

OAK PARK UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION  
AGENDA #870

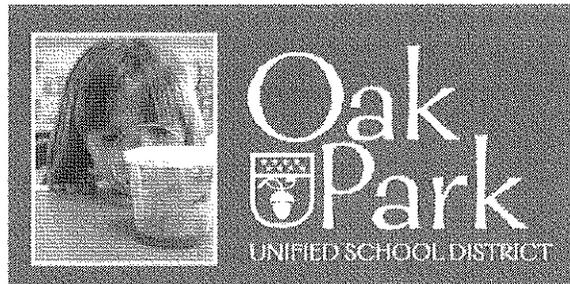
DATE: January 15, 2013

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

TIME: **5:00 p.m. Closed Session**  
**5:30 p.m. Open Session – District of Choice Lottery – 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**  
**Allen Rosen, President**  
**Mary Pallant, Vice President**  
**Sepideh Yeoh, Clerk**  
**Barbara Laifman, Member**  
**Jennifer von Schneidau, Member**  
**Matt Dods, Student Board Representative**



EDUCATING TOMORROW'S LEADERS

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

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

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

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

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

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

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

*Interested parties may review the recording upon request.*

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

**NEXT REGULAR MEETING**

**Tuesday, February 19, 2013**

**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 #869**  
**January 15, 2013**

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

**CLOSED SESSION: 5:00 p.m.**

**RECONVENE OPEN SESSION: 5:30 p.m. in G9 for District of Choice Lottery at 6:00 p.m. for Open Session (approximate)**

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

**I. CALL TO ORDER: \_\_\_\_\_ p.m.**

**II. PUBLIC SPEAKERS – CLOSED SESSION AGENDA ITEMS**

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

- A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**
- B. PUBLIC EMPLOYEE EMPLOYMENT:**
- C. SUPERINTENDENT MID-YEAR REVIEW**

**IV: CALL TO ORDER – RECONVENE IN OPEN SESSION AT: \_\_\_\_\_ 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 at 5:30 p.m. for the District of Choice Lottery and at 6:00 p.m. for Open Session, Oak Park, California

- A. ROLL CALL**
- B. FLAG SALUTE**
- C. REPORT OF CLOSED SESSION ACTIONS TAKEN**
- D. ADOPTION OF AGENDA**

**V. DISTRICT OF CHOICE LOTTERY – G9**

**APPROVE THE LOTTERY PROCESS FOR DISTRICT OF CHOICE ADMISSION INTO OAK PARK UNIFIED SCHOOL DISTRICT FOR 2013-14**

**1**

**VI. PUBLIC SPEAKERS: SPEAKERS ON AGENDA AND NON-AGENDA ITEMS**

**VII. OPEN COMMUNICATIONS/PRESENTATIONS**

**A. BOARD REPORTS/DISCUSSION/COMMUNICATIONS**

- 1. Presentation of Partners in Education Awards to Toni Caruso
- 2. Remarks from Board Members
- 3. Remarks from Student Board Rep
- 4. Remarks from Superintendent
- 5. Report from School Site Councils

- 6. Report from Facilities Planning Committee
  - 7. Report from Technology Committee
- B. DISCUSSION ITEMS** (No Action required. If Action required, item will be brought to a future meeting as an Action Item)
- 1. School Safety**
- C. BUSINESS SESSION:**  
*Consent items shall be items of a routine nature or items for which no Board discussion is anticipated and for which the Superintendent recommends approval.*
- At the request of any member of the Board, any item on the Consent Agenda shall be removed and given individual consideration for action as a regular agenda item.*
- a. **Approve Minutes of Organizational Board Meeting December 11, 2013**
  - b. **Public Employee/Employment Changes 01CL22039-01CL22052 & 01CE05994-01CE06002** 5
  - c. **Approve Purchase Orders –November 28 – December 31, 2012** 7  
*Board Policy 3300 requires Board approval of Purchase Orders*
  - d. **Receive and Accept First Period Attendance Report** 12  
*Board Policy requires Board approval for enrollment and attendance reports*

**ACTION**

- 2. BUSINESS SERVICES**
- a. **Receive and Accept Annual Financial Audit Report for Fiscal Year 2011-2012** 13  
*Education Code 41020 and Board Policy 3460 requires the Board to approve the annual audit report of the district's financial records*
- b. **Receive and Accept Annual Proposition 39 Bond Audit Reports for Fiscal Year 2011-2012** 15  
*Education Code 41020 and Board Policy 3460 requires the Board to approve the annual audit report of the district's financial records*
- c. **Approve Resolution #13-01 Authorizing Use of Public Contract Code Section 20118.2 to Procure Wide Area Network Service** 17  
*Board Policy 3312 requires Board approval for contract for services*
- d. **Approve 2<sup>nd</sup> Term Appointments to the Oak Park Citizens' Oversight Committee** 19  
*Board approval required for appointment to Citizens' Oversight Committee*
- e. **Approve Donations** 21  
*Board Policy 3290 requires Board approval for donations to the District*

**VIII. INFORMATION ITEMS**

**IX. OPEN DISCUSSION**

- 1. Monthly Measure R Bond Fund Status Report** 23
- 2. Monthly Cash Flow Report** 25
- 3. Monthly Enrollment and Attendance Report** 27

**X. 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 29
- 2. Oak Hills Elementary School Report 30
- 3. Red Oak Elementary School Report 31

4. Medea Creek Middle School Report	32
5. Oak Park High School Report	33
6. Oak View High School/Oak Park Independent School	34
7. Oak Park Neighborhood School	

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: JANUARY 15, 2013**

**RE: V. APPROVE THE LOTTERY PROCESS FOR DISTRICT OF CHOICE ADMISSION INTO OAK PARK UNIFIED FOR 2013-14 ACTION**

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**ISSUE:** Shall the Board of Education approve the random lottery process by which District of Choice applicants will be accepted for enrollment into the Oak Park Unified School District for school year 2013-14?

**BACKGROUND:** The State Legislature passed, and the Governor approved, Senate Bill 680 in October, 2009 extending the Education Code provisions authorizing a school district to designate itself as a district of choice. The provisions of SB 680 are reflected in the revisions to Education Code 48300 *et seq* and are authorized through the year 2017. Oak Park Unified has participated in the District of Choice Program since 2004 and, by law, must hold a random lottery process to admit new District of Choice applicants if the number of children requesting to enroll exceeds the number of available places. The application period for school year 2013-14 ended on December 31, 2012 and the total applications have exceeded the approximately 300 new interdistrict students that the board has authorized for next school year. The attached documentation outlines the DOC lottery procedures for admitting new students into Oak Park for 2013-14.

- ALTERNATIVES:**
1. Approve the District of Choice Lottery Process
  2. Do not approve the District of Choice Lottery Process.

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

## Oak Park Unified School District

### District of Choice Lottery Information for 2013-14 DOC Applicants

**Please Note: Attendance at the lottery is not required. The assigned lottery number for all applicants will be posted by January 16, 2013 on the OPUSD website at [www.oakparkusd.org](http://www.oakparkusd.org).**

The lottery to accept new students into Oak Park Unified for next school year will be conducted on Tuesday, January 15, 2013 at 5:30 p.m. at Oak Park High School, Room G-9, located at 899 Kanan Road, Oak Park, California. The following information provides an overview of next steps for all applicants who have submitted applications on or before the December 31, 2012 deadline.

