

OAK PARK UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION  
AGENDA #899

DATE: September 16, 2014

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

TIME: **5:00 p.m. Closed Session – G9**  
**6:00 p.m. Open Session – G9**

*The Mission of the Oak Park Unified School District is to provide students with a strong foundation for learning, which meets the challenge of the present and of the future through a balanced education, that includes academic achievement, personal growth and social responsibility.*

**BOARD OF EDUCATION**

**Mary Pallant, President**  
**Sepideh Yeoh, Vice President**  
**Barbara Laifman, Clerk**  
**Andrew Hazelton, Member**  
**Allen Rosen, Member**  
**Jake Whealen, Student Board Representative**

**EDUCATING TOMORROW'S LEADERS**

**ADMINISTRATION**

**Dr. Anthony W. Knight, Superintendent**  
**Linda Sheridan, Executive Assistant**  
**Martin Klauss, Assistant Superintendent, Business & Administrative Services**  
**Dr. Leslie Heilbron, Assistant Superintendent, Human Resources**  
**Cliff Moore, Consultant**  
**Enoch Kwok, Director, Educational Technology & 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, October 21, 2014**

**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 #899**

**September 16, 2014**

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

**CLOSED SESSION: 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.**

**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: Administrative Consultant, Instructional Assistant I - PE, Instructional Assistant II - Sp. Ed., Food Service Sub, Campus Supervisors, Part Time Department Clerk**

**C. CONFERENCE WITH LABOR NEGOTIATORS:**

Agency designated representatives: Leslie Heilbron and Martin Klauss

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

**D. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**

Significant exposure to litigation pursuant to subdivision (b) of Government Code Section 4956.9

**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 Superintendent
3. Report from Facilities Planning Committee
4. Report from Technology

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

1. **Update on School Safety**
2. **Report on 2013-2014 Student Suspensions/Expulsions**
3. **Results from OPHS Stanford Survey of Adolescent School Experiences**
4. **Update and Discussion of 2014-2015 General Fund Operating Budget**

**C. BUSINESS SESSION:**

**1. CONSENT AGENDA**

*Consent items shall be items of a routine nature or items for which no Board discussion is anticipated and for which the Superintendent recommends approval.*

*At the request of any member of the Board, any item on the Consent Agenda shall be removed and given individual consideration for action as a regular agenda item.*

- a. [Approve Minutes of Regular Board Meeting September 16, 2014](#)
- b. [Public Employee/Employment Changes 01CL22524-01CL22557 & 01CE06925-01CE06976](#)
- c. [Approve Purchase Orders –August 1 - 31, 2014](#)  
*Board Policy 3300 requires Board approval of Purchase Orders*
- d. [Approve Overnight Trip for Medea Creek Middle School 8<sup>th</sup> Grade to Attend Astro Camp – October 29-31, 2014](#)  
*Board Policy 6153 requires Board approval for student overnight trips*
- e. [Approve Overnight Trip for Medea Creek Middle School 7<sup>th</sup> Grade Trip to Catalina – November 17-19, 2014](#)  
*Board Policy 6153 requires Board approval for student overnight trips*
- f. [Approve Overnight Trip for Oak Park High School Cross Country Team – October 10-11, 2014](#)  
*Board Policy 6153 requires Board approval for student overnight trips*
- g. [Approve Overnight Trip for Oak Park High School Fall Team Who Qualify for CIF Play-Offs](#)  
*Board Policy 6153 requires Board approval for student overnight trips*
- h. [Approve Resolution #14-17, Establishing the Gann Appropriation Limit for Fiscal Year 2014-2015](#)  
*Constitutional requirement for Board approval establishing appropriations limit*
- i. [Approve 2014-2015 Transportation Agreement with Tumbleweed Transportation](#)  
*Board policy 3312 requires Board approval for contracts for services*
- j. [Approve Notice of Completion, Project 14-04R, Roof Repair on Relocatable Classrooms at Multiple Sites](#)  
*Board approval required for Notice of Completion*
- k. [Approve Disposal of Obsolete or Surplus Instructional Materials, Books, and/or Library Books](#)  
*Board Policy 3270 requires Board approval for the disposal of obsolete or surplus instructional materials, books, and/or library books*

**ACTION**

**2. BUSINESS**

- a. [Approve Ratification of Award of Contract for Project 14-09R, Exterior Painting at Oak Park High School](#)  
*Board policy 3312 requires Board approval for contracts for services*
- b. [Approve Proposal for DSA Project Closeout Services](#)  
*Board policy 3312 requires Board approval for contracts for services*

- c. [Approve Unaudited Actual Revenues and Expenditures for Fiscal Year 2013-2014](#)  
*Board is asked to review Unaudited Actual Revenues and Expenditures*
3. **CURRICULUM**
- a. [Public Hearing and Approval of Resolution #14-16 Regarding Sufficiency of Textbooks and Instructional Materials for 2014-15](#)  
*Education Code 60119 requires a Public Hearing and Board approval regarding sufficiency of textbooks and instructional materials annually in order to receive funding from the state for textbooks*
- b. [Approve Pilot of Math Materials for Grade 6](#)  
*Board policy 6161.1 requires Board approval for pilot of instructional materials*
- c. [Approve Pilot of Math Materials for Grades K-5](#)  
*Board policy 6161.1 required Board approval for pilot of instructional materials*
4. **PUPIL SERVICES**
- a. [Approve Contract for Non-Public Agency for Special Education Student #01-14/15 - \\$67,350](#)  
*Board policy 3312 requires Board approval for contracts for services*
- b. [Approve Contract for Non-Public School for Special Education Student #02-14/15 - \\$30,976](#)  
*Board policy 3312 requires Board approval for contracts for services*
- c. [Approve Contract for Non-Public Agency for Special Education Student #03-14/15 - \\$62,219.19](#)  
*Board policy 3312 requires Board approval for contracts for services*
5. **BOARD**
- a. [Designate Board Committee Assignments for 2014-2015](#)  
*Board will review the Board Committee Assignment and make changes as necessary to include new Board Member*
6. **BOARD POLICIES**
- a. [Approve Adoption of Board Policy 5151.52 – Suicide Prevention – First Reading](#)  
*This policy is being brought before the Board for adoption at the request of the California Department of Education. The statistics on youth suicide deaths are alarming. Despite the fact that suicide deaths are preventable, suicide is the third leading cause of death among teenagers. In addition, almost 25% of all suicide attempts are by youth. Given these dire statistics, the CDE is encouraging school district to adopt district policy and administrative regulation to address suicide prevention in school districts.*
- b. [Approve Amendment to Board Bylaws of the Board 9270 – Conflict of Interest – First Reading](#)  
*Board Bylaw is revising Exhibit A – Designated Positions to reflect current positions in the District. Board Bylaw 9270 is being submitted to comply with Government Code 87306.5 which states that all Conflict of Interest Codes must be reviewed and amended as needed by local agencies in even-numbers years.*
- c. [Approve Amendment to Board Policy 5144 - Discipline – Second Reading](#)  
*Policy updated to reflect new federal guidance encouraging the use of disciplinary measures that provide appropriate interventions and supports rather than exclusionary discipline practices (e.g., suspension and expulsion).*
- d. [Approve Amendment to Board Policy 6141.5 – Advanced Placement – First Reading](#)  
*Policy updated to reflect the self-repeal of law providing state grants to reduce the cost of Advanced Placement (AP) exam fees for economically disadvantaged students and new law*

(AB 97, 2013) which redirected that funding, and funding for the gifted and talented education program, into the LCFF.

e. **Approve Amendment to Board Policy 6142.92 – Mathematics Instruction – First Reading**

*Policy is being updated to reflect Common Core Standards and new State curriculum framework for mathematics. Policy also updated to (1) to reflect new law (AB 166, 2013) which requires the State Board of Education, concurrent with the next revision of textbooks in the curriculum framework in mathematics, to ensure the integration of financial literacy; (2) reflect new law (AB97, 2013) which eliminates Professional Development Block Grant and the Mathematics and Reading Professional Development Program, and (3) add materials on program evaluation.*

f. **Approve Amendment to Board Policy 6151 – Class Size – First Reading**

*Policy is being updated to reflect new law (AB 97, 2013) which eliminates the K-3 Class Size Reduction and Morgan-Hart Class Size Reduction programs and requires district, as a condition of receiving an additional adjustment to the K-3 base grant under the LCFF, to make progress toward a class size of 24 in grades K-3, unless a different class size for each school site is collectively bargained.*

g. **Approve Amendment to Board Policy 6162.5 – Student Assessment – First Reading**

*Policy is being updated to reflect new law (AB 97, 2013) which requires that statewide assessments be used as one measure of the district’s LCAP goals for student achievement and revises the definition of “numerically significant” student subgroups for which districts must demonstrate comparable improvement in academic achievement. Policy also reflects new law (AB 484, 2013) which replaces the Standardized Testing and Reporting program with the California Assessment of Student Performance and Progress (CAASPP) and changes the content required for the individual record of accomplishment to include results of the CAASPP or any predecessor assessment.*

h. **Approve Amendment to Board Policy 6162.54 – Test Integrity//Test Preparation – First Reading**

*Policy is being updated to reflect new law (AB 484, 2013) which establishes the CAASPP assessment system, prohibits use of a program for the sole purpose of test preparation for state assessments, and allows districts to familiarize students with item types or the computer-based environment used in the CAASPP.*

i. **Approve Amendment to Board Policy 6163.1 – Library Media Centers – First Reading**

*Policy is being updated to reflect new law (AB 97, 2013) eliminating the School and Library Improvement Block Grant and State Instructional Materials Fund, which could be used to purchase materials for school or classroom libraries contingent upon the development of a districtwide library plan.*

j. **Approve Amendment to Board Bylaws of the Board 9324 – Minutes and Recordings – First Reading**

*Board Bylaw is being updated to reflect new law (SB 751, 2013) which requires that minutes of board meetings report the vote or abstention of each member present for the action. Bylaw also adds optional space for the district to specify the positions responsible for signing the minutes after approval by the Board.*

**VII. INFORMATION ITEMS**

1. **Monthly Measure R Bond Fund Financial Status Report**

**VIII. OPEN DISCUSSION**

**IX. ADJOURNMENT:**

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

**X. SCHOOL REPORTS/SCHOOL SITE COUNCIL REPORTS**

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

**MINUTES OF REGULAR BOARD MEETING      8-19-14      #898**  
**BOARD OF EDUCATION**

**CALL TO ORDER/MEETING PLACE**

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

**BOARD PRESENT**

Ms. Mary Pallant, President, Ms. Sepideh Yeoh, Vice President, Ms. Barbara Laifman, Clerk, Mr. Drew Hazelton, Member and Mr. Allen Rosen, Member.

**PUBLIC COMMENTS**

None

**ADJOURN TO CLOSED SESSION**

The Board adjourned to Closed Session at 5:36 p.m.

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Mary Pallant, reconvened the regular meeting to order at 6:08 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

**BOARD PRESENT**

Ms. Mary Pallant, President, Ms. Sepideh Yeoh, Vice President, Ms. Barbara Laifman, Clerk, Mr. Drew Hazelton, Member and Mr. Allen Rosen, Member.

**STAFF PRESENT**

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

**FLAG SALUTE**

Derek Rossled the Pledge of Allegiance to the Flag

**REPORT ON CLOSED SESSION**

No action was taken in Closed Session held this evening.

**ADOPTION OF AGENDA**

On motion of Barbara Laifman, seconded by Sepideh Yeoh, the Board of Education adopted the agenda as presented except Ms. Laifman recused herself from Item #C1b #CL22520. Motion carried Aye: Hazelton, Laifman, Pallant, Rosen, Yeoh, No – 0.

**PUBLIC SPEAKERS**

None

**REPORT FROM BOARD MEMBERS**

Board Member Sepideh Yeoh hoped everyone was enjoying the last few days of summer. She welcomed Drew to the Board. Ms. Yeoh reported that the Rancho Simi Recreation and Park District met and denied contribution to the Kanan Shuttle. Dr. Knight explained that with the new vendor taking over the shuttle at a lower cost, the donation received from the MAC and OPUSD should cover the expenses and allow the Shuttle to continue to be free. Ms. Yeoh thanked the facilities staff for getting the campuses ready for the start of school and wished good luck to Allen and Drew in the election in November, while being

sorry to see Mary leave the Board in December. Board Member Drew Hazelton thanked the Board for appointing and welcoming him to the Board. He has been out meeting D.O staff and school principals getting to know them and their schools and responsibilities. Board Member Barbara Laifman also welcomed Drew to the Board and thanked the Friends of Oak Park Schools for running the summer school program this year. Board Member Allen Rosen also welcomed Drew to the Board. He thanks Martin, Julie and the maintenance and facilities staff for their hard work over the summer. Board Member Mary Pallant also welcomed Drew and bringing his passion and determination to this position.

#### **REPORT FROM SUPERINTENDENT**

Dr. Knight read the Oath of Office to Drew Hazelton. He reported on the many facilities projects that happened this summer. Dr. Knight reported on the staff hired over the summer, the Kanan Shuttle will still be able to run free, the registrations are going smoothly at the school, OPNS will be getting a new playground and he ordered new American and California State flags for all the schools for the start of school.

**Report from Facilities Planning Committee** – Dennis Kuykendall reported on the on-going summer projects that are nearing completion for the first day of school.

**Technology Report** – Enock Kwok reported on the activities of the Technology Department over the summer and plans for the school year ahead.

#### **DISCUSSION ITEMS**

Update on School Safety – Dr. Knight gave an update on School Safety projects throughout the District.

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

On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education approved the Consent Agenda, except Ms. Laifman recused herself from Item b, 01CL22520. Motion carried Aye – Hazelton, Laifman, Pallant, Rosen, Yeoh, No – 0.

- a. [Approve Minutes of Regular Board Meeting June 17, 2014, Special Board Meeting June 23, 2014, Special Board Meeting June 24, 2014 and Board Retreat, July 21, 2014](#)
- b. [Public Employee/Employment Changes 01CL22445-01CL22524 & 01CE06814-01CE06924](#)
- c. [Approve Purchase Orders –June 1 – July 31, 2014](#)
- d. [Approve Overnight Trip for Oak Park High School Advanced Peer Counselors Retreat – September 21-22 2014](#)
- e. [Approve Renewal Agreement with Ventura County Office of Education for 2014-15 Student Information System Hosting Services](#)
- f. [Approve Certification of 2013-14 Annual Attendance Report](#)
- g. [Approve Student Teaching Agreement with University of La Verne](#)
- h. [Approve Student Teaching Agreement with Loyola Marymount University](#)
- i. [Approve Student Teaching Agreement with Azusa Pacific University](#)
- j. [Approve Quarterly Report on Williams Uniform Complaints – July 2014](#)

#### **ACTION**

##### **2. BUSINESS**

- a. [Approve Amendment #1 to Project 14-29F, Solar Project Design/Build Contract with SK Solar Inc.](#)

On motion of Sepideh Yeoh, seconded by Barbara Laifman, the Board of Education approved Amendment #1 to Project 14-29F, Solar Project Design/Building contract with SK Solar Inc. Motion carried Aye: Hazelton, Laifman, Pallant, Rosen, Yeoh, No: 0.

**b. Approve Resolution #14-15, Authorizing the Execution and Delivery of Equipment Lease Purchase Agreement and Program Agreement for Project 14-29F Solar Installation at Oak Park High School**

On motion of Sepideh Yeoh, seconded by Drew Hazelton, the Board of Education approved Resolution #14-15, Authorizing the Execution and Delivery of Equipment Lease Purchase Agreement and program Agreement for Project 14-29F Oak Park High School Solar Installation. Motion carried Aye: Hazelton, Laifman, Pallant, Rosen, Yeoh, No: 0.

**c. Approve Houston-Galveston Area Council Interlocal Agreement for Cooperative Purchasing – Project 14-29F, Solar Installation at Oak Park High School**

On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education approved the Houston-Galveston Area Council Interlocal Agreement for Cooperative Purchasing – Project 14-29F, Solar Installation at Oak Park High School. Motion carried Aye: Hazelton, Laifman, Pallant, Rosen, Yeoh, No: 0.

**d. Approve Final Lease-Lease Back Agreement for Project 14-25R, Classroom Replacement Project at Oak Park High School**

On motion of Allen Rosen, seconded by Sepideh Yeoh, the Board of Education tabled this item. Motion carried Aye: Hazelton, Laifman, Pallant, Rosen, Yeoh, No – 0.

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

On motion of Sepideh Yeoh, seconded by Drew Hazelton, the Board of Education approved the purchase of Equipment from Measure C6 Bond Fund – School Furniture and Equipment. Motion carried Aye: Hazelton, Laifman, Pallant, Rosen, Yeoh, No – 0.

**f. Approve Increase to Student Nutrition Services Menu for 2014-2015 School Year**

On motion of Barbara Laifman, seconded by Drew Hazelton, the Board of Education approved the increase to Student Nutrition Service Menu for the 2014-2015 School year. Motion carried Aye: Hazelton, Laifman, Pallant, Rosen, Yeoh, No – 0.

**g. Approve Donations**

On motion of Sepideh Yeoh, seconded by Allen Rosen, the Board of Education approved the donation received by the District. Motion carried Aye: Hazelton, Laifman, Pallant, Rosen, Yeoh, No – 0.

**3. HUMAN RESOURCES**

**a. Approve Authorization to Employ an Administrative Consultant**

On motion of Sepideh Yeoh, seconded by Barbara Laifman, the Board of Education approved the authorization to employ an Administrative Consultant. Motion carried Aye: Hazelton, Laifman, Pallant, Rosen, Yeoh, No – 0.

**b. Approve Compensation Adjustment for Guest Teachers**

On motion of Barbara Laifman, seconded by Sepideh Yeoh, the Board of Education approved the compensation adjustment for Guest Teacher. Motion carried Aye; Hazelton, Laifman, Pallant, Rosen, Yeoh, No – 0.

**c. Approve 2014-2015 Declaration of Need for Fully Qualified Educators**

On motion of Allen Rosen, seconded by Sepideh Yeoh, the Board of Education approved the 2014-2015 Declaration of Need for Fully Qualified Educators. Motion carried Aye: Hazelton, Laifman, Pallant, Rosen, Yeoh, No – 0.

**4. BOARD**

**a. Approve Board Goals for 2014-2015**

On motion of Sepideh Yeoh, seconded by Barbara Laifman, the Board of Education approved Board Goals for 2014-2015, Motion carried Aye: Hazelton, Laifman, Pallant, Rosen, Yeoh, No – 0.

**b. Approve Revised 2014 Governance Handbook**

On motion of Sepideh Yeoh, seconded by Allen Rosen, the Board of Education approved the revised 2014 Governance handbook. Motion carried Aye: Hazelton, Laifman, Pallant, Rosen, Yeoh, No – 0 .

**c. Approve Proposed Board Meeting Schedule for the 2014-2015 School Year**

On motion of Barbara Laifman, seconded by Drew Hazelton, the Board of Education approved the proposed Board Meeting Schedule for the 2014-2015 School Year. Motion carried Aye: Hazelton, Laifman, Pallant, Rosen, Yeoh, No – 0.

Drew Hazelton left the Board Meeting at 8:00 p.m.

**d. Review, Amend and Approve Moral Imperatives and Goals for 2014-2015**

On motion of Allen Rosen, seconded by Sepideh Yeoh, the Board of Education approved the amended Moral Imperatives and Goals for 2014-2015. Motion carried Aye: Laifman, Pallant, Rosen, Yeoh, No – 0, Absent - Hazelton.

**5. BOARD POLICIES**

**a. Approve Amendment to Board Policy 0200 – Goals for the School District – First Reading**

On motion of Allen Rosen, seconded by Sepideh Yeoh, the Board of Education approved the amendment to Board Policy 0200 – Goals for the School District on First Reading. Motion carried Aye: Laifman, Pallant, Rosen, Yeoh, No – 0, Absent - Hazelton.

**b. Adopt Board Policy 3280 – Sale or Lease of District-Owned Real Property – First Reading**

On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education approved the amendment to Board Policy 3280 – Sale or Lease of District-Owned Real Property on First Reading. Motion carried Aye: Laifman, Pallant, Rosen, Yeoh, No – 0, Absent - Hazelton.

**c. Adopt Board Policy 3513.3 – Tobacco Free Schools – First Reading**

On motion of Barbara Laifman, seconded Allen Rosen, the Board of Education approved the amendment to Board Policy 3513.3 – Tobacco Free Schools on First Reading. Motion carried Aye: Laifman, Pallant, Rosen, Yeoh, No – 0, Absent - Hazelton.

**d. Approve Amendment to Board Policy 5131.6 – Tobacco – First Reading**

On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education approved the amendment to Board Policy 5131.6 – Tobacco on First Reading. Motion carried Aye: Laifman, Pallant, Rosen, Yeoh, No – 0, Absent - Hazelton.

e. Approve Amendment to Board Policy 5144 - Discipline – First Reading

On motion of Allen Rosen, seconded by Sepideh Yeou, the Board of Education tabled this item. Motion carried Aye: Laifman, Pallant, Rosen, Yeoh, No – 0, Absent - Hazelton.

f. Approve Amendment to Board Policy 5144.1 – Suspension and Expulsion/Due Process – First Reading

On motion of Sepideh Yeoh, seconded by Allen Rosen, the Board of Education approved the amendment to Board Policy 5144.1 – Suspension and Expulsion/Due Process on First Reading. Motion carried Aye: Laifman, Pallant, Rosen, No – 0, Absent - Hazelton.

**VII. INFORMATION ITEMS**

1. Enrollment and Attendance Report – Month 10

**VIII. OPEN DISCUSSION**

There being no further business before this Board, the Regular meeting is declared adjourned at 9:24 p.m.

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Date \_\_\_\_\_ President of the Board

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Date \_\_\_\_\_ Clerk or Secretary of the Board

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 16, 2014**  
**SUBJECT: C.1.c. APPROVE PURCHASE ORDERS ISSUED AUGUST 1-31, 2014**

CONSENT

**ISSUE:** Shall the Board approve the purchase orders issued August 1-31, 2014?

**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	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

Includes Purchase Orders dated 08/01/2014 - 08/31/2014

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B14-00093	Pierres Welding & Maint.	2013-2014 welding services	Business Administration	010	2,650.00
				010	1,425.00
B14-00284	VCOE	2013/2014 - Occupational Therapy Services - VCOE	Pupl Services/Special Ed.	010	6,386.00
B15-00152	AED Authority	Open PO for AED Batteries - Safety Credits	Business Administration	010	635.00
B15-00153	Pacific Coast Environmental	Bio Ball Supplies for Waterless Urinals at BES	Business Administration	010	800.00
B15-00154	Pacific Coast Environmental	Bio Ball Supplies for Waterless Urinals at ROES	Business Administration	010	800.00
B15-00155	Pacific Coast Environmental	Bio Ball Supplies for Waterless Urinals at OPHS	Business Administration	010	800.00
B15-00156	Pacific Coast Environmental	Bio Ball Supplies for Waterless Urinals at OHES	Business Administration	010	800.00
B15-00157	Pacific Coast Environmental	BioBall Supplies-Waterless Urinals-District Office	Business Administration	010	800.00
B15-00158	Pacific Coast Environmental	Bio Ball Supplies for Waterless Urinals at MCMS	Business Administration	010	800.00
B15-00159	Hilford Moving and Storage	Proj 14-05F Move Out & Back in OPNS	Business Administration	010	1,265.76
B15-00160	Intrepid Glass & Mirror, Inc	Open PO for Glass for 2014/15	Business Administration	010	500.00
B15-00161	Lister Rents, Inc.	2014-2015 for misc equipment rental	Business Administration	010	500.00
B15-00162	All City Management	14/15 School Crossing Guard Services	Business Administration	010	73,723.00
B15-00163	Koolco Mechanical	Athletics/mt lse rpr	Oak Park High School	010	1,200.00
B15-00164	Johnstone Supply	2014-15 for Plumbing Supplies	Business Administration	010	1,000.00
B15-00165	Mrs. Nelson's Library Services	Rebinding/Dics/repair	Oak Park High School	010	12,000.00
B15-00166	Golden State Elevator	2014-2015 Annual Testing Elevators	Business Administration	010	1,500.00
B15-00167	At & T CALNET2	2014-15 AT&T Telephone DO	Business Administration	010	5,000.00
B15-00168	At & T CALNET2	Phone/Operating Exp	Oak Park High School	010	3,500.00
B15-00169	Advanced Water Solutions, INC	2014-15 Water Equipment Rental	Business Administration	010	1,000.00
B15-00170	Roadside Lumber & Hardware,	Open PO 2014/15 for Lumber and supplies	Business Administration	010	1,000.00
B15-00171	At & T CALNET2	Blanket purchase order for telephone charges	Red Oak Elementary School	010	1,800.00
B15-00172	Agoura Lock Technologies, Inc.	Key duplication for Red Oak	Red Oak Elementary School	010	150.00
B15-00173	Do-It Center	Custodial supplies for Red Oak	Red Oak Elementary School	010	500.00
B15-00174	House Sanitary Supply	Custodial supplies for Red Oak	Red Oak Elementary School	010	3,500.00
B15-00175	Village Automotalve Ctr, Inc.	2014-2015 District Vehicle Repairs	Business Administration	010	1,400.00

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ESCAPE **ONLINE**

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Includes Purchase Orders dated 08/01/2014 - 08/31/2014

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B15-00176	Jive Communications Inc	Hosted VOIP-CALNET 3 Telephone Monthly Svs Fees	Business Administration	010	29,411.70
B15-00177	Fagen Friedman & Fulfrost LLP	2014-2015 Legal Services	Business Administration	010	165,635.00
B15-00178	AT & T Mobility	Open PO for 2014-2015 Cell Phones & Svs	Business Administration	010	11,100.00
B15-00179	Document Systems	Color copy charges and staples for copiers	Red Oak Elementary School	010	1,000.00
B15-00180	United States Postal Service	Red Oak Postage	Red Oak Elementary School	010	700.00
B15-00181	Regency Enterprises, Inc	Open PO for lighting supplies	Medea Creek Middle School	010	350.00
B15-00182	Office Depot Customer Service Center	Blanket P.O. for office supplies for year	Neighborhood Pre-School Program	010	1,200.00
B15-00183	Follett School Solutions, Inc.	Destiny Library Software Renewal 2014-15	Curriculum	010	4,033.68
B15-00184	VCOE	Counseling by Jewish Family Services 2014-15	Pupil Services/Special Ed.	010	5,500.00
B15-00185	McMaster-Carr Company	2014-2015 for Electrical Supplies	Business Administration	010	800.00
B15-00186	Pacific Mobile	MCMS & OHES DOH Trailer Lease/Rent 2014-15	Business Administration	010	11,094.00
B15-00187	Department Of Justice Bur. of Criminal Investigation	2014-2015 Fingerprinting Services	Human Resources	010	2,500.00
B15-00188	Bader Iqbal M.D. dba Agoura Family Practice	2014-2015 TB Tests	Human Resources	010	2,675.00
FS15-00045	Stix Holdings, LLC	Nutrient Based Chicken / Medea Creek	Food Services	130	10,000.00
FS15-00046	Stix Holdings, LLC	Nutrient Based Chicken / Oak Park High	Food Services	130	7,000.00
FS15-00047	Stix Holdings, LLC	Nutrient Based Chicken / Brookside Elem.	Food Services	130	3,000.00
FS15-00048	Stix Holdings, LLC	Nutrient Based Chicken / Oak Hills Elem.	Food Services	130	3,000.00
FS15-00049	Stix Holdings, LLC	Nutrient Based Chicken / Red Oak Elem.	Food Services	130	3,000.00
FS15-00050	Johnstone Supply	Parts for Refrig & Freezers-BES-OH-RO-MC-OPHS	Food Services	130	2,150.00
FS15-00051	Gold Star Foods	Frozen Food/ MCMS	Food Services	130	20,000.00
FS15-00052	Gold Star Foods	Purchase of Frozen Food / Oak Park High	Food Services	130	20,000.00
FS15-00053	Acorn Press	Legal Advertising	Food Services	130	744.00
FS15-00054	P&R Paper Supply Company, Inc.	Brookside Dishwasher Components	Food Services	213	3,137.07
P14-00014	Us Bank Trust Nat'l Assn.	Admin Services 2009 GOB Election 2008 Series A	Business Administration	010	700.00
P14-00840	Document Systems	2013-14 Copy Overages Districtwide	Business Administration	010	17,531.80
P14-00841	Leader Carpet	Proj 13-15R Floor Bldg A Gym Modernization OPHS	Business Administration	213	535.00
P15-00079	Us Bank Trust Nat'l Assn.	Admin Services 2009 GOB Election 2008 Series A	Business Administration	010	770.00

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ESCAPE ONLINE

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Includes Purchase Orders dated 08/01/2014 - 08/31/2014

