

OAK PARK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA #852

DATE: January 17, 2012

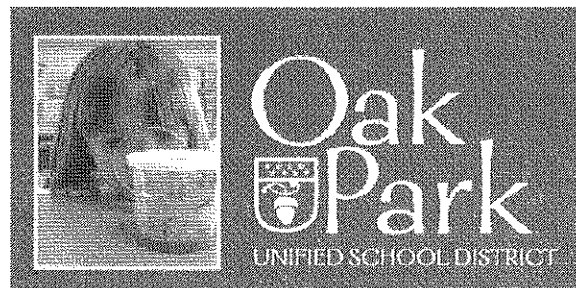
PLACE: **Oak Park High School Presentation Room – G-9**
899 N. Kanan Road, Oak Park, CA 91377

TIME: 4:45 p.m. Closed Session
5:30 p.m. Open Session – District of Choice Lottery
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

Jan Iceland, President
Allen Rosen, Vice President
Mary Pallant, Clerk
Barbara Laifman, Member
Sepideh Yeoh, Member
Erica Rosenberg, 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
Jane Mintz, Director, Educational Technology
Susan Roberts, Director, Pupil Services
Cliff Moore, Consultant

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 21, 2012

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

Oak Park High School, Presentation Room, G9

AGENDA IS POSTED AT THE FOLLOWING LOCATIONS IN OAK PARK:

District Office, 5801 East Conifer St.

Brookside Elementary School, 165 N. Satinwood Ave.

Oak Hills Elementary School, 1010 N. Kanan Rd.

Red Oak Elementary School, 4857 Rockfield St.

Medea Creek Middle School, 1002 Double Tree Rd

Oak Park High School, 899 N. Kanan Rd.

Oak View High School, 5701 East Conifer St

Oak Park Library, 899 N. Kanan Rd.

Internet Home Page: www.oakparkusd.org

OAK PARK UNIFIED SCHOOL DISTRICT
AGENDA – REGULAR BOARD MEETING #852
January 17, 2012

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

CLOSED SESSION: 4:45 p.m.

RECONVENE OPEN SESSION: 5:30 p.m. in Pavilion and return to G9 at 6:00 p.m. (approximate)

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

I. CALL TO ORDER: _____ p.m.

II. PUBLIC SPEAKERS – CLOSED SESSION AGENDA ITEMS

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

A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

B. PUBLIC EMPLOYEE EMPLOYMENT:

C. CONFERENCE WITH LABOR NEGOTIATORS:

Agency designated representatives: Leslie Heilbron and Martin Klauss

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

IV: CALL TO ORDER – RECONVENE IN OPEN SESSION AT: _____ p.m.

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.

A. ROLL CALL

B. FLAG SALUTE

C. ADOPTION OF AGENDA

II. PUBLIC SPEAKERS: SPEAKERS ON AGENDA AND NON-AGENDA ITEMS

III. DISTRICT OF CHOICE LOTTERY – Pavilion

**APPROVE THE LOTTERY PROCESS FOR DISTRICT OF CHOICE ADMISSION INTO
OAK PARK UNIFIED SCHOOL DISTRICT FOR 2012-13**

1

RECONVENE IN G-9 IMMEDIATELY FOLLOWING LOTTERY

IV. PUBLIC SPEAKERS: SPEAKERS ON AGENDA AND NON-AGENDA ITEMS

V. OPEN COMMUNICATIONS/PRESENTATIONS

A. BOARD REPORTS/DISCUSSION/COMMUNICATIONS

1. Presentation to Brookside Elementary School PTA Reflections Winners
2. Presentation to Oak Park High School Military Club
3. Presentation to Barbara Laifman, Past President Award
4. Remarks from Board Members
5. Remarks from Student Board Representative
6. Remarks from Superintendent
7. Report from School Site Councils
8. Report from Facilities Planning Committee
9. 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. **2010-11 Physical Fitness Results**

C. BUSINESS SESSION:

1. CONSENT AGENDA

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

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

- a. **Approve Minutes of Regular Board Meeting December 6, 2011**
- b. **Public Employee/Employment Changes 01CL21780-01CL21798 & 01CE05468-01CE05492** 5
- c. **Approve Purchase Orders – November 23 – December 31, 2011** 7
Board Policy 3300 requires Board approval of Purchase Orders
- d. **Approve Renewal of Pupil Transportation Agreement with Durham School Services** 12
Board Policy 3312 requires Board approval for contracts for services.
- e. **Approve First Period Attendance Report** 15
Board Policy requires Board approval for enrollment and attendance reports
- f. **Approve Overnight Trip for Oak Park High School Junior Statesmen Club – February 18-19, 2012** 16

ACTION

2. BUSINESS SERVICES

- a. **Approve Financial Audit Report for Fiscal Year 2010-2011** 17
Education Code 41020 and Board Policy 3460 requires the Board to approve the annual audit report of the district's financial records
- b. **Approve Proposition 39 Bond Audit Reports for Fiscal year 2010-2011** 19
Education Code 41020 and Board Policy 3460 requires the Board to approve the annual audit report of the district's financial records
- c. **Approve Change Order #1, Resolution #11-21, Emergency Repairs at Oak Hills Elementary School** 21
Board approval required for change orders
- d. **Approve Notice of Completion, Resolution #11-21, Emergency Repairs at Oak Hills Elementary School** 25
Board approval required for job completion
- e. **Approve Fiscal Year 2012-13 Budget Adoption Calendar** 27
AB 1200 requires Board approval of Budget Adoption Calendar
- f. **Approve Agreement for Bus Transportation Services** 29
Board Policy 3312 requires Board approval for contracts for services.
- g. **Approve Donations** 31
Board Policy 3290 requires Board approval for donations to the District

3. BOARD POLICIES

a. Approve Amendment to Board Policy 6163.4 – Student Use of Technology – Second Reading 33

This mandated policy is being amended to reflect new Federal Law (P.L. 110-385) which mandates that the district's Internet safety policy include educating students about appropriate online behavior.

b. Approve Amendment to Board Policy 5022 – Student and Family Privacy Rights – First Reading 37

This mandated Board Policy is revised and reorganized to address certain privacy issues related to students and/or their parents/guardians, including the administration of surveys and physical exams/screenings, parent/guardian rights to inspect instructional materials, and the collection of personal information for marketing purposes.

c. Approve Amendment to Board Policy 3100 – Budget – First Reading 41

Updated policy expands section on "Fund Balance" to include sample policy statements, in compliance with Governmental Accounting Standards Board Statement 54, related to 1) how funds will be committed by the board to the "committed fund balance," 2) delegation of the authority to assign funds to the "assigned fund balance," 3) the order in which fund balances will be spent when multiple fund balance types are available for an expenditure, and 4) the minimum level of unrestricted fund balances that will be maintained in the general fund. Policy also reflects new law (SB 70) which extends the timeline for restoring the level of reserves to the level specified in state relations and new law (AB 114) which requires districts, for the 2011-12 fiscal year, to base their budget on the same level of state revenues in the 2010-11 fiscal year.

d. Approve Amendment to Board Policy 3280 – Sale or Lease of District-Owned Real Property– First Reading 47

Policy updated to reflect new law (SB 70, 2011) which extends, until July 1, 2014, the authorization to use the proceeds from the sale of surplus real property, along with the proceeds from any personal property located on such surplus real property, for any one-time general fund purpose. Date in text deleted to eliminate the need for additional revision if flexibility is extended in the future.

e. Approve Amendment to Board Policy 3290 – Gifts, Grants, and Bequests – First Reading 53

Revised policy includes language requiring annual report to the board of gifts, grants, and bequests received by the district and the expenditure of any monetary gifts. Policy also includes 1) new section on "Appreciation" which lists authorized forms of appreciation for donations to the district, and 2) new section on "Corporate Sponsorship" which authorizes the board to allow outside entities to advertise or promote their products and services within district facilities in exchange for funds, products, and services provided by such entities.

f. Approve Amendment to Board Policy 5145.11 – Questioning and Apprehension – First Reading 59

Policy updated to reflect new court decision (Camreta v. Greene) which vacated the Ninth Circuit Court of Appeal's decision that required law enforcement to have parental consent, warrant, or other court order to interview a student in school absent exigent circumstances.

g. Approve Amendment to Board Policy 6111 – School Calendar – First Reading 63

Updated policy reflects new law (SB 70, 2011) which extends, until the end of the 2014-15 school year, authorization for districts to reduce the length of the school year without incurring financial penalties.

h. Approve Amendment to Board Policy 7310 – Naming of Facility – First Reading 67

Updated policy includes new section on "Naming Rights" which authorizes the board to enter into a written agreement granting any person or entity the right to name any district

building or facility. Section on "Memorials" expanded to include commemorative trees, monuments, or other district facilities.

- i. Approve Amendment to Board Bylaw 9150 – Student Board Members–1st Reading 71**
Updated bylaw clarifies that student board members must be selected by district high school students. Bylaw also includes new section on "Student Board Member Development" which 1) authorizes student board members to participate in trainings, workshops, and conferences at district expense to enhance their knowledge, understanding, and performance of board responsibilities and 2) authorizes the superintendent to provide an orientation to student board member candidates regarding board responsibilities.

VII. INFORMATION ITEMS

- | | |
|---|----|
| 1. Monthly Budget Update | 75 |
| 2. Budget Update-Governor's 2012-13 Proposed Budget | 77 |
| 3. Our Children Our Future Survey | 79 |

VIII. OPEN DISCUSSION

1. Discussion regarding parent survey conducted by Our Children Our Future

IX. ADJOURNMENT:

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

SCHOOL REPORTS/SCHOOL SITE COUNCIL REPORTS

- | | |
|---|----|
| 1. Brookside Elementary School Report | 81 |
| 2. Oak Hills Elementary School Report | |
| 3. Red Oak Elementary School Report | 82 |
| 4. Medea Creek Middle School Report | 83 |
| 5. Oak Park High School Report | 84 |
| 6. Oak View High School/Oak Park Independent School | 86 |
| 7. Oak Park Neighborhood School | |

**MINUTES OF ORGANIZATIONAL BOARD MEETING 12-6-11
BOARD OF EDUCATION**

#851

CALL TO ORDER/MEETING PLACE

The Board of Education President, Ms. Barbara Laifman, called the regular meeting to order at 5:12p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

BOARD PRESENT

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

PUBLIC COMMENTS

None

ADJOURN TO CLOSED SESSION

The Board adjourned to Closed Session at 5:13 p.m.

CALL TO ORDER/MEETING PLACE

The Board of Education President, Barbara Laifman, reconvened the regular meeting to order at 6:10 p.m. in the Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

BOARD PRESENT

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

STAFF PRESENT

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

FLAG SALUTE

Kevin Buchanan led the Pledge of Allegiance to the Flag

REPORT ON CLOSED SESSION

At the Closed Session held this evening, the Board took no action.

ADOPTION OF AGENDA

On motion of Barbara Laifman, seconded by Jan Iceland, the Board of Education adopted the agenda as presented except to move Items C.3.c, e, and f. immediately following Item C.2.f. Motion carried 5-0.

PUBLIC SPEAKERS

None

REPORT FROM BOARD MEMBERS

Board Member Allen Rosen reported he visited a Social Studies classroom at MCMS and the computer lab at BES. Mr. Rosen also attended the VCOE "Making the Grade" conference. Board Member Mary Pallant reported she also visited the BES computer lab. Board Member Jan Iceland reported she also attended the VCOE "Making the Grade" conference and she was impressed by Jane Mintz's presentation and a presentation made by a Las Virgenes teacher. Ms. Iceland also attended the Community Action dinner honoring Marie Panec. She reported the Conejo Las Virgenes Future Foundation is underway with students visiting various work sites in the community. Ms. Iceland reported on her attendance at the

CSBA Conference and Delegate Assembly last week. Board Member Sepideh Yeoh thanked those who attended the Second Chance Ball which was a great success. She visited MCMS classrooms and her daughter just returned from 6th Grade Outdoor Ed Camp. Ms. Yeoh also attended the CSBA Conference for the first time and thought it was great. Board Member Barbara Laifman thanked Friends of Oak Park Schools for all they do, especially supporting Science and Music in their tough economic times. She reported she spoke on a panel or the VCOE Leadership who visited OPUSD and visited classrooms. Ms. Laifman thought the panel discussion was great. She reported the Community Outreach Committee is going great and she also met with Senator Fran Pavley.

REPORT FROM SUPERINTENDENT

Dr. Knight reported the District won another environmental award from the United State Green Building Council. He also attended the VCOE "Making the Grade" where OPUSD displayed a poster which was at the Board meeting tonight for the Board to see. Dr. Knight stated there were lots of things happening this month, with concerts from the bands and choirs throughout the District.

REPORT FROM STUDENT BOARD REPRESENTATIVE

Erica Rosenberg reported the Junior class visited six potential places for next year's Prom, the Sophomores held a Family Feud fundraiser and raised \$500 and ASB is planning the Winter Dance and Rally to be held in February. ASB will be hosting In and Out Burger on campus and the Freshman class is having a fundraiser at California Pizza Kitchen next Tuesday.

Report from School Site Councils

The Board received School Site Council a report from Oak Park High School.

Report from Facilities Planning Committee

Will give their report at the Agenda item.

DISCUSSION ITEMS

None

C.1. CONSENT AGENDA

On motion of Jan Iceland, seconded by Sepideh Yeoh, the Board of Education approved the Consent Agenda. Motion carried 5-0.

- a. Approve Minutes of Regular Board Meeting November 15, 2011
- b. Public Employee/Employment Changes 01CL21771-01CL2179 & 01CE05461-01CE05467
- c. Approve Purchase Orders – November 1 – November 23, 2010
- d. Approve Overnight Trip for Medea Creek Middle School 8th Grade to Attend Astro Camp – February 13-15, 2012

ACTION

2. BOARD

a. Election of Officers of the Board of Education

On nomination of Barbara Laifman, seconded by Mary Pallant, the Board of Education appointed Jan Iceland, President of the Board for 2012. Motion carried 5-0.

On nomination of Jan Iceland, seconded by Mary Pallant, the Board of Education appointed Allen Rosen, Vice President of the Board for 2012. Motion carried 5-0.

On nomination of Jan Iceland, seconded by Allen Rosen, the Board of Education appointed Mary Pallant, Clerk of the Board for 2012. Motion carried 5-0.

b. Select and Approve School Board Representative to the County Committee on School District Organization

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

c. 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.

d. Approve Designation of Secretary/Authorized Agent of the Board of Education

On motion of Allen Rosen, seconded by Sepideh Yeoh, the Board of Education approved the appointment of Dr. Anthony Knight as Secretary/Authorized Agent of the Board of Education. Motion carried 5-0.

e. Approve Proposed Board Meeting Schedule for Calendar Year 2012

On motion of Mary Pallant, seconded by Sepideh Yeoh, the Board of Education approved the Board Meeting Schedule for Calendar Year 2012. Motion carried 5-0.

f. Confirmation and Designation of Board Representatives to District Committees

On motion of Mary Pallant, seconded by Barbara Laifman, the Board of Education approved the designation of Board Representatives to District Committees as amended. Motion carried 5-0.

g. Approve Amended Moral Goals and Imperatives- Teaching and Learning

On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education approved the amendments to the Moral Goals and Imperatives – Teaching and Learning as amended. Motion carried 5-0.

