

OAK PARK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA #850

DATE: November 15, 2011

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

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

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

BOARD OF EDUCATION

Barbara Laifman, President

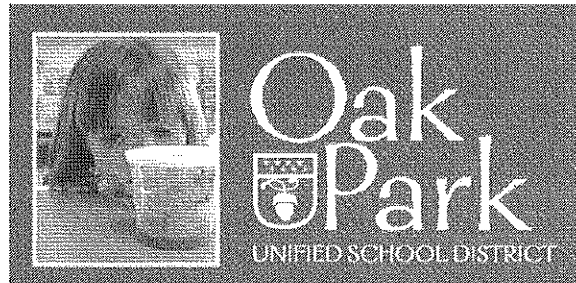
Jan Iceland, Vice President

Allen Rosen, Clerk

Mary Pallant, 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, December 6, 2011

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

Oak Park High School, Presentation Room, G9

AGENDA IS POSTED AT THE FOLLOWING LOCATIONS IN OAK PARK:

District Office, 5801 East Conifer St.

Brookside Elementary School, 165 N. Satinwood Ave.

Oak Hills Elementary School, 1010 N. Kanan Rd.

Red Oak Elementary School, 4857 Rockfield St.

Medea Creek Middle School, 1002 Double Tree Rd

Oak Park High School, 899 N. Kanan Rd.

Oak View High School, 5701 East Conifer St

Oak Park Library, 899 N. Kanan Rd.

Internet Home Page: www.oakparkusd.org

OAK PARK UNIFIED SCHOOL DISTRICT

AGENDA – REGULAR BOARD MEETING #850

November 15, 2011

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

CLOSED SESSION: 5:00 p.m.

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

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

I. CALL TO ORDER: _____ p.m.

II. PUBLIC SPEAKERS – CLOSED SESSION AGENDA ITEMS

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

A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

B. PUBLIC EMPLOYEE EMPLOYMENT: Guest Teachers, Instructional Assistants II, Campus Supervisor, Instructional Assistant II Sub, Clerical Sub, Campus Supervisor Sub

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.

A. ROLL CALL

B. FLAG SALUTE

C. REPORT OF CLOSED SESSION ACTIONS TAKEN

D. ADOPTION OF AGENDA

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

VI. OPEN COMMUNICATIONS/PRESENTATIONS

A. BOARD REPORTS/DISCUSSION/COMMUNICATIONS

1. Presentation of Partners in Education Award to Barbara Vaswani
2. Presentation from Friends of Oak Park Schools
3. Remarks from Board Members
4. Remarks from Superintendent
5. Remarks from Student Board Representative
6. Report from School Site Councils
7. Report from Facilities Planning Committee

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

11/4/2011

1. Common Core Standards in Mathematics and English Language Arts 1

C. BUSINESS SESSION:

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

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

- a. Approve Minutes of Regular Board Meeting October 18, 2011**
- b. Public Employee/Employment Changes 01CL21719-01CL21770 & 01CE05412-01CE05460 3**
- c. Approve Purchase Orders –October 1 – October 31, 2011 7**
Board Policy 3300 requires Board approval of Purchase Orders

ACTION

2. BUSINESS SERVICES

- a. Approve Emergency Resolution #11-21 – Oak Hills Elementary Water Damage 11**
Board Policy 3312 Requires Board approval for contract for services
- b. Approve Measure R. Expenditures Not Included in the Current Facilities Master Plan 13**
Board approval requested for Measure R Expenditures
- c. Approve Award of Bid #11-18R, Roof Repairs of Building E Administration at Oak Park High School 15**
Board Policy 3312 Requires Board approval for contract for services
- d. Approve Change Order #2, Project 11-01R, Science Lab Rehabilitation at Oak Park High School 17**
Board approval required for change orders
- e. Approve Notice of Completion, Projection 11-01R, Science Lab Rehabilitation at Oak Park High School 23**
Board approval required for job completion
- f. Approve Donations 25**
Board Policy 3290 requires Board approval for donations to the District

3. BOARD

- a. Approve California School Boards Association – Delegate Assembly Nomination 27**
California School Boards Association requests the Board to nominate candidates for the Delegate Assembly representing our Subregion 11B
- b. Approve Selection of Annual Organizational Board Meeting – December 6, 2011 33**
Board approval required for selection of Annual Organizational Meeting
- c. Approve International Student Exchange Program Participation 35**
Board approval is requested for the new International Student Exchange Program

4. BOARD POLICIES

- a. Approve Amendment to Board Policy 5144 – Discipline – Second Reading 39**
Revised policy expands goal statement to focus on correct student behavior while avoiding an adverse effect on student learning or health. Policy also broadens related staff development topics to including assisting staff to establish cooperative relationships with parents/guardians.
- b. Approve Amendment to Board Policy 6163.1 – Library Media Centers – 2nd Reading 43**
Updated policy reflects new state standards adopted by the State Board of Education, including program standards which describe staffing, resources, and infrastructure recommended for effective school library programs as well as academic standards for library instruction.

- c. **Approve Amendment to Board Policy 6163.2 – Animals at School – Second Reading 49**
Policy reorganized and revised to reflect new federal regulations which require the district to modify its policy, practices, and procedures to permit an individual with a disability to use a service animal at school, when the work or task performed by the service animal is directly related to the individual's disability.

- d. **Approve Amendment to Board Policy 5022 – Student and Family Privacy Rights – First Reading 53**
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.

- e. **Approve Amendment to Board Policy 3100 – Budget – First Reading 57**
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.

- f. **Approve Amendment to Board Policy 3280 – Sale or Lease of District-Owned Real Property– First Reading 63**
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.

- g. **Approve Amendment to Board Policy 3290 – Gifts, Grants, and Bequests – First Reading 69**
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.

- h. **Approve Amendment to Board Policy 5145.11 – Questioning and Apprehension – First Reading 75**
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.

- i. **Approve Amendment to Board Policy 6111 – School Calendar – First Reading 79**
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.

- j. **Approve Amendment to Board Policy 7310 – Naming of Facility – First Reading 83**
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.

- k. Approve Amendment to Board Bylaw 9150 – Student Board Members – 1st Reading⁸⁷**
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

VIII. OPEN DISCUSSION

IX. ADJOURNMENT:

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

SCHOOL REPORTS/SCHOOL SITE COUNCIL REPORTS

- | | |
|---|----|
| 1. Brookside Elementary School Report | 91 |
| 2. Oak Hills Elementary School Report | 92 |
| 3. Red Oak Elementary School Report | 94 |
| 4. Medea Creek Middle School Report | 95 |
| 5. Oak Park High School Report | 96 |
| 6. Oak View High School/Oak Park Independent School | 97 |
| 7. Oak Park Neighborhood School | |

**MINUTES OF REGULAR BOARD MEETING
BOARD OF EDUCATION**

10-18-11

#849

CALL TO ORDER/MEETING PLACE

The Board of Education President, Ms. Barbara Laifman, called the regular meeting to order at 5:05p.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 5:06 p.m.

CALL TO ORDER/MEETING PLACE

The Board of Education President, Barbara Laifman, reconvened the regular meeting to order at 6:24 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

Cliff Moore led the Pledge of Allegiance to the Flag

REPORT ON CLOSED SESSION

At the Closed Session held this evening the Board took action to accept the resignation agreement of a classified employee #11-01. The roll call vote was as follows: 5 ayes, 0 nays, and 0 abstain.

ADOPTION OF AGENDA

On motion of Mary Pallant, seconded by Jan Iceland, the Board of Education adopted the agenda as presented. Motion carried 5-0.

PUBLIC SPEAKERS

None

REPORT FROM BOARD MEMBERS

Board Member Sepideh Yeoh reported she attended the High School Safe School Ambassadors Training, and the Ranch Simi Recreation and Parks Department Meeting. She also read to students at the Red Oak Elementary School Library. Board Member Allen Rosen reported he attended the College Fair at Agoura High School and went on the Santa Cruz Island field trip with Brookside. Board Member Mary Pallant attended the Back to School Night at Oak Hills and Oak Park High School. Board Member Jan Iceland reported she attended the Curriculum Council meeting, Facilities Planning Committee meeting and the

Technology Committee meeting. She wanted to remind everyone of the Ventura County School Boards Association Dinner on October 27. Board Member Barbara Laifman reported she attended two EEAC meetings, Our Children Our Future meeting, the Wellness Council meeting and the Friends of Oak Park Schools Meeting. She also read to students at the Red Oak Elementary School Library. Ms. Laifman reported she will be a guest speaker at the November 18 Ventura County Leadership Meeting.

REPORT FROM STUDENT BOARD REPRESENTATIVE

Erica Rosenberg reported last week was Homecoming Week with many activities culminating with the Homecoming Football Game which Oak Park won and the Homecoming Dance on Saturday which sold 400 tickets. There will be a blood drive on October 25.

REPORT FROM SUPERINTENDENT

Dr. Knight reported Oak Park Unified School District received the Green California Schools Award at the Annual Conference this week.

Report from School Site Councils

The Board received School Site Council reports from Brookside Elementary School, Medea Creek Middle School, Oak Park High School, Oak View High School and Oak Park Independent School.

Report from Facilities Planning Committee

Dennis Kuykendal reported on the continuing work of the Committee.

DISCUSSION ITEMS

2011 STAR Report

Dr. Heilbron presented the 2011 Assessment Report

2011 Summer School Report

Cliff Moore, Barry Myerson and Doug Orens from Friends of Oak Park Schools presented a report on the success of 2011 Summer School.

Implementation of Recommendations of Oak Park Citizens' Oversight Committee

Martin Klauss presented the Board with steps the District will take to implement the recommendations of the Citizen's Oversight Committee.

C.1. CONSENT AGENDA

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

- a. Approve Minutes of Regular Board Meeting September 20, 2011
- b. Public Employee/Employment Changes 01CL21699-01CL21718 & 01CE05345-01CE05411
- c. Approve Purchase Orders –September 1 – September 30, 2011
- d. Approve Overnight Trip for Oak Park High School Girls' Soccer Team – December 9-11, 2011
- e. Approve Overnight Trip for Oak Park High School Fall Athletic Teams Who Reach Playoffs
- f. Approve Out of State Travel for Certificated Employees to attend Foreign Language Conference in Denver – November 16-19, 2011
- g. Approve Overnight Trip for Medea Creek Middle School 6th Grade to Pali Institute – November 29-December 2, 2011
- h. Approve Overnight Trip for Oak Park High School Life Skills Retreats – October 26-29, 2011, February 8-11, 2012, and May 2-5, 2012
- i. Approve Annual Teacher Assignment Report

ACTION

2. PUPIL SERVICES

a. Approve Contract for Non-Public Agency for Three Special Education Students #01-11/12 - \$197,675

On motion of Jan Iceland, seconded by Sepideh Yeoh, the Board of Education, approved the Contract for Non-Public Agency for Three Special Education Students #01-11/12 - \$197,675. Motion carried 5-0.

3. BOARD

a. Approve Newly Appointed Board Member Attendance at Masters in Governance and CSBA Conference

On motion of Allen Rosen, seconded by Jan Iceland, the Board of Education, approved the Attendance by the Newly Appointed Board Member at Masters in Governance and CSBA Conference. Motion carried Yes: Iceland, Pallant, Rosen, Yeoh, No: Laifman.

4. BUSINESS SERVICES

a. Approve Donations

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

5. BOARD POLICIES

a. Approve Amendment to Board Policy 3513.3 – Tobacco-Free Schools – 2nd Reading

On motion of Jan Iceland, seconded by Allen Rosen, the Board of Education approved the amendment to Board Policy 3513.3 – Tobacco-Free Schools. Motion carried 5-0.

b. Approve Amendment to Board Policy 4158, 4258, 4358 – Employee Security – Second Reading

On motion of Mary Pallant, seconded by Jan Iceland, the Board of Education approved the amendment to Board Policy 4158, 4258, 4358 – Employee Security. Motion carried 5-0.

c. Approve Amendment to Board Policy 5131.62 – Tobacco – Second Reading

On motion of Jan Iceland, seconded by Mary Pallant, the Board of Education approved the amendment of Board Policy 5131.62 – Tobacco. Motion carried 5-0.

d. Approve Amendment to Board Bylaw 9123 – Clerk – Second Reading

On motion of Allen Rosen, seconded by Sepideh Yeoh, the Board of Education approved the amendment of Board Bylaw 9123 – Clerk. Motion carried 5-0.

e. Approve Amendment to Board Bylaw 9140 – Board Representatives – Second Reading

On motion of Jan Iceland, seconded by Mary Pallant, the Board of Education approved the amendment to Board Bylaw 9140 – Board Representatives. Motion carried 5-0.

f. Approve Amendment to Board Bylaw 9323.2 – Actions By The Board – Second Reading

On motion of Allen Rosen, seconded by Jan Iceland, the Board of Education approved the amendment to Board Bylaw 9323.2 – Action By The Board. Motion carried. 5-0.

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

On motion of Jan Iceland, seconded by Sepideh, the Board of Education tabled this policy for staff to get more information. Motion carried 5-0.

h. Approve Amendment to Board Policy 5144 – Discipline – First Reading

On motion of Mary Pallant, seconded by Jan Iceland, the Board of Education approved the amendment to Board Policy 5144 – Discipline – First Reading. Motion carried 5-0.

i. Approve Amendment to Board Policy 6163.1 – Library Media Centers – First Reading

On motion of Allen Rosen, seconded by Sepideh Yeoh, the Board of Education approved the amendment to Board Policy 6163.1 – Library Media Centers – First Reading. Motion carried 5-0.

j. Approve Amendment to Board Policy 6163.2 – Animals at School – First Reading

On motion of Jan Iceland, seconded by Allen Rosen, the Board of Education approved the amendment to Board Policy 6163.2 – Animals at School – First Reading. Motion carried 5-0.