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P15-00080	Us Bank Trust Nat'l Assn.	Admin Services 2009 GOB Election 2006 Series B	Business Administration	010	770.00
P15-00081	Action Sales	Proj 13-12R Cafeteria Equip Modernization BES	Brookside School	213	5,628.70
P15-00120	Embi Tec	Science Don/mat & supp	Oak Park High School	010	2,610.65
P15-00121	School Health Corporation	Health Office/material & supp	Oak Park High School	010	129.72
P15-00122	Quality Paving	Proj 14-26F Tree Root Removal/Asphalt Repair OPHS	Business Administration	010	4,385.00
P15-00123	Quality Paving	Proj 14-08F Ramp Transition Field House OPHS	Business Administration	010	680.00
P15-00124	Shiffler Equipment Sales, Inc	Additional Lockers at OPHS for Growth	Business Administration	010	6,000.53
P15-00125	Van Nuys Awning Co. Inc	ASB/Awnings/Improvements	Oak Park High School	010	2,095.73
P15-00126	Taft Electric Company	Proj 14-28F Electrical Install Classrooms OPIS	Business Administration	010	58,875.00
P15-00127	Collaboration Solutions	Proj 14-28F Relocate SmartBoards OPHS to OPIS	Business Administration	010	2,400.00
P15-00128	Portastor Portable Containers	Proj 13-01R Storage Container Rental Bldg 200 BES	Business Administration	213	765.00
P15-00129	So Cal Edison	Proj 14-28F Meter & Service Change Classrooms OPIS	Business Administration	010	1,723.70
P15-00130	Leader Carpet	Proj 14-11R Interior Carpet OHES	Business Administration	213	700.00
P15-00131	American Water Works	Proj 14-07C Pressure Washer DO	Business Administration	212	5,654.92
P15-00132	U S POSTAL SERVICE(AMS-TMS) US PS/ASCOM HASLER	Postage for Mail Machine	Human Resources	010	3,000.00
P15-00133	Us Bank Trust Nat'l Assn.	Admin Fees Measure R 2011A & 2011B	Business Administration	213	1,815.00
P15-00134	VCOE	Common Core CHAMPS - Barber, Squire	Human Resources	010	150.00
P15-00135	Us Bank Trust Nat'l Assn.	Bond Admin Series 2000 Election of 1977	Business Administration	010	874.00
P15-00136	Fence Factory	Proj 14-05F Playground Fencing for DK at OHES	Business Administration	010	19,819.00
P15-00137	Solatube	Solar Dimmers/Lot/other exp	Oak Park High School	010	1,408.78
P15-00138	Product Architects, Inc	DON: Water Bottles	Medea Creek Middle School	010	2,421.20
P15-00139	Wayne Watson DBA Buena Concret	New Concrete Pathway at OPIS	Business Administration	010	5,548.00
P15-00140	Wayne Watson DBA Buena Concret	Remove Concrete for Irrigation Repair	Business Administration	010	620.00
P15-00141	Ferguson Enterprises	Outdoor Bottle Filling Station at OPIS Campus	Business Administration	010	4,177.99
P15-00142	Teacher Synergy LLC	Math Common Core - Rekenrek ROES	Curriculum	010	611.24
P15-00143	Teacher Synergy LLC	Math Common Core - Rekenrek OHES	Curriculum	010	611.24

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ESCAPE ONLINE

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Includes Purchase Orders dated 08/01/2014 - 08/31/2014

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P15-00144	Teacher Synergy LLC	Math Common Core - Rekenrek BES	Curriculum	010	523.92
P15-00145	IXL Learning Inc	PFC Don/Math/mat & sup	Oak Park High School	010	597.00
P15-00146	At & T CALNET2	OPIS Fax Line	Home Independent Study Program	010	500.00
P15-00147	Arrowhead	Arrowhead Water #002729877	Home Independent Study Program	010	800.00
P15-00148	At & T CALNET2	OVHS Fax Line	Oak View High School	010	500.00
P15-00149	Top Quality Printing	Wbkb/Don/mat & supp	Oak Park High School	010	7,829.44
P15-00150	VCOE	FRISK Training - S. Strasburger	Human Resources	010	120.00
P15-00151	John E. Lee Air & Heating	Proj 14-25R Install Heat-Pump Condensers OPHS	Business Administration	213	14,630.00
P15-00152	Jive Communications Inc	VOIP-CALNET 3 Telephone Svs One-Time Charge	Business Administration	010	14,338.80
P15-00153	Stumbaugh and Associates Inc.	Urinal Screens for OPHS Pavilion Restroom	Business Administration	010	695.53
P15-00154	VCOE	Alternative Ed Summit Registration	Oak View High School	010	210.00
P15-00155	Recycle Away, LLC	Recycling Stations for All Sites	Business Administration	010	28,277.68
P15-00156	G.I. Industries	Proj 13-15R Roll-Off Containers Modernization OPHS	Business Administration	213	1,010.32
P15-00157	Mendez Foundation	Too Good For Drugs 4th Grade	Curriculum	010	375.06
P15-00158	Fence Factory	Chain Link Fencing at OVHS Soccer Field	Business Administration	010	10,614.55
P15-00159	Virco Inc., c/o American Express	Stackable 18" Chairs 2000 Series for BES	Business Administration	010	1,513.35
P15-00160	Renaissance Learning, Inc	PFA: A.R. Renewal	Medea Creek Middle School	010	2,856.10
P15-00161	WELLS FARGO PAYMENT REMITTANCE CENTER	Supt supplies/staff development	Superintendent	010	40,000.00
P15-00162	VCOE	Orthopedic Impairment Consultation	District-wide	010	135.00
P15-00163	Conejo Awards	Name Plates for Board Meeting	Board of Education	010	53.75
P15-00164	Icon Enclosures, Inc.	Proj 14-25R Reinstall Food Service Kiosk OPHS	Business Administration	213	1,890.00
P15-00165	Carter Fence Co., Inc.	Arch Iron Entrance Gate for OPIS	Business Administration	010	1,596.38
P15-00166	M/M Mechanical, Inc	Install Bottle Filling Station @ OPIS	Business Administration	010	9,134.00
P15-00167	Sports Facilities Group	Repair JV Baseball Backstop at OPHS	Business Administration	010	6,775.00
P15-00168	Enhanced Landscape Mgmt, Inc	Furnish and Install Landscape at OPHS	Business Administration	213	55,172.00
P15-00169	Dunn-Edwards Corporation	Proj 14-28R Paint OPIS Classrooms	Business Administration	010	107.68
P15-00170	Brodart Co.	Barcodes/Textbooks/Lib	Oak Park High School	010	166.92

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ESCAPE ONLINE

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Includes Purchase Orders dated 08/01/2014 - 08/31/2014

PO Number	Vendor Name	Description	Location	Fund	Account	Amount
P15-00171	Virco Inc., c/o American Express	Black Mesh Task Chair for Business Svs Staff	Business Administration	010		373.32
P15-00172	Fun Raising School Gear	Staff Shirts	Home Independent Study Program	010		244.83
P15-00173	Follett School Solutions, Inc. American Express	ROES Consumable ELA 2014-2015	Curriculum	010		1,770.10
P15-00174	Action Sales	Proj 13-12R Freezer Shelving BES	Business Administration	213		2,751.68
P15-00175	Flinn Scientific, Inc	Science Don/mat & supp	Oak Park High School	010		87.19
P15-00176	Ward's Natural Science	Science/Don/mat & supp	Oak Park High School	010		417.48
P15-00177	Compuwave Inc.	toner for color printer	Oak View High School	010		799.80
P15-00178	Troy L Calvert	Build out of Kohburg Furniture at OHES Discovery K	Business Administration	010		1,050.00
P15-00179	Cambium Learning Technologies Sopris West Educational Svs	Reading Curriculum - SpEd	District-wide	010		352.33
P15-00180	Pyro-Comm Systems, Inc.	Fire Alarm Installation for Discovery K at OHES	Business Administration	010		998.20
P15-00181	Pyro-Comm Systems, Inc.	Fire Alarm Installation for Field House at OPHS	Business Administration	010		910.59
P15-00182	Pyro-Comm Systems, Inc.	Fire Alarm Installation for 5 Portables at OPIS	Business Administration	010		680.00
P15-00183	Pali Institute	DON: Pali Institute Deposit 2014-15	Medea Creek Middle School	010		5,000.00
P15-00184	NICK RAIL MUSIC	Proj 14-09C Marching Band Instruments OPHS	Business Administration	212		12,921.50
P15-00185	Top Quality Printing	Guest Teacher Timesheets - New Format	Business Administration	010		188.13
P15-00186	Conejo Awards	Anniversary Awards	Board of Education	010		219.30
P15-00187	Acorn Press	Ads for 2014-15	Human Resources	010		2,150.00
P15-00188	Scholastic, Inc.	DISC: Jr. Scholastic	Medea Creek Middle School	010		287.47
P15-00189	Pacific Building Maintenance	Proj 14-25R Deep Cleaning Pavilion OPHS	Business Administration	213		10,374.00
P15-00190	San Joaquin County Office of Education	EDJOIN -employment recruiting	Human Resources	010		546.38
P15-00191	Accrediting Commission For Schools/Wasc	WASC Annual Membership	Oak View High School	010		820.00
P15-00192	Agoura Lock Technologies, Inc.	Stolen Keys - Key & Lock Replacement OPHS	Business Administration	010		731.80
P15-00193	Accrediting Commission For Schools/Wasc	WASC Annual Membership	Home Independent Study Program	010		1,220.00
T15-00006	Collaboration Solutions	Smartboard Installations 21st CC	Technology Coordinator	212		172,090.78
T15-00014	Schoolwires, Inc	District Web Site Hosting	Technology Coordinator	010		9,106.85
T15-00015	NWN Corporation	HP Server Upgrade and Storage SANs	Technology Coordinator	212		51,973.37
T15-00016	NWN Corporation	iPad and Chromebook Carts	Technology Coordinator	212		19,543.50
T15-00017	Compuwave Inc.	HP Storage SAN Support 1yr	Technology Coordinator	010		4,512.00
<b>Total Number of POs</b>			<b>134</b>	<b>Total</b>		<b>1,089,020.49</b>

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ESCAPE **ONLINE**

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Includes Purchase Orders dated 08/01/2014 - 08/31/2014

**Fund Recap**

<b>Fund</b>	<b>Description</b>	<b>PO Count</b>	<b>Amount</b>
010	General Fund	3	20,881.80
213	Measure R FACILITIES Bond Fund	1	535.00
		<b>Total Fiscal Year 2014</b>	<b>21,416.80</b>
010	General Fund	106	638,651.85
130	Cafeteria Fund	9	68,894.00
212	Measure C6 Technology Bond Fun	5	262,184.07
213	Measure R FACILITIES Bond Fund	11	97,873.77
		<b>Total Fiscal Year 2015</b>	<b>1,067,603.69</b>
		<b>Total</b>	<b>1,089,020.49</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 

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: SEPTEMBER 16, 2014**

**SUBJECT: C.1.d APPROVE OVERNIGHT TRIP FOR MEDEA CREEK MIDDLE SCHOOL 8<sup>th</sup> GRADE TO ATTEND ASTROCAMP – OCTOBER 29-31, 2014**

Consent

**ISSUE:** Shall the Board of Education approve the Medea Creek Middle School 8<sup>th</sup> Grade Astrocamp trip?

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

The trip is scheduled for October 29<sup>th</sup> - October 31<sup>st</sup>, 2014. The cost is a voluntary donation of \$335.00 (includes transportation, classes, food and lodging), with participating chaperones paying half of the student fee. MCMS sees that all interested students (space permitting) are able to attend, regardless of cost. Chaperones include MCMS staff members and parent volunteers. The bus company is to be determined.

**ALTERNATIVES:** 1. Approve the October overnight trip to Astrocamp in Idyllwild.  
2. Do not approve the February overnight trip to Astrocamp in Idyllwild.

**RECOMMENDATION:** Alternative #1.

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

Respectfully submitted:

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

Prepared by: Amanda Bagheri, Assistant Principal MCMS

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>Laifman</b>	_____	_____	_____	_____
<b>Pallant</b>	_____	_____	_____	_____
<b>Rosen</b>	_____	_____	_____	_____
<b>Yeoh</b>	_____	_____	_____	_____
<b>Student Rep.</b>	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: SEPTEMBER 16, 2014**

**SUBJECT: C.1.e. APPROVE OVERNIGHT TRIP FOR MEDEA CREEK MIDDLE SCHOOL 7<sup>th</sup> GRADE TRIP TO CATALINA – NOVEMBER 17-19, 2014**

**CONSENT**

**ISSUE:** Shall the Board of Education approve an overnight trip for Medea Creek Middle School 7<sup>th</sup> Grade to attend a three day marine biology trip to Catalina?

The trip is scheduled for November 17 - November 19, 2014. The cost is a voluntary donation of \$343.00 (includes transportation, classes, food and lodging), with participating chaperones paying half of the student fee. MCMS ensures that all interested students (space permitting) are able to attend, regardless of cost. Chaperones include MCMS staff members and parent volunteers. The bus company is Southwinds Transportation.

**BACKGROUND:** This is the 25<sup>th</sup> trip that Medea Creek has made to Catalina. In the past the trip has been a wonderful hands-on science experience in marine biology. Students attending will participate in classes that extend the 7<sup>th</sup> grade science curriculum (classes include Fish/Invertebrates, Tide pooling/Plankton, and Squid Dissection) as well as team building activities that encourage physical challenges (Snorkeling, Sea Kayaking, and Night Snorkel). Each year students say this is an outstanding educational experience.

**ALTERNATIVES:**

1. Approve the overnight marine biology trip.
2. Do not approve the overnight marine biology trip.

**RECOMMENDATION:** Alternative #1

**RATIONALE:** It is a wonderful opportunity to study science in a natural setting. In the past, this has been a highlight for students. It has both social and academic value for our children.

Respectfully submitted:

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

Prepared by: Jeff Feinberg

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

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

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: SEPTEMBER 16, 2014**

**SUBJECT: C.1.f. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL  
CROSS COUNTRY TEAM 0 OCTOBER 10 – 11, 2014**

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CONSENT

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

**BACKGROUND:** Principal, Kevin Buchanan, requests approval for an overnight trip for the Cross Country team to attend the Clovis Invitational scheduled for October 10-11<sup>th</sup>, 2013 in Fresno, CA. Approximately 45 athletes, four OPHS coaches and six volunteer chaperones will travel by district approved drivers in private & district vehicles. Team and chaperones will depart Friday, October 10 at noon and return Saturday, October 11 by 5 p.m. They will stay at the Clovis Comfort Suites. The cost will be approximately \$75 per athlete to cover the cost of transportation & lodging & breakfast. Meals and suggested \$30-50 spending money is extra. 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	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Member	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: SEPTEMBER 16, 2014**

**SUBJECT: C.1.g. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL  
FALL SPORTS TEAMS WHO QUALIFY FOR CIF PLAY-OFFS  
CONSENT**

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**ISSUE:** Shall the Board approve overnight trip for Oak Park High School Fall Sports Teams who qualify for CIF Play-offs?

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

**ALTERNATIVES:** 1. Approve overnight trips as presented.  
2. Do not approve overnight trips 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	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Member	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 16, 2014**  
**SUBJECT: C.1.h. APPROVE RESOLUTION #14-17 ESTABLISHING THE GANN APPROPRIATION LIMIT FOR FISCAL YEAR 2014-15**

CONSENT

**ISSUE:** Shall the Board adopt Resolution #14-17 establishing the 2014-15 Gann Appropriation Limit for the Oak Park Unified School District?

**BACKGROUND:** The Gann Initiative (Proposition 4, 1979) created a constitutional requirement for school districts to annually adopt a resolution establishing its maximum appropriations limit. In compliance with this requirement, OPUSD Resolution #14-17 establishes the District’s revised Gann limit for the 2013-14 fiscal year and its projected Gann Limit for the 2014-15 fiscal year. The resolution is attached for the Board’s review and action.

The 2014-15 Gann Appropriation Limit is based on current budget estimates for 2014-15 tax proceeds. This calculation complies with the requirements of SB98 and AB198. The completed appropriation limit forms are included in the District’s Unaudited Actuals and will be submitted to the State Department of Education, and approved by the State Board of Education.

**ALTERNATIVES:**

1. Adopt Resolution #14-17, establishing the District’s Gann Appropriation Limit for fiscal years 2013-14 and 2014-15.
2. Do not adopt Resolution #14-17.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted:

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

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

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

**Oak Park Unified School District**

**RESOLUTION 14-17**

**RESOLUTION OF THE BOARD OF EDUCATION  
OF THE OAK PARK UNIFIED SCHOOL DISTRICT  
ESTABLISHING THE GANN APPROPRIATION LIMIT  
FOR FISCAL YEAR 2014-15**

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

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

WHEREAS, the District must establish a revised Gann limit for the 2013-14 fiscal year and a projected Gann Limit for the 2014-15 fiscal year in accordance with the provisions of Article XIII-B and applicable statutory law;

NOW, THEREFORE, BE IT RESOLVED that this Board does provide public notice that the attached calculations and documentation of the Gann limits for the 2013-14 and 2014-15 fiscal years are made in accord with applicable constitutional and statutory law;

AND BE IT FURTHER RESOLVED that this Board does hereby declare that the appropriations in the Budget for the 2013-14 and 2014-15 fiscal years do not exceed the limitations imposed by Proposition 4;

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

I, the undersigned, Secretary to the Board of Education of the Oak Park Unified School District, do hereby certify the foregoing to be true and correct copy of a resolution by the governing board of the aforesaid school district at a meeting held on the 16th day of September 2014.

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

	2013-14 Calculations			2014-15 Calculations		
	Extracted Data	Adjustments*	Entered Data/Totals	Extracted Data	Adjustments*	Entered Data/Totals
<b>A. PRIOR YEAR DATA</b> (2012-13 Actual Appropriations Limit and Gann ADA are from district's prior year Gann data reported to the CDE)	2012-13 Actual			2013-14 Actual		
1. FINAL PRIOR YEAR APPROPRIATIONS LIMIT (Preload/Line D11, PY column)	27,102,856.10		27,102,856.10			29,353,785.16
2. PRIOR YEAR GANN ADA (Preload/Line B3, PY column)	4,377.88		4,377.88			4,510.67
<b>ADJUSTMENTS TO PRIOR YEAR LIMIT</b>	Adjustments to 2012-13			Adjustments to 2013-14		
3. District Lapses, Reorganizations and Other Transfers						
4. Temporary Voter Approved Increases						
5. Less: Lapses of Voter Approved Increases						
6. TOTAL ADJUSTMENTS TO PRIOR YEAR LIMIT (Lines A3 plus A4 minus A5)			0.00			0.00
7. ADJUSTMENTS TO PRIOR YEAR ADA (Only for district lapses, reorganizations and other transfers, and only if adjustments to the appropriations limit are entered in Line A3 above)						
<b>B. CURRENT YEAR GANN ADA</b> (2013-14 data should tie to Principal Apportionment Software Attendance reports and include ADA for charter schools reporting with the district)	2013-14 P2 Report			2014-15 P2 Estimate		
1. Total K-12 ADA (Form A, Line A6)	4,510.67		4,510.67	4,638.99		4,638.99
2. Total Charter Schools ADA (Form A, Line C4)	0.00		0.00	0.00		0.00
3. TOTAL CURRENT YEAR P2 ADA (Line B1 plus B2)			4,510.67			4,638.99
<b>C. LOCAL PROCEEDS OF TAXES/STATE AID RECEIVED</b>	2013-14 Actual			2014-15 Budget		
<b>TAXES AND SUBVENTIONS (Funds 01, 09, and 62)</b>						
1. Homeowners' Exemption (Object 8021)	83,297.09		83,297.09	81,044.00		81,044.00
2. Timber Yield Tax (Object 8022)	0.00		0.00	0.00		0.00
3. Other Subventions/In-Lieu Taxes (Object 8029)	0.00		0.00	0.00		0.00
4. Secured Roll Taxes (Object 8041)	9,072,046.18		9,072,046.18	9,071,474.00		9,071,474.00
5. Unsecured Roll Taxes (Object 8042)	327,260.43		327,260.43	327,260.00		327,260.00
6. Prior Years' Taxes (Object 8043)	26,971.84		26,971.84	26,918.00		26,918.00
7. Supplemental Taxes (Object 8044)	133,496.80		133,496.80	70,537.00		70,537.00
8. Ed. Rev. Augmentation Fund (ERAF) (Object 8045)	(659,894.91)		(659,894.91)	(659,868.00)		(659,868.00)
9. Penalties and Int. from Delinquent Taxes (Object 8048)	0.00		0.00	0.00		0.00
10. Other In-Lieu Taxes (Object 8082)	0.00		0.00	0.00		0.00
11. Comm. Redevelopment Funds (Obj. 8047 & 8625)	0.00		0.00	0.00		0.00
12. Parcel Taxes (Object 8621)	903,812.85		903,812.85	902,654.00		902,654.00
13. Other Non-Ad Valorem Taxes (Object 8622) (Taxes only)	0.00		0.00	0.00		0.00
14. Penalties and Int. from Delinquent Non-Revenue Limit Taxes (Object 8629) (Only those for the above taxes)	0.00		0.00	0.00		0.00
15. Transfers to Charter Schools in Lieu of Property Taxes (Object 8096)	0.00		0.00	0.00		0.00
16. TOTAL TAXES AND SUBVENTIONS (Lines C1 through C15)	9,886,990.28	0.00	9,886,990.28	9,820,019.00	0.00	9,820,019.00
<b>OTHER LOCAL REVENUES (Funds 01, 09, and 62)</b>						
17. To General Fund from Bond Interest and Redemption Fund (Excess debt service taxes) (Object 8914)	0.00		0.00	0.00		0.00
18. TOTAL LOCAL PROCEEDS OF TAXES (Lines C16 plus C17)	9,886,990.28	0.00	9,886,990.28	9,820,019.00	0.00	9,820,019.00

	2013-14 Calculations			2014-15 Calculations		
	Extracted Data	Adjustments*	Entered Data/ Totals	Extracted Data	Adjustments*	Entered Data/ Totals
<b>EXCLUDED APPROPRIATIONS</b>						
19. Medicare (Enter federally mandated amounts only from objs. 3301 & 3302; do not include negotiated amounts)			328,854.61			345,373.00
<b>OTHER EXCLUSIONS</b>						
20. Americans with Disabilities Act						
21. Unreimbursed Court Mandated Desegregation Costs						
22. Other Unfunded Court-ordered or Federal Mandates						
23. TOTAL EXCLUSIONS (Lines C19 through C22)			328,854.61			345,373.00
<b>STATE AID RECEIVED (Funds 01, 09, and 62)</b>						
24. LCFF - CY (objects 8011 and 8012)	18,150,392.57		18,150,392.57	21,566,118.00		21,566,118.00
25. LCFF/Revenue Limit State Aid - Prior Years (Object 8019)	69,604.44		69,604.44	0.00		0.00
26. Class Size Reduction, Grades K-3 (Object 8434)	0.00		0.00			
27. TOTAL STATE AID RECEIVED (Lines C24 through C26)	18,219,997.01	0.00	18,219,997.01	21,566,118.00	0.00	21,566,118.00
<b>DATA FOR INTEREST CALCULATION</b>						
28. Total Revenues (Funds 01, 09 & 62; objects 8000-8799)	35,371,858.39		35,371,858.39	37,351,236.00		37,351,236.00
29. Total Interest and Return on Investments (Funds 01, 09, and 62; objects 8660 and 8662)	33,123.01		33,123.01	35,900.00		35,900.00
<b>APPROPRIATIONS LIMIT CALCULATIONS</b>						
<b>D. PRELIMINARY APPROPRIATIONS LIMIT</b>			<b>2013-14 Actual</b>			<b>2014-15 Budget</b>
1. Revised Prior Year Program Limit (Lines A1 plus A6)			27,102,856.10			29,353,785.16
2. Inflation Adjustment			1.0512			0.9977
3. Program Population Adjustment (Lines B3 divided by [A2 plus A7]) (Round to four decimal places)			1.0303			1.0284
4. PRELIMINARY APPROPRIATIONS LIMIT (Lines D1 times D2 times D3)			29,353,785.16			30,118,001.56
<b>APPROPRIATIONS SUBJECT TO THE LIMIT</b>						
5. Local Revenues Excluding Interest (Line C18)			9,886,990.28			9,820,019.00
6. Preliminary State Aid Calculation						
a. Minimum State Aid in Local Limit (Greater of \$120 times Line B3 or \$2,400; but not greater than Line C27 or less than zero)			541,280.40			556,678.80
b. Maximum State Aid in Local Limit (Lesser of Line C27 or Lines D4 minus D5 plus C23; but not less than zero)			18,219,997.01			20,643,355.56
c. Preliminary State Aid in Local Limit (Greater of Lines D6a or D6b)			18,219,997.01			20,643,355.56
7. Local Revenues in Proceeds of Taxes						
a. Interest Counting in Local Limit (Line C29 divided by [Lines C28 minus C29] times [Lines D5 plus D6c])			26,344.69			29,307.93
b. Total Local Proceeds of Taxes (Lines D5 plus D7a)			9,913,334.97			9,849,326.93
8. State Aid in Proceeds of Taxes (Greater of Line D6a, or Lines D4 minus D7b plus C23; but not greater than Line C27 or less than zero)			18,219,997.01			20,614,047.63
9. Total Appropriations Subject to the Limit						
a. Local Revenues (Line D7b)			9,913,334.97			
b. State Subventions (Line D8)			18,219,997.01			
c. Less: Excluded Appropriations (Line C23)			328,854.61			
d. TOTAL APPROPRIATIONS SUBJECT TO THE LIMIT (Lines D9a plus D9b minus D9c)			27,804,477.37			



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 16, 2014**  
**SUBJECT: C.1.i. APPROVE 2014-15 TRANSPORTATION AGREEMENT WITH TUMBLEWEED TRANSPORTATION**

CONSENT

**ISSUE:** Shall the Board of Education approve an agreement with Tumbleweed Transportation for transportation of Special Education students during the 2014-15 school year?

**BACKGROUND:** Since the 2009-10 school year, the District has contracted with Tumbleweed Transportation, a professional, licensed transportation contractor, to provide transportation services for Special Education students attending selected non-public school facilities outside of the District’s boundaries. After a thorough review, the District’s Pupil Services department has determined that these services will continue to be required in the new school year.

After two consecutive years without rate increases, Tumbleweed is proposing to provide identical levels of service with a modest rate increase of 2.7% for the 2014-15 school year. Staff is recommending the renewal of this agreement as the most cost-effective delivery of this mandatory transportation service. The cost for this service is included in the 2014-15 Special Education budget. A copy of the proposed renewal contract is attached for the Board’s review.

**ALTERNATIVES:**

1. Approve the agreement with Tumbleweed Transportation for Special Education transportation services for the 2014-15 school year.
2. Do not approve the agreement.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Susan Roberts, Director, Pupil 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	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____



# Tumbleweed Transportation

## OAK PARK SCHOOL DISTRICT STUDENT TRANSPORTATION

This contract is made and entered into this 25th day of June, 2014 by and between Oak Park Unified School District, a California non-profit corporation, hereinafter called "Oak Park" or the "School," and Tumbleweed Educational Enterprises, Inc., a California corporation, hereinafter called the "Contractor." The parties do hereby contract and agree as follows:

### Scope of Work

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

### Period of Contract

This contract commences on July 1, 2014, and concludes on July 31, 2015.

### Equipment

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

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

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

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

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

### **Permits and Licenses**

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

### **Insurance**

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

### **Hold Harmless Agreement**

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

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

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

### **Safety Program**

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

### **Assignments or Sub-contracting**

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

### **Independent Contractor**

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

### **School Closing**

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

### **Special Considerations**

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

### **Routing and Scheduling**

Prior to the start of any service hereunder, the School and Contractor shall cooperatively establish the routes (which includes the schedule) conforming to the needs of the School. The School shall provide completed transportation forms to the Contractor not later than August 1 of each year so that the School and Contractor may establish the route and rider list. The School shall make no changes to the route during the first two weeks of school. Not less than two (2) weeks prior to the start of each school year, the Contractor will provide the School with a detailed information letter, including each child's route number, driver's name, and safety information, for distribution at the School's expense to participating families.

