

OAK PARK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA #851

DATE: December 6, 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

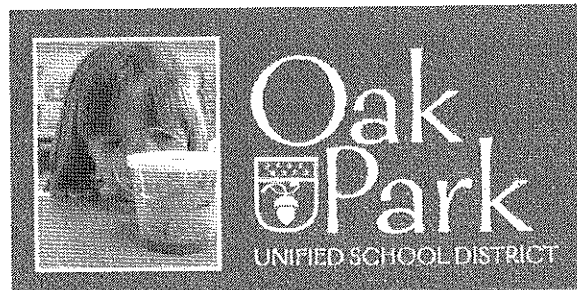
Jan Iceland, Vice President

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, January 17, 2012

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

Oak Park High School, Presentation Room, G9

AGENDA IS POSTED AT THE FOLLOWING LOCATIONS IN OAK PARK:

District Office, 5801 East Conifer St.

Brookside Elementary School, 165 N. Satinwood Ave.

Oak Hills Elementary School, 1010 N. Kanan Rd.

Red Oak Elementary School, 4857 Rockfield St.

Medea Creek Middle School, 1002 Double Tree Rd

Oak Park High School, 899 N. Kanan Rd.

Oak View High School, 5701 East Conifer St

Oak Park Library, 899 N. Kanan Rd.

Internet Home Page: www.oakparkusd.org

OAK PARK UNIFIED SCHOOL DISTRICT
AGENDA – REGULAR BOARD MEETING #851
December 6, 2011

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

CLOSED SESSION: 5:30 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 Teacher, Instructional Assistant I PE, Instructional Assistant II, Instructional Assistant III Literacy, Instructional Assistant II Sub, Campus Supervisor

C. CONFERENCE WITH LABOR NEGOTIATORS:

Agency designated representatives: Leslie Heilbron and Martin Klauss

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

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

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

I. CALL TO ORDER: _____ p.m.

A. ROLL CALL

B. FLAG SALUTE

C. ADOPTION OF AGENDA

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

III. OPEN COMMUNICATIONS/PRESENTATIONS

A. BOARD REPORTS/DISCUSSION/COMMUNICATIONS

1. Presentation from Friends of Oak Park Schools
2. Presentation to Erik Americana honoring National Board Certification
3. Presentation to Oak Park High School Military Club
3. Remarks from Board Members
4. Remarks from Student Board Representative
5. Remarks from Superintendent

6. Report from School Site Councils
7. Report from Facilities Planning Committee
8. Report from Technology Committee

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

C. BUSINESS SESSION:

1. CONSENT AGENDA

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

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

- a. **Approve Minutes of Regular Board Meeting November 15, 2011**
- b. **Public Employee/Employment Changes 01CL21771-01CL2179 & 01CE05461-01CE05467** 1
- c. **Approve Purchase Orders – November 1 – November 23, 2010** 3
Board Policy 3300 requires Board approval of Purchase Orders
- d. **Approve Overnight Trip for Medea Creek Middle School 8th Grade to Attend Astro Camp – February 13-15, 2012** 6
Board Policy 6153 requires Board approval for student overnight trips

ACTION

2. BOARD

- a. **Election of Officers of the Board of Education** 7
Bylaws of the Board 9320 and Education Code 35143 require the nomination and election of Board Officers annually
- b. **Select and Approve School Board Representative to the County Committee on School District Organization** 9
Education Codes 35023 and 72403 requires the Board to annually select a representative to the County committee
- c. **Approve Certification of Signatures** 11
Education Codes 42632 and 42633 requires annual Certification of Signatures after election of Board Officers
- d. **Approve Designation of Secretary/Authorized Agent of the Board of Education** 15
Education Codes 35025 and 35034 and Bylaws of the Board 9122 empowers the Board to designate the Superintendent as its Secretary and Authorized Agent
- e. **Approve Proposed Board Meeting Schedule for Calendar Year 2011** 17
To select and approve the meeting schedule for the Governing Board for the calendar year
- f. **Confirmation and Designation of Board Representatives to District Committees** 19
Board Members will select District Committee representation for the remainder of the school year
- g. **Approve Amended Moral Goals and Imperatives - Teaching and Learning** 23
Board approval required for Moral Imperatives, Goals and Action Plans

3. BUSINESS SERVICES

- a. **Approve Fiscal Year 2011-12 First Interim Financial Report, Certification and Budget Revisions** 27
Education Code 42130 and 42131 and Board Policy 3460 requires the Board to approve and certify financial reports filed on behalf of the District

- b. **Approve Resolution #11-22, Participation in CSBA California School Mid-Year Cash Reserve Program** 29
Through participation in the CSBA Cash Reserve Program, the district will be able to issue a tax and revenue anticipation note (TRAN) as part of this cost effective pooled structure.
- c. **Approve Authorization to Purchase Relocatable Restroom Facilities for Oak View High School** 35
Board Policy 3312 Requires Board approval for contract for services
- d. **Approve Second Term Appointments to the Oak Park Citizen's Oversight Committee** 39
Board asked to approve two members of the Oak Park COC who have requested to serve a second term on the committee
- e. **Approve Amendment #2 to Agreement with Balfour Beatty, Inc. for Program/ Construction Management Services** 41
Board Policy 3312 Requires Board approval for contract for services
- f. **Approve Updated Facility Master Plan** 43
Board asked to approve an updated Facility Master Plan
- g. **Approve Enrollment Capacity and District of Choice Transfers** 45
Board asked to approve enrollment capacity and percentage of District of Choice Transfers
- 4. **PUPIL SERVICES**
- a. **Approve Contract for Non-Public School for Special Education Student #02-11/12 - \$110,065.52** 47
Board Policy 3312 Requires Board approval for contract for services
- b. **Approve Contract for Non-Public School for Special Education Student #03-11/12 - \$27,170.70** 51
Board Policy 3312 Requires Board approval for contract for services
- c. **Approve Contract for Non-Public School for Special Education Student #04-11/12 - \$25,997.40** 55
Board Policy 3312 Requires Board approval for contract for services
- d. **Approve Contract for Non-Public School for Special Education Student #05-11/12 - \$33,886** 59
Board Policy 3312 Requires Board approval for contract for services
- e. **Approve Contract for Non-Public School for Special Education Student #06-11/12 - \$36,102** 63
Board Policy 3312 Requires Board approval for contract for services
- f. **Approve Contract for Non-Public School for Special Education Student #07-11/12 - \$37,706** 67
Board Policy 3312 Requires Board approval for contract for services
- 5. **BOARD POLICIES**
- a. **Approve Amendment to Board Policy 5022 – Student and Family Privacy Rights – Second Reading** 71
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.
- b. **Approve Amendment to Board Policy 3100 – Budget – Second Reading** 75
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.

c. Approve Amendment to Board Policy 3280 – Sale or Lease of District-Owned Real Property– Second Reading 81

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.

d. Approve Amendment to Board Policy 3290 – Gifts, Grants, and Bequests – Second Reading 87

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.

e. Approve Amendment to Board Policy 5145.11 – Questioning and Apprehension – Second Reading 93

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.

f. Approve Amendment to Board Policy 6111 – School Calendar – Second Reading 97

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.

g. Approve Amendment to Board Policy 7310 – Naming of Facility – Second Reading 101

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.

h. Approve Amendment to Board Bylaw 9150 – Student Board Members–1st Reading 105

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.

i. Approve Amendment to Board Policy 6163.4 – Student Use of Technology – First Reading 109

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

VII. INFORMATION ITEMS

1. Monthly Budget Update

113

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	115
2. Oak Hills Elementary School Report	116
3. Red Oak Elementary School Report	117
4. Medea Creek Middle School Report	118
5. Oak Park High School Report	119
6. Oak View High School/Oak Park Independent School	120
7. Oak Park Neighborhood School	

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

11-15-11

#850

CALL TO ORDER/MEETING PLACE

The Board of Education President, Ms. Barbara Laifman, called the regular meeting to order at 5:10p.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 5:11 p.m.

CALL TO ORDER/MEETING PLACE

The Board of Education President, Barbara Laifman, reconvened the regular meeting to order at 6:00 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, Ms. Jane Mintz, Director, Educational Technology, Mr. Cliff Moore, Consultant, and Ms. Linda Sheridan, Executive Assistant.

FLAG SALUTE

Barbara Vaswani led the Pledge of Allegiance to the Flag

REPORT ON CLOSED SESSION

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

ADOPTION OF AGENDA

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

PUBLIC SPEAKERS

None

REPORT FROM BOARD MEMBERS

Board Member Allen Rosen reported he attended the Safe Kids Task Force where they discussed questions for the Healthy Kids Survey which will be administered in March. Board Member Mary Pallant reported she attended another Masters in Governance module. She attended the MAC meeting where they expressed concern about school traffic and the Oak Park High School marquee is too bright. Ms. Pallant also attended the Ventura County School Boards Association Dinner meeting. She also dressed as Cruella DeVille on Halloween and visited all the schools to pass out candy. Board Member Jan Iceland reported she missed the Curriculum Council and Technology Meeting. She also attended the VCSBA

Dinner meeting which was very good. Board Member Sepideh Yeoh reported she visited Oak View High School and Red Oak Elementary School. Board Member Barbara Laifinan reported she the first meeting of the Outreach Committee was held and their focus will be communication and Day of Service. She attended the DELAC Meeting, Outdoor Ed Info Meeting at Medea Creek, SEAC annual presentation, observed the OHES water damage, EEAC Committee, attended the Veteran's Day assembly at Brookside and the Middle School reading circle.

REPORT FROM SUPERINTENDENT

Dr. Knight reported we have received 481 District of Choice applications so far. Debby West reported there at 26 teams registered for the I2I program. He visited the Tech Lab at Medea Creek and is leading a field trip tomorrow for Oak View High School to the Natural History Museum.

REPORT FROM STUDENT BOARD REPRESENTATIVE

Erica Rosenberg reported the ASB Blood Drive was successful. They are participating in Santa Comes to Agoura and Beyond, holding a Family Feud, and taking a prom location field trip. The next rally day is Friday.

Report from School Site Councils

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

Report from Facilities Planning Committee

Peter Kristensen reported on the continuing work of the Committee.

Report from Technology Committee

Jane Mintz reported on the continuing work of the Committee and Technology Department.

DISCUSSION ITEMS

Common Core Standards in Mathematics and English Language Arts

Dr. Heilbron presented information on the Common Core Standards in Math and English/Language Arts

Enrollment Projections and District of Choice Transfers

Cliff Moore presented the enrollment projections and how this would affect District of Choice transfers.

C.1. CONSENT AGENDA

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

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

ACTION

2. BUSINESS SERVICES

a. Approve Emergency Resolution #11-21 – Oak Hills Elementary Water Damage

On motion of Jan Iceland, seconded by Allen Rosen, the Board of Education approved Emergency Resolution #11-21 – Oak Hills Elementary Water Damage. Motion carried 5-0.

b. Approve Measure R. Expenditures Not Included in the Current Facilities Master Plan

On motion of Allen Rosen, seconded by Mary Pallant, the Board of Education approved Measure R Expenditures not included in the current Facilities Master Plan. Motion carried 5-0.

c. Approve Award of Bid #11-18R, Roof Repairs of Building E/Administration at Oak Park High School

On motion of Mary Pallant, seconded by Sepideh Yeoh, the Board of Education approved the Award of Bid #11-18R, Roof Repairs of Building E/Administration at Oak Park High School. Motion carried 5-0.

d. Approve Change Order #2, Project 11-01R, Science Lab Rehabilitation at Oak Park High School

On motion of Jan Iceland, seconded by Allen Rosen, the Board of Education approved Change Order #2, Project 11-01R, Science Lab Rehabilitation at Oak Park High School. Motion carried 5-0.

e. Approve Notice of Completion, Project 11-01R, Science Lab Rehabilitation at Oak Park High School

On motion of Mary Pallant, seconded by Sepideh Yeoh, the Board of Education approved the Notice of Completion, Project 11-01R, Science Lab Rehabilitation at Oak Park High School. Motion carried 5-0.

f. Approve Donations

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

g. Approve Contract for Legal Services with Fagen Friedman & Fulfro

On motion of Jan Iceland, seconded by Mary Pallant, the Board of Education approved the Contract for Legal Services with Fagen Friedman & Fulfro. Motion carried 5-0.

3. BOARD

a. Approve California School Boards Association – Delegate Assembly Nomination

On motion of Mary Pallant, seconded by Sepideh Yeoh, the Board of Education approved the nomination of Jan Iceland for the California School Boards Association. Motion carried 5-0.

b. Approve Selection of Annual Organizational Board Meeting – December 6, 2011

On motion of Jan Iceland, seconded by Sepideh Yeoh, the Board of Education approved the selection of the Annual Organizational Board Meeting – December 6, 2011. Motion carried 5-0.

c. Approve International Student Exchange Program Participation

On motion of Sepideh Yeoh, seconded by Jan Iceland, the Board of Education approved the International Student Exchange Program with Educatius. Motion carried 5-0.

4. BOARD POLICIES

a. Approve Amendment to Board Policy 5144 – Discipline – Second Reading

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

b. Approve Amendment to Board Policy 6163.1 – Library Media Centers – Second Reading

On motion of Mary Pallant, seconded by Jan Iceland, the Board of Education approved the amendment to Board Policy 6163.1 – Library Media Centers. Motion carried 5-0.

c. Approve Amendment to Board Policy 6163.2 – Animals at School – Second 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 and changes to AR6163.2. Motion carried 5-0.

On motion of Jan Iceland, seconded by Sepideh Yeoh, the Board of Education agreed to table the Board Policies – First Reading. Motion carried 5-0.

VII. INFORMATION ITEMS

Ms. Yeoh reported the Community Action of Ventura County is hold a fundraiser on December 3, 2011 and are giving a Community Action Hero award in memory of Marie Panec.

VIII. OPEN DISCUSSION

Ms. Laifman asked the Board if they were willing to bring bagels to the sites for the holidays.

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: DECEMBER 6, 2011
SUBJECT: C.1.c. APPROVE PURCHASE ORDERS - NOVEMBER 1-23, 2011

CONSENT

ISSUE: Shall the Board approve the attached purchase orders issued November 1, 2011 through November 23, 2011?

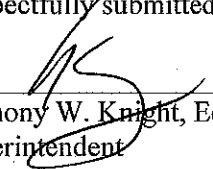
BACKGROUND: Attached is the Purchase Order Report listing all purchase orders issued during the reporting period. All purchase orders have been approved by an administrator as a necessary expense and are budgeted for and within the budget authorization of the account.

ALTERNATIVES: 1. Approve the attached Purchase Order Report as submitted.
 2. Do not approve the Purchase Order Report.