VII. INFORMATION ITEMS

VIII. OPEN DISCUSSION

Mr. Rosen requested a Bus update. Mr. Klauss reported that as of today, only 4 students had been signed up for the bus. It appears there will not be enough interest to run a bus service.

Ms. Laifman asked when the Board would see the new Measure R Master Plan. Mr. Klauss reported the Facilities Planning Committee hoped to have a draft to the Board before Thanksgiving with the intent for the Board to approve it at the Regular December Board Meeting.

Mr. Rosen requested the Board consider codifying rules for new Board Members for the next election cycle. The Board will discuss this at their next Retreat in February or March. In the meantime, Ms. Sheridan will try to find some material from CSBA and what we have on hand for the Board to look at.

There being no further business before this Board, the Regular meeting is declared adjourned at 9:50 p.m.

Date

President of the Board

Date

Clerk or Secretary of the Board

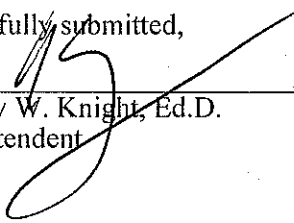
TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: NOVEMBER 15, 2011
**SUBJECT: B.1. COMMON CORE STANDARDS IN MATHEMATICS AND
ENGLISH LANGUAGE ARTS**

Information

ISSUE: To receive a report regarding the Common Core Standards in Mathematics and English Language Arts

BACKGROUND: The new Common Core Standards build upon the strengths of current state standards. They include rigorous content and application of knowledge through high-order skills. The Common Core Standards in Mathematics and English Language Arts are internationally benchmarked and based on evidence and research.

Respectfully submitted,



Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, Superintendent
DATE: NOVEMBER 15, 2011
SUBJECT: C.1.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
01CE05412	Jian Zhang	Guest Teacher	10-2011	General	DO
01CE05413	Erin Broder	Guest Teacher	10-2011	General	DO

AUTHORIZATION TO PAY STIPEND

Number	Name	Assignment	Effective	Fund	Amount	Site
01CE05414	Cindy Ligeti	Catalina	2011-2012	Catalina	1000.00	MCMS
01CE05415	Katie Cohen	Catalina	2011-2012	Catalina	750.00	MCMS
01CE05416	Jessica Vaughn	Catalina	2011-2012	Catalina	300.00	MCMS
01CE05417	Rob Large	Catalina	2011-2012	Catalina	300.00	MCMS
01CE05418	Maria Jimenez	Catalina	2011-2012	Catalina	300.00	MCMS
01CE05419	Malia Cadle	Summer Work	2011-2012	Donation	200.00	MCMS
01CE05420	Alison Stein	Summer Work	2011-2012	Donation	200.00	MCMS
01CE05421	Al Calce	Summer Work	2011-2012	Donation	200.00	MCMS
01CE05422	Frances Hermosillo	Summer Work	2011-2012	Donation	200.00	MCMS
01CE05423	Kyle Kegley	Summer Work	2011-2012	Donation	100.00	MCMS
01CE05424	Neva Fast	Summer Work	2011-2012	Donation	100.00	MCMS
01CE05425	Mark Jacobs	Summer Work	2011-2012	Donation	100.00	MCMS
01CE05426	Lynn Moderhak	Curriculum Council	2011-2012	Curriculum	270.00	BES
01CE05427	Marjorie Cohen	Curriculum Council	2011-2012	Curriculum	270.00	ROES
01CE05428	Keri Lieberman	Curriculum Council	2011-2012	Curriculum	270.00	OHES
01CE05429	Tim Roesner	Curriculum Council	2011-2012	Curriculum	270.00	MCMS
01CE05430	Maryannick Bovard	Curriculum Council	2011-2012	Curriculum	270.00	OPHS
01CE05431	Susan Allen	Curriculum Council	2011-2012	Curriculum	270.00	OVHS
01CE05432	Kate Thompson	Curriculum Council	2011-2012	Curriculum	270.00	OPIS
01CE05433	Kathy Strong	STAR Testing Coor	2011-2012	Lottery	270.00	ROES
01CE05434	Dianne Large	STAR Testing Coor	2011-2012	Lottery	270.00	MCMS
01CE05435	Brandie Pryor	STAR Testing Coor	2011-2012	Lottery	135.00	BES
01CE05436	Tara Hees	STAR Testing Coor	2011-2012	Lottery	135.00	BES
01CE05437	Jerry Block	STAR Testing Coor	2011-2012	Lottery	0.0	OPHS
01CE05438	Derek Ihori	STAR Testing Coor	2011-2012	Lottery	0.0	Sp Ed
01CE05439	Rob Hall	Department Chair	2011-2012	Site	1008.00	OPHS
01CE05440	Jim Barnett	Department Chair	2011-2012	Site	1008.00	OPHS
01CE05441	Kathy Bowman	Department Chair	2011-2012	Site	1345.00	OPHS
01CE05442	Patti Pawloski	Department Chair	2011-2012	Site	1345.00	OPHS
01CE05443	Linda Niebergall	Department Chair	2011-2012	Site	1345.00	OPHS
01CE05444	Ann Pettit	Department Chair	2011-2012	Site	1345.00	OPHS
01CE05445	Mike Bolyog	Department Chair	2011-2012	Site	1345.00	OPHS
01CE05446	Dave Nelson	Department Chair	2011-2012	Site	1345.00	OPHS
01CE05447	Chris Meyer	PSAT Proctor	10-15-2011	Site	150.00	OPHS
01CE05448	Mike Winkler	PSAT Proctor	10-15-2011	Site	150.00	OPHS
01CE05449	Victor Anderson	PSAT Proctor	10-15-2011	Site	150.00	OPHS
01CE05450	Roland Herberg	PSAT Proctor	10-15-2011	Site	150.00	OPHS
01CE05451	Patty Pedretti	PSAT Proctor	10-15-2011	Site	150.00	OPHS
01CE05452	Russ Peters	PSAT Proctor	10-15-2011	Site	150.00	OPHS

01CE05453	Dick Billingsley	Nutrition Supervisor	1/30-6/15/12	Site	450.00	OPHS ⁴
01CE05454	Aaron Shaw	Nutrition Supervisor	8/31/- 1/23/2012	Site	450.00	OPHS
01CE05455	Dick Billingsley	Athletic Director	2011-2012	Site	3704.00	OPHS
01CE05456	Ann Pettit	Athletic Director	2011-2012	Site	3704.00	OPHS
01CE05457	Danielle Warnes	PE Coach	Sept-Oct	Donation	1080.00	OHES
01CE05458	Mark Jacobs	Ass't V Football Coach	8/26-11/10- 2011	Site	2043.00	OPHS
01CE05459	Kristin Atkins	Dance Team Coach	8/2011-5/2012	Site	2300.00	OPHS
01CE05460	Allan Hunt	NHS Advisor	2011-2012	Site	464.00	OPHS

IN-SERVICE CHANGE

Number	Name	Change	Effective	Fund	Site

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: NOVEMBER 15, 2011

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
CL21719	Jennifer Tamaddon	Campus Supervisor	\$14.56	General	9/19/11	OPHS
CL21720	Dipika Bhatia	Instructional Assistant II	\$14.46	Spec. Ed.	10/17/11	OPNS
CL21721	Joy Williams	Instructional Assistant II	\$14.46	Spec. Ed.	10/21/11	OPHS
CL21722	Gayane Martirosyan	Instructional Assistant II	\$14.46	Spec. Ed.	10/21/11	ROES
CL21723	Danielle Warnes	Clerical Sub	\$11.90	General	10/12/11	DO
CL21724	Heidy Taylor	Instructional Assistant II	\$14.46	Spec. Ed.	10/31/11	ROES
CL21725	Ian Johnson	Campus Supervisor Sub	\$14.56	General	10/21/11	DO
CL21726	Deborah Harrington	Instructional Assistant II Sub	\$14.46	Spec. Ed.	10/17/11	DO

AUTHORIZATION TO PAY STIPEND

Number	Name	Assignment	Effective	Fund	Amount	Site
CL21727	Casey Webb	Asst. Football Coach	8/26/11-11/10/11	ATH	\$1500.00	OPHS
CL21728	Mike Puopolo	Asst. Football Coach	8/26/11-11/10/11	ATH	\$1500.00	OPHS
CL21729	Jim Romano	Asst. Football Coach	8/26/11-11-10/11	ATH	\$1500.00	OPHS
CL21730	Dave Breuninger	Asst. Football Coach	8/26/11-11/10/11	ATH	\$1500.00	OPHS
CL21731	Julianna Bloom	Girls F/S Volleyball Coach	8/23/11-11/1/11	ATH	\$1400.00	OPHS
CL21732	Julianna Bloom	Girls Asst. Volleyball Coach	8/23/11-11/1/11	ASB	\$600.00	OPHS
CL21733	Patrick Quinn	Girls Var. Volleyball Coach	8/23/11-11/1/11	ATH	\$2808.00	OPHS
CL21734	Patrick Quinn	Girls JV Volleyball Coach	8/223/11-11/1/11	ATH	\$1782.00	OPHS
CL21735	Michael Williams	Choir Accompanist	9/6/11-1/23/12	ASB	\$3000.00	OPHS
CL21736	Michael Williams	Choir Accompanist	1/30/12-6/11/12	ASB	\$3000.00	OPHS
CL21737	Carl Joyce	Girls Tennis Head Coach	8/23/11-1/1/11	ATH	\$1084.00	OPHS
CL21738	Carl Joyce	Girls Tennis Head Coach	8/23/11-11/1/11	ASB	\$500.00	OPHS
CL21739	Dervon Herron	Asst. Football Coach	8/26/11-11/10/11	ASB	\$500.00	OPHS
CL21740	James Doss	Asst. Football Coach	8/26/11-11/10/11	ASB	\$500.00	OPHS
CL21741	Shannon Curtis	Asst. Football Coach	8/26/11-11/10/11	ASB	\$500.00	OPHS
CL21742	Paige Ramer	Cheer Summer Conditioning	7/11/11-8/19/11	ASB	\$500.00	OPHS
CL21743	Linda O'Gara	CAHSEE Testing Coord.	9/1/11-5/31/12	Lott.	\$500.00	DO
CL21744	Linda O'Gara	STAR Testing Coord.	9/1/11-5/31/12	Lott.	\$1800.00	DO
CL21745	Linda Roberts	OPIS Star Testing Coord.	9/1/11-5/31/12	Lott.	\$270.00	OPIS
CL21746	Tracy Belichesk	OHES Star Testing Coord.	9/1/11-5/31/12	Lott.	\$270.00	OHES
CL21747	Linda Roberts	OVHS Star Testing Coord.	9/1/11-5-31/12	Lott.	\$270.00	OVHS
CL21748	Geri Sterling	PSAT Proctor	10/15/11	DON	\$150.00	OPHS
CL21749	Claudette Gentle	PSAT Proctor	10/15/11	DON	\$150.00	OPHS
CL21750	Sandy Charnow	PSAT Proctor	10/15/11	DON	\$150.00	OPHS
CL21751	Pat Ramirez	PSAT Coordinator	10/15/11	DON	\$450.00	OPHS
CL21752	Jason Cadle	Asst. Football Coach	8/26/11-11/10/11	ASB	\$1000.00	OPHS
CL21753	Michelle Zeolla	Asst. X-Cty Coach	8/26/11-11/10/11	ATH	\$1400.00	OPHS
CL21754	Michelle Zeolla	Asst. Coach PT	8/26/11-11/10/11	ASB	\$256.00	OPHS
CL21755	Greg Parrone	Asst. X-Cty Coach	8/26/11-11/10/11	ATH	\$1400.00	OPHS
CL21756	Greg Parrone	Asst. Coach Weight Training	8/26/11-11/10/11	ASB	\$256.00	OPHS
CL21757	Cindy Bisciglia	Catalina Support	9/1/11-6/17/12	DON	\$250.00	MCMS
CL21758	Loretta Brown	Catalina Support	9/1/11-6/17/12	DON	\$250.00	MCMS
CL21759	Debbie Church	Catalina Support	9/1/11-6/17/12	DON	\$250.00	MCMS
CL21760	Terry Shorten	Varsity FB Coach	8/26/11-11/10/11	ATH	\$3069.00	OPHS
CL21761	Tim Schnaible	Girls Tennis Head Coach	8/23/11-11/1/11	ATH	\$1084.50	OPHS
CL21762	Tim Schnaible	Girls Tennis Co-Head Coach	8/23/11-11/1/11	ASB	\$200.00	OPHS

CLASSIFIED PERSONNEL ACTIONS

November 15, 2011

CL21763	Tim Schnaible	Tennis Court Maintenance	8/23/11-11/1/11	ASB	\$300.00	OPHS
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5N-SERVICE CHANGE

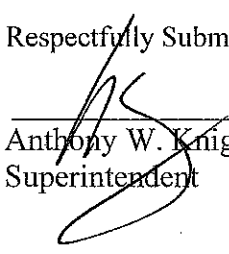
Number	Name	Change	Effective Date	Site
CL21764	Monica Justus	Temporary increase in hrs. 17.5 to 23.75	9/19/11-12/17/11	MCMS
CL21765	Ashley Turock	Temporary decrease in hrs. 15 to 12	9/19/11-12/17/11	MCMS
CL21766	Diana Recchio	Move from FSW sub to reg. CNI	10/20/11	OPHS

SEPARATION

Number	Name	Position	Separation Type	Effective Date	Site
CL21767	Jessica Goede	Instructional Asst. II	Resignation	9/22/11	OPHS
CL21768	Zenaida Vincent	Instructional Asst. I	Resignation	10/21/11	BES
CL21769	Jeri Albers	Office Manager I	Resignation	12/31/11	OHES
CL21770	Lori Ford	Instructional Assistant II	Resignation	10/12/11	OPHS

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: NOVEMBER 15, 2011
SUBJECT: C.1.c. APPROVE PURCHASE ORDERS – OCTOBER 1 – 31, 2011

CONSENT

ISSUE: Shall the Board approve the attached purchase orders issued October 1, 2011 through October 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.