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

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

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

### **Travel Time**

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

### **Contractor's Representative and Personnel**

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

### **Excused Performance**

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

### **Record Keeping and Accident Reports**

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

### **Contract Prices**

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

- A. Base Rate for Route Service during the 2014-15 school year
- |                           |   |                  |   |
|---------------------------|---|------------------|---|
| <i>Bus Capacity:</i>      | Up to 20 Elementary School Students                       | <i>Quantity:</i> | 1 |
| <i>Daily Rate:</i>        | \$ 306.70 per bus (Includes 5 hours and 50 miles per day) |                  |   |
| <i>Rate per Hour:</i>     | \$45.00 per hour over 6 hours each day                    |                  |   |
| <i>Rate per Mile:</i>     | \$1.50 per mile over 75 miles each day                    |                  |   |
| <i>Total Rate per Day</i> | \$306.70 for route  |                  |   |

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

- B. Trip Service using additional vehicles *not* included in this contract  
Fees for field trips including events using the vehicle designated for purposes of this contract shall accumulate according to the price structure listed above. Excess fees shall only be charged once the 5 hour/50 mile limit has been met. Waiting time during field trips is included in the total trip time for billing purposes, and at all times, operating hours and mileage begin when the driver starts the daily pre-trip inspection and end when each bus returns to its base. The reduced price structure for additional vehicles referred to in Paragraph "D." on page 4 hereof shall be as follows:

<i>Capacity:</i>	20 Passengers (12 High School Students)
<i>Trip Rate:</i>	\$280.00 per bus (Includes 5 hours and 50 miles per day)
<i>Rate per Hour:</i>	\$40.00 per hour over 5 hours each day
<i>Rate per Mile:</i>	\$1.50 per mile over 50 miles each day

<i>Capacity:</i>	48 Passengers (32 High School Students)
<i>Trip Rate:</i>	\$310.00 per bus (Includes 5 hours and 50 miles per day)
<i>Rate per Hour:</i>	\$40.00 per hour over 5 hours each day
<i>Rate per Mile:</i>	\$1.50 per mile over 50 miles each day

<i>Capacity:</i>	72 Passengers (48 High School Students)
<i>Trip Rate:</i>	\$320.00 per bus (Includes 5 hours and 50 miles per day)
<i>Rate per Hour:</i>	\$40.00 per hour over 5 hours each day
<i>Rate per Mile:</i>	\$1.50 per mile over 50 miles each day

<i>Capacity:</i>	84 Passengers (56 High School Students)
<i>Trip Rate:</i>	\$339.00 per bus (Includes 5 hours and 50 miles per day)
<i>Rate per Hour:</i>	\$48.00 per hour over 5 hours each day
<i>Rate per Mile:</i>	\$1.50 per mile over 50 miles each day

*Surcharge per Trip:* \$19.00

C. Adjustment of Rates & Fuel Escalation Provision

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

Contractor's fuel costs increased 37% since February 3, 2008 and rose over 60% compared to the average cost per gallon in the 2006-07 school year. Since Contractor cannot know when or how the current fuel price escalation will be resolved, it will invoice all clients retroactively for the extraordinary costs actually incurred. For purposes of this provision, the Fuel Baseline is established at the cost of the average fuel load during the 2013-14 school year of \$23,000. Contractor will continue to absorb all of the 30% increase compared to the prior year.

Effective March 1, 2008 until further notice, Contractor will retroactively invoice the School on a quarterly basis for its Proportionate Share of the increase that exceeds \$20,382 per fuel load. Immediately upon issuance of an invoice, the School agrees to pay the fuel escalation charge assessed. Whenever the cost of fuel loads returns to \$23,000 or less, this provision will be suspended. As an estimate for budgeting purposes only, Contractor acknowledges School's Proportionate Share is 1%.

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

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

**Payment for Service**

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

**Termination of Contract**

The School may not terminate this contract prior to July 1, 2015 unless all said students no longer require transportation due to school transfer. If the School wishes to extend the term of this contract, the School shall provide the contractor with written notice of its desire to do so prior to March 1, 2015. If notice is provided thereafter, the Contractor shall not be obligated to extend the term of the contract but will make every effort to do so.

**General Provisions**

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

**Executed on June 25, 2014, at Los Angeles, California**

**SCHOOL:**

**Oak Park Unified School District,  
By:**

**CONTRACTOR:**

**Tumbleweed Educational Enterprises, Inc.,  
By:**

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

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**Erin L. Benfield  
President**

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: SEPTEMBER 16, 2014**

**SUBJECT: C.1.j. APPROVE NOTICE OF COMPLETION, PROJECT 14-04R, ROOF REPAIR ON RELOCATABLE CLASSROOMS AT MULTIPLE SITES**  
 \_\_\_\_\_  
 CONSENT

**ISSUE:** Shall the Board approve the Notice of Completion for Project 14-04R, Roof Repair on Relocatable Classrooms at Multiple Sites, contracted with Channel Islands Roofing, Inc.?

**BACKGROUND:** On March 18, 2014, the Board of Education authorized the award of a contract for Project 14-04R, Roof Repair on Relocatable Classrooms at Multiple Sites, to Channel Islands Roofing, Inc. of Oxnard, California.

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

- ALTERNATIVES:**
1. Approve the Notice of Completion for Project 14-04R, Roof Repair on Relocatable Classrooms at Multiple Sites, contracted with Channel Islands Roofing, Inc.
  2. Do not approve the Notice of Completion.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted:

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

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

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

Notice of Completion

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

Description: Brookside Elementary School, 165 N. Satinwood Avenue, Oak Park, CA 91377, Medea Creek Middle School, 1002 Doubletree Road, Oak Park, CA 91377, and Oak View High School, 5701 E. Conifer Street, Oak Park, CA 91377

That on or about March 18, 2014 the said Oak Park Unified School District of Ventura County entered into a contract with Channel Islands Roofing, Inc. of Oxnard, California, for Bid 14-04R, Roof Repair on Relocatable Classrooms at Multiple Sites on certain real property hereinbefore described: that said building and improvements were actually completed on September 16, 2014: that the address of said Oak Park Unified School District is 5801 E. Conifer Street, Oak Park, CA 91377, Ventura County, California.

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

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

STATE OF CALIFORNIA  
COUNTY OF VENTURA

\_\_\_\_\_  
Anthony W. Knight, Ed.D., Superintendent  
Oak Park Unified School District

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

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

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (SEAL)

**TO: BOARD OF EDUCATION**

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

**DATE: SEPTEMBER 16, 2014**

**SUBJECT: C.1.k. APPROVE DISPOSAL OF OBSOLETE OR SURPLUS INSTRUCTION MATERIALS, BOOKS, AND/OR LIBRARY BOOKS**

**ISSUE:** Should the Board of Education approve the disposal of obsolete or surplus instructional materials, books, and/or library books?

**BACKGROUND:** The District declares an inventory of library books, textbooks and/or instructional materials as obsolete, surplus, and no longer needed by teachers or students. Education Code requires the Board to declare that these books and/or materials are obsolete or surplus authorizing staff to sell, distribute, or otherwise dispose of them. This is one measure of ensuring that students have benefit of current quality materials that meet the specific rigorous criteria set by the Oak Park Unified School District.

- ALTERNATIVES:**
- 1) Approve a motion declaring the inventory of instructional materials and library books obsolete and/or surplus.
  - 2) Do not approve a motion declaring the inventory of instructional materials and library books obsolete and / or surplus.

**RECOMMENDATION: Alternative #1.**

Respectfully Submitted

\_\_\_\_\_  
 Anthony W. Knight  
 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>
Hazelton	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Member	_____	_____	_____	_____

# Inventory of Surplus Or Obsolete Instructional Materials for 2014 - 2015 School Year

Title	Publisher	ISBN#	Copyright Date
<b>Text Books</b>			
Advanced Mathematical Concepts - PreCalculus w/Applications	McGraw Hill/Glenco	0-07-868227-4	2007
Calculus - Early Transcendental, Single Variable	Wiley	978-0-471-48238-3	2005
Finite Mathematics - An Applied Approach	Wiley	0-471-32899-5	2004
Health - Making Life Choices	National Textbook Compar	0-538-42985-2	2000
PreCalculus with Limits - A Graphing Approach	Houghton Mifflin Company	0-618-39480-X	2005
Understanding Basic Statistics	Houghton Mifflin Company	0-618-33359-2	2004



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 16, 2014**  
**SUBJECT: C.2.a. APPROVE RATIFICATION OF AWARD OF CONTRACT FOR PROJECT 14-09R, EXTERIOR PAINTING AT OAK PARK HIGH SCHOOL**

ACTION

**ISSUE:** Shall the Board ratify the award of contract for Project 14-09R, Exterior Painting at Oak Park High School?

**BACKGROUND:** In its approval of the 2014 Facility Master Plan, the Board authorized the work of exterior painting at Oak Park High School, subsequently identified as Project 14-09R. Utilizing the provisions of the California Uniform Public Construction Cost Accounting Act (Public Contract Code §22000 et seq.), adopted as policy by the Board in November 2013, staff requested proposals for this work from five contractors on the District’s list of CUPCCAA companies. Two contractors responded with proposals, and a contract was awarded Project 14-09R, Exterior Painting at Oak Park High School to the lowest responsive and responsible bidder, subject to the Board’s subsequent ratification.

The budget established for this work is \$250,000 for direct construction and \$50,000 as contingency, for a total of \$300,000. On July 25, 2014, two bids were received in response to the District’s request for proposals. The following is a recap of the bids; bid amounts are Base Bid only, no alternates were requested:

<u>Bidder</u>	<u>Bid Amount</u>
Omega Construction Company, Inc.	\$ 146,000.00
Tony Painting	\$ 152,750.00

All bids received were thoroughly reviewed and analyzed. Based on the recommendation of District staff, Balfour Beatty Construction (BBC), and the Facility Planning Subcommittee, a contract for Project 14-09R was awarded to Omega Construction Company, Inc., base bid only, in the amount of \$146,000.00, as the lowest responsive and responsible bidder.

**ALTERNATIVES:**

1. Ratify the award of contract to Omega Construction Company, Inc., base bid only, in the amount of \$146,000.00, as the lowest responsive and responsible bidder for Project 14-09R, Exterior Painting at Oak Park High School.
2. Do not ratify the award.

**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:

Hazelton				
Laifman				
Pallant				
Rosen				
Yeoh				
Student Rep				



**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: SEPTEMBER 16, 2014**

**SUBJECT: C.2.b. APPROVE PROPOSAL FOR DSA PROJECT CLOSEOUT SERVICES ACTION**

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**ISSUE:** Shall the Board approve the proposal submitted by the District’s construction management firm, Balfour Beatty Construction (BBC), to assist the District with the closeout of open applications with the Division of the State Architect (DSA)?

**BACKGROUND:** Included in its contract for bond program management for OPUSD, BBC is charged with assisting the District with the closeout of open DSA applications. BBC has been performing this laborious task as time permitted around its commitment to develop, manage, and complete the District’s many Measure R construction projects. As these projects are now winding down, BBC has provided the attached proposal to provide assistance in a more focused and cost effective way, utilizing the skills and experience of the company’s DSA closeout specialist. Staff is recommending the Board approve the attached proposal for these services, in an amount not to exceed \$30,200.

- ALTERNATIVES:**
1. Approve the proposal submitted by BBC to assist the District with the closeout of open DSA applications, in an amount not to exceed \$30,200.
  2. Do not approve the proposal.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

# Balfour Beatty Construction

Oak Park Unified School District  
5801 East Conifer Street  
Oak Park, CA 91377  
Attn; Martin Klauss, Assistant Superintendent Business Services

September 5, 2014

Subject: Oak Park Unified School District  
Proposal to Assist with closeout of open DSA Application #'s

Dear Mr. Klauss,

It is with pleasure we submit a proposal to assist the District with securing DSA Close with Certification status for various past projects. We have attached log of those DSA Applications that have been closed without certifications as well as an exhibit outlining our proposed Time and Material fee to provide this assistance.

We are currently assisting several school districts with the same process and have found continued effort and persistence has provided successful DSA Close with Certification of many projects.

For Rio School District, we are currently assisting Dr. Puglisi and the District in close out of 15 past projects that have not received proper DSA close out certification.

We are also assisting Dr. Debbie Cuevas at Briggs School District with several DSA close out issues to allow the District to move forward with classroom expansion at Oliveland's Elementary School.

In addition to local District's, our team of DSA closeout specialists are assisting Torrance USD, Redondo Beach USD, Tustin USD and West Covina USD with closeout of many applications.

Our staff maintains long and respected relationships with the directors and staff of DSA offices in Los Angeles, San Diego and Sacramento. We are also involved advocates in assisting DSA with implementation of procedures and processes which will greatly reduce the burden of attaining DSA certified closeout.

We look forward to working with the District and DSA in the process to close out all open DSA applications.

Should you have any questions, please contact me at any time.

Respectfully,



Dennis Kuykendall  
Senior Project Manager, Balfour Beatty Construction

File

# Balfour Beatty

## Construction

Oak Park Unified School District  
 DSA Closeout Assistance/Closeout Services

Fee Schedule  
 11/12/2013

### HOURLY RATES FULLY BURDENED

Data Entry Clerk/Project Accountant	\$ 65	Data entry, project set up, accounting
DSA Closeout Specialist	\$ 140	DSA research, documentation and correspondence
Sr. Project Manager	\$ 150	Client contact, oversight, DSA research
Construction Manager	\$ 160	Client contact, oversight, DSA research

### Estimated utilization projections

Person	Position	Rate			Total Hours	Cost
SA	Data Entry Clerk/Project Accountant	\$ 65			24	\$ 1,560
JF	DSA Closeout Specialist	\$ 140			160	\$ 22,400
DK	Sr PM	\$ 150			16	\$ 2,400
KH	Construction Manager	\$ 160			24	\$ 3,840
	Not to Exceed Estimate					\$ 30,200

Reimbursable costs will be billed the vendor invoice amount plus 5% for handling.

#### Scope of Work

- Research DSA and District files for DSA Closeout documents - See attached Log
- Field survey school sites for necessary DSA information and field verification
- Gather and assemble required DSA documents for close out packages
- DSA package submittals and coordination
- Meet with DSA as required to expedite closeout process
- Total Hours for DSA Closeout Specialist includes travel to District and DSA
- Does not include any DSA associated fee's
- Effort and associated costs beyond the Not to Exceed Estimate require District approval

# OPUSD DSA Pre-Tracker Applications

RESP.	App Id	Project Name	Certified Letter Type/ Missing Information	Date	Architect	Comments/Status
BBC	45173	Construction of 4 light poles (Oak Park High School)	DSA-6 A/E			9-30-13 This can be processed as a Legacy Project. <b>10-1-13 Request to District for 311 and 168 form signature and re-open fee</b>
BBC	51054	Construction of 4 Classroom Buildings (3 @ Medea Creek Middle & 1 @ Oak View cont. school)	DSA-6 and welding from In-Plant			9-30-13 need serial numbers to send to Skip Boyd for issuance of in-plant reports. Then this can be processed as a Legacy Project
BBC	51860	Construction of four classroom Buildings @ Medea Creek Middle School per DSA history card. <b>ACTUAL PROJECT IS (4) RELOS PLACED AT OPHS</b>	DSA-6 A/E, N.O.C.s, Lab Shop and Field welding affidavits, in-plant DSA-6, grounding			9-30-13 need serial numbers to send to Skip Boyd for issuance of in-plant reports, also site inspectors DSA-6 ( Dave Armstrong), Then this can be processed as a Legacy Project.
BBC	58074	Construction of 4 Classroom Buildings @ Oak Hills Elementarays School	DSA-6 A/E, DSA-6 site inspector(Harry Cook) N.O.C. Lab and grounding reports			9-30-13 Find the Site inspectors DSA-6(Harry Cook) and process as a Legacy Project.
BBC	59163	Construction of Multi-use/Admin/Lib Bldg, Lunch Shelter, Trellis & CMU Freestanding wall. Red Oak Elementary School	DSA-6 A/E DSA-6 Inspector (John McKenny) DSA-6 for contractors. N.O.C.'s, DSA-102 for contract #2 phase 3 Change Order #1 (Phase #2)			9-30-13 Find the Site inspectors DSA-6(John McKenny) and process as a Legacy Project.
BBC	60002	Construction of 2 Ball Walls, Trellis, and Tennis Courts Oak Park High School	N.O.C.'s			9-30-13 this can be processed as a Legacy project now. <b>10-25-13 - District has issued forms 311, 168 and re-open fee and processed to DSA under Legacy closeout process</b>
BBC	61819		<b>CLOSED WITH CERTIFICATION</b>			
BBC	62037	Alteration to 3 C.R. Buildings Relocation- Medea Creek Jr. High School	DSA-6 A/E, N.O.C.s, DSA-102.			9-30-13 this can be processed as a Legacy project now. <b>10-18-13 - District has issued forms 311, 168 and re-open fee. BBC to process to DSA under Legacy closeout process</b>
BBC	62238	Oak Park High School - /alterations to Gymnasiun Bldg.	DSA-6 A/E, DSA-6 Inspector, DSA-6 Sierra School Equip. CO., Laboratory, Shop Welding, Bleacher Affidavits, N.O.C. Sierra School Equip. CO., Copy of any addition change orders.(CO #1 in file.			9-30-13 Find Additional Change Orders(if any), DSA-6 for the Site inspector(John Mc Kenny), Lab, Shop and Bleacher affidavits(if none find reports for these 3 items)
BBC	67074	Various- Construction of 6 Classroom Buildings (Relocatable) 2 ea. @ Brookside Elementary, Oak Hills Elementary and Red Oak Elementary Schools	DSA-6 Inplant (James Shelton), grounding reports and lab Affidavit.			9-30-13 Locate DSA-6 for the in-plant inspector and this can be processed as a Legacy Project.

**OPUSD DSA District Designation 56-H10**

**District High School**

RESP.	App Id	Project Name	Certified Letter Type	Date	Architect	Comments
BBC	03-101940	OAK PARK HIGH SCHOOL	#3-Close of File w/o Certification - Exceptions	4/1/2010		OPHS Library in joint venture with the County of Ventura. <b>10-18-13 - District re-notify County of obligation to complete DSA</b>
BBC	03-103663	Construction of CONSTRUCTION OF TWO-STORY C.R. BLDG. (RELOCATABLE 120 X 40 - PC04-101421) @ MEDA CREEK MS.; LIBRARY BLDG. (RELOCATABLE PC04-101268) @ OAK PARK HS. & ALTERATIONS TO 6 C.R. BLDGS. (RELOCATION @ OAK PARK Reconstruction of HS.) (A-51190; A-62037; A-51860)	#3-Close of File w/o Certification - Exceptions	10/3/2003		OPHS rels and MCMS 2 story. <b>10-18-13 - District has issued forms 311, 168 and re-open fee. BBC to process to DSA under Legacy closeout process</b>
BBC	03-104134	OAK PARK H.S. - Alteration to: LIBRARY BLDG. INTO CLASSROOM BLDG.	#3-Close of File w/o Certification - Exceptions	4/28/2010	Architect George Kelly	60 DAY LETTER SENT 5/21/01 CLOSED #4 7/03/03
	03-105001	OAK PARK HIGH SCHOOL	<b>#1-Certification &amp; Close of File</b>	7/29/2011		DONE
	03-105140	OAK PARK HIGH - ALTERATIONS TO OFFICE/CLRM BLDG (OFFICES CONVERT TO CLASSROOMS)	<b>VOID</b>	12/20/2005		VOID
	03-108320	OAK PARK HIGH SCHOOL - Construction of 2 - Two Story Modular C.R. Bldgs. (48'x40' & 72'x40' - PC 04-104797); Elevator Tower	<b>#1-Certification &amp; Close of File</b>	1/25/2013		DONE
	03-112480	OAK PARK HIGH - Alterations to 1-Multi-purpose Building	<b>Void/Cancel</b>	4/28/2011	Harley Ellis Devereaux	Previous construction closed w/o cert, dwgs using previous apprd appl not acceptable (3/11/09). Addn docs recvd 3/26/09.Void per IR A-17 6 Month Rule.4/6/11 fc.
BBC	03-112820	OAK PARK HIGH SCHOOL - Construction of 1-New Parking Lot; Reconstruction of 1-Existing Parking Lot - CA Rasmussen	????????		Civil Engineer Jim Faul Civil Engineer Dax Hoff	Note: DSA-102 required for each contract including construction managers. DSA-6 and N.O.C. required for each contractor excluding construction managers.
KPI	03-113316	OAK VIEW HIGH SCHOOL -(E-PLAN) - Fire Alm Upgrades - Smith Elect	#3-Close of File w/o Certification - Exceptions	4/3/2012	KPI Architects	
	03-113345	OAK PARK HIGH SCHOOL (E-PLAN)	<b>#2-Certification &amp; Close of File Per EDU Code 17315(b) OR 81147(b)</b>	5/13/2013		DONE
	03-113373	OAK PARK HIGH SCHOOL Alterations to 2-Toilet Buildings 'M' and 'N' (A# 41878); Construction of 5-Classroom Buildings (Relocatable) : PC-04-109299	<b>#1-Certification &amp; Close of File</b>	3/22/2011		DONE

KPI	03-113469	OAK PARK HIGH SCHOOL - Modernization	OPEN UNTIL MODERNIZATION FULLY COMPLETED		KPI Architects	Phased construction
KPI	03-114189	OAK PARK HIGH SCHOOL - Field ADA upgrades (Summer 2013) - Waisman Construction	#4-Close of File w/o Certification - Deficiencies	8/22/2013	KPI Architects	DSA-1 incompl., uncert. project and construction, missing F.A. plan. (11/17/11) Add. docs. receievd (12/1/11) THIS PROJECT SHALL NOT RECEIVE APPROVAL UNTIL THE A# 03-62382 IS CLOSED WITH CERTIFICATION (12/1/2011)
	03-114228	OAK PARK HIGH SCHOOL Alterations to 1- Install new telescopic seating in exisitng multipurpose bldg.	#1-Certification & Close of File	7/15/2013		DONE
KPI	03-114325	OAK VIEW HIGH SCHOOL- TOILET RELOCATABLE -(E-PLAN)	#3-Close of File w/o Certification - Exceptions	6/11/2013	KPI Architects	DSA-1 incompl., missing DSA-3, missing some previous A#s info., uncertif. project, modular bldg. drawings not coordinate and incompl. (2/7/12). Add. docs. received (3/6/12). THIS PROJECT SHALL NOT RECEIVE APPROVAL UNTIL THE A# 03-113316 IS CLOSED WITH CERTIFICATION (3/6/12)

## OPUSD DSA District Designation 56-45

## District Elementary Schools

	App Id	Project Name	Certified Letter Type	Date	Architect	Comments
BBC	03-101230	BROOKSIDE ELEMENTARY SCHOOL - CONSTRUCTION OF RELOCATABLE CLSRM BUILDING ( PC-253 )	#3-Close of File w/o Certification - Exceptions	3/3/2003	Pswc Group Architects	
BBC	03-101232	MEDEA CREEK MIDDLE SCHOOL - CONSTRUCTION OF 2 C.R. BLDGS. (RELOCATABLE)	#3-Close of File w/o Certification - Exceptions	6/20/2001	Pswc Group Architects	60 DAY LETTER 12/04/00 CLOSED #3
BBC	03-101233	RED OAK ELEMENTARY SCHOOL - CONSTRUCTION OF RELOCATABLE CLSRM BUILDING ( PC-253 )	#3-Close of File w/o Certification - Exceptions	3/3/2003	Pswc Group Architects	90 DAY LETTER SENT 5/09/02CLOSED #3 3/03/03
BBC	03-102820	VARIOUS SITES - CONSTRUCTION OF 3 RELOC. CLSRM BLDGS. (2 @ BROOKSIDE, 1 @ RED OAK)	#3-Close of File w/o Certification - Exceptions	11/18/2003	Harley Ellis Devereaux / Kelly Architects, Inc.	90 DAY LETTER SENT 1/03/03-----CLOSED #3 11/18/2003 <b>10-23-13 - District has issued forms 311, 168 and re-open fee and processed to DSA under Legacy closeout process</b>
	03-104219	VARIOUS SITES - ALTERATIONS TO M.P. BLDG. (E) & C.R. BLDG. (C) AT OAK PARK HIGH SCHOOL ALTERATIONS TO 2 C.R. BLDGS. (2 & 3) AT BROOKSIDE ELEMENTARY SCHOOL	<b>VOID</b>	8/1/2005		VOID PER 4YR RULE W/REFUND

BBC	03-106176	BROOKSIDE ELEM. SCHOOL - Construction of ADMIN. BLDG. (PC# 04-101268); TRASH ENCLOSURE; 2 HANDBALL WALLS; SITE WORK Relocation of 2 RELOC. C.R. BLDGS (A# 03-102820)	#3-Close of File w/o Certification - Exceptions	12/31/2010	Kelly Architects, Inc.	90 day letter sent 11/01/02 -- CLOSED #4 9/17/03; After review of the field trip notes by Regional Manager & Supervising Structural Engineer, it was determined that this project be Closed Type 3
KPI	03-113314	OAK PARK DISTRICT OFFICE BLDG (E-PLAN) - Alterations to 1-Admin/Maintenance Bldg [A]-[Fire Alarm upgrade] - Smith Elect	#3-Close of File w/o Certification - Exceptions	4/11/2012	KPI Architects	: Access Fee required. Licensed Professional required to design FA system; Previous A#s info. and cert. status required (3/30/10)Access fee received on 5/3/10. Correct docs. received 5/5/10.
KPI	03-113315	OAK HILLS ELEMENTARY SCHOOL (E-PLAN) - Alterations to 3-CR Bldgs.(A,B,D), Admin Bldg. (C),& 10- 24'X40' Reloc.CR Bldgs.[Fire Alarm Upgrade] - Smith Elect	#3-Close of File w/o Certification - Exceptions	4/3/2012	KPI Architects	Access Fee required. Licensed Professional required to design FA system; Previous A#s info. and cert. status required (3/30/10)Access fee received on 5/3/10. Correct docs. received 5/5/10.
KPI	03-113318	RED OAK ELEMENTARY SCHOOL (E-PLAN) - Alterations to 3-CR Buildings (Bldg A, B, C) ;6 Reloc.CR Bldgs. [Fire Alarm Upgrade] - Smith Elect	#3-Close of File w/o Certification - Exceptions	4/3/2012	KPI Architects	Access Fee required. Licensed Professional required to design FA system; Previous A#s info. and cert. status required (3/30/10)Access fee paid (5/3/10) Correct docs. received (5/5/10)
KPI	03-113319	MEDEA CREEK MIDDLE SCHOOL (E-PLAN) - Alterations to 5-CR Bldgs. [A ,B,C,D,E] ; 4- 24'x40' Reloc.CR Bldgs.[Fire Alarm Upgrade] - Smith Elect	#3-Close of File w/o Certification - Exceptions	4/4/2012	KPI Architects	Access Fee required. Licensed Professional required to design FA system; Previous A#s info. and cert. status required (3/30/10) Access Fee paid (5/3/10) Correct docs. receivevd (5/5/10)
KPI	03-113340	MEDEA CREEK SCHOOL( E-PLAN) - : Alterations to 1-Gymnasium Building -Addition of HVAC	<b>#1-Certification &amp; Close of File</b>	10/1/2012	KPI Architects	DONE
KPI	03-113415	BROOKSIDE ELEMENTARY - Alterations to 1- Administration Building (Bldg D), 1- Kindergarten Building (Bldg A), 2-Classroom Buildings (Bldgs B&C), 3-Reloc.Classroom Buildings (Relocatable Bldg R1,R2,R3) - MODERNIZATION - Various GC's	OPEN UNTIL MODERNIZATION FULLY COMPLETED		KPI Architects	Phased construction
KPI	03-115116	MEDEA CREEK MIDDLE SCHOOL - Construction of 1-Amphitheater			KPI Architects	Not yet bid

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 16, 2014**  
**SUBJECT: C.2.c. APPROVE UNAUDITED ACTUAL REVENUES AND EXPENDITURES FOR FISCAL YEAR 2013-14**

ACTION

**ISSUE:** Shall the Board review and accept the unaudited actuals of revenue and expenditures for fiscal year 2013-14?

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

On June 17, 2014 the Board of Education reviewed and adopted the budget for fiscal year 2014-15. Included in the budget document were estimated year-end balances for each fund for fiscal year 2013-14. The District's 2013-14 books were officially closed on September 4, 2014, and fiscal year revenues, expenditures, and year-end balances have been finalized. A copy of the 2013-14 Unaudited Actuals Report accompanies this agenda and is available for public review at the District's Support Services Center and on the District's website.

**ALTERNATIVES:**

1. Accept the unaudited actual revenues, expenditures, and fund balances for fiscal year 2013-14 as presented.
2. Do not accept the 2013-14 year end actuals.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Barbara Dickerson, Director, Fiscal Services  
 Martin Klaus, Assistant Superintendent, Business and Administrative Services

Respectfully submitted:

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

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

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

**TO: BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 16, 2014**

**SUBJECT: C.3.a PUBLIC HEARING AND APPROVAL OF RESOLUTION #14-16 REGARDING SUFFICIENCY OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS FOR 2014-2015**

**Public Hearing/Action**

**ISSUE:** Shall the Board of Education approve Resolution #14-16 assuring sufficient core textbooks and instructional materials for students in 2014-2015?

