

OAK PARK UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION  
AGENDA #1000

**NOTICE OF SPECIAL BOARD MEETING - AGENDA #1000**

Written notice is hereby given in accordance with Education Code Section 35144 that a special Meeting of the Board of Education of Oak Park Unified School District will be held:

DATE: Wednesday, August 5, 2020

TIME: 6:30 p.m. Closed Session – **NOTE Late Start Time**  
7:30 p.m. Open Session – **NOTE Late Start Time**

PLACE: Pursuant to Governor Newsom’s Executive Order N-29-20 in regard to the COVID-19 Pandemic, special procedures will be followed for this special board meeting. The meeting will be conducted via teleconference/video conference. Members of the public will have the right to observe the meeting using this link: [www.opusd.org/livestream](http://www.opusd.org/livestream). Members of the public may offer public comment on items on the agenda as provided on page 2 of this agenda.

Call to Order \_\_\_\_\_

Roll Call

Public Comments – Speakers on Closed Session Agenda items

Recess to Closed Session for discussion and/or action on the following items:

**CLOSED SESSION**

**A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE:** Government Code Section 54957

**B. CONFERENCE WITH LABOR NEGOTIATORS:** Government Code 54957.6  
Agency designated representatives: Adam Rauch and Stewart McGugan  
Employee organizations: Oak Park Teachers Association & Oak Park Classified Association

Reconvene Open Session

Roll Call

Flag Salute

Report from Closed Session

Public Comments – Speakers on Agenda items

Adoption of Agenda

**OPEN SESSION**

**A. BUSINESS SESSION**

- [1. Review Plans for the Distance Learning Model for the 2020-2021 School Year](#)**  
*Staff will share schedules and details of the plan for the Distance learning Model for the 2020-21 school year*

2. **[Approve Memorandum of Understanding between Oak Park Unified School District and the Oak Park Teachers Association Regarding Instruction in the Distance Learning Model](#)**

*Board approval required for Memoranda of Understanding with collective bargaining units*

3. **[Review the Oak Park Neighborhood School Plan for the 2020-2021 School Year and Delegate Authority to the Superintendent to Authorize Reopening of the Program](#)**

*Staff will share schedules and details of the plan for operating the Oak Park Neighborhood School for the 2020-2021 School Year*

4. **[Discussion of Budget and Approval of Coronavirus Relief Expenditures](#)**

*The 2020–21 budget package allocated funds to Local Educational Agencies in order to support transitional Kindergarten through 12th grade pupil academic achievement and mitigate learning loss related to COVID-19 school closures. Staff will share the plan for allocating these funds with the Board.*

Open Discussion – Date of Board Retreat  
Adjournment

---

INDIVIDUALS WHO REQUIRE SPECIAL ACCOMMODATION TO PARTICIPATE IN A BOARD MEETING, INCLUDING BUT NOT LIMITED TO AN AMERICAN SIGN LANGUAGE INTERPRETER, DOCUMENTATION IN ACCESSIBLE FORMATS, OR ACCOMMODATIONS DUE TO THE ELECTRONIC FORMAT OF THIS MEETING, SHOULD CONTACT THE SUPERINTENDENT’S OFFICE 24 HOURS PRIOR TO THE MEETING TO ENABLE THE DISTRICT TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCOMMODATION AND ACCESSIBILITY TO THIS MEETING. PHONE (818) 735-3206 or e-mail: [raggarwal@opusd.org](mailto:raggarwal@opusd.org)

PURSUANT TO EXECUTIVE ORDER N-29-20, THE BOARD MEETING ROOM IS CLOSED. TO FIND OUT HOW YOU MAY ELECTRONICALLY ATTEND THE BOARD MEETING AND PROVIDE PUBLIC COMMENT PLEASE READ THE FOLLOWING GUIDELINES:

Members of the public will have the right to observe the meeting using this link: [www.opusd.org/livestream](http://www.opusd.org/livestream)

Public Comments may be submitted via this link <http://www.opusd.org/PublicComments>. Your comments are greatly appreciated. The Brown Act requires that agendas for special meetings provide an opportunity for members of the public to address the body concerning any item listed on the agenda prior to the body's consideration of that item (Section 54954.3). Unlike regular meetings, in a special meeting the body does not have to allow public comment on any non-agenda matter. Thank you for your cooperation and compliance with these guidelines.

If you wish to make a comment regarding a matter on the agenda please submit your comment via the form accessed by the above link by 6:00 p.m. on August 5, 2020. Although not required, please submit all of the requested information. In keeping with the reasonable time regulations described

below, every effort will be made for your name and comment to be read by the Board President, and your comment will be placed into the item's record at the Board meeting.

This public comment form will be open to members of the public 30 minutes (at 6:00 pm) prior to the closed session of the public meeting which begins at 6:30 pm. This form will take the place of the "yellow speaker cards" available at in-person meetings.