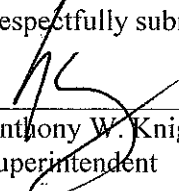
ALTERNATIVES:

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 10/01/2011 - 10/31/2011

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B12-00208	Arrowhead	Drinking water for portable classroom	Red Oak Elementary School	010	300.00
P12-00222	Green Technology	Green Schools Summit	District-wide	010	476.00
P12-00229	Educational Data Systems	CELDT overage charge 2010-2011	Curriculum	010	50.00
P12-00230	Science Kit & Boreal Lab.	DISC: Dissection materials for Science	Medea Creek Middle School	010	1,179.70
P12-00231	Coach Usa-Los Angeles	R/T (6) buses MCMS to Catalina Cruises, L.B.	Medea Creek Middle School	010	7,431.66
P12-00232	Noritsu American Corp	PFA: (4) Service Calls Spin Bikes	Medea Creek Middle School	010	1,664.00
P12-00233	Follett Educational Services	MCMS Textbook Social Science school year 2011-2012	Curriculum	010	1,465.44
P12-00234	Organized Sports Inc.	DON: PE shirts	Medea Creek Middle School	010	185.33
P12-00235	Fisher Science Education	Science/Donation/mat & supp	Oak Park High School	010	2,043.09
P12-00236	VCOE	Aca Deca & Mock Trial Comp/PFC Donation	Oak Park High School	010	820.00
P12-00237	Acorn Press	2012-13 Permit Ad	Business Administration	010	4,746.00
P12-00238	City Of Ventura Parks & Rec.	Fourth grade Oliva Adobe field trip	Oak Hills Elementary School	010	1,080.00
P12-00239	Southwinds Transportation	Buses for fourth grade Olivias Adobe	Oak Hills Elementary School	010	1,321.80
P12-00240	City Of Ventura Parks & Rec.	Fourth grade field trip to Rock n Roll geology	Oak Hills Elementary School	010	292.50
P12-00241	Conejo School Foundation	k field trip to "Billy Jonas"	Oak Hills Elementary School	010	720.00
P12-00242	Tree People	Donation - K field trip	Brookside School	010	340.00
P12-00243	VCOE	Intervention Workshop/L. Heilbron	Human Resources	010	20.00
P12-00244	The Prophet Corp. DbA Gopher	PE Equipment	Red Oak Elementary School	010	176.90
P12-00245	Community Educational Ent Ramona Brandes	Parent funded field trip	Red Oak Elementary School	010	945.00
P12-00246	Compuwave Inc.	COW printer cartridge	Red Oak Elementary School	010	89.02
P12-00247	Southwinds Transportation	Parent funded field trip	Red Oak Elementary School	010	781.20
P12-00248	VENTURA COUNTY STAR	Proj 11-18R - Legal Ad for Bid	Business Administration	213	978.12
P12-00249	Golden State Elevator	Proj 10-01R Fire Alarm/Elevator OPHS	Business Administration	213	1,050.00
P12-00250	Conejo Awards	Awards	Board of Education	010	17.00
P12-00251	City Of Ventura Parks & Rec.	Parent funded field trip	Red Oak Elementary School	010	205.00
P12-00252	Schoolwires, Inc	District Web Site Hosting & Support	Technology Coordinator	010	10,430.06
P12-00253	Psat/Nmsqt	PSAT/Don/mat & supp	Oak Park High School	010	3,887.00
P12-00254	Harland Technology	Scantron/Gen Ed/rent, lease, repair	Oak Park High School	010	481.00

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 10/01/2011 - 10/31/2011					
PO Number	Vendor Name	Description	Location	Fund	Account Amount
P12-00255	Aztec Technology	Storage Container/OHES	Business	010	890.18
P12-00256	Allstate Sign & Plaque Corp	Water Damage/Ins Signs Boys & Girls	Administration Business	010	135.78
P12-00257	Security Plus Door-Co., Inc.	Proj 11-15R Door Frame	Business	213	809.65
P12-00258	Taft Electric Company	Replacement OPHS Electrical Fuse	Administration Business	213	12,190.00
P12-00259	Environmental Testing	Replacement OPHS Qlr Quality Testing C-8	Administration Business	010	835.00
P12-00260	Knox Company	PROJ 10-01R Fire Alarm Knox	Business	213	1,578.57
P12-00261	Highsmith Inc	Boxes PFA Appr Wish List - Library	Administration Medea Creek Middle	010	4,989.75
P12-00262	Worthington Direct	Tables PFA: Student desks & chairs	School Medea Creek Middle	010	3,766.74
P12-00263	The Prophet Corp. Dba	PFA approved Wish List Items	Medea Creek Middle	010	883.52
P12-00264	Gopher Science Kit & Boreal Lab.	- PE PFA approved wish list item-	School Medea Creek Middle	010	1,072.50
P12-00265	Teacher's Discovery	microscopes PFA App: Spanish DVD Vocab	School Medea Creek Middle	010	894.38
P12-00266	Compuwave Inc.	& Grammar POS System/Student Nutrition	School Business	212	978.12
P12-00267	Southwinds Transportation	Services Transportation for Field Trip	Administration Oak View High School	010	390.00
P12-00268	Educational Innovations	Donation/PFC/mat & supp	Oak Park High School	010	105.65
P12-00269	Construction Testing &	Proj 11-01R DSA Inspection	Business	213	14,960.00
P12-00270	Enginee	Science Lab Bldg E	Administration		
P12-00271	Construction Testing &	Proj 10-10RC DSA Inspection	Business	213	8,873.00
P12-00272	Enginee	Fire Alarm Upgrade	Administration		
P12-00273	Construction Testing &	Proj 11-09R DSA Soil Tests	Business	213	2,160.00
P12-00274	Enginee	OHES Playground	Administration		
P12-00275	Construction Testing &	Proj 10-01RA DSA Inspection	Business	213	11,753.00
P12-00276	Enginee	Fire Alarm Upgrade	Administration		
P12-00277	Construction Testing &	Proj 10-01RB DSA Inspection	Business	213	8,472.00
P12-00278	Enginee	Fire Alarm Upgrades	Administration		
P12-00279	Division of State Architect	DSA Fees - Pavilion Seating	Business	213	1,205.00
P12-00280	Inno Thread Graphics		Administration		
P12-00281	Calif Science Center & Imax	Oak View T Shirts	Oak View High School	010	209.96
P12-00282	Technical Business Solutions	Ca Science Center Field Trip	Oak View High School	010	160.25
P12-00283	Crystal Productions	Proj 10-00R Security Cameras	Business	213	13,710.38
P12-00284	ONSITE WELLNESS SVS.	OPHS	Administration		
P12-00285	Buddy's All Stars	PFA App Wish List Item: Art	Medea Creek Middle	010	140.47
P12-00286	Hillyard/Los Angeles	DVD's	School		
P12-00287	Herff Jones	DTap Vaccinations	Business	010	3,190.00
P12-00288	Fence Factory		Administration		
P12-00289		Football Helmet OPHS	Business	010	7,600.00
P12-00290		2011-12 Season	Administration		
P12-00291		Custodial/mat & supp	Oak Park Hlgh School	010	131.05
P12-00292		Donation	Brookside School	010	357.50
P12-00293		Proj 10-08R Chainlink slats	Business	213	1,890.00
P12-00294		around portables OPHS	Administration		

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 10/01/2011 - 10/31/2011

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P12-00284	Fence Factory	Proj 10-05R OPHS Gym HVAC/Chainlink Slats	Business Administration	213	1,892.00
P12-00285	WENGER CORPORATION	PFA Approved Wish List Items for Band	Medea Creek Middle School	010	2,633.76
P12-00286	Galapagos Studios	DON: Band and Chorus Tshirts	Medea Creek Middle School	010	2,888.18
P12-00287	The Prophet Corp. dba Gopher	Equipment for student supervision	Red Oak Elementary School	010	69.45
P12-00288	Community Educational Ent Ramona Brandes	Parent funded field trip	Red Oak Elementary School	010	1,224.00
P12-00289	Riley's American Heritage Farm	Donation - Field trip	Brookside School	010	1,680.00
P12-00290	dba Colonial Chesterfield RCDSMM	Donation - 4th grade field trip	Brookside School	010	700.00
P12-00291	Leader Carpet	Replace Carpet OHES Flood Damage	Business Administration	010	7,285.00
P12-00292	Southwinds Transportation	donation - 2nd grade bus cost	Brookside School	010	1,321.80
P12-00293	Southwinds Transportation	donations - 1st grade bus cost	Brookside School	010	1,348.05
T12-00016	School Tech Supply	Hovercam Document Cameras for 2011-12 21stCC	Technology Coordinator	212	4,932.43
T12-00017	Certiport	Computers/Site Lic/Donation/500+	Oak Park High School	010	5,325.00
T12-00018	Apple Computer, Inc. Ms:198-3ED	Promise RAID Drives	Technology Coordinator	212	1,540.11
TB12-00002	All Connected Inc	CISCO Engineering Support	Technology Coordinator	212	4,000.00
Total				71	184,348.05

Fund Summary

Fund	Description	PO Count	Amount
010	General Fund	53	91,375.67
212	Measure C6 Technology Bond Fund	4	11,450.66
213	Measure R FACILITIES Bond Fund	14	81,521.72
Total		71	184,348.05

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: NOVEMBER 15, 2011
SUBJECT: C.2.a. APPROVAL OF RESOLUTION #11-21 AUTHORIZING EMERGENCY REPAIRS AT OAK HILLS ELEMENTARY SCHOOL

CONSENT

ISSUE: Shall the Board approve Resolution #11-21 authorizing emergency repairs to classrooms and offices due to water damage at Oak Hills Elementary School?

BACKGROUND: At Oak Hills Elementary School, a cleaning solution dispenser located in a custodial room and connected to an active water line failed, flooding classrooms and offices over the weekend of October 22-23, 2011. The affected areas include rooms 10, 11, and 12, the computer lab, and a series of adjacent offices. Upon discovery of the damage on October 24, 2011, the District immediately engaged property damage and mold remediation experts Pacific Property Restoration, Inc. to correct the problem. As of November 4, 2011, all remediation was completed and the affected areas tested and declared free of mold and toxins by a certified industrial hygienist. Restoration of the classrooms, offices and computer lab is scheduled to begin on November 7 and is expected to take 10 days to complete. The cost of the repairs are estimated at \$50,000, exceeding the statutory \$15,000 bid limit specified by Public Contracts Code (PCC). PCC 20113 provides that upon unanimous consent of the Board, and subject to the approval of the County Superintendent of Schools, emergency contracts may be awarded without bids when any improvement or repair is necessary to permit the continuance of existing school classes. The Board is asked to approve Resolution #11-21, declaring that the presence of water damage and mold at Oak Hills Elementary School represents an emergency condition, and authorizing the award of a contract for appropriate repairs, remediation, and sanitation, to Pacific Property Restoration, Inc. in an amount not to exceed \$55,000, subject to approval by the County Superintendent of Schools. It is anticipated that all costs will be covered by the District's property insurance.

ALTERNATIVES: 1. Approve Emergency Resolution #11-21
 2. Do not approve Emergency Resolution #11-21

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	_____	_____	_____	_____

OAK PARK UNIFIED SCHOOL DISTRICT

RESOLUTION #11-21

**EMERGENCY RESOLUTION AUTHORIZING EMERGENCY REPAIRS
AT OAK HILLS ELEMENTARY SCHOOL
TO PERMIT CONTINUATION OF EXISTING CLASSES**

WHEREAS, at Oak Hills Elementary School, a cleaning solution dispenser, located in a custodial room and connected to an active water line, failed and flooded classrooms 10, 11, and 12, the computer lab, and a series of adjacent offices during the weekend of October 22-23, 2011, and

WHEREAS, said flooding created mold and caused extensive damage to floors, walls, and cabinetry walls to the classrooms, offices and computer lab that posed a clear and imminent danger requiring immediate action to prevent or mitigate the impairment of life, health, property, or essential public services, and

WHEREAS, the District must contract with certified industrial hygienists, mold remediation and property restoration experts, and similar trades to return the affected areas to a safe and healthy environment for students and staff; and

WHEREAS, the cost of the of repairs to correct this emergency exceeded the statutory \$15,000 requirement for bidding of contracts specified by the Public Contracts Code (PCC); and

WHEREAS, time was of the essence and bidding for repairs specified by the Public Contracts Code (PCC) would have created significant delays in resolving the emergency conditions and prevented the continuance of existing school classes; and

WHEREAS, PCC Section 20113 provides upon unanimous consent of the governing board, and subject to the approval of the Ventura County Superintendent of Schools, for the award of emergency contracts without securing bids when any repair, alteration, work, or improvement is necessary to prevent or correct any condition that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services permit the continuance of existing school classes.