**BACKGROUND:** Education Code 60119 requires that districts and the governing Board, in order to receive textbook and instructional materials funding from the state, shall hold a public hearing regarding the sufficiency of core textbooks and instructional materials in the district.

During the 2014-2015 school year, the district has followed the state curriculum framework guidelines and complied with all associated recommendations. The District also purchased additional textbooks to accommodate growth or replacement needs for increased enrollment.

Textbook selection has become a key component of districtwide curriculum committee work including thoughtful scrutiny related to academic standards and rigorous criteria. The District Curriculum Office and Curriculum Council reviews the three-to-five year curriculum plan and implementation process including textbook adoptions to ensure quality, coherence, and access. District and site funds augment state textbook funds to supplement core needs. A list of adopted textbooks will be provided to the Board under separate cover.

It has been determined that in 2014-2015, as in years past, the Oak Park Unified School District provided sufficient core textbooks and instructional materials necessary for appropriate grade level instruction. This determination meets specific requirements of Education Code 60119.

- ALTERNATIVES:**
1. Approve Resolution #14-16 as presented enabling the district to access state funding for textbooks and instructional materials for 2014-2015.
  2. Do not approve Resolution #14-16 as presented enabling the district to access state funding for textbooks and instructional materials for 2014-2015.

**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	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

**OAK PARK UNIFIED SCHOOL DISTRICT  
RESOLUTION #14-16  
REGARDING SUFFICIENCY OF INSTRUCTIONAL MATERIALS**

**WHEREAS**, the Board of Education of the Oak Park Unified School District, in order to comply with the requirements of Education Code 60119, held a public hearing on September 16, 2014 at 6:00 p.m., which is on or before the eighth week of school and which did not take place during or immediately following school hours; and

**WHEREAS**, the Board provided at least ten (10) days notice of the public hearing by posting it in at least three public places within the district that stated the time, place and purpose of the hearing; and

**WHEREAS**, the Board encouraged participation by parents/guardians, teachers, members of the community and bargaining unit leaders in the public hearing; and

**WHEREAS**, the information provided at the public hearing detailed the extent to which sufficient textbooks and instructional materials were provided to all students, including English learners, in the Oak Park Unified School District; and

**WHEREAS**, the definition of “sufficient textbooks or instructional materials” means that each student, including each English learner, has a standards-aligned textbook or instructional materials to use in class and to take home, which may include materials in a digital format but shall not include photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage; and

**WHEREAS**, the definition of “sufficient textbooks and instructional materials” also means that all student who are enrolled in the same course within the Oak Park Unified School District have standards-aligned textbooks or instructional materials from the same adoption cycle, and

**WHEREAS**, textbooks, or instructional materials in core curriculum subjects should be aligned with state academic content standards adopted by the State Board of Education pursuant to Education Code 60605 or the Common Core Standards adopted pursuant to Education 60605.8;

**WHEREAS**, sufficient standards-aligned textbooks or instructional materials that are consistent with the cycles and content of the curriculum frameworks were provided to each student, including English learner, in the following subjects (a list of adopted textbooks and instructional materials is attached): Mathematics, Science, History-Social Science and English/Language Arts, Foreign Language and Health.

**WHEREAS**, laboratory science equipment was available for science laboratory classes offered in grade 9-12 inclusive;

**NOW, THEREFORE, BE IT RESOLVED** that for the 2014-2015 school year, the Oak Park Unified School District has provided each student with sufficient standards-aligned textbooks or instructional materials that are consistent with the cycles and content of the curriculum frameworks.

PASSED and ADOPTED this 16<sup>th</sup> day of September, 2014.

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

\_\_\_\_\_  
Mary Pallant, President, Board of Education

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

School Site:

# OPUSD Text Books for Grades K - 5

## 2014 - 2015

### Order Form

Class/Course	Book Title	ISBN #	Publisher	Edition	Copyright Date	Grade	Year Adopted
DK Handwriting/Math	Handwriting without Tears/ Letters & Numbers for Me	1503421-LV5	<a href="http://www.sognight.com">www.sognight.com</a>	Student Consumable		DK	
DK Mathematics	Math - Mathematics Their Way Mary Baratta-Lorton	0-201-86150-X	Pearson Education			DK	
DK Mathematics	Bridges Into Mathematics		mathlearningcenter			DK	
English/Language Arts	Practice Book Student Edition, Level K	9780618161591	Houghton Mifflin Harcourt	Student Consumable	2010	0	2012
English/Language Arts	2010 Vocabulary Readers, Below Level (6 copies, 30 titles), Level K	9780547178325	Houghton Mifflin Harcourt		2010	0	2012
English/Language Arts	2010 Vocabulary Readers, Above Level (6 copies, 30 titles), Level K	9780547178301	Houghton Mifflin Harcourt		2010	0	2012
English/Language Arts	Decodable Readers (6 copies, 36 titles)	9780547074825	Houghton Mifflin Harcourt		2010	0	2012
English/Language Arts	Student Anthology, Here We Go, Level 1.1	9780618151585	Houghton Mifflin Harcourt		2010	1	2012
English/Language Arts	Student Anthology, Let's Be Friends 1.2	9780618151608	Houghton Mifflin Harcourt		2010	1	2012
English/Language Arts	Student Anthology, Surprises, Level 1.3	97806181517136	Houghton Mifflin Harcourt		2010	1	2012
English/Language Arts	Student Anthology, Treasures, Level 1.4	97806181517143	Houghton Mifflin Harcourt		2010	1	2012
English/Language Arts	Student Anthology, Wonders, Level 1.5	97806181517150	Houghton Mifflin Harcourt		2010	1	2012
English/Language Arts	Practice Book Student Edition, Level 1.1-1.2	9780547195414	Houghton Mifflin Harcourt	Student Consumable	2010	1	2012
English/Language Arts	Practice Book Student Edition, Level 1.3-1.5	9780547195360	Houghton Mifflin Harcourt	Student Consumable	2010	1	2012
English/Language Arts	Student Anthology, Adventures, Level 2.1	97806181517167	Houghton Mifflin Harcourt		2010	2	2012
English/Language Arts	Student Anthology, Delights, Level 2.2	97806181517174	Houghton Mifflin Harcourt		2010	2	2012
English/Language Arts	Practice Book Student Edition, Level 2.1	9780547195353	Houghton Mifflin Harcourt	Student Consumable	2010	2	2012
English/Language Arts	Practice Book Student Edition, Level 2.2	9780547195315	Houghton Mifflin Harcourt	Student Consumable	2010	2	2012
English/Language Arts	Student Anthology, Rewards, Level 3.1	97806181517181	Houghton Mifflin Harcourt		2010	3	2012
English/Language Arts	Student Anthology, Horizons, Level 3.2	97806181517198	Houghton Mifflin Harcourt		2010	3	2012
English/Language Arts	Practice Book Student Edition, Level 3.1	9780547195452	Houghton Mifflin Harcourt	Student Consumable	2010	3	2012
English/Language Arts	Practice Book Student Edition, Level 3.2	9780547195483	Houghton Mifflin Harcourt	Student Consumable	2010	3	2012
English/Language Arts	Novel Unit Magazine, Level 3	9780547073743	Houghton Mifflin Harcourt		2010	3	2012
English/Language Arts	Novel Unit Book 1 (On-Level): Jake Drake	9780547073875	Houghton Mifflin Harcourt		2010	3	2012
English/Language Arts	Novel Unit Book 2 (Below-Level): Donovan's Word Jar	9780547073798	Houghton Mifflin Harcourt		2010	3	2012
English/Language Arts	Novel Unit Book 3 (Above-Level): Capoeira	9780547073835	Houghton Mifflin Harcourt		2010	3	2012
English/Language Arts	Student Anthology, Traditions, Level 4	97806181517204	Houghton Mifflin Harcourt		2010	4	2012
English/Language Arts	Practice Book Student Edition, Level 4	9780547195292	Houghton Mifflin Harcourt	Student Consumable	2010	4	2012
English/Language Arts	Novel Unit Magazine, Level 4	9780547073781	Houghton Mifflin Harcourt		2010	4	2012
English/Language Arts	Novel Unit Book 1 (On-Level): Phineas L MacGuire	9780547073873	Houghton Mifflin Harcourt		2010	4	2012
English/Language Arts	Novel Unit Book 2 (Below-Level): Justin and the Best Biscuits in the World	9780547073903	Houghton Mifflin Harcourt		2010	4	2012
English/Language Arts	Novel Unit Book 3 (Above-Level): Sea Turtles	9780547073910	Houghton Mifflin Harcourt		2010	4	2012
English/Language Arts	Student Anthology, Expeditions, Level 5	97806181517211	Houghton Mifflin Harcourt		2010	5	2012
English/Language Arts	Practice Book Student Edition, Level 5	9780547195438	Houghton Mifflin Harcourt	Student Consumable	2010	5	2012
English/Language Arts	Novel Unit Magazine, Level 5	9780547073842	Houghton Mifflin Harcourt		2010	5	2012
English/Language Arts	Novel Unit Book 1 (On-Level): Frindle	9780547073958	Houghton Mifflin Harcourt		2010	5	2012
English/Language Arts	Novel Unit Book 2 (Below-Level): Skunk Scout	9780547073972	Houghton Mifflin Harcourt		2010	5	2012
English/Language Arts	Novel Unit Book 3 (Above-Level): Mysteries of the Mummy Kids	9780547073996	Houghton Mifflin Harcourt		2010	5	2012
English/Language Arts	Writing Hand Book - Common Core Consumable -	9780547664532	Houghton Mifflin Harcourt	Student Consumable	2010	5	2012
English/Language Arts	Writing Handbook	978-0-547-86452-5	Houghton Mifflin Harcourt	Student Consumable	2010	4	2012
English/Language Arts	Writing Handbook	978-0-547-86451-8	Houghton Mifflin Harcourt	Student Consumable	2010	3	2012
Health	CA Harcourt Health & Fitness Learning System Grade K	0153411430	Harcourt	Big Book	2006	0	2004
Health	CA Harcourt Health & Fitness Grade K Activity Book	978-0-15-339066-1	Harcourt	Student Consumable	2006	0	2004
Health	CA Harcourt Health & Fitness Learning System Grade 1	0153414227	Harcourt	Big Book	2006	1	2004
Health	CA Harcourt Health & Fitness Grade 1	015-337524-8	Harcourt	CA Student Edition	2006	1	2004
Health	CA Harcourt Health & Fitness Grade 1 Activity Book	9780153390678	Harcourt	Student Consumable	2006	1	2004
Health	CA Harcourt Health & Fitness Learning System Grade 2	0153414235	Harcourt	Big Book	2006	2	2004
Health	CA Harcourt Health & Fitness Grade 2	0153375256	Harcourt	CA Student Edition	2006	2	2004
Health	CA Harcourt Health & Fitness Grade 2 Activity Book	9780153390685	Harcourt	Student Consumable	2006	2	2004
Health	Health 2004 Grade 3 Health California Pupils Edition	978-0-02-280602-6	Macmillan/McGraw-Hill	CA Student Edition	2006	3	2004
Health	CA Health & Wellness Grade 3	None	Macmillan/McGraw-Hill	Student Consumable	2006	3	2004
Health	CA Health & Wellness Grade 3	0022806024	Macmillan/McGraw-Hill	CA Student Edition	2006	3	2004
Health	Health 2004 Grade 5 Health California Pupils Edition	978-0-02-280604-0	Macmillan/McGraw-Hill	CA Student Edition	2006	4	2004
Health	CA Health & Wellness Grade 4	None	Macmillan/McGraw-Hill	Student Consumable	2006	4	2004
Health	CA Health & Wellness Grade 4	0022806032	Macmillan/McGraw-Hill	CA Student Edition	2006	4	2004
Health	CA Health & Wellness Grade 5	None	Macmillan/McGraw-Hill	Student Consumable	2006	5	2004
Health	CA Health & Wellness Grade 5	0022806040	Macmillan/McGraw-Hill	CA Student Edition	2006	5	2004
History/Social Science	CA Big Book Reflections Homework & Practice Book Grade K	9780153414664	Harcourt Publishers	Student Consumable	2007	0	2005
History/Social Science	CA Big Book Reflections Kindergarten Program	0-15-344135-6	Harcourt Publishers	CA Student Edition Cons	2007	0	2005
History/Social Science	CA Big Book Reflections Kindergarten Program		Harcourt Publishers	Teachers	2007	0	2005
History/Social Science	CA A Child's View Homework & Practice Grade 1	0-15-341467-7	Harcourt Publishers	Student Consumable	2007	1	2005
History/Social Science	CA A Child's View Soft Big Book Collection Grade 1	0-15-338498-0	Harcourt Publishers	Big Book	2007	1	2005
History/Social Science	CA A Child's View Grade 1	0-15-338498-0	Harcourt Publishers	CA Student Edition	2007	1	2005
History/Social Science	CA People We Know Homework & Practice Grade 2	9780153414688	Harcourt Publishers	Student Consumable	2007	2	2005
History/Social Science	CA People We Know Grade 2	0-15-338499-9	Harcourt Publishers	CA Student Edition	2007	2	2005
History/Social Science	CA Our Communities Homework & Practice Grade 3	0-15-341478-2	Harcourt Publishers	Student Consumable	2007	3	2005
History/Social Science	CA Our Communities Grade 3	0-15-338501-4	Harcourt Publishers	CA Student Edition	2007	3	2005
History/Social Science	CA A Changing State Homework & Practice Grade 4	0-15-341479-0	Harcourt Publishers	Student Consumable	2007	4	2005
History/Social Science	CA A Changing State Grade 4	0-15-338502-2	Harcourt Publishers	CA Student Edition	2007	4	2005
History/Social Science	CA The US Making a New Nation Homework & Practice Grade 5	0-15-341480-4	Harcourt Publishers	Student Consumable	2007	5	2005
History/Social Science	CA The United States: Making a New Nation Grade 5	0-15-338503-0	Harcourt Publishers	CA Student Edition	2007	5	2005
Social Studies	Badger Claws		VCOE Pub	Novel			
Mathematics	Go Math! CA Multi Volume 2015 - Student Edition	9780544273429	Houghton Mifflin Harcourt	CA Student Edition	2014	0	2015
Mathematics	Go Math! CA Multi Volume 2015 - Student Edition - Practice Workbook	9780547588124	Houghton Mifflin Harcourt	Student Consumable	2014	0	2015
Mathematics	Go Math! CA Multi Volume 2015 - Student Edition	9780544273245	Houghton Mifflin Harcourt	CA Student Edition	2014	1	2015
Mathematics	Go Math! CA Multi Volume 2015 - Student Edition - Practice Workbook	9780544230897	Houghton Mifflin Harcourt	Student Consumable	2014	1	2015
Mathematics	Go Math! CA Multi Volume 2015 - Student Edition	9780544273252	Houghton Mifflin Harcourt	CA Student Edition	2014	2	2015
Mathematics	Go Math! CA Multi Volume 2015 - Student Edition - Practice Workbook	9780544230903	Houghton Mifflin Harcourt	Student Consumable	2014	2	2015
Mathematics	Go Math! CA Multi Volume 2015 - Student Edition	9780544273269	Houghton Mifflin Harcourt	CA Student Edition	2014	3	2015
Mathematics	Go Math! CA Multi Volume 2015 - Student Edition - Practice Workbook	9780547392639	Houghton Mifflin Harcourt	Student Consumable	2014	3	2015



School Site:

## OPUSD Text Books for Grades K - 5 2014 - 2015 Order Form

Class/Course	Book Title	ISBN #	Publisher	Edition	Copyright Date	Grade	Year Adopted
Mathematics	Houghton Mifflin Harcourt Go Math! California Enrichment Workbook Blackline Masters Grade 5	9780544213098	Houghton Mifflin Harcourt		2014	5	2014
Mathematics	Go Math! California Online Teacher Digital Management Center 8 YearGrade 5 2015 (Qty:1)	9780544307483	Houghton Mifflin Harcourt		2014	5	2014
Mathematics	Houghton Mifflin Harcourt Go Math! California Reteach Workbook Blackline Masters Grade 5	9780544213289	Houghton Mifflin Harcourt		2014	5	2014
Mathematics	HMH Go Math! California Teacher Edition and Planning Guide Bundle Grade 5 2015 (Qty:1)	9780544264519	Houghton Mifflin Harcourt		2014	5	2014
Mathematics	Go Math! Grab and Go Differentiated Centers Kit Grade 5 (Qty:1)	9780547713205	Houghton Mifflin Harcourt		2014	5	2014
Mathematics	Houghton Mifflin Harcourt Go Math! SBAC Test Prep Teacher Edition Grade 5 (Qty:1)	9780544251960	Houghton Mifflin Harcourt		2014	5	2014
Mathematics	Houghton Mifflin Harcourt Go Math! Strategic Intervention Teacher Guide Grade 5 (Qty:1)	9780544249073	Houghton Mifflin Harcourt		2014	5	2014
Mathematics	Houghton Mifflin Harcourt On Core Math Bi-lingual ExamView CD-ROM Grade 5 (Qty:1)	9780547720494	Houghton Mifflin Harcourt		2014	5	2014
Mathematics	Go Math! Grab and Go Classroom Manipulative Kit Grade 5	9780547732442	Houghton Mifflin Harcourt		2014	5	2014
Mathematics	HMH Go Math! Intensive Intervention Kit Grade 5	9780544264236	Houghton Mifflin Harcourt		2014	5	2014
Science	Kit Foss CA Animals 2X2	1-59242-974-2	Foss - Delta	Kits	2007	0	2008
Science	Kit Foss CA Trees	1-59242-975-0	Foss - Delta	Kits	2007	0	2008
Science	Kit Foss CA Wood and Paper	1-59242-976-9	Foss - Delta	Kits	2007	0	2008
Science	Kit Foss-Ca Plants and Animals - Cr07	1-59242-978-5	Foss - Delta	Kits	2007	1	2008
Science	Kit Foss-Ca Air and Weather - Cr07	1-59242-979-3	Foss - Delta	Kits	2007	1	2008
Science	Kit Foss-Ca Solids and Liquids Cr07	1-59242-977-7	Foss - Delta	Kits	2007	1	2008
Science	Kit Foss-Ca Insects and Plants - Cr07	1-59242-981-5	Foss - Delta	Kits	2007	2	2008
Science	Kit Foss-Ca Pebbles, Sand, and Silt - Cr07	1-59242-982-3	Foss - Delta	Kits	2007	2	2008
Science	Kit Foss-Ca Balance and Motion - Cr07	1-59242-980-7	Foss - Delta	Kits	2007	2	2008
Science	Kit Foss-Ca Structures of Life - Cr07	1-59242-986-6	Foss - Delta	Kits	2007	3	2008
Science	Kit Foss-Ca Sun, Moon, and Stars - Cr07	1-59242-985-8	Foss - Delta	Kits	2007	3	2008
Science	Kit Foss-Ca Matter and Energy - Cr07	1-59242-993-9	Foss - Delta	Kits	2007	3	2008
Science	Kit Foss-Ca Environments - Cr07	1-59242-988-2	Foss - Delta	Kits	2007	4	2008
Science	Kit Foss-Ca Solid Earth - Cr07	1-59242-989-0	Foss - Delta	Kits	2007	4	2008
Science	Kit Foss-Ca Magnetism and Electricity - Cr07	1-59242-987-4	Foss - Delta	Kits	2007	4	2008
Science	Kit Foss-Ca Living Systems - Cr07	1-59242-992-0	Foss - Delta	Kits	2007	5	2008

School Site:

# OPUSD Text Books for Grades 6 - 8

## 2013 - 2014

### Order Form

Class/Course	Book Title	ISBN #	Publisher	Edition	Copyright Date	Grade
English/Language Arts	(Literature) <i>Timeless Voices, Timeless Themes Copper Level</i>	0-13-054802-2	Prentice Hall	CA Student Edition	2002	6
English/Language Arts	Writing & Grammar Communication in Action Copper Level	0-13-037341-9	Prentice Hall	CA Student Edition	2002	6
English/Language Arts	Grade 6 – <u>The Giver</u>	9780385732550		Core- Reader		6
English/Language Arts	Grade 6 – <u>Ulysses</u>	0-590-42599-4		Core- Reader		6
English/Language Arts	(Literature) <i>Timeless Voices, Timeless Themes Bronze Level</i>	0-13-054803-0	Prentice Hall	CA Student Edition	2002	7
English/Language Arts	Writing & Grammar Communication in Action Bronze Level	0-13-037313-3	Prentice Hall	CA Student Edition	2002	7
English/Language Arts	Grade 7 – <u>Shabanu</u>	9780307977885		Core- Reader		7
English/Language Arts	Grade 7 – <u>Anne Frank: The Diary of a Young Girl</u>	0-55329698-1		Core- Reader		7
English/Language Arts	(Literature) <i>Timeless Voices, Timeless Themes Silver Level</i>	0-13-054804-9	Prentice Hall	CA Student Edition	2002	8
English/Language Arts	Writing & Grammar Communication in Action Silver Level	0-13-037343-5	Prentice Hall	CA Student Edition	2002	8
English/Language Arts	Grade 8 – <u>Johnny Tremain</u>	9780547614328		Core- Reader		8
English/Language Arts	Grade 8 – <u>Tom Sawyer</u>	978-1-58049-596-7		Core- Reader		8
English/Language Arts	Read 180 Stage B	0-439-67078-0	Scholastic	Enterprise Ed	2005	
English/Language Arts	Read 180 Stage C	: 9780439670791	Scholastic	Enterprise Ed	2005	
English/Language Arts	Read 180 Stage rBookFlex	9780439902410	Scholastic	Enterprise Ed	2006	
Health	Teen Health	0-02-651837-6	Glencoe	CA Student Edition	2003	7
History/Social Science	World History Ancient Civilizations CA	0-618-53124-6	McDougal Littell	CA Student Edition	2006	6
History/Social Science	World History Ancient Civilizations CA	DO NOT USE	McDougal Littell	Student Consumable	2006	6
History/Social Science	World History Medieval & Early Modern Times	0-618-53294-3	McDougal Littell	CA Student Edition	2006	7
History/Social Science	World History Medieval & Early Modern Times	DO NOT USE	McDougal Littell	Student Consumable	2006	7
History/Social Science	Creating American: Beginnings through World War I CA	0-618-55949-3	McDougal Littell	CA Student Edition	2006	8
History/Social Science	Creating American: Beginnings through World War I CA	DO NOT USE	McDougal Littell	Student Consumable	2006	8
Mathematics	Mathematics Concepts, Skills, & Problem Solving Wk Book	9780078788734	Glencoe	Student Consumable	2008	6
Mathematics	Mathematics Concepts, Skills, & Problem Solving Skill Wk Book	9780078788758	Glencoe	Student Consumable	2008	6
Mathematics	Mathematics Concepts, Skills, & Problem Solving	0078778484	Glencoe	CA Student Edition	2008	6
Mathematics	Mathematics Concepts, Skills, & Problem Solving Wk Book	9780078788864	Glencoe	Student Consumable	2008	7
Mathematics	Mathematics Concepts, Skills, & Problem Solving Practice	9780078795336	Glencoe	Student Consumable	2008	7
Mathematics	Mathematics Concepts, Skills, & Problem Solving	0078778506	Glencoe	CA Student Edition	2008	7
Mathematics	Algebra 1-CPM Algebra Connections Practice Book	9781603280020	CPM	Student Consumable	2008	8
Mathematics	Algebra 1-CPM Algebra Connections	9781603280006	CPM	CA Student Edition	2008	8
Mathematics	Foundations for Algebra, Year 1, Hardcover Text - 1 Volume	978-1-931287-03-6	CPM	CA Student Edition	2008	8
Mathematics	Geometry Concepts, Skills, & Problem Solving Skills Practice Book	9780078773464	Glencoe	Student Consumable	2008	8

School Site:

# OPUSD Text Books for Grades 6 - 8

## 2013 - 2014

### Order Form

Class/Course	Book Title	ISBN #	Publisher	Edition	Copyright Date	Grade
Mathematics	Geometry Concepts, Skills, & Problem Solving Practice Book	9780078773471	Glencoe	Student Consumable	2008	8
Mathematics	Geometry Concepts, Skills, & Problem Solving	0078778549	Glencoe	CA Student Edition	2008	8
Science	Focus on Earth Science Work Book	0-13-203438-7	Prentice Hall	Student Consumable	2008	6
Science	Focus on Earth Science	0-13-201274-X	Prentice Hall	CA Student Edition	2008	6
Science	Focus on Earth Science	0-13-203438-7	Prentice Hall	Student Consumable	2008	6
Science	Focus on Life Science Work Book	0-13-203441-7	Prentice Hall	Student Consumable	2008	7
Science	Focus on Life Science	0-13-201272-3	Prentice Hall	CA Student Edition	2008	7
Science	Focus on Life Science Work Book	0-13-203441-7	Prentice Hall	Student Consumable	2008	7
Science	Focus on Physical Science Work Book	0-13-203445-x	Prentice Hall	Student Consumable	2008	8
Science	Focus on Physical Science	0-13-201270-7	Prentice Hall	CA Student Edition	2008	8
Science	Focus on Physical Science	0-13-203445-X	Prentice Hall	Student Consumable	2008	8
Spanish	En Espanol!	978-0-618-30430-1	McDougal Littell	CA Student Edition	2004	

**TO: BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 16, 2014**  
**SUBJECT: C.3.b. APPROVE PILOT OF MATH MATERIALS FOR GRADE 6**

**ISSUE:** Shall the Board of Education approve the pilot of McGraw Hill – California Math Course 1 for 6<sup>th</sup> grade students?

**STATEMENT:** In January 2014, school districts were provided a list of more than 30 instructional materials to choose from that are aligned to the Common Core State Standards for mathematics. This comes after the State Board of Education completed the 2014 adoption of kindergarten through grade eight mathematics materials for California students.

Of the 35 instructional materials programs submitted for consideration from 17 publishers, the State Board of Education approved 31. Of these, 20 were Basic Grade-level programs, 10 were Algebra 1 programs, and one was an Integrated Mathematics 1 program.

Upon receiving the list of approved materials, we formed a Mathematics Committee consisting of representatives from each grade level at each school site (K-12). We spent months reviewing materials, meeting with publishing representatives and attending a publisher’s faire at VCOE. With such a wide variety of choices, including a number of technology-based programs, the committee based their final decision on a selection criteria that addressed the following areas: Content and alignment with the Common Core Standards; Program Organization; Assessments; Universal Access (Special Education and English Language Learners); Technology Components; and Instructional Planning and Support.

The committee found McGraw Hill’s California Math Course 1 to be superior in every one of the criteria areas. The teachers were most interested in the variety of teacher resource materials and the technology components to the program. Therefore, we would like to pilot McGraw Hills’ California Math Course 1 for approximately six weeks. There is no cost for this pilot.

- ALTERNATIVES:** 1. Approve the pilot of McGraw Hill’s California Math Course 1.  
 2. Do not approve the pilot of McGraw Hill’s California Math Course 1.

**RECOMMENDATION:** Alternative No. 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	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

**TO: BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 16, 2014**  
**SUBJECT: C.3.c. APPROVE PILOT OF MATH MATERIALS FOR GRADES K-5**

**ISSUE:** Shall the Board of Education approve the pilot of the Houghton Mifflin Go Math Program for grades K-5?

**STATEMENT:** In January 2014, school districts were provided a list of more than 30 instructional materials to choose from that are aligned to the Common Core State Standards for mathematics. This comes after the State Board of Education completed the 2014 adoption of kindergarten through grade eight mathematics materials for California students.

Of the 35 instructional materials programs submitted for consideration from 17 publishers, the State Board of Education approved 31. Of these, 20 were Basic Grade-level programs, 10 were Algebra 1 programs, and one was an Integrated Mathematics 1 program.

Upon receiving the list of approved materials, we formed a Mathematics Committee consisting of representatives from each grade level at each school site (K-12). We spent months reviewing materials, meeting with publishing representatives and attending a publisher’s faire at VCOE. With such a wide variety of choices, including a number of technology-based programs, the committee based their final decision on a selection criteria that addressed the following areas: Content and alignment with the Common Core Standards; Program Organization; Assessments; Universal Access (Special Education and English Language Learners); Technology Components; and Instructional Planning and Support.

The committee found Houghton Mifflin’s Go Math program to be superior in every one of the criteria areas. The teachers were most interested in the variety of teacher resource materials and the technology components to the program. We would like to pilot the Go Math program for one year in grades K-5. The cost is approximately \$38,000. The funding will come from the Common Core State Implementation monies.

- ALTERNATIVES:** 1. Approve the pilot of math materials for grades K-5.  
 2. Do not approve the pilot of math materials for grades K-5.