#### **How will applications be processed in preparation for the January 15, 2013 board meeting?**

Each family unit will receive only one lottery number regardless of the number of students in the family that have applied for admission. Once the December 31, 2012 deadline has passed two lists will be created by district staff to be used in the lottery. The first list will record the family name of those student(s) who currently have a sibling attending school in the Oak Park Unified School District. By law these students have preference for placement in a grade level within the district. The second list will record the family name of student(s) who currently do not have a sibling attending the Oak Park Unified School District. The two lists will be alphabetized prior to the random lottery to facilitate the process for checking that all applicants have been included in the process. Applications received after December 31, 2012 will not be eligible to be included in the lottery.

#### **What will happen at the January 15, 2013 board meeting?**

The lottery will be conducted by the Oak Park Unified School District administrative staff using a random number generator program through *random.org*. The program that runs the list number generator will be displayed on an overhead screen so that the process is transparent.

The program will assign a random number to each family name on the alphabetized list and generate a new list beginning with number 1. This procedure will first be done for the list of names who have siblings (**sibling lottery**) currently attending Oak Park Unified and then for the list of names who do not have siblings (**non-sibling lottery**) attending the Oak Park Unified School District.

At this point, parents will know their lottery number and relative standing within the lottery. However, due to a number of variables (enrollment of new district resident students, current District of Choice students not returning, enrollment of siblings of current District of Choice, etc.), parents will not be informed of whether or not a student has been accepted into the district at this board meeting. **Parents do not need to attend the board meeting to learn their lottery number as it will be posted on the district website no later than the day following the lottery.**

#### **What happens after the lottery has been completed?**

The lists with the random numbers assigned will be used to place applicants into the grade level openings identified by district staff and approved by the governing board of education. Starting with family number 1, spaces will be offered to student(s) who currently have siblings attending Oak Park Schools if there is space available in the grade levels for that/those child(ren). If there are no available

spaces at a grade level for one or more family members, these students will be placed on a **sibling wait list** based on their lottery number.

For students who do not have siblings currently attending the Oak Park Unified School District the procedure will be similar to that described in the above paragraph. Starting with family number 1 spaces will be offered to those students in the family where there are grade level vacancies. If there is space for one child, but not the others, the remaining child(ren) will be placed on the sibling wait list **after** the students who have been placed there from the sibling lottery described in the section "What Will Happen at the Board Meeting". Once all vacancies have been filled, a **non-sibling wait List** will be developed at each grade level.

Parents will be notified the week of February 4, 2013 as to acceptance into OPUSD and will have a defined period of time to accept the admission and to complete the paperwork and pre-enrollment forms. **If all paperwork is not completed within the defined period of time the spot will be relinquished and offered to the next student on the waiting lists.** Since the district is required to notify parents/students as to their final acceptance/denial prior to May 15 each year, the enrollment process in late February and early March will be strictly followed to ensure equity for those on the wait lists. Because the Education Code requires that the district notify parents of final acceptance or denial by May 15, 2013 all wait lists will expire as of that date. If spaces open up after that date the only way that they may be filled by an interdistrict student is if there are not sufficient resident students available to fill the spots and a student applies through the regular interdistrict process. This requires that the student be released by his/her district of residence prior to being accepted into Oak Park.

Notification to parents regarding acceptance for enrollment into Oak Park will take place the week of February 4, 2013. Due to the large number of applications received this year (almost 1,000), only those students who have initially been accepted for enrollment will receive an email notification. **If you do not receive a notification of acceptance by Friday, February 8, 2013 you should refer to the Oak Park Unified School District web site to confirm that you are on one of the wait lists.** These wait lists are arranged by grade level and by lottery number so that parents can see their relative standing within the lists.

**How many spaces are there at each grade level for new DOC students?**

This is difficult to answer in that there are a number of variables that come into play. As a general rule there will be more openings at grade levels K, 6 and 9. This is due to the fact that it is much easier to plan programs, staffing and scheduling around these transition grade levels. The other grade levels are filled in to fully maximize our space and staffing so the vacancies in these grades are generally fewer. In addition, the Oak Park Unified School District board of education has established a capacity for our district and a resident to District of Choice ratio that may not be exceeded. These constraints have to be considered as we accept new students for the next school year. We traditionally accept a percentage above these numbers to account for attrition and change of plans.

**MINUTES OF ORGANIZATIONAL BOARD MEETING 12-11-12  
BOARD OF EDUCATION**

**#869**

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Ms. Jan Iceland, called the regular meeting to order at 6:05 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

**BOARD PRESENT**

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

**BOARD ABSENT**

Matt Dods, Student Rep

**STAFF PRESENT**

Dr. Tony Knight, Superintendent, Mr. Martin Klauss, Assistant Superintendent, Business Services, Dr. Leslie Heilbron, Assistant Superintendent, Human Resources, Ms. Jane Mintz, Director, Educational Technology, Ms. Barbara Dickerson, Director, Fiscal Services, Mr. Cliff Moore, Consultant, and Ms. Linda Sheridan, Executive Assistant.

**FLAG SALUTE**

Steve Iceland led the Pledge of Allegiance to the Flag

**REPORT ON CLOSED SESSION**

No 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. Motion carried 5-0.

**PUBLIC SPEAKERS**

None

**REPORT FROM BOARD MEMBERS**

Board Member Sepideh Yeoh thanked Jan Iceland for her many years of service. She thanked the principals for their monthly reports. Ms. Yeoh reported she attended the EEAC meeting, BES *Little Mermaid* production, and the OPHS Band/Choir/Jazz Band Concert. Board Member Mary Pallant thanked Jan and said she learned so much from her and appreciated her support. She welcomed Jennifer and Sepideh to the Board. Ms. Pallant reported she attended the MAC meeting. Board Member Barbara Laifman reported she attended the DELAC meeting, MCMS Social Science gallery of projects, Wellness Council, and the OPHS Winter Concert. She thanked Jan for her dedicated service and will miss her presence on the Board. Board Member Allen Rosen thanked Jan and appreciated her many years of service. He reported he attended the Safe Kids Task Force meeting. Board Member Jan Iceland reported on the Delegate Assembly meeting. She reported she attended the Curriculum Council meeting. Ms. Iceland thanked everyone for their support over the years.

**REPORT FROM SUPERINTENDENT**

Dr. Knight thanked Kevin and Brad for completing the California Distinguished School applications. He reported the District is a finalist for the California Association of the Gifted Five Star Program and the District has submitted an application to be considered for the National Green Ribbon Program. Dr. Knight reported the OPHS Concert was one of the best he has seen. He thanked Jan for picking up the Golden Bell award from CSBA for the Chinese Language and Culture Program.

## **Report from School Site Councils**

The Board received School Site Council report from Medea Creek Middle School, Oak Park High School and Oak View High School.

## **DISCUSSION ITEMS**

None

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

On motion of Allen Rosen, seconded by Mary Pallant, the Board of Education approved the Consent Agenda. Motion carried 5-0.

- a. Approve Minutes of Regular Board Meeting November 14, 2012
- b. Public Employee/Employment Changes 01CL22016-01CL22038 & 01CE05925-01CE05993
- c. Approve Purchase Orders – November 1 – November 28, 2012
- d. Approve Overnight Trip for Oak Park High School Winter Athletic Team(s) Who Qualify for CIF Play-Offs

## **ACTION**

### **2. BOARD**

#### **a. Approve Nomination of Sepideh Yeoh to the CSBA Delegate Assembly**

On motion of Jan Iceland, seconded by Mary Pallant, the Board of Education approved the nomination of Sepideh Yeoh to the CSBA Delegate Assembly. Motion carried 5-0.

#### **b. Administration of Oath of Office to Barbara Laifman, Sepideh Yeoh and Jennifer von Schneidau**

Linda Sheridan administered the Oath of Office to Barbara Laifman, Sepideh Yeoh and Jennifer von Schneidau.

