



NOTES FROM THE SCHOOL BOARD MEETING – August 21, 2018

Educating Compassionate and Creative Global Citizens

At the regular monthly meeting of the OPUSD Board of Education held on August 21st, the Board welcomed new Student Board Member Gavin Cornick for the 2018-2019 school year. The Board also heard regular reports from Board Members and the Superintendent. **Brandon McFadden**, Chairperson of the Oak Park Education Foundation (“OPEF”), informed the Board that OPEF voted to fund two program aides per grade level in grades K-3, per school for a total of 24 aides at the cost of \$250,000 per year. The aides will support for Reading and Writing Workshop and math. OPEF also voted to fund a full-time counselor at MCMS starting on January 1, 2019 and allocated \$25,000 to OPHS to support STEAM initiatives. **Jane Nye**, the MAC liaison to OPUSD, provided an update about issues before MAC, such as the landscaping, the use of Roundup, and the Volunteers In Policing (VIP) service (expected to start shortly with a focus around OP schools).

The Board took action and/or approved the following:

CONSENT ITEMS

- Approved the following Overnight Trips for Oak Park High School students
 - Speech and Debate Team - Sep. 21-23, 2018 to Long Beach, CA
 - Speech and Debate Team - Oct. 12-13, 2018 to Fullerton, CA
 - Senior Life Skills Retreats - Oct. 24-27, 2018, Jan. 23-26, 2019 and Apr. 10-13, 2019
 - Fall Athletic Teams who qualify for CIF sports
- Approved Out of State Travel for **Sara McCullar**, to attend the JAMF Nation User Conference in Minnesota taking place October 23-25, 2018 so that she can get further training and collaboration on how to administer the JAMF Casper Suite desktop management system the District uses to control Macs and iPads around the District.
- Approved Out of State Travel for **Elisa Duffy, Julie Matthews, and Kate Gregg** to attend the Teachers College at Columbia University’s Support Foundational Reading Skills with Upper Grade Nonfiction Units of Study Institute, October 14-16, 2018.
- Approved Out of State Travel for **Vanessa Heller** to attend the National Council of Teachers of English Conference, Houston, TX – November 14-18, 2018.
- Approved Quarterly Report on Williams Uniform Complaints – July 2018 - *No Complaints pertaining to Textbooks and Instructional Materials, Teacher Vacancy or Misassignment, or Facilities Conditions were filed with any school in the District during April 2018 - June 2018.*
- Certified the 2017-18 Annual Attendance Report - *the Annual Report is certified and filed at the conclusion of the fiscal year. Lottery funding (California State Lottery Proposition 20) is based on the Annual Average Daily Attendance Report.*
- Approved Change Order No. 1 (Deductive), Project 17-08R, Gymnasium Floor Replacement at Medea Creek Middle School - *The total amount of deductive Change Order No. 1 is \$12,368, which when subtracted from the original contract amount of \$174,000, reduces the contract total to \$161,632.*

- Approved Consultant Agreement for FCC E-Rate Program Application and Audit Services - Under this *federal program, the District receives deeply discounted rates (40%) on technology and telephone services. The approved contract includes E-rate application management, Request for Proposal (RFP) management services, and E-rate program audit assistance. The amount of the approved three-year contract is \$7,650 annually, which is included in the District's budget.*
- Approved the following Notices of Completion:
 - *Measure R Project 18-16R, Drain Repairs at Oak Hills Elementary School and Oak Park High School*
 - *Project 18-17F, Phase 2 Districtwide Exterior Lighting Upgrade*
 - *Measure S Project 18-22S, District-wide Safety and Security Upgrades to School Public Address Systems*
 - *Measure S Project 18-24S, Security Fencing for Southeast Campus Perimeter at Oak Park High School*
 - *Measure S Project 18-25S, Replacement of Gymnasium/Multipurpose Room Roof at Medea Creek Middle School*
- Approved the Disposal of Obsolete or Surplus Instructional Materials, Books, and/or Library Books