3. BUSINESS SERVICES

a. Approve Fiscal Year 2011-12 First Interim Financial Report, Certification and Budget Revisions

On motion of Mary Pallant, seconded by Barbara Laifman, the Board of Education approved the 2011-12 First Interim Financial Report. Motion carried 5-0.

b. Approve Resolution #11-22, Participation in CSBA California School Mid-Year Cash Reserve Program

On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education approved Resolution #11-22, Participation in CSBA California Mid-Year Cash Reserve. Motion carried 5-0.

c. Approve Authorization to Purchase Relocatable Restroom Facilities for Oak View High School

On motion of Allen Rosen, seconded by Sepideh Yeoh, the Board of Education approved the purchase of Relocatable Restroom for Oak View High School. Motion carried 5-0.

d. Approve Second Term Appointments to the Oak Park Citizen's Oversight Committee

On motion of Mary Pallant, seconded by Allen Rosen, the Board of Education approved the second term appointments of Eric Christensen and Stephen Yeoh to the Oak Park Citizen's

Oversight Committee and appointed Helene Winston as the third member to the Committee. If Ms. Winston is not available to serve then the position will be offered to Jeff McGuire. Motion carried 4 Yes: Iceland, Laifman, Pallant and Rosen, 1 Abstain: Yeoh.

e. Approve Amendment #2 to Agreement with Balfour Beatty, Inc. for Program/Construction Management Services

On motion of Allen Rosen, seconded by Mary Pallant, the Board of Education approved Amendment #2 to Agreement with Balfour Beatty, Inc. for Program/Constructional Management Services. Motion carried 5-0.

f. Approve Updated Facility Master Plan

On motion of Allen Rosen, seconded by Barbara Laifman, 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 word on the Facility Master Plan.

g. Approve Enrollment Capacity and District of Choice Transfers

On motion of Mary Pallant, seconded by Barbara Laifman, the Board of Education approved suspending the cap percentage and enrollment cap and implementing Proposal B maximizing District of Choice to 361. Motion carried 4 Yes: Laifman, Pallant, Rosen and Yeoh, 1 No: Iceland.

On motion of Allen Rosen, seconded by Sepideh Yeoh, the Board of Education agreed to extend the meeting beyond 10:00 p.m. Motion carried 5-0.

4. PUPIL SERVICES

a. Approve Contract for Non-Public School for Special Education Student #02-11/12 - \$110,065.52

On motion of Allen Rosen, seconded by Sepideh Yeoh, the Board of Education approved the contract for Non-Public School for Special Education Student #02-11/12 - \$110,065.52. Motion carried 5-0.

b. Approve Contract for Non-Public School for Special Education Student #03-11/12 - \$27,170.70

On motion of Allen Rosen, seconded by Sepideh Yeoh, the Board of Education approved the contract for Non-Public School for Special Education Student #03-11/12 - \$27,170.70. Motion carried 5-0.

c. Approve Contract for Non-Public School for Special Education Student #04-11/12 - \$25,997.40

On motion of Allen Rosen, seconded by Sepideh Yeoh, the Board of Education approved the contract for Non-Public School for Special Education Student #04-11/12 - \$25,997.40. Motion carried 5-0.

d. Approve Contract for Non-Public School for Special Education Student #05-11/12 - \$33,886

On motion of Allen Rosen, seconded by Sepideh Yeoh, the Board of Education approved the contract for Non-Public School for Special Education Student #05-11/12 - \$33,886. Motion carried 5-0.

- e. **Approve Contract for Non-Public School for Special Education Student #06-11/12 - \$36,102**
On motion of Allen Rosen, seconded by Sepideh Yeoh, the Board of Education approved the contract for Non-Public School for Special Education Student #06-11/12 - \$36,102. Motion carried 5-0.
- f. **Approve Contract for Non-Public School for Special Education Student #07-11/12 - \$37,706**
On motion of Allen Rosen, seconded by Sepideh , the Board of Education approved the contract for Non-Public School for Special Education Student #07-11/12 - \$37,706. Motion carried 5-0.

5. BOARD POLICIES

The Board agreed to table C.5.a. through h. until the next meeting.

- i. **Approve Amendment to Board Policy 6163.4 – Student Use of Technology – First Reading**
On motion of Barbara Laifman, seconded by Sepideh Yeoh, the Board of Education approved the amendment to Board Policy 6163.4 – Student Use of Technology with the amendment to AR 6163.4. Motion carried 5-0.

VII. INFORMATION ITEMS

- 1. Monthly Budget Report

VIII. OPEN DISCUSSION

None

There being no further business before this Board, the Regular meeting is declared adjourned at 10:33 p.m.

Date

President of the Board

Date

Clerk or Secretary of the Board

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JANUARY 17, 2012

RE: III. APPROVE THE LOTTERY PROCESS FOR DISTRICT OF CHOICE ADMISSION INTO OAK PARK UNIFIED FOR 2012-13 ACTION

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 2012-13?

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 2012-13 ended on December 31, 2011 and the total applications have exceeded the approximately 360 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 2012-13.

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
Iceland	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Panec	_____	_____	_____	_____
Rees	_____	_____	_____	_____
Vinson	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

Oak Park Unified School District

District of Choice Lottery Procedures for 2012-13

Attendance at the lottery is not required. The assigned lottery number for all applicants will be posted on the OPUSD website by January 21, 2012.

If the number of children requesting to enroll in the Oak Park Unified School District exceeds the number of available spaces, students will be selected for admission by a random lottery process at a regularly scheduled board meeting as provided by law. The lottery will be conducted on Tuesday, January 17, 2012 at 5:30 p.m. in the Oak Park High School Pavilion located at 899 Kanan Road, Oak Park, California. The process is described below.

What will happen prior to the Board Meeting on January 17, 2012?

Parents/Guardians will submit an on-line District of Choice Application prior to January 1, 2012 for each child they wish to be considered for the lottery. Each family unit will receive only one lottery number regardless of the number of students that have applied for admission. Once the December 31, 2011 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.

What will happen at the 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 number generator will be displayed on an overhead screen so that the public will be able to see the process as the numbers are generated.

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 currently have siblings and then for the list of names who do not have siblings currently attending the Oak Park Unified School District.

During the public meeting each of the two lists will be completed with the random numbers assigned to the names to finalize the relative standing of each family. 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. However, parents will know their lottery number and relative standing within the lottery. **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 January 21, 2012. Notification to parents regarding acceptance for enrollment will take place no later than Wednesday, February 1, 2012. Information related to any wait lists that will be established will also be communicated prior to February 1, 2012.

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 approved by the board and identified by the district staff. 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 in the order in which they were drawn.

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 following those students who have been placed there from the Sibling Waiting List described in the previous paragraph.

Once all vacancies have been filled, a General Wait List will be developed at each grade level. Parents will be notified by February 1, 2012 as to acceptance into OPUSD and will have a defined period of time to accept the admission and to complete all of the paperwork and enrollment forms. **If the appropriate paperwork is not completed within the defined period of time the vacancies will be relinquished and offered to the next eligible student on the waiting list.** Since the district is required to notify parents/students as to their final acceptance or denial prior to May 15 of each year, the enrollment process in late February and early March will be strictly followed to ensure equity for those on the wait list.

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 entry grade levels. The other grade levels are filled in to fully maximize our space and staffing so the vacancies in these grades are 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 have to be considered as we accept new students for the next school year. The specific number for each grade level will become more defined as we move through the spring and get a better reading on our district enrollment and other variables.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JANUARY 17, 2012
SUBJECT: C.I.b. APPROVE CERTIFICATED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT

Consent

ISSUE: Approval/ratification of certificated personnel actions.

AUTHORIZATION TO EMPLOY

Number	Name	Classification	Start Date	Fund	Site/Grade

AUTHORIZATION TO PAY STIPEND

Number	Name	Assignment	Effective	Fund	Amount	Site
01CE05468	Kim Hoerman	Outdoor Ed Coordinator	2011-2012	Outdoor Ed	750.00	MCMS
01CE05469	Jessica Blau	Chaperone	2011-2012	Outdoor Ed	300.00	MCMS
01CE05470	Rachelle Cohen	Chaperone	2011-2012	Outdoor Ed	300.00	MCMS
01CE05471	Kim Sonnabend	Chaperone	2011-2012	Outdoor Ed	300.00	MCMS
01CE05472	Vanessa Heller	Chaperone	2011-2012	Outdoor Ed	300.00	MCMS
01CE05473	Kim Sonnabend	Mt. Sac	2011-2012	PFA	100.00	MCMS
01CE05474	Al Calce	Mt. Sac	2011-2012	PFA	50.00	MCMS
01CE05475	Kelly Johnson	Catalina Chaperone	2011-2012	Catalina	300.00	MCMS
01CE05476	Tim Chevalier	GVB game mgmt..	9/11 – 11/1/11	ASB	1224.00	OPHS
01CE05477	Rob Hall	VFB Clock Timer	9/11 – 11/1/11	ASB	150.00	OPHS
01CE05478	Russ Peters	Fball game mgmt..	9/11 – 11/1/11	ASB	1125.00	OPHS
01CE05479	Kathy Mosley	BTSA Support Provider	2011-2012	BTSA	1500.00	MCMS
01CE05480	Kim Johnson	BTSA Support Provider	2011-2012	BTSA	1500.00	MCMS
01CE05481	Al Calce	BTSA Support Provider	2011-2012	BTSA	1500.00	MCMS
01CE05482	Denise Keane	BTSA Support Provider	2011-2012	BTSA	1500.00	BES
01CE05483	Robin Lund	BTSA Support Provider	2011-2012	BTSA	1500.00	ROES
01CE05484	Pam Vaughan	BTSA Support Provider	2011-2012	BTSA	1500.00	OPHS
01CE05485	Nina Johnson	BTSA Support Provider	2011-2012	BTSA	1500.00	ROES
01CE05486	Barb Jones	BTSA Support Provider	2011-2012	BTSA	1500.00	ROES
01CE05487	Quincie Jones	BTSA Start-up Coach	2011-2012	BTSA	250.00	OHES
01CE05488	Cathy Lory	BTSA Start-up Coach	2011-2012	BTSA	250.00	OPHS
01CE05489	Roger Newell	BTSA Start-up Coach	2011-2012	BTSA	250.00	MCMS
01CE05490	Linda Mendivil	BTSA Start-up Coach	2011-2012	BTSA	250.00	BES
01CE05491	Kathy Mosley	BTSA Support Coor	2011-2012	BTSA	3500.00	MCMS

IN-SERVICE CHANGE

Number	Name	Change	Effective	Fund	Site
01CE05492	Heather Sloan	Medical Leave	1/12-1/20/12	General	OHES

SEPARATION

Number	Name	Position	Separation	Effective Date	Site

Prepared by:
 Leslie Heilbron, Ed.D.
 Assistant Superintendent, HR

Respectfully Submitted,

Anthony W. Knight, Ed.D.
 Superintendent

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JANUARY 17, 2012

SUBJECT: C.1.b. APPROVE CLASSIFIED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT

CONSENT

ISSUE: Approval/ratification of classified personnel actions.

AUTHORIZATION TO HIRE

Number	Name	Position	Salary	Fund	Start Date	Site
CL21780	Maureen Frey	Office Manager I	\$16.94	General	1/1/12	OHES
CL21781	Kimberly Wierenga	Instructional Assistant II	\$14.46	Spec Ed	1/3/12	OPHS
CL21782	Karen Kolosieke	Instructional Assistant II	\$14.46	Spec Ed	1/4/12	OPHS

AUTHORIZATION TO PAY STIPEND

Number	Name	Assignment	Effective	Fund	Amount	Site
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IN-SERVICE CHANGE

Number	Name	Change	Effective Date	Site
CL21783	Janette Colquhoun	Increase in hours from 12.5 /wk. to 18.75/wk.	1/1/12	OHES
CL21784	Roland Trajano	Move from IA II to IA III 27.5 hrs./wk.	12/12/11	BES
CL21785	Monica Kalember	Move from IA II to IA III 29.5 hrs./wk.	12/12/11	ROES
CL21786	Alan Kingsley	Move from IA II to IA III 29.5 hrs./wk.	12/12/11	BES
CL21787	Sharon Ayers	Move from IA II to IA III 22.5 hrs./wk.	12/12/11	OPNS
CL21788	Helen Massaband	Increase in hours to 18.75 wk.	12/1/11	BES
CL21789	ZahraSadighi	Increase in hours to 18.75 wk.	12/1/11	BES
CL21790	Genenvie Steensen	Increase in hours to 18.75 wk.	12/1/11	BES

SEPARATION

Number	Name	Position	Separation Type	Effective Date	Site
CL21791	Lisa Rosenberg	Health Technician	Resignation	1/1/12	OHES
CL21792	Larry Tepezano	Campus Supervisor	Resignation	12/1/11	OHES
CL21793	Gayanne Martirosian	Instructional Asst. II	Resignation	11/8/11	ROES
CL21794	Lilah Ylizaturri	Instructional Asst. II	Resignation	1/6/12	OHES
CL21795	Darlynn Wilhelm	Director Elem. Chorus	Resignation	1/26/12	ELEM
CL21796	Jessica Sandoval	Instructional Asst. II	Resignation	1/4/12	OPNS
CL21797	Robyn Glassman	Instructional Asst. II	Unpaid Leave	1/3/12-2/1/12	BES
CL21798	Kelly McCusker	EC Assistant	Deceased	12/17/11	OPNS

Prepared by:
Leslie Heilbron Assistant Superintendent /Human Resources

Respectfully Submitted,

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JANUARY 17, 2012
SUBJECT: C.1.c. APPROVE PURCHASE ORDERS - NOVEMBER 23-DECEMBER 31, 2011

CONSENT

ISSUE: Shall the Board approve the attached purchase orders issued November 23, 2011 through December 31, 2011?

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.