#### **Reception and Recognition for Jan Iceland**

Supervisor Linda Parks presented Jan with a Certification of Appreciation from the Ventura County Board of Supervisors. Jan received a Certificate from Assembly Member Julia Brownley, a Partners in Education Award from OPUSD, a President's Plaque, a drawing made by a preschooler in the Neighborhood School, and a ceramic bowl made by OPHS students. Dr. Knight offered words of appreciation for all Jan has contributed to the District. Cake was served.

#### **c. Election of Officers of the Board of Education**

On nomination of Mary Pallant, seconded by Sepideh Yeoh, the Board of Education appointed Allen Rosen, President of the Board for 2013. Motion carried 5-0.

On nomination of Barbara Laifman, seconded by Sepideh Yeoh, the Board of Education appointed Mary Pallant, Vice President of the Board for 2013. Motion carried 5-0.

On nomination of Mary Pallant, seconded by Barbara Laifman, the Board of Education appointed Sepideh Yeoh, Clerk of the Board for 2013. Motion carried 5-0.

#### **d. Select and Approve School Board Representative to the County Committee on School District Organization**

On nomination of Sepideh Yeoh, seconded by Barbara Laifman, the Board of Education appointed Mary Pallant, School Board Representative to the County Committee on School District Organization. Motion carried 5-0.

#### **e. Approve Certification of Signatures**

On motion of Sepideh Yeoh, seconded by Barbara Laifman, the Board of Education approved the Certification of Signatures. Motion carried 5-0.

- f. Approve Designation of Secretary/Authorized Agent of the Board of Education**  
On motion of Sepideh Yeoh, seconded by Mary Pallant, the Board of Education approved the appointment of Dr. Anthony Knight as Secretary/Authorized Agent of the Board of Education. Motion carried 5-0.
- g. Approve Proposed Board Meeting Schedule for Calendar Year 2013**  
On motion of Sepideh Yeoh, seconded by Jennifer von Schneidau, the Board of Education approved the Board Meeting Schedule for Calendar Year 2013 changing the April meeting to April 9. Motion carried 5-0.
- h. Confirmation and Designation of Board Representatives to District Committees**  
On motion of Barbara Laifman, seconded by Jennifer von Schneidau, the Board of Education approved the designation of Board Representatives to District Committees as amended. Motion carried 5-0.

**3. BUSINESS SERVICES**

- a. Approve Updated Facility Master Plan**  
On motion of Barbara Laifman, seconded by Sepideh Yeoh, the Board of Education approved the updated Facility Master Plan. Motion carried 5-0. The Board thanked Peter Kristensen, Tom Wulf and Balfour Beatty for all their hard work on the Facility Master Plan.
- b. Approve Amendment #3 to Agreement with Balfour Beatty, Inc. for Program/Construction Management Services**  
On motion of Barbara Laifman, seconded by Sepideh Yeoh, the Board of Education approved Amendment #3 to Agreement with Balfour Beatty, Inc. for Program/Construction Management Services. Motion carried 5-0.
- c. Approve Change Order #2, Project 12-01R, Concrete Walkway Repairs at Brookside Elementary School**  
On motion of Barbara Laifman, seconded by Mary Pallant, the Board of Education approved Change Order #2, Project 12-01R, Concrete Walkway Repairs at Brookside Elementary School: Motion carried 5-0.
- d. Approve Notice of Completion, Project 12-01R, Concrete Walkway Repairs at Brookside Elementary School**  
On motion of Sepideh Yeoh, seconded by Mary Pallant, the Board of Education approved the Notice of Completion, Project 12-01R, Concrete Walkway Repairs at Brookside Elementary School. Motion carried 5-0.
- e. Approve Notice of Completion, Project 12-07R, Building 300 Modernization at Brookside Elementary School**  
On motion of Sepideh Yeoh, seconded by Barbara Laifman, the Board of Education approved the Notice of Completion, Project 12-07R, Building 300 Modernization at Brookside Elementary School. Motion carried 5-0.
- f. Approve Notice of Completion, Project 12-11R, Asphalt Parking Lot Repairs at Medea Creek Middle School**  
On motion of Sepideh Yeoh, seconded by Mary Pallant, the Board of Education approved the Notice of Completion, Project 12-11R, Asphalt Parking Lot Repairs at Medea Creek Middle School. Motion carried 5-0.

- g. Approve Notice of Completion, Project 12-25R, Roof Repairs and Replacement, Building E at Medea Creek Middle School**  
 On motion of Sepideh Yeoh, seconded by Barbara Laifman, the Board of Education approved the Notice of Completion, Project 12-25R, Roof Repairs and Replacement, Building E at Medea Creek Middle School. Motion carried 5-0.
- h. Approve Enrollment Capacity and District of Choice Transfers**  
 On motion of Barbara Laifman, seconded by Sepideh Yeoh, the Board of Education approved suspending the cap percentage and enrollment cap and implementing Scenario #2 increasing enrollment to 4588. Motion carried 5-0.
- i. Approve Fiscal Year 2011-12 First Interim Financial Report, Certification and Budget Revisions**  
 On motion of Barbara Laifman, seconded by Mary Pallant, the Board of Education approved the 2011-12 First Interim Financial Report. Motion carried 5-0.
- j. Approve Agreement for E-Rate Consulting Services**  
 On motion of Mary Pallant, seconded by Barbara Laifman, the Board of Education approved the Agreement for E-Rate Consulting Services with Infinity Communications & Consulting, Inc. Motion carried 5-0.
- k. Approve Funding for the Our Children's Future Donation**  
 On motion of Barbara Laifman, seconded by Sepideh Yeoh, the Board of Education approved the funding Our Children's Future remaining donation to next year with the goal that counselors are maintained for the 2013-14 school year. Motion carried 5-0.
- l. Approve Donations**  
 On motion of Mary Pallant, seconded by Sepideh Yeoh, the Board of Education approved the Acceptance of Donations. Motion carried 5-0.
- m. Approve Resolution #12-23, Participation in CSBA California School Mid-Year Cash Reserve Program**  
 On motion of Mary Pallant, seconded by, the Board of Education approved Resolution #12-23, Participation in CSBA California Mid-Year Cash Reserve. Motion carried 5-0.
- 4. HUMAN RESOURCES**

  - a. Approve Collective Bargaining Agreement Between the District and Oak Park Classified Association**  
 On motion of Barbara Laifman, seconded by Jennifer von Schneidau, the Board of Education approved the Collective Bargaining Agreement between the District and Oak Park Classified Association. Motion carried 5-0.
  - b. Approve Collective Bargaining Agreement Between the District and Oak Park Teachers Association**  
 On motion of Mary Pallant, seconded by Barbara Laifman, the Board of Education approved the Collective Bargaining Agreement between the District and Oak Park Teachers Association. Motion carried 5-0.
  - c. Approve Retirement Incentive Plan for Certificated Personnel**  
 On motion of Sepideh Yeoh, seconded by Mary Pallant, the Board of Education approved retirement incentive plan for Certificated Personnel Motion carried 5-0.

**5. BOARD POLICIES**

**a. Approve Amendment to Board Policy 6178 – Career Technical Education – Second Reading**

On motion of Barbara Laifman, seconded by Mary Pallant, the Board of Education approved the amendment to Board Policy 6178 – Career Technical Education. Motion carried 5-0.

On motion of Mary Pallant, seconded by Sepideh Yeoh, the Board of Education approved extending the meeting beyond 10:00 p.m. Motion carried 5-0.

**b. Approve Amendment to Board Policy 7310 – Naming of Facility – First Reading**

On motion of Sepideh Yeoh, seconded by Barbara Laifman, the Board of Education approved the amendment to Board Policy 7310 – Naming of Facility on first reading. Motion carried 5-0.

