

OAK PARK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA #866

DATE: October 16, 2012

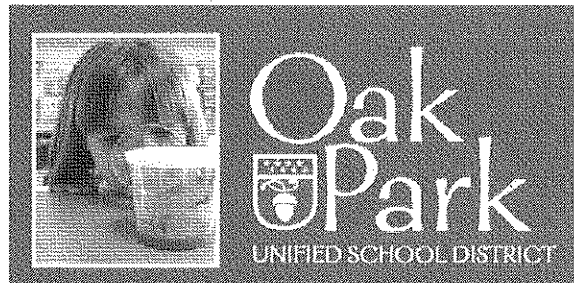
PLACE: **Oak Park High School Presentation Room – G-9**
899 N. Kanan Road, Oak Park, CA 91377

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

Jan Iceland, President
Allen Rosen, Vice President
Mary Pallant, Clerk
Barbara Laifman, Member
Sepideh Yeoh, Member
Matt Dods, Student Board Representative



EDUCATING TOMORROW'S LEADERS

ADMINISTRATION

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

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

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

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

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

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

All Board Actions and Discussion are electronically recorded and maintained for thirty days.

Interested parties may review the recording upon request.

Agenda and supporting documents are available for review prior to the meeting at the District Office located at 5801 E. Conifer Street, Oak Park, CA 91377

NEXT REGULAR MEETING

Wednesday, November 14, 2012*

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

*second Wednesday of the month

OAK PARK UNIFIED SCHOOL DISTRICT
AGENDA – REGULAR BOARD MEETING #866
October 16, 2012

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

CLOSED SESSION: 5:00 p.m.

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

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

I. CALL TO ORDER: _____ p.m.

II. PUBLIC SPEAKERS – CLOSED SESSION AGENDA ITEMS

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

A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

B. PUBLIC EMPLOYEE EMPLOYMENT: Teachers, Administrative Consultant, Guest Teachers, Occupational Therapy PT, Instruction Assistants I, Custodian, Student Services II, Food Service Worker Substitutes

C. SUPERINTENDENT GOALS

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

A. ROLL CALL

B. FLAG SALUTE

C. REPORT OF CLOSED SESSION ACTIONS TAKEN

D. ADOPTION OF AGENDA

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

VI. OPEN COMMUNICATIONS/PRESENTATIONS

A. BOARD REPORTS/DISCUSSION/COMMUNICATIONS

1. Remarks from Board Members
2. Remarks from Student Board Rep
3. Remarks from Superintendent
4. Report from School Site Councils
5. Report from Facilities Planning Committee
6. Report from Technology Committee

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

- | | |
|-------------------------------------|----------|
| 1. 2012 STAR Test Results | 1 |
| 2. Health Kids Survey Report | 3 |

3. Monthly Measure R Bond Fund Status Report 5

C. BUSINESS SESSION:

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 September 18, 2012 and Special Board Meeting – Board Retreat, October 2, 2012**
- b. **Public Employee/Employment Changes 01CL21945-01CL21983 & 01CE05865-01CE05889 7**
- c. **Approve Purchase Orders –September 1 – September 30, 2012 9**
Board Policy 3300 requires Board approval of Purchase Orders
- d. **Approve Overnight Trip for Medea Creek Middle School 6th Grade To Pali Institute – November 27-30, 2012 14**
Board Policy 6153 requires Board approval for student overnight trips
- e. **Approve Annual Teacher Assignment Report 15**
Education Code 44257.8 requires Board approval for Annual Teacher Assignment Report

ACTION

2. CURRICULUM

- a. **Approve Out of State Overnight Trip for Oak Park High School Students to Costa Rica for Rainforest Research – August 6-16, 2013 17**
Board Policy 6153 requires Board approval for student overnight trips

4. BUSINESS SERVICES

- a. **Approve Change Order #2, Project 12-07R, Building 300 Modernization at Brookside Elementary School 33**
Board approval required for change orders
- b. **Approve Change Order #1, Project 12-08R, Building E Administration Modernization at Oak Park High School 37**
Board approval required for change orders
- c. **Approve Change Order #2, Project 12-10R, Building M and N Restroom Modernization at Oak Park High School 41**
Board approval required for change orders
- d. **Approve Notice of Completion, Project 12-25R Roof Repair and Replacement Building E at Medea Creek Middle School 45**
Board approval required for job completion
- e. **Approve Appointment to the Oak Park Citizens' Oversight Committee 49**
Due to a resignation, the Board will approve an appointment to the COC

4. HUMAN RESOURCES

- a. **Approve Action to Reestablish Particular Kinds of Service, Increase the Number of Employees, and Authorize Offers of Reappointment to Laid Off Classified Employees 51**
Board approval required to reemploy employees who received notice of lay-off.

