

**OAK PARK UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION  
AGENDA #853**

**DATE:** February 21, 2012

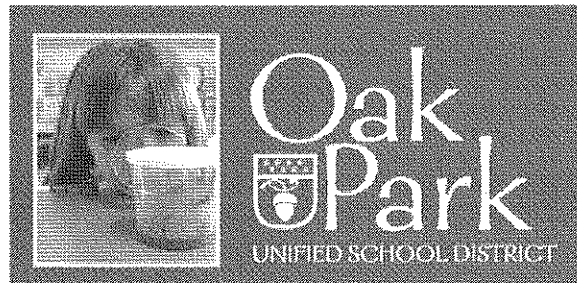
**PLACE:** Oak Park High School Presentation Room – G-9  
899 N. Kanan Road, Oak Park, CA 91377

**TIME:** 5:00 p.m. Closed Session  
6:00 p.m. Open Session – G9

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

**BOARD OF EDUCATION**

**Jan Iceland, President  
Allen Rosen, Vice President  
Mary Pallant, Clerk  
Barbara Laifman, Member  
Sepideh Yeoh, Member  
Erica Rosenberg, Student Board Representative**



EDUCATING TOMORROW'S LEADERS

**ADMINISTRATION**

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

**COPY OF ENTIRE AGENDA ON WEB SITE  
[WWW.OAKPARKUSD.ORG](http://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, March 20, 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](http://www.oakparkusd.org)

**OAK PARK UNIFIED SCHOOL DISTRICT**  
**AGENDA – REGULAR BOARD MEETING #853**  
**February 21, 2012**

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

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

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

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

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

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

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

**A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**

**B. PUBLIC EMPLOYEE EMPLOYMENT: Teacher, Guest Teachers, Instructional Assistants II, Campus Supervisors, Temporary Instructional Assistants II, Temporary Instructional Assistant I, Substitute Instructional Assistant II, and Substitute Campus Supervisors**

**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 Presentation Room – G-9 at 6:00 p.m.**, 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 of Partners in Education Award to Debbie Cleary
2. Presentation to Sharon Lavene, GATE Teacher Certification
3. Presentation to Oak Park Unified School District Counselors
4. Remarks from Board Members
5. Remarks from Student Board Representative
6. Remarks from Superintendent

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

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

1. **Student Depression, Mental Health and Interventions**
2. **2010-11 Physical Fitness Results**
3. **Preliminary Budget Discussion – Impact of Governor’s 2012-13 Budget Proposal and SB 81 for OPUSD** 1

**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 January 17, 2012**
- b. **Public Employee/Employment Changes 01CL21799-01CL21822 & 01CE05493–01CE054** 3
- c. **Approve Purchase Orders – January 1 – January 31, 2012** 5  
*Board Policy 3300 requires Board approval of Purchase Orders*
- d. **Approve Overnight Trip for Oak Park High School Boys’ Volleyball Team - March 9-10, 2012** 9  
*Board Policy 6153 requires Board approval for student overnight trips*
- e. **Approve Overnight Trip for Oak Park High School Girls’ Volleyball Team – August 16-19, 2012** 10  
*Board Policy 6153 requires Board approval for student overnight trips*
- f. **Approve Overnight Trip for Oak Park High School Solar Cup Team – April 7-8, 2012 and May 12-15, 2012** 11  
*Board Policy 6153 requires Board approval for student overnight trips*

**ACTION**

**2. CURRICULUM**

- a. **Approve Single Plans for Student Achievement** 15  
*Board Policy 0420 requires Board approval for Single Plans for Student Achievement which are developed at the school site in conjunction with School Site Councils*
- b. **Approve 2010-11 School Accountability Report Cards** 13  
*Board Policy 0510 requires Board approval of School Accountability Report Cards*
- c. **Approve Oak Park High School Physical Education Revisions** 17  
*Board approval required to make revisions to Physical Education to meet requirements for H.S. graduation*

**3. BUSINESS SERVICES**

- a. **Approve 2012 Facility Master Plan Projects** 23  
*Board asked to approve 2012 Facility Master Plan Projects*
- b. **Approve Project to be funded from Measure R Bond Funds – Oak Park High School E Building Administration Modernization** 27  
*Board asked to approve projects using Measure R funds not previously designated*
- c. **Approve Project to be funded from Measure R Bond Funds – Gymnasium Basketball Backboard Safety Upgrades at Medea Creek MS and Oak Park HS** 29  
*Board asked to approve projects using Measure R funds not previously designated*

- d. **Approve Project to be funded from Measure R Bond Funds – Roof Drainage Improvements at Oak Hills Elementary School** 31  
*Board asked to approve projects using Measure R funds not previously designated*
- e. **Approve Award of Bid #12-01R, Concrete Repair and Replacement at Brookside Elementary School** 33  
*Board Policy 3312 requires Board approval for contracts for services.*
- f. **Approve Revised Measure C6 Phased Project Plan** 39  
*Board asked to approve 2011-12 Measure C6 projects*
- g. **Approve Agreement with VCEDNET for Internet Connectivity** 41  
*Board Policy 3312 requires Board approval for contracts for services.*
- h. **Approve Agreement with Time Warner for 1GB Circuit to Ventura County Office of Education** 43  
*Board Policy 3312 requires Board approval for contracts for services.*
- i. **Approve Enrollment and Site Capacities, and Class Sizes and Staffing Ratios for the 2012-13 School Year** 45  
*Board approval required for these items in planning budget for the 2012-13 School Year*
- j. **Approve Agreement with School Services of California** 47  
*Board Policy 3312 requires Board approval for contracts for services.*
- k. **Approve Denial of Claim Against the District, Claim #12-01** 53  
*Board asked to deny claim against District*
- l. **Approve Donations** 55  
*Board Policy 3290 requires Board approval for donations to the District*
- 4. **HUMAN RESOURCES**
  - a. **Approve Resolution #12-01 – Regarding Non-Reelection and Release from Employment of Temporary Certificated Employees - #1-15** 57  
*Board approval required for non-re-election of temporary certificated employees*
- 5. **BOARD**
  - a. **Approve 2012 CSBA Delegate Assembly Candidates Election** 59  
*CSBA Region/Subregion 11B requests the Board vote on four open seats to the Delegate Assembly from the four candidates submitted*
- 6. **BOARD POLICIES**
  - a. **Approve Amendment to Board Policy 5022 – Student and Family Privacy Rights – First Reading** 69  
*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 – First Reading** 73  
*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– First Reading** 79  
*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 – First Reading** 85  
*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 – First Reading** 91  
*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 – First Reading** 95  
*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 – First Reading** 99  
*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–1<sup>st</sup> Reading** 103  
*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.*

#### **IV. INFORMATION ITEMS**

#### **V. OPEN DISCUSSION**

#### **VI. ADJOURNMENT:**

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

#### **SCHOOL REPORTS**

- 1. Brookside Elementary School Report 107
- 2. Oak Hills Elementary School Report 108
- 3. Red Oak Elementary School Report 109
- 4. Medea Creek Middle School Report 110
- 5. Oak Park High School Report 111
- 6. Oak View High School/Oak Park Independent School 113
- 7. Oak Park Neighborhood School

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

**1-17-12**

**#852**

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Ms. Barbara Laifman, called the regular meeting to order at 4:50 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

**BOARD PRESENT**

Ms. Jan Iceland, President, Ms. Mary Pallant Clerk, Ms. Barbara Laifman, Member and Ms. Sepideh Yeoh, Member

**BOARD ABSENT**

Mr. Allen Rosen. Vice President

**PUBLIC COMMENTS**

None

**ADJOURN TO CLOSED SESSION**

The Board adjourned to Closed Session at 4:51 p.m.

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Barbara Laifman, reconvened the regular meeting to order at 5:30 p.m. in Oak Park High School Pavilion, 899 N. Kanan Road, Oak Park.

**BOARD PRESENT**

Ms. Jan Iceland, President, Ms. Mary Pallant Clerk, Ms. Barbara Laifman, Member and Ms. Sepideh Yeoh, Member

**BOARD ABSENT**

Mr. Allen Rosen. Vice President

**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.

**PUBLIC SPEAKERS**

None

**FLAG SALUTE**

Jan Mintz led the Pledge of Allegiance to the Flag

**ADOPTION OF AGENDA**

On motion of Mary Pallant, seconded by Barbara Laifman, the Board of Education adopted the agenda as presented except to move Items C.2.c. and d. immediately following Item A, move Item VII.1. to B.2., table Item B.1. until next meeting and adding as addendums Items C.2.h. and i. and Item C.1.g. Motion carried 5-0.

### **III. DISTRICT OF CHOICE LOTTERY – Pavilion**

#### **Approve the Lottery Process for District of Choice Admission into Oak Park Unified School District for 2012-13**

On motion of Mary Pallant, seconded by Barbara Laifman, the Board of Education approve the Lottery Process for District of Choice Admission into Oak Park Unified School District for 2012-13. Motion carried 4-0-1 Absent.

Cliff Moore explained the process for the lottery and Jane Mintz used a computer program to randomize the families who applied for District of Choice.

### **ADJOURNED**

The meeting was adjourned at 5:42 p.m. to reconvene in G-9.