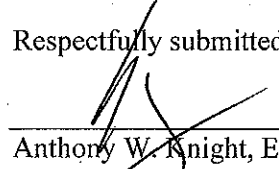
ALTERNATIVES:

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
Iceland	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

ReqPay11c

Board Report with Fund

Includes 11/23/2011 - 12/31/2011

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B12-00212	At & T CALNET2	Blanket purchase order telephone charges	Red Oak Elementary School	010	2,111.00
B12-00213	Pacificom	Open PO 2011-12 comm supply & repairs	Business Administration	010	1,000.00
B12-00214	Dick Blick	Art Supplies & Materials	Neighborhood Pre-School Progm	010	700.00
B12-00215	Axiom	2011-12 SARC Services	Business Administration	010	5,450.00
B12-00216	Rayvern Lighting Supply Co.Inc	Open PO 2011/12 for Lighting Supplies	Business Administration	010	1,700.00
B12-00217	PSI Pressure WashLLC	2011-2012 for Graffiti Removal	Business Administration	010	500.00
B12-00218	Robert Selman	2011-12 Emergency Radios & Repairs District-Wide	Business Administration	010	2,000.00
B12-00219	Agoura Lock Technologies, Inc.	Key duplication for Red Oak School	Red Oak Elementary School	010	100.00
B12-00220	Agoura Lock Technologies, Inc.	Open PO for Locks and Keys for site	Medea Creek Middle School	010	200.00
B12-00221	The Help Group	2011/2012 NPS - Help Group / Coldwater Canyon	Pupil Services/Special Ed.	010	25,997.40
B12-00222	The Help Group	2011/2012 NPS - Help Group - Summit View	Pupil Services/Special Ed.	010	27,170.70
B12-00223	The Help Group	2011/2012 NPS - Help Group / Village Glen	Pupil Services/Special Ed.	010	33,886.00
B12-00224	The Help Group	2011/2012 NPS - Help Group / Sunrise	Pupil Services/Special Ed.	010	36,102.00
B12-00225	The Help Group	2011/2012 NPS - Help Group / Bridgeport	Pupil Services/Special Ed.	010	37,706.00
B12-00226	Inclusive Educ. & Community Pa	2011/2012 - IECAP Aide Services	Pupil Services/Special Ed.	010	110,065.52
P12-00329	Southwinds Transportation	Outdoor Ed: bus transport R/T MCMS to Pali Inst.	Medea Creek Middle School	010	9,458.40
P12-00330	Pali Institute	Outdoor Ed: Contract Balance '11-'12 trip	Medea Creek Middle School	010	96,500.00
P12-00331	Xtra	Proj 10-01R Cleaning Serv Fire Alarm Replacement	Business Administration	213	14,999.00
P12-00332	Taft Electric Company	Proj 11-00R Emergency Fuse Check at OPHS	Business Administration	213	3,881.22
P12-00333	Taft Electric Company	Proj 11-09R OHES Conduit Repair OHES	Business Administration	213	1,213.70
P12-00334	Horizon Intertainment, LLC	PFA: Teen Truth Live Presentation	Medea Creek Middle School	010	3,560.15
P12-00335	SOS Survival Products	DON: Emergency Shed Supplies	Medea Creek Middle School	010	907.12
P12-00336	Southwinds Transportation	Island Packers Field Trip BES,ROES,OHES	Business Administration	010	3,603.60
P12-00337	Compuwave Inc.	Drum Kit & Toner for Student Printer	Oak View High School	010	188.76
P12-00338	Naviance, Inc	Naviance Renewal	Oak View High School	010	1,290.00
P12-00339	Community Educational Ent Ramona Brandes	DON-"Nutcracker" Fieldtrip	Medea Creek Middle School	010	1,220.00
P12-00340	Oak Meadow school	Oak Meadow Chemistry books	Home Independent Study Program	010	175.88

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

ReqPay11c

Board Report with Fund

Includes 11/23/2011 - 12/31/2011					
PO Number	Vendor Name	Description	Location	Fund	Account Amount
P12-00341	Island Packers Cruises	Field Trip - Whale Watching	Home Independent Study Program	010	604.00
P12-00342	Justin Harsch	Brochure Graphic Design	Superintendent	010	1,000.00
P12-00343	Chris Byers	Speech Assessment for Student	Pupil Services/Special Ed.	010	1,000.00
P12-00344	Pro-Ed	OHES Flood Damage - WRAML Form Replacement	Business Administration	010	921.59
P12-00345	Psychological Corp	OHES Flood Damage DAS II Kit Replacement	Business Administration	010	1,800.19
P12-00346	Environmental Testing Associa	OHES Flood Damage - Mold Samples	Business Administration	010	2,305.00
P12-00347	Taft Electric Company	OHES Flood Damage-Electrical for Temp Classrooms	Business Administration	010	4,546.35
P12-00348	Pacific Construction & Restore	Increase in Scope - OHES Reconstruction	Business Administration	010	25,869.00
P12-00349	Southwinds Transportation	DON: Bus for Band Fieldtrip	Medea Creek Middle School	010	1,301.20
P12-00350	Southwinds Transportation	DON:Buses for Nutcracker fieldtrip	Medea Creek Middle School	010	1,096.80
P12-00351	See's Candy Shops, Inc	DON:See's Fundraiser for Band	Medea Creek Middle School	010	1,102.60
P12-00352	Riley's American Heritage Farm	Field Trip - Revolutionary War	Home Independent Study Program	010	350.00
P12-00353	dba Colonial Chesterfield California Weekly Explorer	Parent funded field trip	Red Oak Elementary School	010	1,125.00
P12-00354	Jerry Block	Reimb/Lang Conf/FLAP Grant	Oak Park High School	010	1,568.21
P12-00355	Pitney Bowes Rental & Supplies	Letter Folder/Lott/admin supp	Oak Park High School	010	257.40
P12-00356	COSTCO WHOLESALE	Membership Renewal 2011-2012	Business Administration	010	100.00
P12-00357	Leader Carpet	Replace Carpet - OHES Room 10 Flood Damage	Business Administration	010	3,775.00
P12-00358	Division of State Architect	DSA Fees - OPHS Closeout	Business Administration	213	4,722.94
P12-00359	CENTER GLASS CO	ROES Broken Window MPR	Business Administration	010	335.00
P12-00360	Inspired Practices Early in Ed	Reggio Conference/Staff development	Neighborhood Pre-School Progrm	010	555.00
P12-00361	Southwinds Transportation	buses for K to go to "Tree People"	Oak Hills Elementary School	010	390.60
P12-00362	An Outreach of the International Printing Museum	fifth grade in-house field trip	Oak Hills Elementary School	010	650.00
P12-00363	DISCOVERY CENTER FOR SCIENCE	second grade on campus field trip	Oak Hills Elementary School	010	546.00
P12-00364	LA Sound Co	C6 Bond/Pavilion Sound Upgrade/equip 500+	Business Administration	212	1,576.00
P12-00365	iParadigms, LLC.	Donation/Plagiarism Program/oth exp	Oak Park High School	010	2,709.60
P12-00366	Invin Telescopic Seating Compa	OPHS Parts Pav Seating	Business Administration	010	127.52

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

ReqPay11c

Board Report with Fund

Includes 11/23/2011 - 12/31/2011					
PO Number	Vendor Name	Description	Location	Fund	Account Amount
P12-00367	Division of State Architect	Proj 10-05R DSA Fees - Closeout	Business Administration	213	1,029.01
P12-00368	Science Kit & Boreal Lab.	LOTT: Science Lab Supplies	Medea Creek Middle School	010	219.43
P12-00369	Southwinds Transportation	Transportation to Lokrantz school F	Oak View High School	010	365.60
P12-00370	Best Contracting Services	Proj 11-18R OPHS Roof Repair/Replacement	Business Administration	213	98,975.00
P12-00371	Silver Creek Industries, Inc	Proj 11-14R Restroom Repair/Replacement OVHS	Business Administration	213	84,668.00
P12-00372	All American Inspection, Inc.	Proj 11-14R DSA Insp - Restroom Replacement OVHS	Business Administration	213	1,000.00
P12-00373	Pali Institute	DON: Pali Inst. Outdr Ed dep. 2012-13	Medea Creek Middle School	010	5,000.00
P12-00374	PERFORMANCES TO GROW ON	Parent funded field trip	Red Oak Elementary School	010	1,224.00
P12-00375	Abbott Industries	Awning/Lott/oth mat & supp	Oak Park High School	010	571.00
P12-00376	Medco Supply Co.	Health/Blood Prsur Montr/supplies	Oak Park High School	010	92.18
P12-00377	Sargent-Welch	OPHS Safty Cabinet Science Lab	Business Administration	212	1,458.71
P12-00378	Waste Management	Trash Container/Custodial/rnt lse	Oak Park High School	010	308.99
P12-00379	Prestwick House, Inc.	DON: Tom Sawyer Books	Medea Creek Middle School	010	763.77
P12-00380	Gym Tek, Inc.	Backstop Damage OPHS Service/Repairs	Business Administration	010	14,000.00
P12-00381	Triunfo Cty San Dist	Annual Fee 2011-12 Sewer Service	Business Administration	010	84,770.40
P12-00382	Channel Islands Roofing	BES Roof Repair	Business Administration	010	984.00
P12-00383	Channel Islands Roofing	MCMS Gutter Repair	Business Administration	010	438.00
P12-00384	Trees & Things	Proj 11-14R Tree Removal OVHS Restroom Replacement	Business Administration	213	2,100.00
P12-00385	Mechanical	Proj 11-14R Water & Sewer Hookups OVHS Restrooms	Business Administration	213	14,257.00
P12-00386	BC Rincon Construction Inc.	Proj 11-14R Asphalt Work OVHS Restroom Install	Business Administration	213	14,851.16
T12-00022	PC Mall Gov	Router for VNC tunnel/Monitoring	Technology Coordinator	212	740.01
T12-00023	Compuwave Inc.	blk toner cartridge for HR printer	Human Resources	010	124.00
T12-00024	Compuwave Inc.	Donation/Printer/mat & supp	Oak Park High School	010	249.89
T12-00025	Naviance, Inc	Career Planning Prog for Middle School	Medea Creek Middle School	010	395.00

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

ReqPay11c

Board Report with Fund

Includes 11/23/2011 - 12/31/2011

PO Number	Vendor Name	Description	Location	Fund	Account Amount
Total				77	810,606.60

Fund Summary

Fund	Description	PO Count	Amount
010	General Fund	63	565,134.85
212	Measure C6 Technology Bond Fun	3	3,774.72
213	Measure R FACILITIES Bond Fund	11	241,697.03
Total		77	810,606.60

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 17, 2012
SUBJECT: C.1.d. APPROVE RENEWAL OF PUPIL TRANSPORTATION AGREEMENT WITH DURHAM SCHOOL SERVICES

CONSENT

ISSUE: Shall the Board of Education approve the renewal of the Agreement for Pupil Transportation Services with Durham School Services for 2011-12?

BACKGROUND: At its meeting August 6, 1996, the Board awarded a contract for pupil transportation services to Durham Transportation, Inc. This contract is renewable by mutual agreement of the parties on an annual basis. For the 2011-12 school year, Durham has proposed a fee increase of 1.3%. In accordance with the provisions of the original contract, the increase is based on the Consumer Price Index as calculated by the Department of Labor Statistics. Addendum Fourteen, outlining the new rates, is attached for the Board's review. The District has been satisfied with the service Durham has provided during the past year.

The financial impact of the proposed increase is dependent upon the number of trips for athletics and other extracurricular activities. To illustrate the effect of the proposed increase, during the last full school year, 2010-11, the District spent \$12,358 with Durham for transportation services. Under the proposed rate increase, the identical services would cost \$12,519 in 2011-12, an increase of \$161.

ALTERNATIVES:

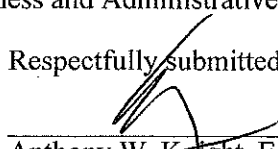
1. Approve Addendum Fifteen for the renewal of the Agreement for Pupil Transportation Services with Durham Transportation, Inc. for 2011-12.
2. Do not approve the renewal.

RECOMMENDATION: Alternative No. 1

FISCAL IMPACT: Expense for field trip/athletics transportation is reimbursed to the District in the form of donations, and is included in the 2011-12 adopted budget.

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
Iceland	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

0157.2.2007.2011

OAK PARK UNIFIED SCHOOL DISTRICT
Transportation Agreement

ADDENDUM NUMBER FIFTEEN

OAK PARK UNIFIED SCHOOL DISTRICT, hereinafter referred to as "DISTRICT", and DURHAM SCHOOL SERVICES, L.P., hereinafter referred to as "CONTRACTOR", mutually agree to amend the existing Transportation Agreement, dated September 1, 1996, hereinafter referred to as "Agreement", as stated below:

1. All rates for the 2011-2012 school year shall be adjusted upward by 1.3% which represents the percentage increase in the December 31, 2010 CPI for the Los Angeles area, as shown below:

BUS CAPACITY	MINIMUM FLAT RATE	OR	RATE PER BUS HOUR	+	RATE PER BUS MILE
01 - 20	\$285.87	OR	\$31.30	+	\$1.33
21 - 36	\$308.88	OR	\$32.63	+	\$1.56
37 - 66	\$317.05	OR	\$33.08	+	\$1.61
67 - 79	\$338.39	OR	\$33.80	+	\$1.79
80 - 91	\$427.56	OR	\$34.60	+	\$1.86

Per Diem Rates:

ITEM	DAILY REIMBURSEMENT
BREAKFAST	\$8.78
LUNCH	\$19.05
DINNER	\$27.86
LODGING	\$120.14

2. The DISTRICT agrees to compensate the CONTRACTOR \$0.00 per bus per day to supply radio communications in each bus operated for the DISTRICT.
3. Section 2, Term of Contract, shall be revised as follows:

"The Term of the Agreement shall be for the period beginning September 1, 2011 and ending on August 31, 2012."

0157.2.2007.2011

OAK PARK UNIFIED SCHOOL DISTRICT

Transportation Agreement

4. This Addendum is effective September 1, 2011 and is agreed to by the undersigned parties to the Agreement.
5. All other terms and conditions of the original Agreement remain the same.

IN WITNESS WHEREOF, the parties hereto have executed this Addendum as of the date written above.

DURHAM SCHOOL SERVICES, L.P. OAK PARK UNIFIED SCHOOL DISTRICT

By: Durham Holding II, L.L.C.,
its general partner

By: John Harvey
Name: ~~David A. Duke~~ John Harvey
Title: Chief Executive Officer CFO
Date: 10/24/11

By: _____
Name: _____
Title: _____
Date: _____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JANUARY 17, 2012
SUBJECT: C.I.e. APPROVE FIRST PERIOD ATTENDANCE REPORT

CONSENT

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
Iceland	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

TO: BOARD OF EDUCATION
FROM: ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JANUARY 17, 2012
**SUBJECT: C.I.f. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL
 JUNIOR STATESMEN CLUB – FEBRUARY 18-19, 2012**
 Consent

ISSUE: Shall the Board of Education approve an overnight field trip to the Junior Statesmen of America Conference at the Irvine Hilton on February 18-19, 2012?

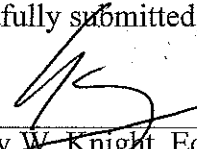
BACKGROUND: Each year, the State organization, Junior Statesmen of America (JSA) convenes a mock congress to discuss current events, political issues and upcoming elections. The Oak Park High School chapter, 18 Oak Park students, would like to attend this statewide event. The trip will be chaperoned by Anthony Foté, registered with the District as a walk-on coach. Mr. Foté and two other parents will drive the students in their personal vehicles.