**c. Approve Amendment to Board Policy 3290 – Gifts, Grants and Bequests – First Reading**

On motion of Barbara Laifman, seconded by Sepideh Yeoh, the Board of Education approved the amendment to Board Policy 3290 – Gifts, Grants and Bequests on first reading. Motion carried 5-0.

**VII. INFORMATION ITEMS**

1. Monthly Enrollment and Attendance Report
2. Monthly Cash Flow Report
3. Monthly Measure R Budget Report

**VIII. OPEN DISCUSSION**

Board discussed buying bagels for all staff, attendance at VCOE Governance Class and when we would start using digital agendas.

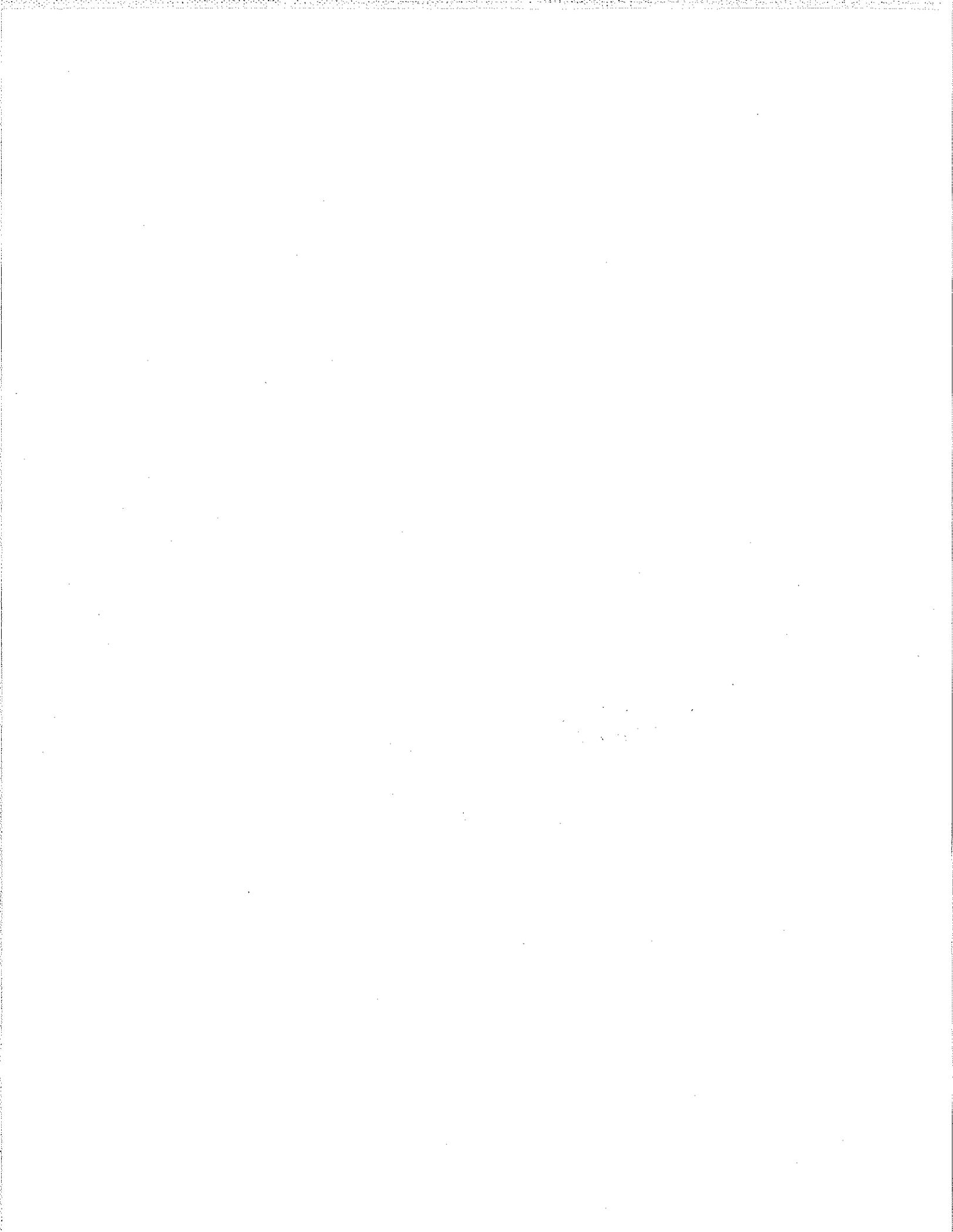
There being no further business before this Board, the Regular meeting is declared adjourned at 10:18 p.m.

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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: JANUARY 15, 2013**  
**SUBJECT: C.I.c. APPROVAL OF PURCHASE ORDERS ISSUED NOVEMBER 29, 2012 - DECEMBER 31, 2012**

CONSENT

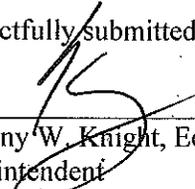
**ISSUE:** Shall the Board approve the purchase orders issued November 29, 2012 - December 31, 2012?

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

Includes 11/29/2012 - 12/31/2012

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B13-00019	Top Quality Printing	Printing/non instruct supp	Oak Park High School	010	6,081.08
B13-00089	House Sanitary Supply	Custodial supplies for 2012-2013 school year	Red Oak Elementary School	010	4,036.25
B13-00245	Augmentative Communication The rapies	2012/2013 - Assistive Tehnology Consultation	Pupil Services/Special Ed.	010	580.00
B13-00247	Southwest School Supply	Open order -- 2012-13 custodial supplies	Brookside School	010	1,050.00
B13-00248	Advanced Water Solutions, INC	2012-13 PO for water rental	Business Administration	010	2,000.00
B13-00249	COSTCO WHOLESALE	Membership Renewal 2012-2013	Business Administration	010	110.00
B13-00250	Federal Express Corp.	Postage Measure R Construction Mgmt	Business Administration	213	1,500.00
B13-00251	Cal Psych Care	2012-2013 CalPsychCare Services	Pupil Services/Special Ed.	010	43,607.55
B13-00252	Addison Behavioral Resources	2012 - Addison Behavioral Resources Services	Pupil Services/Special Ed.	010	14,345.00
P13-00306	Do-It Center	Proj 11-14 R & Proj 12-07R Supplies	Business Administration	213	53.70
P13-00307	Thousand Oaks Electric	Proj 12-10R Light Fixtures Bldg M&N OPHS	Business Administration	213	9,670.00
P13-00308	Trees & Things	Oak Tree Mulch/Nutrients OPHS	Business Administration	010	650.00
P13-00309	Trees & Things	Tree Trimming/Nutrients OHES	Business Administration	010	1,375.00
P13-00310	Home Depot	Proj 11-14R Lighting Supplies OVHS	Business Administration	213	354.10
P13-00311	Wayne Watson DBA Buena Concret	Proj 11-14R Concrete Work OVHS	Business Administration	213	4,170.00
P13-00312	Construction Testing & Enginee	Proj 12-07R DSA Inspection Bldg 300 BES	Business Administration	213	4,070.00
P13-00313	Construction Testing & Enginee	Proj 11-14R DSA Inspection Restroom Bldg OVHS	Business Administration	213	3,960.00
P13-00314	Horizon Coach Lines LA	Donation - 5th grade bus - Riley's Farm	Brookside School	010	3,606.12
P13-00315	Construction Testing & Enginee	Proj 12-08R DSA Inspection Bldg E Mod OPHS	Business Administration	213	4,070.00
P13-00316	Meredith Digital	Office printer cartridge	Red Oak Elementary School	010	160.55
P13-00317	Naviance, Inc	Naviance Renewal	Home Independent Study Program	010	995.00
P13-00318	Valley Crest Landscape	Tree Removal OPHS	Business Administration	010	2,372.00
P13-00319	Construction Testing & Enginee	Proj 10-01R DSA Inspection OPHS & OHES	Business Administration	213	564.00
P13-00320	Delta Mechanical	Modification to HVAC Bldg C MCMS	Business Administration	010	1,857.00
P13-00321	Us Bank Trust Nat'l Assn.	Admin Fees Measure R & C6-Series 2011A & 2011B	Business Administration	212	825.00
				213	825.00