RECOMMENDATION: Alternative No. 1

Prepared by: Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,


 Anthony W. Knight, Ed.D.
 Superintendent

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

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

ReqPay11c

Board Report with Fund

Includes 11/01/2011 - 11/23/2011

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B12-00209	Cathy Levine	2011/2012 NPS Parent Travel Reimbursement	Pupil Services/Special Ed.	010	6,000.00
B12-00210	Conejo Uni Sch Dist	2011/12 Placement of Student -Westlake High School	Pupil Services/Special Ed.	010	6,000.00
B12-00211	ACT-Autism Ctr for Treatment	2011-2012 ACT(Autism Center for Treatment) Svs	Pupil Services/Special Ed.	010	199,250.00
FS12-00051	Alpine Refrigeration	Refrigeration Repair	Food Services	130	6,217.50
P12-00194	Pocket full of Therapy	Pocket Full of Therapy - protocol order	Pupil Services/Special Ed.	010	245.49
P12-00294	Riverside Publishing	WJ III NU Licenses	Pupil Services/Special Ed.	010	1,849.43
P12-00295	Kater-Crafts Bookbinders	Book Rebinding/Lott/rnt lse rpr	Oak Park High School	010	3,433.98
P12-00296	Educational Innovations	PFA appr Wish List items: demos & lab items	Medea Creek Middle School	010	79.86
P12-00297	Brain POP LLC	PFA App. Item: Brain Pop - Site License	Medea Creek Middle School	010	995.00
P12-00298	Us Bank Trust Nat'l Assn.	Adm Fee 2009 GOB Meas R	Business Administration	010	700.00
P12-00299	Us Bank Trust Nat'l Assn.	Adm Fee 2009 GOB Meas C6	Business Administration	010	700.00
P12-00300	Senseio	DISC: (2) Chinese Books	Medea Creek Middle School	010	63.12
P12-00301	NEMC	PFA:Approved Wish List Items-Musical Inst.	Medea Creek Middle School	010	13,539.24
P12-00302	Pacific Construction & Restore	Remediation - OHES Flood Damage	Business Administration	010	14,572.89
P12-00303	Pacific Construction & Restore	Reconstruction - OHES Flood Damage	Business Administration	010	33,085.00
P12-00304	Pacific Mobile	Temp Modular Classrooms - OHES Flood Damage	Business Administration	010	5,908.53
P12-00305	Leader Carpet	Replace carpet - OHES flood damage	Business Administration	010	3,552.00
P12-00306	SCHOOL NURSE SUPPLY INC	DISC: Health Office Supplies	Medea Creek Middle School	010	345.46
P12-00307	Leader Carpet	Replace carpet - OHES flood damage	Business Administration	010	1,500.00
P12-00308	Security Plus Door Co., Inc.	MCMS Repairs C-1 Door	Business Administration	010	460.06
P12-00309	Formal Fashions, Inc	DON: Choir Uniforms	Medea Creek Middle School	010	1,675.90
P12-00310	Teaching Textbooks	Teaching Textbook Geometry	Home Independent Study Program	010	406.61
P12-00311	Carbide Saw Blade Service	CabinetMkg/Donation/mat & supp	Oak Park High School	010	51.31
P12-00312	Buddy's All Stars	Football Reconditioning/rnt lse repr	Oak Park High School	010	5,658.80
P12-00313	Maureen Hamilton	CPR/First Aid Classes for employees	Human Resources	010	2,380.00
P12-00314	EAI Education	PFC Don/math/mat & supp	Oak Park High School	010	253.32
P12-00315	Koolco Mechanical	Athletics/Ice machine/500+	Oak Park High School	010	2,970.47
P12-00316	Educational Systems Intl	Rollbooks/Gen Ed/mat & supp	Oak Park High School	010	168.70
P12-00317	Southwinds Transportation	Field trip bus/Donation	Brookside School	010	390.60

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

ESCAPE ONLINE

ReqPay11c

Board Report with Fund

Includes 11/01/2011 - 11/23/2011					
PO Number	Vendor Name	Description	Location	Fund	Account Amount
P12-00318	Compuwave Inc.	Printer cartridges for special ed team	Red Oak Elementary School	010	353.89
P12-00319	Karen Kennedy dba Camino Real	Grade 3 field trip/Donation	Red Oak Elementary School	010	507.00
P12-00320	Naturalist & Historical Interp VCOE	Donation/Mock Trial/oth exp	Oak Park High School	010	420.00
P12-00321	Ventura County Association of School Psychologists	VCASP Membership - Psychs	Pupil Services/Special Ed.	010	60.00
P12-00322	Karen Kennedy dba Camino Real	Grade 3 field trip/Donation	Brookside School	010	757.00
P12-00323	Naturalist & Historical Interp Jerry Block	Flap Grant/trvl conference	Oak Park High School	010	1,258.80
P12-00324	Senseio	Flap Grant/Chinese mat & supp	Oak Park High School	010	646.61
P12-00325	Senseio	FLAP Grnt/mat & supp	Oak Park High School	010	1,235.00
P12-00326	Language Lab Training & Resour	For Lang Grant/Training	Oak Park High School	010	1,700.00
P12-00327	Herff Jones	Pulldown maps/Gr 4/Donation	Brookside School	010	426.86
P12-00328	VCOE	Autism Training - Carrie Jones	Human Resources	010	1,100.00
T12-00019	SmartMusic Sales	PFA Approved Wish List Item: SmartMusic	Medea Creek Middle School	010	140.00
T12-00020	Pro-Ed	LOTT: (2) Licenses TOWL Scoring Software	Medea Creek Middle School	010	268.13
T12-00021	Pro-Ed	TOWL-4 software kit/Sp Ed/Donation	Oak Park High School	010	687.50
Total				43	322,014.06

Fund Summary			
Fund	Description	PO Count	Amount
010	General Fund	42	315,796.56
130	Cafeteria Fund	1	6,217.50
Total		43	322,014.06

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: ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: DECEMBER 6, 2011

SUBJECT: C.1.d APPROVE OVERNIGHT TRIP FOR MEDEA CREEK MIDDLE SCHOOL 8th GRADE TO ATTEND ASTROCAMP – FEBRUARY 13-15, 2012

CONSENT

ISSUE: Shall the Board of Education approve an overnight trip for Medea Creek Middle School 8th Grade to attend Astrocamp?

BACKGROUND: Medea Creek has been participating in Astrocamp, in Idyllwild, for several years. Attendance is open to all 8th graders and is completely optional. Students attending will participate in classes that extend the 8th grade science curriculum (classes include Electricity and Magnetism, Telescope Viewing, Building and Launching Rockets) as well as team building activities that encourage physical challenges (Hiking, Ropes Course, Rock-Wall Climbing). Each year students say this is an outstanding educational experience.

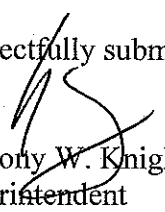
STATEMENT: The trip is scheduled for February 13th @8:00a.m.-February 15th, 2011@4:00p.m. The cost is \$300.00 (includes transportation, classes, food and lodging), with participating chaperones paying half of the student fee. Financial assistance is available to students unable to pay for the trip. Chaperones include MCMS staff members and parent volunteers. The bus company is Coach USA.

ALTERNATIVES: 1. Approve the overnight trip to Astrocamp in Idyllwild.
2. Do not approve the overnight trip to Astrocamp in Idyllwild.

RECOMMENDATION: Alternative #1.

RATIONALE: It is an outstanding opportunity to study physical science, hands-on, in a unique environment, while focusing on team-building and attempting new physical challenges.

Respectfully submitted:


Anthony W. Knight
Superintendent

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

VOTE: AYES NOES ABSTAIN ABSENT

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 6, 2011
SUBJECT: C.2.a ELECTION OF OFFICERS OF THE BOARD OF EDUCATION
Action

ISSUE: To nominate and elect officers of the Board of Education.

ELECTION OF OFFICERS

1. Approve the nomination and election of _____ as the President of the Board of Education.

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

2. Approve the nomination and election of _____ as the Vice President of the Board of Education.

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

3. Approve the nomination and election of _____ as the Clerk of the Board of Education.

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

Respectfully submitted

 Anthony W. Knight, Ed.D.
 Superintendent

RATIONALE: Education Code Section 5017 and Elections Code Section 10554, require newly elected or appointed Board members need to be sworn in prior to assuming their official duties. Bylaws of the Board 9320 and Education Code Section 35143 require the nomination and election of Board Officers annually.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 6, 2011
**SUBJECT: C.2.b SELECTION OF SCHOOL BOARD REPRESENTATIVE
 TO THE COUNTY COMMITTEE ON SCHOOL DISTRICT
 ORGANIZATION**

Action

ISSUE: To select a Board Member as a representative in the election of the County Committee on School District Organization.

ALTERNATIVES: Select _____ as a representative to the County Committee on School District Organization for 2012.

RATIONALE: The selection of a representative is in compliance with the requirements of Education Code Sections 35023 and 72403.

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	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 6, 2011
SUBJECT: C.2.c APPROVE CERTIFICATION OF SIGNATURES

Action

ISSUE: To approve the authorization of the Board of Education to sign documents as submitted for Oak Park School District.

BACKGROUND: Annually at the beginning of each fiscal year, or after any reorganization or staff change, school districts need to declare the agent(s) authorized to sign orders, warrants, contracts, documents, etc. A statement of authorized agent(s) along with a verified signature must be filed with School Business and Advisory Services. The attached form is to be signed and returned to School Business and Advisory Services as any changes occur.

ALTERNATIVES: 1. Approve the authorization of the Board of Education to sign documents as submitted.
 2. Deny authorization for signing of documents.

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	_____	_____	_____	_____

CERTIFICATION OF SIGNATURES

I, Anthony W. Knight, Secretary to the Board of Education of the Oak Park Unified School District of Ventura County, California certify that the signatures shown below are the verified signatures of the members of the Governing Board of the above-named school district (Part 1). Verified signatures of the person or persons authorized to sign orders drawn on the funds of the school district, notices of employment, contracts, etc., appear in Part 2. These certifications are made in accordance with the provisions of Education Code Sections indicated.* If those authorized to sign orders shown in Part 2 are unable to do so, the law requires the signatures of the majority of the Governing Board.

These approved signatures will be considered valid for the period of 12/6/11 to 6/30/12.

Date of Board Action: 12/6/11 Signature: _____
Secretary of the Board

PART I

Signatures of Members of the Board:

Signature: _____	Signature: _____
Print/Type: _____	Print/Type: _____
President of the Board of Education	Member of the Board of Education


Signature: _____	Signature: _____
Print/Type: _____	Print/Type: _____
Clerk of the Board of Education	Member of the Board of Education

Signature: _____	Signature: _____
Print/Type: _____	Print/Type: _____
Member of the Board of Education	Member of the Board of Education

<u>*K-12 Districts</u>	<u>Community College Districts</u>
42632	85232
42633	85233

PART 2

Signatures of Personnel and/or Members of the Governing Board authorized to sign checks, orders for salary payment, notices of employment, contracts, etc. Please list after each name all items that a person is authorized to sign.

Signature: 

Print/Type: Anthony W. Knight

Title: Superintendent

Authorized to Sign: A,B,C,D,E,F,G,1,2,3,4,5

Signature: 

Print/Type: Martin Klauss

Title: Assistant Superintendent, Business Services

Authorized to Sign: B,C,D,E,F,G,1,2,4,5

Signature: 

Print/Type: Leslie Heilbron

Title: Assistant Superintendent, Human Resources

Authorized to Sign: 1,2,3,

Signature: 

Print/Type: Barbara Dickerson

Title: Director, Fiscal Services

Authorized to Sign: B,C,D,E.

Signature: _____

Print/Type: _____

Title: _____

Authorized to Sign: _____

Please attach an extra sheet for additional signatures if needed. If the Board has given special instructions for the signing of checks or orders, please attach a copy of the resolution.

The following documents must be filed with School Business and Advisory Services:

- ❖ Authorization to sign reports, budgets, and all documents requiring signature of Secretary or Clerk.
- ❖ Authorization to approve payroll orders.
- ❖ Authorization to approve commercial check orders.
- ❖ Authorization to sign collection reports to the County.
- ❖ Authorization to sign Board approved budget transfers.
- ❖ Authorization to sign Interfund and Intrafund Transfers.
- ❖ Authorization to sign contracts after Board approval.

Examples of documents requiring District authority (not required to be filed with School Business and Advisory Services):

- ❖ Authorization to sign employment contracts.
- ❖ Appointment of authorized agents, for Federal and State applications.
- ❖ Appointment of representatives to acquire surplus property.
- ❖ Authorization to sign cafeteria reports.
- ❖ Authorization to sign checks on District bank accounts; i.e., cafeteria; clearing account.

Districts must notify School Business and Advisory Services in writing and submit Board approved signature authorization amendments as staff and/or organizational changes occur mid-year.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 6, 2011
SUBJECT: C.2.d APPROVE DESIGNATION OF SECRETARY/AUTHORIZED AGENT THE BOARD OF EDUCATION

Action

ISSUE: To approve designation the Superintendent as Secretary and Authorized Agent of the Board of Trustees.

ALTERNATIVES: 1. Approve the designation of the Superintendent as Secretary and Authorized Agent of the Board of Education.
 2. To make an alternate selection for Secretary and Authorized Agent the Board of Education.

RECOMMENDATION: Alternative #1.

RATIONALE: In accordance with Bylaws of the Board 9122 and Education Code Sections 35025 and 35034, the Governing Board is empowered to designate the Superintendent as its Secretary and Authorized Agent.

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	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 6, 2011
SUBJECT: C.2.e PROPOSED BOARD MEETING SCHEDULE FOR CALENDAR YEAR 2011

Action

ISSUE: To select the meeting schedule of the Governing Board for calendar year 2010.

BACKGROUND: The Board approved the 2011-2012 meeting schedule through June 2011 at August 16, 2011 Board Meeting. It is customary to select the Board Meeting Schedule for the remainder of the calendar year at the Organizational Meeting. It is requested that the Board consider the highlighted dates listed below beginning with August 2012.

ALTERNATIVES: To select the following schedule of the Regular Board Meetings to commence in Closed Session at 5:00 p.m. and adjourn to Open Session at 6:00 p.m. for the 2012 Calendar Year:

January 17, 2012	Regular Meeting in January
February 21, 2012	Regular Meeting in February
March 20, 2012	Regular Meeting in March
April 17, 2012	Regular Meeting in April
May 15, 2012	Regular Meeting in May
**June 5, 2012	Budget Study Session Meeting
June 19, 2012	Regular Meeting in June
July 2011 TBD	Board Retreat
August 21, 2012	Regular Meeting in August
September 18, 2012	Regular Meeting in September
October 16, 2012	Regular Meeting in October
November 20, 2012	Regular Meeting in November
**December 4, 2012	Organizational Meeting in December
(Falls within the 15 days after 1 st Friday)	
**First Tuesday of the Month	

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	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 7, 2010
SUBJECT: C.2.f CONFIRMATION AND DESIGNATION OF BOARD REPRESENTATIVES TO DISTRICT COMMITTEES

Action

ISSUE: To confirm designation of Board representatives to District committees and/or to select as needed.