### **CALL TO ORDER/MEETING PLACE**

The Board of Education President, Barbara Laifman, reconvened the regular meeting to order at 6:00 p.m. in Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

### **REPORT ON CLOSED SESSION**

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

### **PUBLIC SPEAKERS**

None

### **PRESENTATIONS**

1. Presentation to Brookside Elementary School PTA Reflection winners
2. Presentation to Oak Park High School Military Club
3. Presentation to Barbara Laifman, Past President award

### **REPORT FROM BOARD MEMBERS**

Board Member Barbara Laifman thanked the Board for recognizing her this evening. She reported she attended the MCMS winter concert and the OPHS choir concert in December. Ms. Laifman also attended the parent night of the "Truth to Lie" assembly at MCMS and the OPHS Peer Counseling program on suicide. She also reported the work the Community Outreach Committee has been doing. Board Member Sepideh Yeoh stated she was proud to be part of the Oak Park community. She reported she attended the MCMS winter concert and the OPHS Choir concert. Ms. Yeoh also visited the Brookside computer lab and young authors program and she attended the ROES PFC meeting. Board Member Mary Pallant thanked Barbara for her leadership. She reported she attended the Curriculum Council meeting for Jan and hoped to continue to attend other committee meetings that she is not assigned to. Board Member Jan Iceland thanked Barbara for hosting the holiday lunch at her home and the Cabinet for their holiday lunch at the District Office. She attended the Safe Kids Task Force for Allen and the Technology Committee meetings.

### **REPORT FROM STUDENT BOARD REPRESENTATIVE**

Erica Rosenberg reported the Junior class held an In 'n Out Burger fundraiser and earned \$1500. January 24 is the winter rally and Powder Puff game is February 23.



## **REPORT FROM SUPERINTENDENT**

Dr. Knight thanked Kevin Buchanan and Kevin Smith for their support of the military club. There is a new garden at OPHS that was installed as an Eagle Scout project. Shark Week begins January 30 and the OPHS Shark team who have been coordinating the activities for the week have the opportunity to go to the Monterey Bay Aquarium for an exclusive behind the scenes visit to the shark project going on there.

Dr. Knight also expressed condolences to the families of parent John Bellinghiere and employee Kelly McCusker who passed away recently.

## **Report from School Site Councils**

The Board received School Site Council report from Jake Wheeler, student at Medea Creek Middle School, Doug Orens for Oak Park High School, and Denise Keene from Oak View High School.

## **Report from Facilities Planning Committee**

Peter Kristensen reported on the continuing work of the Facilities Planning Committee

## **DISCUSSION ITEMS**

Budget Update – Governor's 2012-13 Proposed Budget

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

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

- a. Approve Minutes of Regular Board Meeting December 6, 2011
- b. Public Employee/Employment Changes 01CL21780-01CL21798 & 01CE05468–01CE05492
- c. Approve Purchase Orders – November 23 – December 31, 2011
- d. Approve Renewal of Pupil Transportation Agreement with Durham School Services
- e. Approve First Period Attendance Report
- f. Approve Overnight Trip for Oak Park High School Junior Statesmen Club – February 18-19, 2012
- g. Approve Overnight Trip for Oak Park High School Shark Team – January 26-27, 2012

## **ACTION**

### **2. BUSINESS SERVICES**

#### **a. Approve Financial Audit Report for Fiscal Year 2010-2011**

On motion of Barbara Laifman, seconded by Sepideh Yeoh, the Board of Education approved the Financial Audit Report for Fiscal Year 2010-2011. Motion carried 4-0-1 Absent.

#### **b. Approve Proposition 39 Bond Audit Reports for Fiscal Year 2010-2011**

On motion of Barbara Laifman, seconded by Sepideh Yeoh, the Board of Education approved the Proposition 39 Bond Audit Reports for Fiscal Year 2010-2011. Motion carried 4-0-1 Absent.

#### **c. Approve Change Order #1, Resolution #11-21, Emergency Repairs at Oak Hills Elementary School**

On motion of Barbara Laifman, seconded by Sepideh Yeoh, the Board of Education approved Change Order #1, Resolution #11-21, Emergency Repairs at Oak Hills Elementary School. Motion carried 4-0-1 Absent.

**d. Approve Notice of Completion, Resolution #11-21, Emergency Repairs at Oak Hills Elementary School**

On motion of Barbara Laifman, seconded by Sepideh Yeoh, the Board of Education approved the Notice of Completion, Resolution #11-21, Emergency Repairs at Oak Hills Elementary School. Motion carried 4-0-1 Absent.

**e. Approve Fiscal Year 2012-13 Budget Adoption Calendar**

On motion of Barbara Laifman, seconded by Mary Pallant, the Board of Education approved the Fiscal Year 2012-13 Budget Adoption Calendar. Motion carried 4-0-1 Absent.

**f. Approve Agreement for Bus Transportation Services**

Item tabled until the next meeting

**g. Approve Donations**

On motion of Mary Pallant, seconded by Sepideh Yeoh, the Board of Education approved the Donations. Motion carried 4-0-1 Absent.

**3. BOARD POLICIES**

**a. Approve Amendment to Board Policy 6163.4 – Student Use of Technology –**

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

On motion of Sepideh Yeoh, seconded by Mary Pallant, the Board agreed to table Items C.3.b. through i. until the next meeting. Motion carried 4-0-1 Absent.

**VII. INFORMATION ITEMS**

1. Monthly Budget Report
2. Our Children Our Future Survey – Board discussed this survey and recommend that this committee not send this survey out at this time.

**VIII. OPEN DISCUSSION**

None

There being no further business before this Board, the Regular meeting is declared adjourned at 8:07 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: FEBRUARY 21, 2012**  
**SUBJECT: B.3. BUDGET UPDATE – PRELIMINARY DISCUSSION OF THE  
DISTRICT'S 2012-13 BUDGET**

DISCUSSION/INFORMATION

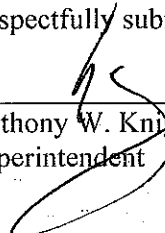
**ISSUE:** Shall the Board receive and discuss preliminary information pertaining to the Governor's January budget proposal and its potential impact for the OPUSD 2012-13 budget?

**BACKGROUND:** On January 5, 2012, Governor Brown unveiled his budget proposal to deal with the State's continuing fiscal crisis for the 2012-13 budget year. At its meeting on January 17, 2012, the Board received the staff's initial overview of the major components of the Governor's proposal. At this evening's meeting, Business Services staff will share its preliminary assessment of the impact of the Governor's proposal on the District's 2012-13 budget.

**ALTERNATIVES:** None. Information only.

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

Respectfully submitted,

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

TO: MEMBERS, BOARD OF EDUCATION  
 FROM: DR. ANTHONY W. KNIGHT, Superintendent  
 DATE: FEBRUARY 21, 2012  
 SUBJECT: C.1.b APPROVE CERTIFICATED PERSONNEL ACTIONS AS  
 RECOMMENDED BY THE SUPERINTENDENT Consent  
 ISSUE: Approval/ratification of certificated personnel actions.

#### AUTHORIZATION TO EMPLOY

Number	Name	Classification	Start Date	Fund	Site/Grade
01CE05493	Debra Wersh	Guest Teacher	1/31/12	General	DO
01CE05494	Danielle Abrams	Guest Teacher	2/1/12	General	DO
01CE05495	Jessica Bosworth	Guest Teacher	2/1/12	General	DO
01CE05496	Marcia Amegadzie	Guest Teacher	2/1/12	General	DO
01CE05497	Kelly Johnson	Teacher	2/1/2012	General	MCMS

#### AUTHORIZATION TO PAY STIPEND

Number	Name	Assignment	Effective	Fund	Amount	Site
01CE05498	Russ Peters	Off stage coor – plays	10/11-5/27/2012	ASB	3600.00	OPHS
01CE05499	Tim Chevalier	V Ass't. B Basketball	11/21-2/10/2012	ASB	2000.00	OPHS
01CE05500	Aaron Shaw	V Head Coach BB	11/21-2/10/2012	ASB	2552.00	OPHS
01CE05501	Heidi Cissell	ASB Advisor	2011-2012	Site	2687.00	OPHS
01CE05502	Heidi Cissell	Vocal Coach Fall	9-1/23/2012	Site	1340.00	OPHS
01CE05503	Heidi Cissell	Vocal Coach Spring	1/30-6/11/2012	Site	1656.00	OPHS
01CE05504	Heidi Cissell	Musical Choir	1/26-4/1/2012	ASB	900.00	OPHS
01CE05505	Danielle Warnes	PE Coach	1/2012	Donation	540.00	OHES
01CE05506	Cindy Stephens	Class Size Overage	8/31-1/31/2012	General	955.00	BES
01CE05507	Cindy Hicks	Class Size Overage	8/31-1/31/2012	General	455.00	BES
01CE05508	Marion Morris	Class Size Overage	8/31-1/31/2012	General	740.00	BES
01CE05509	Becky Koch	Class Size Overage	8/31-1/31/2012	General	910.00	BES
01CE05510	Paula Stromquist	Class Size Overage	8/31-1/31/2012	General	185.00	BES
01CE05511	Maryann Johnson	Class Size Overage	8/31-1/31/2012	General	370.00	BES
01CE05512	Jeff Appell	Class Size Overage	8/31-1/31/2012	General	206.00	OPHS
01CE05513	Sheri Boone	Class Size Overage	8/31-1/31/2012	General	148.00	OPHS
01CE05514	Sharon Stutz	Class Size Overage	8/31-1/31/2012	General	26.00	OPHS
01CE05515	Quincie Melville	Class Size Overage	8/31-1/31/2012	General	710.00	OHES
01CE05516	Angela Folendorf	Class Size Overage	8/31-1/31/2012	General	645.00	OHES
01CE05517	Ty DeLong	Class Size Overage	8/31-1/31/2012	General	140.00	OPIS
01CE05518	Elisa Duffy	Class Size Overage	8/31-1/31/2012	General	335.00	ROES
01CE05519	Marjorie Cohen	Class Size Overage	8/31-1/31/2012	General	405.00	ROES
01CE05520	Enid Miller	Class Size Overage	8/31-1/31/2012	General	420.00	ROES
01CE05521	Penny Sullivan	Class Size Overage	8/31-1/31/2012	General	910.00	ROES