The President of the Board will inquire if there is anyone in the audience who desires to address the board with respect to any item appearing on the special meeting agenda. Individual speakers will be allowed three minutes to address the Board on each agenda item. The Board shall limit the total time for public input on each item to 20 minutes. With Board consent, the Board president may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. Due to the electronic nature of this meeting and to maintain the integrity of providing an opportunity for public comment, every effort will be made to read your comment into the record. In order to ensure that non-English speakers receive the same opportunity to directly address the Board, Google Translate will be used to translate any emails to the Superintendent's Executive Assistant at [ragnarwal@opusd.org](mailto:ragnarwal@opusd.org) who will receive and submit the public comments in open session.

All Board Actions and Discussions are electronically recorded and maintained for thirty days. Interested parties may review the recording upon request. Upon request by a student's parent/guardian, or by the student if age 18 or older, the minutes shall not include the student's or parent/guardian's address, telephone number, date of birth, or email address, or the student's name or other directory information as defined in Education Code 49061. The request to exclude such information shall be made in writing to the secretary or clerk of the Board. (Education Code 49073.2)

Date: August 4, 2020

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

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: AUGUST 5, 2020**

**SUBJECT: A.1. REVIEW PLANS FOR THE DISTANCE LEARNING MODEL FOR THE 2020-2021 SCHOOL YEAR**

---

INFORMATION/DISCUSSION

**ISSUE:** Shall the Board of Education review the plans for the Distance Learning Model for the 2020-2021 school year?

**BACKGROUND:** The Board will hear a presentation from District staff regarding the Distance Learning program that will begin on the first day of school, August 10th, lasting at least through the end of the 1st quarter, October 9. The presentation will cover the schedules for elementary, middle, and high schools, professional development programs for teachers, and assessment procedures and protocols to increase academic integrity. Thee Presentation is available at this link for the Board's review: <https://bit.ly/2DozbTA>

**RECOMMENDATION:** None – for information, discussion only.

Prepared by: Jay Greenlinger, Ed.D., Director of Curriculum and Instruction

Respectfully submitted,

---

Anthony W. Knight Ed.D.,  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: AUGUST 5, 2020**  
**SUBJECT: A.2. APPROVE MEMORANDUM OF UNDERSTANDING WITH OAK PARK TEACHERS ASSOCIATION REGARDING INSTRUCTION IN THE DISTANCE LEARNING MODEL**

ACTION

**ISSUE:** Shall the Board approve Memorandum of Understanding (MOU) between Oak Park Unified School District (OPUSD) and the Oak Park Teachers Association (OPTA) regarding instruction in the Distance Learning Model?

**BACKGROUND:** At the its July 14, 2020 Board Meeting the Board approved that the District will start the school year in the Distance Learning Model. The OPTA and OPUSD negotiation teams met on July 29, 2020 and worked on a Distance Learning MOU to address the requirements set forth in Education Code 43500(a) which gives us a definition of what Distance Learning is, and Ed Code 43501 which states the minimum daily instructional minutes which must be provided for each grade level. The proposed MOU is included for the Board’s review.

**ALTERNATIVES:**

1. Approve the Memorandum of Understanding between OPUSD and OPTA regarding instruction in the Distance Learning Model
2. Do not approve the Memorandum of Understanding.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Stew McGugan, Assistant Superintendent, Human Resources  
Adam Rauch, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

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

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT

Memorandum of Understanding  
Between  
Oak Park Unified School District  
And  
Oak Park Teachers Association  
Distance Learning Model 2020-2021  
July 29, 2020

This Memorandum of Understanding ("MOU") is between the Oak Park Unified School District ("District") and the Oak Park Teachers Association ("OPTA") (referred to collectively as "the Parties") on July 29, 2020 regarding instruction in the Distance Learning Model.

## INTRODUCTION

The Parties have a shared commitment to providing an educational program that supports the needs of all students while ensuring a safe learning environment for students and staff by following the guidelines established by both state and county health departments. Continued education of our students during the 2020-2021 year will require collaboration among the Parties given the impact of COVID-19 and the possible need to fluctuate between instructional models of instruction (at-school learning Hybrid/Blended and Distance Learning).

The Parties recognize there is a need to address the learning environment and instructional model of schools in the Novel Coronavirus environment. It is determined that due to the safety guidelines, the District will start the school year in the Distance Learning Model at this time. It is the mutual interest of both parties to address the recommendations of public health officials in order to prevent the spread of illness arising from the Novel Coronavirus (COVID-19).

To support this, a Distance Learning instructional delivery model has been developed with input being gathered from the association, educators, administrators, and parents. The switch between instructional models put into practice at individual sites and/or district-wide shall be triggered based on the needs of the district, the direction, and guidance from the State of California, Ventura County Department of Public Health, and the Ventura County Office of Education.

## ADHERENCE TO HEALTH GUIDELINES:

The District shall adhere to the COVID-19 guidelines issued by the Centers for Disease Control and Prevention ("CDC"), California Department of Public Health ("CDPH"), California Department of Education ("CDE"), the California Department of Industrial Relations Division of

Occupational Safety and Health ("Cal/OSHA"), the Ventura County Department of Health, and the Ventura County Office of Education. The parties agree to meet as soon as possible to negotiate the impact and effects of any revisions or updates to those guidelines set forth by the above agencies.

