incorporate into Construction Documents

- B. DSA submittals/Plan Check
  - 1. Setup OTC review with DSA
  - 2. Submit DSA 1 (Application for Approval of Plans and Specifications)
  - 3. Submit DSA 102-IC (Construction Start Notice/Inspection Card Request)
  - 4. Submit DSA 3
  - 5. Coordination with Districts Consultants
- C. Construction Administration
  - 1. 1 Meeting max, as needed
  - 2. 2 Site visits max, as needed
- D. DSA Close-Out Submittals/Outstanding documents, obtain and submit:
  - 1. DSA 6 forms
  - 2. Applicable testing reports
  - 3. Statement of Final Project Cost
  - 4. Notice of Completion

**3. Oak Hill Elementary School Shade Structures**

**Not-to-Exceed Fee \$7,600.00**

*Project Description: Prepare Documents for the addition of one shade structure in the main playground area installed over grass. Add approximately 200 sf of ADA compliant pathway.*

- A. Document Preparation
  - 1. Prepare site plan showing location of shade structures, structure foundations, added pathways, Accessible Path of Travel, and DSA form 810
  - 2. Prepare Enlarged playground plan with hardscape details
  - 3. Site visit to identify accessible Path of Travel to shade structure and all Path of Travel elements
  - 4. Obtain signature on form DSA 810, Local Fire Authority review
  - 5. Obtain Shade Structure PC plans and incorporate into Construction Documents
- B. DSA submittals/Plan Check
  - 1. Setup OTC review with DSA
  - 2. Submit DSA 1 (Application for Approval of Plans and Specifications)
  - 3. Submit DSA 102-IC (Construction Start Notice/Inspection Card Request)
  - 4. Coordination with Districts Consultants
- C. Construction Administration
  - 1. 1 Meeting max, as needed
  - 2. 2 Site visits max, as needed
- D. DSA Close-Out Submittals/Outstanding documents, obtain and submit:
  - 1. DSA 6 forms
  - 2. Applicable testing reports
  - 3. Statement of Final Project Cost
  - 4. Notice of Completion

**End of scope**

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: APRIL 21, 2015**  
**SUBJECT: B.2.d. APPROVE AWARD OF CONSTRUCTION CONTRACT FOR PROJECT 15-02R, SHADE SAIL STRUCTURES AT ALL DISTRICT ELEMENTARY SCHOOLS**

ACTION

**ISSUE:** Shall the Board approve the award of a construction contract for Project 15-02R, Shade Sail Structures at All District Elementary Schools?

**BACKGROUND:** At its meeting on March 17, 2015, the Board authorized the installation of shade sails structures to cover specified playground equipment at all three of the District's elementary schools. The approved plan was based on proposals submitted by USA Shade & Fabric Structures to fabricate and install the equipment, which already has the preliminary approval of the Division of the State Architect. The original proposals have been further refined to include only shade sail installations (no umbrellas) for the identified play areas at each school. The revised proposals, totaling \$284,281 for all three sites, are attached for the Board's review and information. The proposals are within the budget authorized by the Board, and it is the recommendation of staff that contract contracts be awarded to USA Shade & Fabric Structures for the fabrication and installation of shade sail structures at all three elementary schools.

- ALTERNATIVES:**
1. Approve the award of a construction contract for Project 15-02R, Shade Sail Structures at All District Elementary Schools to USA Shade & Fabric Structures, in the amount of \$284,281.
  2. Do not approve the award of construction contracts.

**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	_____	_____	_____	_____



# USASHADE & Fabric Structures®



## COVER SHEET PROPOSAL FOR SHADE STRUCTURES

### Corporate Office

8505 Chancellor Row  
Dallas, TX 75247  
800-966-5005 Phone  
214-905-9514 Fax

### West Coast Office

1085 Main St., Suite C  
Orange, Ca 92867  
714-427-6981 Phone  
714-538-2440 Fax

### REGIONAL OFFICES

#### Arizona

2628-B W. Birchwood Cir.  
Mesa, AZ 85202  
480-446-0066 Phone  
480-446-8679 Fax

#### Austin

1508-A Ferguson Lane  
Austin, TX 78754  
512-836-5500 Phone  
512-836-5600 Fax

#### Northern California

927 Enterprise Way  
Suite A  
Napa, CA 94558  
707-257-7296 Phone  
707-257-7297 Fax

#### Las Vegas

6225 S. Valley View Blvd.  
Suite I  
Las Vegas, NV 89118  
702-227-5273 Phone  
702-227-5132 Fax

Date: April 7, 2015

To: Julie Suarez

Fax: \_\_\_\_\_

Phone: (818) 735-3210

Pages including this cover page: 10

Project Name: Oak Park USD – Brookside Elementary

Quote Number: K1R109876- Rev 3

### COMMENTS:

Attached is quotation for shade structures at Brookside Elementary as we discussed. Refer to the above quote number with any questions or comments.

Remember that these were estimated sizes, so when you are ready to move forward, we will re-measure for accuracy and pole positioning. If there are changes that you would like to make, please let me know.

Do not hesitate to call me for further assistance.

Sincerely,

Kathy Rainey  
Regional Manager  
Phone: 559-974-1353

# PROPOSAL

Corporate Mailing  
Address:  
P.O. Box 560168  
Dallas, TX 75356-0168  
(800) 966-5005



# USASHADE

& Fabric Structures®



Remittance Address  
Shade Structures, Inc.  
PO Box 204691  
Dallas, Texas 75320-4691

**This is a legal agreement – please read carefully. Complete and initial all pages.**

<b>Purchaser:</b> Oak Park Unified School District	<b>Date:</b> 4-7-2015	<b>Sales Rep:</b> Kathy Rainey
<b>Contact:</b> Julie Suarez	<b>PO Number:</b>	<b>Phone:</b> 559-974-1353
<b>Phone:</b> 8187353210	<b>Quote No.:</b> K1R109876-Rev 3	<b>Email:</b> krainey@usa-shade.com
<b>Billing Information:</b>	<b>Shipping Information:</b>	<b>Jobsite Information:</b>
Oak Park Unified School District 5801 Conifer Oak Park, CA 91733	USA Shade 1085 N Main #C Orange, CA	Oak Park Unified School District Brookside Elementary 165 Satinwood Ave Oak Park, CA 91733
<b>Contact:</b> Julie Suarez	<b>Contact:</b>	<b>Contact:</b> Julie Suarez
<b>Phone:</b> (818) 735-3210	<b>Phone:</b>	<b>Phone:</b> (818) 735-3210
<b>Fax:</b>	<b>Fax:</b>	<b>Fax:</b>
<b>Email:</b> jsuarez@oakparkusd.org	<b>Email:</b>	<b>Email:</b> jsuarez@oakparkusd.org

## STRUCTURE PRICING

QTY	DESCRIPTION	DETAILS	PRICE
(1)	<b>DSA 4 Point HYPAR SAIL</b> 	Structure Size 30' x 30' Number of Posts 4 Number of Fabric Tops 1 Fabric Type Colourshade FR Fabric Color TBD Steel Color TBD Post Attachment Method Embed Entry Height 10/12 Wind load 85 mph Snow load 5 psf Notes:	\$39,339.78 Asphalt Play Area
(1)	<b>DSA 4 Point Joined SAIL</b> 	Structure Size 30' x 120' Number of Posts 10 Number of Fabric Tops 4 Fabric Type Colourshade FR Fabric Color TBD Steel Color TBD Post Attachment Method Embed Entry Height 10/12 Wind load 85 mph Snow load 5 psf Notes:	\$78,428.10 Field Play Area

# PROPOSAL

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PO Box 204691  
Dallas, Texas 75320-4691

## PRICING DETAILS

Unit Total		Included	PAYMENT TERMS	
Accessories/Miscellaneous		Included	(1) Upon execution of the Agreement (Deposit)	PO
Shipping/Handling		Included	(2) Upon delivery of Shade Structure(s)	
<b>SUBTOTAL</b>		<b>\$0.00</b>	(3) Upon completion of Assembly/Installation	<b>100%</b>
Sales Tax	%	Included	(4) Other (specify):	
Assembly/Installation		Included	<b>NOTES:</b>	
Engineering		Included		
<b>TOTAL PRICE</b>		<b>\$117,767.88</b>		

## GENERAL SCOPE OF WORK

DSA / PERMIT REQUIREMENTS			ASSEMBLY REQUIREMENTS		
YES	NO		YES	NO	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Purchaser is responsible for permit submittal	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Underground Obstacles
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Purchaser is responsible for DSA submittal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dirt Removal
ENGINEERING REQUIREMENTS			<input type="checkbox"/>	<input checked="" type="checkbox"/>	Soil Tests
		Building Code <b>DSA2013</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Concrete Cutting
		Type of drawings <b>PC</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Concrete Truck Access
		# of sealed drawings <b>1</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Temporary Construction Fencing
		Calculations Required <b>Yes</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Special Inspection
Notes:			<input type="checkbox"/>	<input checked="" type="checkbox"/>	Permits (see DSA/Permit Requirements)
PRICING INCLUDES			<input checked="" type="checkbox"/>	<input type="checkbox"/>	Prevailing Wages & Certified Payroll
YES	NO		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Union Wages
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Assembly/Installation (based on a single mobilization)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Removal of existing structure or poles
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Shipping and Handling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Curb Repair
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Engineered Drawings	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Landscaping Repair
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sales Tax	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Electrical connection or trenching
<input type="checkbox"/>	<input checked="" type="checkbox"/>	DSA / Permit Submittal	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Site Plan Approval
<input type="checkbox"/>	<input checked="" type="checkbox"/>	DSA / Permit Fees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Site Survey
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Accessories	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bobcat Access
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Coastal Primer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Liquidated Damages
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Payment and Performance Bonds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Anchor Bolts Included
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Intentionally left blank	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other special conditions (noted below):



# USASHADE & Fabric Structures®



## COVER SHEET

### PROPOSAL FOR SHADE STRUCTURES

#### Corporate Office

8505 Chancellor Row  
Dallas, TX 75247  
800-966-5005 Phone  
214-905-9514 Fax

#### West Coast Office

1085 Main St., Suite C  
Orange, Ca 92867  
714-427-6981 Phone  
714-538-2440 Fax

#### REGIONAL OFFICES

##### Arizona

2628-B W. Birchwood Cir.  
Mesa, AZ 85202  
480-446-0066 Phone  
480-446-8679 Fax

##### Austin

1508-A Ferguson Lane  
Austin, TX 78754  
512-836-5500 Phone  
512-836-5600 Fax

##### Northern California

927 Enterprise Way  
Suite A  
Napa, CA 94558  
707-257-7296 Phone  
707-257-7297 Fax

##### Las Vegas

6225 S. Valley View Blvd.  
Suite I  
Las Vegas, NV 89118  
702-227-5273 Phone  
702-227-5132 Fax

Date: March 18, 2015

To: Julie Suarez

Fax: \_\_\_\_\_

Phone: (818) 735-3210

Pages including this cover page: 9

Project Name: Oak Park USD – Oak Hills Elementary

Quote Number: K1R109880- Rev 3

#### COMMENTS:

Attached is quotation for shade structures as we discussed. Refer to the above quote number with any questions or comments.

When you are ready to place your order, please initial all pages of the proposal and sign the last page.

Do not hesitate to call me for further assistance.

Sincerely,

Kathy Rainey  
Regional Manager  
Phone: 559-974-1353

# PROPOSAL

Corporate Mailing  
Address:  
P.O. Box 560168  
Dallas, TX 75356-0168  
(800) 966-5005



# USASHADE & Fabric Structures®



Remittance Address  
Shade Structures, Inc.  
PO Box 204691  
Dallas, Texas 75320-4691

**This is a legal agreement – please read carefully. Complete and initial all pages.**

<b>Purchaser:</b> Oak Park Unified School District	<b>Date:</b> 3-18-2015	<b>Sales Rep:</b> Kathy Rainey
<b>Contact:</b> Julie Suarez	<b>PO Number:</b>	<b>Phone:</b> 559-974-1353
<b>Phone:</b> 8187353210	<b>Quote No.:</b> K1R109880-Rev 3	<b>Email:</b> krainey@usa-shade.com
<b>Billing Information:</b>	<b>Shipping Information:</b>	<b>Jobsite Information:</b>
Oak Park Unified School District 5801 Conifer Oak Park, CA 91733	USA Shade 1085 N Main #C Orange, CA	Oak Park Unified School District Oak Hills Elementary 970 Madison St Oak Park, CA 91733
<b>Contact:</b> Julie Suarez	<b>Contact:</b>	<b>Contact:</b> Julie Suarez
<b>Phone:</b> (818) 735-3210	<b>Phone:</b>	<b>Phone:</b> (818) 735-3210
<b>Fax:</b>	<b>Fax:</b>	<b>Fax:</b>
<b>Email:</b> jsuarez@oakparkusd.org	<b>Email:</b>	<b>Email:</b> jsuarez@oakparkusd.org

## STRUCTURE PRICING

QTY	DESCRIPTION	DETAILS	PRICE
(1)	<b>DSA – Joined 4 Pt HYPAR Sail</b>	Structure Size 30' x 60' Number of Posts 6 Number of Fabric Tops 2 Fabric Type Colourshade FR Fabric Color TBD Steel Color TBD Post Attachment Method <b>Embed</b> Entry Height 10'12' Wind load 85 mph Snow load 5 psf Notes:	\$77,286.10 Main Playground

## PRICING DETAILS

Unit Total		Included	PAYMENT TERMS	
Accessories/Miscellaneous		Included	(1) Upon execution of the Agreement (Deposit)	PO
Shipping/Handling		Included	(2) Upon delivery of Shade Structure(s)	
<b>SUBTOTAL</b>			(3) Upon completion of Assembly/Installation	<b>100%</b>
Sales Tax	%	Included	(4) Other (specify):	
Assembly/Installation		Included	<b>NOTES:</b>	
Engineering		Included		
<b>TOTAL PRICE</b>		<b>\$77,286.10</b>		

# PROPOSAL

Corporate Mailing  
Address:  
P.O. Box 560168  
Dallas, TX 75356-0168  
(800) 966-5005



**USA SHADE**  
& Fabric Structures®



Remittance Address  
Shade Structures, Inc.  
PO Box 204691  
Dallas, Texas 75320-4691

## GENERAL SCOPE OF WORK

DSA / PERMIT REQUIREMENTS			ASSEMBLY REQUIREMENTS		
YES	NO		YES	NO	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Purchaser is responsible for permit submittal	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Underground Obstacles
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Purchaser is responsible for DSA submittal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dirt Removal
ENGINEERING REQUIREMENTS			<input type="checkbox"/>	<input checked="" type="checkbox"/>	Soil Tests
		Building Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Concrete Cutting
		Type of drawings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Concrete Truck Access
		# of sealed drawings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Temporary Construction Fencing
		Calculations Required	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Special Inspection
Notes:			<input type="checkbox"/>	<input checked="" type="checkbox"/>	Permits (see DSA/Permit Requirements)
PRICING INCLUDES			<input checked="" type="checkbox"/>	<input type="checkbox"/>	Prevailing Wages & Certified Payroll
YES	NO		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Union Wages
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Assembly/Installation (based on a single mobilization)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Removal of existing structure or poles
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Shipping and Handling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Curb Repair
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Engineered Drawings	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Landscaping Repair
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sales Tax	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Electrical connection or trenching
<input type="checkbox"/>	<input checked="" type="checkbox"/>	DSA / Permit Submittal	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Site Plan Approval
<input type="checkbox"/>	<input checked="" type="checkbox"/>	DSA / Permit Fees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Site Survey
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Accessories	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bobcat Access
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Coastal Primer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Liquidated Damages
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Payment and Performance Bonds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Anchor Bolts Included
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Intentionally left blank	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other special conditions (noted below):

## GENERAL TERMS AND CONDITIONS AND WARRANTY

- 1) **Proposal:** The above proposal is valid for 30 days from the date first set forth above. After 30 days, we reserve the right to increase prices due to the rise in cost of raw materials, fuel or other cost increases. When applicable, USA SHADE & Fabric Structures reserves the right to implement a surcharge for significant increases in raw materials, including, but not limited to; fuel, steel and concrete. Due to the duration of time between proposals, contracts and final installation, USA SHADE & Fabric Structures reserves the right to implement this surcharge when applicable.
- 1) **Purchase:** By executing this proposal, or submitting a purchase order pursuant to this proposal (which shall incorporate the terms of this agreement specifically by reference) which is accepted by the USA SHADE & Fabric Structures (the "Company"), the purchaser identified above ("you" or the "Purchaser") agrees to purchase the Shade Structures brand shade structures ("Structures") and the services to be provided by the Company, as detailed in the "Structure Pricing" and "General Scope of Work" sections of this agreement, above, or in the relevant purchase order accepted by the Company, for use by Purchaser or for installation by Company or Purchaser on behalf of a third-party who will be the ultimate owner of the Structures (the ultimate owner of a Structure, whether Purchaser or a third-party, being the "Owner").



# USASHADE & Fabric Structures®



## COVER SHEET

### PROPOSAL FOR SHADE STRUCTURES

#### Corporate Office

8505 Chancellor Row  
Dallas, TX 75247  
800-966-5005 Phone  
214-905-9514 Fax

#### West Coast Office

1085 Main St., Suite C  
Orange, Ca 92867  
714-427-6981 Phone  
714-538-2440 Fax

#### REGIONAL OFFICES

##### Arizona

2628-B W. Birchwood Cir.  
Mesa, AZ 85202  
480-446-0066 Phone  
480-446-8679 Fax

##### Austin

1508-A Ferguson Lane  
Austin, TX 78754  
512-836-5500 Phone  
512-836-5600 Fax

##### Northern California

927 Enterprise Way  
Suite A  
Napa, CA 94558  
707-257-7296 Phone  
707-257-7297 Fax

##### Las Vegas

6225 S. Valley View Blvd.  
Suite I  
Las Vegas, NV 89118  
702-227-5273 Phone  
702-227-5132 Fax

Date: April 7, 2015

To: Julie Suarez

Fax: \_\_\_\_\_

Phone: (818) 735-3210

Pages including this cover page: 9

Project Name: Oak Park USD- Red Oak Elementary

Quote Number: K1R109878-Rev 3

#### COMMENTS:

Attached is quotation for shade structures as we discussed. Refer to the above quote number with any questions or comments.

When you are ready to place your order, please initial all pages of the proposal and sign the last page.

Do not hesitate to call me for further assistance.

Sincerely,

Kathy Rainey  
Regional Manager  
Phone: 559-974-1353

# PROPOSAL

Corporate Mailing  
Address:  
P.O. Box 560168  
Dallas, TX 75356-0168  
(800) 966-5005



# USASHADE

## & Fabric Structures®

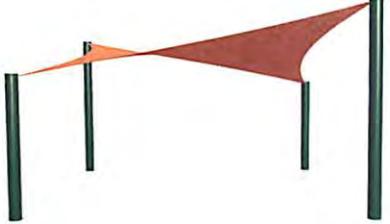


Remittance Address  
Shade Structures, Inc.  
PO Box 204691  
Dallas, Texas 75320-4691

**This is a legal agreement – please read carefully. Complete and initial all pages.**

<b>Purchaser:</b> Oak Park Unified School District	<b>Date:</b> 4-7-2015	<b>Sales Rep:</b> Kathy Rainey
<b>Contact:</b> Julie Suarez	<b>PO Number:</b>	<b>Phone:</b> 559-974-1353
<b>Phone:</b> 8187353210	<b>Quote No.:</b> K1R109878-Rev 3	<b>Email:</b> krainey@usa-shade.com
<b>Billing Information:</b>	<b>Shipping Information:</b>	<b>Jobsite Information:</b>
Oak Park Unified School District 5801 Conifer Oak Park, CA 91733	USA Shade 1085 N Main #C Orange, CA	Oak Park Unified School District Red Oak Elementary 4857 Rockfield St Oak Park, CA 91733
<b>Contact:</b> Julie Suarez	<b>Contact:</b>	<b>Contact:</b> Julie Suarez
<b>Phone:</b> (818) 735-3210	<b>Phone:</b>	<b>Phone:</b> (818) 735-3210
<b>Fax:</b>	<b>Fax:</b>	<b>Fax:</b>
<b>Email:</b> jsuarez@oakparkusd.org	<b>Email:</b>	<b>Email:</b> jsuarez@oakparkusd.org

## STRUCTURE PRICING

QTY	DESCRIPTION	DETAILS	PRICE
(1)	<b>DSA Joined 4 Pt SAIL</b> 	Structure Size 46' x 30' Number of Posts 6 Number of Fabric Tops 2 Fabric Type Colourshade FR Fabric Color TBD Steel Color TBD Post Attachment Method <b>Embed</b> Entry Height 10'/12' Wind load 85 mph Snow load 5 psf Notes:	\$49,886.18 Main Playground
(1)	<b>DSA 4 Pt HYPAR SAIL</b> 	Structure Size 30' x 30' Number of Posts 4 Number of Fabric Tops 1 Fabric Type <b>Colourshade FR</b> Fabric Color TBD Steel Color TBD Post Attachment Method <b>Embed</b> Entry Height 10'/12' Wind load 85 mph Snow load 5 psf Notes:	\$39,339.78 Kindergarten Yard

# PROPOSAL

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Dallas, TX 75356-0168  
(800) 966-5005



# USA SHADE & Fabric Structures®



Remittance Address  
Shade Structures, Inc.  
PO Box 204691  
Dallas, Texas 75320-4691

## PRICING DETAILS

Unit Total		Included	PAYMENT TERMS	
Accessories/Miscellaneous		Included	(1) Upon execution of the Agreement (Deposit)	PO
Shipping/Handling		Included	(2) Upon delivery of Shade Structure(s)	
<b>SUBTOTAL</b>		<b>\$0.00</b>	(3) Upon completion of Assembly/Installation	<b>100%</b>
Sales Tax	%	Included	(4) Other (specify):	
Assembly/Installation		Included	<b>NOTES:</b>	
Engineering		Included		
<b>TOTAL PRICE</b>		<b>\$89,225.96</b>		

## GENERAL SCOPE OF WORK

DSA / PERMIT REQUIREMENTS			ASSEMBLY REQUIREMENTS		
YES	NO		YES	NO	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Purchaser is responsible for permit submittal	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Underground Obstacles
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Purchaser is responsible for DSA submittal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dirt Removal
<b>ENGINEERING REQUIREMENTS</b>			<input type="checkbox"/>	<input checked="" type="checkbox"/>	Soil Tests
Building Code		<b>DSA2013</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Concrete Cutting
Type of drawings		<b>PC</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Concrete Truck Access
# of sealed drawings		<b>1</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Temporary Construction Fencing
Calculations Required		<b>YES</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Special Inspection
Notes:			<input type="checkbox"/>	<input checked="" type="checkbox"/>	Permits (see DSA/Permit Requirements)
<b>PRICING INCLUDES</b>			<input checked="" type="checkbox"/>	<input type="checkbox"/>	Prevailing Wages & Certified Payroll
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Assembly/Installation (based on a single mobilization)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Union Wages
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Shipping and Handling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Removal of existing structure or poles
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Engineered Drawings	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Curb Repair
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sales Tax	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Landscaping Repair
<input type="checkbox"/>	<input checked="" type="checkbox"/>	DSA / Permit Submittal	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Electrical connection or trenching
<input type="checkbox"/>	<input checked="" type="checkbox"/>	DSA / Permit Fees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Site Plan Approval
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Accessories	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Site Survey
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Coastal Primer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bobcat Access
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Payment and Performance Bonds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Liquidated Damages
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Intentionally left blank	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Anchor Bolts Included
			<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other special conditions (noted below):

## GENERAL TERMS AND CONDITIONS AND WARRANTY

- Proposal:** The above proposal is valid for 30 days from the date first set forth above. After 30 days, we reserve the right to increase prices due to the rise in cost of raw materials, fuel or other cost increases. When applicable, USA SHADE & Fabric Structures reserves the right to

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: ANTHONY W. KNIGHT, SUPERINTENDENT**

**DATE: APRIL 21, 2015**

**SUBJECT: B.2.e. APPROVE ACCEPTANCE OF DONATIONS**

ACTION

**ISSUE:** Shall the Board acknowledge and accept donations made to the Oak Park Unified School District?

**BACKGROUND:** The following donations have been made to the District:

<u>Site</u>	<u>Gift/Donor</u>	<u>Est. Value</u>
MCMS	2 Wavestorm Surfboards/Roxy Gaskill	\$ 200.00

**RECOMMENDATION:** Accept the donations with thanks.

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: APRIL 21, 2015**  
**SUBJECT: B.3.a. APPROVE CONFIDENTIAL EMPLOYEE COMPENSATION AGREEMENT**

**ACTION**

**ISSUE:** The Board will receive information from staff related to the modification of the compensation agreement that has been applied to confidential employees since the 1999-2000 school year.

**BACKGROUND:** This recommended revision addresses two changes from the previous agreement approved by the Board in September of 1999. The first issue is related to how longevity is calculated for confidential employees and the second is related to the professional growth salary increments that are not currently available to confidential employees within the District.

Since 1999-2000 confidential employees have been required to have fourteen consecutive years in a confidential position before being eligible to receive a longevity stipend. Staff is recommending that this provision be changed to ten years and include service in any position as an Oak Park employee to count towards eligibility to receive the longevity stipend. This ten-year recommendation for an initial longevity stipend aligns with the longevity provision currently provided for in the Oak Park classified employees' contract.

Under the current agreement with confidential employees there is no ability to earn professional growth salary increments. The recommended revision provides the opportunity for confidential employees to pursue professional growth under the same guidelines as outlined in the Oak Park classified contract. Currently, many classified employees working within the district do not have a financial incentive to aspire to a confidential position due to the length of longevity and the absence of professional growth salary increments. By aligning longevity and professional growth opportunities, current classified employees will be encouraged to seek promotions from within the district. The agreement that is provided to the board under separate cover addresses these issues and provides that incentive.