**RECOMMENDATION:** Alternative No. 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	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

**TO: BOARD OF EDUCATION**

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

**DATE: SEPTEMBER 16, 2014**

**SUBJECT: C.4.a. APPROVE CONTRACT FOR NON-PUBLIC AGENCY FOR SPECIAL EDUCATION STUDENT #01-14/15 - \$67,350.00**

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**ACTION**

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

**BACKGROUND:** Student is in grade 8 and requires specialized behavior intervention services throughout the school day. Autism Center for Treatment (ACT) is able to provide these specialized services on the school campus. The total cost for these services is: \$67,350.00.

**ALTERNATIVES:** 1) Approve this contract for non-public agency.  
2) Do not approve this contract for non-public agency.

**RECOMMENDATION:** Alternative #1

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

Respectfully Submitted

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

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

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

**INDIVIDUAL SERVICES CONTRACT FOR  
NONPUBLIC, NONSECTARIAN SCHOOL/AGENCY SERVICES  
(Education Code Sections 56365 - 56366.5) (#01-14/15)**

**THIS NON-PUBLIC AGENCY CONTRACT** is made and entered into this 16<sup>th</sup> day of September 2014, between **Oak Park Unified School District** County of Ventura, hereinafter referred to as "**DISTRICT**," and **Autism Center for Treatment (ACT)**, 29525 Canwood Street, Suite 303, Agoura Hills, CA 91301, hereinafter referred to as "**Contractor**" for:

Name of Pupil:

---

1. All terms and conditions of the current Master Contract for Nonpublic, Nonsectarian School/Agency Services, hereinafter referred to as the Master Contract, previously executed by the parties hereto, are incorporated herein by reference. The **CONTRACTOR** will implement the Individualized Education Program (IEP) and will request an IEP review prior to any change in the service program.
2. This contract is authorized to cover services during the regular school year and for the extended school year only as specified in this contract.
3. Subject to the performance of this contract **DISTRICT** will pay **CONTRACTOR** for behavior intervention services.
4. The pupil's service provider will hold the following license: Proper education, certificate, and training to supervise and provide behavioral services to the student.
5. The pupil:supervisor ratio will be **1:1**
6. The frequency of the related services will be provided as specified in the student's Individualized Education Program and in Item 7A of this Contract.
7. Authorized related educational services as specified in the IEP, shall be provided by the **CONTRACTOR** up to the amount specified below.

**A. RELATED SERVICES:**

All Aide and Supervision services are to be provided on school days of student attendance, during school hours, and on the school campus.

1. **(Grade 8: MCMS)**

**ESY 2014- July only:**

1:1 ABA Aide (College level behavior therapist) @ 8 days x 4.5 hours per day @ \$50.00 per hour = 36 hours x \$50.00 per hour \$ 1,800.00

**ESY 2015 – June only:**

1:1 ABA Aide (College level behavior therapist) @ 9 days x 4.5 hours per day @ \$50.00 per hour = 40.5 hours x \$50.00 per hour \$ 2,025.00

**Supervision:**

Up to 1 hour of supervision during July 2014 ESY, to be provided by any of the following:

- a. Psychological Assistant @ \$125/hr or
- b. PhD Licensed Psychologist @ \$175/hr

Up to 1 hour of supervision during June 2015 ESY, to be provided by any of the following:

- a. Psychological Assistant @ \$125/hr or
- b. PhD Licensed Psychologist @ \$175/hr

Maximum ESY Supervision Cost: \$ 350.00  
Maximum Total ESY 2014/2015 Cost: \$ 3,825.00

**Regular School Year 2014/2015:**

August 27, 2014 to June 12, 2015.

1:1 ABA Aide (College level behavior therapist). 6.30 hours per day for 180 days,  
pro-rated for weeks less than full weeks.

6.30 hours per day for 180 days @ \$50.00 per hour = \$56,700.00.

**Maximum Total 2014/2015 School Year Aide Cost: \$ 56,700.00**

**Supervision:**

Up to 4 hours per month (except 6 hours per month for September and October), maximum of  
39 hours total, of supervision services, pro-rated for  
shorter months, to be provided by any of the following:

- a Psychological Assistant @ \$125/hr or
  - b PhD Licensed Psychologist @ \$175/hr
- 39 hours @ maximum \$175/hr = \$6,825.00

**Total Maximum 2014/2015 School Year Supervision Cost: \$ 6,825.00**  
**Total 2014/2015 School Year Aide Cost: \$ 56,700.00**  
**Total 2014/2015 ESY Cost: \$ 3,825.00**

**GRAND TOTAL: \$ 67,350.00**

8. A log of services, including dates and times, and progress notes signed by the clinician/supervisor will be submitted with each month's billing.

The parties hereto have executed this contract by and through their duly authorized agents or representatives.

The contract is effective on July 1, 2014 and terminates at 5:00 P.M. on June 30, 2015, unless sooner terminated as provided herein.

**CONTRACTOR**

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

29525 Canwood Street, Suite 303  
(Mailing Address)  
Agoura Hills, CA 90301  
(City / State / Zip Code)

\_\_\_\_\_  
(Contracting Officer's Signature)

\_\_\_\_\_  
(Type Name and Title)  
Aimee Anderson, PhD  
Director, ACT

\_\_\_\_\_  
(Date)

**DISTRICT**

Oak Park Unified School District  
(Name of School District)

5801 E Conifer St  
( Mailing Address)  
Oak Park, CA 91377  
(City / State / Zip Code)

\_\_\_\_\_  
(Signature)

Dr. Anthony W. Knight  
(Superintendent)

September 17, 2014  
(Date)

Approved by the Oak Park Governing Board on: September 16, 2014

**TO: BOARD OF EDUCATION**

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

**DATE: SEPTEMBER 16, 2014**

**SUBJECT: C.4.b. APPROVE CONTRACT FOR NON-PUBLIC SCHOOL FOR SPECIAL EDUCATION STUDENT #02-14/15 - \$30,976.00**

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**ACTION**

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

**BACKGROUND:** This fourteen-year-old, eighth grade special education student has been attending school at The Help Group for the last six years. The IEP team has determined that a non-public school is the least restrictive appropriate placement at this time. Sunrise Non-Public School (HELP Group) is a certified non-public school and has a Master contract with Ventura County SELPA. The cost of this placement is \$30,976.00. The District will receive an estimated \$6,605.60 in revenue limit funds for students in grades 7-8 to reduce the actual cost to \$24,370.40.

**ALTERNATIVES:** 1) Approve contract for this non-public school placement.  
 2) Do not approve contract for this non-public school placement.

**RECOMMENDATION:** Alternative #1

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

Respectfully Submitted

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

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

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

**INDIVIDUAL SERVICES CONTRACT FOR  
NONPUBLIC, NONSECTARIAN SCHOOL/AGENCY SERVICES  
(Education Code Sections 56365 - 56366.5) (# 02-14/15)**

**THIS SERVICE CONTRACT** is made and entered into this 16th day of September, 2014, between, **Oak Park Unified School District** County of Ventura, hereinafter referred to as “**DISTRICT**,” and **The H.E.L.P. Group**, 13130 Burbank Blvd., Sherman Oaks, CA 91401, Telephone: (818) 779-5105, FAX (818) 779-5103, a nonpublic school, hereinafter referred to as “**CONTRACTOR**” for

Name of Pupil:

Address of Pupil:

Telephone:

Date of Birth:

Sex:

Grade Level:

Hereinafter referred to a “**PUPIL**”, who is a resident of Ventura County

Pupil’s school of residence: Medea Creek Middle School  
NPS: Sunrise (HELP Group)

Name of Parent(s):

Address:

Telephone Number:

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1. All terms and conditions of the current Master Contract for Nonpublic, Nonsectarian School/Agency Services, hereinafter referred to as the Master Contract, previously executed by the parties hereto, are incorporated herein by reference. The **CONTRACTOR** will implement the Individualized Education Program (IEP) and will request an IEP review prior to any change in the service program.
2. This contract is authorized for up to 200 days as specified in the Individualized Education Program.
3. Subject to the performance of this contract **DISTRICT** will pay **CONTRACTOR** **\$144.43/day** as defined in **Item #62 of the Master Contract**.
4. The pupil’s coordinating teacher/service provider will hold the following credential/license: **Appropriate, valid credential**, as defined in **Item #47 of the Master Contract**.
5. The class size for the pupil will not exceed **12 pupils**, as defined in **Item #24 of the Master Contract**.
6. The length of the instructional program will be **360 minutes per day, Monday through Friday**, as defined in **Item #23 of the Master Contract**.
7. District graduation requirements, including differential proficiency standards, if applicable, shall be implemented as attached, or as specified in the IEP.

8. Authorized related educational services as specified in the IEP, shall be provided by the **CONTRACTOR** up to the amount specified.

**A. Basic Education Program:**

2014 ESY: 20 days

Regular school year: 180 days

Total number of Days: 200 times Per Diem **136.40**

**MAXIMUM TOTAL BASIC EDUCATION COSTS (A):** **\$27,280.00**

**B. Designated Instruction and Services/Related Services:**

Speech/Language Services:

60 minutes per week for 42 weeks @ \$88.00 per hour.

**Total Speech/Language Cost:** **\$ 3,696.00**

**MAXIMUM TOTAL RELATED SERVICES COST (B)** **\$ 3,696.00**

**MAXIMUM TOTAL BASIC EDUCATION & RELATED SERVICES COST (A&B)** **\$30,976.00**

9. Other provisions as necessary:

- A. Progress reports on all goals and objectives will be submitted quarterly and at report card times with the report card to the District in a timely manner.
- B. All test results, reports, and data will be submitted to the District when completed.
- C. District observations of student.
- D. Participation in IEP meetings.
- E. All other provisions in the Master Contract.

The parties hereto have executed this contract by and through their duly authorized agents or representatives.

The contract is effective on July 1, 2014 and terminates at 5:00 P.M. on June 30, 2015 unless sooner terminated as provided herein.

**CONTRACTOR**

H.E.L.P Group-Bridgeport School  
13130 Burbank Blvd.  
Sherman Oaks, California 91401

**DISTRICT**

Oak Park Unified School District  
5801 E. Conifer Street  
Oak Park, California 91377

\_\_\_\_\_  
Contracting Officer's Signature

\_\_\_\_\_  
District Officer's Signature

\_\_\_\_\_  
Print/Type Name and Title

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
September 17, 2014  
Date

Approved by the Oak Park Unified School District Governing Board on (date): September 16, 2014

**TO: BOARD OF EDUCATION**

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

**DATE: SEPTEMBER 16, 2014**

**SUBJECT: C.4.c. APPROVE CONTRACT FOR NON-PUBLIC AGENCY FOR SPECIAL EDUCATION STUDENT #03-14/15 - \$62,219.19**

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**ACTION**

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

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

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

**ALTERNATIVES:** 1) Approve this contract for non-public agency.  
2) Do not approve this contract non-public agency.

**RECOMMENDATION:** Alternative #1

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

Respectfully Submitted

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

**INDIVIDUAL SERVICES CONTRACT FOR  
NONPUBLIC, NONSECTARIAN SCHOOL/AGENCY SERVICES  
(Education Code Sections 56365 - 56366.5) (#03-14/15)**

**THIS NON-PUBLIC AGENCY CONTRACT** is made and entered into this 16th day of September 2014, between **Oak Park Unified School District** County of Ventura, hereinafter referred to as "**DISTRICT**," and **Inclusive Education and Community Partnership**, 2323 Roosevelt Blvd., Suite 3, Oxnard, CA 93035, Telephone: (805) 985-4808, hereinafter referred to as "Contractor" for:

Name of Pupil:

Address of Pupil:

Date of Birth:                      Sex:                      Grade Level:

Pupil's school of residence is:

Name of Parent(s):

Address of Parent:

Telephone Number:

- 
1. All terms and conditions of the current Master Contract for Nonpublic, Nonsectarian School/Agency Services, hereinafter referred to as the Master Contract, previously executed by the parties hereto, are incorporated herein by reference. The **CONTRACTOR** will provide the services and, where applicable, implement the Individualized Education Program (IEP) and will request an IEP review prior to any change in the service program for any student.
  2. This contract is authorized to cover services during the regular school year and for the extended school year only as specified in the Individualized Education Program, or as designated in this contract.
  3. Subject to the performance of this contract **DISTRICT** will pay **CONTRACTOR** for specified services outlined in this contract.
  4. The pupil's service providers will hold the following license: Proper education, certificate, and training.
  5. The pupil: supervisor ratio will be **1:1 (N/A)**
  6. The frequency of the related services will be provided as specified in the students' Individualized Education Programs and in Item 7A of this Contract.
  7. **A. Behavioral Supervision (BID)**

**5 hours per month (prorated for shorter months) September - June  
= 50 hours @ \$90.13 per hour**

**\$4,506.50**

**B. BII (Behavior Intervention Implementation) (\$42.75/hour)**

\* **Regular School Year 2013/2014: 7.5 hours per day (school day; 7<sup>th</sup> period support; 75 minutes per day homework support) 7.5 hours @ \$42.75  
= \$320.63 x 180 days: \$57,712.50**

**GRAND TOTAL \$62,219.19**

8. A log of services, including dates and times, and progress notes signed by the clinician/supervisor will be submitted with each month's billing.

The contract is effective on July 1, 2014 and terminates at 5:00 PM on June 30, 2015, unless sooner terminated as provided herein.

**CONTRACTOR**

IECP  
(Name of Nonpublic School/Agency)

2323 Roosevelt Blvd., Suite 3  
(Mailing Address)  
Oxnard CA 93035  
(City / State / Zip Code)

\_\_\_\_\_  
(Contracting Officer's Signature)

\_\_\_\_\_  
(Type Name and Title)

\_\_\_\_\_  
(Date)

Approved by the Oak Park Governing Board on: \_\_\_\_\_

**DISTRICT**

Oak Park Unified School District  
(Name of School District)

5801 E Conifer St  
( Mailing Address)  
Oak Park, CA 91377  
(City / State / Zip Code)

\_\_\_\_\_  
(Signature)

Anthony W. Knight  
(Superintendent)

September 17, 2014  
(Date)

September 16, 2014

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 16, 2014**  
**SUBJECT: C.5.a. DESIGNATION OF BOARD REPRESENTATIVES TO DISTRICT COMMITTEES**

Action

**ISSUE:** To confirm designation of Board representatives to District committees and/or to select as needed.

**STATEMENT:** In order to have Board coverage and representation to district committees, it has been our practice to select specific representatives. The Board is asked to confirm and select representation for the following committees:

- Benefits Committee (TBD)
- Community Outreach Committee (monthly, 11 a.m.)
- Curriculum Council (1<sup>st</sup> Tuesday, 3:30 p.m.)
- Calendar Committee (TBD)
- DELAC/English Learning (Jan. 6, Mar. 3, May 5, 1:00 p.m)
- EEAC (1<sup>st</sup> Thursday, 3:15 p.m.)
- GATE DAC (3<sup>rd</sup> Thursday, 3:30 p.m.)
- Facilities Planning Committee (1<sup>st</sup> Wednesday, 4:30 p.m.)
- Finance Committee (TBD)
- Friends of Oak Park Schools (3<sup>rd</sup> Monday, 7:00 p.m.)
- Oak Park MAC (4<sup>th</sup> Tuesday, 7:00 p.m.)
- Rancho Simi Recreation and Parks (2<sup>nd</sup> Thurs, Jan. Apr. Jul. Oct.)
- Safe Kids Task Force (4<sup>th</sup> Thursday, 3:30 p.m.)
- Technology Committee (Every other 2<sup>nd</sup> Monday, 3:30 p.m.)
- Wellness Council (2<sup>nd</sup> Tuesday, 3:30 p.m.)

**RECOMMENDATION:** As selected.

Respectfully Submitted,

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

Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:  
**VOTE:**        AYES                                NOES                                ABSTAIN                                ABSENT

Hazelton	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

**BOARD REPRESENTATIVES TO DISTRICT COMMITTEES – 2013-2014**

**Barbara Laifman** as representative to Community Outreach Committee  
Barbara Laifman as representative to DELAC/English Learner Advisory Committee  
Barbara Laifman as alternate representative to Oak Park MAC  
Barbara Laifman as alternate representative to SEAC

DELAC Committee  
Quarterly

**Mary Pallant** as representative to Friends of Oak Park Schools  
Mary Pallant as representative to Oak Park MAC  
Mary Pallant as representative to Rep to the County Committee on School District Organization  
Mary Pallant as alternate representative to Curriculum Council Committee  
Mary Pallant as alternate representative to GATEDAC  
Mary Pallant as alternate representative to Rancho Simi Recreation & Parks  
Mary Pallant as alternate representative to DLAC/EL Committee  
Mary Pallant as alternate representative to Wellness Council  
Mary Pallant as alternate representative to EEAC

Friends OOPS  
3<sup>rd</sup> Monday of month

Oak Park MAC  
4<sup>th</sup> Tuesday, 7:00 p.m.

**Allen Rosen** as representative to GATE DAC Committee  
Allen (Tues. a.m.)/Jan (1<sup>st</sup> Wed. month meeting) as representative to Facilities Planning Committee  
Allen Rosen as alternative representative to Tech Committee  
Allen Rosen as alternate representative to Facilities Planning Committee  
Allen Rosen as alternate representative to Finance Committee  
Allen Rosen as alternate representative to Tech Committee

GATE DAC Committee  
Quarterly

Facilities Planning Committee  
Tuesday Morning, 8 a.m.

**Sepideh Yeoh** as representative to Calendar Committee  
Sepideh Yeoh as representative to Safe Kids Task Force  
Sepideh Yeoh as representative to Rancho Simi Recreation and Parks  
Sepideh Yeoh as representative to SEAC  
Sepideh Yeoh as representative to EEAC

<u>Calendar Committee</u>	<u>SEAC</u>	<u>EEAC</u>
Meet as needed – TBD	TBD	1 <sup>st</sup> Thursday of the month
<u>Rancho Simi Rec &amp; Parks</u>	<u>Safe Kids Task Force</u>	
2 <sup>nd</sup> Thurs. Jan, Apr., Jul, Oct.	4 <sup>th</sup> Thursday of month	

**Jennifer von Schneidau** as representative to Wellness Council  
Jennifer von Schneidau as representative to Benefits Committee  
Jennifer von Schneidau as representative to Technology Committee  
Jennifer von Schneidau as representative to Curriculum Committee  
Allen (Tues. a.m.)/Jennifer (1<sup>st</sup> Wed. month meeting) as representative to Facilities Planning Committee  
    Jennifer von Schneidau as alternate to Safe Kids Task Force/Disaster Preparedness Committee  
    Jennifer von Schneidau as alternate representative to Friends of Oak Park Schools  
    Jennifer von Schneidau as alternate representative to Calendar Committee  
    Jennifer von Schneidau as alternate representative to DELAC/English Learner

<u>Curriculum Committee</u>	<u>Benefits Committee</u>	<u>Technology Committee</u>
1 <sup>st</sup> Tuesday of the month	Meet as needed – TBD	2 <sup>nd</sup> Monday of the month

Facilities Planning Committee  
1<sup>st</sup> Wednesday of the month

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: SEPTEMBER 16, 2014**

**SUBJECT: C.6.a. APPROVE ADOPTION OF BOARD POLICY 5141.52 – SUICIDE PREVENTION – First Reading**

**ISSUE:** Should the Board of Education approve the adoption of Board Policy 5141.52 – Suicide Prevention?

**BACKGROUND:** Board Policy 5141.52 is being brought before the Board for adoption at the request of the California Department of Education. The statistics on youth suicide deaths are alarming. Despite the fact that suicide deaths are preventable, suicide is the third leading cause of death among teenagers. In addition, almost 25% of all suicide attempts are by youth. Given these dire statistics, the CDE is encouraging school districts to adopt district policy and administrative regulation to address suicide prevention in school districts. Board Policy 5141.52 is being submitted with recommended language from CSBA.

- ALTERNATIVES:**
1. Approve adoption of Board Policy 5141.52 – Suicide Prevention.
  2. Do not approve adoption of Board Policy 5141.52 – Suicide Prevention.
  3. Adopt a modified version of Board Policy 5141.52 – Suicide Prevention.

**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	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5141.52(a)

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## Suicide Prevention

The Governing Board recognizes that suicide is a major cause of death among youth and should be taken seriously. In order to attempt to reduce suicidal behavior and its impact on students and families, the Superintendent or designee shall develop preventive strategies and intervention procedures.

The Superintendent or designee may involve school health professionals, school counselors, administrators, other staff, parents/guardians, students, local health agencies and professionals, and community organizations in planning, implementing, and evaluating the district's strategies for suicide prevention and intervention.

*(cf. 1020 - Youth Services)*

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)*

## Prevention and Instruction

Suicide prevention strategies may include, but not be limited to, efforts to promote a positive school climate that enhances students' feelings of connectedness with the school and is characterized by caring staff and harmonious interrelationships among students.

*(cf. 5131 - Conduct)*

*(cf. 5137 - Positive School Climate)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 5145.7 - Sexual Harassment)*

*(cf. 5145.9 - Hate-Motivated Behavior)*

The district's comprehensive health education program shall promote the healthy mental, emotional, and social development of students including, but not limited to, the development of problem-solving skills, coping skills, and self-esteem. Suicide prevention instruction shall be incorporated into the health education curriculum in the secondary grades. Such instruction shall be aligned with state content standards and shall be designed to help students analyze signs of depression and self-destructive behaviors, including potential suicide, and to identify suicide prevention strategies.

*(cf. 6142.8 - Comprehensive Health Education)*

The Superintendent or designee may offer parents/guardians education or information which describes the severity of the youth suicide problem, the district's suicide prevention curriculum, risk factors and warning signs of suicide, basic steps for helping suicidal youth, and/or school and community resources that can help youth in crisis.

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5141.52(b)

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## Staff Development

Suicide prevention training for staff shall be designed to help staff identify and respond to students at risk of suicide. The training shall be offered under the direction of a district counselor/psychologist and/or in cooperation with one or more community mental health agencies and may include information on:

1. Research identifying risk factors, such as previous suicide attempt(s), history of depression or mental illness, substance use problems, family history of suicide or violence, feelings of isolation, interpersonal conflicts, a recent severe stressor or loss, family instability, and other factors

*(cf. 5131.6 - Alcohol and Other Drugs)*

2. Warning signs that may indicate suicidal intentions, including changes in students' appearance, personality, or behavior

3. Research-based instructional strategies for teaching the suicide prevention curriculum and promoting mental and emotional health

4. School and community resources and services

*(cf. 5141.6 - School Health Services)*

*(cf. 6164.2 - Guidance/Counseling Services)*

5. District procedures for intervening when a student attempts, threatens, or discloses the desire to commit suicide

*(cf. 4131/4231/4331 - Staff Development)*

## Intervention

Whenever a staff member suspects or has knowledge of a student's suicidal intentions, he/she shall promptly notify the principal or school counselor. The principal or counselor shall then notify the student's parents/guardians as soon as possible and may refer the student to mental health resources in the school or community.

*(cf. 5141 - Health Care and Emergencies)*

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Series 5000

Students

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Students shall be encouraged to notify a teacher, principal, counselor, or other adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions.

Whenever schools establish a peer counseling system to provide support for students, peer counselors shall complete the suicide prevention curriculum, including identification of the warning signs of suicidal behavior and referral of a suicidal student to appropriate adults.

(cf. 5138 - Conflict Resolution/Peer Mediation)

#### Legal Reference:

##### *EDUCATION CODE*

32280-32289 Comprehensive safety plan

49060-49079 Student records

49602 Confidentiality of student information

49604 Suicide prevention training for school counselors

##### *GOVERNMENT CODE*

810-996.6 Government Claims Act

##### *WELFARE AND INSTITUTIONS CODE*

5698 Emotionally disturbed youth; legislative intent

5850-5883 Mental Health Services Act

##### *COURT DECISIONS*

Corales v. Bennett (Ontario-Montclair School District), (2009) 567 F.3d 554

#### Management Resources:

##### *CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS*

Health Education Content Standards for California Public Schools, Kindergarten Through Grade Twelve, 2008

Youth Suicide-Prevention Guidelines for California Schools, 2005

Health Framework for California Public Schools, Kindergarten Through Grade Twelve, 2003

##### *CALIFORNIA DEPARTMENT OF MENTAL HEALTH PUBLICATIONS*

California Strategic Plan for Suicide Prevention: Every Californian is Part of the Solution, 2008

##### *CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS*

School Connectedness: Strategies for Increasing Protective Factors Among Youth, 2009

##### *U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES PUBLICATIONS*

National Strategy for Suicide Prevention: Goals and Objectives for Action, 2001

##### WEB SITES

American Psychological Association: <http://www.apa.org>

California Department of Education, Mental Health: <http://www.cde.ca.gov/ls/cg/mh>

California Department of Mental Health, Children and Youth Programs:

[http://www.dmh.ca.gov/Services\\_and\\_Programs/Children\\_and\\_Youth](http://www.dmh.ca.gov/Services_and_Programs/Children_and_Youth)

Centers for Disease Control and Prevention, Mental Health: <http://www.cdc.gov/mentalhealth>

National Institute for Mental Health: <http://www.nimh.nih.gov>

U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration:

<http://www.samhsa.gov>

Adopted:

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 16, 2014**  
**SUBJECT: C.6.b APPROVE AMENDMENT TO BOARD BYLAW 9270 – CONFLICT OF INTEREST - First Reading**

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**ISSUE:** Should the Board of Education approve the proposed amendment to Board Bylaw 9270 – Conflict of Interest?

**BACKGROUND:** Board Bylaw 9270 is revising Exhibit A – Designated Position to reflect current positions in the District. Board Bylaw 9270 is being submitted to comply with Government Code 87306.5 which states that all Conflict of Interest Codes must be reviewed and amended as needed by local agencies even-numbered years..

- ALTERNATIVES:**
1. Approve the amendment to Board Bylaw 9270 – Conflict of Interest.
  2. Do not amend Board Bylaw 9270 – Conflict of Interest.
  3. Adopt a modified version of the amendment to Board Bylaw 9270 – Conflict of Interest.

**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	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

# OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

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BB 9270(a)

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## Conflict of Interest

The Governing Board desires to maintain the highest ethical standards and help ensure that decisions are made in the best interest of the district and the public. In accordance with law, Board members and designated employees shall disclose any conflict of interest and, as necessary, shall abstain from participating in the decision.

*(cf. 9005 – Governance Standards)*

Upon direction by the code reviewing body, the Board shall review the district's conflict of interest code and submit any changes to the code reviewing body.

When a change in the district's conflict of interest code is necessitated due to changed circumstances, such as the creation of new designated positions, changes to the duties assigned to existing positions, amendments, or revisions, the amended code shall be submitted to the code reviewing body within 90 days. (Government Code 87306)

When reviewing and preparing the district's conflict of interest code, the Superintendent or designee shall provide officers, employees, consultants, and members of the community adequate notice and a fair opportunity to present their views. (Government Code 87311)

*(cf. 9320 – Meetings and Notices)*

Board members and designated employees shall annually file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories specified in the district's conflict of interest code. A Board member who leaves office or a designated employee who leaves district employment shall, within 30 days, file a revised statement covering the period of time between the closing date of the last statement and the date of leaving office or district employment. (Government Code 87302, 87500)

*(cf. 4117.2, 4217.2/4317.2 – Resignation)*

*(cf. 9222 – Resignation)*

## Conflict of Interest under the Political Reform Act

A Board member or designated employee shall not make, participate in making, or in any way use or attempt to use his/her official position to influence a governmental decision in which he/she knows or has reason to know that he/she has a disqualifying conflict of interest. A conflict of interest exists if the decision will have a "reasonably foreseeable material financial effect" on one or more of the Board member's or designated employee's "economic interests," unless the effect is indistinguishable from the effect on the public generally or the Board member's or

# OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

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designated employee's participation is legally required. (Government Code 87100, 87101, 87103; 2 CCR 18700-18709)

A Board member or designated employee makes a governmental decision when, acting within the authority of his/her office or position, he/she votes on a matter, appoints a person, obligates or commits the district to any course of action, or enters into any contractual agreement on behalf of the district. (2 CCR 18702.1)

A Board member who has a disqualifying conflict of interest on an agenda item that will be heard in an open meeting of the Board shall abstain from voting on the matter. He/she may remain on the dais, but his/her presence shall not be counted towards achieving a quorum for that matter. A Board member with a disqualifying conflict of interest shall not be present during a closed session meeting of the Board when the decision is considered and shall not obtain or review a recording or any other nonpublic information regarding the issue. (2 CCR 18702.1)

## Additional Requirements for Boards that Manage Public Investments

A Board member who manages public investments pursuant to Government Code 87200 and who has a financial interest in a decision shall, upon identifying a conflict or potential conflict of interest and immediately prior to the consideration of the matter, do all of the following: (Government Code 87105; 2CCR 18702.5)

1. Publicly identify the financial interest that gives rise to the conflict or potential conflict of interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required.
2. Recuse himself/herself from discussing and voting on the matter, or otherwise acting in violation of Government Code 87100. This Board member shall not be counted toward achieving a quorum while the item is discussed

However, the Board member may speak on the issue during the time that the general public speaks on it and may leave the dais to speak from the same area as members of the public. He/she may listen to the public discussion of the matter with members of the public

3. Leave the room until after the discussion, vote, and any other disposition of the matter is concluded, unless the matter has been placed on the portion of the agenda reserved for uncontested matters.