The 2020-2021 school year may be reopened under three (3) instructional models: a Hybrid/Blended Model, a Distance Learning Model, and the current Oak Park Independent School (OPIS) model.

The District shall immediately notify the Association if it becomes necessary to transition to a Hybrid Learning model or traditional, full capacity model. The District shall contact the local public health departments to determine if schools and worksites should be reopened in hybrid or full capacity in-person models. At any point in the future that closure is recommended by the local public health department, the District and OPTA shall immediately bargain the impact and effects of the closure.

### **WHAT IS INSTRUCTION THROUGH DISTANCE LEARNING**

Distance learning is defined in *Education Code* Section 43500(a).

Distance learning means instruction in which the pupil and instructor are in different locations, and pupils are under the general supervision of a certified employee of the local educational agency (LEA). Distance learning may include, but is not limited to, all of the following:

- Interaction, instructions, and check-ins between teachers and pupils through the use of a computer or other communications technology.
- Video or audio instruction in which the primary mode of communication between the pupil and certified employee is online interaction, instructional television, video, telecourses, or other instruction that relies on computer or communications technology.
- The use of print, video, and audio materials incorporating assignments that are the subject of written or oral feedback.

### **DISTANCE LEARNING MODEL**

The District prides itself on offering an exemplary educational program that exceeds standards. The guidelines that are stated below are the minimum requirements set forward by the California Department of Education. For the 2020–21 school year, the minimum instructional minutes each school day per Ed Code 43501 is as follows:

- A. 180 instructional minutes in kindergarten;
- B. 230 instructional minutes in grades 1 to 3, inclusive; and
- C. 240 instructional minutes in grades 4 to 12, inclusive.

The Parties agree to the following schedule:

**Grades DK-5**

“Daily instructional minutes” includes live direct interaction/instruction, small group meetings, asynchronous instruction, independent work, engaging students in social-emotional learning, and school connectedness activities. These activities may include but are not limited to, the use of community circles, responsive classrooms, restorative practices, and goal-setting activities.

**DK-5 daily instructional minutes required per Ed Code 43501:**

- DK-K - 180 minutes
- Grades 1-3 - 230 minutes
- Grades 4-5 - 240 minutes.

Brookside, Red Oak, Oak Hills Window for School Activities M-TH	
Grade	Time
DK	8:15 - 12:15
K	8:15 - 1:15
1-3	8:20 - 2:30
4-5	8:20 - 2:56

The subsequent week’s schedule shall be shared with students and parents no later than Sunday at 5:00 p.m.

Special Education teachers shall follow these guidelines when appropriate and applicable.

**Monday - Thursday the daily instructional minutes shall be broken down in the following way:**

100 minutes of direct instruction will include a minimum of 40 minutes of live interaction:

1. 10 minutes of live morning connection time each day. (10 minutes)
2. At least 1 x 30-minute lesson must be taught live daily. (30 minutes)
  - a. 40 minutes of required live instruction each day are met through the 10 minute morning connection and 30-minute live lesson as listed above.
3. 2 x 30-minute lessons daily (can be live, pre-recorded, or 3rd party) (60 minutes) can include mini-lesson, independent assessment, independent practice, and small group instruction.
4. The remainder of the daily instructional minutes will comprise of daily independent work provided for review/practice (teachers will recommend non-screen activities) will be as follow:
  - a. DK- Kindergarten - 80 minutes
  - b. Grades 1-3 - 130 minutes
  - c. Grades 4-5 - 140 minutes



5. The minimum live interactions for Fridays will be 45 minutes from 9:15 am - 10:00 am. Teachers shall assign the following remaining minutes to independent or regular assignments, with the intent for students to continue/complete on Friday.
- DK-K 135 minutes
  - Grades 1-3 - 185 minutes
  - Grades 4-5 - 195 minutes

Grades DK-5 Friday Distance Learning Model Teacher Work/Preparation Schedule	
Time	Topic
8:00 - 9:00	Department, Leadership, Staff, Grade Level Meetings
9:15 - 10:00	Live Classroom Meeting
10:00 - 11:30	IEP, SST, 504/ Parent Meeting/Flexible Office Hours/Professional Development Opportunities
11:30 - 12:15	Lunch
12:15 - 3:00	Preparation (protected teacher time)

The Parties agree for Friday Work/Preparation Days to the following schedule:

- a. 8:00 am - 9:00 am may consist of department, grade level, Distance Learning teacher groups, Leadership, and/or Staff meetings. Each site principal will set a schedule and present the staff meeting schedule to staff prior to the school year starting.
- b. 9:15 am - 10:00 am will be live classroom meetings and are **required** for all students. Teachers are required to take attendance and send absences to the school office by 10:30 am. Each school will create procedures for reporting absences. Live classroom meetings are between the teachers and students for the purposes of instruction, progress monitoring, and maintaining school connectedness, which shall include instruction, school announcements, digital citizenship lessons, classroom meetings, and academic support. In addition, teachers will work collaboratively with site principals to provide for the full instructional minutes for Fridays, including enrichment activities, PE activities, counseling lessons, etc.
- c. 10:00 am - 11:30 am on Friday Work/Preparation Days may be used for IEP, 504, and SST meetings, parent meetings, office hours, and professional development. IEP, 504, and SST meetings are not limited to the Friday Preparation Day schedule.
- d. 11:30 am - 12:15 pm will be a designated lunch time.