- ALTERNATIVES:**
1. Approve the proposed Confidential Employee Compensation Agreement.
  2. Do not approve the proposed Confidential Employee Compensation Agreement.
  3. Revise the proposed Confidential Employee Compensation Agreement.

**RECOMMENDATION:** Staff recommends Alternative 1.

Respectfully submitted,

\_\_\_\_\_  
 Anthony W. Knight, Ed.D.  
 Superintendent

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

Oak Park Unified School District

CONFIDENTIAL EMPLOYEE  
COMPENSATION AGREEMENT

The following agreement will apply to all Confidential employees working in the Oak Park Unified School District. As of the school year 2014-15 this includes the job classifications of Administrative Secretary and Executive Assistant listed on the Administrative and Confidential Salary Schedule. This agreement supersedes the Confidential agreement effective 07/01/99 and approved by the board in September, 1999.

Provisions of this agreement will be retroactive to July 1, 2014 for affected employees.

Longevity

The longevity provision for Confidential employees will be modified from the 1999 agreement as follows:

- All Confidential employees will be eligible for a 3% longevity stipend after the completion of ten (10) consecutive years as an employee of the Oak Park Unified School District.
- The longevity stipend is 3% of Step 5 of the employee's salary range at the time eligible for the longevity.
- Additional longevity stipends are earned in 4-year increments (i.e., that is to say at the end of 14, 18, 22, etc. years of continuous service.

Professional Growth

Confidential employees are eligible to participate in the District's Professional Growth Program as outlined in the Oak Park Unified Classified Contract.

Term Life/Accidental Death and Dismemberment Insurance

Maintain district-paid Term Life/AD & D insurance policy for Confidential employees equal to the employee's salary up to a maximum of \$200,000.

Long-Term Disability Insurance

Maintain district-paid Long-Term Disability insurance for Confidential employees.

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: APRIL 21, 2015**  
**SUBJECT: B.3.b. APPROVE REVISED JOB DESCRIPTION FOR DATA SYSTEMS SUPPORT SPECIALIST**

**ACTION**

**ISSUE:** The board will receive information related to the approval of a revised job description for the classified position of Data Systems Support Specialist.

**BACKGROUND:** The job description for the position of Data Support Specialist was originally developed in 2006 at a Range of 23 on the classified salary schedule. This position was filled with a classified employee until the beginning of the 2010-11 School Year when a resignation necessitated a restructuring of responsibilities within the Technology Department. As a result of the vacancy, the duties of the Data Support Specialist were performed by a number of district personnel on a temporary basis for a few months. In December, 2010 a new classified position was approved by the board (Technology Department Assistant – Range 20 on the salary schedule) to address the evolving data support functions within the Technology Department and to incorporate many of the duties of the previous Data Support Specialist. Since that time the responsibilities of the Technology Department Assistant have increased to incorporate not only the original duties of the Data Support Specialist, but other data support functions as well.

The revised job description for the Data Systems Support Specialist is attached. If approved by the Board, the plan is to reclassify the current Technology Department Assistant to the position of Data Systems Support Specialist at Range 23 on the classified salary schedule effective January 1, 2015. The current year budget implications for this reclassification are approximately \$1,025 including salary and salary generated benefits.

**ALTERNATIVES:**

1. Approve the revised job description for Data Systems Support Specialist.
2. Do not approve the job description for Data Systems Support Specialist.

**RECOMMENDATION:** The staff recommends Alternative 1.

Respectfully submitted,

\_\_\_\_\_  
 Anthony W. Knight, Ed.D.  
 Superintendent

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

## OAK PARK UNIFIED SCHOOL DISTRICT

### CLASS TITLE DATA SYSTEMS SUPPORT SPECIALIST

#### DEFINITION

This is a 12-month position, 8 hours per day Salary: Range 23

Under the direction of an Assistant Superintendent and/or District-level Director, performs highly-skilled and complex data support duties as appropriate to the assigned department, utilizing computers and other technology necessary to complete the tasks of the assignment; establishes priorities and organizes workflow and provides accurate, relevant, and responsive information for the District's internal and external reporting; performs a variety of specialized duties involved in the computerized collection, processing, input, verification, analysis, record- keeping and reporting of District data for state and federal reporting and student information systems; manages the integration of the district's information systems with external data sources, entities, and systems. Manages user account provisioning and oversees the technical Help Desk and provides technical support and on-site support to district users and supports the systems, hardware and software applications of the Technology Department. Assist the Director of Technology with vendor correspondence, order management, and other administrative tasks.

#### EXAMPLE OF DUTIES

- Oversees the creation and updating of all district user accounts both within the district network and with various county, state, and external information and communication systems (including network access, email, telephony, website, etc);
- Coordinates with County Office of Education to maintain the District's staff and student information systems and assisting in the preparation of related local, State and Federal reports;
- Manages all data submission and reporting requirements to maintain compliance with state mandated student information systems (such as CALPADs);
- Ensures the stability, reliability, accuracy and completeness of data, data access, and data quality across the district;
- Prepares, maintains and produces reports related to students, staff, attendance, enrollment, grades, demographics and assessment services;
- Administers the Help Desk ticketing system and working with Tech Department staff to ensure all tickets are addressed in a timely fashion;
- Provides training, general troubleshooting, technical Help Desk and on-site support to district users for all hardware and software applications;
- Oversee the configuration, provisioning, and training of users with regards to the district's communications systems (including telephony, website editing, and community messaging systems).

#### EMPLOYMENT STANDARDS

##### Knowledge of:

- Principles, practices, procedures and techniques involved in the collection, processing, input, verification, analysis and reporting of statistical data;
- Principles, practices and techniques used in spreadsheets and relational databases as applied to student information systems;
- Data control procedures and data entry operations;
- Report writing and statistical record-keeping techniques;
- Desktop troubleshooting and diagnostic techniques and protocols;
- Application suites for Microsoft Windows and Mac environments;
- Networking concepts;
- Inventory methods and practices;
- Windows Active Directory and user account creation and management.

Ability to:

- Meet schedules and time lines; establish and revise priorities as needed to accomplish assignments;
- Work independently and make decisions within the guidelines of the department administrator;
- Establish and maintain cooperative and effective working relationships with others
- Operate computers and related peripheral equipment;
- Perform a variety of specialized duties involved in the computerized collection, processing, input, verification and analysis of a variety of District data;
- Maintain and analyze District software applications and databases to meet the data collection, analysis and reporting needs of the District;
- Inspect, troubleshoot, diagnose and resolve hardware and software malfunctions for Mac and PC platforms;
- Ability to train others in the proper use of computer hardware, software, and peripherals;
- Provide work direction to others as required from time to time;
- Compile and maintain accurate records and reports;
- Develop and implement new computer applications involving technology as needed.

Education and Experience:

- High School diploma or equivalent a minimum requirement; college units desired
- Experience in public school setting desirable
- Student Information System experience
- Training and experience in personal computer operation
- Experience with Mac and Windows OS
- Troubleshooting and technology support experience

**WORKING CONDITIONS**

Environment:

District office and school site environment subject to frequent interruptions, demanding timelines and contact with District staff and vendors; long periods of time at computer keyboard.

Physical Abilities:

Dexterity of hands and fingers to operate computer keyboards and manipulate cabling and tools; sight to view monitors and read manuals for extended periods of time; hearing and speaking to exchange information; lifting objects up to 60 pounds; sitting, climbing, standing, bending, stooping and squatting.

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: APRIL 21, 2015**  
**SUBJECT: B.3.c. APPROVE ADOPTION OF BOARD RESOLUTION #15-08  
REGARDING REDUCTION IN SERVICES OF CERTICATED  
EMPLOYEES IN PARTICULAR KINDS OF SERVICE**

ACTION

**ISSUE:** Shall the Board approve the adoption of Board Resolution #15-08 regarding reduction in services of certification employees in particular kinds of service?

**BACKGROUND:** During the period of course selection for the 2015-2016 school year, fewer students requested classes in French and Dance. Due to the decline in enrollment for these subjects, .6 FTE of the certificated French teacher and .2 FTE of the certificated Dance teacher will be reduced. Should the enrollment increase; the administration at the high school will increase the FTE of staff accordingly.

**ALTERNATIVES:**

1. Approve the adoption of Board Resolution #15-08 regarding Reduction in Services of Certificated Employees in particular kinds of service.
2. Do not approve the adoption of Board Resolution #15-08 regarding Reduction in Services of Certificated Employees in particular kinds of service.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Leslie Heilbron, Ed.D., Assistant Superintendent, Human Resources

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	_____	_____	_____	_____

BEFORE THE GOVERNING BOARD OF THE  
OAK PARK UNIFIED SCHOOL DISTRICT

Resolution to Not Reemploy Certificated Employees  
Resolution No. #15-08

WHEREAS, the Governing Board of the Oak Park Unified School District adopted Board Resolution 15-04 on February 17, 2015 authorizing and directing the Superintendent, or Superintendent's designee, to initiate and pursue procedures necessary to not reemploy the equivalent of 0.8 full-time certificated employees of this District pursuant to Education Code sections 44949 and 44955 because of a reduction and discontinuance of particular kinds of services; and

THE BOARD HEREBY FINDS that Kristin Atkins and Maryannick Bovard did not request a hearing, that therefore, sufficient cause for not reemploying these certificated employees and that not reemploying said employee relates to the welfare of the schools of the Oak Park Unified School District and the pupils thereof;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the District Superintendent of Oak Park Unified School District, or Superintendent's designee, is authorized and directed to notify Kristin Atkins and Maryannick Bovard, pursuant to sections 44949 and 44955 of the Education Code, that their services will not be required by this District for the ensuing 2015-2016 school year as designated in Board Resolution 15-04. Said Notice shall be given by serving upon the certificated employees a true copy of this Resolution.

BE IT FURTHER RESOLVED AND ORDERED that the District Superintendent or Superintendent's designee, is authorized and directed to take any other actions necessary to effectuate the intent of this resolution and to finalize the certificated layoffs.

Duly and regularly adopted this 21 day of April, 2015, by the following vote:

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSENT: \_\_\_\_\_

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Barbara Laifman  
President, Governing Board

**[ATTACHMENT #3 - Motion to Adopt Resolution and Direct Service of Final Notices]**

Motion To Adopt Board Resolution:

I move that the Board adopt Resolution No. xx-xxx, Resolution to Not Reemploy Certificated Employees.



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: APRIL 21, 2015**  
**SUBJECT: B.4.a. APPROVE APPOINTMENTS TO THE 2015-16 OAK PARK CITIZENS' OVERSIGHT COMMITTEE**

ACTION

**ISSUE:** Shall the Board approve membership appointments to the 2015-16 Oak Park Citizens' Oversight Committee?

**BACKGROUND:** At its meeting on February 19, 2015, the Board of Education appointed a subcommittee of its members to interview candidates for the 2015-16 Oak Park Citizens' Oversight Committee (OPCOC). The subcommittee was charged with screening and interviewing candidates for five vacancies on the 12-member committee, and returning a recommendation for appointments for the Board's action. Only three applications were received by the filing deadline on March 31, 2015. The subcommittee will interview these candidates on Tuesday, April 14, 2015. At this evening's meeting, it is anticipated that the subcommittee will present its recommendation and that the Board will appoint as many as three candidates to serve a two-year term (07/01/15-06/30/15) as members of the OPCOC.

Additionally, the first two-year term of six sitting members of the OPCOC will terminate on June 30, 2013. The six members, Mr. Jim Faul, Mr. Steven Golove, Mr. Ron Movich, Mr. Michael Schneider, Mr. Marc Shapiro, and Ms. Shary Trux, have each indicated that they would like to serve a second two-year term as permitted by law. It is the staff recommendation that the Board reappoint each of these members to a second two-year term.

- ALTERNATIVES:**
1. As recommended, appoint as many as three candidates to fill vacant seats on the 2015-16 Oak Park Citizens' Oversight Committee.
  2. Appoint Mr. Jim Faul, Mr. Steven Golove, Mr. Ron Movich, Mr. Michael Schneider, Mr. Marc Shapiro, and Ms. Shary Trux, to a second two-year term.
  3. Do not appoint candidates and reappoint incumbents and re-advertise and re-interview candidates for all vacancies.

**RECOMMENDATION:** Alternatives 1 and 2

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: BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: APRIL 21, 2015**  
**SUBJECT: B.4.b. APPROVE NEW STUDENT RECOGNITION PROGRAM ACTION**

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**ISSUE:** Shall the Board of Education approve a new Student Recognition Program?

**BACKGROUND:** Staff would like to propose the establishment of a student award at each level in OPUSD – elementary, middle school and high school. It could be called *The Marie Panec Compassionate, Creative, Global Citizen Award*. The criteria are listed below and each principal would select recipients. Marie was a school board member who passed away suddenly in May of 2010 and she very much reflected these values. One of our goals is to recognize students in a variety of areas. We are also interested in promoting our moral imperatives as embodied in the district motto: *Educating Compassionate and Creative, Global Citizens*. We propose that each school select up to five recipients for this award, which will be presented at the graduation/culmination ceremony and not at an awards assembly. The award should be prestigious and the widest possible audience should be aware of the work of the recipients. These will be presented either by a Board Member, the Superintendent or both. For example, instead of giving a speech at MCMS and OPHS, the Superintendent could speak about the award and recipients to save time. The idea is to recognize and promote service rather than require it.

Recognition would be based on any of the following:

- Exemplary service to the schools, community, or beyond
- Demonstrate compassion, empathy, creativity, and selflessness in their service
- Ethical, moral behavior – integrity, honesty, and sound moral values
- Anti-bullying efforts
- Demonstrate social and environmental responsibility

**ALTERNATIVES:** 1. Approve the new Student Recognition Program  
 2. Do not approve the new Student Recognition Program

**RECOMMENDATION:** At Board’s discretion.

Respectfully submitted,

---

Anthony W. Knight, Ed.D.  
 Superintendent

Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

<b>VOTE:</b>	<b>AYES</b>	<b>NOES</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
<b>Hazelton</b>	_____	_____	_____	_____
<b>Helfstein</b>	_____	_____	_____	_____
<b>Laifman</b>	_____	_____	_____	_____
<b>Rosen</b>	_____	_____	_____	_____
<b>Ross</b>	_____	_____	_____	_____
<b>Student Rep</b>	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT**

**DATE: ~~MARCH 17, 2015~~ APRIL 21 2015**

**SUBJECT: B.5.a APPROVE AMENDMENT TO BOARD POLICY AND ADMINISTRATIVE REGULATION 1240 – VOLUNTEER ASSISTANCE - ~~First~~ Second Reading**

**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 1240 – Volunteer Assistance?

**BACKGROUND:** Board Policy 1240 is being revised to delete material on options for volunteers working in a student activity program to obtain fingerprint clearance or an Activity Supervisor Clearance Certificate, as this issue is addressed in AR. Regulation updated to reflect law allowing principal to grant permission for a sex offender to volunteer at a school if all parents/guardians are notified at least 14 days in advance. Section on “Criminal Background Check” adds optional language for district to give volunteers working in a student activity program the discretion to choose whether to obtain fingerprint clearance or obtain an Activity Supervisor Clearance Certificate. Regulation also reflect new law (AB 1667) which requires volunteers instructing or supervising students to complete a tuberculosis risk assessment and provides that a tuberculin skin test only be necessary if risk factors are identified. Board Policy 1250 is being submitted with recommended changes from CSBA.

- ALTERNATIVES:**
1. Approve the amendment to Board Policy 1240 – Volunteer Assistance.
  2. Do not amend Board Policy 1240 – Volunteer Assistance.
  3. Adopt a modified version of the amendment to Board Policy 1240 – Volunteer Assistance.

**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 1240(a)

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## Volunteer Assistance

The Governing Board ***recognizes that volunteer assistance in school can enrich the educational program, increase supervision of students, and contribute to school safety while strengthening the schools' relationships with the community.*** ***The Board*** encourages parents/guardians and other members of the community to share their time, knowledge and abilities with students. ~~Volunteer assistance in schools enriches the educational program, enhances supervision of students and contributes to school safety while strengthening the schools' relationships with the community.~~ The Board also encourages community members to serve as mentors providing support and motivation to students.

(cf. 1000 - Concepts and Roles)  
(cf. 1700 - Relations Between Private Industry and the Schools)  
(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)  
(cf. 4222 - Teacher Aides/Paraprofessionals)  
(cf. 5020 - Parent Rights and Responsibilities)  
(cf. 6020 - Parent Involvement)  
(cf. 6171 - Title I Programs)

The Superintendent or designee shall develop and implement a plan for recruiting, screening and placing volunteers, including strategies for reaching underrepresented groups of parents/guardians and community members. He/she may also recruit community members to serve as mentors and/or make appropriate referrals to community organizations.

(cf. 1020 - Youth Services)  
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

***The Board prohibits harassment of any volunteer on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. (Government Code 12940)***

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

~~The Superintendent or designee shall establish procedures for determining whether volunteers possess the qualifications, if any, required by law and administration regulation for the types of duties they will perform.~~

***As appropriate, the Superintendent or designee*** ~~Volunteers shall be provided~~ ***volunteers*** with information about school goals, programs and practices and ~~shall receive an orientation and~~ ***or*** other training related to their specific responsibilities as ~~appropriate.~~ Employees who supervise

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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volunteers shall ensure that volunteers are assigned meaningful responsibilities that ~~capitalize on~~ **utilize** their skills and expertise and maximize their contribution to the educational program.

Volunteer ~~maintenance~~ work shall be limited to those projects that do not replace the normal maintenance duties of classified staff. The Board nevertheless encourages volunteers to work on short-term projects to the extent that they enhance the classroom or school, ~~do not significantly increase maintenance workloads and~~ comply with employee **negotiated agreements**.  
~~commitments and contracts.~~

***The Superintendent or designee shall establish procedures for determining whether volunteers possess the qualifications if any, required by law and administrative regulation for the types of duties they will perform.***

~~Volunteer aides shall not be used to assist certificated staff in performing teaching or administrative responsibilities in place of regularly authorized classified employees who have been laid off. (Education Code 35021)~~

Volunteers shall act in accordance with district policies, regulations and school rules. ~~At their discretion, employees who supervise volunteers may ask any volunteer who violates school rules to leave the campus. Employees also may confer with the principal or designee regarding any such volunteers.~~ The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

*(cf. 3515.2 - Disruptions)*

The Board encourages principals to develop a means for recognizing the contributions of each school's volunteers.

*(cf. 1150 – Commendations and Awards)*

The Superintendent or designee shall periodically report to the Board regarding the district's volunteer assistance program.

*(cf. 0500 – Accountability)*

Legal Reference:

**EDUCATION CODE**

**8482-8484.6 After School Education and Safety program**

**8484.7-8484.9 21<sup>st</sup> Century Community Learning Center program**

35021 Volunteer aides

35021.1 Automated records check

**35021.3 Registry of volunteers for before/after school programs**

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44010 Sex offense; definition

44227.5 Classroom participation by college methodology faculty

44814-44815 Supervision of students during lunch and other nutrition periods

45125 Fingerprinting requirements

**45125.01 Interagency agreements for criminal record information**

45340-45349 Instructional aides

45360-45367 Teacher aides

**48981 Parental notifications**

**49024 Activity Supervisor Clearance Certificate**

49406 Examination for tuberculosis

*GOVERNMENT CODE*

3543.5 Prohibited interference with employees' rights

**12940 Prohibited discrimination and harassment**

*HEALTH AND SAFETY CODE*

1596.871 Fingerprints of individuals in contact with child day care facility clients

*LABOR CODE*

**1720.4 Public works; exclusion of volunteers from prevailing wage law**

**3352 Workers' compensation; definitions**

3364.5 Authority to provide workers' compensation insurance for volunteers

*PENAL CODE*

290 Registration of sex offenders

290.4 Information re sex offenders

**290.95 Disclosure by person required to register as sex offender**

**626.81 Sex offender; permission to volunteer at school**

*CODE OF REGULATIONS, TITLE 22*

101170 Criminal record clearance

101216 Health screening, volunteers in child care centers

*UNITED STATES CODE, TITLE 20*

6319 Qualifications and duties of paraprofessionals, Title I programs

**PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS**

**Whisman Elementary School District, (1991) PERB Decision No. 868**

*ATTORNEY GENERAL OPINIONS*

62 Ops. Cal. Atty. Gen. 325 (1979)

*COURT DECISIONS*

Whisman Elementary School District, 15 Public Employee Reporter for California, 22043

Management Resources:

*NATIONAL PTA PUBLICATIONS*

National Standards for Parent/Family Involvement Programs, 1997

Building Successful Partnerships: A Guide for Developing Parent and Family Involvement Programs, 2000

*WEB SITES*

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

**California Department of Education, Parents/Family and Community;** <http://www.cde.ca.gov/ls/pf>

California PTA: <http://www.capta.org>

California Department of Justice, Megan's Law mapping: <http://www.meganslaw.ca.gov>

**Commission on Teacher Credentialing:** <http://www.ctc.ca.gov>

National Coalition for Parent Involvement in Education: <http://www.nepie.org>

National PTA: <http://www.pta.org>

**OAK PARK UNIFIED SCHOOL DISTRICT  
BOARD POLICY**

*Series 1000*

*Community Relations*

*BP 1240(d)*

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California Partners in Education: <http://www.capie.org>

U.S. Department of Education, Partnership for Family Involvement in Education: <http://pfie.ed.gov>

CDE: <http://www.cde.ca.gov>

Adopted: 2-22-78

Amended: 1-8-91, 9-17-02, 10-21-03

**OAK PARK UNIFIED SCHOOL DISTRICT  
ADMINISTRATIVE REGULATION**

Series 1000

Community Relations

AR 1240(a)

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Volunteer Assistance  
Duties of Volunteers

***The Superintendent or designee may assign volunteers to:***

1. ~~Volunteers may~~ Assist certificated personnel in the performance of their duties, including the supervision of students, and in ***performance of*** instructional tasks which, in the judgment of the certificated personnel to ***which*** ~~whom~~ the ***volunteer*** instructional aide is assigned, may be performed by a person not licensed as a classroom teacher. ~~These duties shall not include assignment of grades to students.~~ (Education Code ***35021***, 45343, 45344, 45349)

*(cf. 4222 - Teacher Aides/Paraprofessionals)*

*(cf. 5148 – Child Care and Development)*

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

2. ***Serve as nonteaching aides under the immediate supervision and direction of certificated personnel to perform noninstructional work which assists certificated personnel in the performance of teaching and administrative responsibilities (Education Code 35021)***

3. ~~Volunteers may~~ Supervise students during lunch, and/or breakfast ***or other nutritional*** periods or may serve as non-teaching aides under the immediate supervision and direction of certificated personnel to perform non-instructional work which assists certificated personnel in the performance of teaching and administrative responsibilities. (Education Code 35021, ~~45344~~ 44814, 44815)

4. ~~Volunteers may~~ Work on short-term facilities projects pursuant to ***section below entitled “Volunteer Facilities Projects”*** Governing Board policy and administrative regulation.