NOW, THEREFORE, The Board of Education of the Oak Park Unified School District by unanimous vote declares than an emergency exists, and approves and authorizes, subject to approval by the Ventura County Superintendent of Schools, the award of contract for appropriate repairs, remediation, and sanitation, at Oak Hills Elementary School to Pacific Property Restoration, Inc. in an amount not to exceed \$55,000.

ADOPTED this 15th day of November 2011 by the Board of Education of the Oak Pak Unified School District, in Ventura County, California.

AYES:

NOES

ABSENT:

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

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: NOVEMBER 15, 2011

SUBJECT: C.2.b. APPROVE MEASURE R EXPENDITURES NOT INCLUDED IN THE CURRENT FACILITIES MASTER PLAN

ACTION

ISSUE: Shall the Board approve Measure R expenditures not included in the current Facilities Master Plan?

BACKGROUND: At the Board's meeting of October 20, 2011, District staff and the Oak Park Citizens' Oversight Committee recommended that all proposed Measure R expenditures not included in the approved Facilities Master Plan be first considered by the Facility Planning Committee, who would then make a recommendation to the Board to amend the Master Plan by specific action.

During the 2011 there were several such expenditures, previously authorized by the Board in its approval of monthly purchase orders. As this agenda was going to press, staff was compiling the list of those expenditures, which when completed will be provided to the Board in advance of this evening's meeting under separate cover.

RECOMMENDATION:

1. Authorize the use of Measure R funds as recommended and amend the Facilities Master Plan accordingly.
2. Do not authorize the recommended use of Measure R funds and direct staff to transfer the expense to the General Fund.

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: NOVEMBER 15, 2011
SUBJECT: C.2.c. APPROVE AWARD OF BID #11-18R, ROOF REPAIR OF BUILDING E ADMINISTRATION AT OAK PARK HIGH SCHOOL

ACTION

ISSUE: Shall the Board award Bid #11-18R, Roof Repair of Building E Administration at Oak Park High School?

BACKGROUND: Repair and replacement of the Building E Administration roof is an integral part of the Oak Park High School modernization program and the Measure R Master Plan. In order to address this need in advance of the wet winter months, advertisements calling for bids for were published in October for this work, budgeted at \$137,000. Ten contractors attended the pre-bid job walk held on October 26, 2011, and four bids were submitted and opened on November 3, 2011. The following is a recap of the bids received:

Company	Bid Amount
Best Contracting Services	\$ 98,975.00
Vance Tossog	\$ 108,965.00
Channel Islands Roofing	\$ 127,653.00
WSP Roofing	\$ 134,976.00

After review and analysis of the bids by District staff and construction management firm Balfour Beatty it is recommended that the Board award the contract for this project to Best Contracting Services as lowest responsive and responsible bidder.

ALTERNATIVES:

1. Award Bid #11-18R, Roof Repair of Building E Administration at Oak Park High School to Best Contracting Services, Inc. as lowest responsive and responsible bidder.
2. Reject all bids received and direct staff to re-bid the project.

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: NOVEMBER 15, 2011

SUBJECT: C.2.d. APPROVE CHANGE ORDER #4, PROJECT 11-01R, SCIENCE LAB REHABILITATION AT OAK PARK HIGH SCHOOL

ACTION

ISSUE: Shall the Board approve Change Order #4 to the contract with Viola Construction, Inc. for Project 11-01R, Science Lab Rehabilitation at Oak Park High School?

BACKGROUND: At its meeting on April 12, 2011, the Board awarded a contract for Project 11-01R, Science Lab Rehabilitation at Oak Park High School, to Viola Construction, Inc. During the course of the project, District staff and construction manager Barnhart, Inc. have recommended changes to the project's scope for conditions unforeseen at the time the contract was awarded. Change Order #4 includes the following changes in scope and cost to the original contract:

Description	Cost
Delete scope of work: eliminate drinking fountains, modifications to counters and sidewalks	\$ (2,234)
Furnish and install additional waterproofing and sheet metal flashing at (2) window sills	\$ 957
Furnish/install duct work, curb and power to fume hood exhaust fan	\$ 15,357
Modify fire sprinkler seismic bracing attachments due to conflict with existing conditions	\$ 1,406
Furnish/install drywall and fire taping for (10) exiting fire damper penetrations found in fire rated walls	\$ 1,418
Furnish/install furred wall framing and finish to allow for recessed installation of new electrical panel	\$ 898
Furnish/install additional seismic bracing and supports for all pendent light fixtures per DSA Field Engineer	\$ 22,999
Approved overtime for installation of aluminum storefront system	\$ 2,576
Furnish/ install sheaves at existing HVAC equipment to meet required air distribution in science classrooms	\$ 2,103
Furnish and install fire stopping at existing penetrations in fire rated walls which did not have fire stopping.	\$ 976
Furnish and install 45 minute rated doors	\$ 1,779
Modify wire mold installation at Room E6.	\$ 230
Total Cost of Change Order #2	\$ 48,463

The total amount of Change Order #4 is \$48,463, which will increase the contract from \$1,088,286 (including Change Orders #1 through 3) to \$1,136,749. It is recommended by Balfour Beatty and District staff that the Board approve Change Order #4.

BOARD MEETING, NOVEMBER 15, 2011

Approval of Change Order No. 4, Project 11-01R

Science Lab Rehabilitation at Oak Park High School

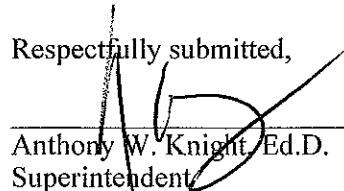
Page 2

- ALTERNATIVES:**
1. Approve Change Order #4 to the contract with Viola Construction, Inc. for Project 11-01R, Science Lab Rehabilitation at Oak Park High School.
 2. Do not approve Change Order #4.

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	_____	_____	_____	_____

**Oak Park Unified School District
5801 E. Conifer Street
Oak Park, Ca 91377**

19

CHANGE ORDER 11-01R -4

11-3-11

PROJECT NO: 11-01R

CHANGE ORDER NO: 4

PROJECT NAME: Modernize Science Classrooms Building E, Oak Park High School

CONTRACTOR: Viola Inc.

SCOPE OF WORK: SEE ATTACHED

COST:

Original Contract Amount	\$ 989,000.00
Previous Approved Change Orders	\$ 99,286.00
This Change Order	\$ 48,463.00
Adjusted Contract Amount	\$ 1,136,749.00

TIME:

Original Contract Completion Date	August 25, 2011
Previous Approved Completion Extension Days	0
Completion Days Extension this Change Order	68
Adjusted Contract Completion Date	November 1, 2011

THIS IS A FINAL PROJECT CHANGE ORDER. IT IS AGREED BY THE CONTRACTOR THAT THE ADJUSTED CONTRACT AMOUNT AND/OR TIME, IF ANY, INCLUDES FULL AND COMPLETE EQUITABLE ADJUSTMENT AND COMPENSATION FOR ALL CONTRACT WORK AND EXTRA WORK PERFORMED ON THE PROJECT INCLUDING BUT NOT LIMITED TO CHANGES, DIFFERING SITE CONDITIONS, SUSPENSIONS, DELAYS, RESCHEDULING, ACCELERATION, IMPACT AND EXTENDED OVERHEAD. CONTRACTOR HEREBY WAIVES ANY AND ALL RIGHT TO ADDITIONAL COMPENSATION OR TIME ARISING OUT OF THIS CHANGE OR RELATING TO THE PROJECT AND HEREBY ACKNOWLEDGES AND AGREES THAT THE AMOUNT SHOWN ABOVE CONSTITUTES PAYMENT IN FULL ACCORDING TO THE CONTRACT DOCUMENTS.

EXCEPT TO THE EXTENT THE CONTRACT HAS BEEN MODIFIED BY PREVIOUSLY ISSUED DISTRICT CHANGE ORDERS, AND FURTHER MODIFIED BY THIS CHANGE ORDER, THE CONTRACT REMAINS IN FULL FORCE AND EFFECT.

OAK PARK UNIFIED SCHOOL DISTRICT

By _____

Date _____

CONTRACTOR: Viola Constructors

By _____

Date _____

District Architect; KPI Architects

By _____

Date _____

District PM/CM; Barnhart – Balfour Beatty

By _____

Date _____

Change Order # 4 to Contract
OPUSD Bid 11-01R

Oak Park Unified School District Measure "R"

CHANGE ORDER # 11-01R - 4

Bid No 11-01R

11/3/2011

Modernize Science Classrooms Building E, Oak Park High School
Viola Inc.

Item No.	GC No.	Description	Reason	Cost
4.1	PCO # 2	Delete countertop burettes per District site staff.	Burettes not required	\$ (628)
4.2	PCO # 13R1	Delete scope of work to modify exterior sidewalk landing at door entry for ADA compliance.	Existing door entry landing was found to comply with ADA accessibility requirements.	\$ (469)
4.3	PCO # 25	Furnish and install additional waterproofing and sheet metal flashing at (2) window sills (1K and 1L).	Existing weatherproofing at proposed window replacement locations was found to be inadequate.	\$ 957
4.4	PCO # 26R	RFI # 33 Furnish and install duct work, curb and power to fume hood exhaust fan.	Plans called for replacement of an existing fume hood exhaust fan. Location of replacement did not have existing roof curb, duct work or electrical power.	\$ 15,357
4.5	PCO # 31	RFI # 50 Modify fire sprinkler seismic bracing attachments due to conflict with existing conditions.	Anticipated routing of the fire sprinkler system modifications was found to be in conflict with existing structural, architectural and utility systems.	\$ 1,406
4.6	PCO # 32	Furnish and install drywall and firetaping for (10) exiting fire damper penetrations found in fire rated walls. Fire damper openings were found not to be finished in a manner to maintain required wall fire rating.	Unforeseen condition which was not code compliant. Correction required by the Inspector of Record.	\$ 1,418
4.7	PCO # 33	Furnish and install furred wall framing and finish to allow for recessed installation of new electrical panel in Room E6.	Panel E2 in room E6 was called to be surface mounted. Direction was provided to recess mount the panel.	\$ 898
4.8	PCO # 36R	RFI # 59R3 Furnish and install additional seismic bracing and supports for all classroom pendant light fixtures per DSA Field Engineer	DSA required additional scope as directed by the DSA Field Engineer.	\$ 22,999
4.9	PCO # 37	Approved overtime for installation of aluminum storefront system.	Overtime was directed to insure completion of the exterior window and door systems for security and classroom use.	\$ 2,576
4.10	PCO # 38	Furnish and install sheaves at existing HVAC equipment to meet required air distribution in science classrooms.	Air supply and return balance provided by existing HVAC units was found to be inadequate to maintain necessary air supply and return for re-modeled science classrooms.	\$ 2,103
4.11	PCO # 39	RFI # 54 Furnish and install fire stopping at existing penetrations in fire rated walls which did not have fire stopping.	Existing penetrations were not properly sealed for fire rated conditions.	\$ 976
4.12	PCO # 40	RFI # 40 Furnish and install 45 minute rated doors at openings E12 and E15.	Specified doors were not called to be rated.	\$ 1,779
4.13	PCO # 41	Deduct labor and materials for deleted drinking fountain alcove.	Drinking fountain alcove was found not to be necessary	\$ (1,139)
4.14	PCO # 42	Modify wire mold installation at Room E6.	Specified routing of wire mold required modification due to field conditions.	\$ 230

4.15		Non-compensable Contract Completion Extension of 68 days. Original completion date August 25, 2011. Revised Contract completion date is November 1, 2011	Extended Contract Completion Date to reflect substantial completion date of November 1, 2011	\$ -

Total Change Order # 4 \$ **48,463**

Original Contract	\$ 989,000
CO # 1	\$ 22,064
CO # 2	\$ 72,597
CO # 3	\$ 4,625
CO # 4	\$ 48,463
Total Change Orders to Date	<u>\$ 147,749</u>
Revised Contract	\$ 1,136,749

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: NOVEMBER 15, 2011

SUBJECT: C.2.e. APPROVE NOTICE OF COMPLETION, PROJECT 11-01R, SCIENCE LAB REHABILITATION AT OAK PARK HIGH SCHOOL

ACTION

ISSUE: Shall the Board approve the Notice of Completion for Project 11-01R, Science Lab Rehabilitation at Oak Park High School, contracted with Viola, Inc.?

BACKGROUND: On April 13, 2011, the Board of Education authorized the award of Project 11-01R, Science Lab Rehabilitation at Oak Park High School to Viola, Inc.

The work under this contract is now complete, and the District's staff and construction manager Balfour Beatty have inspected the finished project and are satisfied that it has been completed in compliance with contract specifications. It is recommended that the Board approve a Notice of Completion accepting the finished project.

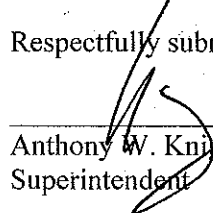
ALTERNATIVES:

1. Approve the Notice of Completion for Project 11-01R, Science Lab Rehabilitation at Oak Park High School to Viola, Inc.
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 Park High School, 899 N. Kanan Road, Oak Park, CA 91377

That on or about April 13, 2011 the said Oak Park Unified School District of Ventura County entered into a contract with Viola Incorporated of Oxnard, California, for Bid 11-01R, Science Lab Rehabilitation at Oak Park High School on certain real property hereinbefore described: that said building and improvements were actually completed on November 15, 2011; 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, Ed.D., 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, Ed.D., 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: ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: NOVEMBER 15, 2011
SUBJECT: C.2.f. 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	Energy Star Refrigerator/Freezer for Science Rm.	\$ 800.00

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: NOVEMBER 15, 2011
**SUBJECT: C.3.a APPROVE CALIFORNIA SCHOOL BOARDS ASSOCIATION -
DELEGATE ASSEMBLY NOMINATION**

27

ACTION

ISSUE: Shall the Oak Park Unified School District Board of Education nominate a member from the Board of Education holding membership within Subregion 11B of the California School Boards Association (CSBA) to be a candidate for a position on the CSBA Delegate Assembly for a period of two years, April 1, 2011 – March 31, 2013?