STATEMENT: In order to have Board coverage and representation to district committees, it has been our practice to select specific representatives. The Board is asked to confirm and select representation for the following committees:

Benefits Committee (TBD)
 Community Relations Committee (monthly, 11 a.m.)
 Curriculum Council (1st Tuesday, 3:30 p.m.)
 Calendar Committee (TBD)
 DELAC/English Learning (Jan. 6, Mar. 3, May 5, 1:00 p.m.)
 EEAC (1st Thursday, 3:15 p.m.)
 GATE DAC (3rd Thursday, 3:30 p.m.)
 Facilities Planning Committee (1st Wednesday, 4:30 p.m.)
 Finance Committee (TBD)
 Friends of Oak Park Schools (3rd Monday, 7:00 p.m.)
 Oak Park MAC (4th Tuesday, 7:00 p.m.)
 Rancho Simi Recreation and Parks (2nd Thurs, Jan. Apr. Jul. Oct.)
 Safe Kids Task Force (4th Thursday, 3:30 p.m.)
 Special Education Advisory Committee (October 2012)
 Technology Committee (2nd Monday, 3:30 p.m.)
 Wellness Council (2nd Tuesday, 9:00 a.m.)

RECOMMENDATION: As selected.

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	_____	_____	_____	_____

BOARD REPRESENTATIVES TO DISTRICT COMMITTEES – 2011-2012

Jan Iceland as representative to Benefits Committee
 Jan Iceland as representative to Technology Committee
 Jan Iceland as representative to Curriculum Committee
 Allen (Tues. a.m.)/Jan (1st Wed. month meeting) as representative to Facilities Planning Committee
 Jan Iceland as alternate to Safe Kids Task Force/Disaster Preparedness Committee
 Jan Iceland as alternate representative to Friends of Oak Park Schools
 Jan Iceland as alternate representative to Calendar Committee
 Jan Iceland as alternate representative to DELAC/English Learner

<u>Curriculum Committee</u>	<u>Benefits Committee</u>	<u>Technology Committee</u>
1 st Tuesday of the month	Meet as needed – TBD	2 nd Monday of the month

Facilities Planning Committee
 1st Wednesday of the month

Barbara Laifman as representative to Friends of Oak Park Schools
 Barbara Laifman as representative to Wellness Committee
 Barbara Laifman as representative to DELAC/English Learner Advisory Committee
 Barbara Laifman as representative to EEAC
 Barbara Laifman as alternate representative to Oak Park MAC
 Barbara Laifman as alternate representative to SEAC

<u>Friends of Oak Park Schools</u>	<u>Wellness Committee</u>	<u>EL Committee</u>
3 rd Monday of the month	1 st Tuesday of the month	Quarterly

EEAC
 1st Thursday of the month

Sepideh Yeoh as representative to Calendar Committee
 Sepideh Yeoh as representative to Rancho Simi Recreation and Parks
 Sepideh Yeoh as representative to SEAC

<u>Calendar Committee</u>	<u>SEAC</u>
Meet as needed – TBD	TBD

Rancho Simi Rec & Parks
 2nd Thurs. Jan, Apr., Jul, Oct.

Mary Pallant as representative to Oak Park MAC
 Mary Pallant as representative to Finance Committee
 Mary Pallant as representative to Rep to the County Committee on School District Organization
 Mary Pallant as alternate representative to Curriculum Council Committee
 Mary Pallant as alternate representative to GATEDAC
 Mary Pallant as alternate representative to Rancho Simi Recreation & Parks
 Mary Pallant as alternate representative to DLAC/EL Committee
 Mary Pallant as alternate representative to Wellness Council
 Mary Pallant as alternate representative to EEAC

Finance Committee

TBD

Oak Park MAC

4th Tuesday, 7:00 p.m.

Allen Rosen as representative to GATE DAC Committee
 Allen Rosen as representative to Safe Kids Task Force
 Allen (Tues. a.m.)/Jan (1st Wed. month meeting) as representative to Facilities Planning Committee
 Allen Rosen as alternate representative to Facilities Planning Committee
 Allen Rosen as alternate representative to Finance Committee
 Allen Rosen as alternate representative to Tech Committee

Safe Kids Task Force

4th Thursday of month

GATE DAC Committee

3rd Thursday of month

Facilities Planning Committee

Tuesday Morning, 8 a.m.

- Need Alternate to Tech Committee
- Need Alternate to EEAC

TO: MEMBERS, BOARD OF EDUCATION

FROM DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: DECEMBER 6, 2011

SUBJECT: C.2.g. APPROVE CHANGE IN MORAL IMPERATIVES, GOALS, AND ACTION PLANS – TEACHING AND LEARNING

Action

ISSUE: Shall the Board of Education approve a change in District 2011-12 Action Plan based on a recommendation from the Technology Committee?

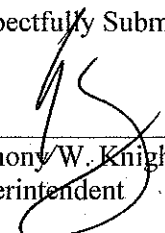
BACKGROUND: The Technology Committee reviewed the Moral Imperatives, Goals, and Action Plans related to educational technology and suggested a few changes, which are attached.

ALTERNATIVES:

1. Approve revised Action Plan related to education technology.
2. Approve an amended version of the Action Plan related to education technology.
2. Do not approve revised Action Plan related to education technology.

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	_____	_____	_____	_____

Proposed Edits to the Moral Imperatives Related to Technology

(Workshop Session @ the Nov. 14th Tech Committee Meeting)

1n. Continue to prepare for the implementation of a Digital Citizenship curriculum at all grade levels.

- Continue to work with VCOE AUP Task Force to develop a K-12 Digital Citizenship curriculum by the July 2012 deadline.
 - Identify how it will be adopted, implemented and monitored.

1o. Develop standardized elementary technology curriculum.

- Articulate programs at the three elementary schools that center on a single group of outcomes.
- Exit skills and outcomes will be identified.

1p. Review and revise OPHS technology course requirements.

- Review and define Technology course descriptions, prerequisites & requirements
 - Create/adapt curriculum to utilize authentic learning experiences.
- Review technology/computer graduation requirements.

1q. Continue to update Technology Plan annually to assure it aligns with curricular goals.

- Review and update the Technology Plan annually.
- Synthesize/summarize Section 3 "Curriculum" into a condensed document.

1r. The Technology Committee will define "21st Century Classroom v2.0".

- Identify long term goals
 - Identify Professional Development needs to accomplish these goals.
 - Identify staffing needs to accomplish these goals.
 - Identify equipment/infrastructure needs to accomplish these goals.
 - Identify funding needs to accomplish these goals.

**OAK PARK UNIFIED SCHOOL DISTRICT
2011-2012 TEACHING AND LEARNING
MORAL IMPERATIVES**

We believe:

- Every student can learn, and every student will learn, when presented with the right opportunity including intervention strategies for students not progressing towards or meeting standards.
- The learning experience will include time for thoughtful reflection so that students learn to value and take pride in their work and understand the processes by which they learn most effectively.
- Learning opportunities should be as authentic as possible and personally meaningful. Students need to explore, create and discover.
- Every student should be encouraged to become independent learners, thinkers and producers.
- Each student's natural joy of learning needs to be developed in a safe, stable, balanced and nurturing psychological and social environment so that they will become lifelong learners.
- Every student will meet or exceed state standards, which are a floor not a ceiling, and will not in any way restrict creative, imaginative and/or enriching teaching and learning experiences.
- All students should receive instruction that is differentiated. Learning experiences should emphasize depth, complexity, and novelty.
- All students should participate in programs that cultivate an environment that fosters character development, ethical behavior, social responsibility, leadership skills and community service.
- We recognize and celebrate diversity and understand it is our obligation to prepare our students with the appropriate tools and skills to live in a global society.
- Technology is a tool that will be used to optimize authentic learning experiences.
- All aspects of student wellness are of paramount importance. This includes child nutrition, physical fitness, and mental health and well being.

GOALS	ACTION PLANS/MEASURABLE OUTCOMES
1a. Our emphasis on differentiated instruction shall continue so that all of our students experience a challenging learning environment through depth, complexity, and novelty.	
1b. Improved articulation in math between MCMS and OPHS.	
1c. Provide opportunities for students that will guide their future education/career choices, including college and career counseling at OPHS, vocational, technical arts and ROP classes.	
1d. Science instruction will emphasize experiential learning at all grade	

**OAK PARK UNIFIED SCHOOL DISTRICT
2011-2012 TEACHING AND LEARNING
MORAL IMPERATIVES**

levels.	
1e. Define, communicate and more fully implement GATE program.	
1f. Intervention programs will be available to students in reading, writing and mathematics at all levels to ensure that all students are meeting standards in literacy and numeracy. Assistant Friends of Oak Park Schools in developing an elementary summer school program.	
1g. A district-wide plan for environmental awareness will continue to be developed including combined efforts of actions at home, school and in the community.	
1h. Continue to offer arts programs that will emphasize creativity, skill development, and universal participation in all areas of the visual and performing arts.	
1i. All programs should emphasize wellness and balance.	
1j. Our athletic programs will develop leadership, teamwork, and individual athletic potential.	
1k. Our special education programs will provide the best possible outcomes in terms of meeting the specific needs of each child.	
1l. Counseling programs at all levels will be supported in order to meet the social and emotional needs, academic and career counseling of all students, as well as parent education. Anti-bullying strategies will be embedded in the program at each school. Stronger anti-bullying programs at elementary schools and middle school.	
1m. We will continue to offer more opportunities for our students to attain proficiency in other languages and continue to evaluate the structure of our modern language programs.	
1n. Implement digital citizenship curriculum at all grade levels.	
1o. Develop standardized elementary technology curriculum.	
1p. Review and revise technology standards exam to reflect what is actually being taught.	
1q. Update Technology Plan annually to specify how mission statement will be actualized in the educational process.	

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: DECEMBER 6, 2011

SUBJECT: C.3.a. APPROVE FISCAL YEAR 2011-12 FIRST INTERIM FINANCIAL REPORT, CERTIFICATION AND BUDGET REVISIONS

ACTION

ISSUE: Shall the Board review and certify the 2011-12 First Interim Financial Report and Budget Revisions?

BACKGROUND: After the adoption of the District's annual budget each June, State law requires the Governing Boards to subsequently review and certify the District's finances at prescribed intervals. The first of those intervals, the First Interim Financial Report is due on December 15th of each year, and reports on the budget year from July 1 through October 31. The First Interim Financial Report states the anticipated revenue and expenditures for the current fiscal year, as well as a multiyear financial projection, and includes the State's criteria and standards report.

As this agenda was going to press prior to the Thanksgiving holiday break, the Business Office was still working on completion of the Report. It is anticipated that the Report will be delivered to the Board under separate cover during the week of November 28 – December 2, 2011, and will be made available for public review at the same time.

Prepared by: Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 6, 2011
SUBJECT: C.3.b. APPROVE RESOLUTION #11-22, PARTICIPATION IN CSBA CALIFORNIA SCHOOL MID-YEAR CASH RESERVE PROGRAM

ACTION

ISSUE: Shall the Board adopt Resolution #11-22 for participation in the Cash Reserve Program sponsored by the California School Boards Association (CSBA) Finance Corporation?

BACKGROUND: Through participation in the CSBA Cash Reserve Program, the District will be able to issue a tax and revenue anticipation note (TRAN) as part of this cost-effective pooled structure. In addition to the Resolution, an overview of this cash management concept and the Program is attached. It should be noted that this is an amendment to the 2011-12 TRAN authorized by the Board in February of 2011. As in each of the two previous years, this second TRAN has become necessary due to the State's deferral of the District's 2011-12 funding appropriations into the 2012-13 fiscal year. It is expected that the District's participation in this program will: 1) not obligate the District to borrow from its other funds; 2) maximize its interest earnings on available cash; and 3) will earn additional income on the interest "spread" through the TRAN issue.

ALTERNATIVES:

1. Adopt Resolution #11-22 authorizing the borrowing of additional funds for fiscal year 2011-12, the sale of one or two series of 2011-12 Tax and Revenue Anticipation Note(s), participation in the California School Cash Reserve Program; and requesting the Board of Supervisors to issue and sell said note(s).
2. Do not adopt Resolution #11-22.

RECOMMENDATION: Alternative No. 1. This will allow administration to proceed to the next step in the process and take part in this beneficial program. The District is not obligated to participate as a result of resolution adoption. The Resolution simply delegates to the administration the right to decide on participation at the time of pricing when the interest cost and reinvestment rates are known.

Prepared by: Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

Anthony W. Knight
 Superintendent

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

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

THIS RESOLUTION MUST BE DISCUSSED, CONSIDERED AND DELIBERATED BY THE GOVERNING BOARD AS A SEPARATE ITEM OF BUSINESS ON THE GOVERNING BOARD'S AGENDA IN ACCORDANCE WITH CALIFORNIA GOVERNMENT CODE SECTION 53635.7.

DISTRICT RESOLUTION #11-22

NAME OF DISTRICT: OAK PARK UNIFIED SCHOOL DISTRICT*

LOCATED IN: COUNTY OF VENTURA

ORIGINAL NOTE RESOLUTION ADOPTION DATE: FEBRUARY 15, 2011

ORIGINAL MAXIMUM AMOUNT OF BORROWING: \$7,500,000

SERIES A PRINCIPAL AMOUNT: \$5,770,000

SERIES A ISSUANCE DATE: JULY 1, 2011

INCREASED MAXIMUM AMOUNT OF BORROWING: \$10,500,000

RESOLUTION OF THE GOVERNING BOARD AUTHORIZING AN INCREASE TO MAXIMUM AMOUNT OF BORROWING OF FUNDS FOR FISCAL YEAR 2011-2012 AND AUTHORIZING THE ISSUANCE AND SALE OF AN ADDITIONAL SERIES OF 2011-2012 TAX AND REVENUE ANTICIPATION NOTES THROUGH THE CALIFORNIA SCHOOL CASH RESERVE PROGRAM AND REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY TO ISSUE AND SELL SAID SERIES OF ADDITIONAL NOTES

WHEREAS, school districts, community college districts and county boards of education are authorized by Sections 53850, to 53858, both inclusive, of the California Government Code (the "Act") (being Article 7.6, Chapter 4, Part 1, Division 2, Title 5 of the Government Code) to borrow money by the issuance of temporary notes; and

WHEREAS, on the Original Note Resolution Adoption Date set forth above, the governing board (the "Board") determined, pursuant to a resolution (the "Original Note Resolution") that, in order to satisfy certain obligations and requirements of the school district, community college district or county board of education specified above (the "District"), a public body corporate and politic located in the County designated above (the "County"), it was

* If the Name of the District indicated on the face hereof is not the correct legal name of the District which adopted this Resolution, it shall nevertheless be deemed to refer to the District which adopted this Resolution, and the Name of the District indicated on the face hereof shall be treated as the correct legal name of said District for all purposes in connection with the Program (as hereinafter defined).

desirable that a sum (the "Principal Amount"), not to exceed the Original Maximum Amount of Borrowing designated above, be borrowed for such purpose during its fiscal year ending June 30, 2012 ("Fiscal Year 2011-2012") by the issuance of its 2011-2012 Tax and Revenue Anticipation Notes (the first series of which has been issued and shall be referred to herein as the "Series A Notes" and any subsequent series of which shall be referred to herein as "Additional Notes," and collectively with the Series A Notes, the "Notes"), in one or more series (each a "Series"), therefor in anticipation of the receipt by or accrual to the District during Fiscal Year 2011-2012 of taxes, income, revenue (including, but not limited to, revenue from the state and federal governments), cash receipts and other moneys provided for such fiscal year for the general fund and, if so indicated in a Pricing Confirmation, capital fund and/or special revenue fund (or similarly named fund or funds as indicated in such Pricing Confirmation) of the District (capitalized undefined terms used in this Supplemental Resolution shall have the meanings ascribed thereto in the Original Note Resolution); and