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 ONLINE

Includes 11/29/2012 - 12/31/2012

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P13-00322	Valley Crest Landscape	Landscape Clean-Up District Wide	Business Administration	010	4,800.00
P13-00323	An Outreach of the International Printing Museum	5th Grade in-house Field Trip	Oak Hills Elementary School	010	650.00
P13-00324	Karen Kennedy dba Camino Real Naturalist & Historical Interp	5th Grade On-Campus Field Trip	Oak Hills Elementary School	010	540.00
P13-00325	Environmental Testing Associa	Asbestos Testing Modernization OPHS	Business Administration	350	745.00
P13-00326	Advanced Cable Solutions	Fiber and Optic backbone - Field House OPHS	Business Administration	212	2,000.00
P13-00327	Crowder Backflow Services, Inc	Proj 13-02R Backflow Replacement ROES	Business Administration	213	2,700.00
P13-00328	JKF Construction	Proj 13-01R Workroom Cabinets BES	Business Administration	213	3,325.00
P13-00329	Telquest International	Voice Station/Lott/mat & supp	Oak Park High School	010	331.40
P13-00330	Dr. Kenneth L. Saul	Consultation with Doctor for Student IEP	Pupil Services/Special Ed.	010	175.00
P13-00331	Us Bank Trust Nat'l Assn.	Bond Admin Series 2000 Election of 1977	Business Administration	010	770.00
P13-00332	Compuwave Inc.	Dell Drum Kit - for Color Laser Printer 5110cn	Pupil Services/Special Ed.	010	175.89
P13-00333	Conejo Awards	New Board Mbr Name Plate/Badge/President plate	Board of Education	010	54.52
P13-00334	Meredith Digital	Bulbs for Overhead Projector	Red Oak Elementary School	010	80.12
P13-00335	Compuwave Inc.	Toner	Oak View High School	010	564.14
P13-00336	VCOE	AcãDeca/LOTT/oth exp	Oak Park High School	010	400.00
P13-00337	Flinn Scientific, Inc	Science Lab Supplies	Home Independent Study Program	010	54.28
P13-00338	VCOE	Lacey Williams - Autism Training	Human Resources	010	1,100.00
P13-00339	Cedar Valley Plumbing Supply	Proj 11-14R ADA Sink & Accesories OVHS	Business Administration	213	400.00
P13-00340	Interstate Striping & Signs	Proj 11-14R Signage Restroom Replacement OVHS	Business Administration	213	1,340.00
P13-00341	Leader Carpet	Proj 13-04R Replace Classroom Carpet OHES	Business Administration	213	4,500.00
P13-00342	Channel Islands Roofing	Proj 12-25R Sarnafil Walkway on Roof Bldg E MCMS	Business Administration	213	6,412.00
P13-00343	Barnes And Noble Bookstores	English Bks/LOTT/mat &supp	Oak Park High School	010	183.08
P13-00344	Omega Construction Company	Exterior Painting Proj 12-20R BES	Business Administration	213	2,200.00
P13-00345	Delta Education, LLC	FOSS Science ROES Grade 4 & 5 DVD	Curriculum	010	715.50
P13-00346	Trees & Things	BES Plum Trees Removal	Business Administration	010	400.00
P13-00347	JKF Construction	Proj 11-14R Cabinet/Sink Installation OVHS	Business Administration	213	840.00

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 ONLINE

Includes 11/29/2012 - 12/31/2012

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P13-00348	B&R Enterprises	DSA Inspection Bldg H Closeout OPHS	Business Administration	213	2,500.00
P13-00349	Intermountain Lock & Security	Proj 11-14R Locks & Keys - Restrooms OVHS	Business Administration	213	580.90
P13-00350	Southwinds Transportation	donation - Bus for Santa Cruz Island	Brookside School	010	1,201.20
P13-00351	Conejo Awards	Plate for Drawing presented to J. Iceland	Board of Education	010	22.52
P13-00352	The New School-West	Reggio Classes for OPNS teachers	Neighborhood Pre-School Program	010	350.00
P13-00353	Us Bank Trust Nat'l Assn.	Admin Fees GOB Election 2006, Series 2007 (C6)	Business Administration	212	700.00
P13-00354	Community Educational Ent Ramo na Brandes	Parent funded field trip	Red Oak Elementary School	010	350.00
P13-00355	Meredith Digital	Printer cartridge for B building	Red Oak Elementary School	010	138.35
P13-00357	Westcoast Microscope Services	Microscope service/repairs	Home Independent Study Program	010	554.09
P13-00358	Prestwick House, Inc.	DON: 8th Grade Tom Sawyer books	Medea Creek Middle School	010	926.76
P13-00359	Southwinds Transportation	DON: Bus travel for Band trip to Disneyland	Medea Creek Middle School	010	1,401.20
P13-00360	Southwinds Transportation	5th Grade Field Trip to Santa Cruz Island	Oak Hills Elementary School	010	2,402.40
P13-00361	Teaching Textbooks	Teaching Texts - Mathematics	Home Independent Study Program	010	1,041.53
P13-00362	VCOE	SARB Training for Amanda Bagheri	Human Resources	010	25.00
P13-00363	McGraw-Hill	Teacher Text/LOTT/mat & supp	Oak Park High School	010	143.27
P13-00364	Thousand Oaks Electric	Proj 11-14R Heater Installation Restrooms OVHS	Business Administration	213	7,130.00
P13-00365	VCOE	Threat Assessment workshop	Human Resources	010	175.00
P13-00366	Environmental Testing Associa	Proj 12-07R Asbestos Monitoring Bldg 300 BES	Business Administration	213	5,497.50
T13-00030	CA Interactive Technologies	HAWM for Varju Collab Classroom	Technology Coordinator	212	2,998.84
T13-00031	CA Interactive Technologies	Smart Board/projector Installation	Technology Coordinator	212	1,716.00
T13-00032	PC Mall Gov	CISCO SUPPORT	Technology Coordinator	212	3,630.00
T13-00033	Apple Computer, Inc. Ms:198-3E D	IPad Beta Order	Technology Coordinator	212	62,749.82
T13-00034	Naviance, Inc	DON: Career Planning Prog for Middle School	Medea Creek Middle School	010	395.00
T13-00035	Constant Contact	DON: Constant Contact software	Medea Creek Middle School	010	210.00
T13-00036	Tangram Fabricators, Inc	Furniture for Varju classroom	Technology Coordinator	212	11,117.34
<b>Total Number of POs</b>			<b>76</b>	<b>Total</b>	<b>256,300.00</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 ONLINE

Includes 11/29/2012 - 12/31/2012

## Fund Summary

Fund	Description	PO Count	Amount
010	General Fund	46	103,155.80
212	Measure C6 Technology Bond Fun	8	85,737.00
213	Measure R FACILITIES Bond Fund	22	66,662.20
350	County School Facilities Fund	1	745.00
		<b>Total</b>	<b>256,300.00</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 ONLINE

**TO:** MEMBERS, BOARD OF EDUCATION  
**FROM:** DR. ANTHONY W. KNIGHT, SUPERINTENDENT  
**DATE:** JANUARY 15, 2013  
**SUBJECT:** C.1.d. RECEIVE AND ACCEPT FIRST PERIOD ATTENDANCE REPORT  
CONSENT

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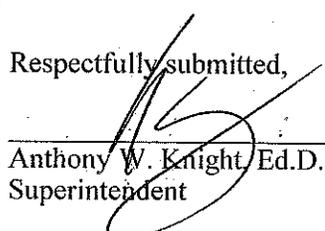
**ISSUE:** Shall the Board receive and review the First Period (P-1) Attendance Report on the status of the District's Average Daily Attendance (ADA) ending with the fourth school month?