BACKGROUND: The Delegate Assembly is the primary policy-making body of CSBA. Delegates adopt the Association's policy platform, take positions on other critical issues that may come before it, elect the officers and directors, and adopt changes in by-laws. Delegates also serve as a two-way communications link between the board members in the region and the regional director and play an important role in fostering collegiality within their region.

The District has been notified that the deadline for nominations for candidates for California School Boards Association Delegate Assembly is January 7, 2011. Nominees must be members of CSBA member boards within the subregion or area. Voting will take place from February 1 through March 15, 2010. Election results will be published by March 31, 2010.

The terms of the following delegates for Subregion 11B expire in 2011:

Darlene A. Bruno (Hueneme ESD)
Rob Collins (Simi Valley USD)
Ana Del Rio-Barba (Oxnard ESD)
Jan Iceland (Oak Park USD)

Since the Delegate Assembly represents the Oak Park Unified School District and its Board of Education, selection of individuals to serve on the CSBA Delegate Assembly is an important consideration. The Delegate Assembly is a politically active force influencing legislative, policy, and procedural directions for public education in California.

- ALTERNATIVES:**
1. Submit a nomination for membership on the CSBA Delegate Assembly, Subregion 11B.
 2. Submit no nomination for membership on the CSBA Delegate Assembly.

Respectfully submitted


Anthony W. Knight, Ed.D.
Superintendent

Board Action: On motion of _____, seconded by _____, the Board of Education nominated _____ as a candidate for membership on the CSBA Delegate Assembly representing

Subregion 11B.

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

California School Boards Association

**TIME SENSITIVE – For Board ACTION –
Nominations due Monday, January 9, 2012**

Please deliver to all members of the governing board. Thank you.

October 28, 2011

MEMORANDUM

TO: Board Presidents and Superintendents - CSBA Member Boards of Education
FROM: Martha Fluor, President
SUBJECT: **Call for Nominations for CSBA Delegate Assembly**



CSBA's Delegate Assembly is a vital link in the association's governance structure. Working with local districts, county offices, the Board of Directors and Executive Committee, Delegates ensure that the association reflects the interests of school districts and county offices of education throughout the state. **Nomination and Candidate Biographical Sketch forms for CSBA's Delegate Assembly are now being accepted until Monday, January 9, 2012.** All forms and information related to the election process are available to download from the CSBA website at www.csba.org/AboutCSBA.aspx.

- Any CSBA member board is eligible to nominate board members within their geographical region or subregion.
- Boards may nominate as many individuals as it chooses by using the nomination form.
- Approval from board member to be nominated to CSBA's Delegate Assembly.
- All nominees must submit a one-page, single-sided, candidate biographical sketch form and an optional one-page, one-sided résumé, (résumé cannot be substituted for the candidate biographical sketch form).
- All nomination materials must be postmarked or faxed no later than **Monday, January 9.**
- Delegates serve two-year terms beginning April 1, 2012 through March 31, 2014
- There are two required Delegate Assembly meetings each year, one in May in Sacramento and one preceding the CSBA Annual Education Conference and Trade show in November/December.

For further information about the Delegate Assembly, please contact Michelle Neto in CSBA's Administration department at (800) 266-3382. You may download the following forms and find more information at www.csba.org/AboutCSBA.aspx. Thank you.

- ❖ Delegate Assembly Brochure
- ❖ Nomination Form
- ❖ Candidate's Biographical Sketch Form
- ❖ Important Dates
- ❖ List of all Delegates whose term expires in 2012
- ❖ Alphabetical List of Districts and County offices
- ❖ FAQ



2012 Delegate Assembly Nomination Form

Due: Monday, January 9, 2012 (U.S. Postmark or fax – 916.669.3305 or 916.371.3407)

CSBA Region/subregion # ____/____

The Board of Education of the _____
(Nominating School District or COE)

wishes to nominate _____
(Nominee)

The nominee is a member of the _____,
(Nominee's School District or COE)

which is a member of the California School Boards Association.

- ☐ The nominee has consented to this nomination.
- ☐ Attached is the nominee's required one-page, single-sided candidate biographical sketch form and optional one-page, single-sided résumé.
- ☐ The nominee's required one-page, single-sided candidate biographical sketch form and optional one-page, single-sided résumé will be sent by the deadline date.

Board Clerk or Board Secretary (signed) Date

Board Clerk or Board Secretary (printed)

PLEASE NOTE: The nomination and candidate biographical sketch forms must be faxed or U.S. postmarked no later than **Monday, January 9, 2012**. Forms postmarked or faxed after January 9 cannot be accepted. Please contact Michelle Neto at (800) 266-3382 should you have any questions.

Return nomination to:

California School Boards Association | 3100 Beacon Blvd., P.O. Box 1660 | West Sacramento, CA 95691-1660
(916) 371-4691 (800) 266-3382 | Fax: (916) 371-3407 or (916) 669-3305 | www.csba.org



CSBA

2012 Delegate Assembly Candidate Biographical Sketch Form

Due: Monday, January 9, 2012 (U.S. Postmark or fax - 916.669.3305 or 916.371.3407)

Please complete, sign and date this **required** candidate biographical sketch form. An optional, one-page, single-sided, résumé may also be submitted; both will be copied exactly as received. Please do not state "see résumé" and please do not re-type this form. Any additional page(s) exceeding this candidate form will **not** be accepted.

Name: _____	CSBA Region/Subregion: _____ / _____
District or COE: _____	Years on board: _____ ADA: _____
Contact Number: _____	E-mail: _____
Are you a continuing Delegate? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If you, how long have you served as a Delegate? _____	

CSBA's Delegate Assembly sets the general education policy direction for the Association. As a member of the Delegate Assembly, please describe what your top three educational priorities would be, and why they are important to the Association.

Another responsibility of Delegates is to communicate the interests of local boards to CSBA's Board of Directors, Executive Committee and staff. Please describe your activities/involvement or interests in your local district or county office.

Why are you interested in becoming a Delegate and what contribution do you feel you would make as a member of the Delegate Assembly?

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: _____ Date: _____

CSBA DELEGATES WHOSE ELECTED TERM EXPIRES IN 2012

Below are the names of Delegates in each region/subregion whose term expires in 2011 and are up for re-elections, if they choose to run. Delegates must be nominated by a CSBA member board that is located within the region or subregion. If a subregion is not listed, it is because the Delegate's term has not expired. *Nomination and Candidate Biographical sketch forms are due Monday, January 9, 2011.*

REGION 1 - Counties: Del Norte, Humboldt, Lake, Mendocino

Subregion 1-A (Del Norte, Humboldt)

Vacant (Two-Year Term)

Subregion 1-B (Lake, Mendocino)

Kathy James (Ukiah USD)

REGION 2 - Counties: Lassen, Modoc, Plumas, Shasta, Siskiyou, Trinity

Subregion 2-C (Lassen, Plumas)

Ken Theobald (Lassen Union HSD)

REGION 3 - Counties: Marin, Napa, Solano, Sonoma

Subregion 3-A (Sonoma)

Katherine Sanchez (Bennett Valley Union SD)

Subregion 3-C (Solano)

Patricia Shamansky (Fairfield-Suisun USD)

Subregion 3-D (Marin)

Linda M. Jackson (San Rafael City Schools)

REGION 4 - Counties: Butte, Colusa, Glenn, Nevada, Placer, Sierra, Sutter, Tehama, Yuba

Subregion 4-A (Glenn, Tehama)

Rhonda J. Johnson (Red Bluff Joint Union HSD)

Subregion 4-C (Colusa, Sutter, Yuba)

Jim Flurry (Marysville Joint USD)

Subregion 4-D (Nevada, Placer, Sierra)

Brian Haley (Western Placer USD)

REGION 5 - Counties: San Francisco, San Mateo

Subregion 5-B (San Mateo)

Peter H. Hanley (San Mateo Union HSD)

Shelly Masur (Redwood City ESD)

Chris Thomsen (Sequoia Union HSD)

REGION 6 - Counties: Alpine, Amador, El Dorado, Mono, Sacramento, Yolo

Subregion 6-A (Yolo)

Susan Lovenburg (Davis Joint USD)

Subregion 6-B (Sacramento)

Janis Green (Twin Rivers USD)

Bruce Roberts (Natomas USD)

Teresa Stanley (Folsom-Cordova USD)

Subregion 6-C (Alpine, Amador, El Dorado, Mono)

Ellen Driscoll (Rescue Union ESD)

REGION 7 - Counties: Alameda, Contra Costa

Subregion 7-A (Contra Costa)

Kathi McLaughlin (Martinez USD)

Raymond Valverde (Liberty Union HSD)

William L. Wong (Pittsburg USD)

Subregion 7-B (Alameda)

Valerie Arkin (Pleasanton USD)

Janice Friesen (Castro Valley USD)

Michael McMahon (Alameda City USD)

Anne White (Livermore Valley Joint USD)

REGION 8 - Counties: Calaveras, Mariposa, Merced, San Joaquin, Stanislaus, Tuolumne

Subregion 8-A (San Joaquin)

Ken Davis (Lodi USD)

Diana Machado (Linden USD)

Evelyn Moore (Manteca USD)

Subregion 8-C (Stanislaus)

Faye Lane (Ceres USD)

Subregion 8-D (Merced)

Ida M. Johnson (Merced Union HSD)

REGION 9 - Counties: Monterey, San Benito, San Luis Obispo, Santa Cruz

Subregion 9-A (San Benito, Santa Cruz)

Bernard Bricmont (Live Oak ESD)

Rachel Dewey-Thorsett (Santa Cruz City Schools)

Subregion 9-B (Monterey)

Bettye L. Lusk (Monterey Peninsula USD)

Subregion 9-C (San Luis Obispo)

Mark Buchman (San Luis Coastal USD)

REGION 10 - Counties: Fresno, Kings, Madera

Subregion 10-B (Fresno)

Gilbert F. Coelho (Firebaugh-Las Deltas USD)

Jose Dominguez (Kerman USD)

Betsy J. Sandoval (Clovis USD)

Subregion 10-C (Kings)

Vacant (Two-Year Term)



REGION 11 - Counties: Santa Barbara, Ventura & Las Virgenes USD***Subregion 11-A (Santa Barbara)***

Jack C. Garvin (Santa Maria Joint Union HSD)

Subregion 11-B (Ventura County and Las Virgenes USD)

Darlene A. Bruno (Hueneme ESD)

Rob Collins (Simi Valley USD)

Ana Del Rio-Barba (Oxnard ESD)

Jan Iceland (Oak Park USD)

REGION 12 - Counties: Kern, Tulare***Subregion 12-A (Tulare)***

Donna S. Martin (Visalia USD)

Richard Morris (Porterville USD)

Subregion 12-B (Kern)

William H. Farris (Sierra Sands USD)

Scott Starkey (Southern Kern USD)

REGION 15 - Counties: Orange County and Lowell Jt. USD

Tammie Bullard (Tustin USD)

Meg Cutuli (Los Alamitos USD)

Judy Franco (Newport-Mesa USD)

Susan Henry (Huntington Beach Union HSD)

Kathryn A. Moffat (Orange USD)

Jo-Ann Purcell (Westminster ESD)

Esther H. Wallace (Magnolia ESD)

Sharon Wallin (Irvine USD)

REGION 16 - Counties: Inyo, San Bernardino***Subregion 16-B (San Bernardino)***

Barbara J. Dew (Victor Valley Union HSD)

Holly Eckes (Adelanto ESD)

Cathline Fort (Etiwanda ESD)

Caryn Payzant (Alta Loma ESD)

Wilson So (Apple Valley USD)

Donna West (Redlands USD)

Vacant (Two-Year Term)

REGION 17 - County: San Diego

Comischell Bradley-Rodriguez (Del Mar Union SD)

Zoe Carpenter (Escondido Union SD)

Katie Dexter (Lemon Grove SD)

James Grier (National SD)

Barbara Groth (San Dieguito Union HSD)

Steve Lilly (Vista USD)

Dan Lopez (Ramona USD)

Raquel Marquez-Maden (San Ysidro ESD)

Anne Renshaw (Fallbrook Union ESD)

REGION 18 - Counties: Imperial, Riverside***Subregion 18-A (Riverside)***

Jerry Bowman (Menifee Union ESD)

Deborah Dukes (Banning USD)

William Sanborn (Hemet USD)

Vacant (Two-Year Term)

Vacant (Two-Year Term)

Vacant (Two-Year Term)

Subregion 18-B (Imperial)

Frances A. Terrazas (El Centro ESD)

REGION 20 - County: Santa Clara

Frank Biehl (East Side Union HSD)

Cynthia Chang (Los Gatos-Saratoga Jt. Union HSD)

Judy Hannemann (Mountain View-Los Altos Un. HSD)

Mary Noel (Oak Grove ESD)

Kathleen Sullivan (Morgan Hill USD)

REGION 22 - Los Angeles County: North Los Angeles

Gwendolyn Farrell (Westside Union ESD)

Steven M. Sturgeon (William S. Hart Union HSD)

Donita J. Winn (Antelope Valley Union HSD)

REGION 23 - Los Angeles County: San Gabriel Valley and East Los Angeles***Subregion 23-A***

Bob Bruesch (Garvey ESD)

Ed Honowitz (Pasadena USD)

Joylene Wagner (Glendale USD)

Subregion 23-B

Gilbert G. Garcia (Rowland USD)

Subregion 23-C

Rosemary Garcia (Azusa USD)

Camie Poulos (West Covina USD)

Joseph Probst (Charter Oak USD)

REGION 24 - Los Angeles County: Southwest Crescent

Darryl R. Adams (Norwalk-La Mirada USD)

Leighton Anderson (Whittier Union HSD)

Vivian Hansen (Paramount USD)

Donald E. LaPlante (Downey USD)

Sylvia V. Macias (South Whittier ESD)

Catherine McCurdy (Hermosa Beach City ESD)

Ann M. Phillips (Lawndale ESD)

Emma Sharif (Compton USD)

10/28/11



California School Boards Association

3100 Beacon Blvd., P.O. Box 1660 | West Sacramento, CA 95691-1660

(916) 371-4691 (800) 266-3382 | Fax: (916) 371-3407 | E-Mail: csba@csba.org | www.csba.org

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: NOVEMBER 15, 2011
SUBJECT: C.3.b. APPROVE SELECTION OF ANNUAL ORGANIZATIONAL BOARD MEETING – DECEMBER 6, 2011

ACTION

ISSUE: Should the Board of Education select December 6, 2011 at 6:00 p.m., as the date and time for the annual organizational meeting for the Governing Board?

