

OAK PARK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA #839

DATE: May 17, 2011

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

TIME: 4:00 p.m. Closed Session **Please Note Earlier Start Time**
6:00 p.m. Open Session

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

BOARD OF EDUCATION

Barbara Laifman, President

Jan Iceland, Vice President

Mary Pallant, Member

Allen Rosen, Member

Briana Mackey, Student Board Representative



EDUCATING TOMORROW'S LEADERS

ADMINISTRATION

Dr. Anthony W. Knight, Superintendent

Linda Sheridan, Executive Assistant

Martin Klauss, Assistant Superintendent, Business & Administrative Services

Dr. Leslie Heilbron, Assistant Superintendent, Human Resources

Cliff Moore, Consultant

Jane Mintz, Director, Educational Technology

Susan Roberts, Director, Pupil Services

COPY OF ENTIRE AGENDA ON WEB SITE

WWW.OAKPARKUSD.ORG

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

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

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

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

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

Interested parties may review the recording upon request.

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

NEXT REGULAR MEETING

Tuesday, June 21, 2011

Closed Session at 5:00 p.m. Open Session at 6:00 p.m.

Oak Park High School, Presentation Room, G9

AGENDA IS POSTED AT THE FOLLOWING LOCATIONS IN OAK PARK:

District Office, 5801 East Conifer St.

Brookside Elementary School, 165 N. Satinwood Ave.

Oak Hills Elementary School, 1010 N. Kanan Rd.

Red Oak Elementary School, 4857 Rockfield St.

Medea Creek Middle School, 1002 Double Tree Rd

Oak Park High School, 899 N. Kanan Rd.

Oak View High School, 5701 East Conifer St

Oak Park Library, 899 N. Kanan Rd.

Internet Home Page: www.oakparkusd.org

OAK PARK UNIFIED SCHOOL DISTRICT
AGENDA – REGULAR BOARD MEETING #839
May 17, 2011

CALL TO ORDER - Followed by Public Comments/ 4:00 p.m.

CLOSED SESSION: 4:00 p.m.

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

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

I. CALL TO ORDER: _____ p.m.

II. PUBLIC SPEAKERS – CLOSED SESSION AGENDA ITEMS

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

A. SUPERINTENDENT EVALUTION

B. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

C. PUBLIC EMPLOYEE EMPLOYMENT: Guest Teacher, Instructional Assistant II, Instructional Assistant II Sub, Custodial Sub

D. CONFERENCE WITH LABOR NEGOTIATORS:

Agency designated representatives: Leslie Heilbron and Martin Klauss

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

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. Partners In Education Award – Barry Myerson
2. MCMS Science Fair Students
3. Presentation to Oak Park High School Academic Decathlon Team
4. Presentation to Oak Park High School Mock Trial Team
5. Remarks from Board Members
6. Remarks from Student Board Representative
7. Remarks from Superintendent
8. Report from School Site Councils

9. Report from Facilities Planning Committee

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

a. Oak Park Independent School Recruitment Plan

b. DSA Project Certification Update

c. Governor's May Budget Revision Proposal

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 April 12, 2011

b. Public Employee/Employment Changes 01CL21591-01CL21607 & 01CE05137-01CE05192 **1**

c. Approve Purchase Orders – April 1 – April 30, 2011 **4**

Board Policy 3300 requires Board approval of Purchase Orders

d. Approve Designation of Julie Kerns as Representative to Ventura County Special Education Local Plan Area (SELPA) Community Advisory Committee **7**

Each school district must designate and approve a candidate to serve on the Special Education Local Plan (SELPA) Community Advisory Committee

e. Approve Overnight Trip for Oak Park High School Boys' Basketball Team – June 24-25, 2011 **8**

Board Policy 6153 requires Board approval for student overnight trips

f. Approve Student Teaching Agreement with Azusa Pacific University **9**

Board Policy 3312 requires Board approval for contracts for services.

g. Approve Designation of the 2011-2012 District/School Representatives to California Interscholastic Federation Leagues **14**

CIF By-Laws requires Board approval of District/School Representatives to CIF Leagues

h. Approve Quarterly Report on Williams Uniform Complaints – April 2011 **16**

Education Code 35185 requires Board approval of each quarterly report regarding complaints against the District by the public regarding textbooks and instructional materials, teacher vacancy or misassignment or facility conditions

i. Approve Contract Renewal for 2011-12 Crossing Guard Services **18**

Board Policy 3312 requires Board approval for contracts for services.

j. Approve Resolution #11-13 – Year End Budget and Interfund Transfer for Fiscal Year 2010-11 **20**

Resolution authorizes Director of Accounting and Risk Management to make any and all necessary budget transfers as required permitting the payment of obligations incurred by the District for the fiscal year ending June 30, 2011

k. Approve Resolution #11-14 – Temporary Loans Between District Funds for Fiscal Year 2011-12 **22**

Resolution authorizes temporary loans between funds during times when cash flow suffers prior to receipt of tax deposits or State revenues

l. Approve Resolution #11-15 – Appropriation and Budgeted Transfers for Fiscal year 2011-12 **24**