#### IN-SERVICE CHANGE

Number	Name	Change	Effective	Fund	Site
01CE05522	Paula Stromquist	Medical Leave	1/9-2/1/2012	General	BES
01CE05523	Don Enoch	1.2 FTE to 1.0 FTE	Second semester	General	OPHS
01CE05524	Kate Thompson	.6 FTE to 1.0 FTE	Second semester	General	OPIS
01CE05525	Ty DeLong	.8 FTE to 1.0 FTE	Second semester	General	OPIS
01CE05526	Beth Barber	Temp to Prob 2	1/30/2012	General	BES
01CE05527	Kathryn Dusek	Temp to Prob 2	1/30/2012	General	MCMS
01CE05528	Paula Franco	Temp to Prob 1	1/30/2012	General	MCMS
01CE05529	Lauren Dakin	Temp to Prob 1	1/30/2012	General	OPHS
01CE05530	Beth Ruben	Temp to Prob 2	1/30/2012	General	OHES
01CE05531	Melissa Bayles	Temp to Prob 1	1/30/2012	General	MCMS

#### SEPARATION

Number	Name	Position	Separation	Effective Date	Site
01CE05532	Annette Johnson	Teacher	Resignation	1/17/2012	MCMS

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

Respectfully Submitted,

Anthony W. Knight, Ed.D., Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: FEBRUARY 21, 2012**

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

CONSENT

**ISSUE:** Approval/ratification of classified personnel actions.

**AUTHORIZATION TO HIRE**

Number	Name	Position	Salary	Fund	Start Date	Site
CL21799	Elya Fletcher	Temp. Instructional Assistant II	\$14.46	Spec. Ed.	12/16/11	OPNS
CL21800	Elya Fletcher	Instructional Assistant II	\$14.46	Spec. Ed.	1/03/12	OPNS
CL21801	Stacey Pisarcik	Temp. Instructional Assistant II	\$14.46	Spec. Ed.	12/16/12	OPNS
CL21802	Stacey Pisarcik	Instructional Assistant II	\$14.46	Spec. Ed.	1/3/12	OPNS
CL21803	Patti Case	Campus Supervisor Sub.	\$14.56	General	1/3/12	DO
CL21804	Karolyn Tassio	Instructional Assistant II Sub.	\$14.46	Spec. Ed.	1/3/12	DO
CL21805	Zenaida Vincent	Campus Supervisor	\$14.56	Gen.	1/19/12	OHES
CL21806	Matt Budin-Smithers	Campus Supervisor Sub	\$14.56	Gen.	2/3/12	DO
CL21807	Whitney Eum	Campus Supervisor Sub	\$14.56	Gen.	1/30/12	DO
CL21808	Jason Fraychineaud	Instructional Assistant I TEMP	\$13.37	Don.	1/30/12	ROES

**AUTHORIZATION TO PAY STIPEND**

Number	Name	Assignment	Effective	Fund	Amount	Site
CL21809	Kenny Golub	Girl's Var. Basketball Coach	11/21/11-2/10/12	ATH	\$2552.00	OPHS
CL21810	Jen Stevens	Girl's JV Basketball Coach	11/21/11-2/10/12	ATH	\$1530.00	OPHS
CL21811	Chris McCarthy	Asst. Boys Basketball Coach	11/21/11-2/10/12	ASB	\$1100.00	OPHS
CL21812	Kelly Ross	F/S Boys Basketball Coach	11/21/11-2/10/12	ATH	\$1530.00	OPHS
CL21813	Ryan Yeager	B. Basketball JV Head Coach	11/21/11-2/10/12	ATH	\$1913.00	OPHS
CL21814	Eddie Garcia	Boys' Soccer Asst. Coach	11/21/11-2/10/12	ASB	\$1200.00	OPHS
CL21815	D. Copeland-Smith	Boys' Varsity Soccer Coach	11/21/11-2/10/12	ATH	\$2043.00	OPHS
CL21816	Rene Garcia	Boys' Soccer Asst. Coach	11/21/11-2/10/12	ASB	\$1400.00	OPHS

**IN-SERVICE CHANGE**

Number	Name	Change	Effective Date	Site
CL21817	Sue Ann Dumpel	Move from Sub Campus Supervisor to Reg.	1/17/12	BES
CL21818	Ian Anderson	Move from Sub Campus Supervisor to Reg.	1/17/12	ROES
CL21819	Anjanette Onesto	Move from Campus Supervisor to IA II	1/17/12	OHES

**SEPARATION**

Number	Name	Position	Separation Type	Effective Date	Site
CL21820	Amanda Arnold	Instructional Assistant II	Maternity Leave	3/2/12	MCMS
CL21821	Ellen Schneider	Instructional Assistant I	Unpaid Leave	1/17/12-3/30/12	ROES
CL21822	Joy Williams	Instructional Assistant II	Resignation	1/26/12	OPHS

Prepared by:  
Leslie Heilbron Assistant Superintendent /Human Resources

Respectfully Submitted,

Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: FEBRUARY 21, 2012**  
**SUBJECT: C.1.c APPROVE PURCHASE ORDERS – JANUARY 1- 31, 2012**

CONSENT

**ISSUE:** Shall the Board approve the purchase orders issued January 1-31, 2012?

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

**ALTERNATIVES:**

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

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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

Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

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

## ReqPay11c

## Board Report with Fund

Includes 01/01/2012 - 01/31/2012

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B12-00227	Agoura Lock Technologies, Inc.	lock repair and keys	Oak Hills Elementary School	010	100.00
B12-00228	Intermountain Lock & Security	OPHS door hardware/Strike plates	Business Administration	010	400.00
B12-00229	SMITH PIPE & SUPPLY	Proj 11-11R Irrigation equipment	Business Administration	213	3,861.00
P12-00387	Uc Regents	Critical Thinking Workshop Registration	Medea Creek Middle School	010	400.00
P12-00388	HM Receivables Co., LLC	Replace water damaged Instr Mat'ls	Oak Hills Elementary School	010	688.96
P12-00389	Lakeshore Learning Materials	Replace water damaged Instr Mat'ls	Oak Hills Elementary School	010	980.93
P12-00390	Kelly Cleaning & Supplies	OHES Flood Damage - Clean Up-Furniture Moving	Business Administration	010	832.00
P12-00391	Pacific Construction & Restore	OHES Flood Damage - Payment Bond	Business Administration	010	2,206.00
P12-00392	Delta Mechanical	Kitchen Freezer Replacement-ROES/C6	Business Administration	212	9,400.46
P12-00393	Johnstone Supply	OHES Flood Damage - Zonex Replacement	Business Administration	010	467.25
P12-00394	Karen Kennedy dba Camino Real	fifth grade inhouse field trip	Oak Hills Elementary School	010	520.00
P12-00395	Naturalist & Historical Interp Security Plus Door Co., Inc.	MCMS Repairs C-1 Door	Business Administration	010	1,111.46
P12-00396	Wayne Watson	Proj 11-14 Asphalt Work OVHS	Business	213	1,908.00
P12-00397	DBA Buena Concrete	Restroom Replacement	Business Administration		
P12-00397	C.A. Rasmussen, Inc.	Proj 11-14R Ramps OVHS	Business	213	14,800.00
P12-00398	Joyce Thomas	Restroom Replacement	Business Administration		
P12-00398	c/o BES	Reimbursement Broken Car Window	Business	010	160.00
P12-00399	Silver Creek Industries, Inc	Proj 11-00R OPHS Two-Story Framing	Business Administration	213	216.22
P12-00400	Construction Testing & Enginee	Proj 10-01RB DSA Inspection	Business	213	2,537.00
P12-00401	Construction Testing & Enginee	Fire Alarm Upgrades	Business Administration	213	25,068.00
P12-00402	Us Bank Trust Nat'l Assn.	Proj 10-01RA DSA Inspection	Business Administration		
P12-00402		Fire Alarm Upgrade	Business	010	700.00
P12-00403	Construction Testing & Enginee	Admin Services 2007 GOB Election 2006 Series A	Business Administration	213	11,077.00
P12-00403		Proj 10-01RC DSA Inspection	Business		
P12-00404	Sports Facilities Group	Fire Alarm Upgrade	Business Administration	010	2,600.00
P12-00404		MCMS & OPHS Set Up/Inspection Backstops	Business		
P12-00405	Construction Testing & Enginee	Proj 11-01R DSA Inspection	Business	213	13,200.00
P12-00405		Science Lab Bldg E	Business Administration		
P12-00406	CENTER GLASS CO	Proj 11-13R Science Lab	Business	213	300.00
P12-00406		OPHS - Door Window	Business Administration		
P12-00407	Disney Performing Arts	DON: Disney Tune-In Seminar	Medea Creek Middle School	010	4,816.00
P12-00408	Rubbermaid Wholesale	Recycle Bins MCMS & OPHS	Business Administration	010	1,051.44
P12-00409	Conejo Awards	President's Plaque	Board of Education	010	112.61