WHEREAS, on the Series A Issuance Date set forth above, the District issued the Series A Note in the Series A Principal Amount set forth above; and

WHEREAS, the Original Note Resolution provides that the District (or the County on its behalf, as applicable) may at any time issue pursuant to the Original Note Resolution one or more Series of Additional Notes consisting of Senior Notes or Subordinate Notes (including Subordinate Notes that are further subordinated to previously issued Subordinate Notes, as provided in the applicable Pricing Confirmation), subject in each case to certain specific conditions set forth in Section 2(B) of the Original Note Resolution; and

WHEREAS, the Original Note Resolution provides that, whenever the District shall determine to issue, execute and deliver any Additional Notes pursuant to the Original Note Resolution, the Series Principal Amount of which, when added to the Series Principal Amounts of all Series of Notes previously issued by the District, would exceed the Original Maximum Amount of Borrowing authorized by the Original Note Resolution, the District shall adopt a Supplemental Resolution amending the Original Note Resolution to increase the Original Maximum Amount of Borrowing as appropriate; and

WHEREAS, the District desires to issue, pursuant to the Original Note Resolution, a Series of Additional Notes in a Series Principal Amount which, when added to the Series A Principal Amount, would exceed the Original Maximum Amount of Borrowing authorized by the Original Note Resolution; and

WHEREAS, because the District does not have fiscal accountability status pursuant to Section 42650 or Section 85266 of the California Education Code, it requests the Board of Supervisors of the County to borrow, on the District's behalf, said Series Principal Amount by the issuance of the Series of Additional Notes; and

WHEREAS, pursuant to Section 53853 of the Act, if the Board of Supervisors of the County fails or refuses to authorize the issuance of the Series of Additional Notes within the time period specified in said Section 53853, following receipt of this Supplemental Resolution, and the Series of Additional Notes are issued in conjunction with tax and revenue anticipation notes of other Issuers within the meaning of Section 53853 of the Act, the District may issue the Series

of Additional Notes in its name pursuant to the Original Note Resolution as supplemented by terms stated herein; and

WHEREAS, it appears, and this Board hereby finds and determines, that said Series Principal Amount of the Series of Additional Notes, when added to the interest payable thereon, does not exceed eighty-five percent (85%) of the estimated amount of the uncollected taxes, income, revenue (including, but not limited to, revenue from the state and federal governments), cash receipts and other moneys provided for Fiscal Year 2011-2012 which will be received by or which will accrue to the District during such fiscal year for the general fund and, if so indicated in a Pricing Confirmation, capital fund and/or special revenue fund (or similarly named fund or funds as indicated in such Pricing Confirmation) of the District and which will be available for the payment of the principal of the Series of Additional Notes and the interest thereon;

NOW, THEREFORE, the Board hereby finds, determines, declares and resolves as follows:

Section 1. Recitals. All the above recitals are true and correct and this Board so finds and determines.

Section 2. Increased Maximum Amount of Borrowing. The Original Note Resolution is hereby amended to increase the Original Maximum Amount of Borrowing set forth in the Original Note Resolution to the Increased Maximum Amount of Borrowing designated above.

Section 3. Issuance of Series B Notes. In accordance with the Original Note Resolution, this Board hereby determines to borrow, and hereby requests the Board of Supervisors of the County to borrow for the District, solely for the purpose of anticipating the receipt by or accrual to the District during Fiscal Year 2011-2012 of taxes, income, revenue (including, but not limited to, revenue from the state and federal governments), cash receipts and other moneys provided for such fiscal year for the general fund and, if so indicated in the Pricing Confirmation for the Series of Additional Notes authorized hereby, capital fund and/or special revenue fund (or similarly named fund or funds as indicated in such Pricing Confirmation) of the District, and not pursuant to any common plan of financing of the District, by the issuance by the Board of Supervisors of the County, in the name of the District, of a Series of Additional Notes under Sections 53850 *et seq.* of the Act and to be designated generally as the District's "2011-2012 [Subordinate] ** Tax and Revenue Anticipation Notes, Series B" (referred to herein as the "Series B Notes"). The Series B Notes shall be issued in a Series Principal Amount which, when added to the Series A Principal Amount, shall not exceed the Increased Maximum Amount of Borrowing designated above. If the conditions of the Original Note Resolution are met, the Series B Notes may be issued as Senior Notes. If not issued as Senior Notes, the Series B Notes shall be issued as Subordinate Notes.

In the event the Board of Supervisors of the County fails or refuses to authorize the issuance of the Series B Notes within the time period specified in Section 53853 of the Act, following receipt of this Supplemental Resolution, this Board hereby authorizes issuance of the

** The Series of Additional Notes shall bear the "Subordinate" designation if it is a Series of Subordinate Notes.

Series B Notes, in the District's name pursuant to and in accordance with the Original Note Resolution as supplemented by the terms stated in this Supplemental Resolution. The Series B Notes shall be issued in conjunction with the note or notes of one or more other Issuers as part of the California School Cash Reserve Program (the "Program") and within the meaning of Section 53853 of the Act.

Section 4. Sale of Series B Notes. The Series B Notes shall be sold, under the Bond Pool Structure authorized in the Original Note Resolution, to the California School Cash Reserve Program Authority (the "Authority") in accordance with the Original Note Resolution. Each Authorized Officer is hereby authorized and directed, during the period commencing on the date of adoption of this Supplemental Resolution and ending on June 15, 2012, to execute and deliver the Pricing Confirmation applicable to the Series B Notes on a date within five (5) days (or such longer period of time as agreed by the Authority) of the negotiation of the interest rate or rates and the purchase price to be paid for the Series B Notes in accordance with Section 4 of the Original Note Resolution.

Section 5. Preliminary Official Statement and Official Statement. Each Authorized Officer is hereby authorized and directed to provide Piper Jaffray & Co., as underwriter for the Program (the "Underwriter") with such information relating to the District as the Underwriter shall reasonably request for inclusion in the preliminary official statement (the "Preliminary Official Statement") and official statement of the Authority relating to the Series of Pool Bonds to which the Series B Notes will be assigned. If, at any time prior to the execution of the Pricing Confirmation for the Series B Notes, any event occurs as a result of which the information contained in the Preliminary Official Statement or other offering document relating to the District might include an untrue statement of a material fact or omit to state any material fact necessary to make the statements therein, in light of the circumstances under which they were made, not misleading, the District shall promptly notify the Underwriter.

Section 6. Effect of Supplemental Resolution. The Original Note Resolution is hereby ratified and confirmed and shall continue in full force and effect in accordance with the terms and provisions thereof, as supplemented by the terms stated in this Supplemental Resolution, including the authority granted to the Authorized Officers named therein to take all actions therein authorized with respect to a Series of Additional Notes.

Section 7. Submittal of Resolution to County. The Secretary or Clerk of the Board of the District is hereby directed to submit one certified copy each of this Resolution to the Clerk of the Board of Supervisors of the County, to the Treasurer of the County and to the County Superintendent of Schools.

SECRETARY'S CERTIFICATE

I, Anthony W. Knight, Ed. D., Secretary of the Governing Board of the Oak Park Unified School District Board of Education, hereby certify as follows:

The foregoing is a full, true and correct copy of a resolution duly adopted at a regular meeting of the Governing Board of the Oak Park Unified School District duly and regularly held at the regular meeting place thereof on the __ day of ____, 2011, of which meeting all of the members of said Governing Board had due notice and at which a majority thereof were present; and at said meeting said resolution was adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

An agenda of said meeting was posted at least 72 hours before said meeting at 5801 E. Conifer Street, Oak Park, California, a location freely accessible to members of the public, and a brief general description of said resolution appeared on said agenda.

I have carefully compared the same with the original minutes of said meeting on file and of record in my office; the foregoing resolution is a full, true and correct copy of the original resolution adopted at said meeting and entered in said minutes; and said resolution has not been amended, modified or rescinded since the date of its adoption, and the same is now in full force and effect. The Increased Maximum Amount of Borrowing specified in the foregoing resolution is \$10,500,000.

Dated: _____, 2011

Anthony W. Knight, Ed. D.
Secretary of the Governing Board
Oak Park Unified School District
Ventura County

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 6, 2011
SUBJECT: C.3.c. APPROVE AUTHORIZATION TO PURCHASE RELOCATABLE RESTROOM FACILITIES FOR OAK VIEW HIGH SCHOOL

ACTION

ISSUE: Shall the Board authorize the purchase of a new relocatable restroom facility for Oak View High School under the cooperative purchase provision of Los Alamitos Unified School District Bid #2010-0001, pursuant to the provisions of Public Contract Code (PCC) Section 20118?

BACKGROUND: The approved Facility Master Plan calls for the installation of a relocatable restroom facility for the Oak View campus as the most cost effective means for addressing this Master Plan priority. The District has received the attached proposal from Silver Creek Industries, Inc. for a restroom facility, in the amount of \$84,668.00, which has been reviewed by District staff, the Facility Planning Subcommittee, and construction manager Balfour Beatty, all of whom recommend the purchase of the proposed building. In order to receive the most favorable pricing, and to conform to the bidding requirements of PCC 20111-20118, it is recommending that the Board authorize the purchase of the new relocatable restroom facility from Silver Creek under the cooperative purchase provision of Los Alamitos Unified School District Bid #2010-0001. The Los Alamitos bid contains a provision commonly referred to as a "piggyback" clause, authorized by PCC 20118, which allows districts to utilize the bids of other public agencies, thereby saving time, effort and money. A copy of the Los Alamitos board action authorizing the piggyback clause is attached for the Board's information.

ALTERNATIVES:

1. Approve the purchase a new relocatable restroom facility from Silver Creek Industries, Inc., in the amount of \$84,668.00, under the piggyback provision of Los Alamitos Unified School District Bid #2010-0001.
2. Do not approve the purchase of a new relocatable restroom facility.

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	_____	_____	_____	_____



Silver Creek Industries, Inc.
 195 East Morgan Street
 Perris, CA 92571
 (951) 943-5393 (phone)
 (951) 943-2211 (fax)
 Lic. # 855259 – General Contractor

Revised November 28, 2011 Per KPI comments

Revised September 23, 2011

Keith Henderson

Oak Park Unified

5801 East Conifer St.

Oak Park, CA 91377

RE Proposal for: 12-0 X 40-0 Modular Restroom Bldg Options.

Julie,

Thank you for the opportunity to quote the Modular Building for Oak Park Unified. Silver Creek Industries has been awarded a contract with Los Alamitos Unified School District, which allows us to utilize its piggyback provisions to contract with other school districts. This proposal is based on SCI PC #04-109295, current Urban Wild Fire Code and plumbing specifications provided via email 9-15-11. All terms, conditions shall be per the Los Alamitos Unified School District contract.

Proposed Construction Schedule:

DSA approval, Manufacturing, Installation and Completion will be negotiated upon notice of award.

Payment schedule:

Monthly progress billings and payment based on approved schedule of values.

Important Note: The actual dates may vary based upon the District's Architect receipt of DSA approval for the Buildings and the project site. In addition, the availability of the project site to begin construction may vary the proposed schedule. Delays in the schedule may impact the project cost.

Due to the potential for significant price fluctuations, we reserve the right to review this quote prior to the execution of a contract and request a change to the pricing and terms of this proposal with appropriate substantiation.

Proposal Pricing: Includes: (1) 12' x 40' Toilet Building- Boys/Staff/Staff/Girls, Item K

Base Building Price (12'x40')	1-K	74,656.00
Installation	2-K	4,594.00
Delivery	AA-294	830.00
Wood Foundation w/ galvanized wire mesh		Included
Wood Floor w/ Self cove Sheet Vinyl flooring (350sqft)	AA-9	4,426.00
22 Gauge Mono Slope Roof	Included	
Standard Metal Partitions	Included	
Hardi Panel Ext Siding to asphalt finish		Included
FRP Interior Siding	Included	
Wall Mounted Fixtures	Included	
Hard Lid Ceiling	AA-28	Included
Surface Mount Fluorescent Light Fixtures	Included	
Ramps and Landings	Included	
Engineering and Design (1) hr	AA-281	162.00

TOTAL: \$84,668.00

ADD: \$648.00 = (4) Hrs at \$162.00 an hour if SCI is to accompany KPI at the DSA appointment

Note: The above line items are for accounting purposes only.

Exclusions:

- All items not listed in proposed pricing and not included in the Specifications.
- All site work. Including but not limited to:
 - Connection of all utilities
 - Walkways and landscaping.
- Soil testing and reports.
- In plant and or on site DSA approved inspectors.
- Fire sprinklers or any fire rating requirements due to building sighting.
- All permanent or temporary power, telephone, fencing, security, dust control, project trailer, and toilets.
- All wire, controls and connections for all low voltage systems including but not limited to energy management, fire alarm, communication, signal, smoke and heat detector, and security systems.
- Fire rated assemblies, unless noted.
- Craning or any special unloading.
- Special back boxes for phone system.

Thank you again for the opportunity to provide this proposal. If this meets with your approval please sign and fax this proposal.

If you have any questions or concerns, please do not hesitate to contact me at (951) 906-2809 (cell) or at my office, at X 260.

Very truly yours,

Tamara Lopez
Sales Representative

Acceptance of Proposal

Date _____

Signature _____

Title _____

Name _____

For: Oak Park Unified.

LOS ALAMITOS UNIFIED SCHOOL DISTRICT

November 16, 2010

APPROVAL TO ACCEPT BID NO. 2010-0001 FOR THE PURCHASE, RELOCATION,
DISMANTLE, AND REMOVAL OF DIVISION OF STATE ARCHITECT (DSA)
APPROVED PORTABLE CLASSROOMS DISTRICTWIDE FROM SILVER CREEK
INDUSTRIES, INC.

Approval is requested to accept Bid No. 2010-0001 for the purchase, relocation, dismantle, and removal of Division of State Architect (DSA) approved portable classrooms Districtwide from Silver Creek Industries, Inc.

Who: Silver Creek Industries, Inc.

What: Acceptance of Bid No. 2010-0001 received on October 8, 2010, for the purchase, relocation, dismantle, and removal of portable classrooms throughout the District.

Where: Districtwide

When: The contract term is one (1) year after award of bid, and may be extended for four additional one (1) year periods in accordance with provisions contained in the Education Code.

Why: The District prepared and advertised this bid for new portable buildings in order to have the best pricing as portable buildings are needed for the modernization program throughout the District. This bid may be piggybacked by other agencies for their own use.

Cost: Attachments A and B on the following pages list the prices for the base and alternate items from the bid. The prices are to remain firm for the first year with a possible price adjustment increase each period as follows: The prices set forth in the Bid Form may be adjusted annually beginning in October 2011, pursuant to the following; the contractor submits a request to the DISTRICT, for a price adjustment in writing. The price adjustment shall be calculated as follows: The original contract price multiplied by the sum of one (1) and the change in the Consumer Price Index, Los Angeles - Anaheim CPI (State of California, Division of Labor Statistics & Research) between the index value for the final month of the current period and the May 2010 index value. The price adjustment for each twelve-month period thereafter shall use the index of the final month of the current period applied against the May 2010 index value and the original price.