BACKGROUND: According to Education Code Section 35143, the Governing Board of each school district, in a year in which a regular election for governing board members is conducted, the meeting shall be held on a day within a 15-day period that commences with the first Friday of December. The date and time of the annual organizational meeting shall be selected by the Board at its regular meeting held immediately prior to the December Board Meeting. The Board shall notify the County Superintendent of Schools of the day and time selected. The Clerk of the Board shall, within 15 days prior to the date of the annual organizational meeting, notify in writing all members and members-elect of the date and time selected for the meeting.

ALTERNATIVES: 1. Approve December 6, 2011 at 6:00 p.m. as the date and time for the annual organizational meeting of the Governing Board.
 2. Approve another date and time for the annual organizational meeting of the Governing Board.

RATIONALE: This is a regularly scheduled Board Meeting that complies with the mandate of Education Code Section 35143.

RECOMMENDATION: Alternative No. 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: NOVEMBER 15, 2011

SUBJECT: C.3.c. APPROVE INTERNATIONAL STUDENT PROGRAM PARTICIPATION
Action

ISSUE: Shall the Board of Education approve the acceptance of international students to attend Oak Park High School for one-year terms accepted through the Educatius company, where the students will pay tuition to Oak Park USD.

BACKGROUND: The District was approached by Educatius to participate in a program where students from other nations would apply to OPHS to attend for a period of one school year under an F-1 student visa and pay tuition to OPUSD. The students would live with host families in the area who would receive a monthly living allowance stipend from Educatius. The District sets the parameters for acceptance and can accept the number of students that it desires. The District maintains the authority to cancel the F-1 visa if the student does not meet his/her end of the signed acceptance agreement. We feel the program would offer positive opportunities for our students and families.

ALTERNATIVES: 1. Approve participation in the Educatius program
 2. Do not approve participation in the Educatius program

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 Member	_____	_____	_____	_____



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What is Involved?

Benefits of Partnering with Educatius

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- ALL Students Pay Full Tuition
- Have a Life-Changing Effect on a Young Person
- Foster Close Relationships Between Local Youth and the International Students
- Local support provided to all parties involved
- Host Family and Educatius are guardians of the student
- 24 hour emergency line
- No burden on the taxpayers, the students support themselves
- Brings revenue to the local community, as most teens love to shop!

How does a school become approved to accept international students that pay tuition?

Educatius employs an Educational Liaison intended to assist any schools interested in becoming SEVIS approved. This person will assist in answering questions and guiding them through each step. For more information visit <http://www.ice.gov/sevis>

Is there a fee involved in the approval process?

Yes, this fee is determined by USCIS, however, it is often completely offset by the first student coming in on full tuition. For exact amounts you can login into the website and set up a temporary account.

How long does the approval process take?

Approximately 60 days.

Does the school control what students will attend their school?

Absolutely! Educatius will submit the required information to the school to determine if they will accept or deny that individual student based on grades, references and English ability. In NO way are you obligated to Educatius to accept a certain number or type of student.

How is tuition collected and paid to the school?

When we have received an official acceptance letter on school letterhead, we will invoice the student and collect all funds. We then transact a wire transfer directly the account specified.

How long can an international student attend public high school?

For a maximum of 12 months on an F1 visa.



Educatius brings students to the US from Brazil, China, Thailand, Germany, Sweden, Norway, Vietnam, Spain, Italy, Japan, South Korea, and Czech Republic, to mention a few!

Are the students proficient in English?

Educatius carefully screens students for the minimum required English level, determined together with the school.

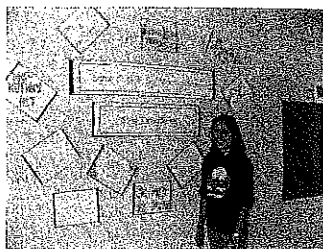
What Support is offered to the School once the student is enrolled?

Educatius collects and reviews all application materials including health reviews, immunization records, English proficiency scores, transcripts, teacher recommendations and any other documentation required by the school. Each student is assigned a local coordinator. The coordinator is available to provide support and supervision to students, host families and schools. When situations arise concerning

student issues, Educatius staff acts as the mediator between all parties to help resolve the misunderstanding/miscommunication. Coordinators should be contacted regarding any negative behavior or if the student is not meeting the required "C" average in each class. Upon entering the Educatius program, the student agrees to abide by the Educatius rules of conduct; failure to do so will result in disciplinary

action such as probation and, although very unusual, dismissal from the program. Educatius staff will handle the process and support the school in any way necessary. If a school cancels and I-20, the student must leave the U.S. immediately. The school is never liable for a student if the student does not leave as directed. Our U.S. office is also available for support.

What is the Difference Between a J-1 and F-1 Visa?



"I never could have predicted the impact that hosting international students could have on my family. My children now have a global network of 'siblings'"

Most "Exchange" programs as we know them bring students to the US on a J-1 Visa. With the Educatius program, students are entering the US on an F-1 Visa. Here are a few of the differences between F-1 and J-1 Visas

- Schools receive tuition from the F-1 student, while schools and tax payers absorb the cost of an extra student when they are on a J-1 visa.
- Students on F-1 can select a preferred school district, students on J-1 have no control over where in the US they are placed, or what level of academics they will have access to.
- In most cases, students on an F-1 are eligible to receive a diploma if they meet school and state requirements. This is not an option for J-1 students.
- F-1 students are sponsored by schools rather than the U.S. Department of State. This gives the school the final say on admission or expulsion.
- Families that host F-1 students receive a monthly stipend to off-set the cost of a teenager in their home. J-1 Host families cannot receive compensation of any kind.

Who Handles the Host Family Process?

Educatius has local International Coordinators that fully oversee and supervise the entire host family/home stay experience. Each adult member of the host family is screened with a criminal background check, the host family home is visited by the local International Coordinator and a number of references are

checked before Educatius will place a student in a host family home.

We always appreciate input from the schools regarding local families that would offer international students a good experience, but that is not required. Once a family has been through our vetting pro-

cess, and the Coordinator's recommendation, a student is placed in the home. Each student and host family participate in an orientation to ensure all parties are properly prepared. This will help avoid many of the cultural misunderstandings that come with this opportunity.

From the Superintendent of Lavaca Public Schools



Students on F-1 visas can get an American Diploma if they meet the district and state requirements. Educatius NEVER guarantees a student they will receive a diploma.

"Educatius International has opened the doors of education to foreign students here in Lavaca Arkansas. However, the education that truly happens, over the high quality academic programs available here, takes place among the students and teachers in regard to the lifelong relationships that are built and sustained over time. The network of

friendships and connections could lead to possibilities in the future we can only dream of now. Considering educators are preparing students today for careers in the future job market that do not even exist at this time, and that competition for those positions will not take place locally, but globally, knowing and understanding the

global market is imperative for all. Educatius plays that pivotal role in bringing diverse cultures together to share ideas, values, and compassion for one another. Understanding others brings value to all. That value brings cooperation."

*Jarred Cleveland,
Superintendent Lavaca
Public Schools*

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: ~~SEPTEMBER 20, 2011~~ ~~OCTOBER 18, 2011~~ NOVEMBER 15, 2011

**SUBJECT: C.4.a. AMENDMENT TO BOARD POLICY 5144 – DISCIPLINE – First
Second Reading**

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 5144 – Discipline?

BACKGROUND: Board Policy 5144 is expanding the goal statement to focus on correcting student behavior while avoiding an adverse effect on student learning or health. Policy also broadens related staff developing topics to include assisting staff to establish cooperative relationships with parents/guardians. Board Policy 5144 is being submitted with recommended changes from CSBA.

ALTERNATIVES:

1. Approve the amendment to Board Policy 5144 – Discipline.
2. Do not amend Board Policy 5144 – Discipline.
3. Adopt a modified version of the amendment to Board Policy 5144 – Discipline.

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

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Series 5000

Students

BP 5144(a)

Discipline

The Governing Board desires to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, effective classroom management and parent involvement can minimize the need for discipline. Staff shall use preventative measures and positive conflict resolution techniques whenever possible. ***In addition, discipline shall be used in a manner that corrects student behavior without intentionally creating an adverse effect on student learning or health.***

(cf. 5020 - Parent Rights and Responsibilities)
(cf. 5137 - Positive School Climate)
(cf. 5138 - Conflict Resolution/Peer Mediation)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.9 - Hate-Motivated Behavior)
(cf. 6020 - Parent Involvement)

Board policies and regulations shall delineate acceptable student conduct and provide the basis for sound disciplinary practices. Each school shall develop disciplinary rules to meet the school's individual needs.

(cf. 5131 - Conduct)
(cf. 5131.1 - Bus Conduct)

The Oak Park Unified School District supports a "Progressive Discipline Policy" and associated practice because this approach provides a logical, escalating sequence to consequences while informing students and parents at the earliest level where rehabilitation might be employed. An exception for implementing progressive discipline will be for more serious offenses, which require immediate suspension and mandatory expulsion by law.

At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline. When misconduct occurs, staff shall attempt to identify and address the causes of the student's behavior ***and*** implement appropriate discipline. ***Persistently*** disruptive students may be assigned to alternative programs or removed from school in accordance with law, Board policy and administrative regulation.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 3515 - Campus Security)
(cf. 3515.3 - District Police/Security Department)
(cf. 3515.4 - Recovery for Property Loss or Damage)
(cf. 4158/4258/4358 - Employee Security)
(cf. 5136 - Gangs)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 6159.4 - Behavioral Interventions for Special Education Students)
(cf. 6164.5 - Student Study Teams)
(cf. 6184 - Continuation Education)
(cf. 6185 - Community Day School)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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Series 5000

Students

BP 5144(b)

Staff shall enforce disciplinary rules fairly, consistently and *in accordance with the district's nondiscrimination policies.* ~~without discrimination.~~

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5145.3 - Nondiscrimination/Harassment)

The Superintendent or designee shall provide professional development as necessary to assist staff in developing *consistent* classroom management skills, and implementing effective disciplinary techniques, *and establishing cooperative relationships with parents/guardians..*

(cf. 4131/4231/4321 - Staff Development)

Legal Reference:

EDUCATION CODE

32280-32288 School safety plans

35146 Closed sessions

35291 Rules

35291.5-35291.7 School-adopted discipline rules

35294-35294.9 School safety plans

37223 Weekend classes

44807.5 Restriction from recess

48900-48926 Suspension and expulsion

48980-48985 Notification of parents or guardians

49000-49001 Prohibition of corporal punishment

49330-49335 Injurious objects

CIVIL CODE

1714.1 Parental liability for child's misconduct

CODE OF REGULATIONS, TITLE 5

307 Participation in school activities until departure of bus

353 Detention after school

Management Resources:

CSBA PUBLICATIONS

~~Protecting Our Schools: Governing Board Strategies to Combat School Violence, 1999~~

Keeping our Children Safe: Strategies for Governing Boards to Promote School Safety, 2011

Maximizing Opportunities for Physical Activity during the School Day, Fact Sheet, 2009

CDE PROGRAM ADVISORIES

~~1010.89 Physical Exercise as Corporal Punishment, CIL: 89/9-3~~

~~1223.88 Corporal Punishment, CIL: 88/9-5~~

Classroom Management: A California Resource Guide for Teachers and Administrators of Elementary and Secondary Schools, 2000

STATE BOARD OF EDUCATION POLICIES

01-02 School Safety, Discipline, and Attendance, March 2001

WEB SITES

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

USDOE: <http://www.ed.gov>

Adopted: 5-24-78

Amended: 1980, 5-15-84, 9-1-92, 1995, 1999, 2-1-01, 9-17-02

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: ~~SEPTEMBER 20, 2011~~ ~~OCTOBER 18, 2011~~ NOVEMBER 15, 2011

**SUBJECT: C.4.b APPROVE AMENDMENT TO BOARD POLICY 6163.1 –
LIBRARY MEDIA CENTERS – ~~First-Second Reading~~**

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 6163.1 – Library Media Centers?

BACKGROUND: Board Policy 6163.1 is being revised to reflect new state standards adopted by the State Board of Education, including program standards which describe staffing, resources, and infrastructure recommended for effective school library programs as well as academic standards for library instruction. Board Policy 6163.1 is being submitted as with recommended changes from CSBA.