5. ***Perform other duties in support of district or school operations as approved by the Superintendent or designee***

*(cf. 6163.1 – Library Media Centers)*

~~Qualifications of Volunteers~~ ***Basic Skills Proficiency Requirement***

Volunteers ***who supervise or provide*** ~~providing supervision or instruction to~~ of students pursuant to Education Code 45349 shall ***submit*** ~~give~~ evidence of basic skills proficiency ***to the Superintendent or designee.*** (Education Code 45344.5, 45349)

*(cf. 4212 - Appointment and Conditions of Employment)*

**OAK PARK UNIFIED SCHOOL DISTRICT  
ADMINISTRATIVE REGULATION**

Series 1000

Community Relations

AR 1240(b)

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**Criminal Background Check**

***Prior to assuming a volunteer position working with students in a district-sponsored student activity program, a volunteer shall obtain fingerprint clearance through the Department of Justice and Federal Bureau of Investigation. At his/her discretion, the volunteer may choose to meet this required by obtaining an Activity Supervisor Clearance Certificate from the Commission on Teacher Credentialing. Student activity programs including, but are not limited to, scholastic programs, interscholastic programs, and extra curricular activities sponsored by the district or a school booster club, such as cheer team, drill team, dance team, and marching band. (Education Code 49024)***

*(cf. 4112.5, 4212.5/4312.5 – Criminal Background Check)*

*(cf. 4127/4227/4327 – Temporary Athletic Team Coaches)*

*(cf. 6145 – Extracurricular and Cocurricular Activities)*

***The Superintendent or designee shall determine which volunteer positions in the district are subject to the above requirement.***

***The criminal background check requirement shall not apply to volunteer supervisors for breakfast, lunch, or other nutritional periods or to volunteer nonteaching aides under the immediate supervision and direction of certificated personnel pursuant to Education Code 35021, including parents/guardians volunteering in a classroom or on a field trip or community members providing noninstructional services. (Education Code 49024)***

***The Superintendent or designee may require all volunteers to disclose whether they are a registered sex offender and/or to provide the district with sufficient information in order to allow verification of this status on the Department of Justice's Megan Law's web site.***

***The principal may grant a registered sex offender, who is not the parent/guardian of a student at the school, permission to come into a school building or upon school grounds to volunteer at the school. At least 14 days prior to the first day for which permission has been granted, the principal or designee shall notify the parent/guardian of each student at the school, using one of the methods specified in Education Code 48981, that a person who is required to register as a sex offender pursuant to Penal Code 290 has been granted permission to come into a school building or upon school grounds, the date(s) and times for which permission has been granted, and the parent/guardian's right to obtain information regarding the person from a designated law enforcement agency. (Penal Code 626.81)***

*(cf. 5145.6 – Parental Notifications)*

***However, no person who is required to register as a sex offender pursuant to Penal Code 290***

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 1000

Community Relations

AR 1240(c)

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*shall be assigned as a volunteer to assist certificated personnel in the performance of their duties; supervise students during lunch, breakfast, or other nutritional period; or serve as a nonteaching aide to perform noninstructional tasks. In addition, a person who is required to register as a sex offender because of a conviction for a crime where the victim was a minor under age 16 shall not serve as a volunteer in any capacity in which he/she would be working directly and in an unaccompanied setting with minors on more than an incidental and occasional basis or have supervision or disciplinary power over minors. (Education Code 35021, 45349; Penal Code 290.95)*

*(cf. 3515.5 – Sex Offender Notification)*

~~A person who is required to register as a sex offender pursuant to Penal Code 290 shall not serve as a volunteer instructional aide or as a volunteer non-teaching aide under the direct supervision of a certificated employee. (Education Code 35021)~~

~~The Superintendent or designee shall verify by reasonable means that persons serving as volunteer instructional aides and non-teaching volunteer aides are not required to register as a sex offender pursuant to Penal Code 290. Districts may verify a volunteer's status as a registered sex offender by checking the Department of Justice's Megan's Law internet website.~~

~~No volunteer shall be assigned to provide supervision or instruction of students unless he/she has submitted evidence of an examination within the past 60 days to determine that he/she is free of active tuberculosis. Volunteers who skin test negative shall thereafter be required to take a tuberculosis test every four years in accordance with Education Code 49406. (Education Code 45106, 45347, 45349, 49406)~~

## **Tuberculosis Assessment/Evaluation**

*Upon initial volunteer assignment, a volunteer shall have on file with the school a certificate showing that he/she has submitted to a tuberculosis risk assessment and, if tuberculosis risk factors were identified, was examined and found to be free of infectious tuberculosis. (Education Code 49406)*

The Superintendent or designee may exempt from tuberculosis testing requirements those volunteers who serve less than a school year and whose functions do not require frequent or prolonged contact with students. (Education Code 49406)

## Volunteer Facilities Projects

All volunteer facilities projects shall have approximate start and completion dates and ~~must~~

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Series 1000

Community Relations

AR 1240(d)

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**shall** be approved *in advance* by the *Superintendent or designee if they involving the following types of work:* ~~principal in advance.~~

~~Projects approved by the principal shall also be approved in advance by the Superintendent or designee if they involve the following types of work:~~

1. Alterations, additions or repairs to buildings and grounds
2. Construction involving wall or roof penetration, drilling or nailing
3. Structural modifications
4. Electrical, electronic, plumbing, or heating and cooling work
5. Painting
6. Installation of carpet, ~~7. Installation of playground equipment and benches, 8. Installation of sprinkler systems, 10. Installation of marquees and or signs~~
7. Paving
8. Tree planting, pruning or removal

The Superintendent or designee shall ensure that volunteers possess the appropriate license and/or have sufficient expertise appropriate to the project. He/she shall also ensure that such projects comply with building and safety codes and other applicable laws and collective bargaining agreements. The district shall provide on-site assistance and supervision for such projects as necessary. ~~Projects shall be inspected upon completion to ensure that the work was done satisfactorily.~~

*(cf. 3514 - Environmental Safety)*

*(cf. 3514.1 - Hazardous Substances)*

~~*(cf. 7111 - Evaluating Existing Buildings)*~~

*(cf. 7140 - Architectural and Engineering Services)*

Adopted: 9-17-02

Amended: 3-05, 2-15

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT**

**DATE: ~~MARCH 17, 2015~~ APRIL 21, 2015**

**SUBJECT: B.5.b. APPROVE AMENDMENT TO BOARD POLICY AND  
ADMINSTRATIVE REGULATION 3100 – BUDGET – ~~FIRST~~  
SECOND READING**

**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 3100 – Budget?

**BACKGROUND:** Board Policy 3100 is be updated to reflect new law (AB 2585) which eliminates the option to develop the district budget using the “dual budget” process and to include material formerly in AR which addresses board responsibilities related to budget adoption and review. Section on “Budget Criteria and Standards” updated to reflect new Title 5 Regulations (Register 2015, No. 2) which address the calculation of “increased and improved services” for LCFF expenditures and to reflect new law (SB 858) which limits the maximum amount of funds that may be held in district reserves and ending balances under certain conditions. Regulation updated to reflect new law (AB 2585) which eliminates the option to develop the district budget using the “dual budget” process, specifies information that must be provided for the public hearing if the budget proposes to have an ending fund balance in excess of the minimum recommended reserve, and requires submission of information to the county superintendent regarding any ending fund balance in excess of the minimum recommended reserve. Board 3100 is being submitted with recommended changes from CSBA.

**ALTERNATIVES:**

1. Approve the amendment to Board Policy 3100 – Budget.
2. Do not amend Board Policy 3100 – Budget.
3. Adopt a modified version of the amendment to Board Policy 3100 – Budget.

**RECOMMENDATION:**  
Approval of Alternative #1.

Respectfully submitted,

\_\_\_\_\_  
Anthony W. Knight, Ed.D.  
Superintendent

Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

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



# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3100(a)

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## Budget

The Governing Board recognizes its critical responsibility for adopting a sound budget for each fiscal year which is aligned with the district's vision, goals, priorities, **local control and accountability plan (LCAP)**, and comprehensive plans. The district budget shall guide administrative decisions and actions throughout the year and shall serve as a tool for monitoring the fiscal health of the district.

*(cf. 0000 - Vision)*

*(cf. 0200 – Goals for the School District)*

*(cf. 0400 – Comprehensive Plans)*

*(cf. 0460 – Local Control and Accountability Plan)*

*(cf. 3000 – Concepts and Roles)*

*(cf. 3300 – Expenditures and Purchases)*

*(cf. 3460 - Financial Reports and Accountability)*

*(cf. 9000 - Role of the Board)*

The district budget shall show a complete plan and itemized statement of all proposed expenditures and all estimated revenues for the following fiscal year, together with a comparison of revenues and expenditures for the current fiscal year. The budget shall also include the appropriations limit and the total annual appropriations subject to limitation as determined pursuant to Government Code 7900-7914. (Education Code 42122)

~~The Board shall adopt the budget only after a local control and accountability plan (LCAP) developed pursuant to Education Code 52060-52077 or an annual update to the LCAP is in place for the current year. Expenditures necessary to implement the LCAP or the annual update during the subsequent fiscal year shall be included in the budget. (Education Code 42127)~~

~~*(cf. 0460 – Local Control and Accountability Plan)*~~

## Budget Development and Adoption Process

~~The Superintendent or designee shall establish an annual budget development process and calendar in accordance with the single budget adoption process described in Education Code 42127(i). He/she shall annually notify the County Superintendent of Schools of the district's decision to use the single budget adoption process in the subsequent year. (Education Code 42127)~~

In order to provide guidance in the development of the budget, the Board shall annually establish budget priorities based on identified district needs and goals and on realistic projections of available funds.

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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The Superintendent or designee shall oversee the preparation of a proposed district budget for approval by the Board and shall involve appropriate staff at all levels in the development of budget projections.

The Board ~~encourages public input in the budget development process~~ and shall hold a public hearing on the proposed budget in accordance with Education Code 42103 and 42127.

*(cf. 9320 – Meetings and Notices)*

*(cf. 9322 – Agenda/Meeting Materials)*

*(cf. 9323 – Meeting Conduct)*

***The Board shall adopt the district budget on or before July 1 of each year. (Education Code 42127)***

***At a public meeting held on a date after the public hearing on the budget, the Board shall adopt the budget following its adoption of the LCAP or an annual update to the LCAP at the same meeting. The budget shall include the expenditures necessary to implement the LCAP or the annual update to the LCAP. (Education Code 42127)***

The budget that is formally adopted by the Board shall ***adhere to the state’s Standardized Account Code Structure as be in the format*** prescribed by the Superintendent of Public Instruction. ~~The Superintendent or designee may supplement this format with additional information as necessary to effectively communicate the budget to the Board, staff, and public.~~  
***(Education Code 42126, 42127)***

***The Superintendent or designee may supplement this format with additional information as necessary to effectively communicate the budget to the Board, staff, and public.***

***No later than five days after the Board adopts the district budget or by July 1, whichever occurs first, the Board shall file with the County Superintendent of Schools the adopted district budget and supporting data. The budget and supporting data shall be maintained and made available for public review. (Education Code 42127)***

***If the County Superintendent disapproves or conditionally approves the district’s budget, the Board shall review and respond to his/her recommendation at a public meeting on or before September 8. The response shall include any revisions to the adopted budget and any other proposed actions to be taken as a result of those recommendations. (Education Code 42127)***

## Budget Advisory Committee

The Superintendent or designee may appoint a budget advisory committee composed of staff,

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Board representatives, and/or members of the community.

The committee shall ~~submit~~ ~~develop~~ recommendations during the budget development process and its duties shall be assigned each year based on district needs. All recommendations of the committee shall be advisory only and shall not be binding on the Board ~~or the Superintendent or designee~~.

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 2230 – Representative and Deliberative Groups)*

*(cf. 3350 – Travel Expenses)*

*(cf. 9130 – Board Committees)*

*(cf. 9140 – Board Representatives)*

## Budget Criteria and Standards

The Superintendent or designee shall develop a district budget in accordance with *state* criteria and standards ***specified in 5 CCR 15440-15450 as they relate to projections of average daily attendance (ADA), enrollment, ratio of ADA to enrollment, local control funding formula revenue, salaries and benefits, other revenues and expenditures, facilities maintenance, deficit spending, unrestricted general fund balance, and reserves. In addition, he/she shall provide the supplemental information specified in 5 CCR 15451 which addresses the methodology and budget assumptions used, contingent liabilities, use of one-time revenues for ongoing expenditures, use of ongoing revenues for one-time expenditures, contingent revenues, contributions, long-term commitments, unfunded liabilities, status of collective bargaining agreements, the LCAP, and LCAP expenditures.*** ~~adopted by the State Board of Education (SBE).~~ (Education Code 33127, 33128, 33128.3, 33129, **42127.01**; 5 CCR 15440-15451)

***The district budget shall provide for increasing or improving services for unduplicated students at least in proportion to the increase in funds apportioned on the basis of the number and concentration of unduplicated students. Unduplicated students are students who are eligible for free or reduced price meals, English learners, and/or foster youth. (Education Code 42238.07; 5 CCR 15496)***

~~The budget shall provide that funding received through state supplemental and concentration grants pursuant to Education Code 42238.02 and 42238.03 shall be used in accordance with regulations adopted by the SBE for schoolwide or districtwide purposes to increase or improve services for students who are English learners, eligible for free or reduced price meals, and/or foster youth at least in proportion to the increase to the district's revenue generated from such funds. (Education Code 42238.07)~~

*(cf. 3553 – Free and Reduced Price Meals)*

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(cf. 6173.1 – Education for Foster Youth)

(cf. 6174 – Education for English Language Learners)

The Board may establish other budget assumptions or parameters, which may take into consideration the stability of funding sources, legal requirements and constraints on the use of funds, anticipated increases and/or decreases in the cost of services and supplies, categorical program requirements, and any other factors necessary to ensure that the budget is a realistic plan for district revenues and expenditures.

(cf. 2210 - Administrative Discretion Regarding Board Policy)

(cf. 3110 – Transfer of Funds)

## Fund Balance

The district shall classify fund balances in compliance with Governmental Accounting Standards Board (GASB) Statement 54 as follows:

1. Nonspendable fund balance includes amounts that are not expected to be converted to cash, such as resources that are not in a spendable form (e.g., inventories and prepaids) or that are legally or contractually required to be maintained intact.
2. Restricted fund balance includes amounts constrained to specific purposes by their providers or by law.
3. Committed fund balance includes amounts constrained to specific purposes by the Board.

For this purpose, all commitments of funds shall be approved by a majority vote of the Board. The constraints shall be imposed no later than the end of the reporting period of (June 30), although the actual amounts may be determined subsequent to that date but prior to the issuance of the financial statements.

4. Assigned fund balance includes amounts which ***are intended*** ~~the Board or its designee~~ ***intends to use*** for a specific purpose ***but do not meet the criteria to be classified as restricted or committed.***

The Board delegates authority to assign funds to the assigned fund balance to the Superintendent ~~or designee~~ and authorizes the assignment of such funds to be made any time prior to the issuance of the financial statements. ***The Superintendent may further delegate the authority to assign funds at his/her discretion.***

5. Unassigned fund balance includes amounts that are available for any purpose.

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When multiple types of funds are available for an expenditure, the district shall first utilize funds from the restricted fund balance as appropriate, then from the committed fund balance, then from the assigned fund balance, and lastly from the unassigned fund balance.

~~To protect the district against unforeseen circumstances such as revenue shortfalls and unanticipated expenditures, the Board intends to maintain an unassigned fund balance, which includes a reserve for economic uncertainties.~~

If the **assigned and** unassigned fund balance falls below the **level set by the Board** ~~legal limit~~ due to an emergency situation, unexpected expenditures, or revenue shortfalls, the Board shall develop a plan to recover the fund balance which may include dedicating new unrestricted revenues, reducing expenditures, and/or increasing revenues or pursuing other funding sources.

## Long-Term Financial Obligations

The district's current-year budget and multi-year projections shall include adequate provisions for addressing the district's long-term financial obligations, including, but not limited to, long-term obligations resulting from collective bargaining agreements, financing of facilities projects, unfunded or future liability for retiree benefits, and accrued workers' compensation claims.

*(cf. 4141/4241 – Collective Bargaining Agreement)*  
~~*(cf. 4143/4243 – Negotiations/Consultation)*~~  
*(cf. 4154/4254/4354 – Health and Welfare Benefits)*  
*(cf. 7210 – Facilities Financing)*  
*(cf. 9250 – Remuneration, Reimbursement and Other Benefits)*

## Budget Amendments

***No later than 45 days after the Governor signs the annual Budget Act, the Superintendent or designee shall make available for public review any revisions in budgeted revenues and expenditures which occur as a result of the funding made available by the Budget Act. (Education Code 42127)***

Whenever revenues and expenditures change significantly throughout the year, the Superintendent or designee shall recommend budget amendments to ensure accurate projections of the district's net ending balance. When final figures for the ~~previous~~ **prior** year budget are available, this information shall be used as soon as possible to update the current-year budget's beginning balance and projected revenues and expenditures.

In addition, budget amendments shall be submitted for Board approval as necessary when ~~the state budget is adopted~~, collective bargaining agreements are accepted, district income declines,

increased revenues or unanticipated savings are made available to the district, program proposals are significantly different from those approved during budget adoption, interfund transfers are needed to meet actual program expenditures, and/or other significant changes occur that impact budget projections.

Legal Reference:

*EDUCATION CODE*

1240 Duties of county superintendent of schools  
33127-33131 Standards and criteria for local budgets and expenditures  
~~35035 Powers and duties of superintendent~~  
~~35161 Powers and duties, generally, of governing boards~~  
42103 Public hearing on proposed budget; requirements for content of proposed budget  
42122-42129 Budget requirements  
42130-42134 Financial certifications  
42140-42141 Disclosure of fiscal obligations  
42238-42251 Apportionments to districts, especially:  
42238.01-42238.07 Local control funding formula  
42602 Use of unbudgeted funds  
~~42605 Tier 3 categorical flexibility~~  
~~42610 Appropriation of excess funds and limitation thereon~~  
~~44518-44519.2 Chief business officer training program~~  
45253 Annual budget of personnel commission  
45254 First year budget of personnel commission  
52060-52077 Local control and accountability plan

*GOVERNMENT CODE*

7900-7914 Expenditure limitations  
*CODE OF REGULATIONS, TITLE 5*  
15060 Standardized account code structure  
15440-15452 Criteria and standards for school district budgets  
***15494-15496 Local control funding formula, expenditures***

Management Resources:

*CDE PUBLICATIONS*

California School Accounting Manual  
New Requirements for Reporting Fund Balance in Governmental Funds, January 7, 2011  
*FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS*  
Fiscal Oversight Guide for AB 1200, AB 2756 and Subsequent Related Legislation, September 2006  
*GOVERNMENT FINANCE OFFICERS ASSOCIATION*  
Best Practice: Appropriate Level of Unrestricted Fund Balance in the General Fund, 2009  
*GOVERNMENTAL ACCOUNTING STANDARDS BOARD*  
Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions, March 2009  
Statement 45, Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions, June 2004

Statement 34, Basic Financial Statements and Management's Discussion and Analysis – For State and Local Governments, June 1999

*CSBA PUBLICATIONS*

~~Local Control Funding Formula 2013, Governance Brief, August 2013~~  
~~State Priorities for Funding: The Need for Local Control and Accountability Plans, Fact Sheet, August 2013~~  
~~School Finance CD-ROM 2005~~

*WEB SITES*

CSBA: <http://www.csba.org>  
Association of California School Administrators: <http://www.acsa.org>  
California Department of Education, Finance and Grants: <http://www.dec.ca.gov/fg>  
California Department of Finance: <http://www.dof.ca.gov>  
Fiscal Crisis and Management Assistance Team: <http://www.fcmat.org>

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Government Finance Officers Association: <http://www.gfoa.org>  
Governmental Accounting Standards Board: <http://www.gasb.org>  
~~Legislative Analysts' Office: <http://www.lao.ca.gov>~~  
School Services of California: <http://www.sscal.com>

Adopted: 7-23-80

Amended: 5-1-89, 10-19-83, 6-4-02, 9-17-02, 12-16-03, 3-22-05, 3-17-09, 4-20-10, 4-17-12,  
2-20-14

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## Budget

### Budget Advisory Committee

Membership of the district's budget advisory committee may include representatives of each of the following groups:

1. Governing Board members, provided that less than a majority of the Board serves on the committee

*(cf. 9140 – Board Representatives)*

2. District and school site administrators

3. Representatives of bargaining units

4. Certificated and/or classified staff

5. Parents/guardians

6. Representatives of the business community and/or other community members

7. Students

*(cf. 1220 – Citizen Advisory Committees)*

*(cf. 2230 – Representative and Deliberative Groups)*

*(cf. 9130 – Board Committees)*

The Committee's duties may include, but not necessarily be limited to:

1. Making recommendations regarding budget priorities

2. Recommending cost reduction strategies, such as identifying services that may be reduced, made more efficient, or discontinued

3. Reviewing the clarity and effectiveness of budget documents and communications

4. Presenting progress reports on the committee's work and a final report of recommendations to the Superintendent or designee and to the Board

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The specific duties of the committee shall be clearly defined and presented to each member in writing, along with any background information necessary for the successful completion of the committee's charges, the timelines for reporting the committee's progress, and timelines for completion of each task.

## Initial Budget Adoption

~~On or before July 1 of each year, the Board shall adopt a budget which adheres to the state's standardized account code structure (SACS) as prescribed by the Superintendent of Public Instruction (SPI). (Education Code 42126, 42127)~~

## Public Hearing

~~Before adopting the district budget for the subsequent fiscal year, the Board shall hold a public hearing. An **The** agenda for this **the public** hearing **on the district budget** shall be posted at least 72 hours before the hearing and shall indicate the location where the budget may be inspected. The proposed budget shall be available for public inspection at least three working days before this hearing. This hearing shall be held at the same meeting as the public hearing to solicit public input on the local control and accountability plan (LCAP) or the annual update to the LCAP. (Education Code 42103, 42127, 52062)~~

*(cf. 0460 – Local Control and Accountability Plan)*

*(cf. 9320 - Meetings and Notices)*

*(cf. 9322 – Agenda/Meeting Materials)*

The Superintendent or designee shall notify the County Superintendent of Schools of the location, dates, and times at which the proposed budget may be inspected, as well as the location, date, and time of the public hearing, in sufficient time for the County Superintendent to publish such information in a newspaper of general circulation at least ten (10) days but not more than 45 days before the hearing as required by Education Code 42103.

***Whenever the proposed district budget includes a combined assigned and unassigned ending fund balance that exceeds the minimum recommended reserve for economic uncertainties adopted by the State Board of Education, the district shall provide, for each fiscal year included in the budget, the following information for public review and discussion at the public hearing. (Education Code 42127; 5 CCR 15450)***

***1. The minimum recommended reserve for economic uncertainties***

***2. The combined assigned and unassigned ending fund balances that are in excess of the***

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## *minimum recommended reserve*

### ***3. A statement of reasons substantiating the need for the combined assigned and unassigned ending balances that are in excess of the minimum recommended reserve***

During the hearing, any district resident may speak to the proposed budget or any item in the budget. The hearing may conclude when all residents who ~~so desire~~ have ***requested to be heard*** ~~have~~ had the opportunity to ~~be heard~~ have had the opportunity to speak. (Education Code 42103)

*(cf. 9323 - Meeting Conduct)*

~~After the public hearing, at a public meeting held on a different date, the Board shall adopt the district budget following adoption of the LCAP at the same meeting. The budget shall not be adopted if an approved LCAP or annual update to the LCAP is not in effect for the budget year. (Education Code 52062)~~

~~The Superintendent or designee shall file the adopted budget with the County Superintendent of schools no later than five (5) days after adoption or by July 1, whichever occurs first. The budget and supporting data shall be maintained and made available for public review. (Education Code 42127)~~

~~*(cf. 1340 - Access to District Records)*~~

## Revised Budget

~~No later than 45 days after the Governor signs the annual Budget Act, the Superintendent or designee shall make available for public review any revisions in budgeted revenues and expenditures which are consequently necessary. (Education Code 42127)~~

~~If the County Superintendent disapproves the district's budget, the Board shall review and respond to his/her recommendations at a public meeting on or before September 8. The response shall include any revisions to the adopted budget and any other proposed actions to be taken as a result of those recommendations. (Education Code 42127)~~

## ***Budget Review Committee for Disapproved Budgets***

***If the district's budget is disapproved by the County Superintendent for any reason other than his/her disapproval of the district's local control and accountability plan (LCAP) or annual update to the LCAP, the budget shall be reviewed by a budget review committee, unless the***

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***Board and County Superintendent agree to waive the requirement and the California Department of Education accepts the waiver. (Education Code 42127)***

***This committee shall consist of either: (Education Code 42127.1, 42127.2)***

***1. Three persons selected by the Board from a list of candidates provided by the Superintendent of Public Instruction (SPI), who shall be selected within five working days after receiving the list of candidates***

***2. A regional review committee convened by the County Superintendent with the approval of the Board***

***If the budget review committee recommends disapproval of the district budget, the Board may submit a response to the SPI no later than five working days after receipt of the committee's report. The response may include any revisions to the adopted final budget and any other proposed actions to be taken as a result of the committee's recommendations. (Education Code 42127.3)***

***Until the district receives approval of its budget, it shall continue to operate either on the basis of the prior year's budget or on the basis of the current year's unapproved budget as adopted and revised by the Board, whichever budget contains a lower total spending authority. (Education Code 42127.4)***

Adopted: 3-17-02

Amended: 9-17-02, 11-04, 11-05, 11-08, 11-13

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT**

**DATE: APRIL 21, 2015**

**SUBJECT: B.5.c. APPROVE AMENDMENT TO BOARD POLICY 4118 – DISMISSAL/SUSPENSION/DISCIPLINARY ACTION - First Reading**

**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 4118 – Dismissal/Suspension/Disciplinary Action?

**BACKGROUND:** Board Policy 4118 is retitled and updated to include board actions related to the dismissal of certificated employees, formerly in AR 4117.4 – Dismissal. Policy reflects new law (AB 215) which allows notice of the board’s intent to suspend or dismiss an employee to be given to the employee at any time of year except when the charge is unsatisfactory performance, required any notice given outside of the instructional year to be served personally upon the employee, and addresses notification of an employee charged with egregious misconduct. Regulation retitled and updated to include requirements related to the dismissal of certificated employees, formerly in AR4117.4 – Dismissal. Regulation reflects new law (AB 215) which amends the causes for which a certificated employee may be suspended or dismissed, establishes an alternative procedure for charges related solely to egregious misconduct, and amends the list of mandatory leave of absence offenses. Board 4118 is being submitted with recommended changes from CSBA.

- ALTERNATIVES:**
1. Approve the amendment to Board Policy 4118 – Suspension/Disciplinary Action.
  2. Do not amend Board Policy 4118 – Suspension/Disciplinary Action.
  3. Adopt a modified version of the amendment to Board Policy 4118 – Suspension/Disciplinary Action.

**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 4000

Personnel

BP 4118(a)

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## Dismissal/Suspension/Disciplinary Action

The Governing Board expects all employees **to perform their jobs satisfactorily**, exhibit professional and appropriate conduct and serve as positive role models at school and in the community. ~~An~~ **A certificated** employee may be ~~suspended or~~ disciplined for **conduct or performance** unprofessional or inappropriate conduct in accordance with law, **the applicable** collective bargaining agreement, Board policy and administrative regulations.

(cf. 4000 – Concepts and Roles)  
(cf. 4112.5/4312.5 – Criminal Record Check)  
(cf. ~~4117.4 – Dismissal~~)  
(cf. 4119.21/4219.21/4319.21 – Professional Standards)  
(cf. 4141/4241 - Collective Bargaining Agreement)

**Disciplinary action shall be based on** ~~The Superintendent or designee may take disciplinary action as he/she deems appropriate in light of the particular facts and circumstances involved and based on the severity of the~~ **conduct or performance**. ~~misconduct~~. Disciplinary actions may include, but not be limited to, verbal warnings, written warnings, reassignment, suspension, freezing or reduction of wages, compulsory leave, or dismissal.

(cf 4114 – Transfers)

The Superintendent or designee shall ensure that, ~~consistent with law~~, disciplinary actions are taken in a consistent, nondiscriminatory manner and are appropriately documented.