- e. 12:15 pm - 3:00 pm (the end time will vary depending on elementary grade level end times) will be for bargaining unit members to use as undisturbed preparation time.
- 6. Elementary PE teachers are responsible for collaborating with teachers and site administrators to make a schedule to meet each class live for 20 minutes, once a week.
  - a. These 20 minutes a week of live PE instruction do not count toward the classroom teacher's live daily instructional minutes. PE teachers are required to attend staff meetings.
- 7. All bargaining unit members are encouraged to work from home on Friday Prep Days and shall be available for virtual meetings as applicable.

**Grades 6-8**

“Daily instructional minutes” includes live direct interaction/instruction, small group meetings, asynchronous instruction, and independent work.

Special Education teachers shall follow these guidelines when appropriate and applicable.

**Daily instructional minutes required per Ed Code 43501: 240 minutes**

Medea Creek DISTANCE LEARNING School BELL Schedule M-TH		
Period	Time	Minutes
Block 1 (1/2)	8:30 to 10:05	95
Nutrition	10:05 to 10:30	25
Block 2 (3/4)	10:30 to 12:00	90
Lunch	12:00 to 12:50	50
Block 3 (6/7)	12:50 to 2:20	90
Advisory (7)	2:20 to 2:45	25

1. Class periods of 90-95 minutes (A minimum of 80 minutes of daily instruction per class period)
  - a. Start class live together
  - b. Start should include attendance and agenda
2. Synchronous academic instruction - 20-60 minutes live
  - a. A Teacher is responsible for 80 minutes of daily instruction per class period. Within the 80 minutes, a minimum of 20 minutes each day needs to be live. The remaining 60 minutes can be live, pre-recorded, 3rd party, independent practice, etc.
3. Hold students accountable to material covered during each class period.
4. The minimum instructional time for Fridays is 240 minutes. Teachers shall assign an extra 40 minutes of independent or regular assignments each week, with the intent for students to continue/complete on Friday.

<b>Grades 6-8 Friday Distance Learning Model Teacher Work/Preparation Schedule</b>	
<b>Time</b>	<b>Topic</b>
8:00 - 9:00	Department, Leadership, Staff, Grade Level Meetings
9:15 - 10:00	Live Classroom Meeting (Alternating Period Each Week/One period per day)*
10:00 - 11:30	IEP, SST, 504/ Parent Meeting/Flexible Office Hours/Professional Development Opportunities
11:30 - 12:15	Lunch
12:15 - 3:00	Preparation (protected teacher time)

The Parties agree for Friday Work/Preparation Days to the following schedule:

- a. 8:00 am - 9:00 am may consist of department, grade level, Distance Learning teacher groups, Leadership, and/or Staff meetings. Each site principal will set a schedule and present the staff meeting schedule to staff prior to the school year starting.
  - b. 9:15 - 10:00 am will be for Live Classroom meetings. \*Live classroom meetings are **required** for all students. Teachers are required to take attendance and send absences to the school office by 10:30 am. Live classroom meetings are between the teachers and students for the purposes of instruction, progress monitoring, and maintaining school connectedness, which shall include instruction, school announcements, online ASB activities, advisory activities, and academic support.
  - c. 10:00 am - 11:30 am may be used for IEP, 504, and SST meetings, parent meetings, office hours, and professional development. IEP, 504, and SST meetings are not limited to the Friday Preparation Day schedule.
  - d. 11:30 am - 12:15 pm will be a designated lunch time.
  - e. 12:15 pm - 3:00 pm will be for bargaining unit members to use as undisturbed preparation time.
5. All bargaining unit members are encouraged to work from home on Friday Work/Preparation Days and shall be available for virtual meetings as applicable.
  6. Daily independent work will be provided (encourage non-screen activities)

### **Grades 9-12**

“Daily instructional minutes” includes live direct interaction/instruction, small group meetings, asynchronous instruction, and independent work.

Special Education teachers shall follow these guidelines when appropriate and applicable.