RECOMMENDED BOARD ACTION:

Approval to accept Bid No. 2010-0001 for the purchase, relocation, dismantle, and removal of Division of State Architect (DSA) approved portable classrooms Districtwide from Silver Creek Industries, Inc.

Ref. 11(b)4

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: NOVEMBER 16, 2010
SUBJECT: C.3.d. APPROVE SECOND TERM APPOINTMENTS TO THE OAK PARK CITIZENS' OVERSIGHT COMMITTEE

ACTION

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

BACKGROUND: The first two-year terms of three members of the Oak Park Citizens' Oversight Committee (OPCOC), terminate on December 31, 2011. Two of the members, Mr. Eric Christensen and Mr. Stephen Yeoh, have each indicated that they would like to serve a second two-year term as permitted by law. It is the staff recommendation that the Board reappoint these two members to a second term.

The third member, Ms. Kristine Vail, is not requesting reappointment, thereby leaving a vacancy on the 12 member committee. Given that the Board has recently interviewed and ranked applicants for OPCOC membership, it is recommended that the Board appoint the next available candidate from that approved list.

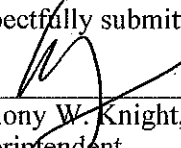
ALTERNATIVES:

1. Appoint Mr. Eric Christensen and Mr. Stephen Yeoh to a second two-year term as permitted by law.
2. Appoint the next available candidate from the Board's approved list of applicants interviewed in August 2011 to fill the one OPCOC vacancy.
3. Re-advertise and re-interview candidates for all three positions.

RECOMMENDATION: Approve Alternatives 1 and 2 above.

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	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 6, 2011
SUBJECT: C.3.e. APPROVE AMENDMENT # 2 TO AGREEMENT WITH BALFOUR BEATTY, INC. FOR PROGRAM/CONSTRUCTION MANAGEMENT SERVICES

ACTION

ISSUE: Shall the Board of Education approve Amendment # 2 to the agreement with Balfour Beatty, Inc. for program/construction management services in connection with Measure R projects?

BACKGROUND: At its meeting on May 20, 2009, the Board entered into an agreement with Barnhart-Heery (now Balfour Beatty) for program and construction management services in connection with Measure R projects. The initial term of the contract was for a one-year period, and provided for renewal up to a total of five years upon mutual agreement. The first year of the contract encompassed the early "quick start" programs authorized for summer 2009, as well as development of the overall bond program for Measure R. Amendment #1, for the period June 2010 through December 2011, was approved by the Board at its meeting on June 18, 2010, to include projects through the summers of 2010 and 2011.

The District and the Facility Planning Committee have been very pleased with the service Balfour Beatty has provided and are recommending the Board's approval of Amendment #2 extending the period of service for one year to December 31, 2012. It is important to note that all terms, conditions, and fees for services remain unchanged for the duration of the proposed contract extension. Services and projects provided under this amendment will only be performed as authorized by the Board of Education. Unless otherwise specified by the Board, the cost of services will be funded from Measure R. A copy of the proposed amendment is attached for the Board's review.

ALTERNATIVES:

1. Approve Amendment No. 2 to the agreement with Balfour Beatty, Inc. for program/construction management services.
2. Do not approve Amendment No. 2.

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	_____	_____	_____	_____

I.
RECITALS

- A. Whereas on or about May 20, 2009, Oak Park Unified School District ("District") and Barnhart Inc. (a Heery International Company) ("Barnhart") entered into a Agreement for Program/Construction Management Services ("Agreement") related to Measure "R" Facilities Construction Bond Program;
- B. Whereas the term of the Agreement was for one year;
- C. Whereas Article 4 of the Agreement provides that the Agreement may be extended by way of written amendment to the Agreement;
- D. Whereas the District and Barnhart entered into Amendment No. 1 to extend the term of the Agreement through December 31, 2011.
- E. Whereas the District and Barnhart wish to enter into this Amendment No.2 to Agreement for Program/Construction Management Services ("Amendment") to extend the term of the Agreement and make other modifications to the Agreement as set forth herein.

II.
AMENDMENT

The Agreement is hereby amended as follows:

- 1. All references in the Agreement to Barnhart shall be amended to refer to "Barnhart-Balfour Beatty, Inc. dba Balfour Beatty Construction."
- 2. Pursuant to Article 4, subsection 4.2, the term of the Agreement shall be extended through December 31, 2012 ("Extension Term").
- 3. Barnhart shall be compensated for basic services (as described in Articles 2 and 3 of the Agreement) provided during the Extension Term.
- 4. To the extent they remain employed by Barnhart, Keith Henderson and Dennis Kuykendall shall remain assigned to the Project(s) contemplated under the Agreement, unless otherwise agreed by the District and Barnhart.
- 5. Except as expressly modified by this Amendment, all other terms and conditions set forth in the Agreement shall remain in full force and effect.

This Amendment is executed and becomes part of the Agreement on _____.

Oak Park Unified School District

Barnhart – Balfour Beatty, Inc
dba Balfour Beatty Construction

By: Martin Klauss
Title: Assistant Superintendent
Business Services and
Administrative Services

By: Eric Stenman
Title: Regional CEO,
Southwest Region

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 6, 2011
SUBJECT: C.3.f. APPROVE UPDATED FACILITY MASTER PLAN

ACTION

ISSUE: Shall the Board of Education review and approve revisions to the Facility Master Plan?

BACKGROUND: In January 2010, the Board of Education approved the first Facility Master Plan to incorporate projects funded by the Measure R bond fund, which also included the District's 2009 "quick start" projects. Recognizing that the ten year Master Plan would need to continually evolve to reflect completed projects and new and revised priorities, the Board has requested that the Master Plan be updated annually. Over the last few months, the District's Facility Planning Committee (FPC) subcommittee and PM/CM firm, Balfour Beatty, Inc. have worked on the second revision and update to the Master Plan, in order to recognize revised priorities and project scopes, and to update budget estimates. Balfour Beatty and FPC co-chairs Peter Kristensen and Tom Wulf have done an enormous amount of work to give this second plan revision increased focus and update actual and projected costs.

The draft plan will be provided to the full Facilities Planning Committee at its meeting on November 30, 2011 for review and to allow input to the updated plan. As this agenda was going to press, the final editing of the document was in progress. The completed plan will be sent to the Board prior to this evening's meeting, and PM/CM Balfour Beatty, Mr. Kristensen, Mr. Wulf, and District staff will be present to lead the presentation and discussion of the plan.

ALTERNATIVES:

- 1). Approve the updated Facility Master Plan as presented.
- 2). Approve the plan with modifications as directed by the Board.
- 3). Do not approve the plan.

RECOMMENDATION: Alternative No. 1

Prepared by: Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted:

 Anthony W. Knight, Ed.D.
 Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: DECEMBER 6, 2011

SUBJECT: C.3.g. APPROVE ENROLLMENT CAPACITY AND DISTRICT OF CHOICE TRANSFERS

ACTION

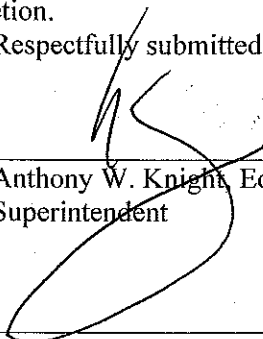
ISSUE: The board will receive reports from staff regarding district capacity, student enrollment projections and the number of District of Choice (DOC) students that will be enrolled into Oak Park Unified for 2012-2013.

BACKGROUND: Each year the board is presented with enrollment projections for the upcoming school year in order to make decisions related to the capacity of the school district. Last month, the initial enrollment projections were presented to the governing board for consideration and discussion. In addition, under the District of Choice regulations decisions must be made as to the number of new District of Choice applications that will be enrolled into the District for 2012-2013. The window for new DOC applications for next school year opened November 1, 2011 and will close December 31, 2011. The lottery for identified openings at each grade level will take place during the regularly scheduled board meeting on January 17, 2012.

The staff will provide a number of capacity and enrollment scenarios for the board to consider in discussing this issue.

ALTERNATIVE: At the Board's discretion.

Respectfully submitted,



Anthony W. Knight, Ed.D.
Superintendent

Prepared by: Clifford E. Moore

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

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

TO: BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: DECEMBER 6, 2011

SUBJECT: C.4.a. APPROVE CONTRACT FOR NON-PUBLIC SCHOOL FOR
SPECIAL EDUCATION STUDENT #02-11/12 - \$110,065.52
ACTION

ISSUE: Should the Board of Education approve this contract for non-public school agency services #02-11/12?

BACKGROUND: Since 2010, the District has reduced Behavioral Supervision/Consultation costs by approximately \$20,000.00 by utilizing district staff to provide these services ongoing. Behavioral Supervision by an NPA provider remains on one student's IEP.

According to their respective IEPs, two severely handicapped students attending Oak Park High School continue to require instructional aide NPA services.

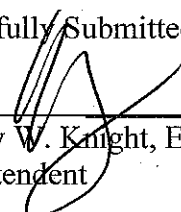
The total cost of these services is \$110,065.52.

ALTERNATIVES: 1) Fund this non-public school agency.
2) Do not fund this non-public school agency.

RECOMMENDATION: Alternative #1

RATIONALE: The District is required by law to provide the services stated on a student's IEP. Inclusive Education and Community Partnership (IECP) is a certified non-public agency.

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	_____	_____	_____	_____

**INDIVIDUAL SERVICES CONTRACT FOR
NONPUBLIC, NONSECTARIAN SCHOOL/AGENCY SERVICES
(Education Code Sections 56365 - 56366.5) (#02-11/12)**

48

THIS NON-PUBLIC AGENCY CONTRACT is made and entered into this 6th day of December 2011, between **Oak Park Unified School District** County of Ventura, hereinafter referred to as "**DISTRICT**," and **Inclusive Education and Community Partnership**, 2323 Roosevelt Blvd., Suite 3, Oxnard, CA 93035, Telephone: (805) 985-4808, hereinafter referred to as "Contractor" for:

Name of Pupil:

Address of Pupil:

Date of Birth: Sex: Grade Level:

Pupil's school of residence is:

Name of Parent(s):

Address of Parent:

Telephone Number:

1. All terms and conditions of the current Master Contract for Nonpublic, Nonsectarian School/Agency Services, hereinafter referred to as the Master Contract, previously executed by the parties hereto, are incorporated herein by reference. The **CONTRACTOR** will provide the services and, where applicable, implement the Individualized Education Program (IEP) and will request an IEP review prior to any change in the service program for any student.
2. This contract is authorized to cover services during the regular school year and for the extended school year only as specified in the Individualized Education Program, or as designated in this contract.
3. Subject to the performance of this contract **DISTRICT** will pay **CONTRACTOR** for specified services outlined in this contract.
4. The pupil's service providers will hold the following license: Proper education, certificate, and training.
5. The pupil: supervisor ratio will be 1:1 (N/A)
6. The frequency of the related services will be provided as specified in the students' Individualized Education Programs and in Item 7A of this Contract.

7. **A. Behavioral Supervision (BID)**

10 hours October 2011 – January 2012; 10 hours @ \$90.13 per hour \$ 901.30

4 hours per month (prorated for shorter months) September - June
= 36 hours @ \$90.13 per hour \$3,244.68

Behavioral Supervision Grand Total: \$4,145.98

B. BII (Behavior Intervention Implementation) (\$42.75/hour)

1.
 - * ESY 2011: 4.5 hours/day x 24 days = 108 hours \$ 4,617.00
 - * Regular School Year 2011/2012: 6 hours per day (prorated for shorter days) for 180 days: \$46,170.00
2.
 - * ESY 2011: 2.25 hours/day x 26 days = 58.50 hours \$ 2,771.27
+ 3 hours of Supervision (90.13 x 3 = \$270.39)
 - * Regular School Year 2011/2012: 6 hours per day for Sept 2011 = 20 days x 6 hours = 120 hours @ 42.75 = \$ 5,130.00
6.5 hours per day for Oct 2011 – June 2012 = 160 days x 6.5 hours = 1,040 hours @ 42.75 = \$44,460.00 \$52,361.27

GRAND TOTAL \$110,065.52

8. A log of services, including dates and times, and progress notes signed by the clinician/supervisor will be submitted with each month's billing.

The contract is effective on July 1, 2011 and terminates at 5:00 PM on June 30, 2012, unless sooner terminated as provided herein.

CONTRACTORIECP(Name of Nonpublic School/Agency)2323 Roosevelt Blvd., Suite 3(Mailing Address)Oxnard CA 93035(City / State / Zip Code)**DISTRICT**Oak Park Unified School District(Name of School District)5801 E Conifer St(Mailing Address)Oak Park, CA 91377(City / State / Zip Code)(Contracting Officer's Signature)(Signature)(Type Name and Title)Anthony W. Knight
(Superintendent)(Date)December 7, 2011
(Date)Approved by the Oak Park Governing Board on: December 6, 2011

TO: BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: DECEMBER 6, 2011

SUBJECT: C.4.b. APPROVE CONTRACT FOR NON-PUBLIC SCHOOL FOR
SPECIAL EDUCATION STUDENT #03-11/12 - \$ 27,170.70
ACTION

ISSUE: Should the Board of Education approve this contract for non-public school for this student?

BACKGROUND: This sixteen-year-old, eleventh grade, Other Health Impaired student requires placement at Summit View Non-Public School. Summit View Non-Public School (HELP Group) is a certified non-public school and has a Master contract with Ventura County SELPA. The cost of this placement is \$27,170.70. The District will receive \$5,222.92 in ADA to reduce the actual cost to \$21,947.78. This cost will be absorbed by decreased costs of other students who have come home from their RTC/NPS placements.

ALTERNATIVES: 1) Fund this non-public school placement.
2) Do not fund this non-public school placement.

RECOMMENDATION: Alternative #1

RATIONALE: The District is required by law to provide the services stated on a student's IEP. The H.E.L.P. Group—Summit View School is a certified non-public school:

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	_____	_____	_____	_____

**INDIVIDUAL SERVICES CONTRACT FOR
NONPUBLIC, NONSECTARIAN SCHOOL/AGENCY SERVICES
(Education Code Sections 56365 - 56366.5) (# 03-11/12)**

THIS SERVICE CONTRACT is made and entered into this 6th day of December, 2011 between, **Oak Park Unified School District** County of Ventura, hereinafter referred to as "**DISTRICT**," and **The H.E.L.P. GROUP**, 13130 Burbank Blvd., Sherman Oaks, CA. 91401, Telephone: (818) 779-5105, FAX (818) 779-5103 a nonpublic school, hereinafter referred to as "**CONTRACTOR**" for

Name of Pupil:

Address of Pupil: Oak Park, CA. 91377

Telephone:

Date of Birth: Sex: Grade Level: 11th

Hereinafter referred to a "PUPIL", who is a resident of Ventura County

Pupil's school of residence is School: Oak Park High School
NPS: Summit View (HELP Group)

Name of Parent(s):

Address:

Telephone Number:

-
1. All terms and conditions of the current Master Contract for Nonpublic, Nonsectarian School/Agency Services, hereinafter referred to as the Master Contract, previously executed by the parties hereto, are incorporated herein by reference. The **CONTRACTOR** will implement the Individualized Education Program (IEP) and will request an IEP review prior to any change in the service program.
 2. This contract is authorized for up to **180** days as specified in the Individualized Education Program.
 3. Subject to the performance of this contract **DISTRICT** will pay **CONTRACTOR** **\$144.43 per day**, defined in **Item #62 of the Master Contract**.
 4. The pupil's coordinating teacher/service provider will hold the following credential/license: **Appropriate, valid credential**, as defined in **Item #47 of the Master Contract**.
 5. The class size for the pupil will not exceed **12 pupils**, as defined in **Item #24 of the Master Contract**.
 6. The length of the instructional program will be **300 minutes per day, Monday through Friday**, as defined in **Item #23 of the Master Contract**.