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 01/01/2012 - 01/31/2012					
PO Number	Vendor Name	Description	Location	Fund	Account Amount
P12-00410	WorldStrides Heritage Ed	S.D. trip/Concert Bnd/Heritage Perf. Prog	Medea Creek Middle School	010	1,150.00
P12-00411	MATHCOUNTS FOUNDATION	MathCount Registration 2011-2012	Medea Creek Middle School	010	90.00
P12-00412	Division of State Architect	DSA Fees - Proj 10-01R Fire Alarm Upgrade ROES	Business Administration	213	1,115.59
P12-00413	Mission Santa Barbara	Parent funded field trip	Red Oak Elementary School	010	212.00
P12-00414	Southwinds Transportation	Parent funded field trip	Red Oak Elementary School	010	1,031.20
P12-00415	Ventura County Graphic Service	Documents for Common Core Standards	Curriculum	010	350.00
P12-00416	DEPT OF GENERAL SERVICES DIV.OF THE STATE ARCHITECT	DSA Fees Proj 10-01R Fire Alarm Upgrade	Business Administration	213	741.92
P12-00417	VENTURA COUNTY STAR	Proj 12-01 R - Legal Ad for Bid	Business Administration	213	986.70
P12-00418	J.W. Pepper & Son Inc.	DON: Jazz Band Books	Medea Creek Middle School	010	100.33
P12-00419	Precision Plumbing	Proj 11-14R - OVHS Restroom / Drinking Fountain	Business Administration	213	5,910.00
P12-00420	Channel Islands Roofing	ROES Roof Repair	Business Administration	010	250.00
P12-00421	Wayne Watson	Proj 11-14R OVHS Restroom Upgrade - Concrete Slab	Business Administration	213	1,476.00
P12-00422	DBA Buena Concrete	DSA Closeout OPHS Fire Rated Shaft Assembly	Business Administration	213	5,646.72
P12-00423	KPI Architects, Inc.	Architectural Services - BES Continues PO B10-0205	Business Administration	213	4,550.00
P12-00424	Southwinds Transportation	4th Field Trip-Arroyo Verde Park	Oak Hills Elementary School	010	1,171.80
P12-00425	Follett Educational Services	BES Math & Reading books	Curriculum	010	254.10
P12-00426	Breeze Carpet Cleaning	OHES Carpet Cleaning - Water Damage	Business Administration	010	250.00
P12-00427	Golden State Elevator	Proj 10-01R Fire Alarm OPHS	Business Administration	213	635.00
P12-00429	Decker Equipment	Security Bars/operating exp	Oak Park High School	010	96.42
P12-00430	Buddy's All Stars	Football helmets/rent lse rpr/Athletics	Oak Park High School	010	678.55
P12-00431	Agoura Equip Rentals	Marquee Install/rnt lse rpr/Lott	Oak Park High School	010	1,263.85
P12-00432	Ventura County Graphic Service	Health Folders & Cum Folders	Oak Hills Elementary School	010	199.98
P12-00433	School Outfitters	Testing Tables/Donation/mat & supp	Oak Park High School	010	5,794.38
P12-00434	Ventura County Graphic Service	Documents for Common Core Standards-Teachers	Curriculum	010	192.00
P12-00435	Coach Usa-Los Angeles	Donation 5th grade field trip	Brookside School	010	3,893.40
P12-00436	Teaching Textbooks	Math Texts	Home Independent Study Program	010	2,291.36

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 01/01/2012 - 01/31/2012					
PO Number	Vendor Name	Description	Location	Fund	Account Amount
P12-00437	CITY OF VENTURA COMM SVCS DEPT INTERPRETIVE OUTREACH PROGRAMS	Donation - 4th grade field trip	Brookside School	010	942.00
P12-00438	Harley Ellis Devereaux	DSA Fees OPHS Activity Center	Business Administration	211	183.53
P12-00439	HydroPoint Data Systems, Inc.	Proj 11-11R Irrigation Equipment	Business Administration	213	79,243.39
P12-00441	Compuwave Inc.	Printer cartridge for B Building	Red Oak Elementary School	010	126.56
P12-00442	Ventura County Graphic Service	DISC: Suspension Forms	Medea Creek Middle School	010	135.14
P12-00443	Follett Educational Services	OPHS Calculus textbooks year 2011-2012	Curriculum	010	1,920.53
T12-00026	Border LAN Security	Flap Gmt/Software for For Lang lab/500+	Oak Park High School	010	1,050.00
Total				59	223,446.78

Fund Summary			
Fund	Description	PO Count	Amount
010	General Fund	39	40,590.25
211	Bond Building Fund 2	1	183.53
212	Measure C6 Technology Bond Fun	1	9,400.46
213	Measure R FACILITIES Bond Fund	18	173,272.54
Total		59	223,446.78

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

ESCAPE ONLINE

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: FEBRUARY 21, 2012**  
**SUBJECT: C.1.d APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL BOYS' VOLLEYBALL TEAM – March 9-10, 2012**

CONSENT

**ISSUE:** Shall the Board approve an overnight trip for Oak Park High School Boys' Volleyball?

**BACKGROUND:** Principal, Kevin Buchanan, requests approval for this overnight trip to attend a tournament scheduled for March 9-10, 2012 at Alliant University hosted by Poway High School in San Diego, CA. The 12 athletes, two team coaches and two parent volunteers will travel by district approved drivers in private vehicles. Team and chaperones will stay at the Marriott Courtyard Rancho Bernardo Hotel in San Diego. The cost will be approximately \$100 per athlete to cover the cost of transportation, meals, and lodging. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved *Field Trip Planning Guide/Checklist* have been met.

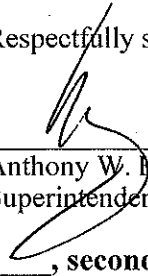
**ALTERNATIVES:** 1. Approve overnight trip as presented.  
 2. Do not approve overnight trip as presented.

**RECOMMENDATION:** Alternative #1.

Prepared by: Geri Sterling  
 Certified by: Kevin Buchanan

1/18/12

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: FEBRUARY 21, 2012**  
**SUBJECT: C.1.e APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL GIRLS' VOLLEYBALL – AUGUST 16-18, 2012**

CONSENT

**ISSUE:** Shall the Board approve a overnight trip for Oak Park High School Girls' Volleyball?

**BACKGROUND:** Principal, Kevin Buchanan, requests approval for this overnight trip to attend an invitational scheduled for August 16-18, 2012 in Maui, Hawaii hosted by Kamehamha Schools in Pukalani, Hawaii. The team will travel on/or around August 11-20<sup>th</sup>. The 12 athletes, three team coaches and two parent volunteers will fly from LAX to Kahului Airport. Team and chaperones will stay in condominiums at the Kamaole Nalu Oceanfront Resort in Maui, HI. There will be four athletes and one female chaperone in each condo. The cost will be approximately \$800 per athlete, supplemented by fundraising, to cover the cost of airfare, ground transportation, meals, lodging and tournament costs. Athletes will be responsible for extra-curricular activities and spending money. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved *Field Trip Planning Guide/Checklist* have been met.

**ALTERNATIVES:** 1. Approve overnight trip as presented.  
 2. Do not approve overnight trip as presented.

**RECOMMENDATION:** Alternative #1.

Prepared by: Geri Sterling  
 Certified by: Kevin Buchanan

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: FEBRUARY 21, 2012**

**SUBJECT: C.1.f APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL  
SOLAR CUP TEAM – APRIL 7-8, 2012 AND MAY 17-20, 2012**

**Consent**

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**ISSUE:** Should the Board of Education approve an overnight trip for Oak Park High School Solar Cup Team?

**BACKGROUND:** The principal, Kevin Buchanan, requests approval for an overnight trip for the Solar Cup Team to practice and compete in the Solar Cup Event at Lake Skinner in Riverside County, May 17-20, 2012. The practice trip will be on April 7-8, 2012 at Lake Piru where students will stay at campgrounds at Lake Piru. The twelve students will be transported by District vans. Advisor Matt Kracht will be accompanied by Science Specialist Debby West and teacher Ken Paulson as well as five parent chaperones. All students and adults will be staying in a campsite in the Lake Skinner campsites. Students pay no more than \$150 to cover costs of food and lodging as well as other retreat costs.