ACTION ITEMS

BUSINESS

- The Board received an update on Project 18-14F, Grade 6 1-to-1 Chromebook Pilot Program. Mr. Enoch Kwok, Director of Information Technology, shared [this presentation](#) and the following statistics on the Chromebook 1-1 Pilot program:

354 sixth grade students

 - ❖ 258 have made Lease to Own payments (72.9%)
 - ❖ 65 have borrowed a District purchased Chromebook (18.4%)
 - ❖ 19 have brought their own purchased Chromebooks (5.4%)
 - ❖ 12 are pending paperwork (3.4%)
- Ratified Award of Measure S Purchase Contract(s), Project 18-12S, District Network File Server Refresh *issued to CDW Government LLC for its Nutanix File Server system, in the amount of \$119,959, using the provisions of the piggybackable contract*
- Ratified Award of Measure R Construction Contracts, Project 18-34R, Phase 1- Purchase and Renovation of Extended Care Program Classroom Buildings - *with Omega Construction Co., in the amount of \$33,218; and Premier Carpet, in the amount of \$39,458*
- Approved Notice of Completion, Measure R Project 18-34R, Phase 1- Purchase and Renovation of Extended Care Program Classroom Buildings
- Ratified Award of Measure R Contracts, Project 17-03R – Art Court Facility Improvements at Oak Park High School - *with various contractors for a total amount of \$89,957 to be funded from Measure R bond funds.*
- Approved Use of Measure S Bond Funds: Purchase of Bidder Prequalification Software for Compliance with State School Facility Program Modernization Matching Fund Requirements.

- Approved Amendment to Architectural Services Agreement for Project 17-47S, DSA Certification of Administration Building at Brookside Elementary School - *the fire alarm system, must be upgraded to the 2016 building code. This change will increase the original scope of construction and require additional architectural design services for a total amount of \$16,495.*
- Approved Architectural Service Order (ASO) 1 with HED Architects for Measure S Project Photo-Realistic Renderings of MCMS and BES for an added cost of \$2500.
- Approved Updated 2018-19 General Fund Operating Budget with the stipulation to bring back a revised budget at the the Board's regular September 2018 board meeting which would include an accurate amount of funding provided by OPEF for the 24 K-3 classroom aids (\$250,000), one middle school counselor (\$65,000) starting on Jan 1, 2019 and \$25,000 for STEAM initiatives at OPHS.
- Approved Spending Plan for 2018-19 Education Protection Account Funds - *California voters approved Proposition 30, which established the Education Protection Account (EPA). The Board must approve the use of the EPA funds in an open session of a public meeting. As mandated, the EPA funds must be accounted for separately and not used for administrative costs.*
- Ratified Award of Measure S Construction Contract, Project 17-35S, Kitchen Improvements at Medea Creek Middle School - *issued to Waisman Construction Company of Canoga Park, California, in the amount of \$1,105,000.*
- Approved Transportation Services Agreement with Student Transportation of America - *the proposed contract was approved and the service is proposed to begin on October 1, 2018, depending on the number of students who signup.*
- Approved Student Transportation Fee Schedule for 2018-19 - *the proposed fee for students utilizing the bus transportation will be between \$290 to \$315 per month depending on the number of students who participate.*
- Approved Purchase Orders – July 1 - 31, 2018.