FISCAL IMPACT: None. Each student will pay his/her own registration fee.

ALTERNATIVES: 1. Approve student attendance at the statewide JSA Conference in Irvine, CA from February 17 to February 18, 2012.
 2. Do not approve student attendance at the statewide JSA Conference in Irvine, CA from February 17 to February 18, 2012.

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JANUARY 17, 2012
SUBJECT: C.2.a. APPROVE ANNUAL FINANCIAL AUDIT REPORT FOR FISCAL YEAR 2010-2011

ACTION

ISSUE: Shall the Board receive and accept the Annual Audit Report for fiscal year 2010-11?

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, 20. 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:

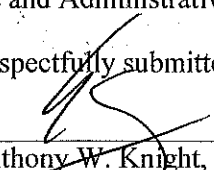
1. Accept as record the 2010-11 Annual Audit Report.
2. Do not accept the 2010-11 Annual Audit Report.

RECOMMENDATION: Alternative No. 1

RATIONALE: Acceptance of the Annual Audit for fiscal year 2010-11 fulfills the Board's obligation as required by EC 41020.

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
Iceland	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JANUARY 17, 2012
SUBJECT: C.2.b. APPROVE ANNUAL PROPOSITION 39 BOND AUDIT REPORTS FOR FISCAL YEAR 2010-11

ACTION

ISSUE: Shall the Board receive and accept the 2010-11 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, 2010. The audit reports, prepared by the accounting firm of Vavrinek Trine Day & Company LLP, 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 Vavrinek Trine Day will present the audit report to the Board at this evening's meeting.

ALTERNATIVES:

1. Accept as record the 2010-11 annual audit reports for Measure R and Measure C6.
2. Do not accept the 2010-11 annual audit reports.

RECOMMENDATION: Alternative No. 1

RATIONALE: Acceptance of the annual audit for fiscal year 2010-11 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
Iceland	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JANUARY 17, 2012
SUBJECT: C.2.c. APPROVE CHANGE ORDER #1, RESOLUTION #11-21, EMERGENCY REPAIRS AT OAK HILLS ELEMENTARY SCHOOL

ACTION

ISSUE: Shall the Board approve Change Order #1 to the contract with Pacific Construction and Restoration, Inc. for Resolution #11-21, Emergency Repairs at Oak Hills Elementary School?

BACKGROUND: At its meeting on November 15, 2011, the Board of Education adopted Emergency Resolution #11-21, awarding a contract to Pacific Construction and Restoration, Inc. to perform emergency repairs at Oak Hills Elementary School to remediate flooding and water damage in classrooms, offices, and the school's computer lab. During the course of the restoration there have been changes to the project's scope for conditions unforeseen at the time the contract was awarded. The original scope included repairs and replacement in only the water damaged areas, encompassing about half of the space of each affected room. The original walls were covered in textured wallpaper that is no longer manufactured, and cabinets and countertops were covered in laminate colors and textures now discontinued. Repairs included in the original scope would have resulted in each room having a mix of old and new colors, textures, and finishes, creating a make-shift feel to the classroom environment. The increase in the project scope includes the removal of wallpaper, and the repair, re-texturing, and re-painting of all walls in each affected room. Similarly, existing countertops in each room have been changed to match the laminate on the newly replaced counters. A detailed list of the scope change is attached for the Board's review.

The total amount of Change Order #1 is \$25,869, increasing the original contract from \$49,867 to \$75,733. The change in scope and increase in cost has been approved by the District's insurance carrier.

ALTERNATIVES:

1. Approve Change Order #1 to the contract with Pacific Construction and Restoration, Inc. for Resolution #11-21, Emergency Repairs at Oak Hills Elementary School.
2. Do not approve Change Order #1.

RECOMMENDATION: Alternative 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
Iceland	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____



Wallpaper and Drywall:

- Remove remaining wall paper and float walls to smooth to allow for new finishes in areas designated during walkthrough.
- Dispose of all material and debris removed during repairs and clean-up.

\$2,350

Paint:

- Prep and paint all additional walls and ceilings and added areas not part of original reconstruction scope to allow for new updated color choices.
- Prep and paint all doors windows and trim in areas designated during walk through
- Paint to be Dunn Edwards 0% voc.

\$6,720

Total Price per Above Scope of Work

\$25,869

Acceptance

Please sign:

Authorized Signature

DATE



License # 800431

November 18, 2011

Oak Hills Elementary School
1010 North Kanan Rd.
Oak Park, CA. 91377
Attn: Julie Suarez

Project Address:
1010 N. Kanan Rd.
Oak Park, CA 91377

Pacific Construction & Restoration, Inc. hereby submits the following proposal for the reconstruction at the above referenced location.

Countertop:

- Remove remaining countertops to allow for new customer selected countertops
- Provide and install upgraded custom color countertop to replace damaged countertops
- Provide and install additional customer selected countertops to replace non damaged countertops
- Re-Install of existing bookshelves and cabinets
- Dispose of all material and debris removed during repairs and clean-up.

\$16,799

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JANUARY 17, 2012

**SUBJECT: C.2.d. APPROVE NOTICE OF COMPLETION, RESOLUTION #11-21,
EMERGENCY REPAIRS AT OAK HILLS ELEMENTARY SCHOOL**

CONSENT

ISSUE: Shall the Board approve the Notice of Completion for Emergency Resolution #11-21, contracted with Pacific Construction and Restoration, Inc., for emergency repairs at Oak Hills Elementary School?

BACKGROUND: At its meeting on November 15, 2011, the Board of Education adopted Emergency Resolution #11-21, awarding a contract to Pacific Construction and Restoration, Inc. to perform emergency repairs at Oak Hills Elementary School to remediate flooding and water damage caused by the failure of a cleaning solution dispenser connected to an active water line, resulting in the flooding of classrooms, offices, and the school's computer lab.

The work of this project is now complete. All of the affected rooms have been retested and certified as safe for occupancy by Environmental Testing Associates, certified industrial hygienists. District staff has inspected the finished work, which has been completed satisfactorily, and the Board is asked to approve a Notice of Completion for this contract.

ALTERNATIVES:

1. Approve the Notice of Completion for Emergency Resolution #11-21, contracted with Pacific Construction and Restoration, Inc., for emergency repairs at Oak Hills Elementary School
2. Do not approve the Notice of Completion.

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
Iceland				
Laifman				
Pallant				
Rosen				
Yeoh				
Student Rep				

Notice of Completion

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

Description: Oak Hills Elementary School, 1010 N. Kanan Road, Oak Park, CA 91377.

That on or about November 15, 2011 the said Oak Park Unified School District of Ventura County entered into a contract with Pacific Construction and Restoration, Inc. of Agoura Hills, CA, for Emergency Resolution #11-21, Emergency Repairs at Oak Hills Elementary School on certain real property hereinbefore described: that said building and improvements were actually completed on January 17, 2012; that the address of said Oak Park Unified School District is 5801 E. Conifer Street, Oak Park, CA 91377, Ventura County, California.

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

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

STATE OF CALIFORNIA
COUNTY OF VENTURA

Anthony W. Knight, Superintendent
Oak Park Unified School District

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

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

WITNESS my hand and official seal.

Signature _____ (SEAL)

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JANUARY 17, 2012
SUBJECT: C.2.e. APPROVE FISCAL YEAR 2012-13 BUDGET ADOPTION CALENDAR

ACTION

ISSUE: Shall the Board approve the Budget Adoption Calendar for fiscal year 2012-13?

BACKGROUND: At its November 27, 1990 meeting, the Board granted its approval for participation in a July 1, Budget Adoption (single adoption) pilot program for fiscal year 1991-92. This timeline, used in all subsequent fiscal years, is now a requirement under AB 1200. The timeline more evenly distributes the Business Office workload throughout the year, allows the Budget to coincide with the fiscal year business cycle, and eliminates the duplication of effort involved in the preparation of the tentative Budget. It also allows the District to make budget revisions earlier in the school year and provide greater planning and study time by the Board, Superintendent, Fiscal Services, Human Resources, Leadership Team, and District Finance Committee.

A fiscal year, like the calendar year, is 12 months long. However, the actual life of a fiscal year budget, from development, to adoption, to closing the books, typically spans a 20 month period. Budget development and administration continue on a daily basis throughout the fiscal year. At any point in time, work and analysis is being performed on one or more fiscal years' budgets. There are five major phases in budget development and management, and the budget calendar is developed each year to ensure important financial legal timelines are met:

1) THE GOVERNOR'S JANUARY BUDGET PROPOSAL

- JANUARY
- The Governor proposes the State budget for the upcoming fiscal year, including K-12 education revenue allocations.
 - The District establishes its preliminary enrollment and staffing projections.
 - The District establishes its preliminary budget assumptions and expenditure guidelines.

2) THE GOVERNOR'S MAY BUDGET REVISION

- MAY
- In the May Revise, the Governor proposes the revisions to the January budget proposal, including K-12 education revenue allocations.
 - Based on the May revise, the District revises its budget assumptions, enrollment and staffing projections, and expenditure guidelines.
 - The District updates its projected beginning balance estimate.

3) ADOPTION OF THE DISTRICT BUDGET

(Assumes passage of State budget prior to July 1)

- JUNE
- District revenue projections are updated to reflect the final State budget.
 - District program and expenditure plans are updated to reflect the final State budget.
 - The District updates its projected beginning balance estimate.
 - The Board of Education approves the District's Adopted Budget for the new fiscal year.

BOARD MEETING JANUARY 17, 2012

Budget Adoption Calendar For Fiscal Year 2012-13

Page 2 of 2

4) ADOPTION OF THE STATE BUDGET*(Assumes passage of State budget after July 1)*

- 45 DAYS AFTER ADOPTION OF STATE BUDGET
- District revenue projections are updated to reflect the final State budget.
 - District program and expenditure plans are updated to reflect the final State budget.
 - The District updates its projected beginning balance estimate.

5) MONITORING AND CLOSING THE DISTRICT BUDGET

DECEMBER 15 The District files 1st Interim Budget Report and Revisions.

MARCH 15 The District files 2nd Interim Budget Report and Revisions.

SEPTEMBER 15 The District files its Unaudited Actuals (financial year-end closing).

The budget calendar was being finalized as this agenda was going to press and will be provided to the Board under separate cover.

ALTERNATIVES:

1. Approve the Budget Adoption schedule for the 2012-13 budget based upon the proposed Budget Development Calendar.
2. Make selected revisions to the Budget Development Calendar.
3. Do not approve the Budget Development Calendar.

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
Iceland	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JANUARY 17, 2012

SUBJECT: C.2.f. APPROVE AGREEMENT FOR BUS TRANSPORTATION SERVICES

ACTION

ISSUE: Shall the Board of Education approve an agreement for bus transportation services for athletic events, extra-curricular activities, and field trips?

BACKGROUND: In response to the request of the District's school sites to expand transportation options for field trips and athletic and extracurricular activities, the Business Office has solicited proposals from qualified coach carriers for this service. The solicitation and review of proposals was still in process as this agenda was going to press. It is anticipated that a summary and analysis of proposals, accompanied by a staff recommendation for approval of an agreement, will be forwarded to the Board prior its action at this evening's meeting

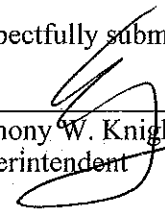
ALTERNATIVES:

1. Approve an agreement for bus transportation services for athletic events, extra-curricular activities and field trips as recommended.
2. Do not approve an agreement for bus transportation services.

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
Iceland	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION
FROM: ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JANUARY 17, 2012
SUBJECT: C.2.g. 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	Rocket Team/Johnson Aviation	\$ 1,000.00
MCMS	Trumpet & Case/Gene Rosecrans	\$ 100.00

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
Iceland	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: ~~DECEMBER 6, 2011~~ JANUARY 17, 2012

**SUBJECT: C.3.a. APPROVE AMENDMENT TO BOARD POLICY 6163.4 –
STUDENT USE OF TECHNOLOGY —~~First~~ Second Reading**

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 6163.4 – Student Use of Technology?

BACKGROUND: Board Policy 6163.4 is a mandated policy being updated to reflect new Federal law (P.L. 110-385) which mandates that the district's Internet safety policy include educating students about appropriate online behavior. Board Policy 6163.4 is being submitted as with recommended changes from CSBA.

ALTERNATIVES:

1. Approve the amendment to Board Policy 6163.4 – Student Use of Technology.
2. Do not amend Board Policy 6163.4 – Student Use of Technology.
3. Adopt a modified version of the amendment to Board Policy 6163.4 – Student Use of Technology.

RECOMMENDATION:
Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

Board Action: On motion of _____, seconded by _____, the Board of Education:

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6163.4(a)

Student Use of Technology

The Governing Board intends that technological resources provided by the district be used in a responsible and proper manner in support of the instructional program and for the advancement of student learning.

(cf. 0440 - District Technology Plan)
 (cf. 1113 - District and School Web Sites)
 (cf. 4040 - Employee Use of Technology)
 (cf. 5131 - Conduct)
 (cf. 6163.1 - Library Media Centers)

The Superintendent or designee shall notify students and parents/guardians about authorized uses of district computers, user obligations and responsibilities as well as **and** consequences for unauthorized use and/or unlawful activities in accordance with district regulations and the district's Acceptable Use Agreement.

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)
 (cf. 5144 - Discipline)
 (cf. 5144.1 - Suspension and Expulsion/Due Process)
 (cf. 5144.2 - Suspension and Expulsion/Due Process: Students with Disabilities)
 (cf. 5145.12 - Search and Seizure)

Before **a student is authorized to use** using the district's technological resources, ~~each~~ **the** student and his/her parent/guardian shall sign and return ~~an~~ **the** Acceptable Use Agreement specifying user obligations and responsibilities. In that agreement, the student and his/her parent/guardian shall agree to not hold the district or any district staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or users' mistakes or negligence. They shall also agree to indemnify and hold harmless the district and district personnel for any damages or costs incurred.

(cf. 6162.6 - Use of Copyrighted Materials)

The Superintendent or designee, with input from students and appropriate staff, shall regularly review **and update** this policy, the accompanying administrative regulation, and other relevant procedures to **enhance the safety and security of students using the district's technological resource and to** help ensure that the district adapts to changing technologies and circumstances.

Use of District Computers for Online Services/Internet Access

The Superintendent or designee shall ensure that all district computers with Internet access have

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6163.4(b)

a technology protection measure that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors, and that the operation of such measures is enforced. (20 USC 7001, 47 USC 254)

The Board desires to protect students from access to inappropriate matter on the Internet. **To reinforce these measures**, the Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet **and to ensure that students do not engage in unauthorized or unlawful online activities**. Staff shall supervise students while they are using online services and may have ask teacher aides, student aides, **and volunteers** assist in this supervision.

He/she **The Superintendent or designee** also shall establish regulations to address the safety and security of students and student information when using electronic email, chat rooms and other forms of direct electronic communication.