**ALTERNATIVES:** 1. Approve the overnight trip as presented.  
2. Do not approve the overnight trip as presented.

**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 Board Rep.	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: FEBRUARY 21, 2012**  
**SUBJECT: C.2.a. APPROVE SINGLE PLANS FOR STUDENT ACHIEVEMENT**

ACTION

**ISSUE:** Shall the Board approve each site's Single Plan for Student Achievement?

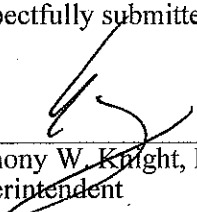
**BACKGROUND:** California *Education Code* sections 41507, 41572, and 64001 and the federal Elementary and Secondary Education Act (ESEA) require each school to consolidate all school plans for programs funded through the School and Library Improvement Block Grant, the Pupil Retention Block Grant, the Consolidated Application, and ESEA Program Improvement into the Single Plan for Student Achievement. The Single Plan for Student Achievement serves as a guide for continuous development, implementation, and monitoring cycle of various programs. It is a collection and analysis of student performance data, setting priorities for program improvements, rigorous use of effective solution strategies, and ongoing monitoring of results.

**ALTERNATIVES:** 1. Approve the Single Plan for Student Achievement for each site.  
 2. Do not approve the Single Plan for Student Achievement for each site.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Leslie Heilbron, Ed.D., Assistant Superintendent, Human Resources

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	_____	_____	_____	_____
Yoch	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: FEBRUARY 21, 2012**  
**SUBJECT: C.2.b. APPROVE 2010-2011 SCHOOL ACCOUNTABILITY REPORT CARDS**

ACTION

**ISSUE:** Shall the Board of Education approve the School Accountability Report Cards for 2010-2011?

**BACKGROUND:** In November 1988, California voters passed Proposition 98, also known as The Classroom Instructional Improvement and Accountability Act. This ballot initiative provides California's schools with a source of funding. In return, all public schools in California are required annually to prepare SARC's and disseminate them to the public. SARC's are intended to provide the public with important information about each public school and to communicate a school's progress in achieving its goals.

In the years since the passage of Proposition 98, additional requirements for school accountability reporting and dissemination have been established through legislation. Most SARC requirements are codified in California Education Code 33126 and 33126.1. In addition, similar requirements are contained in the federal No Child Left Behind.

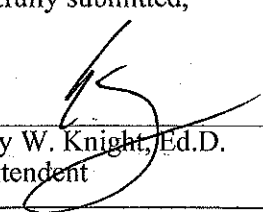
**ALTERNATIVES:**

1. Approve the SARC drafts.
2. Do not approve the SARC drafts.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Leslie Heilbron, Ed.D., Assistant Superintendent, Human Resources

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	_____	_____	_____	_____
Yoeh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: FEBRUARY 21, 2012**

**SUBJECT: C.2.c APPROVE REVISED PHYSICAL EDUCATION REQUIREMENTS FOR OAK PARK HIGH SCHOOL**

ACTION

**ISSUE:** Shall the Board of Education approve the revised Physical Education requirements for Oak Park High School?

**BACKGROUND:** This revision, which would take effect in 2012-2013, was developed by OPHS administration in collaboration with the PE, Athletic, and Counseling departments. It was reviewed and endorsed by School Site Council on January 10, 2012. The revision allows students who pass ninth grade PE and the California Physical Fitness Test (CPFT) to satisfy the remainder of the requirement in grades 10-12 through sports team participation.

Currently, students must play at least two separate sports in their tenth grade to earn 10 PE credits. If they only play one season of sport, they are required to enroll in PE in the other semester of tenth grade to complete the requirement. Subsequent sports participation earns no PE credit. This current policy prevents single-sport athletes from using any of their later athletic participation to earn PE credit toward graduation.

The revision satisfies CA Ed Code with regard to earning 20 PE credits for a high school diploma, enrolling all ninth grade students in PE, and administering the CPFT. It creates greater flexibility for those student/athletes who have satisfied the 9th grade requirement in how they meet the remainder of the 20-credit graduation requirement. It permits student athletes to sign up for electives in 10th grade rather than having to take PE to meet the graduation requirement in two years, and rewards students who work hard to pass 9th grade PE and pass the CPFT with more options in grades 10 -12.

It will give staff a more accurate picture of our PE and elective enrollment in the spring of the preceding year. Students won't have to sign up for PE only to drop it later and try to add electives during registration when they make the teams. It will also help alleviate large class sizes in 10<sup>th</sup> grade PE, as we expect over 800 students in 9<sup>th</sup> and 10<sup>th</sup> grade combined next year.

**ALTERNATIVES:**

1. Approve the revised Physical Education requirements for Oak Park High School.
2. Do not approve the revised Physical Education requirements for Oak Park High School.

**RECOMMENDATION:** Alternative No. 1

Respectfully submitted,

Anthony W. Knight, Ed.D.  
Superintendent

Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

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

## Oak Park High School

To: Tony Knight  
From: Kevin Buchanan  
Date: January 13, 2012  
Re: OPHS Physical Education Policy Revisions

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### Explanatory Notes on the OPHS Physical Education Revision

Attached is a revision of the Physical Education requirements that will go into effect fall of 2012-13 and will affect next year's sophomores.

This revision was developed by OPHS administration in collaboration with the PE, Athletic, and Counseling departments. It was reviewed and endorsed by School Site Council on January 10, 2012. SSC minutes are available on the OPHS-SSC website.

The revision allows students who pass ninth grade PE and the California Physical Fitness Test (CPFT) to satisfy the remainder of the requirement in grades 10-12 through sports team participation.

Currently, students must play at least two separate sports in their tenth grade to earn 10 PE credits. If they only play one season of sport, they are required to enroll in PE in the other semester of tenth grade to complete the requirement. Subsequent sports participation earns no PE credit. This current policy prevents single-sport athletes from using any of their later athletic participation to earn PE credit toward graduation.

The revision satisfies CA Ed Code with regard to earning 20 PE credits for a high school diploma, enrolling all ninth grade students in PE, and administering the CPFT. It creates greater flexibility for those student/athletes who have satisfied the 9th grade requirement in how they meet the remainder of the 20-credit graduation requirement.

It permits student athletes to sign up for electives in 10th grade rather than having to take PE to meet the graduation requirement in two years, and rewards students who work hard to pass 9th grade PE and pass the CPFT with more options in grades 10 -12.

It will give us a more accurate picture of our PE and elective enrollment in the spring of the preceding year. Students won't have to sign up for PE only to drop it later and try to add electives during registration when they make the teams.

It will also help alleviate large class sizes in 10<sup>th</sup> grade PE, as we expect over 800 students in 9<sup>th</sup> and 10<sup>th</sup> grade combined next year.



## THE OPHS PHYSICAL EDUCATION REQUIREMENT

**PHYSICAL EDUCATION:** Oak Park High Unified School District requires all students to earn 20 credits of Physical Education toward graduation from high school. Furthermore, all 9<sup>th</sup> grade students are required to enroll in PE and are to take the California State Physical Fitness Test (CPFT). Upon passing the 9<sup>th</sup> grade PE class and 5 out of 6 of the tests on the Physical Fitness test, students may elect to satisfy the remainder of the PE requirement in a number of ways. Students who fail to meet the CPFT requirement in 9<sup>th</sup> grade are required to enroll in 10<sup>th</sup> grade PE. However, there is more flexibility in how students who meet the CPFT requirement may satisfy this second year of physical education.

**CALIFORNIA PHYSICAL FITNESS TESTS (CPFT):** All students are required to take the CPFT at Oak Park High School. The six tests include; the mile run, curl-ups (sit-ups), push-ups, body composition, sit and reach (flexibility), and trunk extensor (strength and flexibility). These tests are administered in all PE1 and PE2 classes. Students who fail to pass 5 of 6 tests will be enrolled in Physical Education 2 the following semester. Additional testing information can be found at: <http://www.cde.ca.gov/ta/tg/pf/>

**ATHLETIC CREDIT REQUIREMENTS:** Student-athletes who fulfill their ninth-grade Physical Education requirement may complete the remainder of their 10 units of physical education through participation in an OPHS interscholastic sports team. Anyone successfully completing a full season of sport will earn (5) units of physical education credit for their participation in each season of sport during grades 10-12 up to a maximum of 10 credits. A full season is the ability to participate physically in over 50% of the practices and games. An athlete who is injured for over 75% of the season will not earn credit.

**CIF ATHLETICS:** Students in grades 10-12 who are selected to play on CIF interscholastic athletic teams may substitute their athletic team participation for all or part of their second year physical education requirement. Students may earn credit for one semester of Physical Education II by successfully completing one season of sport. They may earn credit for two semesters of Physical Education II by completing two or three seasons of sport. Students who become ineligible and/or injured for a portion of the season may jeopardize their ability to receive credit. This credit will be recorded automatically on the student's transcript when the Athletic Department verifies completion of the sports season. **NO GRADES WILL BE ENTERED;** only the credit will be shown. This process allows athletes to enroll in additional electives in place of Physical Education II.