(cf. 1312.1 - Complaints Concerning District Employees)  
(cf. 4030 - Nondiscrimination in Employment)  
(cf. 4032 - Complaints Concerning Discrimination in Employment)  
(cf. 4112.6/4212.6/4312.6 – Personnel Files)  
(cf. 4119.1/4219.1/4319.1 – Civil and Legal Rights)  
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

## Suspension/Dismissal Procedures

~~In accordance with law~~, The Superintendent or designee shall notify the **Board whenever he/she believes that there is cause to suspend or dismiss an employee pursuant to Education Code 44932 or 44933**. ~~Commission on Teacher Credentialing when the status of a credentialed employee has been changed as a result of alleged misconduct.~~

(cf. ~~4117.1 – Employment Status Reports~~)

**When the Board finds that there is cause to suspend or dismiss an employee pursuant to**

## OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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Personnel

BP 4118(b)

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*Education Code 44932 or 44933, it may formulate a written statement of charges specifying instances of behavior and the acts or omissions constituting the charge, the statutes and rules that the employee is alleged to have violated when applicable, and the facts relevant to each charge. The Board shall also review any duly signed and verified written statement of charges filed by any other person. (Education Code 44934, 44934.1)*

*Based on the written statement of charges, the Board may, upon majority vote, give notice to the employee of its intention to suspend or dismiss him/her at the expiration of 30 days from the date the notice is served. (Education Code 44934, 44934.1)*

*(cf. 4112.9/4212.9/4312.9 – Employee Notifications)*

*Prior to serving a suspension or dismissal notice that includes a charge of unsatisfactory performance, the district shall give the employee written notice of the unsatisfactory performance that specifies the nature of the unsatisfactory performance with such specific instances of behavior and with such particularity as to furnish the employee an opportunity to correct his/her faults and overcome the grounds for any unsatisfactory performance charges and, if applicable, that includes the evaluation made pursuant to Education Code 44660-44665. The written notice of the unsatisfactory performance shall be provided at least 90 days prior to the filing of the suspension or dismissal notice or prior to the last one-fourth of the school days in the year. (Education Code 44938)*

*(cf 4115 – Evaluation/Supervision)*

*Prior to serving a suspension or dismissal notice that includes a charge of unprofessional conduct, the district shall give the employee written notice that describes the nature of the unprofessional conduct with such specific instances of behavior and with such particularity as to furnish the employee an opportunity to correct his/her faults and overcome the grounds for any unprofessional conduct charges and, if applicable, that includes the evaluation made pursuant to Education Code 44660-44665. The written notice of the unprofessional conduct shall be provided at least 45 days prior to the filing of the suspension or dismissal notice. (Education Code 44938)*

*Except for notices that only include charges of unsatisfactory performance, the written suspension or dismissal notice may be served at any time of year. Such notice shall be served upon the employee personally if given outside of the instructional year or, if given during the instructional year, may be served personally or by registered mail to the employee's last known address. Notices with a charge of unsatisfactory performance shall be given only during the instructional year at the school site where the employee is physically employed, and may be served personally or by registered mail to the employee's last known address. (Education Code*

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**44936)**

***If an employee has been served notice and demands a hearing pursuant to Government Code 11505 and 11506, the Board shall either rescind its action or schedule a hearing on the matter. (Education Code 44941, 44941.1, 44943, 44944)***

***Pending suspension or dismissal proceedings for an employee who is charged with egregious misconduct, immoral conduct, conviction of a felony or of any crime involving moral turpitude, incompetency due to mental disability, or willful refusal to perform regular assignments without reasonable cause as prescribed by district rules and regulations, the Board may, if it deems it necessary, immediately suspend the employee from his/her duties. If the employee files a motion with the Office of Administrative Hearings for immediate reversal of the suspension based on a cause other than egregious misconduct, the Board may file a written response before or at the time of the hearing. (Education Code 44939, 44939.1, 44940)***

***When a suspension or dismissal hearing is to be conducted by a Commission on Professional Competence, the Board shall, no later than 45 days before the date set for the hearing, select one person with a currently valid credential to serve on the Commission. The appointee shall not be an employee of the district and shall have at least three years' experience within the past 10 years at the same grade span or assignment as the employee, as defined in Education Code 44944. (Education Code 44944)***

Legal Reference:

*EDUCATION CODE*

44008 Effect of termination of probation

44009 Conviction of specified crimes

44010 Sex offense - definitions

44011 Controlled substance offense - definitions

44242.5 Reports and review of alleged misconduct

44425 Conviction of a sex or narcotic offense

44660-44665 Evaluation and assessment of performance of certificated employees

44830.1 Criminal record summary certificated employees

***44929.21 Notice of reelection decision; district with 250 ADA or more***

***44929.23 Reelection and dismissal of probationary employees; districts with ADA less than 250***

44930-44988 Resignations, dismissal, and leave of absence, especially:

~~44940 Sex offenses and narcotic offenses; compulsory leave of absence~~

~~44940.5 Compulsory leave of absence; procedures; extension; compensation; bond or security; reports~~

45055 Drawing of warrants for teachers

48907 Exercise of free speech, expression

48950 Speech and other communication

51530 Advocacy or teaching of communism

*GOVERNMENT CODE*

***1028 Advocacy of communism***

3543.2 Scope of representation

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***11505-11506 Hearing***

***HEALTH AND SAFETY CODE***

11054 Schedule I; substances included

11055 Schedule II, substances included

11056 Schedule III, substances included

11357-11361 Marijuana

11363 Peyote

11364 Opium

11370.1 Possession of controlled substances with a firearm

***PENAL CODE***

187 Murder

291 School employees arrest for sex offense

667.5 Prior prison terms, enhancement of prison terms

1192.7 Plea bargaining limitation

***11165.2-11165.6 Child abuse or neglect; definitions***

***CODE OF REGULATIONS, TITLE 5***

80303 Reports of change in employment status

80304 Notice of sexual misconduct

***COURT DECISIONS***

***Vergara v. California (Los Angeles Super.Ct.) BC484642***

*Crowl v. Commission on Professional Competence (1990) 225 Cal. App. 3d 334*

***Morrison-? v. State Board of Education (1969) 1-?Cal.3d 214***

Management Resources:

***COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS***

California's Laws and Rules Pertaining to the Discipline of Professional Certificated Personnel, 2007

***WEB SITES***

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

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Adopted: 7-23-85

Amended: 1-21-92, 2-25-92, 9-17-02, 3-17-09

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**Dismissal/Suspension/Disciplinary Action**

**Causes for Suspension or Dismissal**

***A certificated employee with permanent status may be suspended without pay or dismissed only for one or more of the following causes: (Education Code 44932)***

***1. Immoral conduct including, but not limited to, egregious misconduct that is the basis for a sex offense or controlled substance offense described in Education Code 44010 or 44011 or child abuse and neglect as described in Penal Code 11165.2-11165.6***

***2. Unprofessional conduct***

***3. Commission, aiding, or advocating the commission of acts of criminal syndicalism***

***4. Dishonesty***

***5. Unsatisfactory performance***

***6. Evident unfitness for service***

***7. Physical or mental condition unfitting the employee to instruct or associate with children***

***(cf. 4112.4/4212.4/4312.4 - Health Examinations)***

***8. Persistent violation of or refusal to obey the school laws or regulations of the state or district***

***9. Conviction of a felony or of any crime involving moral turpitude***

***10. Violation of Education Code 51530 or Government Code 1028 (advocacy of communism)***

***11. Alcoholism or other drug abuse that makes the employee unfit to instruct or associate with children***

***(cf. 4115 - Evaluation/Supervision)***

***An employee may be suspended or dismissed on grounds of unprofessional conduct consisting of acts or omissions not listed above if the charge specifies instances of behavior deemed to constitute unprofessional conduct. (Education Code 44933)***

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*An employee shall not be suspended, disciplined, reassigned, transferred, dismissed, or otherwise retaliated against solely for acting to protect a student, or for refusing to infringe on a student's protected conduct, when that student is exercising his/her free speech or press rights pursuant to Education Code 48907 or 48950. (Education Code 48907, 48950)*

*(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)  
(cf. 5145.2 - Freedom of Speech/Expression)*

**Suspension/Dismissal of Permanent Employees**

*When a permanent certificated employee is charged with one or more of the offenses specified in the section "Causes for Suspension or Dismissal" above, the following procedures shall apply:*

- 1. The person preparing a written statement of charges that there is cause to suspend or dismiss an employee shall submit the signed statement to the Governing Board. (Education Code 44934, 44934.1)*
- 2. Upon receiving notice of the Board's intent to suspend or dismiss him/her, the employee may request a hearing on the matter. The hearing shall be conducted by the Commission on Professional Competence, except that any case involving only egregious misconduct shall be heard instead by an administrative law judge and, in any other case, the hearing may be conducted by an administrative law judge when both the district and employee so stipulate. (Education Code 44943, 44944, 44944.05, 44944.1, 44944.3)*
- 3. Except when an employee is charged solely with egregious misconduct, the district may amend the charges less than 90 days before the hearing only upon showing of good cause and upon approval of the administrative law judge. (Education Code 44934)*
- 4. The employee shall be suspended or dismissed when the Commission on Professional Competence or administrative law judge has issued its decision supporting suspension or dismissal or, if the employee did not request a hearing, at the expiration of 30 days after service of the notice of intent to suspend or dismiss. (Education Code 44941, 44943, 44944)*

*The Superintendent or designee shall notify the Commission on Teacher Credentialing when the employment status of a certificated employee has been changed as a result of alleged misconduct or while an allegation of misconduct is pending. (Education Code 44030.5, 44242.5, 44940; 5 CCR 80303)*

*(cf. 4117.7/4317.7 - Employment Status Reports)*

**Suspension/Dismissal of Probationary Employees**

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*During the school year, probationary employees in their first or second year of service may be dismissed only for one or more of the causes listed in items #1-11 in the section "Causes for Suspension or Dismissal" above or for unsatisfactory performance determined pursuant to Education Code 44660-44665. (Education Code 44948.2, 44948.3)*

*Whenever a first- or second-year probationary employee is so charged, the following procedures shall apply for dismissing the employee: (Education Code 44948.3)*

*1. The Superintendent or designee shall give 30 days' prior written notice of dismissal, not later than March 15 in the case of second-year probationary employees. The notice shall include a statement of the reasons for the dismissal, notice of the opportunity to appeal, and, if the cause is unsatisfactory performance, a copy of the evaluation conducted pursuant to Education Code 44664.*

*(cf. 4112.9/4212.9/4312.9 - Employee Notifications)*

*2. Upon receipt of the notice of dismissal, the employee may be dismissed if no request for a hearing is submitted to the Board within 15 days.*

*3. If a hearing is requested, the district may arrange for the appointment of an administrative law judge to conduct the hearing and to recommend a decision to the Board.*

*A probationary employee may be suspended without pay for a specified period of time as an alternative to dismissal. (Education Code 44948.3)*

*Upon being informed by law enforcement that a certificated employee has been charged with a "mandatory leave of absence offense," the Superintendent or designee shall immediately place the employee on a leave of absence. A mandatory leave of absence offense includes: (Education Code 44830.1, 44940)*

*1. Any sex offense as defined in Education Code 44010*

*2. Violation or attempted violation of Penal Code 187 (murder)*

*3. Any offense involving the unlawful sale, use, or exchange to minors of controlled substances as listed in Health and Safety Code 11054, 11055, and 11056*

*(cf. 4117.7/4317.7 - Employment Status Reports)*

*If an employee is charged with an offense that falls into both the mandatory and optional leave of absence definitions, the offense shall be treated as a mandatory leave of absence offense. (Education Code 44940)*

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*An employee's compulsory leave for a mandatory or optional leave of absence offense may extend for not more than 10 days after the entry of judgment in the criminal proceedings. However, the compulsory leave may be extended if the Board gives notice, within 10 days after the entry of judgment in the proceedings, that the employee will be dismissed within 30 days from the date of service of the notice unless he/she demands a hearing. (Education Code 44940, 44940.5)*

*During the period of compulsory leave, the employee shall be compensated in accordance with Education Code 44940.5.*

*Upon receipt of telephone or electronic notification from the Department of Justice that a current temporary, substitute, or probationary employee serving before March 15 of his/her second probationary year has been convicted of a violent or serious felony, the Superintendent or designee shall immediately place the employee on leave without pay. Upon receipt of electronic notification of the conviction from the Department of Justice, such employee shall be automatically terminated and without regard to any other termination procedure. (Education Code 44830.1)*

*(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)*

## Suspension Without Pay

~~When a permanent certificated employee's unprofessional conduct is not considered serious enough to warrant dismissal, he/she may be suspended without pay on grounds of unprofessional conduct, following procedures designated in Education Code 44932-44938.~~

~~A probationary certificated employee may be suspended without pay for a specified period during the school year as an alternative to dismissal following procedures designated in Education Code 44948.3.~~

~~Prior to any disciplinary action on charges leading to suspension without pay on the grounds of unprofessional conduct, the Superintendent or designee shall give the employee written notice. This written notice shall: (Education Code 44938)~~

- ~~1. Indicate the nature of the employee's unprofessional conduct~~
- ~~2. Cite specific instances of unprofessional behavior~~
- ~~3. Give the employee a 45-day opportunity to correct the misconduct and overcome the ground(s) for the charge(s)~~
- ~~4. Include the evaluation made pursuant to Education Code 44660-44665, if applicable.~~

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~~(cf. 4115 – Evaluation/Supervision)~~

## Mandatory Leave of Absence

Upon being informed that a certificated employee has been charged with a “mandatory leave of absence offense,” the Superintendent or designee shall immediately place the employee on a leave of absence. A mandatory leave of absence offense includes: (Education Code 44830.1, 44940)

- ~~1. Any sex offense as defined in Education Code 44010~~
- ~~2. Any offense involving the unlawful sale, use or exchange to minors of controlled substances as listed in Health and Safety Code 11054, 11055 and 11056, with the exception of marijuana, mescaline, peyote, or tetrahydrocannabinols~~

~~(cf. 4117.1 – Employee Status Reports)~~

~~Upon receipt of notification from the Department of Justice by telephone that a current temporary, substitute, or probationary employee serving before March 15 of his/her second probationary year has been convicted of a violent or serious felony, that employee shall be immediately placed on leave without pay. Upon receipt of written electronic notification of the conviction from the Department of Justice, such employee shall be automatically terminated and without regard to any other termination procedure. (Education Code 44830.1)~~

~~(cf. 4112.5/4312.5 – Criminal Record Check)~~

~~Upon receipt of written electronic notification of the conviction from the Department of Justice the employee, as specified above, shall be terminated automatically, and without regard to any other termination procedure. (Education Code 44830.1)~~

~~An employee’s compulsory leave may extend for not more than 10 days after the entry of judgment in the proceedings. However, the Board may extend a certificated employee's compulsory leave by giving notice, within 10 days after the entry of judgment in the proceedings, that the employee will be dismissed in 30 days from the date of service of the notice unless he/she demands a hearing. (Education Code 44940, 44940.5)~~

~~(cf. 4117.4 – Dismissal)~~

~~Employee compensation during the period of compulsory leave shall be made in accordance with Education Code 44940.5.~~

## Optional Leave of Absence

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~~The Board may require an immediate compulsory leave of absence when a certificated employee is charged with an “optional leave of absence offense” as specified in law. Such employees shall be subject to the same requirements specified in Education Code 44940.5 regarding extension of the leave, furnishing of a bond, and payment of salaries for employees charged with mandatory leave of absence offenses. (Education Code 44940, 44940.5)~~

Protection of a Student’s Free Speech or Press Rights

~~An employee shall not be suspended, disciplined, reassigned, transferred, dismissed, or otherwise retaliated against solely for acting to protect a student, or for refusing to infringe on a student’s protected conduct, when that student is exercising his/her free speech or press rights pursuant to Education Code 48907 or 48950. (Education Code 48907, 48050)~~

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

~~(cf. 5145.2 — Freedom of Speech/Expression)~~

Adopted: 7-23-85

Amended: 1-21-92, 2-25-92, 9-17-02, 11-08

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT**

**DATE: APRIL 21, 2015**

**SUBJECT: B.5.d. AMENDMENT TO BOARD POLICY 5141.4 – CHILD ABUSE PREVENTION AND REPORTING – First Reading**

**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 5141.4 – Child Abuse Prevention and Reporting?

**BACKGROUND:** Board Policy 5141.4 is updated to reflect new law (AB 2016) which authorizes districts to provide students with instruction in sexual abuse and sexual assault awareness. New law (AB 2560) which requires applicants for a new or renewed credential to sign a statement that they understand their obligations as mandated reporters, and new law (AB 1432) which mandates staff training regarding duties of mandated reporters. Regulations updated to reflect new law (AB 1775) which amends the definition of sexual exploitation and new law (AB 1432) which requires districts to provide for annual training of mandated reporters. Revised regulation also expands the list of mandated reporters to include athletic coaches, athletic administrators, and athletic directors and reflects current law which provides that a student’s homelessness or status as an unaccompanied minor is not a reason for reporting child abuse or neglect. Board Policy 5141.4 is being submitted with recommended changes from CSBA.

- ALTERNATIVES:**
1. Approve the amendment to Board Policy 5141.4 – Child Abuse Prevention and Reporting.
  2. Do not amend Board Policy 5141.4 – Child Abuse Prevention and Reporting.
  3. Adopt a modified version of the amendment to Board Policy 5141.4 – Child Abuse Prevention and Reporting.

**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	_____	_____	_____	_____
Helfsteiln	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5141.4(a)

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## Child Abuse Prevention and Reporting

The Governing Board *is committed to supporting the safety and well-being of district students and desires to facilitate the prevention of and response to child abuse and neglect. The Superintendent or designee shall develop and implement strategies for preventing, recognizing, and promptly reporting known or suspected child abuse and neglect.* ~~recognizes the district's responsibility to educate students about the dangers of child abuse so that they will acquire the skills and techniques needed to identify unsafe situations and to react appropriately and promptly.~~

*The Superintendent or designee may provide a student who is a victim of abuse with school-based mental health services or other support services and/or may refer the student to resources available within the community as needed.*

(cf. 1020 – Youth Services)  
(cf. 5141.6 – School Health Services)  
(cf. 6164.2 – Guidance/Counseling Services)

## Child Abuse Prevention

The District's instructional program shall include age- appropriate and culturally sensitive child abuse prevention curriculum. This curriculum shall explain students' right to live free of abuse, *include instruction in skills and techniques needed to identify unsafe situations and react appropriately and promptly*, inform *students* ~~them~~ of available support resources, and teach them how to obtain help and disclose incidents of abuse. ~~The curriculum also shall include training in self-protection techniques.~~

(cf. 6142.8 - Comprehensive Health Education)  
(cf. 6143 – Courses of Study)

*The district's program also may include age appropriate curriculum in sexual abuse and sexual assault awareness and prevention. Upon written request of a student's parent/guardian, the student shall be excused from taking such instruction. (Education Code 51900.6)*

The Superintendent or designee shall, *to the extent feasible*, seek to incorporate community resources into the district's child abuse prevention programs *and may* ~~To the extent feasible, the Superintendent or designee shall~~ use these ~~community~~ resources to provide parents/guardians with instruction in parenting skills and child abuse prevention.

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## Child Abuse Reporting

The Superintendent or designee shall establish procedures for the identification and reporting of **known and suspected child abuse and neglect** such incidents in accordance with law

(cf. 4119.21/4219.21/4319.21 – Professional Standards)  
(cf. 5145.7 - Sexual Harassment)

**Procedures for reporting child abuse shall be included in the district and/or school comprehensive safety plan. (Education Code 32282)**

(cf. 0450 – Comprehensive Safety Plan)

**District** employees who are mandated reporters, as defined by law and district administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect. Mandated reporters shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for reporting, investigating and prosecuting cases of child abuse and neglect.

~~The Governing Board recognizes that child abuse has severe consequences and that the district has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse.~~

The Superintendent or designee shall provide training regarding the reporting duties of mandated reporters.

~~In the event that training is not provided to mandated reporters, the Superintendent or designee shall report to the California Department of Education the reasons that such training is not provided. (Penal Code 11165.7)~~

Legal Reference:

*EDUCATION CODE*

32280-32288 Comprehensive school safety plans

**33195 Heritage schools, mandated reporters**

33308.1 Guidelines on procedure for filing child abuse complaints

**44252 Teacher credentialing**

44691 Staff development in the detection of child abuse and neglect

44807 Duty concerning conduct of students

48906 Notification when student released to peace officer

48987 Dissemination of reporting guidelines to parents

49001 Prohibition of corporal punishment

51220.5 Parenting skills education

**51900.6 Sexual abuse and sexual assault awareness and prevention**

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*PENAL CODE*

152.3 Duty to report murder, rape or lewd or lascivious act  
273a Willful cruelty or unjustifiable punishment of child; endangering life or health  
288 Definition of lewd or lascivious act requiring reporting  
11164-11174.3 Child Abuse and Neglect Reporting Act

*WELFARE AND INSTITUTIONS CODE*

15630-15637 Dependent adult abuse reporting

*CODE OF REGULATIONS, TITLE 5*

4650 Filing complaints with CDE, special education students

*UNITED STATES CODE, TITLE 42*

*11434a McKinney-Vento Homeless Assistance Act; definitions*

*COURT DECISIONS*

*Camreta v. Greene (2011) 131 S.Ct. 2020*

Management Resources:

***CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS***

***Health Education Content Standards for California Public Schools, Kindergarten Through Grade Twelve***

***Health Framework for California Public Schools, Kindergarten Through Grade Twelve***

***CDE LEGAL ADVISORIES***

~~0514.93 Guidelines for parents to report suspected child abuse~~

***WEB SITES***

CDE, Safe Schools: <http://www.cde.ca.gov/lr/ss>

~~California Attorney General's Office, Crime and Violence Prevention Center: <http://safestate.org>~~

***California Attorney General's Office, Suspected Child Abuse Report Form:***

***[http://www.ag.ca.gov/childabuse/pdf/ss\\_8572.pdf](http://www.ag.ca.gov/childabuse/pdf/ss_8572.pdf)***

California Department of Social Services, Children and Family Services Division: <http://www.childsworld.ca.gov>

U.S. Department of Health and Human Services, National Clearinghouse on Child Abuse and Neglect Information:

<http://nccanch.acf.hhs.gov>

Adopted: 8-18-92

Amended: 9-17-02, 3-22-05

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

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## Child Abuse Prevention and Reporting

### Definitions

Child abuse or neglect includes the following: (Penal Code 11165.5, 11165.6)

1. A physical injury or death inflicted by other than accidental means on a child by another person
2. Sexual abuse of a child, including sexual assault or sexual exploitation, as defined in Penal Code 11165.1
3. Neglect of a child as defined in Penal Code 11165.2
4. Willful harming or injuring of a child or the endangering of the person or health of a child as defined in Penal Code 11165.3
5. Unlawful corporal punishment or injury as defined in Penal Code 11165.4

*(cf. 4119.21/4219.21/4319.21 – Professional Standards)*  
*(cf. 5145.7 – Sexual Harassment)*

Child abuse or neglect does not include:

1. A mutual affray between minors (Penal Code 11165.6)
2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment (Penal Code 11165.6)
3. An injury resulting from the exercise by a teacher, vice principal, principal or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning (Education Code 44807)
4. An injury caused by a school employee's use of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property, to protect himself/herself, or to obtain weapons or other dangerous objects within the control of the student (Education Code 49001)

*(cf. 5131.7 – Weapons and Dangerous Instruments)*

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*(cf. 5144 - Discipline)*

*(cf. 6159.4 – Behavioral Interventions for Special Education Students)*

5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by the student (Education Code 49001)

**6. *Homelessness or classification as an unaccompanied minor (Penal Code 11165.15)***

Mandated reporters include but are not limited to, teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrative officers or supervisors of child attendance; ***athletic coaches, administrators and directors;*** administrators and employees of a licensed day care facility; Head Start teachers; district police or security officers; licensed nurse or health care providers; and administrators, presenters or counselors of a child abuse prevention program. (Penal Code 11165.7)

Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse or neglect. However, reasonable suspicion does not require certainty that child abuse or neglect has occurred nor does it require a specific medical indication of child abuse or neglect. (Penal Code 11166)

Reportable Offenses

A mandated reporter shall make a report using the procedures provided below whenever, in his/her professional capacity or within the scope of his/her employment, he/she has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. (Penal Code 11166)

Any mandated reporter who has knowledge of or who reasonably suspects that a child is suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage, based on evidence of severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others, may make a report to the appropriate agency. (Penal Code 11166.05, 11167)

Any district employee who reasonably believes that he/she has observed the commission of a murder, rape, or lewd or lascivious act by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury ***against a***, ~~where the~~ victim ***who*** is a child under age 14 shall notify a peace officer. (Penal Code 152.3, 288)

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Responsibility for Reporting

The reporting duties of mandated reporters are individual and cannot be delegated to another person. (Penal Code 11166)

When two or more mandated reporters jointly have knowledge of a known or suspected instance of child abuse or neglect, the report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report. (Penal Code 11166)

No supervisor or administrator shall impede or inhibit a mandated reporter from making a report. (Penal Code 11166)

Any person not identified as a mandated reporter who has knowledge of or observes a child whom he/she knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to the appropriate agency. (Penal Code 11166)

Reporting Procedures

1. Initial Telephone Report

Immediately or as soon as practicable after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to any police department (excluding a school district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or the county welfare department. (Penal Code 11165.9, 11166)

When the initial telephone report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

2. Written Report

Within 36 hours of knowing or observing the information concerning the incident, the mandated reporter shall then prepare and either send, fax, or electronically submit to the appropriate agency a written follow-up report, which includes a completed Department of Justice form (SS 8572). (Penal Code 11166, 11168)

The Department of Justice form may be obtained from the district office or other appropriate

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agencies, such as the county probation or welfare department or the police or sheriff's department.