**BACKGROUND:** The District's Revenue Limit funding is based on its ADA, which is reported to the State three times annually. The First Period Attendance Report, commonly referred to as P-1, is filed with the State at the end of the fourth school month. The Second Period Attendance Report, typically called P-2, reports the average of month one through the last school month that ends on or before April 15th of the current school year (usually Month 7). The District's actual Revenue Limit is based on the P-2 Report. The third and final report, the Annual Report, is filed at the conclusion of the fiscal year. The first reporting period has concluded and the District's P-1 Report was being finalized as this agenda was going to press. The P-1 Report will be forwarded to the Board upon its completion.

**RECOMMENDATION:** None - information only.

Prepared by: Barbara Dickerson, Director of Fiscal 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
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
von Schneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JANUARY 15, 2013**  
**SUBJECT: C.2.a. RECEIVE AND ACCEPT ANNUAL FINANCIAL AUDIT REPORT FOR FISCAL YEAR 2011-2012**

ACTION

**ISSUE:** Shall the Board receive and accept the Annual Audit Report for fiscal year 2011-12?

**BACKGROUND:** As required by Education Code Section 41020, the Board of Education employed an independent accounting firm to audit all District financial records and procedures for the fiscal year ending June 30, 2012. The audit reports prepared by the accounting firm of Christy White Accountancy Corp. (CWA) have been distributed to members of the Board of Education under separate cover. The audit reports are also available for public inspection in the business office of the District, located at the Support Services Center. A representative of CWA will present the audit report to the Board at this evening's meeting.

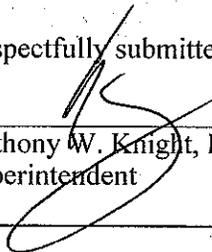
**ALTERNATIVES:**  
1. Accept as record the 2011-12 Annual Audit Report.  
2. Do not accept the 2011-12 Annual Audit Report.

**RECOMMENDATION:** Alternative No. 1

**RATIONALE:** Acceptance of the Annual Audit for fiscal year 2011-12 fulfills the Board's obligation as required by EC 41020.

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
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
von Schneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JANUARY 15, 2013**  
**SUBJECT: C.2.b. RECEIVE AND ACCEPT ANNUAL PROPOSITION 39 BOND AUDIT REPORTS FOR FISCAL YEAR 2011-12**

ACTION

**ISSUE:** Shall the Board receive and accept the 2011-12 annual audit reports for Proposition 39 Bond Measures R and C6?

**BACKGROUND:** As required by law, the Board of Education employed an independent accounting firm to audit both the financial records and performance compliance for both of the District's two Proposition 39 bonds, Measures R and Measure C6, for the fiscal year ending June 30, 2012. The audit reports, prepared by the accounting firm of Christy White Accountancy Corp. (CWA), have been distributed to members of the Board of Education under separate cover. The audit reports have also been provided to the Oak Park Citizens' Oversight Committee and are available for public inspection in the business office of the District, located at the Support Services Center. A representative of CWA will present the audit report to the Board at this evening's meeting.

**ALTERNATIVES:**

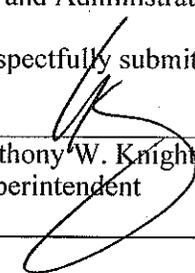
1. Accept as record the 2011-12 annual audit reports for Measure R and Measure C6.
2. Do not accept the 2011-12 annual audit reports.

**RECOMMENDATION:** Alternative No. 1

**RATIONALE:** Acceptance of the annual audit for fiscal year 2011-12 fulfills the Board's obligation as required by Proposition 39.

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
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
von Schneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JANUARY 13, 2013**  
**SUBJECT: C.2.c. APPROVE RESOLUTION #13-01 AUTHORIZING USE OF PUBLIC CONTRACT CODE SECTION 20118.2 TO PROCURE WIDE AREA NETWORK SERVICE**

ACTION

**ISSUE:** Shall the Board approve Resolution #13-01 authorizing the use of Public Contract Code Section 20118.2 to procure wide area network services?

**BACKGROUND:** The District's current contract for high-speed fiber wide area network services terminates on June 30, 2013. In order to comply with the requirements of Public Contract Code (PCC) and to be eligible for federal Erate funding, the District is required to request formal bids or proposals to continue to receive this service. Due to the highly specialized and unique nature of this technology, it is in the District's best interest to evaluate the services for other than price, and to include a vendor's experience, qualifications, and service, among other factors. The District is entitled to consider these factors for technology services, pursuant to PCC Section 20118.2, provided that the Board of Education declares its intent to do so. Accordingly, District administration is requesting that the Board approve the attached resolution, #13-01, declaring the District's intent to utilize the provisions of PCC Section 20118.2 as the best procurement vehicle to obtain these technology services, and authorize District staff to start this procurement process.

- ALTERNATIVES:**
1. Approve Resolution #13-01 authorizing the use of Public Contract Code Section 20118.2 to procure wide area network service.
  2. Do not approve Resolution #13-01.

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

**RESOLUTION #13-01**

**RESOLUTION OF THE BOARD OF EDUCATION  
OF THE OAK PARK UNIFIED SCHOOL DISTRICT  
AUTHORIZING USE OF PUBLIC CONTRACT CODE SECTION 20118.2  
TO PROCURE WIDE AREA NETWORK SERVICE**

**WHEREAS**, the District wishes to continue to receive high-speed fiber connections between each of its school sites back to the district office and since its current contract is coming to an end;

**WHEREAS**, the District wishes to put out to bid and receive quotes from eligible Erate Service Providers to provide high speed data connectivity between each of its school sites back to the district office; and

**WHEREAS**, the District wishes to procure these services to prepare for the upcoming Common Core Online Testing standards that go in affect in 2014 and to further support and enhance its mission of serving its students, staff, and community; and

**WHEREAS**, due to the highly specialized and unique nature of these technology services, it is in the District's best interest to evaluate the services for other than price, and to include a vendor's experience, qualifications, and service, among other factors; and

**WHEREAS**, the District is entitled to consider these factors for technology services, pursuant to Public Contract Code section 20118.2; and

**WHEREAS**, the District requests to use the vendor selection process allowed under Public Contract Code section 20118.2 and prepare a Request for Proposal, notice of which will be published pursuant to the Public Contract Code; and

**WHEREAS**, the District shall evaluate said proposals pursuant to the criteria found in the Request for Proposal; and

**NOW THEREFORE, BE IT RESOLVED** that the Board has determined that Public Contract Code Section 20118.2 to be the best procurement vehicle to procure these technology systems and authorizes District staff to start this procurement process.

ADOPTED this 15<sup>th</sup> day of January 2013 by the Board of Education of the Oak Pak Unified School District, in Ventura County, California.

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

**CERTIFICATION:** I declare under penalty of perjury that the foregoing is a true and correct copy of a resolution adopted by the above named school district.