- Students who did not participate in OPHS Athletics in 9<sup>th</sup> grade may not choose electives in place of a PE credit class in tenth grade unless they have successfully made the team they wish to join prior to the add/drop deadline. For example, if a student wishes to try out for track team, in 10<sup>th</sup> he/she must have participated in track in 9<sup>th</sup> grade or he/she will be enrolled in a PE credit class for both semesters of 10<sup>th</sup> grade.
- Dance or Cheer Teams: Sophomores who make the cheerleading squad or dance team may replace the full year Physical Education II requirement if they remain active for the full year.

## OPHS PHYSICAL EDUCATION & SPORTS PARTICIPATION

The following is a summary of the most important facts to know about your participation on an OPHS sport, cheerleading or dance team, and how these extracurricular activities can influence your Physical Education requirement in the 10<sup>th</sup>-12 grade years.

1. Students who have not completed the 20 credit PE requirement by the end of their junior year, or at least by the end of summer prior to their senior year - will be rescheduled for PE II in their senior year. This will be the case regardless of whether they are planning to participate in sports as seniors. If they make the team they may add/drop PE and add an elective as long as it is within the Add/Drop period.
2. Students who successfully complete the season for an OPHS sponsored sport, cheerleading or dance team will receive 5 per season/semester towards their PE II requirement.
3. A student's participation will be validated by the OPHS Athletic Director at the end of the season who will submit a list of team members who successfully completed the season to the school's registrar for posting on their transcripts.
4. Students who are single sport athletes may meet their entire PE II requirement by successfully completing those sports during their 10-12 year. Cheerleading and Dance are yearlong activities that are the equivalent of two semesters of PE II.
5. There will be no letter grade assigned. Instead a "P" (for Pass) notation will be entered in the grade column and 5 or 10 credits posted in the PE category of the student's Graduation Status Report.
6. The "P" grade will have no effect on a student's GPA - positively or negatively.
7. These credits can only be used towards meeting the PE II requirement.
8. A maximum of 10 credits will be granted for sports participation in the grades 10-12.
9. Sport participation in the 10<sup>th</sup>-12<sup>th</sup> grades cannot be used to make up failed or incomplete credits of PE I.
10. Students may only select electives in place of PE II or Dance if they have successfully participated in the sport they intend to play during the previous year.
11. Students may not drop out of PE to move into another elective after the add-drop period at the beginning of a semester.
12. Since Winter sports such as basketball and soccer overlap both the Fall and Spring semesters, students may take an elective during the 2<sup>nd</sup> semester. Students in these circumstances should notify their counselor immediately upon making a Winter Sports team.
13. No Summer Sports Conditioning class may be used for PE credit.

14. If an OPSD sanctioned summer school PE course is offered, it may be used to remediate (make up) a semester of failed PE or to complete one semester's worth of PE in advance.

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**INDEPENDENT STUDY PHYSICAL EDUCATION:** Under certain conditions, independent study physical education may be granted to an athlete in grades 10-12 who is involved in a competitive level professional or pre-professional program. Since these programs are non-accredited there are specific guidelines that Oak Park School Board policy has established with regards to liability insurance and "hold harmless" agreements. Additionally, students are not given a grade for these classes, but will have the opportunity to have one or more semester of PE waived. Students must apply for this prior to May 30th of the previous school year to be able to request independent study PE for the Fall semester. Participation on club and travel youth sports teams usually do not qualify for independent study physical education. Independent Study PE is only available to students who have passed both semesters of PE 9 and satisfied the PFT requirement in 9<sup>th</sup> grade.

**MEDICAL EXCUSE POLICY:** Students with temporary medical conditions are expected to participate in PE to the extent that their condition permits. Students with medical conditions are entitled to an instructional program based on grade-level or course-level standards. The program for those students is designed to address the same standards as that for students without medical conditions. When possible, students with medical conditions engage in the same instructional unit and content area.

An instructional plan for a student with a short-term medical condition assigns physical education tasks and physical activities that the student can do in the short term and gradually, as the medical condition allows, moves the student toward full participation.

Physical education teachers work with the student's doctor and other health care providers to design a program for the student. Teachers also communicate with the student's parents or guardians to fully understand what the student can and cannot do. Effective communication between the parents, teachers, and other professionals ensures that a student receives physical education instruction that meets his or her unique needs.

**Short Term (1 day-3 weeks):** If a student is to be medically excused from all active participation in Physical Education for a short period of time the following procedure will be implemented:

1. Student should dress for class every day even when medically excused from activity.
2. Student must bring a note from a parent requesting limited/no activity due to injury/illness. The note cannot exceed three class meetings.
3. If a student needs to be excused for four or more days, a note from a doctor is needed indicating the length of time to be excused and the type of physical activities that the student can engage in, e.g. running, walking, lower or upper body only.
4. If a student becomes injured or ill during the day before his/her P.E. class (doesn't apply to periods 1 or 2), a phone message that day will excuse the student's inactivity.
5. In any of the above three medical situations, the student should dress and participate in limited activity, according to the doctor's instructions. If the student is unable to do any form of physical

activity, he/she may do a written assignment given by the teacher. The assignment is to be worked on during class time and checked by the teacher at the end of the class period. The assignment must be appropriately completed in order for the student to receive credit each day of his/her medical excuse.

**Long Term (3 weeks or more):** If a student is to be medically excused from all physical education for a period of 3 weeks or more, the student shall not receive physical education credits, but an attempt will be made to place him/her in another class for credit.

**ATHLETES WITH MEDICAL EXCUSES:** Any athlete in season in a regular physical education class is expected to do the same activities as the rest of the class. An athlete who is medically excused from participating in a P.E. class will not be allowed to practice and/or play in a game that same day. An athlete who becomes injured may, schedule permitting, add PE for the remainder of the semester to earn PE credit with a doctor's note that specifies what activities he/she is able to perform.

**TRANSFER STUDENTS:** A student who enters OPHS after the 9<sup>th</sup> grade year is still subject to the 20-credit PE graduation requirement. Counselors will evaluate the student's transcript to determine what, if, any, PE credit will be awarded for courses taken or sports participation in the student's prior high school, and to determine how the remainder of the requirement may be satisfied. Exceptions or special circumstances will be evaluated on a case-by-case basis and require the Principal's approval.

**TO:** MEMBERS, BOARD OF EDUCATION

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

**DATE:** FEBRUARY 21, 2012

**SUBJECT:** C.3.a APPROVE 2012 FACILITY MASTER PLAN PROJECTS

ACTION

**ISSUE:** Shall the Board of Education authorize staff to proceed with specified Facility Master Plan projects for the 2012 calendar year?

**BACKGROUND:** At its meeting on December 6, 2011, the Board approved revisions to the District's ten year Facilities Master Plan, which included projects to be completed during the 2012 calendar year. A summary of these specific projects, and the corresponding estimate of direct construction costs, is attached for the Board's information. This list has been reviewed by District staff and construction manager Balfour Beatty, and by the Facility Planning Committee and its subcommittee. It is requested that the Board approve and authorize staff to proceed with these specified projects for the 2012 calendar year

**ALTERNATIVES:**

- 1). Approve the specific 2012 Facility Master Plan projects as presented.
- 2). Approve the 2012 Facility Master Plan projects with modifications as directed by the Board.
- 3). Do not approve the specific 2012 Facility Master Plan projects.

**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	_____	_____	_____	_____

Site Location	Estimated Cost Construction Only - No Soft Costs	Comment/Status Update
<b>Brookside Elementary School</b>		
11-11R Irrigation System Upgrade	\$ 31,000	Upgrade Spring 2012
12-01R Site Concrete Repairs	\$ 161,000	Documents are DSA approved and bids have been received. Work to start Mar. 2012.
12-06R Storefront Window/Door Replacements Buildings 200 and 300	\$ 270,000	Portion of Modernization. Bid Date Feb. 22, 2012
12-07R Building 300 Modernization	\$ 881,180	Bid Spring 2012. Build out Summer 2012
12-02R Relocatable Ramp Repairs	\$ 7,500	Repair Summer 2012
12-19R HVAC Replacements (R211, R212, R215, R216)	\$ 49,840	Replace Summer 2012
12-18R MPR Design, Study and Analysis	\$ 50,000	Ongoing
<b>Oak Hills Elementary School</b>		
11-11R Irrigation System Upgrade	\$ 18,000	Upgrade Spring 2012
12-03R Relocatable Ramp Repairs	\$ 16,000	Repair Summer 2012
12-13R Replace Asphalt at Kindergarten Area	\$ 60,000	Bid Spring 2012. Build out Summer 2012
12-20R HVAC Replacement Administration Building	\$ 104,678	Replace Summer 2012
<b>Red Oak Elementary School</b>		
11-11R Irrigation System Upgrade	\$ 50,000	Upgrade Spring 2012
12-04R Relocatable Ramp Repairs	\$ 19,000	Repair Summer 2012
12-14R Asphalt Repairs Playground Area	\$ 60,000	Bid Spring 2012. Build out Summer 2012
12-21R HVAC Replacements B Bldg, C Bldg, D53, D54, D55	\$ 62,300	Replace Summer 2012
12-24R Drinking Fountain Replacement	\$ 22,855	Bid Spring 2012. Build out Summer 2012
<b>Medea Creek Middle School</b>		
11-11R Irrigation System Upgrade	\$ 31,000	Upgrade Spring 2012
12-05R Relocatable Ramp Repairs	\$ 6,400	Repair Summer 2012
12-12R Repair/Replace Asphalt at Parking and Playground Areas	\$ 320,000	Bid Spring 2012. Build out Summer 2012
12-22R HVAC Replacements C9-10, Coaches office, Principal office, Band Office, R1-R4	\$ 103,306	Replace Summer 2012
12-25R Roof Repair/Replacement Building E	\$ 90,000	Bid Spring 2012. Build out Summer 2012