The Superintendent or designee shall provide age-appropriate instruction regarding the district's acceptable use agreement, including instruction on the **safe and appropriate behavior** on social networking sites, **chat rooms**, and other Internet services. **Such instruction shall include**, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, **behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying**.

(~~cf. 6143—Courses of Study~~)

Student use of district computers to access social networking sites is prohibited. To the extent possible, the Superintendent or designee shall block access to such sites on district computers with Internet access.

Legal Reference:

EDUCATION CODE

51006 Computer education and resources

51007 Programs to strengthen technological skills

51870-51874 Education Technology

60044 Prohibited instructional materials

PENAL CODE

313 Harmful matter

502 Computer crimes, remedies

632 Eavesdropping on or recording confidential communications

653.2 Electronic communication devices, threats to safety

UNITED STATES CODE, TITLE 15

6501-6506 Children's Online Privacy Protection Act

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6163.4(c)

UNITED STATES CODE, TITLE 20

6751-6777 Enhancing Education Through Technology Act, No Child Left Behind Act, Title II, Part D, especially:
6777 Internet safety

UNITED STATES CODE, TITLE 47

254 Universal service discounts (E-rate)

CODE OF FEDERAL REGULATIONS, TITLE 16

312.1-312.12 Children's online privacy protection

CODE OF FEDERAL REGULATIONS, TITLE 47

54.520 Internet safety policy and technology protection measures, E-rate discounts

Management Resources:

CDE PUBLICATIONS

~~Cyberbullying: Policy Consideration for Boards, Governance and Policy Services Policy Brief, July 2007~~

CDE PROGRAM ADVISORIES

~~1223.94 Acceptable Use of Electronic Information Resources~~

CSBA PUBLICATIONS

~~Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007~~

FEDERAL TRADE COMMISSION PUBLICATIONS

How to Protect Kids' Privacy Online: A Guide for Teachers, December 2000

MY SPACE.COM PUBLICATIONS

The Official School Administrator's Guide to Understanding MySpace and Resolving School Networking Issues

WEB SITES

American Library Association: <http://www.ala.org>

California Coalition for Children's Internet Safety: <http://www.cybersafety.ca.gov>

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

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

Center for Safe and Responsible Internet Use: <http://csriu.org> and <http://cyberbully.org>

Federal Communications Commission: <http://www.fcc.gov>

Federal Trade Commission, Children's Online Privacy Protection:

<http://www.ftc.gov/privacy/privacyinitiatives/childrens.html>

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

Web Wise Kids: <http://www.webwisekids.org>

Adopted: 3-19-96

Amended: 9-17-02, 2-21-06, 2-19-08

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

**DATE: ~~SEPTEMBER 20, 2011~~ ~~OCTOBER 18, 2011~~ ~~NOVEMBER 15, 2011~~
~~DECEMBER 6, 2011~~ JANUARY 17, 2012**

**SUBJECT: C.3.b. APPROVE AMENDMENT OF BOARD POLICY 5022 – STUDENT
AND FAMILY PRIVACY RIGHTS – First Reading**

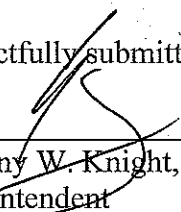
ISSUE: Should the Board of Education approve amendment of Board Policy 5022
– Student and Family Privacy Rights?

BACKGROUND: Board Policy 5022 is a mandated policy being revised and reorganized to address certain privacy issues related to students and/or their parents/guardians, including the administration of surveys and physical exams/screenings, parent/guardian rights to inspect instructional materials, and the collection of personal information for marketing purposes. Board Policy 5022 is being submitted with recommended changes from CSBA.

ALTERNATIVES: 1. Approve the amendment of Board Policy 5022 – Student and Family Privacy Rights.
2. Do not approve the amendment Board Policy 5022 – Student and Family Privacy Rights.

RECOMMENDATION:
Approval of Alternative #1.

Respectfully submitted,



Anthony W. Knight, Ed.D.
Superintendent

Board Action: On motion of _____, seconded by _____, the Board of Education:

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5022(a)

Student And Family Privacy Rights

The Governing Board *respects the rights of district students and their parents/guardians with regard to the privacy of their personal beliefs and the confidentiality of their* believes that personal information. *The Superintendent or designee shall develop regulations to ensure compliance with law when the district requests, retains, discloses, or otherwise uses the personal information of its students and their families.* concerning district students and their families should be kept private in accordance with law.

(cf. 0000 - Vision)

(cf. 0100 - Philosophy)

(cf. 0200 - Goals for the School District)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 5021 - Noncustodial Parents)

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

(cf. 6000 - Concepts and Roles)

(cf. 6162.8 - Research)

Collection of Personal Information for Marketing Purposes

The Board prohibits district staff from administering or distributing of student information for marketing purposes, except to the military.

The regulations shall, at a minimum, address the following: (20 USC 1232h)

- 1. Whether the district may collect the personal information of students for marketing or sale*
- 2. How the district will administer surveys that may request information about the personal beliefs and practices of students and their families*
- 3. The rights of parents/guardians to inspect:*
 - a. Survey instruments requesting information about their personal beliefs and practices or those of their children*
 - b. Instructional materials used as part of their children's education curriculum*
- 4. Whether the district may administer any nonemergency invasive physical examination or screening*
- 5. Notifications that the district will provide to students and parents/guardians with respect to their privacy rights*

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5022(b)

The Superintendent or designee will consult with parents/guardians regarding the development of the procedures. (20 USC 1232h)

(cf. 0420 – School Plans/Site Councils)

(cf. 1220 – Citizen Advisory Committee)

(cf. 1230 – School-Connected Organizations)

Legal Reference:

EDUCATION CODE

~~49073.5 Release of information to military services representatives; release of telephone numbers~~

~~49076 Access to records by persons without written parental consent or under judicial order~~

49450-49457 Physical examinations

49602 Confidentiality of pupil information

51101 Parents Rights Act of 2002

51513 *Test, questionnaire, survey, or examination concerning* personal beliefs

51938 Sexual Health and HIV/AIDS Prevention Education Act; notice and parental excuse

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

1232h Protection of pupil rights

Management Resources:

WEB SITES

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

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

USDOE, Family Policy Compliance Office: <http://www.ed.gov/offices/OM/fpco/>

Adopted: 9-17-02

Amended: 5-18-04

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: ~~NOVEMBER 15, 2011~~ ~~DECEMBER 6, 2011~~ JANUARY 17, 2012

**SUBJECT: C.3.c. APPROVE AMENDMENT TO BOARD POLICY 3100 – BUDGET –
First Reading**

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 3100 – Budget?

BACKGROUND: Board Policy 3100 is be revised to reflect new law SB 70 which extends the timeline for restoring the level of reserves to the level specific in state regulations and new law AB 114 which requires districts, for the 2011-12 fiscal year, to base their budget on the same level of state revenues received in the 2010-11 fiscal year. Board 3100 is being submitted with recommended changes from CSBA.

ALTERNATIVES:

1. Approve the amendment to Board Policy 3100 – Budget.
2. Do not amend Board Policy 3100 – Budget.
3. Adopt a modified version of the amendment to Board Policy 3100 – Budget.

RECOMMENDATION:
Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

Board Action: On motion of _____, seconded by _____, the Board of Education:

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

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BP 3100(a)

Budget

The Governing Board recognizes its critical responsibility for adopting a sound budget for each fiscal year that is aligned with the district's vision, goals and priorities. The district budget shall guide administrative decisions and actions throughout the year and serve as a tool for monitoring the fiscal health of the district.

(cf. 0000 - Vision)

(cf. 3000 - Concepts and Roles)

(cf. 3300 - Expenditures and Purchases)

(cf. 3460 - Financial Reports and Accountability)

(cf. 9000 - Role of the Board)

The district budget shall show a complete plan and itemized statement of all proposed expenditures and all estimated revenues for the ~~current year and two subsequent years, and include~~ ***following fiscal year, together with*** a comparison of revenues and expenditures for the current fiscal year. The budget shall also include the appropriations limit and the total annual appropriations subject to limitation as determined pursuant to Government Code 7900-7914. (Education Code 42122)

Budget Development and Adoption Process

The Superintendent or designee shall establish an annual budget development process and calendar in accordance with the single budget adoption process described in Education Code 42127(i). He/she shall annually notify the County Superintendent of Schools of the district's decision to use the single budget adoption process in the subsequent year.

In order to provide guidance in the development of the budget, the Board shall annually establish budget priorities based on identified district needs and goals and on realistic projections of available funds.

The Superintendent or designee shall oversee the preparation of a proposed district budget for approval by the Board and shall involve appropriate staff at all levels in the development of budget projections.

The Board encourages public input in the budget development process and shall hold public hearings and meetings in accordance with Education Code 42103 and 42127.

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323 - Meeting Conduct)

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BP 3100(b)

The budget that is formally adopted by the Board shall be in the format prescribed by the Superintendent of Public Instruction. The Superintendent or designee may supplement this format with additional information as necessary to effectively communicate the budget to the Board, staff, and public.

Budget Advisory Committee

The Board and/or the Superintendent or designee may appoint a budget advisory committee. composed of staff, Board representatives, and/or members of the community.

The committee shall develop recommendations during the budget development process and its duties shall be assigned each year based on district needs. All recommendations of the committee shall be advisory only and shall not be binding on the Board or the Superintendent or designee.

(cf. 1220 - Citizen Advisory Committees)
 (cf. 2230 - Representative and Deliberative Groups)
 (cf. 3350 - Travel Expenses)
 (cf. 9130 - Board Committees)
 (cf. 9140 - Board Representatives)

Budget Criteria and Standards

In developing the district budget, the Board shall analyze criteria and standards adopted by the State Board of Education which address estimation of funded average daily attendance (ADA), projected enrollment, ratio of ADA to enrollment, projected revenue limit, salaries and benefits, other revenues and expenditures, facilities maintenance, deficit spending, fund balance, and reserves. The budget review shall also identify supplemental information regarding contingent liabilities, use of one-time revenues for ongoing expenditures, use of ongoing revenues for one-time expenditures, contingent revenues, contributions, long-term commitments, unfunded liabilities, and the state of labor agreements. (Education Code 33127, 33128, 33129; 5 CCR 15440-15451)

The Board shall establish and maintain a general fund reserve for economic uncertainty that meets or exceeds the requirements of *law*. 5-CCR-15450. (*Education Code 33128.3; 5 CCR 15440*)

The Board may establish other budget assumptions or parameters which may take into consideration the stability of funding sources, legal requirements and constraints on the use of funds, anticipated increases and/or decreases in the cost of services and supplies, categorical program requirements, and any other factors necessary to ensure that the budget is a realistic

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plan for district revenues and expenditures.

(cf. 3110 – Transfer of Funds)

Fund Balance

The district shall classify fund balances in compliance with Governmental Accounting Standards Board (GASB) Statement 54 as follows:

- 1. Non spendable fund balance includes amounts that are not expected to be converted to cash, such as resources that are not in a spendable form (e.g., inventories and prepaids) or that are legally or contractually required to be maintained intact.*
- 2. Restricted fund balance includes amounts constrained to specific purposes by their providers or by law.*
- 3. Committed fund balance includes amounts constrained to specific purposes by the Board.*

For this purpose, all commitments of funds shall be approved by a majority vote of the Board. The constraints shall be imposed no later than the end of the reporting period of June 30, although the actual amounts may be determined subsequent to that date but prior to the issuance of the financial statements.

- 4. Assigned fund balance includes amounts which the Board or its designee intends to use for a specific purpose.*

The Board delegates authority to assign funds to the assigned fund balance to the Superintendent or designee and authorizes the assignment of such funds to be made any time prior to the issuance of the financial statements.

- 5. Unassigned fund balance includes amounts that are available for any purpose.*

When multiple types of funds are available for an expenditure, the district shall first utilize funds from the restricted fund balance as appropriate, then from the committed fund balance, then from the unassigned fund balance, and lastly from the unassigned fund balance.

To protect the district against unforeseen circumstances such as revenue shortfalls and unanticipated expenditures, the Board intends to maintain a minimum unassigned fund balance which includes a reserve for economic uncertainties equal to at least two months of

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general fund operating expenditures, or 17 percent of general fund expenditures and other financing uses.

If the unassigned fund balance falls below this level due to an emergency situation, unexpected expenditures, or revenue shortfalls, the Board shall develop a plan to recover the fund balance which may include dedicating new unrestricted revenues, reducing expenditures, and/or increasing revenues or pursuing other funding sources.

Long-Term Financial Obligations

The district's current-year budget and multi-year projections shall include adequate provisions for addressing the district's long-term financial obligations, including, but not limited to, long-term obligations resulting from collective bargaining agreements, financing of facilities projects, unfunded or future liability for retiree benefits, and accrued workers' compensation claims.

(cf. 4141/4241 – Collective Bargaining Agreement)
(cf. 4143/4243 – Negotiations/Consultation)
(cf. 4154/4254/4354 – Health and Welfare Benefits)
(cf. 7210 – Facilities Financing)
(cf. 9250 – Remuneration, Reimbursement and Other Benefits)

Budget Amendments

Whenever revenues and expenditures change significantly throughout the year, the Superintendent or designee shall recommend budget amendments to ensure accurate projections of the district's net ending balance. When final figures for the previous year budget are available, this information shall be used as soon as possible to update the current-year budget's beginning balance and projected revenues and expenditures.

In addition, budget amendments shall be submitted for Board approval when the state budget is adopted, collective bargaining agreements are accepted, district income declines, increased revenues or unanticipated savings are made available to the district, program proposals are significantly different from those approved during budget adoption, interfund transfers are needed to meet actual program expenditures, and/or other significant changes occur that impact budget projections.