Reports of suspected child abuse or neglect shall include, if known: (Penal Code 11167)

- a. The name, business address and telephone number of the person making the report and the capacity that makes the person a mandated reporter
- b. The child's name and address, present location and, where applicable, school, grade and class
- c. The names, addresses and telephone numbers of the child's parents/guardians
- d. The name, address, telephone number and other relevant personal information about the person who might have abused or neglected the child
- e. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information

The mandated reporter shall make a report even if some of this information is not known or is uncertain to him/her. (Penal Code 11167)

The mandated reporter may give to an investigator from an agency investigating the case, including a licensing agency, any information relevant to the incident of child abuse or neglect or to a report made for serious emotional damage pursuant to Penal Code 11166.05. (Penal Code 11167)

### 3. Internal Reporting

The mandated reporter shall not be required to disclose his/her identity to his/her supervisor, the principal, or the Superintendent or designee. (Penal Code 11166)

However, employees reporting child abuse or neglect to the appropriate agency are encouraged, but not required, to notify the principal as soon as possible after the initial telephone report to the appropriate agency. When so notified, the principal shall inform the Superintendent or designee.

The principal so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, Board policy and administrative regulation. At the mandated reporter's request, the principal may assist in completing and filing the necessary forms.

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Reporting the information to an employer, supervisor, principal, school counselor, co-worker, or other person shall not be a substitute for making a mandated report to the appropriate agency. (Penal Code 11166)

Training

***Within the first six weeks of each school year, the Superintendent or designee shall provide training on mandated reporting requirements to district employees and persons working on their behalf who are mandated reporters. Any school personnel hired during the school year shall receive such training within the first six weeks of employment. (Education Code 44591; Penal Code 11165.7)***

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

***The Superintendent or designee shall use the online training module provided by the California Department of Social Services. (Education Code 44691)***

~~Training of mandated reporters shall include identification and mandated reporting of child abuse neglect. (Penal Code 11165.7)~~

Training shall also include, ***but not necessarily be limited to, training in identification and report of child abuse and neglect. In addition, the training shall include information that failure to report an incident of known or reasonably suspected child abuse or neglect as required by law is a misdemeanor punishable by imprisonment and/or a fine as specified. (Education Code 44691/ Penal Code 11165.7)*** ~~guidance in the appropriate discipline of students, physical contact with students, and maintenance of ethical relationships with students to avoid actions that may be misinterpreted as child abuse.~~

~~*(cf. 4119.21/4219.21/4319.21 – Professional Standards)*~~

~~*(cf. 4131, 4231, 4331 – Staff Development)*~~

~~*(cf. 5145.7 – Sexual Harassment)*~~

***The Superintendent or designee shall obtain and retain proof of each mandated reporter's completion of the training. (Education Code 44691)***

Victim Interviews by Social Services

Whenever ~~a representative from~~ the Department of Social Services or another government agency ***is*** investigating suspected child abuse or neglect ***that occurred within the child's home or out-of-home care facility, the student*** ~~deems it necessary, a suspected victim may be~~

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interviewed **by an agency representative** during school hours, on school premises. **The Superintendent or designee shall give the student** ~~concerning a report of suspected child abuse or neglect that occurred within the child's home or out-of-home care facility. The child shall be given the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the student child.~~ (Penal Code 11174.3)

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform him/her of the following requirements: (Penal Code 11174.3)

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.
2. The selected person shall not participate in the interview.
3. The selected person shall not discuss the facts or circumstances of the case with the child.
4. The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. (Penal Code 11174.3)

### Release of Child to Peace Officer

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the Superintendent or designee and/or principal shall not notify the parent/guardian, but rather shall provide the peace officer with the address and telephone number of the child's parent/guardian. ~~It is the responsibility of the peace officer or agent to notify the parent/guardian of the situation.~~ (Education Code 48906)

(cf. 5145.11 - Questioning and Apprehension)

### Parent/Guardian Complaints

Upon request, the Superintendent or designee shall provide parents/guardians with ~~a copy of the district's administrative regulation which contains~~ procedures for reporting suspected child abuse occurring at a school site to appropriate agencies. For parents/guardians whose primary language is ~~other than~~ **not** English, such procedures shall be in their primary language and, when communicating orally regarding those procedures, an interpreter shall be provided.

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To file a complaint against a district employee or other person suspected of child abuse or neglect at a school site, parents/guardians may file a report by telephone, in person, or in writing with any appropriate agency identified above under "Reporting Procedures." If a parent/guardian makes a complaint about an employee to any other employee, the employee receiving the information shall notify the parent/guardian of procedures for filing a complaint with the appropriate agency. The employee also is obligated pursuant to Penal Code 11166 to file a report himself/herself using the procedures described above for mandated reporters.

*(cf. 1312.1 - Complaints Concerning District Employees)*

In addition, if the child is enrolled in special education, a separate complaint may be filed with the California Department of Education pursuant to 5 CCR 4650.

*(cf. 1312.3 - Uniform Complaint Procedures)*

### Notifications

The Superintendent or designee shall provide all new employees who are mandated reporters a statement that informs them of their status as mandated reporters, their reporting obligations under Penal Code 11166, and their confidentiality rights under Penal Code 11167. The district also shall provide these new employees with a copy of Penal Code 11165.7, 11166, and 11167. (Penal Code 11165.7, 11166.5)

*(cf. 4112.9/4212.9/4312.9 – Employee Notifications)*

Before beginning employment, any person who will be a mandated reporter by virtue of his/her position shall sign the statement indicating that he/she has knowledge of the reporting obligations under Penal Code 11166 and will comply with those provisions. The signed statement shall be retained by the Superintendent or designee. (Penal Code 11166.5)

Employees who work with dependent adults shall be notified of legal responsibilities and reporting procedures pursuant to Welfare and Institutions Code 15630-15637.

The Superintendent or designee shall also notify all employees that:

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1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report and this immunity shall apply even if the mandated reporter acquired the knowledge or reasonable suspicion of child abuse or neglect outside of his/her professional capacity or outside the scope of his/her employment. Any other person making a report shall not incur civil or criminal liability unless it can be proven that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11172)
  
2. If a mandated reporter fails to report an incident of known or reasonably suspected child abuse or neglect, he/she ***may be*** is guilty of a ***crime*** misdemeanor punishable by a fine and/or imprisonment. (Penal Code 11166)
  
3. No employee shall be subject to any sanction by the district for making a report ***unless it can be shown that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report.*** (Penal Code 11166)

Adopted: 8-18-92

Amended: 9-17-02, 11-04, 3-07, 3-08, 3-10, 11-10

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT**

**DATE: APRIL 21, 2015**

**SUBJECT: B.5.e. APPROVE AMENDMENT TO BOARD POLICY 5144.1 –  
SUSPENSION AND EXPULSION/DUE PROCESS – First Reading**

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**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 5144.1 – Suspension and Expulsion/Due Process?

**BACKGROUND:** Board Policy 5144.1 is a mandated policy updated to reflect new law (AB 420) which prohibits district from expelling any student, and from suspending students in grades K-3, for disruption or willful defiance. Policy also revised to include material formerly in AR related to board authority to expel and to delete material related to requiring parents/guardians to attend a portion of the school day when their child is removed from class for specified behaviors. Mandated regulations updated to reflect new law (AB 420) which prohibits districts from expelling any student, and from suspending students in grades K-3, for disruption or willful defiance. Updated regulations reflects new law (AB 1806) which requires notification of the district’s liaison for homeless students when the student being considered for expulsion is a homeless student and new law (SB 1111) which provides that, if a hearing officer or administrative panel does not recommend expulsion, a student must be permitted to return to the classroom instructional program from which the expulsion referral was made. Regulation deletes materials related to requiring parents/guardians to attend a portion of the school day when their child is removed from class for specified behaviors. Board Policy 5144.1 is being submitted with recommended changes from CSBA.

- ALTERNATIVES:**
1. Approve the amendment to Board Policy 5144.1 – Suspension and Expulsion/Due Process.
  2. Do not amend Board Policy 5144.1 – Suspension and Expulsion/Due Process.
  3. Adopt a modified version of the amendment to Board Policy 5144.1 – Suspension and Expulsion/Due Process.

**RECOMMENDATION:**  
Approval of Alternative #1.

Respectfully submitted,

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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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## Suspension And Expulsion/Due Process

The Governing Board desires to provide district students access to education opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The Board shall develop rules and regulations setting the standards of behavior expected of district students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.

*(cf. 5131 – Conduct)*

*(cf. 5131.1 – Bus Conduct)*

*(cf. 5131.2 – Bullying)*

The grounds for suspension and expulsion and the procedures for considering, recommending and/or implementing suspension and expulsion shall be **only** those specified in law, **in this policy**, and **in** the accompanying administrative regulation.

Except when otherwise permitted by law, a student may be suspended or expelled only when his/her behavior is related to a school activity or school attendance occurring within any district school or **another** school district, regardless of when it occurs, including, but not limited to, the following: (Education Code 48900(s))

1. While on school grounds
2. While going to or coming from school
3. During the lunch period, whether on or off the school campus

*(cf. 5112.5 – Open/Closed Campus)*

4. During, going to, or coming from a school-sponsored activity

District staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, equally, and in accordance with the district's nondiscrimination policies.

*(cf. 0410 – Nondiscrimination in District Programs and Activities)*

## Progressive Discipline

Although the Oak Park Unified School District follows a progressive approach to student discipline, the acts enumerated in Education Code 48915 (“possessing, selling or otherwise furnishing a firearm; brandishing a knife at another person; unlawfully selling a controlled

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substance listed in section 11053 of the Health and Safety Code; committing or attempting to commit a sexual assault; and possession of explosives”) constitute serious threats to school and individual safety. As a result, they will be dealt with in a swift and appropriate manner as prescribed by Education Code. This approach makes the removal of potentially dangerous students from the classroom a top priority. It ensures fair and equal treatment of all students and requires that all offenders be punished to the fullest extent allowed by law. Staff shall immediately report to the Superintendent or designee any incidence of offenses specified in law, Board policy and administrative regulation as cause for suspension or expulsion.

The Superintendent or designee shall notify staff, students and parents/ guardians about the district's discipline policies and the consequences which may result from student offenses. He/she shall also ensure strict enforcement of these policies.

Appropriate Use of Suspension ~~Authority and Expulsion~~

Except when a student’s ~~commits an act that~~ violates Education Code 48900(a)-(e), ***as listed in item #1-5 under “Grounds for Suspension and Expulsion: Grades K-12” of the accompanying administrative regulation or when*** ~~or~~ his/her presence causes a danger to others, suspension shall be used only when other means of correction have failed to bring about proper conduct. ***(Education Code 48900.5, 48900.6)***

*(cf. 1020 – Youth Services)*  
*(cf. 5138 – Conflict Resolution/Peer Mediation)*  
*(cf. 5144 – Discipline)*  
*(cf. 6142.4 – Service Learning/ Community Service Classes)*  
*(cf. 6164.2 – Guidance/Counseling Services)*  
*(cf. 6164.5 – Student Success Teams)*

***A student’s parents/guardians shall be notified as soon as possible when there is an escalating pattern of misbehavior that could lead to on-campus or off-campus suspension.***

***No student may be suspended for disruption or willful defiance, except by a teacher pursuant to Education Code 48910. (Education Code 48900)***

***Students shall not be suspended or expelled for truancy, tardiness, or absenteeism from assigned school activities.***

*(cf. 5113 – Absences and Excuses)*  
*(cf. 5113.1 – Chronic Absence and Truancy)*

***On-Campus Suspension*** ~~Supervised Suspension Classroom~~

To ensure the proper supervision and ongoing learning of students who are suspended for any of

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the reasons enumerated in Education Code 48900 and 48900.2, but who pose no imminent danger or threat to anyone at school and for whom expulsion proceedings have not be initiated, the Superintendent or designee shall establish a supervised suspension classroom program which meets the requirements of law.

Except where a supervised suspension is permitted by law for a student's first offense, supervised suspension shall be imposed only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5)

**Authority to Expel**

***A student may be expelled only by the Board. (Education Code 48918(j))***

***As required by law, the Superintendent or principal shall recommend expulsion and the Board shall expel any student found to have committed any of the following "mandatory recommendation and mandatory expulsion" acts at school or at a school activity off school grounds: (Education Code 48915)***

***1. Possessing a firearm which is not an imitation firearm, as verified by a certificated employee, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence***

***(cf. 5131.7 – Weapons and Dangerous Instruments)***

***2. Selling or otherwise furnishing a firearm***

***3. Brandishing a knife at another person***

***4. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058***

***5. Committing or attempting to commit a sexual assault as defined in Penal code 261, 266c, 286, 288, 2881, or 289, or committing a sexual battery as defined in Penal Code 243.4***

***6. Possessing an explosive as defined in 18 USC 921***

***For all other violations listed in the accompanying administrative regulation under "Grounds for Suspension and Expulsion: Grades K-12" and "Additional Grounds for Suspension and Expulsion: Grades 4-12," the Superintendent or principal shall have the discretion to recommend expulsion of a student. If expulsion is recommended, the Board shall order the student expelled only if it makes a finding of either or both of the following: (Education Code 48915(b) and (e))***

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***1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct***

***2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others***

***A vote to expel a student shall be taken in a public session.***

***The Board may vote to suspend the enforcement of the expulsion order pursuant to the requirements of law and the accompanying administrative regulation. (Education Code 48917)***

***No student shall be expelled for disruption or willful defiance. (Education Code 48900)***

~~Except when a student commits an act listed in Education Code 48915(c), the Superintendent or designee shall have the discretion to determine whether to recommend to the Board that the student be expelled.~~

~~(cf. 5131.7—Weapons and Dangerous Instruments)~~

~~To correct the behavior of any student who is subject to discipline, the Superintendent or designee shall, to the extent allowed by law, first use alternative disciplinary strategies specified in AR 5144—Discipline. (Education Code 48900.5, 48900.6)~~

~~(cf. 1020—Youth Services)~~

~~(cf. 5138—Conflict Resolution/Peer Mediation)~~

~~(cf. 5144—Discipline)~~

~~(cf. 6142.4—Service Learning/Community Service Classes)~~

~~(cf. 6164.2—Guidance/Counseling Services)~~

~~(cf. 6164.5—Student Success Team)~~

~~Decision Not to Enforce Expulsion Order~~

~~Upon voting to expel a student, the Board may suspend enforcement of the expulsion order pursuant to the requirements of law and administrative regulation. (Education Code 48917)~~

Due Process

The Board shall provide for the fair and equitable treatment of students facing suspension and expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices, hearings, and appeals as specified in law and administrative regulation. (Education Code 48911, 48915, 48915.5, 48918)

*(cf. 5119 - Students Expelled from Other Districts)*

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

## Maintenance and Monitoring of Outcome Data

The Superintendent or designee shall annually present to the Board a report of the outcome data which the district is required to collect pursuant to Education Code 48900.8 and 48916.1, including the number of students recommended for expulsion, the grounds of each recommended expulsion, the actions taken by the Board, the types of referral made after each expulsion, and the disposition of the students after the expulsion period.

The report shall be disaggregated by school and by numerically significant student subgroups, including, but not limited to, ethnic subgroups, socioeconomically disadvantaged students, English learners, foster youth, and students with disabilities. The report also shall include information about whether and how the district is meeting its goals for improving school climate as specified in its local control and accountability plan.

*(cf. 0460 – Local Control and Accountability Plan)*

## Removal from Class by a Teacher and Parental Attendance

~~When suspending a student from a class for committing an obscene act, engaging in habitual profanity or vulgarity, disrupting school activities or otherwise willfully defying valid staff authority, the teacher of the class may require any parent/guardian who lives with the student to attend a portion of a school day in the class from which the student is being suspended, to assist in resolving the classroom behavior problems. (Education Code 48900.1)~~

~~Teachers should reserve the option of required parental attendance for cases in which they have determined that it is the best strategy to promote positive interaction between the teacher and the student and his/her parents/guardians and to improve classroom behavior.~~

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

~~When a teacher requires parental attendance, the principal shall send a written notice to the parent/guardian stating that his/her attendance is required pursuant to law and that, if there are reasonable factors that may prevent the parent/guardian from complying with the requirement, he/she should contact the school. (Education Code 48900.1)~~

*(cf. 5145.6 – Parental Notifications)*

~~A parent/guardian who has received a written notice shall attend class as specified in the notice. After completing the classroom visit and before leaving school premises, the parent/guardian~~

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~~also shall meet with the principal or designee. (Education Code 48900.1)~~

~~When a parent/guardian does not respond to the request to attend school, the principal or designee shall contact him/her by any method that maintains the confidentiality of the student's records.~~

~~(cf. 5125 Student Records)~~

~~District regulations and school site rules for student discipline shall include procedures for implementing parental attendance requirements. Parents/guardians shall be notified of this policy prior to its implementation. (Education Code 48900.1)~~

Legal Reference:

*EDUCATION CODE*

212.5 Sexual harassment

233 Hate violence

1981-1981.5 Enrollment of students in community school

17292.5 Program for expelled students

32261 Interagency School Safety Demonstration Act of 1985

35145 Open board meetings

35146 Closed sessions (re suspensions)

35291 Rules (for government and discipline of schools)

35291.5 Rules and procedures on school discipline

48645.5 Readmission; contact with juvenile justice system

48660-48666 Community day schools

48853.5 Foster youth

48900-48927 Suspension and expulsion

48950 Speech and other communication

48980 Parental notifications

49073-49079 Privacy of student records

52060-52077 Local control and accountability plan

*CIVIL CODE*

47 Privileged communication

48.8 Defamation liability

*CODE OF CIVIL PROCEDURE*

1985-1997 Subpoenas; means of production

*GOVERNMENT CODE*

11455.20 Contempt

54950-54963 Ralph M. Brown Act (re closed sessions)

*HEALTH AND SAFETY CODE*

11014.5 Drug paraphernalia

11053-11058 Standards and schedules

*LABOR CODE*

230.7 Discharge or discrimination against employee for taking time off to appear in school on behalf of a child

*PENAL CODE*

31 Principal of a crime, defined

240 Assault defined

241.2 Assault fines

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242 Battery defined  
243.2 Battery fines  
243.4 Sexual battery  
245 Assault with deadly weapon  
245.6 Hazing  
261 Rape defined  
266c Unlawful sexual intercourse  
286 Sodomy defined  
288 Lewd or lascivious acts with child under age 14  
288a Oral copulation  
289 Penetration of genital or anal openings  
417.27 Laser pointers  
422.55 Hate crime defined  
422.6 Interference with exercise of civil rights  
422.7 Aggravating factors for punishment  
422.75 Enhanced penalties for hate crimes  
626.2 Entry upon campus after written notice of suspension or dismissal without permission  
626.9 Gun-Free School Zone Act of 1995  
626.10 Dirks, daggers, knives, razors or stun guns  
868.5 Supporting person; attendance during testimony of witness

#### *WELFARE AND INSTITUTIONS CODE*

729.6 Counseling

#### *UNITED STATES CODE, TITLE 18*

921 Definitions

#### *UNITED STATES CODE, TITLE 20*

1415(K) Placement in alternative educational setting

7151 Gun free schools

#### ***UNITED STATES CODE, TITE 42***

#### ***11432-11435 Education of homeless children and youth***

#### *COURT DECISIONS*

T.H. v. San Diego Unified School District (2004) 122 Cal. App. 4<sup>th</sup> 1267

Woodbury v. Dempsey (2003) 108 Cal. App. 4<sup>th</sup> 421

Board of Education of Sacramento City Unified School District v. Sacramento County Board of Education and Kenneth H., (2001) 85 Cal.App.4th 1321

Garcia v. Los Angeles Board of Education (1991) 123 Cal.App.3d 807

Fremont Union High School District v. Santa Clara County Board (1991) 235 Cal. App. 3d 1182

John A. v. San Bernardino School District (1982) 33 Cal. 3d 301, 308

#### *ATTORNEY GENERAL OPINIONS*

84 Ops.Cal.Atty.Gen 146 (2001)

80 Ops.Cal.Atty.Gen. 348 (1997)

80 Ops.Cal.Atty.Gen. 91 (1997)

80 Ops.Cal.Atty.Gen. 85 (1997)

#### 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>

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California Attorney General's Office: <http://www.caag.state.ca.us>

CDE: <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: 5-24-78

Amended: 10-15-80; 5-15-84; 5-2-95; 2-2-99; 2-20-01; 9-17-02; 6-17-03, 6-15-04, 3-22-05,  
9-18-12, 2-19-13, 8-19-14

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AR 5144.1(a)

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## Suspension And Expulsion/Due Process

### Definitions

Suspension ~~from school~~ means removal of a student from ongoing instruction for adjustment purposes. However, suspension does not mean any of the following: (Education Code 48925)

1. Reassignment to another education program or class at the same school where the student will receive continuing instruction for the length of day prescribed by the Governing Board for students of the same grade level
2. Referral to a certificated employee designated by the principal to advise students
3. Removal from the class, but without reassignment to another class or program, for the remainder of the class period without sending the student to the principal or designee as provided in Education Code 48910. ~~Removal from a particular class shall not occur more than once every five school days.~~

Expulsion means removal of a student from the immediate supervision and control or the general supervision of school personnel. (Education Code 48925)

~~Day means a calendar day unless otherwise specifically provided. (Education Code 48925)~~

~~School day means a day upon which the schools of the district are in session or weekdays during the summer recess. (Education Code 48925)~~

~~Principal's designee means one or more administrators or, if there is not a second administrator at one school site, a certificated person specifically designated by the principal, in writing, to assist with disciplinary procedures. Only one such person may be designated at any time as the principal's primary designee and only one such person may be designated as secondary designee for the school year. The names of such persons shall be on file in the principal's office. (Education Code 48911)~~

~~School property, for the purposes described in Education Code 48900, includes, but is not limited to, electronic files and databases. (Education Code 48900(s))~~

### Notice of Regulations

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, including

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suspension and expulsion. (Education Code 35291, 48900.1, 48980)

*(cf. 5144 - Discipline)*

*(cf. 5145.6 - Parental Notifications)*

## Grounds for Suspension and Expulsion: **Grades K-12**

Acts for which a student, including a student with disabilities, may be suspended or expelled shall be only those specified as follows:

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

1. Caused, attempted to cause, or threatened to cause physical injury to another person; willfully used force or violence upon another person, except in self-defense; committed as an aider or abettor, as adjudged by a juvenile court, a crime of physical violence in which the victim suffered great or serious bodily injury (Education Code 48900(a) and (t))

2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence. (Education Code 48900(b))

*(cf. 5131 - Conduct)*

*(cf. 5131.7 - Weapons and Dangerous Instruments)*

3. Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of, any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind. (Education Code 48900(c))

*(cf. 5131.6 - Alcohol and Other Drugs)*

4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid, substance or material and represented same as controlled substance, alcohol beverage or intoxicant. (Education Code 48900(d))

5. Committed or attempted to commit robbery or extortion. (Education Code 48900(e))

6. Caused or attempted to cause damage to school property or private property. (Education Code 48900(f))

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7. Stole or attempted to steal school property or private property. (Education Code 48900(g))

8. Possessed or used tobacco or products containing tobacco or nicotine products, including, but not limited to, cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel, except that this restriction shall not prohibit a student from using or possessing his/her own prescription products. (Education Code 48900(h))

*(cf. 5131.62 – Tobacco)*

9. Committed an obscene act or engaged in habitual profanity or vulgarity. (Education Code 48900(i))

10. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5. (Education Code 48900(j))

~~11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (Education Code 48900(k))~~

~~*(cf. 5131.4 – Student Disturbances)*~~

~~121.~~ Knowingly received stolen school property or private property. (Education Code 48900(l))

~~132.~~ Possessed an imitation firearm. (Education Code 48900(m))

Imitation firearm means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (Education Code 48900(m))

~~143.~~ Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code 243.4. (Education Code 48900(n))

~~154.~~ Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness. (Education Code 48900(o))

~~165.~~ Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. (Education Code 48900(p))

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176. Engaged in, or attempted to engage in, hazing. (Education Code 48900(q))

Hazing means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. Hazing does not include athletic events or school-sanctioned events. (Education Code 48900(q))

187. Engaged in an act of bullying. (Education Code 48900(r))

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a reasonable student in fear of harm to himself/herself or his/her property; cause the student to experience a substantially ***detrimental effect on his/her physical or mental health; or cause to experience substantial*** interferences with his/her academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school. ***(Education Code 48900(r))***

Bullying shall include any act of sexual harassment, hate violence, or harassment, threat, or intimidation, as defined in Education Code 48900.2, 48900.3, 48900.4 ***and below in items #1-3 of “Additional Grounds for Suspension and Expulsion: Grades 4-12,”*** (~~items #21-23 below~~), that has any of the effects described above on a reasonable student.