Site Location	Estimated Cost Construction Only - No Soft Costs	Comment/Status Update
<b>Oak Park High School</b>		
12-26R Security Cameras	\$ 30,000	Summer 2012
11-11R Irrigation System Upgrade	\$ 75,000	Upgrade Spring 2012
11-12R Site ADA Upgrades	\$ 304,000	DSA review in process. Bid Spring 2012, Build out Summer 2012
11-18R Bldg E, Admin Area Roof Replacement	\$ 113,821	Complete 2/2012
12-08R Bldg E, Admin Area Modernization	\$ 503,833	Revised Modernization Bid Doc's being prepared. Bid Spring 2012, Build out Summer 2012
12-09R Wood Column Replacements	\$ 81,500	Summer 2012
12-10R Building M Restroom Modernization	\$ 197,952	Bid Spring 2012. Build out Summer 2012
12-11R Building N Restroom Modernization	\$ 160,812	Bid Spring 2012. Build out Summer 2012
12-15R Concrete Walkway Repairs	\$ 93,000	Bid Spring 2012. Build out Summer 2012
12-16R Relocatable Ramp Repairs	\$ 19,200	Repair Summer 2012
12-17R Roof Replacement Restrooms/Lockers	\$ 6,000	Summer 2012
<b>Oak View High School</b>		
11-11R Irrigation System Upgrade	\$ 18,000	Upgrade Spring 2012
11-14R Restroom Facility	\$ 190,000	Site work complete. DSA review in progress. Bid Spring 2012, Complete install Summer 2012
<b>Distinct Office/Staff Support</b>		
12-23R HVAC Replacements 3 Areas	\$ 44,415	Replace Summer 2012
<b>\$ 4,251,592</b>		<b>Total Estimated Cost to Complete</b>

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: FEBRUARY 21, 2012**

**SUBJECT: C.3.b. APPROVE PROJECT TO BE PAID FROM MEASURE R BOND FUNDS – OAK PARK HIGH SCHOOL E BUILDING ADMINISTRATION MODERNIZATION**

ACTION

**ISSUE:** Shall the Board approve an amendment to the current Facilities Master Plan to add or expand the scope of a project to be funded from the Measure R building fund?

**BACKGROUND:** The modernization of the E Building administration offices is included in the Board approved Facility Master Plan and has been approved for State modernization matching funds. This project is slated to be performed over the summer of 2012. The building's original design has historically been inefficient and ineffective in meeting the needs of students, administrators and parents. The site administration, District staff, construction manager Balfour Beatty and the Facility Planning Committee's subcommittee have developed a recommendation to make changes in the scope of this project to create a more effective and productive work space. These changes will change the scope of the project and increase the allocated budget. The details of the proposed change were being finalized as this agenda was going to press and will be forwarded to the Board prior to this evening's meeting.

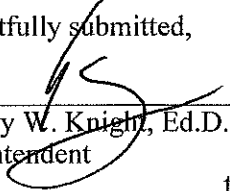
This proposed change has been reviewed by the Facility Planning Committee on February 1, 2012, after review by its subcommittee on January 24 and 31, 2012, and by District staff and construction manager Balfour Beatty in advance of this evening's meeting. It is recommended that the Board authorize the revision of the District's Facility Master Plan to incorporate this project, initially funded by Measure R bond funds, to be reimbursed by State modernization funding upon its receipt.

**RECOMMENDATION:**

1. Authorize the use of Measure R and State modernization funds for the increased scope of this project as specified and amend the Facilities Master Plan accordingly.
2. Do not authorize the recommended use of Measure R and State modernization funds.

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

Respectfully submitted,

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

Board Action: On motion of _____, seconded by _____, the Board of Education:				
VOTE:	AYES	NOES	ABSTAIN	ABSENT
Iceland	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____



**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: FEBRUARY 21, 2012**

**SUBJECT: C.3.c. APPROVE PROJECT TO BE PAID FROM MEASURE R BOND FUNDS –  
GYMNASIUM BASKETBALL BACKBOARD SAFETY UPGRADES AT MEDEA  
CREEK MIDDLE SCHOOL AND OAK PARK HIGH SCHOOL**

ACTION

**ISSUE:** Shall the Board approve an amendment to the Facilities Master Plan to add Gymnasium Basketball Backboard Safety Upgrades at Medea Creek Middle School and Oak Park High School as a project to be funded from the Measure R building fund?

**BACKGROUND:** In December 2011 a safety restraint cable on a wall-mounted basketball backboard in the Oak Park High School gymnasium failed, causing the backboard to fall, crashing violently into the bleachers. Very fortunately no one was in the area at the time and no one was injured. As a consequence, and to ensure the safety of students, teachers, and visitors, the District has had all basketball backboards and related equipment inspected in the gymnasiums at both Medea Creek Middle School and Oak Park High School. The resulting inspection report recommends corrections to the equipment at both schools totaling an estimated \$15,000. District staff, construction manager Balfour Beatty and the Facility Planning Committee's subcommittee have found that the repairs are essential and recommend that the proposed safety improvements be funded from the Measure R bond fund. The recommendation was being finalized as this agenda was going to press and will be forwarded to the Board prior to this evening's meeting.

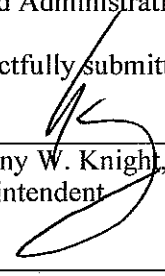
This proposed change has been reviewed by the Facility Planning Committee on February 1, 2012, after review by its subcommittee throughout January, 2012, and by District staff and construction manager Balfour Beatty in advance of this evening's meeting. It is recommended that the Board authorize the revision of the District's Facility Master Plan to incorporate this project, to be funded by Measure R bond funds.

**RECOMMENDATION:**

1. Authorize the use of Measure R bond funds for Gymnasium Basketball Backboard Safety Upgrades at Medea Creek Middle School and Oak Park High School as specified and amend the Facilities Master Plan accordingly.
2. Do not authorize the recommended use of Measure R bond funds.

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

Respectfully submitted,

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

Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

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

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: FEBRUARY 21, 2012**

**SUBJECT: C.3.d. APPROVE PROJECT TO BE PAID FROM MEASURE R BOND FUNDS – ROOF DRAINAGE IMPROVEMENTS AT OAK HILLS ELEMENTARY SCHOOL**

ACTION

**ISSUE:** Shall the Board approve an amendment to the Facilities Master Plan to add Roof Drainage Improvements at Oak Hills Elementary School as a project to be funded from the Measure R building fund?

**BACKGROUND:** Roof repairs at Oak Hills Elementary School was one of the first and most pressing projects to be funded by Measure R, with replacement of the entire roof occurring during the summer of 2009. Recent rains have demonstrated that even with regrading and repaving of the playground this past summer, rain water run off from the roof still ponds near classroom door ways, running into classrooms in heavy storms. In order to alleviate this problem, District staff requested proposals to make corrective repairs. The proposed repairs include the addition of rain gutters and downspouts diverting water away from the building and providing an awning at the exterior entrance to the site's computer lab. District staff, construction manager Balfour Beatty and the Facility Planning Committee's subcommittee the have found that the repairs are essential and recommend that the proposed health and safety improvements be funded from the Measure R bond fund. The recommendation was being finalized as this agenda was going to press and will be forwarded to the Board prior to this evening's meeting.

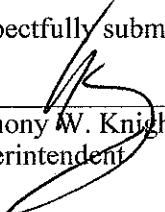
This proposed change has been reviewed by the Facility Planning Committee on February 1, 2012, after review by its subcommittee throughout January, 2012, and by District staff and construction manager Balfour Beatty in advance of this evening's meeting. It is recommended that the Board authorize the revision of the District's Facility Master Plan to incorporate this project, to be funded by Measure R bond funds.

**RECOMMENDATION:**

1. Authorize the use of Measure R bond funds for Roof Drainage Improvements at Oak Hills Elementary School as specified and amend the Facilities Master Plan accordingly.
2. Do not authorize the recommended use of Measure R bond funds.

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

Respectfully submitted,

  
Anthony W. Knight, Ed.D.  
Superintendent

Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

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

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: FEBRUARY 21, 2012**

**SUBJECT: C.3.e. APPROVE AWARD OF BID 12-01R, EXTERIOR PAVING AND CONCRETE WALKWAY REPAIRS AT BROOKSIDE ELEMENTARY SCHOOL**

ACTION

**ISSUE:** Shall the Board approve the award of Bid 12-01R, Exterior Paving and Concrete Walkway Repairs at Brookside Elementary School?