7. District graduation requirements, including differential proficiency standards, if applicable, shall be implemented as attached, or as specified in the IEP.
8. Authorized related educational services as specified in the IEP, shall be provided by the **CONTRACTOR** up to the amount specified.

A. Basic Education Program:

Regular school year: 180 days

Total number of Days: 180 days times Per Diem **\$144.43**

MAXIMUM TOTAL BASIC EDUCATION COSTS (A):

\$ 25,997.40

B. Designated Instruction and Services/Related Services:

Counseling - Individual:

80 minutes per month @ \$88/ hr for 10 months (pro-rated for shorter months)

Total Counseling Cost:

\$ 1,173.30

MAXIMUM TOTAL BASIC EDUCATION & RELATED SERVICES COSTS

\$ 27,170.70

9. Other provisions as necessary:

- A. Progress reports on all goals and objectives will be submitted quarterly and at report card times with the report card to the District in a timely manner.
- B. All test results, reports, and data will be submitted to the District when completed.
- C. District observations of student.
- D. Participation in IEP meetings.
- E. All other provisions in the Master Contract.

The parties hereto have executed this contract by and through their duly authorized agents or representatives.

The contract is effective on July 1, 2011 and terminates at 5:00 P.M. on June 30, 2012 unless sooner terminated as provided herein.

CONTRACTOR

Name and Address of Nonpublic School/Agency:
H.E.L.P GROUP-SUMMIT VIEW SCHOOL
13130 Burbank Blvd.
Sherman Oaks, California 91401

DISTRICT

Name and Address of Contractor:
OAK PARK UNIFIED SCHOOL DIST.
5801 E.Conifer Street
Oak Park, CA 91377

Contracting Officer's Signature

District Officer's Signature

Print/Type Name and Title

Anthony W. Knight, Superintendent

Date

December 7, 2011

Date

Approved by the Oak Park Unified School District Governing Board on (date): December 6, 2011

TO: BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: DECEMBER 6, 2011

SUBJECT: C.4.c. APPROVE CONTRACT FOR NON-PUBLIC SCHOOL FOR
SPECIAL EDUCATION STUDENT #04-11/12 - \$ 25,997.40
ACTION

ISSUE: Should the Board of Education approve this contract for non-public school for this student?

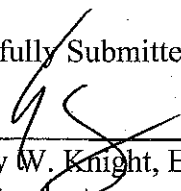
BACKGROUND: This sixteen-year-old, eleventh grade, Other Health Impaired student requires placement at Coldwater Canyon Non-Public School. Coldwater Canyon Non-Public School (HELP Group) is a certified non-public school and has a Master contract with Ventura County SELPA. The cost of this placement is \$25,997.40. The District will receive \$5,222.92 in ADA to reduce the actual cost to \$20,774.48. This cost will be absorbed by decreased costs of other students who have come home from their RTC/NPS placements.

ALTERNATIVES: 1) Fund this non-public school placement.
2) Do not fund this non-public school placement.

RECOMMENDATION: Alternative #1

RATIONALE: The District is required by law to provide the services stated on a student's IEP. The H.E.L.P. Group—Coldwater Canyon School is a certified non-public school.

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	_____	_____	_____	_____

**INDIVIDUAL SERVICES CONTRACT FOR
NONPUBLIC, NONSECTARIAN SCHOOL/AGENCY SERVICES
(Education Code Sections 56365 - 56366.5) (# 04-11/12)**

THIS SERVICE CONTRACT is made and entered into this 6th day of December, 2011 between, **Oak Park Unified School District** County of Ventura, hereinafter referred to as "**DISTRICT**," and **The H.E.L.P. GROUP**, 13130 Burbank Blvd., Sherman Oaks, CA. 91401, Telephone: (818) 779-5105, FAX (818) 779-5103 a nonpublic school, hereinafter referred to as "**CONTRACTOR**" for

Name of Pupil:

Address of Pupil: Oak Park, CA. 91377

Telephone:

Date of Birth: Sex: Grade Level: 11th

Hereinafter referred to a "PUPIL", who is a resident of Ventura County

Pupil's school of residence is School: Oak Park High School
NPS: Coldwater Canyon (HELP Group)

Name of Parent(s):

Address:

Telephone Number:

-
1. All terms and conditions of the current Master Contract for Nonpublic, Nonsectarian School/Agency Services, hereinafter referred to as the Master Contract, previously executed by the parties hereto, are incorporated herein by reference. The **CONTRACTOR** will implement the Individualized Education Program (IEP) and will request an IEP review prior to any change in the service program.
 2. This contract is authorized for up to **180** days as specified in the Individualized Education Program.
 3. Subject to the performance of this contract **DISTRICT** will pay **CONTRACTOR \$144.43 per day**, defined in **Item #62 of the Master Contract**.
 4. The pupil's coordinating teacher/service provider will hold the following credential/license: **Appropriate, valid credential**, as defined in **Item #47 of the Master Contract**.
 5. The class size for the pupil will not exceed **12 pupils**, as defined in **Item #24 of the Master Contract**.
 6. The length of the instructional program will be **300 minutes per day, Monday through Friday**, as defined in **Item #23 of the Master Contract**.

7. District graduation requirements, including differential proficiency standards, if applicable, shall be implemented as attached, or as specified in the IEP.
8. Authorized related educational services as specified in the IEP, shall be provided by the **CONTRACTOR** up to the amount specified.

A. Basic Education Program:

Regular school year: 180 days

Total number of Days: 180 days times Per Diem \$144.43

MAXIMUM TOTAL BASIC EDUCATION COSTS (A):

\$ 25,997.40

9. Other provisions as necessary:

- A. Progress reports on all goals and objectives will be submitted quarterly and at report card times with the report card to the District in a timely manner.
- B. All test results, reports, and data will be submitted to the District when completed.
- C. District observations of student.
- D. Participation in IEP meetings.
- E. All other provisions in the Master Contract.

The parties hereto have executed this contract by and through their duly authorized agents or representatives.

The contract is effective on July 1, 2011 and terminates at 5:00 P.M. on June 30, 2012 unless sooner terminated as provided herein.

CONTRACTOR

Name and Address of Nonpublic School/Agency:
H.E.L.P GROUP-SUMMIT VIEW SCHOOL
13130 Burbank Blvd.
Sherman Oaks, California 91401

DISTRICT

Name and Address of Contractor:
OAK PARK UNIFIED SCHOOL DIST.
5801 E. Conifer Street
Oak Park, CA 91377

Contracting Officer's Signature

District Officer's Signature

Print/Type Name and Title

Anthony W. Knight, Superintendent

Date

December 7, 2011

Date

Approved by the Oak Park Unified School District Governing Board on (date): December 6, 2011

TO: BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: DECEMBER 6, 2011

SUBJECT: C.4.d. APPROVE CONTRACT FOR NON-PUBLIC SCHOOL FOR
SPECIAL EDUCATION STUDENT #05-11/12 - \$33,886.00.
ACTION

ISSUE: Should the Board of Education approve this contract for non-public school for this student?

BACKGROUND: This seventeen-year-old, eleventh grade, autistic student has been attending Village Glen Non-Public School for the past two years. The IEP team has determined that a non-public school is the least restrictive appropriate placement at this time. Village Glen Non-Public School (HELP Group) is a certified non-public school and has a Master contract with Ventura County SELPA. The cost of this placement is \$33,886.00. The District will receive \$5,222.92 in ADA to reduce the actual cost to \$28,663.08.

ALTERNATIVES: 1) Fund this non-public school placement.
2) Do not fund this non-public school placement.

RECOMMENDATION: Alternative #1

RATIONALE: The District is required by law to provide the services stated on a student's IEP. The H.E.L.P. Group—Village Glen School is a certified non-public school.

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	_____	_____	_____	_____

**INDIVIDUAL SERVICES CONTRACT FOR
NONPUBLIC, NONSECTARIAN SCHOOL/AGENCY SERVICES
(Education Code Sections 56365 - 56366.5) (# 05-11/12)**

60

THIS SERVICE CONTRACT is made and entered into this 6th day of December, 2011, between, **Oak Park Unified School District** County of Ventura, hereinafter referred to as "**DISTRICT**," and **The H.E.L.P. Group**, 13130 Burbank Blvd., Sherman Oaks, CA 91401, Telephone: (818) 779-5105, FAX (818) 779-5103, a nonpublic school, hereinafter referred to as "**CONTRACTOR**" for

Name of Pupil:

Address of Pupil:

Oak Park, CA 91377

Telephone:

Date of Birth:

Sex:

Grade Level: 11th

Hereinafter referred to a "PUPIL", who is a resident of Ventura County

Pupil's school of residence: Oak Park High School

NPS: Village Glen (HELP Group)

Name of Parent(s):

Address:

Telephone Number:

-
1. All terms and conditions of the current Master Contract for Nonpublic, Nonsectarian School/Agency Services, hereinafter referred to as the Master Contract, previously executed by the parties hereto, are incorporated herein by reference. The **CONTRACTOR** will implement the Individualized Education Program (IEP) and will request an IEP review prior to any change in the service program.
 2. This contract is authorized for up to 200 days as specified in the Individualized Education Program.
 3. Subject to the performance of this contract **DISTRICT** will pay **CONTRACTOR** \$144.43/day as defined in **Item #62 of the Master Contract**.
 4. The pupil's coordinating teacher/service provider will hold the following credential/license: **Appropriate, valid credential**, as defined in **Item #47 of the Master Contract**.
 5. The class size for the pupil will not exceed **12 pupils**, as defined in **Item #24 of the Master Contract**.
 6. The length of the instructional program will be **300 minutes per day, Monday through Friday**, as defined in **Item #23 of the Master Contract**.
 7. District graduation requirements, including differential proficiency standards, if applicable, shall be implemented as attached, or as specified in the IEP.

8. Authorized related educational services as specified in the IEP, shall be provided by the **CONTRACTOR** up to the amount specified.

61

A. Basic Education Program:

2011 ESY: 20 days

Regular school year: 180 days

Total number of Days: 200 times Per Diem \$144.43

MAXIMUM TOTAL BASIC EDUCATION COSTS (A): **\$28,886.00**

B. Transportation:

\$25.00 per day x 200 days

\$ 5,000.00

MAXIMUM TOTAL RELATED SERVICES COST (B) **\$ 5,000.00**

MAXIMUM TOTAL BASIC EDUCATION & RELATED SERVICES COST (A&B) **\$33,886.00**

9. Other provisions as necessary:

- A. Progress reports on all goals and objectives will be submitted quarterly and at report card times with the report card to the District in a timely manner.
- B. All test results, reports, and data will be submitted to the District when completed.
- C. District observations of student.
- D. Participation in IEP meetings.
- E. All other provisions in the Master Contract.

The parties hereto have executed this contract by and through their duly authorized agents or representatives.

The contract is effective on July 1, 2011 and terminates at 5:00 P.M. on June 30, 2012 unless sooner terminated as provided herein.

CONTRACTOR

H.E.L.P Group-Bridgeport School

13130 Burbank Blvd.

Sherman Oaks, California 91401

DISTRICT

Oak Park Unified School District

5801 E. Conifer Street

Oak Park, California 91377

Contracting Officer's Signature

District Officer's Signature

Print/Type Name and Title

Anthony W. Knight, Superintendent

Date

December 7, 2011

Date

Approved by the Oak Park Unified School District Governing Board on (date): December 6, 2011

TO: BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: DECEMBER 6, 2011

SUBJECT: C.4.e. APPROVE CONTRACT FOR NON-PUBLIC SCHOOL FOR
SPECIAL EDUCATION STUDENT #06-11/12 - \$36,102.00
ACTION

ISSUE: Should the Board of Education approve this contract for non-public school for this student?

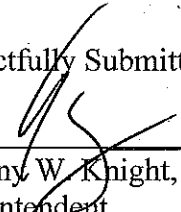
BACKGROUND: This eleven-year-old, 5th grade, autistic student has been attending school at The Help Group for the last four years. The IEP team has determined that a non-public school is the least restrictive appropriate placement at this time. Sunrise Non-Public School (HELP Group) is a certified non-public school and has a Master contract with Ventura County SELPA. The cost of this placement is \$36,102.00. The District will receive \$5,222.92 in ADA to reduce the actual cost to \$30,879.08.

ALTERNATIVES: 1) Fund this non-public school placement.
2) Do not fund this non-public school placement.

RECOMMENDATION: Alternative #1

RATIONALE: The District is required by law to provide the services stated on a student's IEP. The H.E.L.P. Group—Sunrise School is a certified non-public school.

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	_____	_____	_____	_____

**INDIVIDUAL SERVICES CONTRACT FOR
NONPUBLIC, NONSECTARIAN SCHOOL/AGENCY SERVICES
(Education Code Sections 56365 - 56366.5) (# 06-11/12)**

64

THIS SERVICE CONTRACT is made and entered into this 6th day of December, 2011, between, **Oak Park Unified School District** County of Ventura, hereinafter referred to as "**DISTRICT**," and **The H.E.L.P. Group**, 13130 Burbank Blvd., Sherman Oaks, CA 91401, Telephone: (818) 779-5105, FAX (818) 779-5103, a nonpublic school, hereinafter referred to as "**CONTRACTOR**" for

Name of Pupil:

Address of Pupil:

Oak Park, CA 91377

Telephone:

Date of Birth:

Sex:

Grade Level: 5th

Hereinafter referred to a "PUPIL", who is a resident of Ventura County

Pupil's school of residence: Oak Hills Elementary School

NPS: Sunrise (HELP Group)

Name of Parent(s):

Address:

Telephone Number:

1. All terms and conditions of the current Master Contract for Nonpublic, Nonsectarian School/Agency Services, hereinafter referred to as the Master Contract, previously executed by the parties hereto, are incorporated herein by reference. The **CONTRACTOR** will implement the Individualized Education Program (IEP) and will request an IEP review prior to any change in the service program.
2. This contract is authorized for up to 200 days as specified in the Individualized Education Program.
3. Subject to the performance of this contract **DISTRICT** will pay **CONTRACTOR** \$144.43/day as defined in **Item #62 of the Master Contract**.
4. The pupil's coordinating teacher/service provider will hold the following credential/license: **Appropriate, valid credential**, as defined in **Item #47 of the Master Contract**.
5. The class size for the pupil will not exceed **12 pupils**, as defined in **Item #24 of the Master Contract**.
6. The length of the instructional program will be **280 minutes per day, Monday through Friday**, as defined in **Item #23 of the Master Contract**.
7. District graduation requirements, including differential proficiency standards, if applicable, shall be implemented as attached, or as specified in the IEP.