ALTERNATIVES:

1. Approve the amendment to Board Policy 6163.1 – Library Media Centers.
2. Do not amend Board Policy 6163.1 – Library Media Centers.
3. Adopt a modified version of the amendment to Board Policy 6163.1 – Library Media Centers.

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 6163.1(a)

Library Media Centers

The Governing Board recognizes that school library media centers support the educational program by providing access to a variety of informational resources. The Board desires to provide libraries media centers with up-to-date books, reference materials and electronic information resources necessary to promote literacy, support students in achieving academic standards and encourage *prepare* students to become lifelong learners.

(cf. 0440 - District Technology Plan)
(cf. 6000 - Concepts and Roles
(cf. 6011 - Academic Standards)
(cf. 6161 - Equipment, Books and Materials)
(cf. 6163.4 - Student Use of Technology)
(cf. 7110 - Facilities Master Plan)

School libraries shall be open for use by students and teachers during the school day. (Education Code 18103)

Library Plans

Whenever a school receives state funding for school and library improvement pursuant to Education Code 41570-41573, the school site council shall develop a single plan for student achievement which incorporates a districtwide plan for school libraries. (Education Code 41572)

(cf. 0420 - School Plans/Site Council)

In developing the districtwide plan, the Superintendent or designee is encouraged to consult with librarians, classroom teachers, administrators, parents/guardians, and students as appropriate.

~~The Superintendent or designee shall develop a districtwide school library plan for approval by the Board. (Education Code 18181) The Superintendent or designee is encouraged to consult with school library media teachers in the development of the plan.~~

The school library ***districtwide library*** plan shall describe the district's vision and goals for the district's libraries, and action steps including ***and*** how the funds will be distributed to school sites ***to support libraries***. As appropriate, the plan may also address staffing, facilities, selection and evaluation of materials, prioritization of needs and other related matters.

(cf. 0000 - Vision)
(cf. 0200 - Goals for the School District)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6163.1(b)

Classroom Libraries for Grades K-4

When state funding is available for library materials in grades K-4 classrooms, the Superintendent or designee shall develop, for certification by the Board, a districtwide classroom library plan for grades K-4. The plan shall include a means of preventing loss, damage or destruction of the materials. (Education Code 60242, 60422)

(cf. 6161.2 - Damaged or Lost Instructional Materials)

The districtwide plan for school libraries developed pursuant to Education Code 41572 may fulfill this requirement provided the plan meets the criteria of Education Code 60242.

The Superintendent or designee is encouraged to consult with primary grade teachers and school **librarians employed by the district** and/or county office of education library-media teachers in the development of the **K-4 classroom library** plan and to consider selections from the list of books recommended by the State Librarian pursuant to Education Code 19336.

~~The district's school libraries may provide: (5 CCR 16040)~~

Selection and Evaluation of Library Materials

Library materials shall include print and electronic resources that align with the curriculum and are accessible to students with varying cognitive or language needs.

~~Responsibility for the selection of library materials is delegated to the professional library staff through the principal. School librarians shall evaluate~~ **and select materials in accordance with law, Board policy, and administrative regulation and shall use** ~~using professional selection aids and standards, in accordance with law, Board policy and administrative regulation.~~ The selection process shall invite recommendations from administrators, teachers, other staff, parents/guardians and students as appropriate.

(cf. 6144 - Controversial Issues)

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

(cf. 6161.11 - Supplementary Instructional Materials)

Library materials should be continually reevaluated in relation to evolving curricula, new formats of materials, new instructional methods, and the needs of students and teachers. Materials that contain ~~obsolete~~ **outdated** subject matter or are no longer appropriate shall be removed, and lost or worn materials may be replaced ~~if possible~~.

(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6163.1(c)

All gifts and donations of school library materials shall be subject to the same criteria as materials selected for purchase by the district.

(cf. 3290 – Gifts, Grants and Bequests)

Complaints regarding the appropriateness of library materials shall be addressed using the district's procedures for complaints regarding instructional materials.

(cf. 1312.2 – Complaints Concerning Instructional Materials)

Fees

Students shall be allowed to borrow school library materials at no charge for use in the library and classrooms as well as out of school. (5 CCR 16042)

(cf. 3260 - Fees and Charges)

To encourage students to return materials in a timely manner, a nominal fee may be charged for the late return of materials.

(cf. 5125.2 – Withholding Grades, Diploma or Transcripts)

Library Instruction

School librarians and/or classroom teachers shall provide library instruction to develop students' information literacy skills. Such instruction shall be aligned with state academic standards for library instruction and shall prepare students to:

- 1. Access information by applying knowledge of the organization of libraries, print materials, digital media, and other sources*
- 2. Evaluate and analyze information to determine appropriateness in addressing the scope of inquiry*
- 3. Organize, synthesize, create, and communicate information*
- 4. Integrate information literacy skills into all areas of learning and pursue information independently to become life-long learners*

School librarians also may provide support to teachers, administrators, and other staff by identifying instructional materials that will aid in the development of curriculum and

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6163.1(d)

instructional activities and by providing information about effective and ethical uses of school library services and equipment.

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

1. ~~Library instruction to students that enables them to become proficient users of library resources~~
2. ~~Information to teachers and administrators concerning sources and availability of instructional materials that will aid in the development of school curriculum, and, in cooperation with classroom teachers, the development of instructional units and activities using library resources~~
3. ~~Assistance to teachers and students in the evaluation, selection, production and uses of instructional materials~~
4. ~~A collection of materials and resources that support the curriculum and are appropriate for user needs~~
5. ~~Assistance to teachers, administrators and other school staff members in becoming knowledgeable about appropriate uses of library media services, materials and equipment~~

~~The Superintendent or designee shall develop procedures for the selection and evaluation of library materials.~~

Reports

The district shall, on or before August 31 each year, report to the California Department of Education on the condition of *its* school libraries for the preceding year ending June 30.
(Education Code 18122)

Legal Reference:

EDUCATION CODE

- 1703 Coordination of district library services by county superintendent
- 1770-1775 Provision of library services by county superintendent
- 18010-20091 Libraries, especially:
 - 18100-18103 School libraries, establishment and maintenance
 - 18300-18571 Union high school district/unified school district library district
 - 19335-19336 Recommended books, Reading Initiative Program
 - 41570-41573 School and Library Improvement Block Grant
- 42605 Tier 3 categorical flexibility
- 44868-44869 Qualifications and employment of library media teachers

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6163.1(e)

45340-45349 Instructional aides

60119 Sufficiency of textbooks and instructional materials; public hearing

60240-60251.5 State Instructional Materials Fund, including purchase of classroom library materials

60420-60424 Instructional Materials Funding Realignment Program

REPEALED EDUCATION CODE FOR CATEGORIAL PROGRAMS

18181 Districtwide library plan

52012 Establishment of school site council

52014-52015 school plans

CODE OF REGULATIONS, TITLE 5

16040-16043 School libraries

80053 Library media service teaching credential

UNITED STATES CODE, TITLE 20

6383 Improving Literacy Through School Libraries grant program

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

School Library Program Standards, September 2010

School Library Standards for Students, September 2010

Check It Out! Assessing School Library Media Programs, 1998

Recommended Literature: Kindergarten Through Grade Twelve

CALIFORNIA SCHOOL LIBRARY ASSOCIATION PUBLICATIONS

Standards and Guidelines for Strong School Libraries, 2004

WEB SITES

CDE, School Libraries: <http://www.cde.ca.gov/ci/cr/lb>

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

American Association of School Librarians: <http://www.ala.org/aasi>

California Library Association: <http://www.cla-net.org>

California School Library Association: <http://www.csla.net>

Adopted: 4-26-78

Amended: 4-14-82, 6-19-84, 9-17-02, 8-24-04, 11-18-05

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: ~~SEPTEMBER 20, 2011~~ OCTOBER 18, 2011 NOVEMBER 15, 2011

SUBJECT: C.4.c. APPROVE AMENDMENT TO BOARD POLICY 6163.2 – ANIMALS AT SCHOOL – First Second Reading

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 6163.2 – Animals at School?

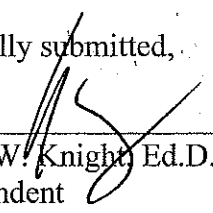
BACKGROUND: Board Policy 6163.2 is being revised to reflect new federal regulations which require the district to modify its policy, practices, and procedures to permit an individual with a disability to use a service animal at school, when the work or task performed by the service animal is directly related to the individual's disability. Board Policy 6163.2 is being submitted as with recommended changes from CSBA.

ALTERNATIVES:

1. Approve the amendment to Board Policy 6163.2 – Animals at School.
2. Do not amend Board Policy 6163.2 – Animals at School.
3. Adopt a modified version of the amendment to Board Policy 6163.2 – Animals at School.

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

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Series 6000

Instruction

BP 6163.2(a)

Animals At School

The Governing Board recognizes that animals can **contribute to the** district's instructional program **by being** an effective teaching aid **to students** and **by assisting individuals with disabilities to access district programs and activities.** can help support the. In addition, instruction related to the care and treatment of animals teaches students a sense of responsibility and promotes the humane treatment of living creatures.

(cf. 0410 – Nondiscrimination in District Programs and Activities)
(cf. 6142.4 – Service Learning/Community Service Classes)
(cf. 6159 – Individualized Education Program)
(cf. 6164.4 – Identification and Evaluation of Individuals for Special Education)
(cf. 6164.6 – Identification and Education Under Section 504)
(cf. 6142.5 – Environmental Education)

The Superintendent or designee shall develop rules and procedures to ensure that when animals are brought to school, the health, safety, and welfare of students, staff, and the animals are protected. However, the district assumes no liability for the safety of animals allowed on district property.

(cf. 3320 – Claims and Actions Against the District)
(cf. 3530 – Risk Management/Insurance)
(cf. 5141.21 – Administering Medication and Monitoring Health Conditions)
(cf. 5141.23 – Asthma Management)

Teachers may bring an animal to school or arrange for students in his/her class to bring an animal to school for instructional purposes upon written permission from the principal or designee and subject to administrative regulation and other reasonable health, safety and sanitation precautions. Teachers shall be responsible for ensuring that animals are strictly controlled and for ensuring that all such precautions are observed so as to protect both the students and animals.

(cf. 5141 – Health Care and Emergencies)
(cf. 5141.22 – Infectious Diseases)
(cf. 5142 – Safety)
(cf. 5145.8 – Refusal to Harm or Destroy Animals)
(cf. 6142.93 – Science Instruction)
(cf. 6145.8 – Assemblies and Special Events)

Individuals with disabilities may be accompanied by specially trained guide dogs, signal dogs or service dogs on school premises or on school transportation. (Education Code 39839; Civil Code 54.2)

(cf. 0410 – Nondiscrimination in District Programs and Activities)
(cf. 3541.2 – Transportation for Students with Disabilities)
(cf. 5131.1 – Bus Conduct)
(cf. 6159 – Individualized Education Program)
(cf. 6164.6 – Identification and Education Under Section 504)

**OAK PARK UNIFIED SCHOOL DISTRICT
BOARD POLICY**

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Series 6000

Instruction

BP 6163.2(b)

~~When any animal is brought into the classroom, the principal or designee shall provide written notification to all parents/guardians of students in the affected class asking them to verify whether their child has any known allergies, asthma, or other health condition that may be affected by the animal's presence.~~

~~(cf. 3514—Environmental Safety)~~

~~The district assumes no liability for the safety of animals voluntarily brought to school.~~

Legal Reference:

EDUCATION CODE

233.5 Instruction in kindness to pets and humane treatment of living creatures

39839 Transportation of guide dogs, signal dogs, service dogs

51202 Instruction in personal and public health and safety

51540 Safe and humane treatment of animals at school

CIVIL CODE

54.1 Access to public places

54.2 Guide, signal, or service dogs, right to accompany

GOVERNMENT CODE

810-996.6 California Tort Claims Act, especially:

815 Liability for injuries generally; immunity of public entity

835 Conditions of liability

VEHICLE CODE

21113 Public grounds

CODE OF REGULATIONS, TITLE 13

1216 Transportation of property

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities Education Act

UNITED STATES CODE, TITLE 29

794 Rehabilitation Act of 1973, Section 504

CODE OF FEDERAL REGULATIONS, TITLE 28

35.104 Definitions

35.136 Service animals

COURT DECISIONS

Sullivan v. Vallejo City USD, 731 F. Supp. 947 (1990)

Management Resources:

FEDERAL REGISTER

Rules and Regulations, September 15, 2010, Vol. 75, Number 178, pages 56164-56236

CSBA PUBLICATIONS

Indoor Air Quality: Governing Board Actions for Creating Healthy School Environments, Policy Brief, July 2008

Asthma Management in the Schools, Policy Brief, March 2008

WEB SITES:

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

American Society for the Prevention of Cruelty to Animals: <http://www.asPCA.org>

Humane Society of the United States: <http://www.hsus.org>

U.S. Department of Education, Office of Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

Adopted: 9-17-02

Amended: 8-24-04, 12-9-08

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: ~~SEPTEMBER 20, 2011~~ ~~OCTOBER 18, 2011~~ NOVEMBER 15, 2011

SUBJECT: C.4.d. APPROVE AMENDMENT OF BOARD POLICY 5022 – STUDENT AND FAMILY PRIVACY RIGHTS – ~~First~~ Second Reading

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

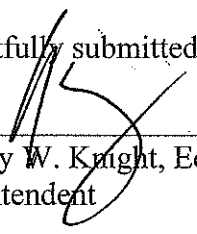
BACKGROUND: Board Policy 5022 is a mandated policy being revised and reorganized to address certain privacy issues related to students and/or their parents/guardians, including the administration of surveys and physical exams/screenings, parent/guardian rights to inspect instructional materials, and 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/fpc/>

Adopted: 9-17-02

Amended: 5-18-04

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: NOVEMBER 15, 2011

**SUBJECT: C.4.e. 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

Business and Non-Instructional Operations

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)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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Business and Non-Instructional Operations

BP 3100(c)

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 a 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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3100(d)

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 revenues 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 projects 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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3100(e)

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

SUBJECT: C.4.f. 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?