Resolution authorizes transfers of budget appropriations and budgeted transfer to monies between funds as needed during the fiscal year in order to balance expenditure classifications or to meet the budgeted obligations of one fund to another

- m. Approve Overnight Trip for Oak Park High School QuikScience Group Winners – June 6-13, 2011** 26
Board Policy 6153 requires Board approval for student overnight trips

ACTION

2. BUSINESS SERVICES

- a. Approve Award of Bid #11-15R, Door and Window Replacement at Red Oak Elementary School and Medea Creek Middle School** 27
Board Policy 3312 Requires Board approval for contract for services
- b. Approve Award of Bid #11-16R, Exterior Stucco Repair and Painting at Medea Creek Middle School** 29
Board Policy 3312 Requires Board approval for contract for services
- c. Approve Ratification of Award of Bids for Brookside Elementary School Modernization Projects** 31
Board Policy 3312 Requires Board approval for contract for services
- d. Approve Ratification of Award of Contract for Financial and Bond Audit Services** 33
Board Policy 3312 Requires Board approval for contract for services
- e. Approve Safe School Plans** 35
The District must annually review and update the Safe School Plans in order to remain in compliance with Education Code 35294.2

3. CURRICULUM

- a. Approve 2011-2012 Bell Schedules** 37
Education Code 46210 requires Board approval of the minimum number of instructional minutes each school year
- b. Approve Revised 2012-2013 Student/Teacher Calendar** 45
Board Policy 6111 requires Board approval of School Year Calendar upon recommendation from Superintendent after development with the Calendar Committee
- c. Approve 2011-12 School Handbooks** 47
Board approval of School Handbooks/Discipline Plans

4. HUMAN RESOURCES

- a. Approve Provisional Internship Permit (PIP)** 49
CCTC requires Board approval in public session of Provisional Internship Permit (PIP)
- b. Approve Authorization to Establish New Classified Service Job Description – Instructional Assistant II (Special Education)** 53
Board approval required to Establish New Classified Job Description
- c. Approve Authorization to Establish New Classified Service Position – Instructional Assistant III (Behavior, Special Education)** 55
Board approval required to Establish New Classified Job Description
- d. Receive OPTA Proposal for 2011-12 Negotiations and Approve the District's Initial Response for Collective Bargaining Negotiations with OPTA** 59
Government Code 3547.5 requires public disclosure of the provisions of all collective bargaining agreements
- e. Approve Authorization to Replace Two Part Time Tech Positions with One Full Time Position** 63
Board approval requested to establish a new Classified position

5. BOARD

- a. Discuss and Approve Process for Provisional Appointment of School Board Member** 65
Board will discuss and approve process for provisional appointment of School Board Member

- b. Election of Clerk of the Board of Education** **67**
Board will appoint a Board Clerk
- 6. BOARD POLICIES**
- a. Approve Amendment to Board Policy 1100 – Communication with the Public – First Reading** **69**
Board policy expands possible methods of communication. Section on “Prohibition Against Mass Mailings at Public Expense” expanded to include additional definition of mass mailing related to ballot measures, candidates, legislative activities, and other campaign activities.
- b. Approve Amendment to Board Policy 1160 – Political Processes – First Reading** **75**
Board policy revised to reflect new court decision which details the appropriate use of district resources for election purposes. Consistent with the court’s decision, the policy clarifies that it is a permissible informational activity for the Board to adopt a resolution in support of or in opposition to a ballot measure as long as the resolution and other materials do not urge voters to act in a certain way and as long as the distribution of the materials is consistent with regular district practice.
- c. Approve Amendment to Board Policy 3550 – Food Service/Child Nutrition Program – First Reading** **81**
Board policy updated to reflect new federal law (P.L. 111-296) which reauthorized and revised requirements for the National School Lunch and Breakfast Programs.
- d. Approve Amendment to Board Policy 3551 – Food Service Operations/Cafeteria Fund – First Reading** **87**
Board policy updated to reflect requirements of new federal law (P.L. 111-296) re: pricing of full-price meals, upcoming USDA guidance on indirect costs, and upcoming regulations on qualifications and training of food service personnel.
- e. Approve Amendment to Board Policy 3553 – Free and Reduced Price Meals – First Reading** **91**
Mandated board policy adds new language re: providing free milk through federal Special Milk Program and releasing information from the free and reduced-price meal application when eligible students transfer to another district or private school.

VII. INFORMATION ITEMS

VIII. OPEN DISCUSSION

IX. ADJOURNMENT:

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

SCHOOL REPORTS/SCHOOL SITE COUNCIL REPORTS

- | | |
|---|-----|
| 1. Brookside Elementary School Report | 95 |
| 2. Oak Hills Elementary School Report | 96 |
| 3. Red Oak Elementary School Report | 97 |
| 4. Medea Creek Middle School Report | 98 |
| 5. Oak Park High School Report | 100 |
| 6. Oak View High School/Oak Park Independent School | 101 |
| 7. Oak Park Neighborhood School | 102 |