**Daily instructional minutes required per Ed Code 43501: 240 minutes**

<b>Oak Park High School DISTANCE LEARNING BELL Schedule M-TH</b>		
<b>Period</b>	<b>Time</b>	<b>Minutes</b>
Period 0	7:20 to 8:20	60
Passing	8:20 to 8:30	10
Block 1 (1/2)	8:30 to 10:05	95
Nutrition	10:05 to 10:15	10
Passing	10:15 to 10:25	10
Block 2 (3/4)	10:25 to 12:05	100
Lunch	12:05 to 12:40	35
Passing	12:40 to 12:50	10
Block 3 (5/6)	12:50 to 2:25	95
Support (7)	2:25 to 3:10	45

1. Class periods of 95-100 minutes - (A minimum of 80 minutes of daily instruction per class period, 40 minutes zero period)
  - a. Start class live together
  - b. Start should include attendance and agenda
2. Synchronous academic instruction 30-60 minutes live, 15-30 minutes zero period.
  - a. A Teacher is responsible for 80 minutes of daily instruction per class period. Within the 80 minutes, a minimum of 30 minutes each day needs to be live. The remaining 50 minutes can be live, pre-recorded, 3rd party, independent practice, etc.
3. Hold students accountable to material covered during each class period.
4. The minimum daily instructional time for Fridays is 240 minutes. Teachers shall assign an extra 40 minutes of independent or regular assignments each week, with the intent for students to continue/complete on Friday.

<b>Grades 9-12 Friday Distance Learning Model Teacher Work/Preparation Schedule</b>	
<b>Time</b>	<b>Topic</b>
8:00 - 9:00	Department, Leadership, Staff, Grade Level Meetings
9:15 - 10:00	Live Classroom Meeting (Alternating Period Each Week/One period per day)*
10:00 - 11:30	IEP, SST, 504/ Parent Meeting/Flexible Office Hours/Professional Development Opportunities
11:30 - 12:15	Lunch

12:15 - 3:00	Preparation (protected teacher time)
--------------	--------------------------------------

The Parties agree for Friday Work/Preparation Days to the following schedule:

- a. 8:00 am - 9:00 am may consist of department, grade level, Distance Learning teacher groups, Leadership, and/or Staff meetings. Each site principal will set a schedule and present the staff meeting schedule to staff prior to the school year starting.
  - b. 9:15 - 10:00 am will be for Live Classroom meetings. \*Live classroom meetings are **required** for all students. Teachers are required to take attendance and send absences to the school office by 10:30 am. Live classroom meetings are between the teachers and students for the purposes of instruction, progress monitoring, and maintaining school connectedness, which shall include instruction, school announcements, online ASB activities, advisory activities, and academic support.
  - c. 10:00 am - 11:30 am may be used for IEP, 504, and SST meetings, parent meetings, office hours, and professional development. IEP, 504, and SST meetings are not limited to the Friday Work/Preparation Day schedule.
  - d. 11:30 am - 12:15 pm will be a designated lunch time.
  - e. 12:15 pm - 3:00 pm will be for bargaining unit members to use as undisturbed preparation time.
5. All bargaining unit members are encouraged to work from home on Friday Work/Preparation Days and shall be available for virtual meetings as applicable.
  6. Daily independent work will be provided (encourage non-screen activities).

### **COLLECTIVE BARGAINING MODIFICATIONS**

The Parties recognize that the instructional models identified herein may have negotiable impacts. As such, the Parties agree, that due to the COVID-19 pandemic and social distancing guidelines, it is necessary to temporarily make the following modifications to the current contract. All other current CBA language remains applicable.

#### **Work Year and Working Hours**

The teacher workday will be revised to meet the instructional days as set forth in the instructional models, described above. Bargaining unit members under the Distance Learning model may work from home or from their classroom.

#### **Administrator Viewing Live Lessons**

Bargaining unit members shall provide access for administration to join all requested virtual sessions with students.

#### **Staff Meetings**

Principals will schedule all staff meetings virtually during the Distance Learning model.

#### **IEP/504/SST Meetings**

IEP/504/SST meetings should be scheduled from 10:00 am -11:30 am on Fridays when possible. However, these meetings may also be before, after, or during the school day per site and at the teacher's discretion. Priority shall be given to hold these meetings virtually.

### **Parent/Teacher Conferences (DK-5)**

Parent-teacher conferences (November and March) will be held virtually unless both the teacher and the parent(s) agree to an in-person conference.

### **Evaluations**

During the 2020-21 school year, only probationary and temporary employees will be evaluated. Permanent employee evaluations will be postponed for the 2020-2021 school year and will resume according to the current evaluation schedule in the 2021-2022 school year; i.e., permanent employees scheduled for evaluation in the 2020-2021 school year will be evaluated in the 2021-2022 school year; permanent employees scheduled for evaluation in the 2021-2022 school year will be evaluated in the 2022-2023 school year.

### **Transfers and Reassignments**

The Parties recognize the need for accommodations of teaching assignments and parent election of the proffered learning models for their student(s) during this unprecedented time given individual circumstances. To support this, transfer/reassignment may be initiated by the District to accommodate staffing needs. Any transfer/reassignment will not be made in an arbitrary or capricious manner. Transfers/reassignments made during the term of the MOU are temporary; the bargaining unit member will be returned to their previous position upon termination of the MOU. If a transfer/reassignment becomes necessary, transfers will be filled based on staffing changes and prioritized as follows: (1) bargaining unit members with underlying medical conditions as confirmed by a physician note. (2) at-risk teachers due to caring for an individual who is impacted by other medical conditions as confirmed by a physician note (3) teachers who have expressed an interest in transfer; and (4) involuntary transfers/reassignments, based on seniority. If a teacher is involuntarily transferred/reassigned, they will receive a \$200/day stipend, up to \$600, for training, as deemed necessary by the District.