\_\_\_\_\_  
Anthony W. Knight, Ed.D., Superintendent  
Secretary to the Board of Education of the  
Oak Park Unified School District

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JANUARY 15, 2013**  
**SUBJECT: C.2.d APPROVE SECOND TERM APPOINTMENTS TO THE OAK PARK CITIZENS' OVERSIGHT COMMITTEE**

ACTION

**ISSUE:** Shall the Board approve second term appointments to the Oak Park Citizens' Oversight Committee?

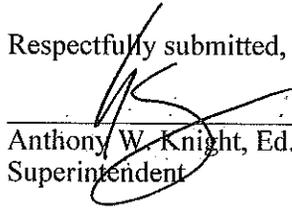
**BACKGROUND:** The first two-year terms of three members of the Oak Park Citizens' Oversight Committee (OPCOC), terminate on January 18, 2013. The three members, Mr. Carl Belichesky, Mr. Daniel Perini, and Mr. Jason Wilburn, have each indicated that they would like to serve a second two-year term as permitted by law. It is the staff recommendation that the Board reappoint these two members to a second term.

- ALTERNATIVES:**
1. Appoint Mr. Carl Belichesky, Mr. Daniel Perini, and Mr. Jason Wilburn, to a second two-year term as permitted by law.
  2. Do not reappoint the incumbents and re-advertise and re-interview candidates for all three positions.

**RECOMMENDATION:** Alternative 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
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
von Schneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JANUARY 17, 2013**  
**SUBJECT: C.2.e. APPROVE ACCEPTANCE OF DONATIONS**

ACTION

**ISSUE:** Shall the Board acknowledge and accept donations made to the Oak Park Unified School District?

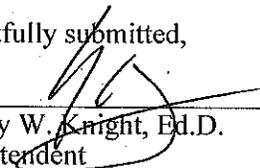
**BACKGROUND:** The following donations have been made to the District:

<u>Site</u>	<u>Gift/Donor</u>	<u>Est. Value</u>
OPHS	Donation to Rocket Team/Space Exploration Technologies Corp (SpaceX)	\$ 200.00

**RECOMMENDATION:** Accept the donations with thanks.

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
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
von Schneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

**TO:** MEMBERS, BOARD OF EDUCATION  
**FROM:** DR. ANTHONY W. KNIGHT, SUPERINTENDENT  
**DATE:** JANUARY 15, 2013  
**SUBJECT:** IX.1. MONTHLY MEASURE R BOND FUND FINANCIAL STATUS REPORT  
INFORMATION

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**ISSUE:** Shall the Board receive and review a status report on Measure R Fund income and expenditures through December 31st of the 2012-13 fiscal year?

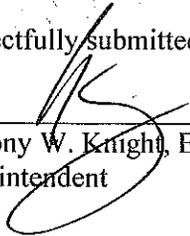
**BACKGROUND:** On November 4, 2008, Oak Park voters approved Measure R, School Improvement Bond of 2008, authorizing the issuance of general obligation bonds to repair and maintain school district facilities. The Board understands its obligation to use this resource effectively and efficiently to benefit both students and the Oak Park community. As a tool to assist in managing and monitoring the bond program, the Administration has developed the attached 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 every month at its regular meeting, accompanied by staff analysis of the information.

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,

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JANUARY 13, 2013**  
**SUBJECT: IX.2. MONTHLY CASH FLOW REPORT**

INFORMATION

**ISSUE:** Shall the Board receive and review a status report on the District's actual and projected cash flow through December 31st of the 2012-13 fiscal year?

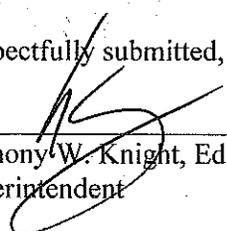
**BACKGROUND:** The State's funding appropriation schedule for school districts is always challenging, but never more so than now with more than 20% of current year cash being deferred to the subsequent fiscal year. As a consequence, this condition has created significant issues in the management of the District's cash flow. Given this critical period in school district finance, budget, and cash management, the Business Office has developed the attached cash flow report as an ongoing tool to assist the Administration and Board in analyzing and managing its cash and remaining cash-solvent. This report is updated monthly to reflect actual receipts and disbursements and to update projections based on the latest information.

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,

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

**TO:** MEMBERS, BOARD OF EDUCATION  
**FROM:** DR. ANTHONY W. KNIGHT, SUPERINTENDENT  
**DATE:** JANUARY 15, 2013  
**SUBJECT:** IX.3. MONTHLY ENROLLMENT AND ATTENDANCE REPORT  
INFORMATION

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**ISSUE:** Shall the Board receive and review a status report on District enrollment and attendance through Month 4 of the 2012-13 school year?

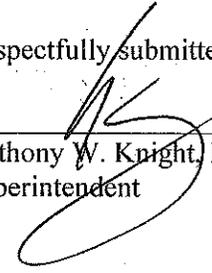
**BACKGROUND:** As student enrollment and attendance plays a key factor in General Fund revenues, staffing, and expense, it is critical that the Board and Administration carefully monitor these factors in assessing both appropriate student support and the District's financial position. Accordingly, staff has prepared current enrollment and attendance information through the end of the most recent reporting period to assist in this review. This report will be updated and reported to the Board each month at its regular meetings, accompanied by staff analysis of the information.

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,

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

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: Debra A. Burgher, Principal, Brookside Elementary School**

**DATE: January 15, 2013**

**SUBJECT: Brookside Elementary School, Monthly Board Report**

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**FIFTH GRADE HIGHLIGHTS:** Students are starting a pre-Revolutionary War study on day-to-day life in the colonies. They will study the events leading up to the American Revolution and experience history at Riley's Farm in March. Students are learning about atmospheric pressure and the different variables that create Earth's weather patterns. Classes will start a new novel, *Weasel*. To differentiate, advanced readers will also read a companion novel, *Queen of Sheeba*. This year the overall theme for BES 5<sup>th</sup> graders is: "We will be remembered by the tracks we leave behind".

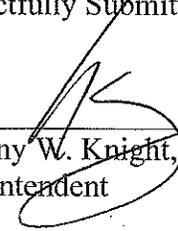
**SCHOOL GARDEN:** The Brookside Garden will be installed and ready for students to research and select winter plants after January. We can't wait to starting digging.

**LIBRARY:** Brookside's library will be expanded and remodeled during the summer. We have recently added 100 books to the library. Donations include: used books from Ventura County Libraries, gently used books from our Tiger families, and new books donated from the Scholastic Book Fair. In January students will find books thematically linked to grade level units of study that include: penguins, China, National Parks, ponds and rivers, beetles and isopods.

**MUSIC:** Students in grades 4 & 5 will start lessons on the recorder. Learning to play the recorder is a good place to start, especially for students interested in learning to play other instruments. Students will learn the relationship between the musical notes on a sheet of music and playing the note on this woodwind type instrument.

**COMPUTER LAB:** 4<sup>th</sup> graders are trying out new features of MS Word. They will begin using Keynote and Pages in January and learn to make slide shows and presentations with Desktop Publishing. Students have stepped up their game with keyboarding and many have set the goal of becoming better typists. 5<sup>th</sup> graders are refining all of their skills in Word and Power Point. They have been introduced to blogging and are learning about digital etiquette and citizenship. In January students will begin to build a webpage, using character and plot development from the books they are reading in class.

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: January 15, 2013**

**SUBJECT: Monthly Board Report**

### **Holiday Performances**

There were many outstanding student performances as we approached the holidays and our Winter Break. The Second Grade performed a variety of songs to a delighted audience of parents and other special guests. The Oak Hills Band and Chorus performed to an audience that filled the MPR at MCMS. Both the lower and upper school Chorus groups did an outstanding job. With only eight weeks of instruction and practice, the band did an amazing job as well. The students performed a combination of traditional favorites, as well as music written specifically for the occasion by our music teacher, Mr. Waldman.