5. BOARD

- a. **Approve Date Change for Organizational Meeting in December 53**
Board approval required to change Meeting date
- b. **Review, Discuss and Approve Board Goals 55**
Board will review previous year's goals and set new goals for approval

- c. **Approve Governance Handbook** 57
Board will approve Governance Handbook
6. **BOARD POLICIES**
- a. **Approve Amendment to Board Policy 5141.6 – Student Health and Social Services – First Reading** 59
Policy updated to reflect new law (AB 499) which allows a minor age 12 and older to consent to medical care related to the prevention of a sexually transmitted disease, and existing law which provides that minors age 12 and older can consent to mental health services under certain conditions.
- b. **Approve Amendment to Board Policy 1330 – Use of the Facilities – Second Reading** 65
Update wording on Exhibit to align with Board Policy.
- c. **Approve Amendment to Board Policy 4111/4211/4311 – Recruitment and Selection – First Reading** 71
Updated policy reflects new court decision which found that districts could be vicariously liable for negligence of administrators and supervisors in hiring, training, and supervision.
- d. **Approve Amendment to Board Policy 4119.1/4219.1/4319.1 – Civil and Legal Rights – First Reading** 75
Updated policy reflects new court decision which held that supervisors with authority to take personnel actions may be held liable for their acts of retaliation against employees who disclose improper governmental action, and adds statement about the right of an employee to seek civil law remedies against the supervisor or administrator who retaliated or attempted to retaliate against him/her. Policy also revised to reflect law providing that an employee is not protected against liability if his/her misconduct occurred during background investigation or other actions involved in the employee's hiring.
- e. **Approve Amendment to Board Policy 4119.21/4219.21/4319.21 – Professional Standards – First Reading** 81
Policy updated and reorganized to clarify expectations for appropriate employee conduct and expands list of prohibited conduct. Material addressing discipline adds the possibility of report to the Commission on Teacher Credentialing (CTC) or referral to law enforcement, and provides that an employee who has knowledge of misconduct but fails to report it also may be subject to discipline.
- f. **Approve Amendment to Board Policy 4119.41/4219.41/4319.41 – Employees with Infectious Diseases – First Reading** 87
Updated policy adds board philosophical statement, definitions of infectious and communicable infectious disease, legal requirement for job applicants to provide evidence that they are free of communicable disease prior to beginning employment, new material on disease prevention and on addressing communicable disease outbreaks in the district's emergency preparedness plan, and legal requirement to report communicable infectious disease to local health officer.
- g. **Approve Amendment to Board Policy 4112.9/4212.9/4319.9 – Employee Notifications – First Reading** 93
New policy contains board philosophical statement regarding the importance of clear communications with staff and the circumstances under which employees will be asked to sign an acknowledgment that they have received notifications.
- h. **Approve Adoption of Board Policy 4121 – Temporary/Substitute Personnel – First Reading** 97
Policy contains material formerly in AR that reflects requirements for board action. Policy also reflects (1) new court decision which clarifies that the number of temporary teachers cannot exceed the total number of employees on leave at any one time and that a district is not required to grant probationary status to an employee based solely on the fact that he/she served as a temporary employee for more than one year, (2) new court decision which held

that employee in a categorically funded program cannot be terminated through procedures applicable to temporary employees if the employee is being terminated before the end of the contract between the district and agency providing categorical funds, and (3) new court decision which determined that June 30 is the date by which temporary employees must be notified of the district's decision not to reelect them for the following school year.

- i. **Approve Amendment to Board Policy 5141.33 – Head Lice – First Reading** **103**
Updated policy reflects new state guidance from the California Department of Public Health (CDPH) on head lice prevention and control in schools. In accordance with CDPH guidance, policy (1) deletes routine screening by schools and the school's responsibility to check siblings of infected students, (2) adds provision of information to parents/guidians to encourage at-home screening and inspection, (3) allows student found with active head lice to stay in school until the end of the school day, and (4) gives discretion to principal or designee to determine whether to send notification and information to parents/guidians when students in a class or school are found infested with head lice.
- j. **Approve Amendment to Board Policy 6178 – Career Technical Education – First Reading** **107**
Mandated policy updated to list types of career technical education (CTE) programs that may be offered, reflects concepts of linked learning based on definition in new law (AB 730, 2011) which establishes a pilot project, reflects new law (AB 1330, 2011) which allows districts to establish CTE as an optional graduation requirement, and reflects new law (AB 1304) which authorizes the CTC to issue a "recognition of study in linking learning" following a teacher's completion of an approved course.
- k. **Approve Amendment to Board Bylaw 9321 – Closed Session Purposes and Agendas – First Reading** **115**
Updated bylaw reflect new Attorney General opinion which concludes that only three specified subjects related to real property negotiations may be considered in closed session. Bylaw also (1) includes board philosophical statement expressing commitment to transparency and compliance with open meeting laws, (2) includes requirement to reconvene in open session to report decision of closed session with link to BB 9321.1 – Closed Session Actions and Reports, and (3) revises section on "Pending Litigation" to add definitions of "party" and "significant exposure to litigation."

VII. INFORMATION ITEMS

- 1. **Monthly General Fund Status Report** **127**

VIII. OPEN DISCUSSION

IX. ADJOURNMENT:

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

SCHOOL REPORTS/SCHOOL SITE COUNCIL REPORTS

- 1. Brookside Elementary School Report 129
- 2. Oak Hills Elementary School Report 130
- 3. Red Oak Elementary School Report 132
- 4. Medea Creek Middle School Report 133
- 5. Oak Park High School Report 135
- 6. Oak View High School/Oak Park Independent School 136
- 7. Oak Park Neighborhood School 137