### **Safety Conditions of Employment**

Employees shall check-in through the front office each day *that they are on campus*. Staff will be screened for temperature, symptoms, and asked to complete a brief health survey by designated staff daily upon arrival.

The current CBA addresses the safety of employees. Specific processes and procedures will be implemented as appropriate under the guidance of the State of California, Ventura County Department of Public Health, and the Ventura County Office of Education as it relates to the COVID-19 pandemic. All bargaining unit members shall be provided with proper PPE as needed, including face shields for bargaining unit members that request it. Bargaining unit members shall be provided with all necessary cleaning supplies, hand sanitizer, soaps, paper

towels, and any other protective equipment deemed necessary to each individual Bargaining unit member. The District shall ensure the circulation of air in classrooms and offices and use recommended air filters for HVAC units.

Upon notification that an employee or student has been infected with COVID-19, the District shall initiate contact tracing in conjunction with local health department officials. All persons who may have come in contact with the infected individual shall be notified. The District shall notify the Association of the location(s) where the infected individual was present on the school premises during the suspected incubation/active infection period.

## **MISCELLANEOUS PROVISIONS**

### **Pay/Benefits**

Working in any of the learning models, bargaining unit members shall continue to receive their full compensation and benefits. If extracurricular duties are performed, bargaining unit members shall receive stipends and/or additional pay, as provided for under the CBA. In the Distance Learning Model, stipends that are no longer applicable shall be immediately terminated.

### **Leaves of Absence**

Bargaining unit members who are exposed to or test positive for coronavirus, and are required to be quarantined, shall first use Families First Coronavirus Response Act (FFCRA) leave days and provided leave set forth in the CBA.

### **At-Risk Members**

The District shall engage in a dialogue, with the goal of providing an accommodation, with any bargaining unit member who provides documentation of an underlying high-risk condition or resides with someone with documentation of an underlying high-risk condition. When reasonably possible, accommodations may include a distance learning position not requiring that bargaining unit member to provide in-person instruction or providing an alternate work assignment.

### **Daily Cleaning and Disinfecting**

The District shall ensure that all in use classrooms, restrooms, workspaces are cleaned and disinfected daily, including but not limited to desks, doorknobs, light switches, faucets, and other high touch fixtures, using the safest and most effective disinfectant necessary, as recommended by federal, state, and/or local health officials. This cleaning is in addition to the daily cleaning that will be done by custodial staff. Bargaining unit members are not required to clean offices or classrooms.

### **Lesson Plans/Instruction**

The lesson design, type of instruction, and curriculum shall be aligned with the school board adopted curriculum. All content, including Distance Learning, shall be aligned to content standards, in an attempt to provide a level of quality and intellectual challenge substantially equivalent to in-person instruction (Ed Code 43503 section (b) (2)). Google Classroom will be the approved and required learning management system for teachers in grades DK-12.

Teachers in DK-5 have the option of using SeeSaw instead of or in addition to Google Classroom.

**Attendance**

Teachers shall take attendance for all students on their class roster each day. In grades DK - 5 attendance will be taken each morning. In grades 6-12 attendance will be taken each class period, with the exception of Friday where it will be taken in the designated period. Attendance shall be taken of students who are virtually present in class. Teachers will use the district's student information system (Q Student Information System) to complete daily attendance.

**Parent/Guardian Communication**

Classroom teachers shall communicate with parents and guardians as provided in the CBA.

This MOU shall sunset no later than June 30, 2021, unless both parties mutually agree upon an extension. The provisions of this MOU shall not be modified and/or changed unless both parties mutually agree.

This MOU shall not be precedent-setting nor form any basis for past practice. This MOU supersedes all previous MOUs regarding return to school for the 2020-2021 school year.

\_\_\_\_\_  
Russ Peters  
President, Oak Park Unified Teachers Union

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dr. Anthony Knight  
Superintendent, Oak Park Unified School District

\_\_\_\_\_  
Date



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: AUGUST 5, 2020**  
**SUBJECT: A.3. REVIEW THE OAK PARK NEIGHBORHOOD SCHOOL PLAN FOR THE 2020-2021 SCHOOL YEAR AND DELEGATE AUTHORITY TO THE SUPERINTENDENT TO AUTHORIZE REOPENING OF THE PROGRAM**

ACTION

---

**ISSUE:** Shall the Board review the Oak Park Neighborhood School (OPNS) plan and delegate authority to the Superintendent to authorize reopening the program for the 2020-2021 school year?

**BACKGROUND:** OPNS has families enrolled who are eager to send their children back to preschool. OPNS provides care for children of teachers, nurses, and doctors who are working and want their children to have a safe environment, other than home, where they can gain social skills, emotional growth and maturity through socialization with their peers under the guidance of qualified teachers. OPNS provides this. We have anticipated unique needs for the preschool and included them in the plan. We will be implementing the recommendations of the CDC, VCPH, VCOE, and CDSS departments to ensure proper implementation of the cleaning and sanitizing routines. The program components and details follow for the board review. It is respectfully requested that the Board delegate authority to the Superintendent to determine whether to open the OPNS program based on the District's ability to do so safely and in a fiscally sound manner.