8. Authorized related educational services as specified in the IEP, shall be provided by the **CONTRACTOR** up to the amount specified.

65

A. Basic Education Program:

2011 ESY: 20 days

Regular school year: 180 days

Total number of Days: 200 times Per Diem 144.43

MAXIMUM TOTAL BASIC EDUCATION COSTS (A):

\$28,886.00

B. Designated Instruction and Services/Related Services:

Speech/Language Services:

60 minutes per week for 42 weeks @ \$88.00 per hour.

Total Speech/Language Cost:

\$ 3,696.00

Occupational Therapy:

30 minutes per week for 42 weeks @ \$60.00 per 30 minutes = 2,520.00

60 minutes per month (1x) @ \$100.00 for 10 months = 1,000.00.

Total Occupational Therapy Cost:

\$ 3,520.00

MAXIMUM TOTAL RELATED SERVICES COST (B)

\$ 7,216.00

MAXIMUM TOTAL BASIC EDUCATION & RELATED SERVICES COST (A&B)

\$36,102.00

9. Other provisions as necessary:

- A. Progress reports on all goals and objectives will be submitted quarterly and at report card times with the report card to the District in a timely manner.
- B. All test results, reports, and data will be submitted to the District when completed.
- C. District observations of student.
- D. Participation in IEP meetings.
- E. All other provisions in the Master Contract.

The parties hereto have executed this contract by and through their duly authorized agents or representatives.

The contract is effective on July 1, 2011 and terminates at 5:00 P.M. on June 30, 2012 unless sooner terminated as provided herein.

CONTRACTOR

H.E.L.P Group-Bridgeport School
13130 Burbank Blvd.
Sherman Oaks, California 91401

DISTRICT

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

Contracting Officer's Signature

District Officer's Signature

Print/Type Name and Title

Anthony W. Knight, Superintendent

Date

December 7, 2011

Date

Approved by the Oak Park Unified School District Governing Board on (date): December 6, 2011

TO: BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: DECEMBER 6, 2011

SUBJECT: C.4.f. APPROVE CONTRACT FOR NON-PUBLIC SCHOOL FOR
SPECIAL EDUCATION STUDENT #07-11/12 - \$37,706.00.
ACTION

ISSUE: Should the Board of Education approve this contract for non-public school for this student?

BACKGROUND: This eighteen-year-old, Post Secondary, Orthopedically Impaired student has been attending Bridgeport Non-Public School for the past three years. The IEP team has determined that a non-public school is the least restrictive appropriate placement at this time. Bridgeport Non-Public School (HELP Group) is a certified non-public school and has a Master contract with Ventura County SELPA. The cost of this placement is \$37,706.00. The District will receive \$5,222.92 in ADA to reduce the actual cost to \$32,483.08.

ALTERNATIVES: 1) Fund this non-public school placement.
2) Do not fund this non-public school placement.

RECOMMENDATION: Alternative #1

RATIONALE: The District is required by law to provide the services stated on a student's IEP. The H.E.L.P. Group—Bridgeport School is a certified non-public school.

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	_____	_____	_____	_____

**INDIVIDUAL SERVICES CONTRACT FOR
NONPUBLIC, NONSECTARIAN SCHOOL/AGENCY SERVICES
(Education Code Sections 56365 - 56366.5) (# 07-11/12)**

68

THIS SERVICE CONTRACT is made and entered into this 6th day of December, 2011, between, **Oak Park Unified School District** County of Ventura, hereinafter referred to as "**DISTRICT**," and **The H.E.L.P. Group**, 13130 Burbank Blvd., Sherman Oaks, CA 91401, Telephone: (818) 779-5105, FAX (818) 779-5103, a nonpublic school, hereinafter referred to as "**CONTRACTOR**" for

Name of Pupil:

Address of Pupil:

Oak Park, CA 91377

Telephone:

Date of Birth:

Sex:

Grade Level: Post Secondary (18-22)

Hereinafter referred to a "PUPIL", who is a resident of Ventura County

Pupil's school of residence: Oak Park High School

NPS: Bridgeport (HELP Group)

Name of Parent(s):

Address:

Telephone Number:

-
1. All terms and conditions of the current Master Contract for Nonpublic, Nonsectarian School/Agency Services, hereinafter referred to as the Master Contract, previously executed by the parties hereto, are incorporated herein by reference. The **CONTRACTOR** will implement the Individualized Education Program (IEP) and will request an IEP review prior to any change in the service program.
 2. This contract is authorized for up to 200 days as specified in the Individualized Education Program.
 3. Subject to the performance of this contract **DISTRICT** will pay **CONTRACTOR** \$144.43/day as defined in **Item #62 of the Master Contract**.
 4. The pupil's coordinating teacher/service provider will hold the following credential/license: **Appropriate, valid credential**, as defined in **Item #47 of the Master Contract**.
 5. The class size for the pupil will not exceed **12 pupils**, as defined in **Item #24 of the Master Contract**.
 6. The length of the instructional program will be **300 minutes per day, Monday through Friday**, as defined in **Item #23 of the Master Contract**.
 7. District graduation requirements, including differential proficiency standards, if applicable, shall be implemented as attached, or as specified in the IEP.

8. Authorized related educational services as specified in the IEP, shall be provided by the **CONTRACTOR** up to the amount specified.

A. Basic Education Program:

2011 ESY: 20 days

Regular school year: 180 days

Total number of Days: 200 times Per Diem of \$ 144.43

MAXIMUM TOTAL BASIC EDUCATION COSTS (A):

\$28,886.00

B. Designated Instruction and Services/Related Services:

Speech/Language Services: 30 minutes per week.

42 weeks @ \$88.00 per hour. (\$44.00 per 30 minutes)

Total Speech/Language Cost:

\$ 1,848.00

Occupational Therapy: 60 minutes per week for 42 weeks @ \$100.00 per hour (4 wks ESY + 38 wks Regular school year).

Total Occupational Therapy Cost:

\$ 4,200.00

Adapted Physical Education: 60 minutes per week for 42 weeks @ \$66.00 per hour (4 wks ESY + 38 wks Regular school year).

Total Adapted Physical Education Cost:

\$ 2,772.00

MAXIMUM TOTAL RELATED SERVICES COST (B)

\$ 8,820.00

MAXIMUM TOTAL BASIC EDUCATION & RELATED SERVICES COST (A&B)

\$37,706.00

9. Other provisions as necessary:

- A. Progress reports on all goals and objectives will be submitted quarterly and at report card times with the report card to the District in a timely manner.
- B. All test results, reports, and data will be submitted to the District when completed.
- C. District observations of student.
- D. Participation in IEP meetings.
- E. All other provisions in the Master Contract.

The parties hereto have executed this contract by and through their duly authorized agents or representatives.

The contract is effective on July 1, 2011 and terminates at 5:00 P.M. on June 30, 2012 unless sooner terminated as provided herein.

CONTRACTOR

H.E.L.P Group-Bridgeport School
13130 Burbank Blvd.
Sherman Oaks, California 91401

DISTRICT

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

Contracting Officer's Signature

District Officer's Signature

Print/Type Name and Title

Anthony W. Knight, Superintendent

Date

December 7, 2011

Date

Approved by the Oak Park Unified School District Governing Board on (date): December 6, 2011

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

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

**SUBJECT: C.5.a. APPROVE AMENDMENT OF BOARD POLICY 5022 – STUDENT
AND FAMILY PRIVACY RIGHTS – First Reading**

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

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

ALTERNATIVES:

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

RECOMMENDATION:
Approval of Alternative #1.

Respectfully submitted,



Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5022(a)

Student And Family Privacy Rights

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

(cf. 0000—Vision)

(cf. 0100—Philosophy)

(cf. 0200—Goals for the School District)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 5021 - Noncustodial Parents)

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

(cf. 6000—Concepts and Roles)

(cf. 6162.8 - Research)

Collection of Personal Information for Marketing Purposes

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

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5022(b)

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

(cf. 0420 – School Plans/Site Councils)

(cf. 1220 – Citizen Advisory Committee)

(cf. 1230 – School-Connected Organizations)

Legal Reference:

EDUCATION CODE

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

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

49450-49457 Physical examinations

49602 Confidentiality of pupil information

51101 Parents Rights Act of 2002

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

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

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

1232h Protection of pupil rights

Management Resources:

WEB SITES

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

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

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

Adopted: 9-17-02

Amended: 5-18-04

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: ~~NOVEMBER 15, 2011~~ DECEMBER 6, 2011

**SUBJECT: C.5.b. 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

Series 3000

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

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 revenue shortfalls, the Board shall develop a plan to recover the fund balance which may include dedicating new unrestricted revenues, reducing expenditures, and/or increasing revenues or pursuing other funding sources.

Long-Term Financial Obligations

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

(cf. 4141/4241 – Collective Bargaining Agreement)

(cf. 4143/4243 – Negotiations/Consultation)

(cf. 4154/4254/4354 – Health and Welfare Benefits)

(cf. 7210 – Facilities Financing)

(cf. 9250 – Remuneration, Reimbursement and Other Benefits)

Budget Amendments

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

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

Legal Reference:

EDUCATION CODE

1240 Duties of county superintendent of schools

33127-33131 Standards and criteria for local budgets and expenditures

35035 Powers and duties of superintendent

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 DECEMBER 6, 2011

SUBJECT: C.5.c. 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~~ DECEMBER 6, 2011

SUBJECT: C.5.d. 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 annually provide a report to the Board indicating the gifts, grants, and/or bequests received on behalf of the district in the preceding fiscal year. The report shall include a statement of account and expenditure of all gifts of money and an inventory of all gifts of physical assets.

(cf. 3440 – Inventories)

(cf. 3460 – Financial Reports and Accountability)

Appreciation

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

(cf. 1150 – Commendations and Awards)

(cf. 7310 – Naming of Facility)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-instructional Operations

BP 3290(c)

Corporate Sponsorship

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

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

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

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

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-instructional Operations

BP 3290(d)

Legal Reference:

EDUCATION CODE

1834 Acquisition of materials and apparatus

35160 Powers and duties

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

41030 School district may invest surplus monies from bequest or gifts

41031 Special fund or account in county treasury

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

41035 Advisory committee

41036 Function of advisory committee

41037 Rules and regulations

41038 Applicability of other provisions of chapter

Management Resources:

WEB SITES

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

Adopted: 1-11-78

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: ~~NOVEMBER 15, 2011~~ DECEMBER 6, 2011

**SUBJECT: C.5.e. 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

94

Series 5000

Students

BP 5145.11(a)

Questioning And Apprehension

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

(cf. 0450 – Comprehensive Safety Plan)

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

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

(cf. 5141.4 – Child Abuse Prevention and Reporting)

(cf. 5145.12 – Search and Seizure)

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

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

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

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

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

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

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

**OAK PARK UNIFIED SCHOOL DISTRICT
BOARD POLICY**

95

Series 5000

Students

BP 5145.11(b)

Subpoenas

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

Legal Reference:

EDUCATION CODE

44807 Duty concerning conduct of pupils

48264 Arrest of truants

48265 Delivery of truant

48902 Notice to law authorities

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

48909 Narcotics and other hallucinogenic drugs (re arrest)

CODE OF CIVIL PROCEDURE

416.60 Service of summons or complaint to a minor

PENAL CODE

830-832.17 Peace officers

1328 Service of subpoena

WELFARE AND INSTITUTIONS CODE

627 Custody of minor

CODE OF REGULATIONS, TITLE 5

303 Duty to remain at school

COURT DECISIONS

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

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

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

ATTORNEY GENERAL OPINIONS

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

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

Management Resources:

WEB SITES

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

Adopted: 5-20-86

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: ~~NOVEMBER 15, 2011~~ DECEMBER 6, 2011

SUBJECT: C.5.f. 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

98

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

99

Series 6000

Instruction

BP 6111(b)

Legal Reference:

EDUCATION CODE

37200-37202 School calendar

37220-37221 Holidays

37252-37253 Summer school

37300-37303 Year-Round School Demonstration Project

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

37618 School calendar

37700-37707 Four-day week

41422 Schools not maintained for 175 days

41530-41532 Professional Development Block Grant

46200-46206 Incentives for longer instructional day and year

46300 Method of computing ADA

48980 Notice at beginning of term

REPEALED EDUCATION CODE FOR CATEGORICAL PROGRAMS

44579-44579.6 Instructional Time and Staff Development Reform Program

ELECTIONS CODE

12283 School closures, election days

COURT DECISIONS

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

PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS

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

Management Resources:

WEB SITES

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

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

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

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

Adopted: 4-26-78

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: ~~NOVEMBER 15, 2011~~ DECEMBER 6, 2011

SUBJECT: C.5.g. 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?

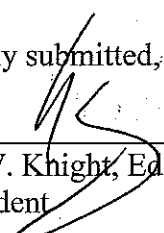
BACKGROUND: Board Policy 7310 includes a new section on “Naming Rights” which authorizes the board to enter into a written agreement granting any person or entity the right to name any district building or facility. Section on “Memorials” expanded to including commemorative trees, monuments, or other 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 planting commemorative trees, erecting monuments, or dedicating building, parts of buildings, athletic fields, gardens, or other district facilities, in memory of deceased students, staff members, community members, and benefactors of the district.

Naming Rights

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 7000

Facilities

BP 7310(c)

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

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

(cf. 1325 – Advertising/Promotions)

(cf. 3290 – Gifts, Grants and Bequests)

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

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

Adopted: 11-16-77

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: ~~NOVEMBER 15, 2011~~ DECEMBER 6, 2011

SUBJECT: C.5.h. APPROVE AMENDMENT OF BYLAWS OF THE BOARD 9150 – STUDENT BOARD MEMBERS - First Reading

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

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

ALTERNATIVES:

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

RECOMMENDATION:
Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9150(a)

Student Board Members

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

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

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

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

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

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

Student Board Member Development

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

OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9150(a)

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

Legal Reference:

EDUCATION CODE

33000.5 Appointment of student members to State Board of Education

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

GOVERNMENT CODE

3540-3549.3 Meeting and Negotiating in Public Educational Employment

Management Resources:

WEB SITES

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

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

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

Adopted: 3-12-02

Amended: 9-17-02

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: DECEMBER 6, 2011

**SUBJECT: C.5.i APPROVE AMENDMENT TO BOARD POLICY 6163.4 –
STUDENT USE OF TECHNOLOGY –First Reading**

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

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

ALTERNATIVES:

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

RECOMMENDATION:
Approval of Alternative #1.