Electronic act means the transmission of a communication originated on or off school site, including, but not limited to, a message, text, sound, image, or post on a social network Internet web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. A post on a social network Internet web site shall include, but is not limited to, the posting or creation of a burn page or the creation of a credible impersonation or false profile for the purpose of causing any reasonable student of the effects of bullying described above. ***(Education Code 48900(r))***

Reasonable student means a student, including, but not limited to, a student who has been identified as a student with a disability, who exercises average care, skill, and judgment in conduct for a person of his/her age, or for a person of his/her age with his/her disability. (Education Code 48900(r))

***(cf. 1114 – District-Sponsored Social Media)***

***(cf. 5131.2 – Bullying)***

***(cf. 6163.4 – Student Use of Technology)***

***(cf. 6164.4 – Identification and Evaluation of Individuals for Special Education)***

***(cf. 6164.6 – Identification and Education under Section 504)***

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198. Aided or abetted the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31. (Education Code 48900(t))

2019. Made terrorist threats against school officials and/or school property. (Education Code 48900.7)

A terrorist threat includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death or great bodily injury to another person, or property damage in excess of \$1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out. (Education Code 48900.7)

**Additional Grounds for Suspension and Expulsion: Grades 4-12**

***A Any student in grades 4 through -12 may be suspended, but not expelled, for disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (Education Code 48900(k))***

***A student in grades 4-12 shall be*** ~~is also~~ subject to suspension or recommendation for expulsion when it is determined that he/she:

21. Committed sexual harassment as defined in Education Code 212.5. (Education Code 48900.2)

Sexual harassment means conduct which, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment. (Education Code 212.5, 48900.2)

*(cf. 5145.7 - Sexual Harassment)*

22. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233. (Education Code 48900.3)

Hate violence means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's civil rights, or damaging a victim's property because of the victim's race, ethnicity, religion, nationality, disability, gender, gender identity, gender expression, or sexual orientation; a perception of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics. (Education Code 233; Penal

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Code 422.55)

(cf. 5145.9 - Hate-Motivated Behavior)

23. Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment. (Education Code 48900.4)

(cf. 5145.3 - Nondiscrimination/Harassment)

## Removal from Class by a Teacher/~~Parental Attendance~~

A teacher may **suspend a** ~~remove any~~ student, **including a grade K-3 student**, from his/her class for the remainder of the day and the following day only for **willful defiance, or any of the other** acts specified in Education Code 48900 and listed **as items #1-8 under** ~~in~~ "Grounds for Suspension and Expulsion: **Grades K-12**" above. (Education Code 48910)

When **suspending** ~~removing~~ a student from his/her class, the teacher shall immediately report this action to the principal or designee and send the student to the principal or designee for appropriate action. If that action requires the continuing presence of the student at school, he/she shall be appropriately supervised during the class periods from which he/she has been **suspended** ~~removed~~. (Education Code 48910)

As soon as possible after the teacher decides to **suspend** ~~remove~~ the student, he/she shall ask the student's parent/guardian to attend a parent-teacher conference regarding the **suspension** ~~removal~~. A counselor or psychologist may attend the conference if it is practicable, and a school administrator shall attend if either the parent/guardian or teacher so requests. (Education Code 48910)

A student **suspended** ~~removed~~ from class shall not be returned to class during the period of ~~removal~~ **suspension** without the approval of the teacher of the class and the principal **or designee**. (Education Code 48910)

A student **suspended** ~~removed~~ from class shall not be placed in another regular class during the period of removal. However, ~~if~~ a student is assigned to more than one class per day, ~~he/she~~ may continue to attend other regular classes except those held at the same time as the class from which the student was removed. (Education Code 48910)

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The teacher of any class from which a student is **suspended** removed may require the student to complete any assignments and tests missed during the removal. (Education Code 48913)

~~Pursuant to Board policy, a teacher may require the parent/guardian of a student whom the teacher has removed to attend a portion of a school day in his/her child's classroom. When a teacher makes this request, the principal shall send the parent/guardian a written notice that the parent/guardian's attendance is requested pursuant to law. (Education Code 48900.1)~~

The notice shall:

- ~~1. Inform the parent/guardian when his/her presence is expected and by what means he/she may arrange an alternate date~~
- ~~2. State that if the parent/guardian does not have a means of transportation to school, he/she may ride the school bus with the student~~
- ~~3. Direct the parent/guardian to meet with the principal after the visit and before leaving school,~~
- ~~4. Direct the parent/guardian to contact the school if there are reasonable factors that would prevent him/her from complying with the attendance requirement~~

Suspension by Superintendent, Principal or **Principal's** Designee

***To implement disciplinary procedures at a school site, the principal may, in writing, designate as the principal's designee another administrator or, if the principal is the only administrator at the school site, a certificated employee. As necessary, the principal may, in writing, also designate another administrator or certificated employee as the secondary designee to assist with disciplinary procedures when the principal and the principal's primary designee are absent from the school site.***

The Superintendent, principal or designee shall immediately suspend a **any** student found at school or at a school activity to **have committed any of the acts listed in the Board policy under "Authority to Expel and for which he/she is required to recommend expulsion."** (Education Code 48915 (c))

- ~~1. Possessing, as verified by a district employee, selling or otherwise furnishing a firearm, unless the student has obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence~~
- ~~2. Brandishing a knife as defined in Education Code 48915(g)~~

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~~3. Unlawfully selling a control substance listed in Health and Safety Code 11053-11058~~

~~4. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266e, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4~~

~~5. Possessing an explosive as defined in 18 USC 921~~

~~In addition,~~ the Superintendent, principal or designee may impose a suspension ~~upon~~ **for** a first offense if he/she determines that the student violated **any of** items #1-5 listed under “Grounds for Suspension and Expulsion: **Grades K-12**” above or if the student’s presence causes a danger to persons. (Education Code 48900.5)

For all other offenses, a student may be suspended only when the Superintendent or principal has determined that other means of correction have failed to bring about proper conduct in the student. (Education Code 48900.5)

When other means of correction are implemented prior to imposing suspension or supervised suspension upon a student, the Superintendent, principal, or designee shall document the other means of correction used and retain them in the student’s record (Education Code 48900.5)

*(cf. 5125 – Student Records)*

## Length of Suspension

The Superintendent, principal, or designee may suspend a student from school for not more five consecutive school days ~~unless the suspension is extended pending expulsion.~~ (Education Code 48911)

~~1. Possessing, as verified by a district employee, or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence~~

~~2. Brandishing a knife as defined in Education Code 48915(g)~~

~~3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058~~

~~4. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266e, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4~~

~~5. Possession of an explosive as defined in 18 USC 921~~

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~~The Superintendent, principal, or designee may suspend a student from school for not more than five consecutive school days unless the suspension is extended pending expulsion. (Education Code 48911)~~

A student may be suspended from school for not more than 20 school days in any school year. However, ~~when~~ **if** a student enrolls in or is transferred to another regular school, an opportunity school, or continuation school or class for the purpose of adjustment, he/she may be suspended for not more than 30 days in any school year. The district may count suspensions that occur while a student is enrolled in another district toward the maximum number of days for which the student may be suspended in any school year. (Education Code 48903, 48911, 48912)

*(cf. 6184 – Continuation Education)*

These restrictions on the number of days of suspension shall not apply when the suspension is extended pending an expulsion. (Education Code 48911)

## Due Process Procedures for Suspension

Suspensions shall be imposed in accordance with the following procedures:

1. **Informal Conference:** Suspension shall be preceded by an informal conference conducted by the Superintendent, principal, or designee with the student and, whenever practicable, the teacher, supervisor or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action, presented with the **available** evidence against him/her, and given the opportunity to present his/her version and evidence in support of his/her defense. (Education Code 48911(b))

This conference may be omitted if the Superintendent, principal, or designee determines that an emergency situation exists involving a clear and present danger to the lives, safety or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of a conference. The conference shall be held within two school days, unless the student waives his/her right to it or is physically unable to attend for any reason. In such case, the conference shall be held as soon as the student is physically able to return to school. (Education Code 48911)

2. **Administrative Actions:** All requests for student suspension are to be processed by the principal or designee. A school employee shall report the suspension, including the name of the student and the cause for the suspension, to the Superintendent or designee. (Education Code 48911)

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3. Notice to Parents/Guardians: At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension. (Education Code 48911)

This notice shall state the specific offense committed by the student. (Education Code 48900.8)

In addition, the notice may state the date and time when the student may return to school.

4. Parent/Guardian Conference: Whenever a student is suspended, school officials may **request a meeting** with the parent/guardian to discuss the cause(s) and duration of the suspension, the school policy involved and any other pertinent matter. (Education Code 48914)

If school officials **request** ~~wish to ask~~ **meet with** the parent/guardian to ~~confer regarding matters pertinent to the suspension~~, the notice may ~~add that~~ state **that the** law requires the parent/guardian to respond to such requests without delay. **However, Although the parent/guardian is required to respond without delay to a request for a conference about his/her child's behavior,** no penalties may be imposed on the student for the failure of the parent/guardian to attend such a conference. The student may not be denied readmission solely because the parent/guardian failed to attend the conference. (Education Code 48911)

5. Extension of Suspension: If the Board is considering the expulsion of a suspended student from any school or the suspension of a student for the balance of the semester from continuation school, the Superintendent or designee may, in writing, extend the suspension until such time as the Board has made a decision, **provided the following requirements are followed:** (Education Code 48911)

a. ~~Any extension of the original period of suspension shall be~~ **is** preceded by notice of such extension with an offer to hold a conference concerning the extension, giving the student an opportunity to be heard. This conference may be held in conjunction with a meeting requested by the student or parent/guardian to challenge the original suspension.

b. ~~Extension of the suspension may be made only if~~ The Superintendent or designee determines, following a meeting in which the student and the student's parent/guardian were invited to participate, that the student's presence at the school or at an alternative school would endanger persons or property or threaten to disrupt the instructional process. (Education Code 48911)

c. If the student involved is a foster youth, the Superintendent or designee shall notify the district liaison for foster youth of the need to invite the student's attorney and a representative of

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the appropriate county child welfare agency to attend the meeting. (Education Code 48853.5, 48911, 48918.1)

*(cf. 6173.1 – Education for Foster Youth)*

***d. If the student involved is a homeless child or youth, the Superintendent or designee shall notify the district liaison for homeless students. (Education Code 48918.1)***

*(cf. 6178 – Education for Homeless Children)*

***In lieu of or in addition to suspending a student, the Superintendent, principal, or designee may provide services or require the student to participate in an alternative disciplinary program designed to correct his/her behavior and keep him/her in school.***

Suspension by the Board

The Board may suspend a student for any of the acts listed in "Grounds for Suspension and Expulsion: **Grades K-12**" and "**Additional Grounds for Suspension and Expulsion: Grades 4-12**" above and within the limits specified under "Suspension by Superintendent, Principal or Principal's Designee" above. (Education Code 48912)

The Board may suspend a student enrolled in a continuation school or class for a period not longer than the remainder of the semester. ~~if any of the acts listed in "Grounds for Suspension and Expulsion" occurred.~~ The suspension shall meet the requirements of Education Code 48915. (Education Code 48912.5)

When the Board is considering a suspension, disciplinary action or any other action (except expulsion) against any student, it shall hold a closed session if a public hearing would lead to disclosure of information violating a student's right to privacy under Education Code 49073-49079. (Education Code 35146, 48912)

*(cf. 9321 - Closed Session Purposes and Agendas)*

The Board shall provide the student and his/her parent/guardian with written notice of the closed session by registered or certified mail or personal service. Upon receiving this notice, the student or parent/guardian may request a public meeting, and this request shall be granted if made in writing within 48 hours after receipt of the Board's notice. However, any discussion that conflicts with any other student's right to privacy still shall be held in closed session. (Education Code 35146, 48912)

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Supervised **On-Campus** Suspension Classroom

A student for whom an expulsion action has not been initiated and who poses no imminent danger or threat to the school, students, or staff may be assigned to a supervised **on-campus** suspension classroom in a separate classroom, building, or site for the entire period of suspension. The following conditions shall apply: (Education Code 48911.1)

1. The supervised suspension classroom shall be staffed in accordance with law.
2. The student shall have access to appropriate counseling services.
3. The supervised **on-campus** suspension classroom shall promote completion of schoolwork and tests missed by the student during the suspension.
4. ~~Each~~ **The** student shall be responsible for contacting his/her teacher(s) to receive assignments to be completed in the supervised suspension classroom. The teacher(s) shall provide all assignments and tests that the student will miss while suspended. If no such work is assigned, the person supervising the suspension classroom shall assign schoolwork.

At the time a student is assigned to a supervised **an on-campus** suspension classroom, the principal or designee shall notify the student's parent/guardian in person or by telephone. When the assignment is for longer than one class period, this notification shall be made in writing. (Education Code 48911.1)

Authority to Expel

~~A student may be expelled only by the Board. (Education Code 48918(j))~~

~~The Board shall expel, as required by law, any student found to have committed any offense listed below under "Mandatory Recommendation and Mandatory Expulsion." (Education Code 48915)~~

~~For all other grounds listed above under "Grounds for Suspension and Expulsion," the Board shall order a student expelled, upon recommendation by the Superintendent, principal, or designee, only if the Board makes a finding of either or both of the following: (Education Code 48915(b) and (e))~~

- ~~1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct~~

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~~2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others~~

Superintendent, Principal or Designee's Authority to Recommend Expulsion

Unless the Superintendent, principal, or designee determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct, he/she shall recommend a student's expulsion for any of the following acts:  
(Education Code 48915(a))

1. Causing serious physical injury to another person, except in self-defense
2. Possession of any knife as defined in Education Code 48915(g), or other dangerous object of no reasonable use to the student
3. Unlawful possession of any controlled substance, as listed in Health and Safety Code 11053-11058, except for (a) the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis, or (b) the student's possession of over-the-counter medication for his/her use or other medication prescribed for him/her by a physician
4. Robbery or extortion
5. Assault or battery, as defined in Penal Code 240 and 242, upon any school employee

In determining whether or not to recommend the expulsion of a student, the Superintendent, principal, or designee shall act as quickly as possible to ensure that the students does not lose instructional time. (Education Code 48915)

~~Mandatory Recommendation and Mandatory Expulsion~~

~~The Superintendent, principal, or designee shall recommend that the Board expel any student found at school or at a school activity to be: (Education Code 48915(e))~~

- ~~1. Possessing, as verified by a district employee, selling, or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the firearm from a certificated school employee, with the principal or designee's concurrence~~

~~However, possession of an imitation firearm, as defined in Education Code 48900(m), shall not be regarded as an offense requiring a mandatory recommendation for expulsion and mandatory expulsion.~~

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- ~~2. Brandishing a knife as defined in Education Code 48915(g) at another person~~
- ~~3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058~~
- ~~4. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266e, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4~~
- ~~5. Possessing an explosive as defined in 18 USC 921~~

~~Upon finding that the student committed any of the above acts, the Board shall expel the student. (Education Code 48915)~~

### Student's Right to Expulsion Hearing

Any student recommend for expulsion shall be entitled to a hearing to determine whether he/she should be expelled. The hearing shall be held within 30 school days after the Superintendent, principal, or designee determines that the student has committed one of the acts ***that form the basis for the expulsion recommendation.*** ~~listed under "Grounds for Suspension and Expulsion."~~ (Education Code 48918(a))

The student is entitled to at least one postponement of an expulsion hearing for a period of not more than 30 calendar days. The request for postponement shall be in writing. Any subsequent postponement may be granted at the Board's discretion. (Education Code 48918(a))

If the Board finds it impractical during the school year to comply with these time requirements for conducting an expulsion hearing, the Superintendent or designee may, for good cause, extend the time period by an additional five school days. Reasons for the extension shall be included as a part of the record when the expulsion hearing is held. (Education Code 48918(a))

If the Board finds it impractical to comply with the time requirements of the expulsion hearing due to a summer recess of Board meetings of more than two weeks, the days during the recess shall not be counted as school days. The days not counted during the recess may not exceed 20 school days, as defined in Education Code 48925. Unless the student requests in writing that the expulsion hearing be postponed, the hearing shall be held not later than 20 calendar days prior to the first day of the next school year. (Education Code 48918(a))

Once the hearing starts, all matters shall be pursued with reasonable diligence and concluded without unnecessary delay. (Education Code 48918(a))

### Stipulated Expulsion

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After a determination that a student has committed an **expellable** offense, ~~listed above under “Grounds for Suspension and Expulsion” for which expulsion is permitted or mandatory,~~ the Superintendent, principal, or designee shall offer the student and his/her parent/guardian the option to waive a hearing and stipulate to the expulsion **or to a suspension of the expulsion under certain conditions**. The offer shall be made only after the student or his/her parent/guardian has been given written notice of the expulsion hearing pursuant to Education Code 48918.

The stipulation agreement shall be in writing and shall be signed by the student and his/her parent/guardian. The stipulation agreement shall include notice of all the rights that the student is waiving, including the waiving of his/her right to have a full hearing, to appeal the expulsion to the County Board of Education, and to consult legal counsel.

A stipulated expulsion **agreed to by the student and his/her parent/guardian** shall be effective upon approval by the Board.

### Rights of Complaining Witness

An expulsion hearing involving allegations of sexual assault or sexual battery may be postponed for one school day in order to accommodate the special physical, mental or emotional needs of a student who is the complaining witness. (Education Code 48918.5)

Whenever the Superintendent or designee recommends an expulsion hearing that addresses allegations of sexual assault or sexual battery, he/she shall give the complaining witness a copy of the district's suspension and expulsion policy and regulation and shall advise the witness of his/her right to: (Education Code 48918.5)

1. Receive five days' notice of his/her scheduled testimony at the hearing
2. Have up to two adult support persons of his/her choosing present in the hearing at the time he/she testifies
3. Have a closed hearing during the time he/she testifies

Whenever any allegation of sexual assault or sexual battery is made, the Superintendent or designee shall immediately advise complaining witnesses and accused students to refrain from personal or telephone contact with each other during the time when an expulsion process is pending. (Education Code 48918.5)

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Written Notice of the Expulsion Hearing

Written notice of the expulsion hearing shall be forwarded to the student and the student's parent/guardian at least 10 calendar days before the date of the hearing. The notice shall include: (Education Code 48900.8, 48918(b))

1. The date and place of the hearing.
2. A statement of the specific facts, charges and offense upon which the proposed expulsion is based.
3. A copy of district disciplinary rules which relate to the alleged violation.
4. Notification of the student's or parent/guardian's obligation, pursuant to Education Code 48915.1, to provide information about the student's status in the district to any other district in which the student seeks enrollment.

This obligation applies when a student is expelled for acts other than those described in Education Code 48915(a) or (c).

*(cf. 5119 - Students Expelled from Other Districts)*

5. The opportunity for the student or the student's parent/guardian to appear in person or be represented by legal counsel or by a nonattorney advisor.

Legal counsel means an attorney or lawyer who is admitted to the practice of law in California and is an active member of the State Bar of California.

Nonattorney advisor means an individual who is not an attorney or lawyer, but who is familiar with the facts of the case, and has been selected by the student or student's parent/guardian to provide assistance at the hearing.

6. The right to inspect and obtain copies of all documents to be used at the hearing.
7. The opportunity to confront and question all witnesses who testify at the hearing.
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witnesses.

Additional Notice of Expulsion Hearing for Foster Youth *and Homeless Students*

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***If the student facing expulsion is a foster student, the Superintendent or designee shall also send notice of the hearing to the student's attorney and a representative of an appropriate child welfare agency at least 10 days prior to a hearing. (Education Code 48918.1)***

***If the student facing expulsion is a homeless student, the Superintendent or designee shall also send notice of the hearing to the district liaison for homeless students at least 10 days prior to the hearing. (Education Code 48918.1)***

~~*Any notice for these purpose may*~~ to determine if a student who is a foster youth as defined under Education Code 48853.5 should be expelled for an offense not requiring a mandatory recommendation for expulsion, the Superintendent or designee shall notify the student's attorney and a representative of an appropriate county child welfare agency. ~~If the hearing is pursuant to an offense requiring a mandatory expulsion recommendation, the Superintendent or designee may provide the same notification. The notice shall be provided by the most cost-effective method possible, including by email or a telephone call. (Education Code 48918.1)~~

## Conduct of Expulsion Hearing

1. Closed Session: Notwithstanding ~~the provisions of Government Code 54953 and Education Code 35145,~~ the Board shall conduct a hearing to consider the expulsion of the student in a session closed to the public unless the student requests in writing at least five days prior to the hearing that the hearing be a public meeting. If such request is made, the meeting shall be public ~~unless another student's~~ ***to the extent that privacy rights of the students are not*** ~~would be~~ violated. (Education Code 48918)

Whether the expulsion hearing is held in closed or public session, the Board may meet in closed session to deliberate and determine whether or not the student should be expelled. If the Board admits any other person to this closed session, the parent/guardian, the student, and the counsel of the student shall also be allowed to attend the closed session. (Education Code 48918(c))

If a hearing that involves a charge of sexual assault or sexual battery is to be conducted in public, a complaining witness shall have the right to have his/her testimony heard in closed session when testifying in public would threaten serious psychological harm to the witness and when there are no alternative procedures to avoid the threatened harm, including, but not limited to, videotaped deposition or contemporaneous examination in another place communicated to the hearing room by closed-circuit television. (Education Code 48918(c))

2. Record of Hearing: A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made. (Education Code 48918(g))

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3. Subpoenas: Before commencing a student expulsion hearing, the Board may issue subpoenas, at the request of either the student or the Superintendent or designee, for the personal appearance at the hearing of any person who actually witnessed the action that gave rise to the recommendation for expulsion. After the hearing has commenced, the Board or the hearing officer or administrative panel may issue such subpoenas at the request of the student or the County Superintendent of Schools or designee. All subpoenas shall be issued in accordance with the Code of Civil Procedure 1985-1985.2 and enforced in accordance with ***Code of Civil Procedure 1985-1985.2 and enforced in accordance with*** Government Code 11455.20. (Education Code 48918(i))

Any objection raised by the student or the Superintendent or designee to the issuance of subpoenas may be considered by the Board in closed session, or in open session if so requested by the student, before the meeting. The Board's decision in response to such an objection shall be final and binding. (Education Code 48918(i))

If the Board determines, or if the hearing officer or administrative panel finds and submits to the Board, that a witness would be subject to unreasonable risk of harm by testifying at the hearing, a subpoena shall not be issued to compel the personal attendance of that witness at the hearing. However, that witness may be compelled to testify by means of a sworn declaration as described in item #4 below. (Education Code 48918(i))

4. Presentation of Evidence: Technical rules of evidence shall not apply to expulsion hearings, but relevant evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. The decision of the Board to expel shall be supported by substantial evidence that the student committed any of the acts pursuant to Education 48900 and listed in "Grounds for Suspension and Expulsion- ***Grades K-12***" and "***Additional Grounds for Suspension and Expulsion: Grades 4-12***" above. (Education Code 48918(h))

Findings of fact shall be based solely on the evidence at the hearing. ~~While~~ ***Although*** no finding shall be based solely on hearsay, sworn declarations may be admitted as testimony from witnesses whose disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm. (Education Code 48918(f))

In cases where a search of a student's person or property has occurred, evidence describing the reasonableness of the search shall be included in the hearing record.

5. Testimony by Complaining Witnesses: The following procedures shall be observed when ***a*** hearings involves allegations of sexual assault or sexual battery by a student: (Education Code 48918, 48918.5)

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- a. Any complaining witness shall be given five days' notice before being called to testify.
- b. Any complaining witness shall be entitled to have up to two adult support persons, including, but not limited to, a parent/guardian or legal counsel, present during his/her testimony.
- c. Before a complaining witness testifies, support persons shall be admonished that the hearing is confidential.
- d. The person presiding over the hearing may remove a support person whom he/she finds is disrupting the hearing.
- e. If one or both support persons are also witnesses, the hearing shall be conducted in accordance with Penal Code 868.5.
- f. Evidence of specific instances of prior sexual conduct of a complaining witness shall be presumed inadmissible and shall not be heard unless the person conducting the hearing determines that extraordinary circumstances require the evidence to be heard. Before such a determination is made, the complaining witness shall be given notice and an opportunity to oppose the introduction of this evidence. In the hearing on the admissibility of this evidence, the complaining witness shall be entitled to be represented by a parent/guardian, legal counsel or other support person. Reputation or opinion evidence regarding the sexual behavior of a complaining witness shall not be admissible for any purpose.
- g. In order to facilitate a free and accurate statement of the experiences of the complaining witness and to prevent discouragement of complaints, the district shall provide a nonthreatening environment.
  - (1) The district shall provide a room separate from the hearing room for the use of the complaining witness before and during breaks in testimony.
  - (2) At the discretion of the person conducting the hearing, the complaining witness shall be allowed reasonable periods of relief from examination and cross-examination during which he/she may leave the hearing room.
  - (3) The person conducting the hearing may:
    - (a) Arrange the seating within the hearing room so as to facilitate a less intimidating environment for the complaining witness
    - (b) Limit the time for taking the testimony of a complaining witness to the hours

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he/she is normally in school, if there is no good cause to take the testimony during other hours

(c) Permit one of the support persons to accompany the complaining witness to the witness stand

6. Decision: The Board's decision as to whether to expel a student shall be made within 40 school days after the student is removed from his/her school of attendance, unless the student requests in writing that the decision be postponed. (Education Code 48918(a))

### Alternative Expulsion Hearing: Hearing Officer or Administrative Panel

Instead of conducting an expulsion hearing itself, the Board may contract with the county hearing officer or with the Office of Administrative Hearings of the State of California for a hearing officer. ~~Alternatively,~~ The Board may *also* appoint an impartial administrative panel composed of three or more certificated personnel, none of whom shall be members of the Board or on the staff of the school in which the student is enrolled. (Education Code 48918(d))

A hearing conducted by the hearing officer or administrative panel shall conform to the same procedures applicable to a hearing conducted by the Board as specified above in "Conduct of Expulsion Hearing," including the requirement to issue its decision within 40 school days of the student's removal from school, unless the student requests that the decision be postponed. (Education Code 48918 *(a) and* (d))

The hearing officer or administrative panel shall, within three school days after the hearing, determine whether to recommend expulsion of the student to the Board. If expulsion is not recommended, the expulsion proceeding shall be terminated and the student shall be immediately reinstated *and permitted to return to the classroom instructional program from which the referral was made, unless another placement is requested in writing by the student's parent/guardian. Before the student's placement decision is made by his/her parent/guardian, the Superintendent or designee shall consult with the parent/guardian and district staff, including the student's teachers, regarding other placement options for the student in addition to the option to return to the classroom instructional program from which the student's expulsion referral was made.* ~~The Superintendent or designee shall place the student in a classroom instructional program, any other instructional program, a rehabilitation program, or any combination of these programs after consulting with district staff, including the student's teachers and with the student's parent/guardian.~~ The decision to not recommend expulsion shall be final. (Education Code 48918(e))

If expulsion is recommended, findings of fact in support of the recommendation shall be

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prepared and submitted to the Board. All findings of fact and recommendations shall be based solely on the evidence presented at the hearing. The Board may accept the recommendation based either upon a review of the findings of fact and recommendations submitted or upon the results of any supplementary hearing the Board may order. (Education Code 48918(f))