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If the item is on the consent calendar, the Board member must recuse him/herself from discussing or voting on that matter, but the Board member is not required to leave the room during the consent calendar.

4. If the Board's decision is made during closed session, disclose his/her interest orally during the open session. This disclosure shall be limited to a declaration that his/her recusal is because of a conflict of interest pursuant to Government Code 87100. He/she shall not be present when the item is considered in closed session and shall not knowingly obtain or review a recording or any other non-public information regarding the Board's decision.

*(cf. 3430 – Investing)*

## Conflict of Interest under Government Code 1090

Board members, employees, or district consultants shall not be financially interested in any contract made by the Board on behalf of the district, including in the development, preliminary discussions, negotiations, compromises, planning, reasoning, and specifications and solicitations for bids. If a Board member has such a financial interest, the district is barred from entering into the contract. (Government Code 1090; *Klistoff v. Superior Court*, (2007) 157 Cal.App. 4<sup>th</sup> 469)

A Board member shall not be considered to be financially interested in a contract if his/her interest is a "noninterest" as defined in Government Code 1091.5. One such noninterest is when a Board member's spouse/registered domestic partner has been a district employee for at least one year prior to the Board member's election or appointment. (Government Code 1091.5)

A Board member shall not be deemed to be financially interested in a contract if he/she has only a "remote interest" in the contract as specified in Government Code 1091 and if the remote interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract. (Government Code 1091)

Even if there is no prohibited conflict of interest, a Board member shall abstain from voting on personnel matters that uniquely affect his/her relatives. However, a Board member may vote, on collective bargaining agreements and personnel matters that affect a class of employees to which his/her relative belongs. "Relative" means an adult who is related to the Board member by blood or affinity within the third degree, as determined by the common law, or an individual in an adoptive relationship within the third degree. (Education Code 35107)

A relationship within the third degree includes the individual's parents, grandparents and great-grandparents, children, grandchildren and great-grandchildren, brothers, sisters, aunts and uncles,

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nieces and nephews, and the similar family of the individual's spouse/registered domestic partner unless the individual is widowed or divorced.

## Common Law Doctrine Against Conflict of Interest

A Board member shall abstain from any official action in which his/her private or personal interest may conflict with his/her official duties.

## Rule of Necessity or Legally Required Participation

On a case-by-case basis and upon advise of legal counsel, a Board member with a financial interest in a contract may participate in the making of the contract if the rule of necessity or legally required participation applied pursuant to Government Code 87101 and 2 CCR 18708.

## Incompatible Offices and Activities

Board members shall not engage in any employment or activity or hold any office which is inconsistent with, incompatible with, in conflict with, or inimical to the Board member's duties as an officer of the district. (Government Code 1099, 1126)

*(cf. 4136, 4236, 4336 – Nonschool Employment)*

## Gifts

Board members and designated employees may accept gifts only under the conditions and limitations specified in Government Code 89503 and 2 CCR 18730.

The limitations on gifts do not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value. (Government Code 89503)

Gifts of travel and related lodging and subsistence shall be subject to the current gift limitation except as described in Government Code 89506.

A gift of travel does not include travel provided by the district for Board members and designated employees. (Government Code 89506)

## Honoraria

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Board members and designated employees shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering, in accordance with law. (Government Code 89501, 89502)

The term “honorarium” does not include: (Government Code 89501)

1. Earned income for personal services customarily provided in connection with a bona fide business, trade or profession unless the sole or predominant activity of the business, trade or profession is making speeches.
2. Any honorarium which is not used and, within 30 days after receipt, is either returned to the donor or delivered to the district for donation into the general fund without being claimed as a deduction from income for tax purposes.

#### *Legal References:*

##### *EDUCATION CODE*

1006 Qualifications for holding office  
35107 School district employees  
35230-35240 Corrupt practices  
35233 Prohibitions applicable to members of governing boards  
4100-41003 Moneys received by school districts

##### *FAMILY CODE*

297.5 Rights, protections, and benefits of registered domestic partners

##### *GOVERNMENT CODE*

1090-1099 Prohibitions applicable to specified officers  
1125-1129 Incompatible activities  
81000-91014 Political Reform Act of 1974, especially:  
82011 Code reviewing body  
87100-87103.6 General prohibitions  
87200-87210 Disclosure  
87300-87313 Conflict of interest code  
87500 Statements of economic interests  
89501-89503 Honoraria and gifts  
91000-91014 Enforcement

##### *PENAL CODE*

85-88 Bribes

##### *CODE OF REGULATIONS, TITLE 2*

18110-18997 Regulations of Fair Political Practices Commission  
18702.5 Public identification of a conflict of interest for Section 87200 filers

##### *COURT DECISIONS*

Klistoff v. Superior Court, (2007) 157 Cal.App.4<sup>th</sup> 469  
Thorpe v. Long Beach Community College District, (2000) 83 Cal.App.4<sup>th</sup> 655  
Kunec v. Brea Redevelopment Agency (1997) 55 Cal.App. 4<sup>th</sup> 511

##### *ATTORNEY GENERAL OPINIONS*

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92 Ops.Cal.Atty.Gen. 26 (2009)  
92 Ops.Cal.Atty.Gen. 19(2009)  
89 Ops.Cal.Atty.Gen. 217(2006)  
86 Ops.Cal.Atty.Gen. 138(2003)  
85 Ops.Cal.Atty.Gen. 60 (2002)  
82 Ops.Cal.Atty.Gen. 83 (1999)  
81 Ops.Cal.Atty.Gen. 327 (1998)  
80 Ops.Cal.Atty.Gen. 320 (1997)  
69 Ops.Cal.Atty.Gen. 255 (1986)  
68 Ops.Cal.Atty.Gen. 171 (1985)  
65 Ops.Cal.Atty.Gen. 606 (1982)  
63 Ops. Cal.Atty.Gen. 868(1980)

Management Sources:

*CSBA PUBLICATIONS*

Conflict of Interest: Overview of Key Issues for Government Board Members, Fact Sheet, July 2010

*FAIR POLITICAL PRACTICES COMMISSION PUBLICATIONS*

Can I Vote? A Basic Overview of Public Officials' Obligations Under the Conflict-of-Interest Rules, 2005

*INSTITUTE FOR LOCAL GOVERNMENT PUBLICATIONS*

Understanding the Basics of Public Service Ethics: Personal Financial Gain Laws, 2009

Understanding the Basics of Public Service Ethics: Transparency Laws, 2009

*WEB SITES*

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

Fair Political Practices Commission: <http://www.fppc.ca.gov>

Institute of Local Government: <http://www.ca-ilg.org>

Adopted: 10-19-77

Amended: 11-6-84, 9-11-90, 3-12-02, 9-17-02, 11-19-02, 11-14-06, 10-19-10

**OAK PARK UNIFIED SCHOOL DISTRICT  
EXHIBIT**

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Disclosure Categories

1. Category 1: A person designated Category 1 shall disclose:

a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries, or of any land owned or used by the district.

b. Investments or business positions in or income from sources which are engaged in the acquisition or disposal of real property within the district, are contractors or subcontractors which are or have been within the past two years engaged in work or services of the type used by the district, or manufacture or sell supplies, books, machinery, or equipment of the type used by the district.

2. Category 2: A person designated Category 2 shall disclose:

a. Investments or business positions in or income from sources which are contractors or subcontractors engaged in work or services of the type used by the department which the designated person manages or directs.

b. Investments or business positions in or income from sources which manufacture or sell supplies, books, machinery, or equipment of the type used by the department which the designated person manages or directs. For the purposes of this category, a principal's department is his/her entire school.

3. Full Disclosure: Because it has been determined that the district's Board members and/or Superintendent "manage public investments," they and other persons designated for "full disclosure" shall disclose, in accordance with Government Code 87200:

a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries, or of any land owned or used by the district.

b. Investments, business positions, and sources of income, including gifts, loans, and travel payments.

Designated Positions

Designated Position Disclosure Category

Governing Board Members 1

Superintendent of Schools 1

**OAK PARK UNIFIED SCHOOL DISTRICT  
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Assistant Superintendent, ***Business and Fiscal Services*** 1

***Assistant Superintendent, Human Resources*** 2

***Fiscal Service*** Director 2

***Educational Technology and Information Systems*** Director 2

***Pupil Services*** Director 2

***Early Education*** Director 2

***Alternative Education*** Director 2

Principals 2

Assistant Principals 2

Maintenance and Operations Director 2

~~Program Coordinator 2~~

Project ***Program*** Specialist 2

~~Supervisor 2~~

Dean of ***Students*** 2

***Athletic Directors*** 2

***Counselors*** 2

***Consultant*** 2

***Executive Assistant to the Superintendent*** 2

Disclosures for Consultants

Consultants are designated employees who must disclose financial interests as determined on a case-by-case basis by the Superintendent or designee. The Superintendent or designee's written determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this conflict of interest code.

A consultant is an individual who, pursuant to a contract with the district, makes a governmental decision whether to: (2 CCR 18701)

1. Approve a rate, rule, or regulation
2. Adopt or enforce a law
3. Issue, deny, suspend, or revoke a permit, license, application, certificate, approval, order, or similar authorization or entitlement
4. Authorize the district to enter into, modify, or renew a contract that requires district approval

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EXHIBIT**

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*E 9270(c)*

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5. Grant district approval to a contract that requires district approval and in which the district is a party, or to the specifications for such a contract
6. Grant district approval to a plan, design, report, study, or similar item
7. Adopt or grant district approval of district policies, standards, or guidelines

A consultant is also an individual who, pursuant to a contract with the district, serves in a staff capacity with the district and in that capacity participates in making a governmental decision as defined in 2 CCR 18702.2 or performs the same or substantially all the same duties for the district that would otherwise be performed by an individual holding a position specified in the district's conflict of interest code. (2 CCR 18701)

Adopted:

**2014 CONFLICT OF INTEREST CODE  
OAK PARK UNIFIED SCHOOL DISTRICT**

The Political Reform Act, Government Code section 81000 et seq., requires local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code Regs., § 18730) which contains the terms of a standard Conflict of Interest Code, which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings.

The terms of California Code of Regulations, Title 2, Section 18730, and any amendment to it duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference as the Conflict of Interest Code for the Oak Park Unified School District and along with the attached Exhibit A, which designates positions requiring disclosure and Exhibit B, which sets forth disclosure categories for each designated position, constitute the Conflict of Interest Code of the Oak Park Unified School District. Persons holding positions designated in Exhibit A shall file Form 700 Statements of Economic Interests with the Clerk of the Ventura County Board of Supervisors' Office which shall be the Filing Officer.

**IN PREPARING THE FORM 700, DESIGNATED FILERS NEED ONLY DISCLOSE THOSE FINANCIAL INTERESTS FALLING WITHIN THE DISCLOSURE CATEGORIES DESIGNATED FOR THAT FILER'S POSITION AS STATED IN EXHIBITS A AND B.**

**APPROVED AND ADOPTED** this 16<sup>th</sup> day of September, 2014:

By: \_\_\_\_\_  
Print Name: Anthony W. Knight, Ed.D.  
Title: Superintendent

**EXHIBIT A – DESIGNATED POSITIONS AND FILING OFFICERS**

<b># of POSITIONS</b>	<b>POSITION TITLE</b>	<b>DISCLOSURE CATEGORIES (From Exhibit B)</b>	<b>FILING OFFICER (Designate County Clerk of Board [COB] or Local Agency's Clerk [AC])</b>
5	Board Members	1	COB
1	Superintendent of Schools	1	COB
1	Assistant Superintendent, Business Services	1	COB
1	Assistant Superintendent, Human Resources	2	AC
6	Directors	2	AC
5	Principals	2	AC
3	Assistant Principals	2	AC
1	Program Specialist	2	AC
1	Dean of Students	2	AC
7	Counselors	2	AC
2	Athletic Directors	2	AC
1	Executive Assistant	2	AC
1	Consultants <sup>1</sup>	2	AC

<sup>1</sup> The disclosure, if any, required of a consultant will be determined on a case-by-case basis by the head of the agency or designee. The determination of whether a consultant has disclosure requirements should be made in writing on a Fair Political Practices Commission Form 805. The determination should include a description of the consultant's duties and based upon that description, a statement of the extent, if any, of the disclosure requirements. Each Form 805 is a public record and should be retained for public inspection either in the same manner and location as the Conflict of Interest Code, or with appropriate documentation at the location where the Conflict of Interest Code is maintained, cross-referencing to the Form 805.

## **EXHIBIT B – DISCLOSURE CATEGORIES**

The terms *italicized* below have specific meaning under the Political Reform Act. In addition, the financial interests of a spouse, domestic partner and dependent children of the public official holding the designated position may require reporting. Consult the instructions and reference pamphlet of the Form 700 for explanation.

### **Category 1 – BROADEST DISCLOSURE**

[SEE FORM 700 SCHEDULES A-1, A-2, B, C, D and E]

- (1) All sources of *income, gifts, loans and travel payments*;
- (2) All *interests in real property*; and
- (3) All *investments and business positions in business entities*.

### **Category 2 – REAL PROPERTY**

[SEE FORM 700 SCHEDULE B]

All *interests in real property*, including *interests in real property* held by *business entities* and trusts in which the public official holds a business position or has an *investment* or other financial interest.

### **Category 3 – LAND DEVELOPMENT, CONSTRUCTION AND TRANSACTION**

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans and travel payments*, from sources which engage in land development, construction, or real property acquisition or sale.

### **Category 4 – PROCUREMENT**

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans and travel payments*, from sources which provide services, supplies, materials, machinery or equipment which the designated position procures or assists in procuring on behalf of their agency or department.

### **Category 5 – REGULATION AND PERMITTING**

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans and travel payments*, from sources which are subject to the regulatory, permitting or licensing authority of, or have an application or license pending before, the designated position's agency or department.

### **Category 6 – FUNDING**

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans and travel payments*, from sources which receive grants or other funding from or through the designated position's agency or department.

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: ~~AUGUST 19, 2014~~ SEPTEMBER 16, 2014**

**SUBJECT: C.6.c. AMENDMENT TO BOARD POLICY 5144 – DISCIPLINE –  
First Reading**

**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 5144 – Discipline?

**BACKGROUND:** Board Policy 5144 is revised to reflect new federal guidance encouraging the use of disciplinary measures that provide appropriate interventions and supports rather than exclusionary discipline practices (e.g. suspension and expulsion). Board Policy 5144 is being submitted with recommended changes from CSBA.

- ALTERNATIVES:**
1. Approve the amendment to Board Policy 5144 – Discipline.
  2. Do not amend Board Policy 5144 – Discipline.
  3. Adopt a modified version of the amendment to Board Policy 5144 – Discipline.

**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	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5144(a)

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## Discipline

The Governing Board ***is committed to providing*** ~~desires to provide~~ a safe, supportive, and positive school environment conducive to student learning and to preparing ~~ing~~ students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, and parent involvement can minimize the need for disciplinary ***measures that exclude students from instruction as a means for correcting student misbehavior.***

(cf. 5131 – Conduct)  
(cf. 5131.1 – Bus Conduct)  
(cf. 5131.2 – Bullying)  
(cf. 5137 – Positive School Climate)  
(cf. 5138 – Conflict Resolution/Peer Mediation)  
(cf. 5145.9 – Hate-Motivated Behavior)  
(cf. 6020 – Parent Involvement)

The Superintendent or designee shall ~~approve, for each school,~~ ***design*** a complement of effective, age-appropriate strategies for ***maintaining a positive school climate and*** correcting student ***misbehavior at district schools.*** ~~Such~~ ***The strategies shall focus on providing students with needed supports; communicating clear, appropriate, and consistent expectations and consequences for student conduct; and ensuring equity and continuous improvement in the implementation of district discipline policies and practices.***

***In addition, the Superintendent or designee’s strategies shall reflect the Board’s preference for the use of positive interventions and alternative disciplinary measures over exclusionary discipline measures as a means for correcting student misbehavior.***

~~may include, but are not limited to, conferences with students and their parents/guardians; use of study, guidance, or other intervention-related teams; enrollment in a program teaching prosocial behavior or anger management; and participation in a restorative justice program. Staff shall use preventative measures and positive conflict resolution techniques whenever possible.~~

Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as ***detention***, suspension and expulsion, shall be imposed only when required by law ~~and~~ ***or*** when other means of correction have ***been documented to have failed*** ~~or when the Superintendent or designee believes the student’s presence creates a danger to other students or staff.~~ (Education Code 48900.5)

(cf. 5020 - Parent Rights and Responsibilities)  
(cf. 5144.1 – Suspension and Expulsion/Due Process)  
(cf. 5144.2 – Suspension and Expulsion/Due Process (Students with Disabilities))

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BP 5144(b)

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

*(cf. 6164.5 – Student Success Teams)*

*(cf. 5137 – Positive School Climate)*

*(cf. 5138 – Conflict Resolution/Peer Mediation)*

*(cf. 5145.9 – Hate Motivated Behavior)*

*(cf. 6020 – Parent Involvement)*

*(cf. 6164.5 – Student Success Teams)*

Board policies and administrative regulations shall outline acceptable student conduct and provide the basis for sound disciplinary practices.

*(cf. 5131 - Conduct)*

*(cf. 5131.1 - Bus Conduct)*

*(cf. 5131.2 – Bullying)*

The Oak Park Unified School District supports a “Progressive Discipline Policy” and associated practice because this approach provides a logical, escalating sequence to consequences while informing students and parents at the earliest level where rehabilitation might be employed. An exception for implementing progressive discipline will be for more serious offenses, which require immediate suspension and mandatory expulsion by law.

At all times, the safety of students and staff and the maintenance of an orderly environment shall be priorities in determining appropriate discipline. When misconduct occurs, school staff shall attempt to identify the causes of the student's behavior and implement appropriate discipline. When choosing between different disciplinary strategies, staff shall consider the effect of each option on the student's health and opportunity to learn.

~~Persistently disruptive students may be assigned to alternative programs or removed from school in accordance with law, Board policy and administrative regulation.~~

*(cf. 0450 – Comprehensive Safety Plan)*

*(cf. 3515 – Campus Security)*

*(cf. 4158/4258/4358 – Employee Security)*

*(cf. 5136 – Gangs)*

*(cf. 5144.1 – Suspension and Expulsion/Due Process)*

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

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

*(cf. 6184 – Continuation Education)*

*(cf. 6185 – Community Day School)*

Staff shall enforce disciplinary rules fairly, consistently and in accordance with the district's nondiscrimination policies.

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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(cf. 5145.3 - Nondiscrimination/Harassment)  
(cf. 5145.7 – Sexual Harassment)

The Superintendent or designee shall provide professional development as necessary to assist staff in developing ***the skills needed to effectively implement the disciplinary strategies adopted for district schools, including, but not limited to, consistent school and classroom management skills, effective accountability and positive intervention techniques, and development of strong consistent classroom management skills, implementing effective disciplinary techniques, and establishing cooperative relationships with parents/guardians.***

(cf. 4131/4231/4321 - Staff Development)

***District goals for improving school climate, based on suspension and expulsion rates, surveys of students, staff, and parents/guardians regarding their sense of school safety, and other local measures, shall be included in the district’s local control and accountability plan, as required by law.***

(cf. 0460 – Local Control and Accountability Plan)  
(cf. 3100 – Budget)

***At the beginning of each school year, the Superintendent or designee shall report to the Board regarding disciplinary strategies used in district schools in the immediately preceding school year and their effect on student learning.***

## Corporal Punishment

~~Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student. (Education Code 49001)~~

~~However, corporal punishment does not include any pain or discomfort suffered by a student as a result of his/her voluntary participation in an athletic or other recreational competition or activity. In addition, an employee’s use of force that is reasonable and necessary to protect himself/herself, students, staff, or other persons, to prevent damage to property, or to obtain possession of weapons or other dangerous objects within the control of the student is not corporal punishment. (Education Code 49001)~~

Legal Reference:  
EDUCATION CODE  
32280-32288 School safety plans  
35146 Closed sessions  
35291 Rules

**OAK PARK UNIFIED SCHOOL DISTRICT  
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*Series 5000*

*Students*

*BP 5144(d)*

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35291.5-35291.7 School-adopted discipline rules  
37223 Weekend classes  
44807.5 Restriction from recess  
48900-48926 Suspension and expulsion  
48980-48985 Notification of parents or guardians  
~~49000-49001 Prohibition of corporal punishment~~  
49330-49335 Injurious objects  
**52060-52077 Local control and accountability plan**  
*CIVIL CODE*  
1714.1 Parental liability for child's misconduct  
*CODE OF REGULATIONS, TITLE 5*  
307 Participation in school activities until departure of bus  
353 Detention after school

Management Resources:

*CSBA PUBLICATIONS*

***Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014***

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

Maximizing Opportunities for Physical Activity during the School Day, Fact Sheet, 2009

*CDE PROGRAM ADVISORIES*

Classroom Management: A California Resource Guide for Teachers and Administrators of Elementary and Secondary Schools, 2000

*STATE BOARD OF EDUCATION POLICIES*

01-02 School Safety, Discipline, and Attendance, March 2001

***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>***

***Public Counsel: <http://www.fixschooldiscipline.org>***

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

USDOE: <http://www.ed.gov>

Adopted: 5-24-78

Amended: 1980, 5-15-84, 9-1-92, 1995, 1999, 2-1-01, 9-17-02, 11-15-11, 2-19-13

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 16, 2014**  
**SUBJECT: C.6.d. APPROVE AMENDMENT TO BOARD POLICY 6141.5 –  
ADVANCED PLACEMENT – First Reading**

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**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 6141.5 – Advanced Placement?

**BACKGROUND:** Board Policy 6141.5 is being updated to reflect the self-repeal of law providing state grants to reduce the cost of Advanced Placement (AP) examination fees for economically disadvantaged students and new law (AB 97, 2013) which redirected that funding, and funding for the gifted and talented education program, into the LCFF. Board Policy 6141 is being submitted with recommended changes from CSBA.

**ALTERNATIVES:**

1. Approve the amendment to Board Policy 6141.5 – Advanced Placement.
2. Do not amend Board Policy 6141.5 – Advanced Placement.
2. Adopt a modified version of the amendment to Board Policy 6141.5 – Advanced Placement.

**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	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

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BP 6141.5(a)

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## Advanced Placement

To encourage students to challenge themselves academically, ***develop college-level skills, and*** ~~and to enable students to~~ be more competitive when applying for admission to postsecondary institutions, the Governing Board shall ~~provide~~ ***offer opportunities to high school students to take college-level coursework that will prepare interested high school students to pass Advanced Placement (AP) courses and pass AP examinations.***

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

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

*(cf. 6172.1 – Concurrent Enrollment in College Classes)*

The Board desires to provide AP courses at Oak Park High School. The Superintendent or designee shall recommend subject areas for AP courses based on student interest, availability of qualified certificated staff, ~~and availability of instructional materials, and other resources. To increase the capacity of the school to offer these courses,~~ The Superintendent or designee shall ~~provide staff development and support to Advanced Placement teachers and shall~~ ***also*** explore alternative methods of delivering AP courses, ~~including but not limited to~~ ***such as*** online courses ***or distance learning.***

*(cf. 6141 – Curriculum Development and Evaluation)*

*(cf. 6143 – Courses of Study)*

*(cf. 6146.11 – Alternative Credits Toward Graduation)*

*(cf. 4111 – Recruitment and Selection)*

*(cf. 4113 – Assignment)*

*(cf. 4131 – Staff Development)*

All students who meet course prerequisites shall have equal access to AP courses.

*(cf. 0410 – Nondiscrimination in District Programs and Activities)*

Grades for AP courses shall be assigned in accordance with Board policy and administrative regulation.

*(cf. 5121 – Grades/Evaluation of Student Achievement)*

~~The Superintendent or designee shall ensure that the district's curriculum provides opportunities for students to acquire the skills necessary to successfully undertake Advanced Placement coursework. To the extent possible, the Superintendent or designee shall collaborate with the middle school in developing and implementing a preparation program.~~

*(cf. 6141 – Curriculum Development and Evaluation)*

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~~(cf. 6143 – Courses of Study)~~

The Superintendent or designee ***shall make efforts to encourage students to participate in AP courses and to take end-of-course AP exams by creating support systems for AP students, such as resource centers and program to recognize student accomplishments. In addition, the Superintendent or designee may explore partnerships with colleges and universities to help encourage students to pursue postsecondary education.*** ~~also shall provide academic support services designed to increase the rate of successful participation in Advanced Placement courses offered by the district.~~

(cf. 5126 – Awards for Achievement)  
(cf. 6164.2 - Guidance/Counseling Services)

***To increase capacity of Oak Park High School to offer AP courses, the Superintendent or designee shall provide staff development and support to teachers of such courses. This professional development may include, but is not limited to, opportunities for teachers to obtain information on the curriculum of specific courses, instructional methods, and data-driven decision making; mentoring for prospective teachers of AP courses; and opportunities for staff within the district to share course syllabi and practices.***

(cf. 4111/4211/4311 – Recruitment and Selection)  
(cf. 4113 – Assignment)  
(cf. 4131 – Staff Development)

**Examination Fee**

***To the extent feasible, the district shall reduce the cost of AP examination fees for eligible low-income students. At the beginning of each school year, the Superintendent or designee shall notify parents/guardians of the availability of funds for this purpose and shall provide information on how income-eligible students may apply for funding.***

(cf. 3100 – Budget)

Legal Reference:

EDUCATION CODE

~~48980 Parental notifications~~

~~51220.3 Extra grade weighting for college admission courses~~

52240-52244 Advanced Placement program

CODE OF REGULATIONS, TITLE 5

3840 Advanced Placement as program option for gifted and talented students

UNITED STATES CODE, TITLE 20

6534 Advanced Placement

Management Resources:

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*Instruction*

*BP 6141.5(c)*

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## *WEB SITES*

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

***California Colleges.edu: <http://californiacollege.edu>***

***International Baccalaureate: <http://www.ibo.org>***

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

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

***AP Challenge Project: <http://www.apchallenge.net>***

***College Entrance Examination Board: <http://www.collegeboard.org/ap>***

***Advancement Via Individual Determination: <http://www.avidcenter.org>***

Adopted: 9-17-02

Amended: 6-15-04

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 16, 2014**  
**SUBJECT: C.6.e. APPROVE AMENDMENT TO BOARD POLICY 6142.92 – MATHEMATICS INSTRUCTION – First Reading**

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**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 6142.92 – Mathematics Instruction?

**BACKGROUND:** Board Policy 6142.92 is being updated to reflect Common Core Standards and new State curriculum framework for mathematics. Policy also updated to (1) reflect new law (AB 166, 2013) which requires the State Board of Education, concurrent with the next revision of textbooks or the curriculum framework in mathematics, to ensure the integration of financial literacy; (2) reflect new law (AB 97, 2013) which eliminates Professional Development Block Grant and the Mathematics and Reading Professional Development Program, and (3) add materials on program evaluation. Board Policy 6142.92 is being submitted as with recommended changes from CSBA.

**ALTERNATIVES:**

1. Approve the amendment to Board Policy 6142.92 – Mathematics Instruction.
2. Do not amend Board Policy 6142.92 – Mathematics Instruction.
3. Adopt a modified version of the amendment to Board Policy 6142.92 – Mathematics Instruction.