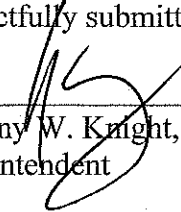
BACKGROUND: Board Policy 3280 is being updated to reflect new law (SB70, 2011) which extends, until January 1, 2014, the authorization to use the proceeds from the sale of surplus real property, along with the proceeds from any person property located on such surplus real property, for any one-time general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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

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)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

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

Series 3000

Business and Non-Instructional Operations

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

SUBJECT: C.4.g. 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	_____	_____	_____	_____

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-instructional Operations

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~~

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-instructional Operations

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 annual 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 appreciate 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

**SUBJECT: C.4.h. 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

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Series 5000

Students

BP 5145.11(a)

Questioning And Apprehension

The Governing Board ~~is 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 apprehensive 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**

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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

SUBJECT: C.4.i. 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

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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**

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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

SUBJECT: C.4.j. 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 Park 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 planning 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 state 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

SUBJECT: C.4.k. 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 education 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: Debra A. Burgher, Principal. Brookside Elementary School

DATE: November 15, 2011

SUBJECT: Brookside Elementary School, Monthly Board Report

SCHOOL SITE COUNCIL MEETING:

BES School Site Council met on October 13th. Agenda items included: Review sections of School Safety & Disaster Plan at October/November SSC meetings. Application for Lowe's Garden Grant completed. IKeepSafe Program to address cyber issues through prevention, detection & intervention, and incident management & response. OPUSD DOC Information Night on October 26. Progress toward water issues in front lawn outside room #101 and gap in kindergarten yard fence (sprinklers turned off and fencing added). Operation Gratitude. Next meeting is November 17 @ 2:45.

SCHOOL PTA PROJECTS: Additional funding for a school garden is being discussed at PTA meetings in October and November. Raquel Karoly will be contacted to assist with the design of the garden. Mrs. Karoly designed our quad area in 2009.

MUSIC: Mr. Steve Waldman, classified music specialist, is meeting with all classes once a week for 30 minutes. Mr. Waldman is directing 5th graders during the Veteran's Day Assembly on November 7th. Steve has started rehearsals for 3rd and 4th grade level performances scheduled for November 22 and 23rd. Parents are invited to attend.


NEW STAFF MEMBERS: Mrs. Carol Groves, Librarian and Mrs. Lora Eskandari. Literacy Aide. Welcome!

VETERAN'S DAY ASSEMBLY NOVEMBER 7: Veterans are invited to attend at 8:35 a.m.

HAPPENINGS:

Nov. 10-18	Fall report card conferences – minimum day schedule
Nov. 10-18	Food Drive for <i>Santa Comes to Agoura</i>
Nov. 14-18	School Book Fair
Nov. 17	School Tour 9:00 a.m.
Nov. 22	3 rd Grade Concert @ 9:00 in MPR directed by Steve Waldman
Nov. 23	4 th Grade Concert @ 9:00 in MPR directed by Steve Waldman
Nov. 29	Reflections Awards & Gallery Night in MPR @ 6:30 pm

Respectfully submitted,


 Anthony W. Knight, Ed.D.
 Superintendent

TO: Members of the Oak Park Unified School District Board of Education

FROM: Erik Warren, Principal, Oak Hills Elementary School

DATE: November 15, 2011

SUBJECT: Monthly Board Report

Our 5th grade students participated in an incredible learning experience on our Santa Cruz Island adventure. Students easily conquered a rather rough crossing and arrived on the island eager to explore this beautiful place they have been studying. They observed several Island Foxes that are found nowhere else on earth. They met with a research biologist and discussed her work with the National Park Service studying these rare animals. They learned first-hand about the delicate balance of the island ecosystem. They also enjoyed a hike with spectacular views of Anacapa Island, explored diatomaceous earth, and discovered Chumash midden sites that are thousands of years old.

On our return trip we followed groups of feeding dolphins, a pod of Humpback whales, and experienced a feeding frenzy where thousands of marine birds of every variety joined the whales, dolphins, and California sea lions in a carefully choreographed feast. Researchers and filmmakers spend years traveling all over the world in search of experiences like this, and there we were right in the middle of it. Science was happening all around us, and there is no better learning experience than that. We owe a huge thank you to Ms. West and Dr. Knight for making this trip possible.

On Monday morning, October 24th, staff arrived at Oak Hills to discover that a plumbing leak had flooded several classrooms over the weekend. The water reached all three 3rd grade classrooms, along with the Computer Lab, Math Lab, Literacy Room, EL Room, Psychologist Office, Custodial Office, and several small offices and storage closets.

Thanks to some quick action and incredible teamwork, we were able to continue all classes and instructional programs with minimal disruption. Our teachers, support staff, maintenance staff, guest teachers, and parent volunteers did an amazing job moving classrooms while keeping our students actively engaged in their learning. Our students also did a great job throughout this unexpected adventure. The following adjustments have been implemented to keep all our educational programs up and running:

Mrs. Reints (3rd Grade) has moved to the Music Room Classroom (Rm.19)
Mrs. Arnold (3rd Grade) has relocated to Literacy Classroom (Rm. 23)
Mrs. Deel (3rd Grade) has been able to return to her classroom.

Music for all classes is now being held in the MPR, including the before and after-school Choir programs.

Literacy Support & Math Support was initially held in various locations including the Library, Staff Room, and Cafeteria. We now have three temporary classroom trailers on the playground that are fully set up and working very well.

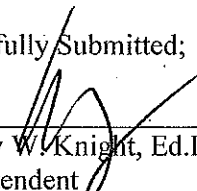
Computer classes are continuing in the regular classrooms by moving the COW's form room to room.

Occupational Therapy, English Language Support, and Psychologists are able to continue to serve their students in the front office, counselors office, and principal's conference room.

Repairs are moving along rapidly and we fully expect that all programs will be able to continue uninterrupted throughout the rebuilding process.

On Halloween morning, the Oak Hills students, staff and parents enjoyed a traditional costume parade. The students gathered on the playground dressed in their Halloween best. Each class paraded around their schoolmates, while Dr. Knight and our proud parents cheered them on and snapped pictures. A good time was had by all.

Respectfully Submitted;



Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION

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

DATE: November 15, 2011

SUBJECT: Monthly Board Report

Family Olympics and Picnic

On October 15, our PFA organized activities that include fun activities for all. The main event was the Olympic type events involving the whole family. This year we held the event on the soccer field. Families brought picnic dinners and snacks were available for sale. A raffle was held using donated prizes provided by staff members and individual grade levels. Many of these prizes were lunches with a special teacher. Everyone had a wonderful time at this event.

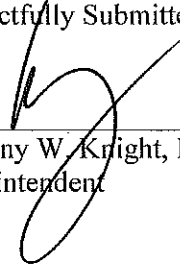
Red Ribbon Week

During the week of October 25, we observed Red Ribbon Week. Red Ribbons were displayed all over the campus. We started the week with a talk by a police officer about staying away from drugs during our Monday Morning Assembly. Students wore red on Tuesday, October 25. Teachers talked to their classes about having a healthy lifestyle, working hard to achieving your dreams and staying drug-free.

Halloween Parade

Our annual Halloween Parade was held on October 31th on our lower blacktop area. Each grade level in turn paraded around the perimeter of the blacktop showing off their costumes to parents and classmates. Adult grade level teams wore themed costumes. At the end, time was allotted for pictures of the costumed staff and individual classes.

Respectfully Submitted:



Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: BRAD BENIOFF, PRINCIPAL, MEDEA CREEK MIDDLE SCHOOL
DATE: NOVEMBER 15, 2011
SUBJECT: MONTHLY SCHOOL REPORT

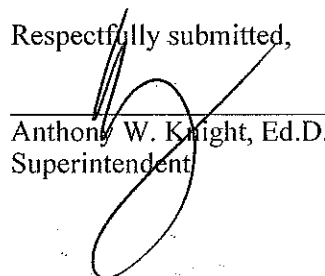
Career Explorer Program: MCMS Library 3:15-4:45 November 2, 9, 16, 30. Students have the opportunity to explore their general career interests and learn about the following fields: Animal Trainer, Environmentalist, Business Specialist.

ASB Attends Annual CADA Conference in Ventura on November 15th: Mr. Steve White, ASB advisor will take his enthusiastic leadership students on a curricular trip that energizes and expands their leadership repertoire.

Santa Comes To Agoura November 14th-18th: MCMS participates by gathering canned soup for the locally needy.

Turkey Bowl November 23rd: Faculty vs. the 8th grade for some festive flag football to kick off the Thanksgiving Holiday.

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: November 15, 2011

SUBJECT: Monthly Board Report

HOMECOMING GAME & DANCE

The Homecoming Football game was against Santa Paula High School on Friday, October 14, OPHS won on an exciting trick touchdown play with 40 seconds left in the game. Mrs. Heidi Cissel and ASB are to be commended for all the work that went into a spectacular half-time show and crowning of the Homecoming King and Queen. The Homecoming Dance with the theme of "Bright Lights, Big City" was held on Saturday, November 15 in the OPHS gym from 7 p.m. to 11 p.m. Beautifully decorated by ASB and a state-of-the-art sound and light show, the dance was a big success with over 550 students attending with no disciplinary incidents whatsoever.

PSAT - OCTOBER 16, 2009

The PSAT was held at our school on Saturday, October 15. We had 279 students take this Preliminary SAT. Last year 277 students took the test.

COLLEGE AND CAREER CENTER

Thanks to the efforts of Jean Hawkins and parent volunteers, the College and Career is in full swing. College visits, parent and student Naviance workshops, and visiting speakers are scheduled for month of November

EQUESTRIAN CLUB

The club's first show was October 30, at Hansen Dam Equestrian Center. OPHS fielded a team of four riders: Hannah Goodman - Senior, riding Varsity Jumpers; Leah Gunn - Senior, riding J.V. Equitation and Hunters; Emily Ellingwood - Senior, riding Freshman Equitation and Hunters; and Samantha Stutz - Freshman, riding Freshman Equitation and Hunters

Team Standings - (73 schools competing)

Overall 10th, Varsity 8th, J.V. 19th, Freshman 5th

Champions Report:

Hannah Goodman-Reserve Champion Varsity Jumpers

Samantha Stutz-Reserve Champion/Freshman High Point Rider/Reserve Champion Freshmen Hunter

This is a remarkable achievement for OPHS because 73 schools competed with some sending as many as 36 riders and we sent just four riders and had three reserve champions

PEER COUNSELING RETREAT

Peer Counselors and Advanced Peer Counselors held their retreat at the Shalom Institute in Malibu in October and heard presentations from the Anti-Defamation League as well as participating in training and activities that prepare them to be student advocates at OPHS.

COMEDY OF ERRORS

Despite some early concerns, the Oak Park Performing Arts Alliance's production of Shakespeare's *Comedy of Errors* is ready to hit the Pavilion stage on Thursday through Saturday November 3-5. Directed by Allan Hunt, with stage design by Don Enoch, this farcical comedy of lost love and mistaken identity all set in a circus setting will once again give OPHS students the opportunity to perform Shakespeare.

SCHOOL SITE COUNCIL

The officers of the OPHS 2011-2012 School Site Council are: Chairperson - Doug Orens, Vice Chairperson, Barbara Schwartz, Secretary - Meral Arik, and Facilitator - Cathy Lory.

Respectfully Submitted:

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: November 15, 2011
SUBJECT: Monthly Board Report

Oak View

Oak View is participating in the Operation Gratitude charity drive for the armed forces. We are collecting candy to donate to our troops.

Our website is showing steady improvement, with guidance from Jane Mintz and Linda Roberts, our webmaster. Links are being revised; calendars and staff bios are up.

On October 13th, the canine search dog visited Oak View and we are pleased to report a drug-free event.

On October 20th, we participated in the statewide Shake Out emergency drill and can report a successful experience.

On October 21st all of us enjoyed the visit from Sepideh Yeoh, board member. Sepideh observed and participated in a writing class and attended our student awards assembly. We hope to see our board members throughout the school year.

On October 31st, we held our annual holiday barbeque for students and parents. Mary Pallant, board member, joined in the fun as she distributed candy and participated in the donut-bobbing contest. Hurrah, Mary!!

Cards signed by all staff, as always, acknowledged student birthdays.

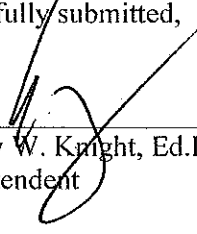
Independent School

The field learning visit to the Cal Science Center and IMAX on October 27th was a wonderful experience for our students. Coming up on November 21st is a trip to the Seabee museum in Port Hueneme.

I believe that we are now at 112 enrolled, which is our capacity per FTE. Leslie and I are collaborating on any potential waiting list or FTE increase thoughts for next semester.

The OPIS website also has a fresh look, as Jane Mintz is working with Yoko Mimori, our webmaster.

Respectfully submitted,



Anthony W. Knight, Ed.D.
Superintendent