In accordance with Board policy, the hearing officer or administrative panel may recommend that the Board suspend the enforcement of the expulsion ~~for a period of one year~~. ***If the hearing officer or administrative panel recommends that the Board expel a student but suspend the enforcement of the expulsion the student shall not be reinstated and permitted to return to the classroom instructional program from which the referral was made until the Board has ruled on the commendation.*** (Education Code 48917, 48918)

### Final Action by the Board

Whether the expulsion hearing is conducted in closed or public session by the Board, a hearing officer, or an administrative panel ***or is waived through the signing of a stipulated expulsion agreement***, the final action to expel shall be taken by the Board at a public meeting. (Education Code 48918(j))

*(cf. 9321.1 - Closed Session Actions and Reports)*

***The Board's decision is final.*** If the Board conducts the hearing and reaches a decision ***is to not to expel, this decision shall be final and the student shall be reinstated immediately. If the decision is to suspend the enforcement of the expulsion, the student shall be reinstated under the conditions of the suspending expulsion.***

Upon ordering an expulsion, the Board shall set a date when the student shall be reviewed for readmission to a school within the district. For a student expelled for any act listed under "Mandatory Recommendation and Mandatory Expulsion" above, this date shall be one year from the date the expulsion occurred, except that the Board may set an earlier date on a case-by-case basis. For a student expelled for other acts, this date shall be no later than the last day of the semester following the semester in which the expulsion occurred. If an expulsion is ordered during the summer session or the intersession period of a year-round program, the Board shall set a date when the student shall be reviewed for readmission not later than the last day of the semester following the summer session or intersession period in which the expulsion occurred. (Education Code 48916)

At the time of the expulsion order, the Board shall recommend a plan for the student's rehabilitation, which may include: (Education Code 48916)

1. Periodic review, as well as assessment of the student at the time of review, for readmission

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2. Recommendations for improved academic performance, tutoring, special education assessments, job training, counseling, employment, community service and other rehabilitative programs

With parent/guardian consent, students who have been expelled for reasons relating to controlled substances or alcohol may be required to enroll in a county-sponsored drug rehabilitation program before returning to school. (Education Code 48916.5)

### Written Notice to Expel

The Superintendent or designee shall send written notice of the decision to expel to the student or parent/guardian. This notice shall include the following:

1. The specific offense committed by the student for any of the causes for suspension or expulsion listed above under “Grounds for Suspension and Expulsion: **Grades K-12**” or **“Additional Grounds for Suspension and Expulsion: Grades 4-12”** (Education Code 48900.8)
2. The fact that a description of readmission procedures will be made available to the student and his/her parent/guardian (Education Code 48916)
3. Notice of the right to appeal the expulsion to the County Board of Education (Education Code 48918)
4. Notice of the alternative educational placement to be provided to the student during the time of expulsion (Education Code 48918)
5. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1 (Education Code 48918)

### Decision ~~Not to Enforce~~ **Suspend** Expulsion Order

In accordance with Board policy, when deciding whether to suspend the enforcement of an expulsion **order**, the Board shall take into account the following criteria:

1. The student's pattern of behavior
2. The seriousness of the misconduct
3. The student's attitude toward the misconduct and his/her willingness to follow a rehabilitation program

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The suspension of the enforcement of an expulsion shall be governed by the following:

1. The Board may, as a condition of the suspension of enforcement, assign the student to a school, class, or program appropriate for the student's rehabilitation. This rehabilitation program may provide for the involvement of the student's parent/guardian in the student's education. However, a parent/guardian's refusal to participate in the rehabilitation program shall not be considered in the Board's determination as to whether the student has satisfactorily completed the rehabilitation program. (Education Code 48917)
2. During the period when enforcement of the expulsion order is suspended, the student shall be on probationary status. (Education Code 48917)
3. The suspension of the enforcement of an expulsion order may be revoked by the Board if the student commits any of the acts listed under "Grounds for Suspension and Expulsion: **Grades K-12**" or "**Additional Grounds for Suspension and Expulsion: Grades 4-12**" above or violates any of the district's rules and regulations governing student conduct. (Education Code 48917)
4. When the suspension of the enforcement of an expulsion order is revoked, a student may be expelled under the terms of the original expulsion order. (Education Code 48917)
5. Upon satisfactory completion of the rehabilitation assignment, the Board shall reinstate the student in a district school. Upon reinstatement, the Board may order the expunging of any or all records of the expulsion proceedings. (Education Code 48917)
6. The Superintendent or designee shall send written notice of any decision to suspend the enforcement of an expulsion order during a period of probation to the student or parent/guardian. The notice shall also inform the parent/guardian of the right to appeal the expulsion to the County Board, the alternative educational placement to be provided to the student during the time of expulsion, and the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915. (Education Code 48918(j))
7. Suspension of the enforcement of an expulsion order shall not affect the time period and requirements for the filing of an appeal of the expulsion order with the County Board. (Education Code 48917)

### Right to Appeal

The student or parent/guardian is entitled to file an appeal of the Board's decision to the County

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Board. The appeal must be filed within 30 days of the Board's decision to expel, even if the expulsion ~~action~~ **order** is suspended and the student is placed on probation. (Education Code 48919)

**If** the student ~~shall~~ submits a written request for a copy of the written transcripts and supporting documents from the district simultaneously with the filing of the notice of appeal with the County Board, the district shall provide the student with these documents within 10 school days following the student's written request. (Education Code 48919)

Notifications to Law Enforcement Authorities

Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245. (Education Code 48902)

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance. In addition, law enforcement authorities shall be notified regarding any acts by students regarding the possession, sale, or furnishing of firearms, explosives, or other dangerous weapons in violation of Education Code 48915(c)(1) or (5) or Penal Code 626.9 and 626.10 (Education Code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering, or sale of controlled substances, alcohol or intoxicants of any kind. (Education Code 48902)

~~Post-Expulsion~~ Placements ***During Expulsion***

The Board shall refer expelled students to a program of study that is: (Education Code 48915, 48915.01)

1. Appropriately prepared to accommodate students who exhibit discipline problems
2. Not provided at a comprehensive middle, junior or senior high school or at any elementary school, unless the program is offered at a community day school established at such a site
3. Not housed at the school site attended by the student at the time of suspension

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(cf. 6158 – Independent Study)  
(cf. 6185 - Community Day School)

When the placement described above is not available, and when the County Superintendent so certifies, students expelled for acts described in items #6-#12 ~~and #19-#21~~ under "Grounds for Suspension and Expulsion: **Grades K-12**" **and items #1-3 under "Additional Grounds for Suspension and Expulsion: Grades 4-12"** above may be ~~instead~~ referred to a program of study that is provided at another comprehensive middle, junior, or senior high school, or at an elementary school. (Education Code 48915)

The program for a student expelled from any of grades K- 6 shall not be combined or merged with programs offered to students in any of grades 7-12. (Education Code 48916.1)

Each school site administrator shall take steps to see that services are provided for students who have an expulsion hearing. A student whose behavior has resulted in expulsion shall be given a rehabilitation plan that is designed by the district of resident. When recommended placement includes a classroom option, it is possible that the placement may not be available in the Oak Park Unified School District. Any recommended placement shall be monitored and appropriate documentation maintained by district and/or site personnel. This plan may involve one or more of the options outlined below.

Oak Park Unified School District education alternatives for expelled pupils includes:

## Secondary Students (7-12)

1. Expulsion with subsequent transfer to another school district or private school – classroom option. (Responsibility of parent to notify other district. No financial obligations on the part of OPUSD)
2. Expulsion with referral to Ventura County Superintendent of Schools Court and Community School Program – classroom option (Gateway School – Camarillo site)
3. Suspended expulsion with referral to district independent Study Program or placement with rehabilitation plan on OPUSD site.

## Elementary Students (K-6)

1. Expulsion with subsequent transfer to another school district or private school – classroom option (Responsibility of parent to notify other district. No financial obligations on the part of OPUSD.)
2. Suspended expulsion with referral to district Independent Study program or placement with rehabilitation plan on OPUSD site. (Education Code 51745 – Voluntary program –

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cannot be mandated).

Secondary students referred back to Oak Park Unified School District due to second violations, non-attendance or failed placement:

We believe that the appropriate response to students who have been removed from the county-operated Community School Program is to inform the parents that 1) the parents are compelled by law to educate their child, and 2) it is their responsibility to find an educational placement. The child's expellable behavior has deemed the student unsuitable for either regular school or alternative school placement. The parents' options are: a) request Independent Study if agreeable to the community school administration; b) provide private tutoring at parents' expense; c) enroll in a private full-time day school at parents' expense; or d) pursue enrollment with another school district's board (unless student is expelled for injurious behavior, weapons, drugs, drug dealing, assault or other "zero tolerance" offense [Education Code 48915(a) or (c)]). In essence, the district will have fulfilled its obligation to secure an educational program to the extent funds are apportioned.

Elementary students referred back to Oak Park Unified School District due to second violations, non-attendance or failed placement:

The respective strategies in the county plan include statements that: "A regional program may be developed to address geographical factors or limited numbers"; and "A regional program may be developed to meet this need (grades 1 to 6 placement)." The Oak Park Unified School District Board of Education and principals strongly recommend that the Ventura County Superintendent coordinate a consortium of small districts which are impacted by gaps in #3, #4, #5 and #6 of the County Plan. The purpose of this consortium will be to explore, plan and implement an educational placement which meets the needs found in the above referenced gaps.

### Readmission After Expulsion

#### ***Prior to the date set by the Board for the student's readmission:***

~~Readmission procedures shall be as follows:~~

~~1. On the date set by the Board when it ordered the expulsion, the district shall consider readmission of the student. (Education Code 48916)~~

**21.** The Superintendent or designee shall hold a conference with the parent/guardian and the student. At the conference the student's rehabilitation plan shall be reviewed and the Superintendent or designee shall verify that the provisions of this plan have been met. School

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regulations shall be reviewed and the student and parent/guardian shall be asked to indicate in writing their willingness to comply with these regulations.

32. The Superintendent or designee shall transmit to the Board his/her recommendation regarding readmission. The Board shall consider this recommendation in closed session ~~if information would be disclosed in violation of Education Code 49073-49079.~~ If a written request for open session is received from the parent/guardian or adult student, it shall be honored ***to the extent that privacy rights of other students are not violated.***

43. If the readmission is granted, the Superintendent or designee shall notify the student and parent/guardian, by registered mail, of the Board's decision regarding readmission.

54. The Board may deny readmission only if it finds that the student has not satisfied the conditions of the rehabilitation plan or that the student continues to pose a danger to campus safety or to other district students or employees. (Education Code 48916)

65. If the Board denies the readmission of a student, the Board shall determine either to continue the student's placement in the alternative educational program initially selected or to place the student in another program that serves expelled students, including placement in a county community school. (Education Code 48916)

76. The Board shall provide written notice to the expelled student and parent/guardian describing the reasons for denying readmittance into the regular program. This notice shall indicate the Board's determination of the educational program which the Board has chosen. The student shall enroll in that program unless the parent/guardian chooses to enroll the student in another school district. (Education Code 48916)

No student shall be denied readmission into the district based solely on the student's arrest, adjudication by a juvenile court, formal or informal supervision by a probation officer, detention in a juvenile facility, enrollment in a juvenile court school, or other such contact with the juvenile justice system. (Education Code 48645.5)

Maintenance of Records

The district shall maintain a record of each suspension and expulsion, including the specific cause(s). (Education Code 48900.8)

Expulsion records of any student shall be maintained in the student's mandatory interim record, and sent to any school in which the student subsequently enrolls upon receipt of a written request by the admitting school. (Education Code 48918(k))

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*(cf. 5125 – Student Records)*

The Superintendent or designee shall, within five working days, honor any other district's request for information about an expulsion from this district. (Education Code 48915.1)

*(cf. 5119 - Students Expelled from Other Districts)*

Adopted: 5-15-84

Amended: 5-6-97; 2-2-99; 2-20-02; 9-17-02; 6-17-03, 11-05, 11-08, 3-10, 3-12, 7-12, 11-12,  
4-14

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: APRIL 21, 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 March 31st of the 2014-15 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. The current report is attached for the Board's information and review.

**RECOMMENDATION:** None. Information only.

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

Measure C6 Summary  
BOND EXPENDITURES  
Through March 31, 2015

Category	Subcategory	2006-07	2007-08	2008-09	2009-10	2010-2011	2011-12	2012-2013	2013-14	2014-15	GRAND TOTAL
21CC											
	Doc Cams		21,941.66	64,573.81	16,686.31	4,055.15	4,932.43	5,126.55			117,315.91
	E-Beams				1,598.85						1,598.85
	Hard Covers						7,722.00				7,722.00
	Interactive Slates					43,484.26					43,484.26
	Misc./Other		2,063.54			11,319.12		11,188.82			24,571.48
	Projectors			2,922.53	3,036.00	34,179.95					40,138.48
	Senteo Student Response System				82,087.89	95,970.04	(95.73)				177,962.20
	Smartboard Speakers				11,611.14						11,611.14
Smartboards		293,875.27	276,791.48	66,367.89	90,754.56	122,757.15	88,238.93			938,785.28	
Optional C403	21st Century Classrooms								63,396.06	462,017.27	525,413.33
CABLING	Cabbling		920,543.22				1,052.00				921,595.22
Optional F427	Network Cabbling									42,466.90	42,466.90
CHILD NUTRITION	Child Nutrition - Equipment	10,508.29			5,315.71						15,824.00
COMPUTERS	21CC Teachers	88,751.86	127,104.66								215,856.52
	Administration Computers			7,274.25	30,554.17	(3,648.18)					34,180.24
	Business/Office Staff Computers		9,705.13		38,238.27	(191.20)					47,752.20
	Computer Lab		106,143.15	271,896.78	34,321.80	17,575.55					429,937.28
	Non+ 21stCC Teacher+Computers			105,242.76							105,242.76
	SPED Computers	19,723.88	57,232.37								76,956.25
	Teacher Computers	6,880.48	5,857.14			17,395.66					30,133.28
	TeacherLaptops						302,658.05				302,658.05
Optional C402	Ipads								776,866.79	128,161.61	905,028.40
Optional C412	Support Staff Computers									11,107.00	11,107.00
	iPad Beta Test							194,352.77			194,352.77
COMPUTERS ON WHEELS-COWS	Computers on Wheels			54,598.71	472,092.48	(3,896.88)		4,269.65			527,063.96
CURRICULAR TECHNOLOGY	Library			23,059.13							23,059.13
	MCMS Smart Lab		89,879.49								89,879.49
	PE Fitness Lab		16,423.01								16,423.01
	Science/Digital Microscopes		1,435.01								1,435.01
	Science/Probes		9,506.64								9,506.64
LOCAL AREA NETWORK [LAN]	LAN	86,169.86	618,375.27	14,592.30				2,000.00			721,137.43
MMTCE & OPERATIONS [M&O]	Facilities		89,456.76								89,456.76
	M&O Equip			8,565.47	19,899.43	(1,091.12)					27,373.78
	Service Utliity Vehicles	9,470.18			27,993.61			34,493.53			71,957.32
Optional C404	Vehicles for Maintenance								35,327.25		35,327.25
	Student Transportation		137,054.36								137,054.36
MISC HARDWARE/SOFTWARE	AV+Digital Cameras	1,246.93	712.39		3,967.06	(649.50)					5,276.88
	AV+Digital Video Cameras				6,391.08						6,391.08
	AV+Microphones+ USB				1,933.17						1,933.17
	Desktop Mgmt	4,164.00	25,550.00								29,714.00
	Docking Stations			16,891.88		2,778.14					19,670.02
	Hard Covers		3,204.55	9,184.80		3,517.30		3,096.74			19,003.39
	Keyboard Covers		777.94	3,859.66							4,637.60
	Keyboards				1,280.88			278.85			1,559.73
	Mice				1,788.55			501.93			2,290.48
	Misc./Other		822.42	1,821.07	2,580.36	4,405.10	15,584.90	6,013.25			31,227.10
	Monitors				15,467.59			1,171.17			16,638.76
	Printers	3,941.45	4,549.92		15,925.75	5,224.16		5,876.77			35,518.05
	Probes					9,907.44					9,907.44
	Scanners				4,600.63			3,341.10			7,941.73

**Measure C6 Summary  
BOND EXPENDITURES  
Through March 31, 2015**

Category	Subcategory	2006-07	2007-08	2008-09	2009-10	2010-2011	2011-12	2012-2013	2013-14	2014-15	GRAND TOTAL
Optional C410	3D Printing									58,812.30	58,812.30
<b>NON-TECHNOLOGY EXP</b>	Child Nutrition Equipment						9,400.46	18,787.43			28,187.89
	Facilities				22,862.40	106,868.49	2,933.64				132,664.53
	Furniture	21,293.49	11,188.23	325.21	18,734.17	141,315.59	74,527.87	4,269.75			271,654.31
Optional C405	Classroom Furniture								100,816.46	36,670.02	137,486.48
	M&O Equip						15,432.94				15,432.94
Optional C407	Site Equipment								30,448.30	43,258.21	73,706.51
	Misc./Other	5,979.27									5,979.27
	Photocopiers		474,569.33	94.17							474,663.50
Optional C406	Photocopiers								193,936.81		193,936.81
<b>PERFORMING ARTS EQUIPMENT</b>	Pavillion - Other	7,872.15									7,872.15
	Pavillion - Seating			8,779.33	152,344.35	(2,344.35)					158,779.33
	Pavillion - Sound	5,170.47			19,478.75		1,576.00	64,145.27			90,370.49
Optional C409	OPHS Music Equipment									83,403.12	83,403.12
<b>PROJECT MANAGEMENT</b>	Project Mgmt	82,029.50	29,085.00								111,114.50
<b>STAFF SALARIES/TECH SUPPORT</b>	OPUSD Director Technology		60,066.56	49,289.52	49,289.56	49,289.64		70,443.24			278,378.52
	OPUSD personnel (benefits)			15,595.02	7,018.71	12,603.94					35,217.67
	OPUSD Technology Assistant			23,410.22	5,465.88						28,876.10
	OPUSD+Asst Superintendent		43,105.65								43,105.65
	OPUSD+Tech Asst/M&O Ex/OT		75,492.59								75,492.59
	Training Stipends+Benefits						4,528.08		3,363.30		7,891.38
Optional CSTF	Salaries + Benefits						62,337.58		72,297.68	58,341.03	192,976.29
	Professional Services (318 Inc.)		59,940.00	251,100.00	64,125.00	30,678.75					405,843.75
	Professional Services (All Connec	12,500.00	10,000.00			5,038.75	3,045.00				30,583.75
	Professional Services (Mobius)					4,000.00	25,329.30	21,000.00			50,329.30
<b>STAFF DEVELOPMENT</b>	Staff Development	11,042.70	34,226.92					2,844.06			48,113.68
<b>SYSTEMS/SERVERS</b>	Service Agreement			1,041.25							1,041.25
	Systems/Servers	217.95	201,428.19		60,066.01	11,362.43	399,362.61	13,867.09			686,304.28
Optional C411	Server Upgrade									51,973.37	51,973.37
<b>WIDE AREA NETWORK [WAN]</b>	WAN		125.83	66,695.36							66,821.19
	Switches/Network							68,632.03			68,632.03
Optional C401	Network Switch								454,402.10	23,966.50	478,368.60
Optional C408	Wireless Network									175,381.79	175,381.79
<b>BOND COSTS/ADMINISTRATION</b>	Offering Cost			204,295.50							204,295.50
	Bond Administrative Costs							3,449.59			3,449.59
Optional C400	Miscellaneous									3,498.62	3,498.62
<b>GRAND TOTALS</b>		<b>376,962.46</b>	<b>3,541,442.20</b>	<b>1,481,900.21</b>	<b>1,263,123.45</b>	<b>689,902.79</b>	<b>1,053,084.28</b>	<b>627,388.52</b>	<b>1,730,854.75</b>	<b>1,179,057.74</b>	<b>11,943,716.40</b>

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: APRIL 21, 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 March 31st of the 2014-15 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. The current report is attached for the Board's information and review.

**RECOMMENDATION:** None. Information only.

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

**Measure R Summary  
Through March 31, 2015  
Board Meeting April 21, 2015**

Optional Number	Job Description	Budget	Revenues	Encumbrances	Expenditures	Account Balance
<b>Location 000 District Wide</b>						
*0MOD	Modernization (Transfer to Fund 350)	0.00	0.00	0.00	-322,086.50	322,086.50
BARN	Constr Mgt	4,836,408.00	0.00	224,242.46	4,347,100.65	265,064.89
**COFI	Cost of Issuance	247,485.33	247,485.33	0.00	247,485.33	247,485.33
F427	Network Cabling	100,000.00	0.00	3,572.24	42,466.89	53,960.87
R000	MISC PROJ	4,610.00	0.00	0.00	4,610.00	0.00
R004	DOOR LOCKS	0.00	0.00	0.00	0.00	0.00
R007	HVAC DIGIT	0.00	0.00	0.00	0.00	0.00
R219	HVAC Replace	0.00	0.00	0.00	0.00	0.00
R310	Hydration	41,776.00	0.00	0.00	32,851.17	8,924.83
R322	HVAC Replace	0.00	0.00	0.00	0.00	0.00
R400	Miscellaneous	10,000.00	0.00	3,767.94	9,445.40	-3,213.34
R402	Asphalt Repairs	0.00	0.00	0.00	0.00	0.00
R417	Security Camera	420,000.00	0.00	74,713.16	214,638.39	130,648.45
R419	PA/Bell System	0.00	0.00	0.00	0.00	0.00
R424	CO2 Sensors	108,000.00	0.00	0.00	50,020.26	57,979.74
R900	MISC PROJ	12,577.00	0.00	0.00	9,058.02	3,518.98
R906	SEISMIC	9,100.00	0.00	0.00	12,603.24	-3,503.24
R907	HYDRATION	27,907.00	0.00	0.00	8,468.48	19,438.52
R909	Elec Inspect	4,975.00	0.00	0.00	4,975.00	0.00
RDSA	DSA Closeout	0.00	0.00	35,842.50	1,445.03	-37,287.53
RSTF	R:Staff	198,547.00	0.00	0.00	210,999.17	-12,452.17
***RTFR	Transfer Funds	164,839.00	0.00	0.00	164,839.00	0.00
<b>Total for: Location 000 - District Wide</b>		<b>6,186,224.33</b>	<b>247,485.33</b>	<b>342,138.30</b>	<b>5,038,919.53</b>	<b>1,052,651.83</b>
<b>Location 004 Business Administration</b>						
R000	MISC PROJ	14,676.00	0.00	0.00	14,676.45	-0.45
R001	FIRE ALARM	77,108.00	0.00	0.00	88,189.91	-11,081.91
R004	DOOR LOCKS	0.00	0.00	0.00	0.00	0.00
R007	HVAC DIGIT	5,850.00	0.00	0.00	1,973.56	3,876.44
R015	ROOF REPL & RPR	315,575.00	0.00	0.00	54,265.86	261,309.14
R100	MISC PROJ	13,806.00	0.00	0.00	13,806.43	-0.43
R200	Miscellaneous	5,088.00	0.00	0.00	10,078.26	-4,990.26
R202	Ramp Rep All	0.00	0.00	0.00	3,250.00	-3,250.00
R219	HVAC Replace	57,740.00	0.00	1,171.60	1,918.74	54,649.66
R300	Miscellaneous	10,000.00	0.00	0.00	11,817.58	-1,817.58
R322	HVAC Replace	43,361.00	0.00	0.00	30,538.77	12,822.23
R416	Signage All	0.00	0.00	0.00	7,600.17	-7,600.17
R422	HVAC Upgrade DO	60,000.00	0.00	0.00	18,120.00	41,880.00
<b>Total for: Location 004 - Business Administration</b>		<b>603,204.00</b>	<b>0.00</b>	<b>1,171.60</b>	<b>256,235.73</b>	<b>345,796.67</b>

\* Modernization expenditures transferred from Measure R to Modernization Fund 350  
 \*\* Restatement of Beginning Balance (Adjustment to the Cost of Issuance)  
 \*\*\* Transfer In (General Fund Reimbursement to Fund 213)

**Measure R Summary  
Through March 31, 2015  
Board Meeting April 21, 2015**

Optional Number	Job Description	Budget	Revenues	Encumbrances	Expenditures	Account Balance
<b>Location 009 Brook side</b>						
*0MOD	Modernization (Transfer to 350)	0.00	0.00	0.00	-936,193.96	936,193.96
R000	MISC PROJ	3,538.00	0.00	0.00	3,538.26	-0.26
R001	FIRE ALARM	299,755.00	0.00	21.57	272,352.98	27,380.45
R004	DOOR LOCKS	44,200.00	0.00	0.00	34,536.91	9,663.09
R007	HVAC DIGIT	35,100.00	0.00	0.00	47,964.78	-12,864.78
R013	ModernizBES	276,569.00	0.00	36,682.82	217,787.35	22,098.83
R100	MISC PROJ	6,985.00	0.00	0.00	6,985.00	0.00
R103	BES Roof Repair	409,612.00	0.00	25.66	162,983.12	246,603.22
R104	BES Ext Paint	240,825.00	0.00	253.09	47,192.63	193,379.28
R111	Irrigation	35,650.00	0.00	0.00	16,491.09	19,158.91
R200	Miscellaneous	150.00	0.00	0.00	150.00	0.00
R201	Concr Rép BES	209,300.00	0.00	0.00	289,883.83	-80,583.83
R202	Ramp Rep All	8,625.00	0.00	0.00	14,818.06	-6,193.06
R206	Window/Door BES	351,000.00	0.00	0.00	258,176.31	92,823.69
R207	Bldg 300 BES	1,145,534.00	0.00	16,331.04	801,940.13	327,262.83
R219	HVAC Replace	64,792.00	0.00	0.00	31,233.34	33,558.66
R220	Gas Line BES	104,515.00	0.00	0.00	91,008.38	13,506.62
R301	Bldg 200 BES	1,224,554.00	0.00	765.00	869,762.16	354,026.84
R311	Water Serv BES	59,680.00	0.00	0.00	80,344.44	-20,664.44
R312	Bldg 100 BES	1,105,000.00	0.00	170,059.63	1,322,757.91	-387,817.54
R402	Asphalt Repairs	48,000.00	0.00	0.00	104,265.44	-56,265.44
R404	Roof Repairs	48,000.00	0.00	0.00	51,360.41	-3,360.41
R410	Pnt/Carpt BES	10,800.00	0.00	0.00	8,900.00	1,900.00
R416	Signage All	12,000.00	0.00	0.00	4,321.14	7,678.86
R419	PA/Bell System	36,000.00	0.00	7,501.41	7,501.41	20,997.18
R424	CO2 Sensors	0.00	0.00	0.00	0.00	0.00
R431	HVAC BES	12,000.00	0.00	2,585.00	11,624.00	-2,209.00
R905	PARKING LT	81,640.00	0.00	0.00	64,201.00	17,439.00
RDSA	DSA Closeout	0.00	0.00	0.00	333.33	-333.33
<b>Total for: Location 009 - Brookside</b>		<b>5,873,824.00</b>	<b>0.00</b>	<b>234,225.22</b>	<b>3,886,219.45</b>	<b>1,753,379.33</b>