**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	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____



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## Mathematics Instruction

The Governing Board desires to offer a rigorous mathematics program that *progressive develops the knowledge and skills students will need to succeed in college and career. The district's mathematics program shall be designed to teach mathematical concepts in the context of real-world situations and to help students gain a strong conceptual understanding, a high degree of procedural skill and fluency, and ability to apply mathematics to solve problems.*

(cf. 6143 – Course of Study)

(cf. 6146.1 – High School Graduation Requirements)

*For each grade level, the Board shall adopt academic standards for mathematics that meet or exceed the Common Core State Standards. The Superintendent or designee shall develop or select curricula that are aligned with these standards and the state curriculum framework.*

(cf. 6011 – Academic Standards)

(cf. 6141 – Curriculum Development and Evaluation)

*The district's mathematics program shall address the following standards for mathematical practices which are the basis for mathematics instruction and learning:*

- 1. Overarching habits of mind of a productive mathematical thinker: Making sense of problems and persevering in solving them; attending to precision*
- 2. Reasoning and explaining: Reasoning abstractly and quantitatively; constructing viable arguments and critiquing the reasoning of others*
- 3. Modeling and using tools: Modeling with mathematics; using appropriate tools strategically*
- 4. Seeing structure and generalizing: Looking for and making use of structure; looking for and expressing regularity in repeated reasoning*

*In addition, the program shall be aligned with grade-level standards for mathematics content.*

*For grades K-8, content shall address, at appropriate grade levels, counting and cardinality, operations and algebraic thinking, number and operations in base ten, fractions, measurement and data, geometry, ratios and proportional relationships, functions, expression and equations, the number system, and statistics and probability. Students shall learn the concepts and skills that prepare them for the rigor of high mathematics.*

*For higher mathematics, the district shall offer a pathway of courses through which students shall be taught concepts that address number and quantity, algebra, functions, modeling,*

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*geometry, and statistics and probability.*

~~provides a strong foundation in basic mathematical skills and prepares students to apply mathematics in real life. The Superintendent or designee shall develop grade-level curricula that offer a balanced instructional program, including but not limited to:~~

- ~~1. Basic mathematical skills: quantification, basic facts, sorting and classification, and computational skills including addition, subtraction, multiplication, division, fractions, decimals, squares and square roots~~
- ~~2. Conceptual understanding: knowledge and application of facts and definitions, identification of principles, understanding of relationships among mathematical concepts, recognition and application of signs, symbols and terms~~
- ~~3. Problem solving: use of mathematical concepts, skills, tools and reasoning strategies to formulate and solve problems in a variety of situations~~

~~The mathematics program shall develop such knowledge and skills in the subject areas of numbers, measurement, geometry, functions, statistics and probability, logic, algebra and discrete mathematics. Students should know, understand and demonstrate concepts through their application to classroom and real-life situations.~~

~~The Superintendent or designee shall ensure that all students have many opportunities to take the full range of mathematics course options.~~

~~(cf. 6143 – Courses of Study)~~

~~The Board shall establish specific content and performance standards in mathematical skills, concepts and problem-solving ability for each grade level. Students at risk of failing to meet performance standards shall receive additional assistance and intervention.~~

~~(cf. 6146.1 – High School Graduation Requirements)~~

~~The Superintendent or designee shall ensure that certificated staff have opportunities to participate in professional development activities designed to increase their knowledge and skills in effective mathematics teaching practices.~~

~~(cf. 4131 - Staff Development)~~

***The Superintendent or designee shall ensure that*** students ~~shall~~ have access to sufficient instructional materials, including manipulatives and technology, to support a balanced, ***standards-aligned*** mathematics program.

~~(cf. 0440 – District Technology Plan)~~

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*(cf. 1312.2 – Complaints Concerning Instructional Materials)*  
*(cf. 1312.4 – Williams Uniform Complaint Procedures)*  
~~*(cf. 6141 – Curriculum Development and Evaluation)*~~  
*(cf. 6161.1 - Selection and Evaluation of Instructional Materials)*  
*(cf. 6161.11 - Supplementary Instructional Materials)*  
*(cf. 6163.1 – Library Media Centers)*

***The Superintendent or designee shall provide the Board with data from state and district mathematics assessments and program evaluation to enable the Board to monitor program effectiveness.***

*(cf. 0460 – Local Control and Accountability Plan)*  
*(cf. 0500 – Accountability)*  
*(cf. 6162.5 – Student Assessment)*  
*(cf. 6162.51 – State Academic Achievement Tests)*  
*(cf. 6162.52 – High School Exit Examination)*  
*(cf. 6190 – Evaluation of the Instructional Program)*

Legal Reference:

*EDUCATION CODE*

51210 Areas of study, grades 1 through 6

51220 Areas of study, grades 7 through 12

*51224.5 Algebra in course of study for grades 7-12*

*51225.3 High school graduation requirements*

*51284 Financial literacy*

*60605 State-adopted content and performance standards in core curricular areas*

*60605.8 Common Core standards*

Management Resources:

***CSBA PUBLICATIONS***

***Governing to the Core, Governance Briefs***

***CDE PUBLICATIONS***

***Mathematics Framework for California Public Schools: Kindergarten Through Grade Twelve, 2013***

***California Common Core State Standards: Mathematics, rev. January 2013***

~~***Improving Mathematics Achievement for All California Students: The Report of the California Mathematics Task Force, 1995***~~

~~***Mathematics Framework for California Public Schools, 1992***~~

***COMMON CORE STATE STANDARDS INITIATIVE PUBLICATIONS***

***Appendix A: Designing High School Mathematics Courses Based on the Common Core State Standards***

***Web Sites***

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

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

***Common Core State Standards Initiative: <http://www.corestandards.org/math>***

Adopted: 9-17-02

Amended: 6-15-04

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: SEPTEMBER 16, 2014**

**SUBJECT: C.6.f. APPROVE AMENDMENT TO BOARD POLICY 6151 – CLASS SIZE – First Reading**

**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 6151 – Class Size?

**BACKGROUND:** Board Policy 6151 is being updated to reflect new law (AB 97, 2013) which eliminates the K-3 Class Size Reduction and Morgan-Hart Class Size Reduction programs and requires districts, as a condition of receiving an additional adjustment to the K-3 base grant under the LCFF, to make progress toward a class size of 24 in grades K-3, unless a different class size for each school site is collectively bargained. Board Policy 6151 is being submitted with recommended changes from CSBA.

- ALTERNATIVES:**
1. Approve the amendment to Board Policy 6151 – Class Size.
  2. Do not amend Board Policy 6151 – Class Size.
  3. Adopt a modified version of the amendment to Board Policy 6151 – Class Size.

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

Respectfully submitted,

\_\_\_\_\_  
Anthony W. Knight  
Superintendent

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

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

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Instruction

BP 6151(a)

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## Class Size

The Governing Board recognizes that ***smaller classes may contribute to student learning by allowing*** the number of students in a class may affect the extent to which teachers ***to better*** can identify and respond to individual student needs. In accordance with negotiated employee agreements and state law, ~~and upon the recommendation of the Superintendent or designee~~, the Board shall establish ~~upper and lower~~ class size limits appropriate for ~~the~~ ***each*** grade level or subject taught and conducive to the effective use of teaching staff.

*(cf. 4141/4241 - Collective Bargaining Agreement)*

~~The Board believes that~~ ***The highest priority for maintaining*** small class sizes is beneficial to students ***shall be*** in the primary grades ***in order to support young students*** as they acquire the basic skills that serve as the foundation for their subsequent learning. ~~The Superintendent or designee shall ensure that classes in designated primary grades are reduced to 20 or fewer students per teacher in accordance with law.~~ ***Other priorities shall be established in accordance with the goals and strategies identified in the district's local control and accountability plan (LCAP).***

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

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

~~*(cf. 0500 – Accountability)*~~

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

## Class Size Reduction in Grades K-3

***For grades K-3, the district shall annually make progress toward maintaining an average class of not more than 24 students, unless an alternative annual average class size for each school site is collectively bargained. (Education Code 42238.02; 5 CCR 15498-15498.3)***

***Transitional kindergarten classes established pursuant to Education Code 48000 shall be included in the calculation of average enrollment for kindergarten.***

*(cf. 6170.1 – Transitional Kindergarten)*

***At the secondary level, district priorities for class size reduction shall focus on English language arts, mathematics, science, social studies, and other courses that are necessary for completion of graduation requirements and shall be aligned with student needs as identified in the district's LCAP.***

*(cf. 6143 – Courses of Study)*

*(cf. 6146.1 – Graduation Requirements)*

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***The Superintendent or designee shall provide the Board with an analysis of staff and school facilities needs and other costs related to class size reduction proposals.***

*(cf. 3100 – Budget)*

*(cf. 7111 – Evaluating Existing Buildings)*

The Superintendent or designee shall ***annual report to the Board regarding the impact*** regularly prepare reports that will enable the Board to evaluate the effectiveness of the class size reduction program and its impact on student achievement and ***other outcomes such as changes in school climate and student engagement.*** on the achievement of district's goals. These reports shall also include an analysis of the impact of class size reduction on staffing and school facilities needs.

*(cf. 0500 – Accountability)*

*(cf. 6162.5 – Student Assessment)*

Full-time mainstreamed special education students shall be included in determining class size for purposes of the class size reduction program.

*(cf. 6159 – Individualized Education Program)*

In accordance with law, the Superintendent or designee shall ensure that the teachers of classes in the class size reduction program receive training designed to help them to maximize the educational advantages of class size reduction.

If it becomes necessary to consider reducing or eliminating certain grade levels or schools from participation in the class size reduction program, the Superintendent or designee shall prepare a report analyzing the potential impact of the program's elimination, including the effects on the district's budget, transportation, facilities, staffing and collection bargaining agreement, as well as the potential impact on student achievement and learning. He/she shall present recommendations to the Board in accordance with the priorities specified in law.

## Class Size Reduction in Grade 9

The Board desires to participate in class size reduction to provide an average class size of no more than 20 students in courses that count toward completion of graduation requirements in English, mathematics, science or social studies. In accordance with law, priority shall be given to reducing class size in English courses in grade 9. If funding is available, the Superintendent or designee shall recommend other ninth grade courses from the subjects listed above from which reduced class sizes are likely to provide the greatest impact on student learning.

Legal Reference:

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## *EDUCATION CODE*

17042 Rules for determining area of adequate school construction; exceptions

17042.7 Formula for calculation

33050 Nonwaivable provisions

35160 Authority of the board

~~41375 Legislative intent encouraging reduction in class size~~

~~41376 Minimum class size standards~~

~~41378 Apportionments and allowances, kindergarten classes~~

**42238.02 Local control funding formula, including adjustment for class size reduction**

42280 Necessary small schools

46205 Computation for early-late programs

51225.3 Graduation requirements

**52060-52077 Local control and accountability plan**

~~52080-52090 Morgan Hart Class Size Reduction Act of 1989~~

~~52120-52128 Class Size Reduction Program~~

## *GOVERNMENT CODE*

3543.2 Scope of representation

## *CODE OF REGULATIONS, TITLE 5*

~~15103 Definitions~~

~~15130-15133 Class size reduction program K-3~~

~~15140-15141 Class size reduction in two courses in grade 9~~

Management Resources:

~~CDE PROGRAM ADVISORIES~~

~~Frequently Asked Questions, K-3 Class Size Reduction Program, revised July 2005~~

## *WEB SITES*

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

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

Amended: 4-26-78

Amended: 6-19-84, 9-17-02, 2-21-06

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: SEPTEMBER 16, 2014**

**SUBJECT: C.6.g. APPROVE AMENDMENT TO BOARD POLICY 6162.5 – STUDENT ASSESSMENT – First Reading**

**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 6162.5 – Student Assessment?

**BACKGROUND:** Board Policy 6162.5 is being updated to reflect new law (AB 97, 2013) which requires that statewide assessments be used as one measure of the district’s LCAP goals for student achievement and revises the definition of “numerically significant” student subgroups for which districts must demonstrate comparable improvement in academic achievement. Policy also reflects new law (AB 484, 2013) which replaces the Standardized Testing and Reporting program with the California Assessment of Student Performance and Progress (CAASPP) and changes the content required for the individual record of accomplishment to include results of the CAASPP or any predecessor assessment. Board Policy 6162.5 is being submitted with recommended changes from CSBA.

- ALTERNATIVES:**
1. Approve the amendment to Board Policy 6162.5 – Student Assessment.
  2. Do not amend Board Policy 6162.5 – Student Assessment.
  2. Adopt a modified version of the amendment to Board Policy 6162.5 – Student Assessment.

**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	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____



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BP 6162.5(a)

## Student Assessment

The Governing Board *recognizes that student assessments are an important instructional and accountability tool. Assessment data shall be used to help determine individual student's progress, mastery of academic standards, appropriate placement in district programs, and/or eligibility for graduation. In addition, summary data on student assessment results shall be used by the district to identify and review student achievement goals in the district's local control and accountability plan, evaluate district educational programs in order to identify needed improvements, and, as appropriate, evaluate staff performance.* ~~believes that the primary goal of student assessments should be to help students, parents/guardians and teachers identify individual student's academic accomplishments, progress and areas needing improvement in order to enhance teaching and learning.~~

~~The Superintendent or designee shall ensure that assessments are conducted for purposes of determining students' eligibility for and appropriate placement in district programs, need for supplemental instruction and eligibility for graduation.~~

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

~~(cf. 0500 – Accountability)~~

~~(cf. 2140 – Evaluation of Superintendent)~~

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

~~(cf. 4315 – Evaluation/Supervision)~~

~~(cf. 5121 – Grades/Evaluation of Student Achievement)~~

~~(cf. 5123 – Promotion/Acceleration/Retention)~~

~~(cf. 6011 – Academic Standards)~~

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

~~(cf. 6162.51 – State Academic Achievement Test)~~

~~(cf. 6162.52 – High School Exit Exam)~~

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

~~(cf. 6146.1 – High School Graduation Requirements)~~

~~(cf. 6146.4 – Differential Graduation and Competency Standards for Students with Disabilities)~~

~~(cf. 6146.5 – Elementary/Middle School Graduation Requirements)~~

~~(cf. 6164.4 – Identification of Individuals for Special Education)~~

~~(cf. 6164.6 – Identification and Education under Section 504)~~

~~(cf. 6171 – Title I Programs)~~

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

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

~~(cf. 6175 – Migrant Education Program)~~

~~(cf. 6177 – Summer School)~~

***To obtain the most accurate evaluation of student performance, the district shall*** ~~The Board desires to use a variety of evaluation measures, including district, state, and/or national assessments. As appropriate, assessment results shall be disaggregated by student subgroup, classroom, grade level, and/or school site to allow for critical analysis of student needs. to~~

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~~reach the above-stated goal. To have validity, tests must correspond to the material that is being taught and reliably measure the extent to which students meet specified standards of achievement.~~

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

***In selecting or developing any district assessment, the Superintendent or designee shall examine evidence of its reliability, its validity for the intended purpose and for various student populations, and the extent to which it aligns with the material that is being taught.***

***The Superintendent or designee shall ensure that assessments are administered in accordance with law and the test publisher's directions and that test administration procedures are fair and equitable for all students.***

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

*(cf. 5121 – Grades/Evaluation of Student Achievement)*

*(cf. 6011 – Academic Standards)*

*(cf. 6142.7 – Physical Education)*

*(cf. 6162.51 – Standardized Testing and Reporting Program)*

*(cf. 6162.52 – High School Exit Examination)*

*(cf. 6162.53 – Golden State Examination)*

*(cf. 6162.54 - Test Integrity/Test Preparation)*

***The Superintendent or his designee shall provide professional development as needed to assist administrators and teachers in interpreting and using assessment data to improve student performance and the instructional program.***

*(cf. 4131/4331 – Staff Development)*

~~The effectiveness of the schools, teachers and district shall be evaluated in part on the basis of these student assessments.~~

*(cf. 0500 – Accountability)*

*(cf. 0520 – Intervention for Underperforming Schools)*

*(cf. 4115 – Evaluation/Supervision)*

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

When districtwide and school-level results of student assessments are published ***by the state***, the Superintendent or designee may provide supplementary information to assist parents/guardians and the local community in interpreting ***understanding*** test results and evaluating school performance.

*(cf. 0510 - School Accountability Report Card)*

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## Individual Record of Accomplishment

The Superintendent or designee shall ensure that each student, by the end of grade 12, has an individual record of accomplishment that includes the following: (Education Code 60607) 1.

1. The results of the achievement test administered ~~under~~ pursuant to Education Code 60640-60647 **or any predecessor assessments** ~~the Standardized Testing and Reporting program~~
2. The results of any end-of-course examinations taken
3. The results of any vocational education certification examinations taken

*(cf. 6178 – Career Technical Education)*

***No individual record of accomplishment shall be released to any person, other than the student's parent/guardian or a teacher, counselor, or administrator directly involved with the student, without the written consent of the student's parent/guardian, or the student if he/she is an adult or emancipated minor. The student or his/her parent/guardian may authorize the release of the record of accomplishment to a postsecondary educational institution for the purposes of credit, placement, or admission. (Education Code 60607)***

*(cf. 5125 – Student Records)*

Legal Reference:

*EDUCATION CODE*

***313 Assessment of English language development***

***10600-10610 California Education Information System***

***44660-44665 – Evaluation and assessment of performance of certificated employees (Stull Act)***

***49558 Free and reduced-price meals; use of individual applications and records***

51041 Evaluation of educational program

51450-51455 Golden State Seal Merit Diploma

***52052 Academic Performance Index; numerically significant student subgroups***

***52060-52077 Local control and accountability plan***

60600-60652 Assessment of academic achievement

***60640-60649 California Assessment of Student Performance and Progress***

60800 Physical fitness testing

60810 Assessment of language development

60850-60856 Exit examination

***60900 California Longitudinal Pupil Achievement Data System***

*CODE OF REGULATIONS, TITLE 5*

850-870 Standardized Testing and Reporting program

~~880-901 Designated primary language test~~

1200-1216 High School Exit Examination

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***UNITED STATES CODE, TITLE 20  
9622 National Assessment of Educational Progress***

Management Resources:

~~CDE PROGRAM ADVISORIES PUBLICATIONS~~

***Key Elements of Testing, May 2004***

~~Students with Disabilities: Guidelines for Testing the California Standardized Testing and Reporting Program~~

~~0327.86 Reporting norm-referenced standardized achievement test scores to parents~~

~~CSBA ADVISORIES~~

~~0306.01 California Assessment Update~~

~~0313.00 Districts must ensure that all required student data is submitted to the publisher, or face financial penalty #00-01~~

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

~~***Teachers' Use of Student Data Systems to Improve Instruction, 2007***~~

~~The Use of Tests as Part of High-Stakes Decision-Making for Students: A Resource Guide for Educators and Policy Makers, December 2000~~

~~WEB SITES~~

~~CDE, ***Testing and Accountability***: <http://www.cde.ca.gov/ta>~~

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

~~***Smarter Balanced Assessment Consortium***: <http://www.smarterbalanced.org>~~

~~U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/offices/OCR>~~

Adopted: 4-26-78

Amended: 11-19-80, 6-19-84, 7-21-87, 9-17-02

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: SEPTEMBER 16, 2014**

**SUBJECT: C.6.h. APPROVE AMENDMENT TO BOARD POLICY 6162.54 – TEST INTEGRITY/TEST PREPARATION – First Reading**

**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 6162.54 – Test Integrity/Test Preparation?

**BACKGROUND:** Board Policy 6162.54 is updated to reflect new law (AB 484, 2013) which establishes the CAASPP assessment system, prohibits use of a program for the sole purpose of test preparation for state assessments, and allows district to familiarize students with item types or the computer-based testing environment used in the CAASPP. Board Policy 6162.54 is being submitted with recommended changes from CSBA.

**ALTERNATIVES:**

1. Approve the amendment to Board Policy 6162.54 – Test Integrity/Test Preparation.
2. Do not amend Board Policy 6162.54 – Test Integrity/Test Preparation.
3. Adopt a modified version of the amendment to Board Policy 6162.54 – Test Integrity/Test Preparation.

**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	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

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## Test Integrity/Test Preparation

The Governing Board desires to protect the integrity of student assessments processes in order to obtain an accurate **and reliable student achievement data and to ensure** assessment of student achievement in the district and maintain accountability to the community and state. Staff and students are expected to **shall** maintain a high level of integrity in the completion and handling of student assessments.

(cf. 0500 - Accountability)

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

(cf. 5131 - Conduct)

(cf. 5131.9 - Academic Honesty)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - ~~Standardized Testing and Reporting Program~~ State Academic Achievement Tests)

(cf. 6162.52 - High School Exit Examination)

## Test Integrity

In the administration of standardized tests, staff shall not **engage in any acts that could result in the invalidation of test results, such as:**

1. Provide**ing** inappropriate test preparation
2. Modify**ing** test administration procedures, **except as allowed by law**
3. Provide**ing** inappropriate assistance to students during test administration
4. Change**ing** or fill**ing** in answers on student answer sheets
5. Provide**ing** inaccurate data on student header sheets
6. Discourage**ing** or exclude**ing** certain students from taking the test
7. Engage**ing** in any other practice to artificially raise student scores without actually improving underlying student achievement

## Appropriate Test Preparation for State Tests

The Superintendent or designee, principals, and teachers shall not implement any program **for the sole purpose of test preparation of students** for the statewide student assessment program system or a particular test used within that program **in the statewide assessment system.**

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## *(Education Code 60611)*

~~Staff may prepare students for assessments by providing instruction~~ ***The primary preparation for assessment shall be high-quality instruction*** in the content specified in state and district academic standards ~~and~~. ***In addition, staff may prepare students for assessments by teaching general test-taking strategies and familiarizing them with item types or the computer-based testing environment used in state assessments.*** ~~designed to improve their performance on tests included in the Standardized Testing and Reporting program, the California High School Exit Examination, or the California English Language Development Test. Such strategies may include, but not be limited to, using time efficiently understanding directions, placing answers correctly on answer sheets, checking answers, problem-solving tactics, and exposing students to various test formats.~~

***The primary preparation for assessments shall be high-quality instruction in the content specified in state and district academic standards. In addition, staff may prepare students for assessments by teaching general test-taking strategies and familiarizing them with item types or the computer-based testing environment used in state assessments.***

*(cf. 6011 - Academic Standards)*

~~Practice tests provided by the publisher of the state achievement test may be used for the limited purpose of familiarizing students with the use of scanable test booklets or answer sheets and the format of test items. No alternate or parallel form of the test shall be administered or used. (5 CCR 854)~~

~~Staff shall not use released test questions to develop practice tests that mimic or parallel state tests, or for teaching or drilling students only on the released items.~~

## Investigation and Consequences of Testing Irregularities

Reports of ~~student~~ cheating on assessments shall be submitted to the ~~principal~~ ***Superintendent*** or designee for investigation. The Superintendent or designee shall immediately investigate with due diligence any reports of inappropriate test preparation or other testing irregularities.

Students found to have cheated on assessments shall be subject to disciplinary procedures in accordance with Board policy and administrative regulations.

*(cf. 5144 - Discipline)*

A staff member found to have committed testing irregularities shall be subject to discipline in

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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accordance with law, ~~where~~ applicable collective bargaining agreements, Board policy and administrative regulations.

(cf. 4117.4 - Dismissal)

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

If the Superintendent or designee is made aware of a testing irregularity on state assessments, he/she shall report the irregularity to the California Department of Education.

Legal Reference:

*EDUCATION CODE*

~~60600-60649 California Assessment of Academic Achievement, especially:~~

60611 Inappropriate test preparation

**60640-60649 California Assessment of Student Performance and Progress**

60850-60859 California High School Exit Examination

*GOVERNMENT CODE*

54957 Complaints against employees, closed session

*CODE OF REGULATIONS, TITLE 5*

~~850-864 Standardized Testing and Reporting Program, especially:~~ **California Assessment of Student Performance and Progress**

~~854 Advance preparation for test~~

~~880-901 Designated primary language test~~

1200-1225 California High School Exit Examination, especially:

~~1215~~ **20** Cheating on the high school exit examination

Management Resources:

*CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS*

Guidelines on Academic Preparation for State Assessments, April ~~2004~~-**2009**

*WEB SITES:*

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

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

**Smarter Balanced Assessment Consortium: <http://www.smarterbalanced.org>**

Adopted: 9-17-02

Amended: 6-15-04, 2-21-06

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 16, 2014**  
**SUBJECT: C.6.i APPROVE AMENDMENT TO BOARD POLICY 6163.1 – LIBRARY MEDIA CENTERS – First Reading**

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**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 6163.1 – Library Media Centers?

**BACKGROUND:** Board Policy 6163.1 is updated to reflect new law (AB 97, 2013) eliminating the School and Library Improvement Block Grant and State Instructional Materials Fund, which could be used to purchase materials for school or classroom libraries contingent upon the development of a districtwide library plan. Board Policy 6163.1 is being submitted as with recommended changes from CSBA.

**ALTERNATIVES:**

1. Approve the amendment to Board Policy 6163.1 – Library Media Centers.
2. Do not amend Board Policy 6163.1 – Library Media Centers.
3. Adopt a modified version of the amendment to Board Policy 6163.1 – Library Media Centers.

**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	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

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## Library Media Centers

The Governing Board recognizes that school libraries support the educational program by providing access to a variety of informational and supplemental resources that can help raise the academic achievement of all students. ***The Board desires that*** ~~To the extent that funding is available,~~ school libraries shall be stocked with up-to-date books, reference materials and electronic resources that promote literacy, support academic standards and prepare students to become lifelong learners.

(cf. 0440 - District Technology Plan)  
(cf. 6011 - Academic Standards)  
(cf. 6163.4 - Student Use of Technology)  
(cf. 7110 - Facilities Master Plan)

## District Plans

~~In developing the districtwide plan,~~ The Superintendent or designee ***may, in consultation with school*** librarians, classroom teachers, administrators, parents/guardians, and students as appropriate, ***develop and regularly update a plan for school libraries that describes the district's goals for school libraries*** ~~The districtwide library plan shall describe the district's vision and goals for the district's libraries, and action steps and how funds will be distributed to school sites to support libraries. As appropriate, the plan may also address staffing, facilities, selection~~ ***and evaluation*** of materials, ***the development and maintenance of classroom libraries, prevention of loss or damage of library materials,*** prioritization of needs, and other related matters. ***The Superintendent or designee shall ensure that the library plan is aligned with the district's local control and accountability plan and other district and school plans.*** ~~Whenever a school receives state funding for school and library improvement pursuant to Education Code 41570-41573, the school site council shall develop a single plan for student achievement which incorporates a districtwide plan for school libraries. (Education Code 41572)~~

(cf. 0000 - Vision)  
(cf. 0200 - Goals for the School District)  
(cf. 0400 - Comprehensive Plans)  
(cf. 0420 - School Plans/Site Council)  
(cf. 0460 - Local Control and Accountability Plan)  
(cf. 5125.2 - Withholding Grade, Diploma or Transcripts)  
(cf. 6161.2 - Damaged or Lost Instructional Materials)

## Hours of Operation

School libraries shall be open for use by students and teachers during the school day. (Education Code 18103)

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## Classroom Libraries for Grades K-4

~~When state funding is available for library materials in grades K-4 classrooms, the Superintendent or designee shall develop, for certification by the Board, a districtwide classroom library plan for grades K-4. The plan shall include a means of preventing loss, damage or destruction of the materials. (Education Code 60242, 60422)~~

~~(cf. 5125.2 - Withholding Grades, Diplomas or Transcripts)  
(cf. 6161.2 - Damaged or Lost Instructional Materials)~~

~~The districtwide plan for school libraries developed pursuant to Education Code 41572 may fulfill this requirement provided the plan meets the criteria of Education Code 60242.~~

~~The Superintendent or designee is encouraged to consult with primary grade teachers and school librarians employed by the district and/or county office of education in the development of the K-4 classroom library plan and to consider selections from the list of books recommended by the State Librarian pursuant to Education Code 19336.~~

## Selection and Evaluation of Library Materials

Library materials shall include print and electronic resources that align with the curriculum and are accessible to students with varying cognitive or language needs.

Library materials shall be evaluated and selected in accordance with law, Board policy, and administrative regulation through a selection process that invites recommendations from administrators, teachers, other staff, parents/guardians and students as appropriate.

~~(cf. 6144 - Controversial Issues)  
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)  
(cf. 6161.11 - Supplementary Instructional Materials)~~

Library materials ~~should~~ **shall** be continually evaluated in relation to evolving curricula, new formats of materials, new instructional methods, and the needs of students and teachers. Materials that contain outdated subject matter or are no longer appropriate shall be removed, ~~and lost or worn materials may be replaced.~~

~~(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)~~

All gifts and donations of school library materials shall be subject to the same criteria as materials selected for purchase by the district.

~~(cf. 1260 - Educational Foundation)  
(cf. 3290 - Gifts, Grants and Bequests)~~

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Complaints regarding the appropriateness of library materials shall be addressed using the district's procedures for complaints regarding instructional materials.

*(cf. 1312.2 - Complaints Concerning Instructional Materials)*

## Fees

Students shall be allowed to borrow school library materials at no charge for use in the library and classrooms as well as out of school. (5 CCR 16042)

*(cf. 3260 - Fees and Charges)*

To encourage students to return materials in a timely manner, a nominal fee may be charged for the late return of materials.

*(cf. 5125.2 ~~Withholding Grades, Diploma or Transcripts~~)*

## Library Instruction

School librarians and/or classroom teachers shall provide library instruction to develop students' information literacy skills. Such instruction shall be aligned with state academic standards for library instruction and shall prepare students to:

1. Access information by applying knowledge of the organization of libraries, print materials, digital media, and other sources
2. Evaluate and analyze information to determine appropriateness in addressing the scope of inquiry
3. Organize, synthesize, create, and communicate information
4. Integrate information literacy skills into all areas of learning and pursue information independently to become life-long learners

School librarians also may provide support to teachers, administrators, and other staff by identifying instructional materials that will aid in the development of curriculum and instructional activities and by providing information about effective and ethical uses of school library services and equipment.