**FISCAL IMPACT:** Opening OPNS under this model would result in a reduction of \$136,977 in projected revenue from what was projected at 2020-21 budget adoption. This would equally increase the contribution from the General Fund to OPNS.

**ALTERNATIVES:**

1. Delegate authority to the superintendent to authorize opening the OPNS program for the 2020-2021 school year.
2. Do not delegate authority to the superintendent to authorize opening the OPNS program.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Kim Gregorchuk, Director, Oak Park Neighborhood School  
Adam Rauch, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

---

Anthony W. Knight, Ed.D.  
Superintendent

Board of Education Meeting August 5, 2020  
Review the OPNS plan and delegate authority to the Superintendent  
to authorize reopening the program for the 2020-2021 school year?  
Page 2

---

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

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

## OPNS 2020/2021 School Year



OPNS is looking to open with 33 students. We have students signed up for Monday thru Friday attendance, students signed up for Monday/Wednesday/Friday attendance, and students signed up for Tuesday/Thursday attendance. Each classroom will have a maximum of 10 children and 1 teacher. Students attending Monday-Friday will be placed together in an am or pm session, and students attending M/W/F and T/Th will be placed together in an am or pm session. Extended care is being offered from 8:00-12:00 *and* 3:00-3:30 for students attending the PM session

(12:00-3:00). Extended care is being offered from 11:00-3:30 for students attending the AM session (8:00-11:00).

All instruction and childcare will be provided outside as long as weather permits. Inside the classroom, we will ensure physical distancing and bins and trays with small quantities of manipulatives that can be used by a single child and then sanitized. There will be no shared materials between sessions and the classrooms will be cleaned between sessions. Sherri and Kim will be available to step in when needed for care and support.

OPNS will also be providing services and support to 3 children with special needs. The 3 students will be in the same classroom and session to minimize exposure between students and special education service providers. A special education teacher and an instructional aide will be providing support to the 3 students and their classmates. Whenever possible, the special education service providers will provide their services and support outdoors.

Teachers	Hours	Preschool Session A 8:00-11:00	Preschool 1Session B 12:00-3:00	AM Care Room 16 8:00-12:00	AM Care Room 17 8:00-12:00	PM Care Room 16 11:00-3:30	PM Care Room 17 1:00-3:30
Lisa Strumwasser Room 16	7:30-4:00 Lunch 11:15-11:45	MWF & T/Th	M - F				
Lynda Skaggs Room 17	7:30-4:00 Lunch 11:15-11:45	M - F	MWF & T/Th				
Sherri Cohen Rooms 16 & 17/Atelier	7:30-4:00 Lunch 11:45-12:15	Collaborates with teachers to provide art experiences for children in preschool and extended care					

Sarah Sommer Room 17/MPR	9:30-3:30 Lunch 12:15-12: 45				MWF & T/Th		M - F
Nicole Hanson Room 16/Atelier	8:30-2:30 Lunch 10:45-11: 15			M - F		MWF & T/Th	

## Health and Safety Plan

As we open for the 2020/2021 school year, we will adhere to this plan to ensure the safety of our students, staff, and families:

- 1) The California Department of Social Services (CDSS) guidelines stipulate that the ratio for 3-5 year olds is 1:10 with groups no bigger than 10
  - a) Based on these guidelines, OPNS can accommodate a maximum of ten children per classroom, which will be twenty(20) students per day or forty (40) students if we do a morning and an afternoon program
  - b) Each group will be kept together as an unit with the same teacher until the CDSS guidelines change
  - c) In order to accommodate all families who have registered, we will have a morning and an afternoon M-F class; an afternoon MWF & T/Th class in Room 17; and a MWF & T/Th morning class.
- 2) All staff will be trained on the Covid-19 Prevention Plan
  - a) Information on Covid-19, preventing the spread, and who is especially vulnerable
  - b) Staff temperature will be taken upon arrival at work
  - c) Employee self-screening at home and staying home if they have symptoms or diagnosed with Covid-19
  - d) When to seek medical attention
  - e) The importance of hand washing
  - f) The importance of physical distancing, both at work and off work
  - g) The proper use of face covering
- 3) All staff will be trained in cleaning and disinfecting protocols as outlined by CDSS
- 4) All drop-offs and pick-ups will be staggered, with parents dropping their child off at the drop-off lane of the parking lot.
  - a) At this time, a Visual Wellness Check will be completed and any child with the following symptoms may not attend school:
    - i) A temperature of 99.5 higher than 99.5 by no-touch temporal or forehead method will be excluded from school
    - ii) Shortness of breath/difficulty breathing without exercise
    - iii) Cough