HUMAN RESOURCES

- Approved Authorization to Employ an Administrative Consultant - *For the past several years, Cliff Moore has served as the administrative consultant who has been responsible for the District of Choice program. With additional reporting requirements going into effect this year, Mr. Moore will be retained as a part-time consultant for approximately 35 work days (Between July and November 2018) to assist in the transition of this responsibility to new the Director of Student Support and School Safety who will take on these responsibilities beginning in the 2018-2019 school year. The cost of this contract is authorized up to \$14,000.*
- Approved Resolution #18-19 Reducing or Discontinuing Particular Kinds of Service for Classified Employees - *0.1 FTE Instructional Assistant 1 – Grade Level.*
- Approved the District's Initial Proposal for Collective Bargaining Negotiations with the Oak Park Teachers Association - *the District is proposing to discuss the following articles:*
 - *Article 9 – Salaries and Compensation Regulations*

- *Article 10 – Health and Welfare Benefits*
- *Article 14 - Leaves of Absence*

- Approved the District's Initial Proposal for Collective Bargaining Negotiations with the Oak Park Classified Association - *the District has proposed to discuss the following articles:*
Article 11 – Salaries, Pay, and Allowances
Article 12 – Health and Welfare Benefits
Article 13 – Leaves of Absence

- Approved 2018-2019 Declaration of Need for Fully Qualified Educators.

- *Approved Accounting Assistant 1 Position and Updated Job Description - this position will help with processing the increased the number of cash transactions that need to be managed and accounted for by the District's Fiscal Services department due to the establishment of the Extended Care program and Chromebook 1:1 Take Home Lease-to-Own program.*

- *Approved Student Support and School Safety - Department Secretary Position and Job Description - this position was approved contingent on the start of the new bus transportation program.*

- *Authorized to Establish a Classified Position of Assistant Site Leader, Extended Care Program and the Associated Job Description and Salary Schedule.*

- *Authorized to Establish a Classified Position of Instructional Assistant I – Literacy and Numeracy Support and Job Description - with the commitment by OPEF to provide funding for two aides per grade level in grades K-3, per school for a total of 24 aides at the cost of \$250,000 per year to support Reading and Writing Workshop and Math Support.*

BOARD

- Approved Proposed Board Meeting Schedule for the 2018-2019 School Year - *these are the dates of the approved board meetings:*
 - *August 21, 2018 Single Regular Meeting in August*
 - *September 17, 2018 Single Regular Meeting in September*
 - *October 16, 2018 Single Regular Meeting in October*
 - *November 13, 2018 Single Regular Meeting in November*
 - *December 11, 2018 Annual Organizational Meeting*
 - *January 15, 2019 Single Regular Meeting in January*
 - *February 19, 2019 Single Regular Meeting in February*
 - *March 19, 2019 Single Regular Meeting in March*
 - *April 23, 2019 Single Regular Meeting in April*
 - *May 14, 2019 Single Regular Meeting in May*
 - *June 4, 2019 Budget Study Session Meeting*
 - *June 18, 2019 Single Regular Meeting in June*

- Approved [Board Goals for 2018-2019](#)
- Approved the [2018 Board Governance Handbook](#)
- Reviewed and Amended 2018-2019 Moral Imperatives, Goals, and Action Plans - *The Board revised the Goals and Moral Imperatives at their July 22, 2018 Board Retreat. The Leadership Team then*

developed the Action Plans at their July 27th Leadership meeting. The Board then reviewed them again at this meeting where they were amended and finally approved.

- www.oakparkusd.org/moralimperatives - Oak Park USD Moral Imperatives
- www.oakparkusd.org/goals - 2018-19 Oak Park USD Goals and Action Plans

BOARD POLICIES/ADMINISTRATIVE REGULATIONS

- Approved/adopted the following Board Bylaws(BB), Board Policies(BP), Administrative Regulations(AR) as First and Final Reading:
 - Adopted New [Board Policy BP 3250](#) and [Administrative Regulation AR 3250](#) - Transportation Fees
 - Adopted New [Board Policy BP 3540](#) and [Administrative Regulation AR 3250](#) - Transportation
 - [Board Policy BP 4111/4211/4311](#) - Recruitment and Selection
 - [Board Policy BP 4200](#) and [Administrative Regulation AR 4200](#) - Classified Personnel
 - [Board Policy BP 5131.1](#) and [Administrative Regulation AR 5131.1](#) - Bus Conduct