### **RAIN**

Oak Hills Elementary School 2nd and 3rd graders showed their generosity and love by collecting new, gift-wrapped toys, pillows and comforters for the children staying at the RAIN Transitional Living Center in Camarillo. These six classes collected approximately 200 personalized/wrapped holiday gifts, nearly 40 comfy pillows and 20 cozy comforters. A special thank you goes to Kanan Andresen (2nd grade) and Carrie Gaspar (3rd grade) for helping our students share our school's unique and special spirit of community with other children in Ventura County.

### **Student Council**

Our student leaders in the Oak Hills Student Council organized our annual Winter Carnival. Each classroom designed and led a game or activity for their schoolmates to participate in. The entire student body gathered on the playground to enjoy the festive afternoon.

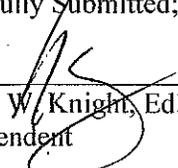
Our student leaders also decided to find a way to give back to the community. A few of our student council members, including fourth grader Bradee Sandler, have spent time at Children's Hospital. Bradee learned that last year was especially hard around the holiday time because they were short on presents for the kids. Our Student Council agreed that every child at Children's Hospital deserves something special during the holidays. They decided to collect gifts every morning at carpool drop-off time and by setting up collection boxes in every classroom. By the beginning of Winter Break they had collected several carloads of gifts to be delivered to the hospital.

### **Staffing**

The staff and students bid a fond farewell to one of our Literacy instructors, Whitney Humphreys. Mrs. Humphreys has moved with her family to Santa Fe, NM, and we wish her all the best. She will be missed.

We are excited to welcome Nicole Glass to our literacy team. Ms. Glass brings a variety of experience working with children and is pursuing a teaching career, planning to complete graduate coursework at CSU Channel Islands.

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: January 15, 2013**  
**SUBJECT: Monthly Board Report**

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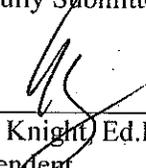
**Spelling Bee**

Our annual Spelling Bee involving 20 student finalists occurred on Friday, December 20th in the Multipurpose Room. Fourth and fifth grade students competed in classroom spelling bees for the chance to be a finalist in the school spelling bee. Our winner this year is fourth grader Tejas Reo. Tejas will compete in the Ventura County Spelling Bee in the spring.

**Drama Club Musical Production**

Our Red Oak Drama Club, run by the private enrichment company, Kids Acting Up, recently presented a winter musical performance. The group produced a kid's version of the hit musical, Grease. The performance played to a packed house of parents on December 18 at 6:30. The cast was made up of Red Oak 4<sup>th</sup> and 5<sup>th</sup> grade students. Earlier in the week, the cast presented a shorter sing-through version for 4<sup>th</sup> and 5<sup>th</sup> grade classes during the school day.

Respectfully Submitted:

  
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Anthony Knight Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: BRAD BENIOFF, PRINCIPAL, MEDEA CREEK MIDDLE SCHOOL**  
**DATE: JANUARY 15, 2013**  
**SUBJECT: MONTHLY SCHOOL REPORT**

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Spelling Bee on January 9th at 3:00 p.m. in the Library.

ASB Sponsored Dance, "Stuck in a Snow Globe," on January 11th from 5:30-7:30p.m., 6<sup>th</sup> grade; 6:00-8:00 p.m. 7<sup>th</sup>/8<sup>th</sup> grade in the gym

National Geographic Geobee January 16th at 3:00 p.m. in the Library.

Ability Awareness Faire, January 28, 29th in the Gym: 7<sup>th</sup> graders, through hands-on activities hosted by parents, get a sense of what it is like to live with a disability.

MCMS Talent Show January 31st 6:30-7:30 p.m.: ASB sponsors this event to showcase MCMS students and raise money for the American Red Cross to assist families who are recovering from hurricane Sandy.

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: January 15, 2013**  
**SUBJECT: Monthly Board Report**

### Holiday Luncheon

The PFC graciously hosted a wonderful Holiday Luncheon for the OPHS staff on December 17<sup>th</sup>. The food was delicious and the decorations were festive and beautiful. All the staff were very appreciative and in good spirits. OPHS Staff would like to give their heartfelt thanks to the parents on the PFC Hospitality Committee who worked so hard to make it possible.

### PSAT Scoreback Session

On December 20<sup>th</sup>, PSAT scores were given to students along with a presentation on how to interpret the College Board PSAT/NMSQT score report to determine individual strengths and growth areas. This presentation discussed each element of the PSAT, Critical Reading, Math, and Writing and what steps students can take to focus their preparation for the SAT Reasoning Test. Next steps for juniors were discussed as well as the Naviance Succeed college preparation system.

### Shakespeare Production

William Shakespeare's Taming of the Shrew is ready to hit the stage on January 17-19. Staged using an American Western theme, the play will feature full costumes and sets. Tickets are on sale now.

### Financial Aid Workshop

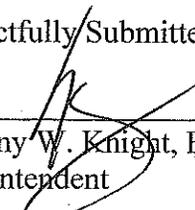
Jean Hawkins will host a College Financial Aid Workshop in G-9 on January 9 at 6:30 to coincide with the FAFSA application window. The College and Career center is at its busiest as College Application season is in full swing as students and families work with Mrs. Hawkins to prepare their post-secondary plans.

### Athletics

Winter sports season is well underway and girls and boys basketball and soccer teams are currently entering league competition. All winter teams had strong pre-seasons. Preliminary Spring athletic clearances begin January 23<sup>th</sup>.

Fall Summary for 2012				
		Overall	League	
<b>Football</b>	Varsity	5-5	2-2	3rd place went to CIF play-offs
	JV	1-9	1-3	
<b>Girls VB</b>	Varsity	8-19	4-8	
	JV	6-11	5-7	
	Frosh	7-10	6-6	
<b>Girls Tennis</b>	Varsity	4-12	2-6	
<b>Boys X Country</b>	Varsity	1st place – League Champions 3 <sup>rd</sup> in CIF and Qualified for State		
	JV	1st place		
<b>Girls X Country</b>	Varsity	1st place - League Champions 3 <sup>rd</sup> in CIF and Qualified for State		
	JV	2nd place		

Respectfully Submitted by:

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

**TO: Members of the Oak Park Unified Board of Education**

**FROM: Lou Tabone, Principal, Oak View High School/Oak Park Independent School**

**DATE: January 15, 2013**

**SUBJECT: Monthly Board Report**

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Oak View High School

Our enrollment has increased to 49 students and we are excited to have other referral(s). We hope to reach 50-51 students and increase Nicole Simmons to full time. This allows us to fully implement our course offerings.

Our school office remodel is underway. We are excited about having an additional multipurpose room.  
Thanks!

All enjoyed our annual gift trip to the Lokrantz special education school in the valley. Great experience for our students and ourselves.

We raised over \$300 for scholarships from our Fresh and Easy volunteer night.

Oak View staff enjoyed a really nice holiday luncheon and we are thankful for the Board's bagels!

We are planning on submitting the Model School application after OPIS completes the Exemplary IS application next year.

Independent School

Our enrollment is projected to reach capacity by the end of January. We are working on plans to provide for additional students if necessary.

Nicole Simmons conducted the first science lab for OPIS students, using the OVHS science lab facilities.

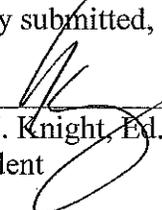
Our WASC activities continue through meetings and follow up activities among staff. We are developing several useful strategies to improve teaching and learning.

We are planning to submit the application for Exemplary Independent Study Program next year.

I am very thankful for my outstanding staff and for the district support.

Happy New Year !

Respectfully submitted,

  
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Anthony W. Knight, Ed.D.  
Superintendent