- iv) Flushed cheeks
  - v) Unusual fatigue
  - vi) Extreme fussiness
- b) Parents will be encouraged to bring their own pen to sign their child in and out
- 5) If a child or staff member becomes ill during the day, she/he will be separated from the group and immediate pick-up will be required
  - 6) In the case of an on-site confirmed case of COVID-19, we will communicate with health officials, families, and OPUSD
    - a) OPNS will close for 2-5 days for cleaning, disinfecting, and to determine if an extended closure is needed
  - 7) Proper handwashing, preventing the spread of COVID-19, protective measures for preventing COVID-19, and the proper use of facemasks posters will be posted in high visibility spaces at the school
  - 8) Social distancing practices, to the extent possible, will be in place during group times and all activities, both indoors and outdoors
  - 9) Staff and children will wash their hands frequently throughout the day; especially when entering the classrooms, transitioning between activities, after sneezing, after using the bathroom, and before and after eating
  - 10) All bathroom accidents will be cleaned up and the area sanitized. The child will be assisted in cleaning themselves with wipes, changing clothes, putting clothes in a plastic bag to be sent home, and thoroughly washing hands
  - 11) Only materials that are able to be sanitized will be used in the classroom
    - a) Separate materials will be used for the morning and afternoon sessions
    - b) Materials will be sanitized through the day and at the end of each day
  - 12) High touch surfaces will be cleaned and sanitized throughout the day
  - 13) Changes may be made to this prevention plan, at any time, to further the health and safety of the children, staff, and families

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: AUGUST 5, 2020**  
**SUBJECT: A.4. DISCUSSION OF BUDGET AND APPROVAL OF CORONAVIRUS RELIEF EXPENDITURES**

DISCUSSION/ACTION

---

**ISSUE:** Shall the Board of Education receive and discuss updated information pertaining to the District's 2020-21 budget and approve Coronavirus Relief expenditures as recommended by Administration?

**BACKGROUND:** The Board approved the 2020-2021 Budget at their June 30, 2020 meeting based on the assumption that the school year would begin under the "hybrid model". Since then, based on local and state guidelines, OPUSD will instead, begin the school year in a Distance Learning model. As a result, OPUSD has had to analyze the fiscal impact of this change to ensure the budget maintains the necessary state required reserves. As part of this process, OPUSD has started allocating state and federal relief funds available in response to COVID-19. The district's current entitlement for these funds is, \$1,639,281.

At this meeting, Business and Administrative Services will provide the most current information pertaining to the 2020-21 operating budget. Included in this discussion will be the impact of opening school in the Distance Learning model and Administration's recommendations for how to allocate Coronavirus relief resources.

**FISCAL IMPACT:** Upon the Board's approval, the additional expenditures will be reflected in the District's 2020-21 operating budget.

**ALTERNATIVES:**

1. Approve Administration's recommendations for allocating Coronavirus recourses.
2. Do not approve Administration's recommendations.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Adam Rauch, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

---

Anthony W. Knight, Ed.D.  
Superintendent

August 5, 2020 Board of Education Meeting  
Discussion of Budget and Approval of  
Coronavirus Relief Expenditures  
Page 2

---

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

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





**Total Coronavirus Relief: Oak Park Unified School District**

\$1,639,281

<b>Students w/ Disabilities</b> \$615,762		<b>Unduplicated Students</b> \$267,138			<b>All Students</b> \$756,381	
<b>Learning Loss Mitigation Funds (\$1,491,386)</b>					<b>State Funds</b>	<b>Federal Funds (Based on Title I)</b>
<b>GEER: SWD</b>	<b>CRF: SWD</b>	<b>CRF: Supplemental</b>	<b>CRF: LCFF</b>	<b>Prop98: LCFF</b>	<b>SB117</b>	<b>ESSER</b>
\$145,824	\$469,938	\$267,138	\$273,165	\$335,321	\$76,957	\$70,938

**Allowable Uses**

- Student learning supports
- General measures that extend instructional time for students
- Provide additional core academic support for students who need it
- Provide integrated services that support teaching and learning—such as student and staff technology needs, mental health services, staff professional development, and student nutrition

**Planned/Proposed Expenditures:**

- Counselor on Special Assignment (1 FTE): \$130,382
- Increased FTE (2.6) at OPIS: \$318,594
- Elementary Instructional Aids: \$455,787
- Transfer to Fund 13 (CNS): \$430,000
- Total: \$1,312,423 of \$1,491,386 Learning Loss Mitigation Funds have been allocated.
- Approximately \$156,623 remaining balance

**Allowable Uses**

*-Very broad discretion. Included but not limited to, maintaining nutrition services, disinfecting facilities, personal protective equipment, and materials necessary to provide students with opportunities for distance learning.*

**Expenditures (All \$147,895 of SB117 & ESSER have been expensed):**

- 2-3 month’s supply of masks, soap, gloves, and hand sanitizer
- Thermometers
- High volume disinfectant sprayers
- Automatic hand sanitizer stations
- Automatic wall mount soap & sanitizer dispensers
- Outdoor handwashing stations
- Hands-free paper towel dispensers
- Plexiglass