Legal Reference:

EDUCATION CODE

1240 Duties of county superintendent of schools
33127-33131 Standards and criteria for local budgets and expenditures
35035 Powers and duties of superintendent

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35161 Powers and duties, generally, of governing boards
 42103 Public hearing on proposed budget; requirements for content of proposed budget
 42122-42129 Budget requirements
 42130-42134 Financial certifications
42140-42141 Disclosure of fiscal obligations
 42602 Use of unbudgeted funds
 42605 Tier 3 categorical flexibility
 42610 Appropriation of excess funds and limitation thereon
 44518-44519.2 Chief business officer training program
 45253 Annual budget of personnel commission
 45254 First year budget of personnel commission
GOVERNMENT CODE
 7900-7914 Expenditure limitations
CODE OF REGULATIONS, TITLE 5
 15060 Standardized account code structure
 15440-15452 Criteria and standards for school district budgets

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: Budget Planning and Adoption, 2006

Maximizing School Board Governance: Understanding District Budgets, 2006

School Finance CD-ROM 2005

CDE PUBLICATIONS

California School Accounting Manual

New Requirements for Reporting Fund Balance in Governmental Funds, January 7, 2011

FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS

Fiscal Oversight Guide for AB 1200, AB 2756 and Subsequent Related Legislation, September 2006

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Best Practice: Appropriate Level of Unrestricted Fund Balance in the General Fund, 2009

GOVERNMENTAL ACCOUNTING STANDARDS BOARD

Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions, March 2009

Statement 45, Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions, June 2004

Statement 34, Basic Financial Statements and Management's Discussion and Analysis – For State and Local Governments, June 1999

WEB SITES

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

Association of California School Administrators: <http://www.acsa.org>

California Department of Education, Finance and Grants: <http://www.dec.ca.gov/fg>

California Department of Finance: <http://www.dof.ca.gov>

Fiscal Crisis and Management Assistance Team: <http://www.fcmat.org>

Government Finance Officers Association: <http://www.gfoa.org>

Governmental Accounting Standards Board: <http://www.gasb.org>

Legislative Analysts' Office: <http://www.lao.ca.gov>

School Services of California: <http://www.sscal.com>

Adopted: 7-23-80

Amended: 5-1-89, 10-19-83, 6-4-02, 9-17-02, 12-16-03, 3-22-05, 3-17-09, 4-20-10

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: NOVEMBER 15, 2011 DECEMBER 6, 2011 JANUARY 17, 2012

SUBJECT: C.3.d. APPROVE AMENDMENT TO BOARD POLICY 3280 – SALE OR LEASE OF DISTRICT-OWNED REAL PROPERTY –First Reading

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 3280 – Sale or Lease of District-Owned Real Property?

BACKGROUND: Board Policy 3280 is being updated to reflect new law (SB70, 2011) which extends, until January 1, 2014, the authorization to use the proceeds from the sale of surplus real property, along with the proceeds from any person property located on such surplus real property, for any one-time general fund purpose. Board Policy 3280 is being submitted with recommended changes from CSBA.

ALTERNATIVES:

1. Approve the amendment to Board Policy 3280 – Sale or Lease of District-Owned Real Property.
2. Do not amend Board Policy 3280 – Sale or Lease of District-Owned Real Property.
3. Adopt a modified version of the amendment to Board Policy 3280 – Sale or Lease of District-Owned Real Property.

RECOMMENDATION:
Approval of Alternative #1.

Respectfully submitted,



Anthony W. Knight, Ed.D.
Superintendent

Board Action: On motion of _____, seconded by _____, the Board of Education:

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

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BP 3280(a)

Sale or Lease of District-Owned Real Property

The Governing Board believes that the district should utilize its facilities and resources in the most economical and practical manner. The Superintendent or designee shall periodically study the current and projected use of all district facilities in order to ensure the efficient utilization of space and the effective delivery of instruction.

(cf. 1330 – Use of School Facilities)

(cf. 7110 – Facilities Master Plan)

(cf. 7111 – Evaluating Existing Buildings)

Upon determination that district property is no longer needed or may not be needed until some future time, the Board shall offer to sell or lease district-owned real property in accordance with priorities and procedures specified in law, including, but not limited to, Education 17230, 17464, 17485-17500, and Government Code 54222.

(cf. 5148 – Child Care and Development)

(cf. 5148.2 – Before/After School Programs)

(cf. 5148.3 – Preschool/Early Childhood Education)

~~When required by law,~~ **Prior to the sale or lease of any surplus real property,** the Board shall appoint a district advisory committee to advise the Board in the development of policies and procedures governing the use or disposition of schools or school building space which is not needed for school purposes. (Education Code 17388)

(cf. 1220 – Citizen Advisory Committees)

Resolution of Intention to Sell or Lease

Before ordering the sale or lease of any real property, the Board shall adopt a resolution at a regular, open meeting, by a two-thirds vote of all of its members. The resolution shall describe the property proposed to be sold or leased in such a manner as to identify it, specify the minimum price or rent, describe the terms upon which it will be sold or leased, and specify the commission or rate, if any, which the Board will pay to a licensed real estate broker out of the minimum price or rent. The resolution shall fix a time, not less than three weeks thereafter, for a public meeting, held at the Board's regular meeting place, at which sealed proposals to purchase or lease will be received and considered. (Education Code 17466)

(cf. 9323.2 – Actions by the Board)

The Superintendent or designee shall provide notice of the adoption of the resolution and of the time and place of the meeting that will be held to consider bids by posting copies of the resolution, signed by the Board, in three public places not less than 15 days before the date of the meeting. In addition, the notice shall be published at least once a week for three successive

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BP 3280(b)

weeks before the meeting, in a newspaper of general circulation published in the county in which the district is located if such a newspaper exists. (Education Code 17469)

The Superintendent or designee shall take reasonable steps to provide notification to the former owners of the property of the district's intent to sell it in accordance with Education Code 17470.

Acceptance/Rejection of Bids

At a public meeting specified in the resolution of intention to sell or lease property, the Board shall open, examine, and declare all sealed bids. Before accepting any written proposal, the Board shall call for oral bids in accordance with law. (Education Code 17472, 17473)

The Board may reject any and all bids, either written or oral, and withdraw the properties from sale when the Board determines that rejection is in the best public interest. If no proposals are submitted or the submitted proposals do not conform to all the terms and conditions specified in the resolution of intention to lease, the Board may lease the property in accordance with Education Code 17477 (Education Code 17476, 17477)

Of the proposals submitted by responsible bidders which conform to all terms and conditions specified in the resolution of intention to sell or lease, the Board shall finally accept the highest bid after deducting the commission, if any, to be paid to a licensed real estate broker, unless the Board accepts a higher oral bid or rejects all bids. (Education Code 17472)

The final acceptance of the bid may be made either at the same meeting specified in the resolution or at any adjourned/continued meeting held within 10 days. Upon acceptance of the bid, the Board may adopt a resolution of acceptance that directs the Board president, or any other Board member, to execute the deed or lease and to deliver the document upon performance and compliance by the successful bidder of all the terms and conditions of the contract. (Education Code 17475-17478)

(cf. 1431 – Waivers)

(cf. 9320 – Meetings and Notices)

Use of Proceeds

The Superintendent or designee shall ensure that proceeds from the sale or lease with an option to purchase of district surplus property are used in accordance with law. (Education Code 17462; 2 CCR 1700)

(cf. 3100 – Budget)

(cf. 3460 – Financial Reports and Accountability)

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BP 3280(c)

Until January 1, 2012, *Pursuant to the authorization in Education Code 17463.7*, the district may expend proceeds from the sale of surplus real property, along with the proceeds from any personal property located on that real property, for any one-time general fund purpose(s). Prior to exercising this authority, the Board shall certify to the State Allocation Board that: (Education Code 17463.7)

1. The district has no major deferred maintenance requirements not covered by existing capital outlay resources.

(cf. 3111 – Deferred Maintenance Funds)

2. The sale of real property pursuant to Education Code 17463.7 does not violate the provisions of a local bond act.

(cf. 7214 – General Obligation Bonds)

3. The real property is not suitable to meet projected school construction needs for the next 10 years.

Prior to exercising this authority, the Superintendent or designee shall present to the Board, at a regularly scheduled meeting, a plan for expending these one-time resources. The plan shall identify the source and use of the funds and shall describe the reasons that the expenditure shall not result in ongoing fiscal obligations for the district. (Education Code 17463.7)

Legal Reference:

EDUCATION CODE

~~8469.5 Use of school facilities or grounds for school age child care~~

17219-17224 Acquisition of property not utilized as school site; nonuse payments; exemptions

17230-17234 Surplus property

17385 Conveyances to and from school district

17387-17391 Advisory committees for use of excess school facilities

17400-17429 Leasing property

17430-17447 Leasing facilities

17453 Lease of surplus district property

17455-17484 Sale or lease of real property

17463.7 Proceeds for general fund purposes

17485-17500 Surplus school playground (Naylor Act)

17515-17526 Joint occupancy

17527-17535 Joint use of district facilities

33050 Request for waiver

38130-38139 Civic Center Act

GOVERNMENT CODE:

54220-54232 Surplus land

54222 Offer to sell or lease property

54950-54963 Brown Act, especially;

54952 Legislative body, definition

PUBLIC RESOURCES CODE

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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BP 3280(d)

21000-21177 California Environmental Quality Act

CODE OF REGULATIONS, TITLE 2

1700 Definitions related to surplus property

COURT DECISIONS

San Lorenzo Valley Community Advocates for Responsible Education v. San Lorenzo Valley Unified School District, (2006) 139 Cal.app.4th 1356

Management Resources:

CSBA PUBLICATIONS

Maximizing Opportunities for Physical Activity Through Joint Use of Facilities, Policy Brief, September 2009

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Closing a School Best Practices Guide

OFFICE OF PUBLIC SCHOOL CONSTRUCTION PUBLICATIONS

Unused Site Program Handbook, May 2008

WEB SITES

California Department of Education, School Facilities Planning Division: <http://www.cde.ca.gov/ls/fa>

Coalition for Adequate School Housing: <http://www.cashnet.org>

Office of Public School Construction: <http://www.opsc.dgs.ca.gov>

Adopted: 9-17-02

Amended: 1-20-04, 6-9-09, 2-16-10

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: ~~NOVEMBER 15, 2011~~ DECEMBER 6, 2011 JANUARY 17, 2012

SUBJECT: C.3.e. APPROVE AMENDMENT TO BOARD POLICY 3290 – GIFTS, GRANTS, AND BEQUESTS—First Reading

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 3290 – Gifts, Grants, and Bequests?

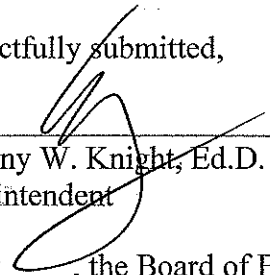
BACKGROUND: Board Policy 3290 is being updated to include new section on “Appreciation” which lists authorized forms of appreciation for donations to the district and new section on “Corporate Sponsorship” which authorizes the board to allow outside entities to advertise or promote their products and services within district facilities in exchange for funds, products, and services provided by such entities. Board Policy 3290 is being submitted with recommended changes from CSBA.

ALTERNATIVES:

1. Approve the amendment to Board Policy 3290 – Gifts, Grants, and Bequests.
2. Do not amend Board Policy 3290 – Gifts, Grants, and Bequests.
3. Adopt a modified version of the amendment to Board Policy 3290 – Gifts, Grants, and Bequests.

RECOMMENDATION:
Approval of Alternative #1.

Respectfully submitted,



Anthony W. Knight, Ed.D.
Superintendent

Board Action: On motion of _____, seconded by _____, the Board of Education:

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

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BP 3290(a)

Gifts, Grants and Bequests

The Governing Board may accept any **gift, grant, or bequest** ~~or gift of money, or property, or service to the district from any individual, private agency or organization, or other public agency that desires to support the district's educational program.~~ ~~on behalf of the district.~~ While greatly appreciating suitable donations, the Board **shall reject** ~~discourages~~ any gifts which may directly or indirectly impair its **authority to make decisions in the best interest of district students or its ability or commitment to provide equitable** ~~commitment to providing equal educational opportunities. for all district students.~~

(cf. 0100 – Philosophy)

(cf. 0200 – Goals for the School District)

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

(cf. 1260 – Educational Foundation)

Before accepting a gift, **grant, or bequest**, the Board shall carefully consider any conditions or restrictions imposed by the donor ~~in light of~~ **to ensure their consistency with the district's vision**, philosophy, and operations. If the Board ~~feels~~ believes the district will be unable to fully satisfy the donor's conditions, the gift shall not be accepted. ~~whether the gift:~~

(cf. 0000 – Vision)

In addition, the Board shall ensure that acceptance of the gift, grant, or bequest does not:

1. **Involve creation of a program which the Board would be unable to sustain when the donation is exhausted.**
2. Entails undesirable or excessive costs
3. **Promote the use of violence, drugs, tobacco, or alcohol or the violation of any law or district policy**

(cf. 5131.6 – Alcohol and Other Drugs)

(cf. 5131.62 – Tobacco)

4. **Imply endorsement of any business or product or unduly commercialize or politicize the school environment** ~~Has a purpose consistent with the district's vision and philosophy~~

(cf. 1325 – Advertising and Promotion)

~~Begins a program which the Board would be unable to continue when the donated funds~~

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BP 3290(b)

1. ~~are exhausted~~
2. ~~Implies endorsement of any business or product~~
3. ~~Is an appropriate reflection of community values~~

Any gift of books and instructional materials shall be accepted only if they meet regular district criteria for selection of instructional materials.

~~Gift books, technology hardware and instructional materials shall be accepted only if they meet regular district criteria.~~

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

All gifts, grants and bequests shall become district property. Donors are encouraged to donate all gifts to the district rather than to a particular school. At the Superintendent or designee's discretion, a gift may be used at a particular school. ~~The Superintendent will develop administrative regulations governing the naming opportunities for gifts, grants and bequests.~~

When any gift of money received by the district is not immediately used, it shall be placed in the county treasury in accordance with law. (Education Code 41030-410031)

The Superintendent or designee shall annually provide a report to the Board indicating the gifts, grants, and/or bequests received on behalf of the district in the preceding fiscal year. The report shall include a statement of account and expenditure of all gifts of money and an inventory of all gifts of physical assets.

(cf. 3440 – Inventories)

(cf. 3460 – Financial Reports and Accountability)

Appreciation

The Board may show appreciation for any donation to the district in any manner it deems appropriate. Such appreciation may take the form of letters of recognition or Board resolutions; plaques, commendations, or awards; planting of commemorative trees or gardens; or naming or renaming of buildings, grounds, or facilities. Conferment of any such honor shall be in accordance with applicable Board policy.

(cf. 1150 – Commendations and Awards)

(cf. 7310 – Naming of Facility)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-instructional Operations

BP 3290(c)

Corporate Sponsorship

The Board may enter into an agreement or arrangement with an outside entity for the sponsorship of an educational, athletic, or other program or activity. When appropriate, the agreement may allow the outside entity to advertise or promote its business, product, or service in district publications or on district property or web sites.

*(cf. 1700 – Relations Between Private Industry and the Schools)
(cf. 3312 – Contracts)*

Every sponsorship agreement shall be in writing and shall be approved by the Board. The Board shall ensure that the district's relationship and arrangement with the sponsor are consistent with the district's mission, values, and goals. Any advertising or promotional message, image, or other depiction to be used by the sponsor shall meet the standards set for commercial advertising on district property and in district-sponsored publications. No message, image, or other depiction that promotes the use of obscene language, pornography, alcohol, tobacco, or prohibited drugs or that advocates unlawful discrimination, use of violence, or the violation of law or district policy shall be allowed.