Respectfully submitted,



Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6163.4(a)

Student Use of Technology

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

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

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

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

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

(cf. 6162.6 - Use of Copyrighted Materials)

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

Use of District Computers for Online Services/Internet Access

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6163:4(b)

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

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

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

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

~~(cf. 6143—Courses of Study)~~

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

Legal Reference:

EDUCATION CODE

51006 Computer education and resources
51007 Programs to strengthen technological skills
51870-51874 Education Technology
60044 Prohibited instructional materials

PENAL CODE

313 Harmful matter
502 Computer crimes, remedies
632 Eavesdropping on or recording confidential communications
653.2 Electronic communication devices, threats to safety

UNITED STATES CODE, TITLE 15

6501-6506 Children's Online Privacy Protection Act

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6163.4(c)

UNITED STATES CODE, TITLE 20

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

UNITED STATES CODE, TITLE 47

254 Universal service discounts (E-rate)

CODE OF FEDERAL REGULATIONS, TITLE 16

312.1-312.12 Children's online privacy protection

CODE OF FEDERAL REGULATIONS, TITLE 47

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

Management Resources:

CDE PUBLICATIONS

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

CDE PROGRAM ADVISORIES

~~1223.94 Acceptable Use of Electronic Information Resources~~

CSBA PUBLICATIONS

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

FEDERAL TRADE COMMISSION PUBLICATIONS

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

MY SPACE.COM PUBLICATIONS

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

WEB SITES

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

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

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

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

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

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

Federal Trade Commission, Children's Online Privacy Protection:

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

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

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

Adopted: 3-19-96

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 6, 2011
SUBJECT: VII.1. MONTHLY GENERAL FUND STATUS REPORT

INFORMATION

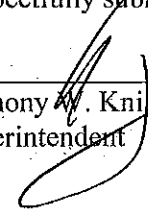
ISSUE: Shall the Board receive and review a status report on General Fund expenditures through October 31st of the 2011-12 fiscal year?

BACKGROUND: The Board maintains its awareness of the State's financial position and its significant impact on K-12 education, and more particularly on the Oak Park Unified School. It is critical that the Board and Administration carefully monitor the District's budget and expenditures to insure fiscal solvency. As a tool to assist in this process, the Administration has developed the attached General Fund Status Report, which will provide the Board with the most current budget and expenditure information available. This report will be updated and reported to the Board every month at its regular meeting, accompanied by staff analysis of the information.

RECOMMENDATION: None. Information only.

Prepared by: Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,



Anthony W. Knight, Ed.D.
Superintendent

**Oak Park Unified School District
GENERAL FUND STATUS REPORT**

As of October 31, 2011

FISCAL YEAR: 67% Remaining

CATEGORY	ADOPTED BUDGET	REVISED BUDGET	ENCUMBRANCES	EXPENDITURES	BALANCE	PCT BAL
SALARIES						
Certificated	14,348,166	14,348,166	0	3,082,833	11,265,333	79%
Classified	2,493,200	2,493,200	0	815,186	1,678,014	67%
Instructional Aides	545,569	552,026	0	121,513	430,513	78%
Substitutes	199,154	199,154	0	27,656	171,498	86%
SUB TOTAL	17,586,089	17,592,546	0	4,047,188	13,545,358	77%
EMPLOYEE BENEFITS						
Statutory Benefits	2,185,621	2,186,216	0	524,958	1,661,258	76%
Workers Compensation	410,515	410,666	0	97,253	313,413	76%
Health Insurance	2,911,982	2,911,982	0	600,620	2,311,362	79%
SUB TOTAL	5,508,118	5,508,864	0	1,222,830	4,286,034	78%
BOOKS, SUPPLIES & EQUIPMENT						
Texts and Other Books	144,631	144,631	67,217	135,977	(58,563)	-40%
Instructional/Operational Supplies	605,882	605,882	218,789	168,349	218,745	36%
Equipment	21,334	21,334	0	0	21,334	100%
SUB TOTAL	771,847	771,847	286,005	304,326	181,516	24%
FACILITY OPERATIONS						
Property/Liability Insurance	161,198	161,198	82,738	34,366	44,094	27%
Utilities	849,029	849,029	531,781	202,112	115,137	14%
Rents, Leases, Repairs	363,417	363,417	142,360	115,120	105,937	29%
SUB TOTAL	1,373,644	1,373,644	756,878	351,597	265,168	19%
CONTRACTED SERVICES						
Travel & Conference	101,707	101,707	8,803	10,617	82,286	81%
Dues & Memberships	27,419	27,419	133	27,086	200	1%
Professional Services	562,432	562,432	328,457	154,242	79,733	14%
Legal Services	57,735	57,735	7,047	21,491	29,197	51%
SUB TOTAL	749,293	749,293	344,440	213,436	191,417	26%
Total Regular Ed	25,988,991	25,996,194	1,387,324	6,139,377	18,469,493	71%
SPECIAL EDUCATION						
Certificated	1,346,650	1,346,650	0	285,355	1,061,295	79%
Classified (Instr Aides/OT)	938,845	932,388	0	207,423	724,965	78%
Substitutes	17,932	17,932	0	3,868	14,064	78%
Statutory Benefits	295,039	294,444	0	64,518	229,926	78%
Workers Compensation	53,856	53,705	0	11,934	41,771	78%
Health Insurance	372,692	372,692	0	74,642	298,050	80%
Supplies	16,571	16,571	2,095	324	14,152	85%
Travel & Conference	10,380	10,380	0	653	9,727	94%
Dues & Memberships	0	0	0	0	0	0%
Other Operating/Services/NPS Expen	798,310	798,310	358,145	(7,699)	447,864	56%
Legal Fees	100,000	100,000	46,652	16,949	36,399	36%
Equipment	450	450	0	0	450	100%
Excess Costs	274,000	274,000	216,500	0	57,500	21%
SUB TOTAL	4,224,725	4,217,522	623,392	657,967	2,936,164	70%
TOTALS	30,213,716	30,213,716	2,010,716	6,797,343	21,405,657	71%

TO: MEMBERS, BOARD OF EDUCATION

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

DATE: December 6, 2011

SUBJECT: Brookside Elementary School, Monthly Board Report

SCHOOL SITE COUNCIL MEETING:

Brookside Site Council met on November 17th. Agenda items included: Continuing review of the School Safety Plan. Also on the agenda: Debbie Sipos will be the BES music teacher during the winter trimester, school assemblies; plan for repairing muddy area near room #101 by adding a downspout; and reviewing the district irrigation report. Next meeting is January 26, 2012.

PROJECT BASED LEARNING:

Kindergartners took a trip to "Tree People" in Coldwater Canyon Park. At a series of interactive eco-stations, park educators help students understand the natural cycles of a forest. Students learned about the connections between trees, water, air and soil. Third graders used natural materials to create Chumash Villages based on historical drawings and information. Fourth grade students used salt dough to create California landform maps. Brown Bag Lunch events are being planning for January and February.

PTA REFLECTIONS GALLERY NIGHT:

Student art project submissions were displayed at a *Gallery and Recognition Night* on November 29th at 6:30 p.m. in the MPR. Each year, the PTA Reflections Program challenges students to create art inspired by a specific theme. This year's theme is "Diversity". Entries are primarily judged on how well the student uses his or her artistic vision to portray the theme through: dance choreography, film production, literature, musical composition, photography, and visual arts.

EVENTS:

November 29	Reflections Gallery Night 6:30 p.m. in the MPR
November 30	Disaster Drill at 11:15 a.m.
December 1 & 8	School Tours 9:00 a.m.
December 9 & 10	Fall Drama Performances of <i>The Jungle Book</i>
December 9	Holiday Brunch for Staff 7:30 a.m.

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: December 6, 2011

SUBJECT: Monthly Board Report

Thanksgiving is one of the great family celebrations of the year. Our Oak Hills family enjoyed a great Thanksgiving last week, including great performances from our Kindergarteners and First Graders. At each performance, the students shared what they have learned about Pilgrims, Native Americans, turkeys, and being thankful. As they practice their songs and plays, our students not only learn to perform, they perform to learn. They did a great job at all the shows!

On my long list of things to be thankful for is the continuing generosity of our parents and volunteers. I want to extend a big thank you to our PTA for putting on another very successful Book Fair. I was excited to see so many books heading home with our students, as parents continue to create the literature-rich environments at home in which our students thrive! I am also especially thankful for all the families who purchased books to be donated to our classroom libraries. Great teaching requires that we have high-quality, high-interest literature to challenge readers at every level. The generous support from our parents and PTA is greatly appreciated.

Since the beginning of this school year, in response to concerns about heavy traffic in the parking lot and around the campus at drop-off time each morning, we have designated a student drop-off only zone along Churchwood Dr. The portion of Churchwood Dr. near the playground stairs is marked *No Parking - Student Drop-off Only* with temporarily signs each morning. Thanks to everyone's cooperation, this experiment has worked well to provide a safe and efficient way for parents to drop off students. We are currently working with the MAC and Ventura County to officially make this a permanent passenger-loading zone between 8:00 – 9:00 each school day.

The rebuilding of the flooded classrooms and offices is progressing rapidly. We are making plans for a smooth and seamless transition back into these rooms. Our students, teachers, and specialists continue to move ahead with all classes and programs running at full-speed. Nevertheless, it will be great to be back 'home'. All of us at Oak Hills are very thankful for the ongoing support of our district facilities, maintenance and operations, and business offices.

I am excited to report that Maureen Frey has just accepted the position of Oak Hills Office Manager. She has a great deal of experience across our district and here at Oak Hills, as well as elsewhere in the professional world. She not only has the diverse skills necessary to be successful in this challenging position, but also has a deep understanding of what a special place this is from her experience as a former Oak Hills parent and PTA president. She will be around the office over the next few weeks to train with Jeri and get acquainted with the entire staff. I also want to thank our interview panel for their guidance in selecting the best candidate for this position. We had an outstanding group of individuals to consider, making this a very challenging task. Maureen is truly a star among stars.

Respectfully Submitted;



Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION

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

DATE: December 6, 2011

SUBJECT: Monthly Board Report

Report Card Conferences

Teachers used six days from November 10 to 18 to hold conference with parents regarding the educational progress of their students. Report cards were distributed at this time. The upper grade conferences also included the students so that together as a team, improvement goals could be set up to help ensure future progress.

Community Service

Red Oak continues to contribute items to support worthy causes in our community. For the Santa Comes of Agoura program run by the Westlake Woman's Club, we are collecting breakfast food items. This program helps local families in need.

Kindergarten Winter Concert

On November 15th, our four Kindergarten classes performed nine songs learned during their weekly music classes for an audience of over 200 parents, grandparents, and paparazzi. Twelve students welcomed the audience and introduced the songs. Our hard-working Kindergarten students did a great job and everyone enjoyed the show!

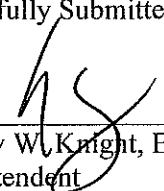
Second Grade Ancestors Performance

On November 23rd, our four second grade classes presented their "Ancestors" program, showcasing learning, projects, and songs about the history and heritage of their families. All ninety-seven students had a speaking part in this program. They also shared the flags of their ancestors' home nations, made an individual coat of arms and passport, and sang six songs learned in their weekly general music class.

Holiday Boutique

Our Parent Teacher Association will host a holiday boutique in our Multi-Purpose Room on Thursday, December 1. Currently, 24 vendors are scheduled to set up shop. Everyone is invited to share in the fun of shopping. 20% of the funds raised will be donated back to Red Oak.

Respectfully Submitted:



Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: BRAD BENIOFF, PRINCIPAL, MEDEA CREEK MIDDLE SCHOOL
DATE: DECEMBER 6, 2011
SUBJECT: MONTHLY SCHOOL REPORT

Panther Ambassadors Training December 5th: Our Safe School Ambassadors training for students, facilitated by MCMS dean, counselors and teachers is being held at the Community Center. This is an important component of our Safe School Plan, working to making sure that each student feels safe and accepted on campus.

School Tours Continue December 6th at 9:00 a.m.: Families should meet in the main office for an informative and welcoming tour.

Lock Down Drill December 7th: Another in a series of MCMS emergency preparedness drills will occur @1:25. The campus will practice lock down procedures (sheltering in place) and attendance accountability in this process.

Winter Concert December 8th @ 6:00p.m.: Music, chorus and holiday cheer: another concert featuring beginning, advanced and Jazz band, and Chorus under our fine Band Director, Elana Levine.

Limousine Lunch December 9th: Top-selling Magazine Drive winners are rewarded with this exciting event—a drive in a limousine to a fun place to eat.

“Teen Truth” Assembly December 12th and 13th: An evening for parents (on Monday the 12th at 6:30) and student assemblies on Tuesday the 13th about the dangers and signs of drug and alcohol use.

Nutcracker Performance at the Civic Arts Plaza December 14th: Band Director Levine will be taking students to this live arts performance.

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: December 6, 2011
SUBJECT: Monthly Board Report

Fall Athletics

OPHS football team made the CIF playoffs losing in the first round to Cabrillo High School. Boys cross country made it to CIF finals after a very successful season of competition.

The Odd Couple

Casting is complete for OPHS production of *The Odd Couple* on February 2-4. This minimal Black Box production has been expanded to include a cast of 68 students and incorporate sets and costumes. This is to accommodate the increasing number of students who are interested in performing in OPHS Drama productions. Also, this production will feature both versions of Neil Simon's play, the male with Felix and Oscar and the female with Florence and Olive.

Student Crisis Forum

In response to the recent sad events in the community, a student forum was held during lunchtime in the pavilion. A crisis counselor who specializes in teen depression and substance abuse along with OPHS counselors and administrators delivered a presentation and fielded questions. A school-wide activity will take place on December 12 featuring a video made by Safe School Ambassadors. Teachers will screen the video followed by class discussion moderated by the teachers and Advanced Peer Counselors. Students will receive bracelets that signify their commitment to look out for each other.

Operation Gratitude

Students, families, and staff collected 80 boxes of personal care items, candy, and DVDs that the Military Club collected the week before and after Halloween and shipped to U.S. troops in Iraq and Afghanistan.

Grossman Burn Foundation

Over 600 DVD and Wii games were collected for patients of the Grossman Burn Foundation to occupy and rehabilitate patients.

OPHS Choir Holiday Concert

The OPHS Choir will be performing classic choral selections Friday, December 9th at 7:00. The chamber orchestra will accompany our students.

OPHS Concert Band

Our Concert Band, Jazz Band and Chamber Strings will perform their Winter Concert on Thursday, December 8th at 7:30 in the Pavilion.

Respectfully Submitted by:



Anthony W. Knight, Ed.D.
Superintendent

TO: Members of the Oak Park Unified Board of Education
FROM: Lou Tabone, Principal, Oak View High School/Oak Park Independent School
DATE: December 6, 2011
SUBJECT: Monthly Board Report

Oak View

On November 16th, all staff and students enjoyed our trip to the Science Center and the IMAX Theatre, accompanied by Tony Knight. The dinosaur exhibit and the 3D movie were outstanding.

On November 18th, we participated in our annual Turkey Walk Drive for Local Needy Families. Oak View donated a check for \$1300 to the Westlake Jr. Women's Club, the charity leaders.

On November 29th, we are looking forward to a special counseling support assembly to address the tragic issues facing our youth. The Ludington Institute specialists have presented to Oak Park High and now will visit Oak View.

Over 60% of our students earned a first quarter GPA of 3.0 or higher. Well done!

Independent School

Everyone is so happy for Kate Thompson, OPIS teacher, as her and her husband are adopting a newborn baby boy. Kate will return after her leave. We have guest teacher coverage while she is out.

The Site Council met on November 14th to review our Single Plan and to begin our WASC Project.

Students, parents and staff enjoyed the field learning experience to the Sea Bee Museum on November 21st.

Respectfully submitted,



Anthony W. Knight, Ed.D.
Superintendent