**Measure R Summary  
Through March 31, 2015  
Board Meeting April 21, 2015**

Optional Number	Job Description	Budget	Revenues	Encumbrances	Expenditures	Account Balance
<b>Location 010 Oak Hills</b>						
R000	MISC PROJ	9,903.00	0.00	0.00	9,903.16	-0.16
R001	FIRE ALARM	278,218.00	0.00	0.00	253,179.85	25,038.15
R004	DOOR LOCKS	66,300.00	0.00	0.00	16,987.20	49,312.80
R007	HVAC DIGIT	44,850.00	0.00	0.00	67,620.44	-22,770.44
R017	WINDOWS OHES	125,320.00	0.00	0.00	15,896.56	109,423.44
R019	EXT PAINT OHES	114,660.00	0.00	0.00	55,640.68	59,019.32
R100	MISC PROJ	8,640.00	0.00	0.00	8,640.00	0.00
R109	OHES Playground	151,901.00	0.00	0.00	267,208.63	-115,307.63
R111	Irrigation	20,700.00	0.00	0.00	10,477.28	10,222.72
R200	Miscellaneous	850.00	0.00	0.00	1,911.30	-1,061.30
R202	Ramp Rep All	18,400.00	0.00	0.00	14,846.00	3,554.00
R213	Asphalt OH/RO	78,000.00	0.00	0.00	38,669.06	39,330.94
R214	Carpet OHES	9,200.00	0.00	0.00	8,000.00	1,200.00
R219	HVAC Replace	136,081.00	0.00	0.00	35,417.00	100,664.00
R304	Carpet Replace	10,000.00	0.00	0.00	11,500.00	-1,500.00
R307	Parking Lot OH	119,360.00	0.00	0.00	53,946.52	65,413.48
R313	Roof Rep OH/MC	67,033.00	0.00	0.00	48,689.62	18,343.38
R321	Transformers	8,500.00	0.00	0.00	5,871.00	2,629.00
R411	Paint Carpet	1,500.00	0.00	0.00	700.00	800.00
R416	Signage All	12,000.00	0.00	0.00	6,074.95	5,925.05
R419	PA/Bell System	36,000.00	0.00	7,501.41	7,501.41	20,997.18
R424	CO2 Sensors	0.00	0.00	0.00	0.00	0.00
R434	HVAC OHES	22,920.00	0.00	0.00	8,876.00	14,044.00
R902	ROOF/OHES	291,772.00	0.00	0.00	247,696.26	44,075.74
R903	ROOF/METAL	304,758.00	0.00	0.00	243,318.68	61,439.32
<b>Total for: Location 010 - Oak Hills</b>		<b>1,936,866.00</b>	<b>0.00</b>	<b>7,501.41</b>	<b>1,438,571.60</b>	<b>490,792.99</b>

**Measure R Summary  
Through March 31, 2015  
Board Meeting April 21, 2015**

Optional Number	Job Description	Budget	Revenues	Encumbrances	Expenditures	Account Balance
<b>Location 011 Red Oak</b>						
R001	FIRE ALARM	313,801.00	0.00	0.00	260,052.10	53,748.90
R004	DOOR LOCKS	77,350.00	0.00	0.00	21,042.45	56,307.55
R007	HVAC DIGIT	76,050.00	0.00	0.00	56,046.77	20,003.23
R018	WINDOWS ROES	142,708.00	0.00	0.00	12,630.00	130,078.00
R020	EXT PAINT ROES	133,575.00	0.00	0.00	125,579.68	7,995.32
R111	Irrigation	57,500.00	0.00	0.00	8,165.43	49,334.57
R115	ROES/MCMS Doors	105,495.00	0.00	0.00	12,818.66	92,676.34
R200	Miscellaneous	225.00	0.00	0.00	225.00	0.00
R202	Ramp Rep All	21,850.00	0.00	0.00	14,990.00	6,860.00
R204	Roof Drain ROES	17,584.00	0.00	0.00	17,584.71	-0.71
R213	Asphalt OH/RO	78,000.00	0.00	0.00	32,691.06	45,308.94
R217	Carpet ROES	3,759.00	0.00	0.00	3,759.00	0.00
R218	Water Line ROES	2,762.00	0.00	0.00	2,762.00	0.00
R219	HVAC Replace	80,990.00	0.00	0.00	4,296.00	76,694.00
R224	Fountain ROES	29,712.00	0.00	0.00	9,420.00	20,292.00
R302	Backflow ROES	3,000.00	0.00	0.00	4,344.00	-1,344.00
R304	Carpet Replace	12,000.00	0.00	0.00	6,635.00	5,365.00
R322	HVAC Replace	12,000.00	0.00	0.00	6,519.88	5,480.12
R402	Asphalt Repairs	188,000.00	0.00	0.00	49,925.45	138,074.55
R407	Roof Rep ROES	187,200.00	0.00	0.00	160,794.04	26,405.96
R412	Paint Carpet	12,000.00	0.00	0.00	10,200.00	1,800.00
R416	Signage All	12,000.00	0.00	0.00	8,298.14	3,701.86
R419	PA/Bell System	36,000.00	0.00	7,501.41	7,501.41	20,997.18
R424	CO2 Sensors	0.00	0.00	0.00	0.00	0.00
R904	ROOF/ROES	457,578.00	0.00	0.00	355,623.00	101,955.00
R911	Roof Rep ROES	358,150.00	0.00	0.00	142,800.00	215,350.00
RDSA	DSA Closeout	0.00	0.00	6,400.00	434.17	-6,834.17
<b>Total for: Location 011 - Red Oak</b>		<b>2,419,289.00</b>	<b>0.00</b>	<b>13,901.41</b>	<b>1,335,137.95</b>	<b>1,070,249.64</b>

**Measure R Summary  
Through March 31, 2015  
Board Meeting April 21, 2015**

Optional Number	Job Description	Budget	Revenues	Encumbrances	Expenditures	Account Balance
<b>Location 012 Medea Creek</b>						
R001	FIRE ALARM	587,523.00	0.00	0.00	505,905.31	81,617.69
R003	SCI LAB MS	86,250.00	0.00	0.00	78,963.03	7,286.97
R004	DOOR LOCKS	77,350.00	0.00	0.00	52,775.59	24,574.41
R006	GYM HVAC	235,625.00	0.00	0.00	446,074.42	-210,449.42
R007	HVAC DIGIT	35,100.00	0.00	0.00	74,474.72	-39,374.72
R102	MCMS Skylight	65,000.00	0.00	0.00	42,245.00	22,755.00
R110	MCMS Pkg Lot	50,000.00	0.00	0.00	40,910.00	9,090.00
R111	Irrigation	35,650.00	0.00	0.00	13,945.36	21,704.64
R115	ROES/MCMS Door	28,275.00	0.00	0.00	77,789.20	-49,514.20
R116	MCMS Ext Paint	235,625.00	0.00	0.00	89,350.76	146,274.24
R200	Miscellaneous	7,810.00	0.00	0.00	7,809.52	0.48
R202	Ramp Rep All	7,360.00	0.00	0.00	10,923.00	-3,563.00
R205	Boiler Rep MCMS	3,500.00	0.00	0.00	2,100.00	1,400.00
R211	Asphalt MCMS	91,000.00	0.00	0.00	116,903.54	-25,903.54
R212	Asphalt MCMS	325,000.00	0.00	0.00	29,430.00	295,570.00
R219	HVAC Replace	134,298.00	0.00	0.00	18,480.65	115,817.35
R225	Roof Rep MCMS	117,000.00	0.00	0.00	72,514.96	44,485.04
R313	Roof Rep OH/MC	35,808.00	0.00	0.00	37,858.88	-2,050.88
R316	Security Camera	35,808.00	0.00	0.00	15,430.71	20,377.29
R317	Door Rep MCMS	112,795.00	0.00	0.00	99,911.72	12,883.28
R323	ADA Concrete	20,000.00	0.00	0.00	18,383.00	1,617.00
R404	Roof Repairs	18,000.00	0.00	0.00	1,160.13	16,839.87
R406	Water Main MCMS	0.00	0.00	0.00	32,309.45	-32,309.45
R416	Signage All	12,000.00	0.00	0.00	5,067.78	6,932.22
R419	PA/Bell System	42,000.00	0.00	8,751.65	8,751.65	24,496.70
R424	CO2 Sensors	0.00	0.00	0.00	0.00	0.00
R433	HVAC MCMS	22,920.00	0.00	56,980.00	8,876.00	-42,936.00
R501	HVAC Bld C MCMS	246,000.00	0.00	66,100.68	13,471.16	166,428.16
R901	ROOF REPAI	69,290.00	0.00	0.00	54,511.00	14,779.00
R910	Ductwork MCMS	4,360.00	0.00	0.00	4,360.00	0.00
RDSA	DSA Closeout	0.00	0.00	0.00	2,317.50	-2,317.50
<b>Total for: Location 012 - Medea Creek MS</b>		<b>2,741,347.00</b>	<b>0.00</b>	<b>131,832.33</b>	<b>1,983,004.04</b>	<b>626,510.63</b>

**Measure R Summary  
Through March 31, 2015  
Board Meeting April 21, 2015**

Optional Number	Job Description	Budget	Revenues	Encumbrances	Expenditures	Account Balance
<b>Location 013 Oak Park High School</b>						
*OMOD	Modernization (Transfer to Fund 350)	0.00	0.00	0.00	-1,206,486.23	1,206,486.23
R000	MISC PROJ	60,501.00	0.00	0.00	60,500.38	0.62
R001	FIRE ALARM	881,726.00	0.00	0.00	827,510.27	54,215.73
R004	DOOR LOCKS	160,225.00	0.00	0.00	67,719.25	92,505.75
R005	GYM HVAC	344,500.00	0.00	0.00	636,590.21	-292,090.21
R007	HVAC DIGIT	113,100.00	0.00	0.00	75,382.07	37,717.93
R008	RELOCATABL	1,033,500.00	0.00	0.00	997,232.12	36,267.88
R009	BOILR/OPHS	65,000.00	0.00	0.00	7,300.13	57,699.87
R010	HVAC C BLD	295,750.00	0.00	0.00	9,387.64	286,362.36
R012	ROOF/OPHS	346,074.00	0.00	0.00	267,143.64	78,930.36
R014	ModernizOPHS	651,868.00	0.00	239,779.35	443,495.54	-31,406.89
R100	MISC PROJ	16,072.00	0.00	0.00	16,071.22	0.78
R101	OPHS SciLab	2,062,063.00	0.00	0.00	1,303,244.03	758,818.97
R111	Irrigation	86,250.00	0.00	0.00	71,871.38	14,378.62
R112	OPHS ADA	455,000.00	0.00	13,181.25	20,158.48	421,660.27
R113	OPHS F Science	97,500.00	0.00	0.00	62,842.42	34,657.58
R118	Roof OPHS	147,967.00	0.00	0.00	124,035.12	23,931.88
R200	Miscellaneous	17,132.00	0.00	0.00	18,162.30	-1,030.30
R202	Ramp Rep All	22,080.00	0.00	0.00	14,661.00	7,419.00
R203	Roof Rep OPHS	18,272.00	0.00	0.00	18,872.00	-600.00
R208	Mod Admin OPHS	466,632.00	0.00	27,414.92	572,561.39	-133,344.31
R209	Wood Replace	105,950.00	0.00	0.00	0.00	105,950.00
R210	Restroom OPHS	466,393.00	0.00	7,940.89	217,925.32	240,526.79
R215	Concrete OPHS	120,900.00	0.00	0.00	0.00	120,900.00
R216	Carpet OPHS	7,800.00	0.00	0.00	11,300.00	-3,500.00
R219	HVAC Replace	17,904.00	0.00	0.00	19,106.01	-1,202.01
R303	Bldg C Mod OPHS	2,222,093.00	0.00	0.00	1,867,432.21	354,660.79
R305	ADA Field OPHS	390,214.00	0.00	0.00	491,969.12	-101,755.12
R306	Ext Light Rep	143,232.00	0.00	0.00	13,937.89	129,294.11
R315	Bldg A Mod OPHS	1,475,393.00	0.00	8,812.41	1,180,414.72	286,165.87
R316	Security Camera	0.00	0.00	0.00	4,280.00	-4,280.00
R318	Columns OPHS	137,915.00	0.00	0.00	6,940.00	130,975.00
R319	Concrete OPHS	111,005.00	0.00	1,512.00	143,346.22	-33,853.22
R320	Roof Bldg A	35,808.00	0.00	0.00	48,206.76	-12,398.76
R322	HVAC Replace	18,000.00	0.00	0.00	10,232.00	7,768.00
R401	ADA Campus OPHS	182,000.00	0.00	1,074.40	210,582.70	-29,657.10
R403	Gas Main OPHS	154,500.00	0.00	0.00	147,136.39	7,363.61
R406	Water Main MCMS	35,000.00	0.00	0.00	0.00	35,000.00
R409	Ext Paint OPHS	300,000.00	0.00	0.00	150,728.62	149,271.38
R414	Pnt/Carpt OPHS	30,000.00	0.00	0.00	26,712.00	3,288.00
R416	Signage All	18,000.00	0.00	0.00	9,037.57	8,962.43
R419	PA/Bell System	48,000.00	0.00	10,418.62	10,418.62	27,162.76
R421	Foul Ball Net	34,680.00	0.00	0.00	25,950.00	8,730.00
R423	Bleacher/Bkstop	28,687.00	0.00	147.93	30,296.80	-1,757.73
R424	CO2 Sensors	0.00	0.00	0.00	0.00	0.00
R425	Classroom OPHS	1,812,392.00	0.00	26,525.33	2,093,423.46	-307,556.79
R905	PARKING LT	1,550,366.00	0.00	0.00	1,258,939.06	291,426.94
R908	TENNIS CT	70,200.00	0.00	0.00	46,600.00	23,600.00
R912	Roof Rep OPHS	107,250.00	0.00	0.00	73,600.00	33,650.00
R913	ELECT OPHS	14,000.00	0.00	0.00	13,630.00	370.00
RDSA	DSA Closeout	44,230.00	0.00	0.00	66,485.09	-22,255.09
<b>Total for: Location 013 - Oak Park High School</b>		<b>17,023,124.00</b>	<b>0.00</b>	<b>336,807.10</b>	<b>12,586,884.92</b>	<b>4,099,431.98</b>

**Measure R Summary  
Through March 31, 2015  
Board Meeting April 21, 2015**

Optional Number	Job Description	Budget	Revenues	Encumbrances	Expenditures	Account Balance
<b>Location 015 Oak View High School</b>						
R001	FIRE ALARM	45,637.00	0.00	0.00	45,098.13	538.87
R004	DOOR LOCKS	6,500.00	0.00	0.00	6,019.28	480.72
R007	HVAC DIGIT	9,750.00	0.00	0.00	7,957.06	1,792.94
R011	Moved to R111	0.00	0.00	0.00	0.00	0.00
R016	PKG LOT OVHS	290,581.00	0.00	0.00	264,924.93	25,656.07
R100	MISC PROJ	7,300.00	0.00	0.00	7,300.00	0.00
R111	Irrigation	20,700.00	0.00	0.00	8,852.51	11,847.49
R114	OVHS Restroom	247,000.00	0.00	0.00	268,557.13	-21,557.13
R219	HVAC Replace	29,745.00	0.00	848.40	26,442.17	2,454.43
R300	Miscellaneous	0.00	0.00	0.00	768.75	-768.75
R310	Hydration	0.00	0.00	0.00	9,333.20	-9,333.20
R404	Roof Repairs	18,000.00	0.00	0.00	285.42	17,714.58
R415	Pnt/Carpt OV/DO	54,000.00	0.00	0.00	5,760.00	48,240.00
R416	Signage All	6,000.00	0.00	0.00	11,562.82	-5,562.82
R424	CO2 Sensors	0.00	0.00	0.00	0.00	0.00
RDSA	DSA Closeout	500.00	0.00	0.00	600.00	-100.00
<b>Total for: Location 015 - Oak View High</b>		<b>735,713.00</b>	<b>0.00</b>	<b>848.40</b>	<b>663,461.40</b>	<b>71,403.20</b>
<b>Total for all Locations</b>		<b>37,519,591.33</b>	<b>247,485.33</b>	<b>1,068,425.77</b>	<b>27,188,434.62</b>	<b>9,510,216.27</b>

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: Sara Ahl, Principal, Brookside Elementary School**  
**DATE: April 21, 2015**  
**SUBJECT: Monthly Board Report for Brookside Elementary School**

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**PROFESSIONAL LEARNING:**

- Sara Ahl is attending the State Rollout Symposium for the Next Generation Science Standards April 17 – 18 along with the other elementary principals and Debbie Hammill, district science specialist.

**SCHOOL EVENTS:**

- Brookside's latest garden fundraiser: Our school is starting a CSA (community supported agriculture) program, which means that families can pick up a box of fresh-picked organic produce right here at school each Tuesday! Everything is Certified Organic, grown locally, and comes with easy recipes! This fundraiser is being provided by Good Life Organics.
- Drama students performed *101 Dalmations* in the MPR on March 26<sup>th</sup> and 27<sup>th</sup> and the reviews were phenomenal!
- Each Kindergarten class performed the *Three Piggy Opera* for family members during the last week of March and first weeks of April. What a clever, funny, and wonderful musical learning opportunity for our students!
- All Brookside classes participated in the *Kingsmen Shakespeare* program the week of March 23<sup>rd</sup>. Each class enjoyed its own Shakespeare workshop, before coming together at the end of the day to enjoy an adapted version of *Twelfth Knight*. Students were enthralled by their exposure to and interaction with Shakespeare's great works.
- Brookside's Road to Fitness season was a great success. Our Jog-A-Thon brought in approximately \$19,000 and we are waiting to see what we earned from participation in the Great Race of Agoura. Many students, families, staff members, teachers, and Mrs. Ahl participated in the Great Race and had a wonderful time.
- Brookside students will have the opportunity to experience and graduate (magna cum vermi) from our very first WORMIVERSITY! On April 20 and 21st, Brookside will hold its annual Science Exploratory in conjunction with International Earth Week. This year we're going to be taking a close up look at our Earth, our soil and some amazing, wiggly workers who are vital to the health of our soil, which provides ALL of the food that we eat. There will be lots of fun things for students to learn and do.
- Tower Garden Ceremony: In a special event on Wednesday April 15, 2015 at 11.30am, students and parents from Brookside's Kindergarten will receive and plant a new aeroponics tower in the Brookside Elementary School organic garden. Students will try soil-less growing in a Tower Garden® brought to the school through a corporate donation from ETF Portfolio Management together with Vertical Garden Services. We can't wait to get started!

**FIELD TRIPS:**

- All 1<sup>st</sup> Grade and Kindergarten Classes will be attending *Click Clack Moo* at the Civic Arts Plaza on April 16<sup>th</sup>.
- All 4<sup>th</sup> Grade classes visited Olivas Adobe Historical Site to learn about the Rancho Era of settlement in California. They had a wonderful time seeing their classroom learning come to life.

**SCHOOL SITE COUNCIL:**

Brookside School Site Council met on March 31, 2015. Agenda items included the math curriculum for 2015-2016, CAASPP Testing, and Home-School Communication.

**CALENDAR HIGHLIGHTS:**

April 15: Tower Garden Ceremony- 11:30am  
April 20-21: Science Exploratory (“Wormiversity”)  
April 20: Restaurant Night Out at Islands – 4:00pm – Close  
April 22: Walk-to-School Wednesday  
April 29: PTA General Association Meeting – 8:30am  
May 8: PTA Bingo Night  
May 20: Open House  
May 21: Brookside’s Family Night

Respectfully submitted:

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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: April 21, 2015**

**SUBJECT: X.2. Monthly Board Report**

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### **Oak Hills Farmers Market**

Parents and community members took advantage of our Oak Hills Farmer's Market on Friday, March 27<sup>th</sup>. Students from our fifth grade have worked hard all winter learning about organic gardening, preparing the soil, planting, weeding, and problem solving. They harvested big beautiful cabbage, lettuce, celery and kale and sold their crops to raise money for soil restoration in Haiti. Some of the finest specimens were reserved for our cafeteria program providing our students with a true farm to table dining experience.

### **Science Night**

Oak Hills students enjoyed a fantastic Science Night, exploring the moon, planets, stars, galaxies, and various other objects in the night sky. The evening began with a program in our MPR where students learned about what they would see and gained an understanding of the enormous scale of the universe. Parent volunteers were trained on the operation of the different telescopes that had been set up all around the playground. The students and their families moved from telescope to telescope, viewing craters on our moon, the atmosphere of Jupiter and its moons, the nebula in the constellation Orion, and many other exciting objects. In between telescopes, students learned stories about different constellations and used the school iPads to explore the night sky on their own. We owe a big thank you to our PTA for sponsoring an exciting night for both children and adults.

### **A Night at the Opera**

Our Kindergarten students have done an outstanding job performing the *Three Piggy Opera*, with the careful guidance of our Kindergarten team and music teacher, Mr. Waldman. We had three evening performances followed by a cast party in each classroom. The students performed beautifully, memorizing their songs, movements and performance elements. It is amazing to see how far our Kindergarteners have come, and there is still a third of the school year ahead.

### **Dance, Dance, Dance!**

Oak Hills is pumping up for our annual Dance-a-Thon, to be held Friday, April 24th. Students are working hard to earn pledges from family, friends, and relatives. Our students are excited to dance their hearts out on the playground. In addition to being lots of fun, this event is great exercise, and helps raise critical funds to support essential programs.

Respectfully Submitted:

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Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: April 21, 2015**

**SUBJECT: X.3. Monthly Board Report**

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**Track and Field Day**

On February 27, at recess and lunch we had our annual Track and Field Day for third, fourth and fifth grade students. Students signed up to race in individual distance and/or team relay races. The races were divided and run by grade level. Their fellow students cheered on all participating students and our students showed that Red Oak has a lot of fast students. Ribbons were awards to students on that day.

**Jog-A-Thon**

Our annual Jog-A-Thon occurred on Friday, March 6. This PFA-sponsored event promoted the value of exercise and raised money for our school. Students and teachers ran laps around the grassy playground area of the school and recorded the number of laps run on cards attached to their backs. Water, music and encouragement were provided by a large group of parent volunteers. There were two fundraising goals set to encourage donations, if either were met Dr. Duim would dance to a dance of the student's choosing and agreed to be slimed. Both goals were met and the dance and slimming occurred on Monday, March 30.

**Great Race of Agoura**

The Great Race was Saturday, March 22. Everyone was encouraged to participate in this fundraiser for our school. Key chains with miniature running shoes were given out on a weekly basis to participants when they signed up for this event.

**Women in American History**

As part of Red Oak's annual celebration of Women in American History, parent volunteer-actors brought the lives of five noteworthy American women to life. This occurred during a week of March 30. Five distinguished characters were represented in classroom visits schedule throughout the week. These events occurred during the week of March 24th.

Respectfully Submitted:

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Anthony W. Knight, Ed.D.  
Superintendent

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

**FROM: Kim Gregorchuk, Director, Oak Park Neighborhood School**

**DATE: April 21, 2015**

**SUBJECT: Monthly Board Report**

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Welcome back!! I hope everyone had a wonderful spring break.

We have been busy enrolling students for next year. Many of our Tuesday/Thursday students will be enrolling for Monday/Wednesday/Friday next year. We have 48 students enrolled for next year and our monthly tours have been full. Our goal is to have full enrollment by June 1<sup>st</sup>.

Before the spring break, the children performed "The Garden Play" for their parents. They wrote the play, made their costumes and the set, and sang some wonderful garden songs, accompanied by Mr. Craig. The performance was the first time all of the children had been together and it was amazing. The children were adorable and the parents thoroughly enjoyed the play.

Our beautiful garden, and the very busy and hungry rabbits, inspired the play. We have planted in the garden beds on the playground and the raised garden boxes that are in front of the classrooms. The rabbits ate our initial plantings and then we had parents help us put up some screening around the garden beds. The plants are growing and doing well. We were really surprised to see that the lettuce was being eaten from the raised garden boxes. We knew that the rabbits could not get into the boxes, so we have started an investigation to see what could possibly be eating the lettuce.

Please come by any time; we would love to show you what we have been working on.

Respectfully Submitted;

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Anthony W. Knight, Ed.D.  
Superintendent

"When I was a boy I used to think that strong meant having big muscles, great physical power; but the longer I live, the more I realize that real strength has much more to do with what is not seen. Real strength has to do with helping others."~~Fred Rogers