Each sponsorship agreement shall contain statements including, but not limited to:

- 1. The purpose of the relationship with the sponsor, details of the benefits to the district, and how the benefits will be distributed.*
- 2. The duration of the agreement and the roles, expectations, rights, and responsibilities of the district and the sponsor, including whether and to what extent the sponsor is allowed to advertise or promote its products and/or services.*
- 3. The authority of the Board to retain exclusive right over the use of the district's name, logo, and other proprietary information. The sponsor's use of such information shall require prior approval of the Board.*
- 4. The authority of the Board to terminate the agreement without any penalty or sanction to the district if the sponsor's message, business, or product becomes inconsistent with district vision, mission, or goals or the sponsor engages in any prohibited activity.*
- 5. The prohibition against the collection of students' personal information except as allowed by law.*

*(cf. 5022 – Student and Family Privacy Rights)
(cf. 5125 – Student Records)*

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-instructional Operations

BP 3290(d)

Legal Reference:

EDUCATION CODE

1834 Acquisition of materials and apparatus

35160 Powers and duties

35162 Power to sue, be sued, hold and convey property

41030 School district may invest surplus monies from bequest or gifts

41031 Special fund or account in county treasury

41032 Authority of school board to accept gift or bequest; investments; gift of land requirements

41035 Advisory committee

41036 Function of advisory committee

41037 Rules and regulations

41038 Applicability of other provisions of chapter

Management Resources:

WEB SITES

California Consortium of Education Foundations: <http://www.cceflink.org>

Adopted: 1-11-78

Amended: 2-7-84; 3-18-86; 5-2-89; 9-17-02, 12-16-03, 5-18-04

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: ~~NOVEMBER 15, 2011~~ ~~DECEMBER 6, 2011~~ JANUARY 17, 2012

SUBJECT: C.3.f. APPROVE AMENDMENT TO BOARD POLICY 5145.11 – QUESTIONING AND APPREHENSION – First Reading

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 5145.11 – Questioning and Apprehension?

BACKGROUND: Board Policy 5145.11 is being revised to reflect new court decision which vacated the Ninth Circuit Court of Appeal's decision that required law enforcement to have parental consent, warrant, or other court order to interview a student in school absent exigent circumstances. Board Policy 5145.11 is being submitted with recommended changes from CSBA.

ALTERNATIVES:

1. Approve the amendment to Board Policy 5145.11 – Questioning and Apprehension.
2. Do not amend Board Policy 5145.11 – Questioning and Apprehension.
3. Adopt a modified version of the amendment to Board Policy 5145.11 – Questioning and Apprehension.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

 Anthony W. Knight, Ed.D.
 Superintendent

Board Action: On motion of _____, seconded by _____, the Board of Education:

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

60

Series 5000

Students

BP 5145.11(a)

Questioning And Apprehension

The Governing Board *believes that the safety of district students and staff is essential to achieving the goal of student learning. In accordance with standards specified in law, law enforcement officers may interview and question students on school premises and may remove them when appropriate.* ~~committed to providing a safe learning environment and cooperating with law enforcement officials and peace officers as necessary to help ensure the safety of students, staff, and the community and in carrying out their official duties.~~

(cf. 0450 – Comprehensive Safety Plan)

(cf. 1400 – Relations Between Other Government Agencies and the Schools)

(cf. 4158/4258/4358 – Employee Safety)

(cf. 5141.4 – Child Abuse Prevention and Reporting)

(cf. 5145.12 – Search and Seizure)

The Superintendent or designee shall collaborate with local law enforcement agencies to *establish procedures which enable law enforcement officers to carry out their duties on campus, including, when necessary, the questioning and/or apprehension of students.* ~~develop parameters under which law enforcement officers will interview students at school.~~

When any law enforcement official requests an interview with a student, the principal or designee shall request *the officer's* ~~that the official provide verification of his/her identity, his/her and official capacity and certify the legal authority under which the interview is being to be conducted. If the officer refuses to provide certification of the legal authority for the interview, the principal or designee shall document such refusal and should consult with district legal counsel, as appropriate, before allowing the interview to proceed. The principal or designee shall maintain a record of all documentation relative to law enforcement interviews of students.~~

~~If the officer needs to interview or question the student immediately, the principal or designee shall accommodate the process in a way that causes the least possible disruption for the student and school, gives the student appropriate privacy, and models exemplary cooperation with law enforcement authorities.~~

The principal or designee shall accommodate the interview in a way that causes the least possible disruption for the student and school and provides the student appropriate privacy.

At the law officer's discretion and with the student's approval, the principal or designee may be present during the interview.

Except in cases of child abuse or neglect, the principal or designee shall attempt to notify the student's parent/guardian as soon as practicable after law enforcement has interviewed the student on school premises.

If a minor student is removed from school into the custody of law enforcement, the principal or designee shall immediately notify the parent/guardian or responsible relative regarding the student's release and the place to which he/she is reportedly being taken, except when the minor has been taken into custody as a victim of suspected child abuse. (Education Code 48906)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

61

Series 5000

Students

BP 5145.11(b)

Subpoenas

Although subpoenas may legally be served at school on students age 12 or older, the Board believes that serving officials should be strongly urged to serve subpoenas at the home of the student whenever possible. When served at school, the principal or designee shall take all reasonable steps to ~~ensure a minimum of embarrassment~~ **or protect the student's privacy rights and to minimize** loss of class time for the student.

Legal Reference:

EDUCATION CODE

44807 Duty concerning conduct of pupils

48264 Arrest of truants

48265 Delivery of truant

48902 Notice to law authorities

48906 Release of minor pupil to peace officers; notice to parent, guardian or relative

48909 Narcotics and other hallucinogenic drugs (re arrest)

CODE OF CIVIL PROCEDURE

416.60 Service of summons or complaint to a minor

PENAL CODE

830-832.17 Peace officers

1328 Service of subpoena

WELFARE AND INSTITUTIONS CODE

627 Custody of minor

CODE OF REGULATIONS, TITLE 5

303 Duty to remain at school

COURT DECISIONS

Camreta v. Greene, (2011) 131 S.Ct. 2020

People v. Lessie, (2010) 47 Cal. 4th 1152

In re William V., (2003) 111 Cal.App.4th 1464

ATTORNEY GENERAL OPINIONS

54 Ops. Cal. Atty. Gen. 96 (1971)

34 Ops. Cal. Atty. Gen. 93 (1959)

Management Resources:

WEB SITES

California Department of Justice, Office of the Attorney General: <http://caag.state.ca.us>

Adopted: 5-20-86

Amended: 9-5-89, 9-5-89, 8-18-92, 9-17-02, 8-17-10

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: ~~NOVEMBER 15, 2011~~ ~~DECEMBER 6, 2011~~ JANUARY 17, 2012

SUBJECT: C.3.g. APPROVE AMENDMENT TO BOARD POLICY 6111 – SCHOOL CALENDAR –First Reading

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 6111 – School Calendar?

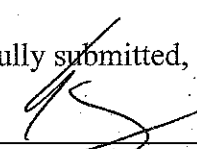
BACKGROUND: Board Policy 6111 is being revised to reflect new law (SB 70, 2011) which extends, until the end of the 2014-15 school year, authorization for district to reduce the length of the school year without incurring financial penalties. Board Policy 6111 is being submitted with recommended changes from CSBA.

ALTERNATIVES:

1. Approve the amendment to Board Policy 6111 – School Calendar.
2. Do not amend Board Policy 6111 – School Calendar.
3. Adopt a modified version of the amendment to Board Policy 6111 – School Calendar.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,



 Anthony W. Knight, Ed.D.
 Superintendent

Board Action: On motion of _____, seconded by _____, the Board of Education:

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

64

Series 6000

Instruction

BP 6111(a)

School Calendar

For each school, the Governing Board shall adopt a calendar that meets the requirements of law as well as the needs of the community, students and the work year as negotiated with the district's employee organization(s). As appropriate, the Superintendent or designee shall ensure that the proposed calendar is aligned with assessment and accountability schedules in order to support the district's goals for student achievement.

(cf. 0200 – Goals for the School District)
(cf. 4143/4243 - Negotiations/Consultation)
(cf. 6162.51 – Standardized Testing and Reporting Program)
(cf. 6162.52 – High School Exit Examination)

Each school calendar shall show the beginning and ending school dates, legal and local holidays, staff development days, orientation days, minimum days, vacation periods and other pertinent dates.

(cf. 6112 - School Day)
(cf. 6115 - Ceremonies and Observances)
(cf. 6117 - Year-Round Schedules)
(cf. 6177 - Summer School)

The district shall offer 180 days of instruction per year, ***except for any school year in which unless the district and employee organization(s) have negotiated to reduce the agree to have fewer days of instruction pursuant to the authorization in Education Code 46201.2. in any school year through 2012-13 pursuant to the authorization in Education Code 42605.***

(cf. 1431 – Waivers)

Staff development days shall not be counted as instructional days.

(cf. 4131, 4231, 4331 - Staff Development)

Notification of the schedule of minimum days shall be sent to all parents/guardians at the beginning of the school year. If any minimum days are added to the schedule, the Superintendent or designee shall notify the parents/guardians of the affected students as soon as possible and at least one month before the scheduled minimum day. (Education Code 48980)

(cf. 5145.6 - Parental Notifications)

If a school will be used as a polling place on an election day, the Board shall determine whether to continue school in session, designate the day for staff training and development, or close the school to students and non-classified staff. (Elections Code 12283)

(cf. 1400 – Relations Between Governmental Agencies and the Schools)
(cf. 5113 – Absences and Excuses)

**OAK PARK UNIFIED SCHOOL DISTRICT
BOARD POLICY**

65

Series 6000

Instruction

BP 6111(b)

Legal Reference:

EDUCATION CODE

37200-37202 School calendar

37220-37221 Holidays

37252-37253 Summer school

37300-37303 Year-Round School Demonstration Project

37600-37672 Continuous school programs: year-round schools, especially:

37618 School calendar

37700-37707 Four-day week

41422 Schools not maintained for 175 days

41530-41532 Professional Development Block Grant

46200-46206 Incentives for longer instructional day and year

46300 Method of computing ADA

48980 Notice at beginning of term

REPEALED EDUCATION CODE FOR CATEGORICAL PROGRAMS

44579-44579.6 Instructional Time and Staff Development Reform Program

ELECTIONS CODE

12283 School closures, election days

COURT DECISIONS

Butt v. State of California, (1992) 4 Cal 4th 668

PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS

Davis Joint Unified School District, (1984) PERB Decision No. 474

Management Resources:

WEB SITES

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

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

California Public Employment Relations Board: <http://www.perb.ca.gov>

Secretary of State's Office: <http://www.ss.ca.gov>

Adopted: 4-26-78

Amended: 4-18-79, 11-19-80, 9-17-02, 2-17-10

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: ~~NOVEMBER 15, 2011~~ ~~DECEMBER 6, 2011~~ JANUARY 17, 2012

SUBJECT: C.3.h. APPROVE AMENDMENT TO BOARD POLICY 7310 – NAMING OF FACILITY –First Reading

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 7310 – Naming of Facility?

BACKGROUND: Board Policy 7310 includes a new section on “Naming Rights” which authorizes the board to enter into a written agreement granting any person or entity the right to name any district building or facility. Section on “Memorials” expanded to including commemorative trees, monuments, or other district facilities. Board Policy 7310 is being submitted with recommended changes from CSBA.

ALTERNATIVES:

1. Approve the amendment to Board Policy 7310 – Naming of Facility.
2. Do not amend Board Policy 7310 – Naming of Facility.
3. Adopt a modified version of the amendment to Board Policy 7310 – Naming of Facility.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,



 Anthony W. Knight, Ed.D.
 Superintendent

Board Action: On motion of _____, seconded by _____, the Board of Education:

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 7000

Facilities

BP 7310(a)

Naming of Facility

~~It is the intent of the Governing Board that a name be selected for each new school early in the planning process. The Board of Education will make its selection from names suggested by students.~~

~~All names shall relate to the geography, ecology, anthropology, or history of the Oak Pak area. The following criteria should also be considered in the selection of a name:~~

- ~~1. Not more than four syllables~~
- ~~2. A name that is easily pronounced~~
- ~~3. A name that is easily spelled~~
- ~~4. A word not easily debased by slang use~~

~~The Governing Board places the following limitations on names suggested, and will not accept any suggested names which violate these limitations:~~

- ~~1. No school facility will be named for a living person.~~
- ~~2. No school facility will be given the name of a commercial development unless the name existed in the area prior to the development.~~

Dedication of Facility

~~There shall be a formal public dedication of all new schools and major additions to existing schools.~~

The Governing Board shall name district schools and other district-owned or leased buildings, grounds, and facilities in recognition of:

- 1. Individuals, living or deceased, and entities that have made outstanding contributions, including financial contributions, to the school community***
- 2. Individuals, living or deceased, who have made contributions of statewide, national or worldwide significance***
- 3. The geographic area in which the school or building is located***

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 7000

Facilities

BP 7310(b)

The Board encourages community participation in the process of selecting names. A citizen advisory committee shall be appointed to review name suggestions and submit recommendations for the Board's consideration.

(cf. 1220 – Citizen Advisory Committees)

Any name adopted for any new school shall not be so similar to the name of any existing district school as to result in confusion to members of the community.

Before adopting any proposed name, the Board shall hold a public hearing at which members of the public will be given an opportunity to provide input.

(cf. 9320 – Meetings and Notices)

When naming or renaming a district school, building or facility, the Board may specify the duration for which the name shall be in effect.

Memorials

Upon request, the Board shall consider planting commemorative trees, erecting monuments, or dedicating building, parts of buildings, athletic fields, gardens, or other district facilities, in memory of deceased students, staff members, community members, and benefactors of the district.

Naming Rights

The Board may grant to any person or entity the right to name any district building or facility. In doing so, the Board shall enter into a written agreement which shall:

- 1. Specify the benefits to the district from entering into the agreement*
- 2. State the roles and responsibilities of the parties to the agreement, including whether or not the Board shall retain the power to approve any proposed name*
- 3. Provide details related to the name right granted, including the building, grounds, or facility involved and the duration for which the name shall be in effect*
- 4. Prohibit any message, image, or other depiction that advocates or endorses the use of drugs, tobacco, or alcohol, encourages unlawful discrimination against any person or*

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 7000

Facilities

BP 7310(c)

group, or promotes the use of violence or the violation of any law or district policy

(cf. 0410 – Nondiscrimination in District Programs/Activities)

(cf. 1325 – Advertising/Promotions)

(cf. 3290 – Gifts, Grants and Bequests)

5. *Reserve the authority to terminate the naming right if it determines that the grantee, subsequent to receiving the name right, has engaged in any of the prohibited acts stated in item #4 above or other criminal or unlawful acts that might bring the district into disrepute.*

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

Adopted: 11-16-77

Amended: 2-2-83, 9-4-84, 3-16-93, 3-20-01, 9-17-02

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: ~~NOVEMBER 15, 2011~~ DECEMBER 6, 2011 JANUARY 17, 2012

SUBJECT: C.3.i. APPROVE AMENDMENT OF BYLAWS OF THE BOARD 9150 – STUDENT BOARD MEMBERS - First Reading

ISSUE: Should the Board of Education approve the proposed amendment to Bylaws of the Board 9150 – Student Board Members?