*(cf. 4131/4231/4331 - Staff Development)*

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## Reports***Program Evaluation***

The district shall, on or before August 31 each year, report to the California Department of Education on the condition of its school libraries for the preceding year ending June 30. (Education Code 18122)

Legal Reference:

*EDUCATION CODE*

1703 Coordination of district library services by county superintendent

1770-1775 Provision of library services by county superintendent

18100-18103 School libraries, establishment and maintenance

18300-18571 Union high school district/unified school district library district

19335-19336 Recommended books, Reading Initiative Program

~~41570-41573 School and Library Improvement Block Grant~~

~~42605 Tier 3 categorical flexibility~~

44868-44869 Qualifications and employment of library media teachers

45340-45349 Instructional aides

~~60119 Sufficiency of textbooks and instructional materials; public hearing~~

~~60240-60251.5 State Instructional Materials Fund, including purchase of classroom library materials~~

~~60420-60424 Instructional Materials Funding Realignment Program~~

~~REPEALED EDUCATION CODE FOR CATEGORIAL PROGRAMS~~

18181 Districtwide library plan

52012 Establishment of school site council

52014-52015 school plans

*CODE OF REGULATIONS, TITLE 5*

16040-16043 School libraries

**80023-80023.2 Emergency permits, general requirements**

**80024.6 Emergency teacher librarian services permit**

**80026-80026.6 Emergency permits**

**80053-80053.1 Teacher librarian services credential**

80053 Library media service teaching credential

*UNITED STATES CODE, TITLE 20*

~~6383 Improving Literacy Through School Libraries grant program~~

Management Resources:

*CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS*

***Examples of Model School Library Standards for California Public Schools Supporting Common Core State Standards (CCSS) for English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects, rev. February 2012***

***Model School Library Standards for California Public Schools: Kindergarten Through Grade Twelve, 2010 (includes standards for student instruction as well as program standards)***

***Looking at the School Library: An Evaluation Tool, 2003***

School Library Program Standards, September 2010

School Library Standards for Students, September 2010

Check It Out! Assessing School Library Media Programs, 1998

Recommended Literature: Kindergarten Through Grade Twelve

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*CALIFORNIA SCHOOL LIBRARY ASSOCIATION PUBLICATIONS*

Standards and Guidelines for Strong School Libraries, 2004

*WEB SITES*

CDE, School Libraries: <http://www.cde.ca.gov/ci/cr/lb>

~~American Library Association: <http://www.ala.org>~~

American Association of School Libraries: <http://www.ala.org/aasi>

~~California Library Association: <http://www.cla-net.org>~~

California School Library Association: <http://www.csla.net>

Adopted: 4-26-78

Amended: 4-14-82, 6-19-84, 9-17-02, 8-24-04, 11-18-05, 11-15-11, 4-13

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 16, 2014**  
**SUBJECT: C.6.j. APPROVE AMENDMENT OF BYLAWS OF THE BOARD 9324 – MINUTES AND RECORDINGS - First Reading**

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**ISSUE:** Should the Board of Education approve the proposed amendment to Bylaws of the Board 9324 – Minutes and Recordings?

**BACKGROUND:** Board Bylaw 9324 is updated to reflect new law (SB 751, 2013) which requires that minutes of board meetings report the vote or abstention of each member present for the action. Bylaw also adds optional space for the district to specify the position responsible for signing the minutes after approval by the board. Board Bylaw 9324 is being submitted with recommended language from CSBA.

- ALTERNATIVES:**
1. Approve the amendment of Bylaws of the Board 9324 – Minutes and Recordings.
  2. Do not approve the amendment Bylaws of the Board 9324 – Minutes and Recordings.
  3. Adopt a modified version of the amendment to Bylaws of the Board 9324 – Minutes and Recordings.

**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	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Palland	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

# OAK PARK UNIFIED SCHOOLDISTRICT BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9324(a)

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## Board Minutes and Recordings

The Governing Board recognizes that maintaining accurate minutes of Board meetings provides a record of Board actions for use by district staff and the public ~~and Accurate minutes also helps foster public trust that in Board governance. actions are occurring in public in accordance with law.~~ **and** Accurate minutes also helps foster public trust ~~that in Board governance. actions are occurring in public in accordance with law.~~

*(cf. 9000 – Role of the Board)*

*(cf. 9005 – Governance Standards)*

*(cf. 9323 – Meeting Conduct)*

The secretary of the Governing Board shall keep minutes and record all official Board actions. The Board's minutes shall be public records and shall be made available to the public upon request. (Education Code 35145, 35163)

*(cf. 1340 – Access to District Records)*

*(cf. 9323.2 - Actions by the Board)*

The minutes shall ~~record~~ **reflect** which members are present and whether a member is not present for part of the meeting due to later arrival and/or early departure.

*(cf. 9250 – Remuneration, Reimbursement and Other Benefits)*

***In order to ensure that the minutes are focused on Board action, the minutes shall include only a brief summary of the Board's discussion, but shall not include a verbatim record of the Board's discussion on each agenda topic or the names of Board members who made specific points during the discussion.***

The minutes shall include the specific language of each motion, the names of members who made and seconded the motion, ~~and the individual votes of each member, unless the action was unanimous. When a roll call vote is taken, the names and votes of each member shall be listed. Motions or resolutions shall be recorded as having passed or failed. All motions and Board resolutions shall be numbered consecutively from the beginning of each fiscal year.~~

***The minutes shall also report any action taken and the vote or abstention on that action of each member present. (Government Code 54953)***

The minutes shall reflect the names of those individuals who comment during the meeting's public comment period as well as the topics they address.

The Superintendent or designee shall distribute a copy of the "unapproved" minutes of the

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previous meeting(s) with the agenda for the next regular meeting. ~~At the next meeting,~~ The Board shall approve the minutes as circulated or with necessary amendments.

***Upon approval by the Board, the minutes shall be signed by the Board President and Board Clerk.***

Official Board minutes and recordings shall be stored in a secure location and shall be retained in accordance with law.

*(cf. 3580 – District Records)*

Any minutes or recordings kept for Board meetings held in closed session shall be kept separately from the minutes or recordings of regular and special meetings. Minutes or recordings of closed sessions are not public records. (Government Code 54957.2)

*(cf. 9321.1 - Closed Session Actions and Reports)*

## Recording or Broadcasting of Meeting

The district may tape, film or broadcast any open Board meeting. The Board president shall announce that a recording or broadcast is being made ***at the direction of the Board*** at the beginning of the meeting, and, as practicable, the recorder or camera shall be placed in plain view of meeting participants.

Any district recording may be erased or destroyed 30 days after the meeting. Recordings made ***at the direction of the Board*** during ~~regular or special Board~~ ***a*** meetings are public records and, upon request, shall be made available for inspection by members of the public on a district ~~recorder~~ ***equipment*** without charge. (Government Code 54953.5)

Legal Reference:

***EDUCATION CODE***

35145 Public meetings

35163 Official actions, minutes and journals

35164 Vote requirements

***GOVERNMENT CODE***

54952.2 Meeting defined

***54953 Meetings***

54953.5 Audio or video recording of proceedings

54953.6 Broadcasting of proceedings

54957.2 Closed sessions; clerk; minute book

54960 Violations and remedies

***PENAL CODE***

632 Unlawful to intentionally record a confidential communication without consent of all parties to the

**OAK PARK UNIFIED SCHOOLDISTRICT  
BYLAWS OF THE BOARD**

*Series 9000*

*Bylaws of the Board*

*BB 9324(c)*

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communication

*CODE OF REGULATIONS, TITLE 5*

16020-16027 Classification and retention of records

Management Resources:

*CSBA PUBLICATIONS*

The Brown Act: School Boards and Open Meeting Laws, rev. 2009

Guide to Effective Meetings, rev. 2007

Maximizing School Board Leadership: Boardsmanship, 1996

*WEB SITES*

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

Adopted: 10-19-77

Amended: 3-2-83, 11-6-84, 11-13-90, 3-12-02, 9-17-02, 1-20-09

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 16, 2014**  
**SUBJECT: VII.1. MONTHLY MEASURE R BOND FUND FINANCIAL STATUS REPORT**

INFORMATION

**ISSUE:** Shall the Board receive and review a status report on Measure R Fund income and expenditures through August 31st of the 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. This report will be updated and reported to the Board at its regular meetings.

The Business Office was still finalizing the monthly update as this agenda was going to press. The report will be delivered to the Board upon its completion and will be made available for public review at the same time.

**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

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: Sara Ahl, Principal, Brookside Elementary School**

**DATE: September 16, 2014**

**SUBJECT: Monthly Board Report for Brookside Elementary School**

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**THE OPENING OF SCHOOL:** We have had a smooth, successful and enjoyable beginning of the 2014-2015 school year at Brookside! Brookside students and staff have enjoyed the renovations and work done over the summer, the 100 building, particularly, the newly re-done DK and K rooms, and the beautiful new bamboo floor in the Multi-Purpose Room. We are eager to begin to use the washable, reusable lunch trays in our new dishwasher and our students are immersed in the new recycling program that Dr. Knight and his team presented to our students on September 3<sup>rd</sup>. Sara Ahl is thrilled to be a part of the Brookside and Oak Park Community and has felt a very warm welcome from staff, students, and parents.

**SCHOOL SITE COUNCIL:** The first School Site Council meeting will take place on Tuesday, September 30<sup>th</sup>. All parent members from 2013-2014 will continue as members this year. Two teachers and one classified employee will be joining the 2014-15 SSC. Topics for the first meeting, among others, will include: School Safety and Emergency Preparedness.

**LUNCHTIME ENRICHMENT:**

For the new school year, we have added a series of supervised, structured lunchtime activities to give students options during their free time and to reach diverse interests.

- Two coaches are here at lunch twice a week running structured field games
- We are partnering with Create Studio in Westlake Village (owner, Jemma Wildermuth) to offer a lunchtime art enrichment program once a week. Using only recycled materials generated from our own school campus, Jemma and staff facilitate projects for students who are interested in exploring their creativity. Thus far this has been a great success and the students have been enjoying themselves at lunchtime.
- We are in the process of coordinating a science/technology/engineering/math (STEM) enrichment opportunity to add to the offerings at lunchtime.

**BACK TO SCHOOL NIGHT:**

Back to School Night took place at Brookside on September 9<sup>th</sup> and 10<sup>th</sup>. Parents attended a welcome meeting, which included a welcome and update by the principal as well as a presentation by the PTA to introduce the “Just for the Kids” giving campaign and opportunities for parent participation.

**FIELD TRIPS:**

The 5<sup>th</sup> grade team is getting ready for the October 10<sup>th</sup> and October 17<sup>th</sup> trips to Santa Cruz Island, and teachers are preparing students with science instruction intended to make their trip a meaningful and enjoyable learning experience.

**UPCOMING EVENTS:**

October 10 Santa Cruz Island Trip for one BES 5<sup>th</sup> grade class  
October 16 Great California Shakeout  
October 17 Santa Cruz Island Trip for three BES 5<sup>th</sup> grade classes  
October 25 Brookside Movie 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: September 16, 2014**

**SUBJECT: Monthly Board Report**

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I am happy to report that we have had an excellent opening to school this fall. The physical plant was improved, four new teachers were hired, our annual Student Registration was our smoothest yet, and we had successful events welcoming our new families.

#### **CAMPUS PREPARATIONS:**

Our amazing lead custodian, Mr. Brian, our afternoon custodian, Mr. Arturo, and our small but mighty maintenance crew have been hard at work this summer. The campus is almost ready for opening day. We are installing a new playground area for the Preschool and our new Discovery Kindergarten program. A new fence will be installed in the next few days separating this area from the soccer field, and additional work will be phased in as time and funds allow. All new network cabling will be up and running by the beginning of school. We are on schedule to switch over to the new wireless system the day before school starts. We have installed 120 security cameras across the district and several are on our campus. These will protect our property from vandalism while we are not here, and provide increased safety in the event of an emergency. We will also have a new phone system that will be much more user friendly and reliable. We expect this to be up and running early in the school year.

#### **STAFFING:**

This year we will welcome four new members to our teaching team. You have already heard about our new Discovery Kindergarten program, and this class will be taught by Barbara McPhillips. Barbara comes to us from Red Oak Elementary, and has experience teaching K and DK, as well as working in our preschool. Over the summer she has been busy completely renovating and outfitting Room 24 for this new class, and it is going to be a beautiful space for this exciting program.

We are also excited to welcome Katelyn Loe to our fifth grade team. Ms. Loe taught fifth grade at Sycamore Canyon Elementary, in neighboring CVUSD, and comes highly recommended by her colleagues. When I spoke with her previous principal, he described her as one of the best he's ever seen. During her demonstration lesson, we were particularly impressed with her ability to inspire critical thinking and differentiate instruction, and most of all her ability to connect with her students. With these skills and attributes, Ms. Loe will fit right in with our amazing fifth grade team.

We are excited to welcome Amanda Berg to our third grade team this year. Ms. Berg received her Bachelor's degree and teaching credentials at California Lutheran University. During her graduate studies she taught in Moorpark Unified School District. Upon completing her credential, Ms. Berg decided to go teach in Kampala, Uganda, where she worked with children who had been abandoned and lived on the streets. She taught children of various ages at a primary school. After completing her time of service in Uganda, she returned to Ventura County and worked at Somis School as their reading specialist. Her previous superintendent noted that her students were "highly engaged and active participants in their learning".

We are excited to welcome Kristin Chobanian back to her Oak Hills roots. She will be joining our 4th grade team and is no stranger to our 4th grade pod. This is where her teaching career began 20 years ago when she student taught 4th grade. Mrs. Chobanian says she knew right then and there that she was meant to teach and loved the 4th grade curriculum. For the next seven years, she taught 1st and 4th grade at Red Oak Elementary, where she earned our District's Apple Award recognition in 1999-2000. After taking time off to start her family, Mrs. Chobanian worked as Reading Specialist in the Conejo Valley School District where she enjoyed the challenge of helping students develop their reading skills, and also returned to Oak Park to teach art at Brookside Elementary. Her husband also began his teaching career at Oak Hills and taught 5th grade with Ms. Melville for three years. He now teaches film and broadcast journalism Oaks Christian School. They have three children; 7, 9 and 11 years old and a puppy named Dodger (...and yes, they are BIG fans).

I want to thank Mrs. Follendorf, Ms. Melville, Mrs. Reints, Mrs. Arnold, Mrs. Mendivil and Mrs. Novak for all the time and effort they contributed to help us find the best of the best. Finding the right people to join our school team is one of the most critical things we do.

### **REGISTRATION AND ORIENTATION:**

Monday evening, August 18th, we held our Ice Cream Social to welcome new families. At this informal get together, new students and their families got to know each other and connected with some of our existing families. Student registration was held the following Thursday and Friday and although nearly everyone participated, the wait time was quite reasonable, thanks to an army of PTA volunteers. On Friday, also gave our new students an orientation and tour, led by a group of our Student Ambassadors. In addition to learning their way around the campus, these new students met some familiar faces. These trained Ambassadors have been working hard to help them feel comfortable during the potentially difficult first few days in their new school. On Tuesday, August 26th we held a separate orientation just for Kindergarten and Discovery Kindergarten students and their families. The students and parents met their teacher and learned their way around the classroom. This made the transition on the first day of school much easier on hesitant students (and their parents too).

### **OPENING OF SCHOOL:**

On the first day of school all students met with Mr. Warren to discuss what it means to be a student at Oak Hills. We reviewed some essential rules and boundaries, and discussed how students treat one another within the Oak Hills family. We talked about conflicts that may come up between friends at school and how to resolve them with respect and empathy. We also held our annual recycling assembly, with Dr. Knight, Mrs. Treitman, and Mrs. Hammell. Students learned how our decisions about handling waste impact our planet. The new recycling containers were introduced and the students are doing an excellent job using them correctly so far.

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: September 16, 2014**

**SUBJECT: Monthly Board Report**

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**Pre-Opening Events set a Positive Tone for the School Year**

Our New Student Orientation was held the Tuesday before school began and included tours of the campus and information provided by our principal and PFA president. Additionally, many 5<sup>th</sup> grade tour guides shared what they liked best about Red Oak. Our Kindergarten teachers and Discovery Kindergarten teacher gave previews of our programs in their classrooms. Our PFA also hosted their annual, “Welcome Back Staff” brunch with wonderful food and fellowship on Wednesday, August 20.

**Registration**

Our PFA, in coordination with our office staff, held a registration day in on Thursday, August 21 before school began. On this day, parents handed in registration information that they completed online, signed up to volunteer, donated time and funds to school organizations and received additional information. The extra organizing and early receipt of required student information allowed our office staff to get a head-start on collecting and filing these documents.

**New and Returning Students Family Picnic**

To welcome new families to Red Oak and to allow them to meet returning students and their families, our PFA organized a picnic at Indian Springs Park. The picnic occurred after registration on August 28 from 3:00 to 5:00. The PFA provide desserts and information to the new families. The principal and members of the PFA welcomed our new families personally.

**Welcome Back Parent Coffee and Bagel Gathering**

The Red Oak Elementary School Parent Faculty Association hosted an event to welcome back parents, particularly parents new to our school. This activity occurred on the first day of school, August 27 from 8:15 to 10:30. The gathering was billed as an opportunity for parents to meet other parents and PFA members and also to get assistance in filling out school paperwork. The event attracted many parents and generated a lot of goodwill.

Respectfully Submitted:

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Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: BRAD BENIOFF, PRINCIPAL, MEDEA CREEK MIDDLE SCHOOL**

**DATE: SEPTEMBER 16, 2014**

**SUBJECT: MONTHLY SCHOOL REPORT**

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**September Classroom Talks:** MCMS administrators visit each PE class to discuss strategies for a successful middle school year, including safety, healthy and respectful conduct, school activities for fun and personal growth. MCMS counselors visit 6<sup>th</sup> grade classes to discuss social and academic problem solving, personal safety and support on campus.

**ASB Magazine Drive:** Beginning September 3<sup>rd</sup> Medea Creek Middle School will launch its annual magazine fund-raising event with an interactive assembly. The Drive's profits go directly to ASB and fund student and enrichment activities for the school year.

**Back-To-School Night:** September 4<sup>th</sup> (6<sup>th</sup> grade) and September 11<sup>th</sup> (7<sup>th</sup> and 8<sup>th</sup> grades): again MCMS faculty and staff host the community with informative details of the MCMS classroom experience and share some of the wonderful things in store for students this year. Thanks to everyone for making this evening a welcoming occasion for parents.

**Principal's Coffee:** Mr. Benioff will be holding a monthly "Principal's Coffee" for parents to find out information and discuss middle school issues. The first coffee will be Wednesday, September 17 at 9am and the main topic will be 6<sup>th</sup> grade, transitions, expectations and parent support.

**Club Fair:** September 26<sup>th</sup>: Students have the opportunity to sign-up for a student Club that interests them—or they may work with the Assistant Principal to, possibly, start one of their own with an adult sponsor. Thanks to ASB for hosting this, as well as the adult club sponsors for being there and sponsoring a year-long Club!

**Homework Club** 3:00-4:00 (TBA) begins this month.

**Teen Club Begins at MCMS:** Teen Club is the before and after school program run through the Rancho Simi Parks and Recreation Department on the MCMS campus. Last year, approximately 20 students were enrolled, and the number has initially started with over 50 students this year.

**Mock Trial Begins at MCMS, September 3-April 2015:** 7<sup>th</sup> and 8<sup>th</sup> grade students learn what it's like to be an attorney, witness, court clerk or bailiff in a criminal mock trial! Meetings will be Mondays and Wednesdays from 3-4pm in Room E-5, with Ms. Wenker

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

**TO: Members of the Oak Park Unified Board of Education**  
**FROM: Kevin Buchanan, Principal, Oak Park High School**  
**DATE: September 16, 2014**  
**SUBJECT: Monthly Board Report**

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### **REGISTRATION**

Thanks to Andrea Shapiro, PFC volunteers, and staff, who organized the fall registration. Because of several adjustments to the scheduling processes and procedures, there was less pressure on the counseling office as students adjusted their schedules. Currently, the counselors are busy balancing classes and making minor adjustments to student schedules. This year we added a freshman orientation to the 9<sup>th</sup> grade registration day and incoming freshmen received guided campus tours, a Q&A session with ASB students who presented “Tips & Tricks” for a successful freshman year. They also received their schedules with their teachers and rooms listed along with lunch on the great lawn and a goodie bag that included a new OPHS sports bottle, T-Shirt, OPHS Athletic bumper, sticker, and daily planner. We once again reassigned lockers electronically and as of today every student has an assigned locker.

### **TEACHERS RETURN**

Teachers returned and welcomed several new staff members. We have new teachers in Science, English, History, Special Education, and 3D Art. We have increased the number of ASL sections to warrant making it a full time position and Instrumental Music has added marching band and an advanced wind ensemble class to our concert and jazz band classes. We have increased the number of OPHS teachers who are coaching sports teams and along with Football Coach Kenney, Mr. Kinberg has taken over as varsity baseball coach with Mr. Appell coaching the freshmen team. Mr. Smith rejoins track and cross country, Coach Shaw and Chevalier continue their winning ways with boys’ basketball, and Paige Ramer is now the head cheerleading coach. I was unable to attend the first day meetings because of a personal emergency but assistant principals Bryan Martin and Jason Meskis did a great job getting things up and running. Administrators will visit every classroom next week to discuss school polices related to attendance, discipline, electronic behavior, and academic honesty.

### **FACILITIES**

The new classrooms and landscaping was ready to be occupied just in time and garnered a lot of attention and positive reviews. The whole school has been painted and the gym modernization including the locker rooms and bathrooms turned out beautifully. Separate stall showers were installed to replace the old communal showers and students are showering again after games and PE for the first time in years.

### **NATIONAL MERIT SCHOLARSHIP PROGRAM**

This year, six OPHS seniors were selected as Semifinalists for the 2015 National Merit Scholarship Program. Their selection indicates that they scored among the top 1,200 students in the state of California. Representing the top one percent of each state’s high school seniors, these excellent students continue in the competition for National Merit Scholarship Finalist awards. The students are: Devika Chandramohan, Jessica Ji, Justin Liu, Audrey Pham, and Irena Yang.

### **BACK-TO-SCHOOL NIGHT**

Back to School Night will be held on October 9. The evening will begin for our teachers with a dinner hosted by our PFC, and following a brief parent welcome in the Pavilion, the school bell will then lead parents through their student’s class schedule and to their classrooms where teachers will discuss the courses and class procedures.

### ***Twelve Angry Men/Women***

Under the direction of Mr. Allan Hunt and produced by the Oak Park Performing Alliance (OPPAA), our students are auditioning for our fall production. We will produce a male and female version of this classic which is required reading for our 11<sup>th</sup> graders. Later in the year, we will be staging *Evita*, *The Tempest*, and *A Chorus Line* along with a student-led production to be named later. We have added a play to our schedule from four to five plays.

Respectfully Submitted:

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Anthony W. Knight, Ed.D.  
Superintendent

**TO: Members of the Oak Park Unified Board of Education**

**FROM: Stewart McGugan, Director of Alternative Education**

**DATE: September 16, 2014**

**SUBJECT: Monthly Board Report (September)**

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**BOTH SCHOOLS**



We started the year off with staff from both schools meeting jointly in the morning at OVHS. Here, we reviewed our goals, the OPIS relocation, possible improvements and areas of concerns. We talked about how we can improve math curriculum at both schools. We will be implementing a CAHSEE math course at OVHS. At OPIS, we have implemented math placement exams for all out of district students. This helped in finding eight students who would have been incorrectly placed. They will also be implementing Kahn Academy as a supplement to our current textbook. There is an overall great morale amongst the staff and we are all looking forward to the new school year.



**OAK VIEW HIGH SCHOOL**



### **BACK-TO-SCHOOL NIGHT**

Back to School Night will be held on September 11<sup>th</sup> at OVHS. The night will start with opening remarks from Stew McGugan and Jeremy Rogers. Students and parents will then go from classroom to classroom hearing about what each teacher expects from the students as well as an explanation of the course overview. They will also be given the opportunity to ask their teachers questions.

### **FACILITIES**

We have cleaned up room 104 by removing all of the older pictures from the wall and adding extra storage for Susan Allen's art classes. This should also help when the district holds meetings in the class because the change made the room more presentable. We have added two new round tables (student built) to our quad area and new locator signs to all buildings.

### **NEW STAFF**

We were able to hire a teacher, KC Kelem, who will be teaching math, marine science, art history, and who will also be teaching the wet labs for OPIS. In her previous career, she worked locally for Amgen. It is always very nice for students to relate to someone who has a background outside of the education world. We are lucky to have her!!

### **FIRST WEEK OF SCHOOL**

We started the school year off with 23 students. On the first day, we had a small assembly where we discussed what OVHS is about and what is expected (academics, discipline, attendance, drugs, drug dogs, academic honesty, morale of school, being resilient, etc.) for the school year. We tried to make our expectations very clear for everyone from the beginning. Our first week of school went extremely smoothly. We were very lucky to have Jessica Kudlacek, our new TOSA, who helped KC with her Kahn Academy and Google doc set up for all of her students. Jessica was a huge resource for her.

### **HOME SCHOOL**

With OVHS numbers relatively small, we have taken over home hospital for the district. Susan Allen and Randi Liepman will work with the PPS department on helping these students. If we need extra help with the assignments, then we will go out to other district teachers as we have in the past.



## **OAK PARK INDEPENDENT SCHOOL**



### **FACILITIES**

The five new buildings are in and our staff could not be happier. Julie Suarez and her team worked very hard to get our buildings up and running for the beginning of the school year. We had some small issues with phones, printers and copy machines being ready for the first day of school, but Enoch Kwok and his team worked around the clock to get it done.

### **REGISTRATION**

We started off the school year with 201 students. We are now at 211 and will be growing for the next couple of weeks. We are extremely lucky to have all of our OPIS teachers and office staff participating in the registration process. Since we do not have the parent volunteers to help in this area, it is an additional task that these employees should be recognized for doing. Cristina organized the entire process and worked with many different parents to make the process seem seamless. We are still currently working on the master schedule and getting all students into appropriate courses and working on the independent contracts. Our counselor, Jeremy Rogers, spent most of the day reviewing high school student transcripts, handling course requests, and advising on UC course schedules. This is a very time consuming process, especially with the full load of high school students that we have in OPIS.

### **NEW TEACHERS**

We welcome two new staff members to the OPIS family. They are a perfect fit!

DJ Cook (Teacher) – Several of you may be familiar with his name because he taught AP History, ASB and coached baseball at OPHS. DJ is young, fun-loving, and energetic teacher who changes the entire dynamic of our staff. The staff is extremely happy to have him and his energy.

Gayle Tribe (School Psychologist) Part time – Gayle was an intern last year that worked between OPIS, OVHS and OPHS with many students. She brings familiarity to the position and will be a necessary addition that we have been lacking for a long time. This will also help the high school psychologist be able to solely focus on her students at OPHS.

### **ACADEMIC LABS**

OPIS has started the year of with more Academic Labs this year. We are adding a high school Science dry lab, a middle school OSB lab, and possibly a high school history lab to help supplement students who need extra help in specific areas and to give students more one-on-one time with our teachers. We are hoping that all students will use this extra time.

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: September 16, 2014**

**SUBJECT: Monthly Board Report**

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I always look forward to the beginning of the school year with new families, returning families, clean, fresh classrooms, and the excitement of anticipating what the year will bring. This year has been more rewarding than usual because we have many new families, as well as many families returning with their younger children after a one or two year intermission between the older and younger children. We also have a completely redone office space, atelier, and multi-purpose room. The preschool is giving new meaning to multi-purpose room and the efficient use of space.

We have just completed our second day of school and are off to a good start. On September 2<sup>nd</sup>, all of the children easily said goodbye to their parents and began playing outside --- And we had only one parent who came into the office crying because their child was starting her first school experience without mom. We did have excellent first days of school.

The atelierista is working with color and paints with the children in our “piazza”. After visiting Reggio Emilia, Italy, Lisa decided that we really needed a piazza, or central meeting area, where the two classrooms could work collaboratively on projects. She, Lynda, the other classroom teacher, and Sherri, our atelierista, have made the walkway between the two classrooms our piazza. The children seem to enjoy telling the teachers that they want to “work in the piazza”. When our outdoor classroom is completed, we will have an outdoor atelier that will be our piazza.



Respectfully Submitted;

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Anthony W. Knight, Ed.D.  
Superintendent