BACKGROUND: Board Bylaw 9150 clarifies that student board members must be selected by district high school students. Bylaw also includes new section on “Student Board Member Development” which 1) authorizes student board members to participate in trainings, workshops, and conferences at district expense to enhance their knowledge, understanding, and performance of board responsibilities and 2) authorizes the superintendent to provide an orientation to student board member candidates regarding board responsibilities. Board Bylaw 9150 is being submitted with recommended language from CSBA.

ALTERNATIVES:

1. Approve the amendment of Bylaws of the Board 9150 – Student Board Members.
2. Do not approve the amendment Bylaws of the Board 9150 – Student Board Members.
3. Adopt a modified version of the amendment to Bylaws of the Board 9150 – Student Board Members.

RECOMMENDATION:
Approval of Alternative #1.

Respectfully submitted,



Anthony W. Knight, Ed.D.
Superintendent

Board Action: On motion of _____, seconded by _____, the Board of Education:

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

OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9150(a)

Student Board Members

The Governing Board believes *that engaging the study body and seeking its input and feedback regarding the district's educational programs and activities are vital to achieving the district's mission of educating district students. To enhance communication between the Board and the student body and to encourage student involvement in district affairs,* it is important to seek out and consider students' ideas, viewpoints and reactions to the educational program. In order to provide student input and involvement, the Board shall include **at least** one (1) student Board member(s) selected *by the district's high school students* in accordance with procedures approved by the Board.

The term of student Board members shall be one calendar year, commencing on July 1 *of each year*. A Student Board members shall have the right to attend all Board meetings except closed (*executive*) sessions. (Education Code 35012)

A Student Board members shall be seated with regular *other members of the Board*. members and be *In addition, a Student Board member shall be* recognized at *Board* meetings as a full members, shall receive all materials presented to *other* Board members except those related to closed sessions, They and may participate in questioning witnesses and discussing issues. (Education Code 35012)

A Student Board member(s) may cast preferential votes on all matters except those subject to closed session discussion. Preferential votes shall be cast prior to the official Board vote and shall not affect the final numerical outcome of a vote. Preferential votes shall be recorded in the Board meeting minutes. (Education Code 35012)

A Student Board member(s) may make motions that may be acted upon by the Board, except on matters dealing with employer-employee relations pursuant to Government Code 3540-3549.3. (Education Code 35012)

A Student Board members may *shall* be reimbursed for mileage *to the same extent as other members of the Board* but shall not receive compensation for attendance at Board meetings. (Education Code 35012)

Student Board Member Development

As necessary, the Superintendent or designee shall, at district expense, provide learning opportunities to Student Board members, through trainings, workshops, and conferences, to enhance their knowledge, understanding, and performance of their Board responsibilities.

OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9150(a)

The Superintendent or designee may periodically provide an orientation for Student Board member candidates to give them an understanding of the responsibilities and expectation of Board service.

Legal Reference:

EDUCATION CODE

33000.5 Appointment of student members to State Board of Education

35012 Board members; number, election and terms; pupil members

GOVERNMENT CODE

3540-3549.3 Meeting and Negotiating in Public Educational Employment

Management Resources:

WEB SITES

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

California Association of Student Councils: <http://www.casc.net>

National School Boards Association: <http://www.nsba.org>

Adopted: 3-12-02

Amended: 9-17-02

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JANUARY 17, 2011
SUBJECT: VII.1. MONTHLY GENERAL FUND STATUS REPORT

INFORMATION

ISSUE: Shall the Board receive and review a status report on General Fund expenditures through December 31st of the 2011-12 fiscal year?

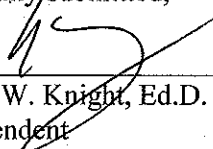
BACKGROUND: The Board maintains its awareness of the State's financial position and its significant impact on K-12 education, and more particularly on the Oak Park Unified School. It is critical that the Board and Administration carefully monitor the District's budget and expenditures to insure fiscal solvency. As a tool to assist in this process, the Administration has developed the attached General 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 17, 2012

**SUBJECT: VII.2. BUDGET UPDATE – GOVERNOR’S 2012-13 BUDGET PROPOSAL
FOR THE STATE AND K-12 EDUCATION**

INFORMATION

ISSUE: Shall the Board receive and discuss information pertaining to the Governor’s 2012-13 budget proposal for the State and K-12 education?

BACKGROUND: On January 5, 2012, as this agenda was going to press, Governor Jerry Brown unveiled his budget proposal to deal with the State’s continuing fiscal crisis for the 2012-13 budget year. District staff will share all available specifics of the Governor’s proposal with the Board at this evening’s meeting and, to the extent possible, discuss the impact of the budget proposal on K-12 education in Oak Park.

ALTERNATIVES: None. Information only.

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
Iceland	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

Oak Park Unified School District Survey Questions

Oak Park Unified School District desires to be an asset to the Oak Park community as a whole by enhancing student and resident lives in addition to interacting with the local business community. To enable OPUSD to strengthen and grow its standing in the community, we are requesting your feedback via this brief survey.

Do you live within the district boundaries or are you a district of choice parent?

- Yes, I live within the boundaries
- I am a district of choice parent
- I neither live within the district boundaries nor do I have a child in the district

In what schools are your children enrolled?

- None
- Brookside Elementary
- Oak Hills Elementary
- Red Oak Elementary
- Medea Creek Middle School
- Oak Park High School
- Oak Park Independent School
- Oak View High School
- Oak Park neighborhood School

Why did you choose OPUSD as the educational solution for your child? (Choose all that apply)

- School District Reputation
- Scholastic Standards
- Athletic Programs
- Arts programs
- Other (Please comment)

What other options did you consider before sending your child to OPUSD?

- No other options considered
- My local school district
- Other school district
- Private school
- Home school

Please measure the strengths of the following areas for OPUSD on a scale of 1 to 10 (1=lowest; 10=highest):

- School District Reputation
- Scholastic Standards
- Athletic programs
- Arts programs
- Environmental awareness programs
- Social awareness programs
- Other (Please comment)

Please list the school traditions, celebrations, and/or recognition of achievements that are most important to you as a parent? (I.e. Concerts, field trips, honor roll, grad night, sports, etc.)

Have you ever volunteered at one of the OPUSD campuses?

Are you currently volunteering at one of the OPUSD campuses?

If you volunteer, why do you give of your time? [Other selections for Multiple-choice?]

- School Needs Help
- Interaction w/child
- Personal fulfillment
- Increase the excellence of the school
- Other (Please comment)

Are you interested in participating in a 30 minute focus group regarding our school district? If yes, please provide your contact information.

TO: MEMBERS, BOARD OF EDUCATION

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

DATE: January 17, 2012

SUBJECT: Brookside Elementary School, Monthly Board Report

TEACHING AND LEARNING:

First graders are learning about landforms and maps. Second graders are working as "geologists" as they study rocks and sediment. Third graders are immersed in the Chumash Unit and reading Badger Claws of Ojai. Fourth graders visited the Malibu Lagoon to study coastal habitat. Fifth graders are creating Mayflower Journals and reading Sign of The Beaver.

SCHOOL SITE COUNCIL MEETING:

The November/December SSC meeting was held on 11/17/11. Agenda items included: final review of the Safety and Disaster Plan. Ideas being considered for maintaining a school garden are: one grade level to oversee the garden, a parent committee, or making it part of the after school enrichment program. Mrs. Burgher gave a brief bio on Deborah Sipos, Brookside's 2nd trimester music teacher. AYSO is looking into refurbishing the field.

THE ARTS AND REFLECTIONS PROGRAM:

Student's received awards and recognition at Brookside's annual Reflections Gallery Night on November 29th. The following students will be honored at The District Level Awards Night is in January 11, 2012 at the VCOE:

- Miles Friedman (Photography)
- Teyen Iremonger (Visual Arts)

Projects going to the state level will be announced in mid-January.

HAPPENINGS:

Jan 18	Pajama Day – Student Council S & P event
Jan 19	School Tour for prospective parents @ 9:00
Jan 24	Chorus Concert @ 6:30 in MPR
Jan 31	Shark Assemblies @ 8:45 & 9:45

Respectfully Submitted:



 Anthony W. Knight, Ed.D.
 Superintendent

TO: MEMBERS, BOARD OF EDUCATION

FROM: Jon A. Duim, Principal, Red Oak Elementary School

DATE: January 17, 2012

SUBJECT: Monthly Board Report

Holiday Boutique

Our Parent Teacher Association hosted a holiday boutique in our Multi-Purpose Room on Thursday, December 1. 20 vendors set up shop. Everyone was invited to share in the fun of shopping. 20% of the funds raised were donated back to Red Oak Elementary School.

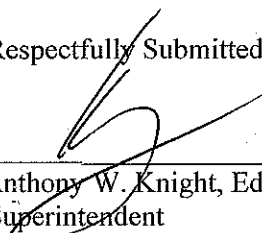
Spelling Bee

Our annual Spelling Bee involving 18 student finalists occurred on Friday, December 15 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 fifth grader Jessica Warshal. Jessica will compete in the Ventura County Spelling Bee in the spring.

College Sweatshirt Day

College Sweatshirt Day was on December 13. Staff members wore a sweatshirt and/or t-shirt from a college that they attended. The purpose was to demonstrate to our students that we as a staff value education that we want them to aspire to attend a college (and be life-long learners), and that teachers and staff members are professionals who attended college themselves. Teachers talked to their classes about their college experiences, the value of the education that they received and how education can help students to achieve their goals in life.

Respectfully Submitted:



Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: BRAD BENIOFF, PRINCIPAL, MEDEA CREEK MIDDLE SCHOOL
DATE: JANUARY 17, 2012
SUBJECT: MONTHLY SCHOOL REPORT

Spelling Bee was held on January 4th at 3:00 p.m. in the Library.

ASB Sponsored Dance was held on January 6th from 6:00-8:00 p.m. in the gym

Kaiser Permanente's "Someone Like Me" Evening Assembly held on January 12th at 7:00 p.m. for 8th graders and their parents. This is an outstanding, frank dramatization of our health and safety issues facing young teens. It stresses communication between adults and young people and parents as the central figure in a child's life for helping to make safe choices about sex, drugs and peers. Not to be missed!

National Geographic Geobee January 18th at 3:00 p.m. in the Library.

Band Students Attend Disney Curricular Workshop January 20th: Ms. Elana Levine, Band Director, accompanies her students to this outstanding workshop for eager band students intent on going above and beyond.

8th Grade Intramurals January 25th at 3:00 p.m.: Lindero and Medea play football at Medea!

8th grade Astrocamp Information Meeting January 26th: at 6:30 for students who are attending the trip on February 13-15.

Respectfully submitted,



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 17, 2012

SUBJECT: Monthly Board Report

Holiday Luncheon

The PFC graciously hosted a wonderful Holiday Luncheon for the OPHS staff on December 14th. The food was delicious and the decorations were festive and beautiful. All the staff were very appreciative and in good spirits. A heartfelt thanks to all the parent volunteers who worked so hard to make it possible.

PSAT Scoreback Session

On December 15th, 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. Mr. Buchanan conducted the PSAT portion of the presentation; Jean Hawkins discussed timelines, deadlines, and Naviance.

Robotics Team Win VEX Competition

OPHS Robotics team won the Los Angeles competition beating a field of 73 teams. They will now compete in the VEX World Championships this April against 319 teams from 20 countries. Congratulations to all the students and thanks to advisor Ken Paulson.

Black Box Production

The first of two full-scale musical productions is ready to hit the stage on February 2-4. Two versions of Neil Simon's *The Odd Couple* will be staged; a male and a female version. Normally the Black Box is a "bare bones" production with little or no sets or costumes and a very small cast. However, this year due to increased demand and to allow more students to participate, over 60 students are cast, and the plays will feature full costumes and sets. Furthermore, there will be no rehearsals during the week of finals on January 24-26. Tickets are on sale now.

We've Got Your Back

Peer Counselors and Safe School Ambassadors produced two videos and presented them school-wide on December 14th on substance abuse and depression. Coordinated in response to the recent teen tragedies and timed to coincide with the winter break, the videos were followed by student-facilitated discussions. All students were provided with Teen Assist cards, Peer Counselor contact cards, wrist bands, and information on the signs and treatment of depression and teen stress.

OPHS School Garden

Thanks to Matthew Baraghimian and Scout Troop 485 as well as 45 volunteers who spend three days over the winter break building the OPHS organic garden in the G-Building. They built six cedar raised planters and filled them with certified organic soil and finished the area with landscape cloth, irrigation system, bark ground cover and a pest fence. We have to do a little tree trimming and connect the potable water and we are ready to plant. Our functional skills students will be the first to use the new garden.

Financial Aid Workshop

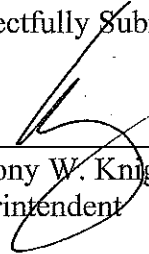
Jean Hawkins will host a College Financial Aid Workshop in G-9 on January 11 at 6:30 p.m. to coincide with the FAFSA application window. The College and Career center is at its busiest as College Application season is in full swing as students and families work with Mrs. Hawkins to prepare their post-secondary 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 24th.

Fall Summary for 2011				
		Overall	League	
Football	Varsity	3-7	2-2	3rd place went to CIF play-offs
	JV	3-6	2-1	
	Fresh	1-8	0-2	
Girls VB	Varsity	14-7	5-7	
	JV	9-10	6-6	
	Frosh	13-4	9-3	
Girls Tennis	Varsity	3-13	2-8	
Boys X Country	Varsity	1st place – League Champions		
	JV	1st place		
Girls X Country	Varsity	2nd place		
	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 17, 2012

SUBJECT: Monthly Board Report

Oak View

Oak View was featured in the December 15th edition of *The Acorn* for our annual Turkey Walk Drive for Local Needy Families. The picture captioned as "*Oak View students serve as Santa's Helpers*" is found on page 24. Oak View donated a check for \$1,300 to the Westlake Jr. Women's Club, the charity leaders.

All students who participated in the October Exit Exam passed the language arts test, with only two needing to retake the math section.

Mikala Hall, OVHS '99, returned to encourage students to complete their studies and earn their diplomas. It's quite common for alumni to visit with us and it is always so pleasant and positive for everyone.

Community service activities for December included our annual gift-giving trip to the Lokrantz Special Education School in the Valley on December 8th. Students presented gifts to the multi-handicapped students. Also, on December 2nd, six students traveled to San Fernando to serve meals to the homeless at the Hope of the Valley Mission. We had a tour of the facility and learned about the services available to the needy.

Independent School

On December 7th, all staff enjoyed a wonderful lunch together as we celebrated the holiday season.

Jeremy Rogers, counselor, is meeting with seniors and preparing the senior information packet as we move forward towards graduation.

We are meeting with new families interested in second semester enrollment. We could be growing a bit...

Respectfully submitted,



Anthony W. Knight, Ed.D.
Superintendent