**BACKGROUND:** At its meeting on December 6, 2011, the Board of Education approved revisions to the District's Facility Master Plan, including Project 12-01R, Exterior Paving and Concrete Walkway Repairs at Brookside Elementary School. On January 25, 2012, four bids were received in response to the District's call for bids for this project. The following is a recap of the bids received; bid amounts are Base Bid only, no alternates were requested:

<u>Bidder</u>	<u>Bid Amount</u>
Nye Nelson ( <i>refer to note below</i> )	\$ 89,694.00
C.A Rasmussen, Inc. ( <i>refer to note below</i> )	\$161,000.00
Hughes General Engineering	\$171,100.00
Mendez Concrete	\$215,847.00

Upon the District's review of the bid received from Nye Nelson, the bidder confirmed that its bid contained a clerical error, indicating that the amount should have been stated as \$189,694, and requested permission to withdraw its bid. It is the recommendation of District staff and construction manager Balfour Beatty that the Board permit Nye Nelson to withdraw its bid proposal and award Bid 12-01 R to the next lowest bidder, C.A. Rasmussen, Inc., whose bid has been reviewed and found to be responsible and responsive.

The bids for this work has been reviewed and analyzed by Balfour Beatty, the Facility Planning Subcommittee, and District staff, who recommend the award of bid to C.A Rasmussen, Inc. in the amount of \$161,000.00. Balfour Beatty's letter recommending the award of contract for this project is attached.

**ALTERNATIVES:**

1. Permit bidder Nye Nelson to withdraw its bid due to clerical error and award Bid 12-01R, Exterior Paving and Concrete Walkway Repairs at Brookside Elementary School, in the amount of \$161,000.00, to C.A Rasmussen, Inc. of Valencia, California, as lowest responsive and responsible bidder.
2. Reject all bids received and direct staff to re-bid the project.

**BOARD MEETING, FEBRUARY 21, 2012**

Approve Award of Bid 12-01R, Exterior Paving and  
Concrete Walkway Repairs at Brookside Elementary School  
Page 2

**RECOMMENDATION:**      Alternative No. 1

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

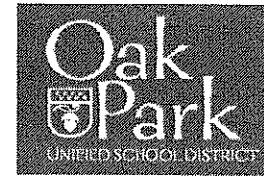
Respectfully submitted,

  
\_\_\_\_\_  
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	_____	_____	_____	_____

# Balfour Beatty Construction



35

Oak Park Unified School District  
5801 East Conifer Street  
Oak Park, CA 91377  
Attn: Martin Klauss, Assistant Superintendent Business Services

February 7, 2012

Subject: Measure "R" Staff Support Services  
Oak Park Unified School District  
Oak Park, CA

Re: Project 12-01R Exterior Paving and Concrete Walkway Repairs at Brookside Elem.  
Recommendation to Award Bid to the Lowest Responsive Bidder

Dear Mr. Klauss,

The District has received formal bid packages in response to the Request for Bids to repair or remove/replace designated portions of exterior concrete walkways around the campus and also along a portion of the sidewalk along Satinwood fronting Brookside Elementary School. With the exception of the sidewalk work, this project was contemplated in the Master Plan approved in December as there is a specific line calling for concrete repairs, as well as, it being included modernization work. Bid packages were received from the following firms and opened by District Staff (Bid Opening Sheet is attached for reference). Bid amounts are Base Bid only, no alternates were included as part of this Project.

Nye Nelson	\$ 89,694.00 See Note Below
<b>C.A Rasmussen, Inc</b>	<b>\$ 161,000.00 (low responsive bid)</b>
Hughes General Engineering	\$ 171,100.00
Mendez Concrete	\$ 215,847.00

*Note; Upon confirmation of the bid received by Nye Nelson, they found that they had a clerical error and requested that their bid be withdrawn stating that the amount should have been stated as \$189,694. It is our recommendation that the District allows the withdrawal of their bid and proceed to the next low bidder, C.A. Rasmussen, Inc.. The bid package received from C.A. Rasmussen, Inc, has been reviewed and found responsive.*

Per the attached Bid Opening Log, the original Master Plan estimate for work indicated in the DSA approved modernizations plans is \$146,098. The estimated figure is derived from each of the indicated Master Plan work items listed for Brookside Elementary with cost figures which are pulled directly from the original modernization estimate prepared by Balfour Beatty.

As we prepared the bid packages, additional scope, not designated in the updated Master plan, was included to address areas which were found to be unsafe, specifically concrete sidewalk along Satinwood which was also found unsafe and the passageway between the school site and Mae Boyer park. The County of Ventura was contacted on several occasions by the District and the District was informed that the District is responsible for maintenance of the offsite sidewalk. The pedestrian gate assembly between the school site and the park was added to assist with campus security and not anticipated in the Master Plan. Accepting the low responsive bid submitted by C.A. Rasmussen of \$161,000, will result in an overall added cost to the Master Plan of \$15,098 for this added scope.

The project will be completed during the spring with the work taking place after normal school hours and weekends. Based upon the need for the work and the added scope in terms of safety, it is our recommendation to the Board of Education to award Project # 12-01R, Exterior Paving and Concrete Walkway Repairs at Brookside Elem., to C. A Rasmussen, Inc..

Should you have any questions or require any additional information, please contact me at anytime.

36

Respectfully,

Dennis Kuykendall

Dennis Kuykendall  
Senior Project Manager, Balfour Beatty Construction

Attachments; Bid Sheet Tabulation

cc. Julie Suarez, OPUSD  
Tom Wulf, OPUSD FPC  
Peter Kristensen, OPUSD FPC  
Keith Henderson / Richard Jackson, Balfour Beatty Construction  
Danny Hensiek, KPI Architects

## BID OPENING SHEET

### Measure 'R' Staff Support Services

Bid Date; 1/25/2012

Master Plan Pre-Design Estimate See Below

Contractor	BASE BID	Bid Form	Des. Of Subs	Non-Collusion	Stmnt of Exp.	Bid Bond	Addendum Noted	Job Walk
Nye Nelson (SEE NOTE BELOW)	\$ 89,694	X	X	X	X	X	1 AND 2	X
C. A. Rasmussen, Inc.	\$ 161,000	X	X	X	X	X	1 AND 2	X
Hughes General Engineering	\$ 171,100	X	X	X	X	X	1 AND 2	X
Mendez Concrete	\$ 215,847	X	X	X	X	X	1 AND 2	X
NOTE: Nye Nelson withdrew bid								
<b>2012 Master Plan Estimate</b>								
Repair Concrete Around Bldg 300	\$ 27,300							
Modernization Scope;								
Division 3 - Site Work Concrete	\$ 16,846							
Division 5 - Metals Fencing/ Handrails	\$ 28,250							
Building 100								
Division 2 - Demolition	\$ 1,794							
Division 3 - Concrete	\$ 14,402							
Building 200								
Division 2 - Demolition	\$ 2,727							
Division 3 - Concrete	\$ 21,077							
Building 300								
Division 2 - Demolition	\$ 3,883							
Division 3 - Concrete	\$ 29,819							
<b>Subtotal Master Plan Estimate</b>	<b>\$ 146,098</b>							
<b>Added Scope;</b>								
Remove and Replace onsite sidewalk	\$ 10,000	Approx. 270 lf of damaged sidewalk replacement along Satinwood Drive						
Remove and Replace additional onsite conc.	\$ 18,000	Additional onsite concrete replacement is for areas not covered on the DSA approval modernization plan that have been determined as unsafe.						
Add gate/fence to lower ballfield	\$ 2,000							
<b>Subtotal Added scope</b>	<b>\$ 30,000</b>							
<b>Total Scope Estimate</b>	<b>\$ 176,098</b>							
Impact to Master Plan budget	\$ 15,098							

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: FEBRUARY 21, 2012**

**SUBJECT: C.3.f. APPROVE REVISED MEASURE C6 PHASED PROJECT PLAN**

ACTION

**ISSUE:** Shall the Board of Education approve revisions to the Measure C6 Phased Project Plan and authorize staff to proceed with the specified projects?

**BACKGROUND:** At its meeting on May 19, 2009, the Board approved a five-year phased plan (2009-2013) for the second issuance of Measure C6 (School Safety, Equipment and Technology Improvement Bond). At the half way point of the plan, District staff and the District's Technology Committee are reviewing and updating the plan to address new and revised priorities and current technology. The Technology Committee is meeting on February 13, 2012 to finalize its plan revision and recommendation, which will be forwarded to the Board under separate upon its completion.

**ALTERNATIVES:**

- 1). Approve revisions to the Measure C6 Phased Project Plan as presented and authorize staff to proceed with the specified projects.
- 2). Approve revisions to the Measure C6 Phased Project Plan with modifications as directed by the Board.
- 3). Do not approve revisions to the Measure C6 Phased Project Plan.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Jane Mintz, Director, Educational Technology  
 Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

  
 Anthony W. Knight, Ed.D.  
 Superintendent

Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

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



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: FEBRUARY 21, 2012**  
**SUBJECT: C.3.g. APPROVE RENEWAL AGREEMENT WITH VCEDNET INTERNET CONNECTIVITY SERVICES**

ACTION

**ISSUE:** Shall the Board approve a renewal agreement with VCEDNET to provide internet connectivity services?

**BACKGROUND:** The District has historically contracted with VCEDNET to provide internet connectivity services for all of its schools and departments. The current contract with VCEDNET expires in June 2012. In response to the District's Request for Proposals, VCEDNET has proposed to continue providing internet services. The details of the agreement were being finalized as this agenda was going to press, and will be forwarded to the Board under separate cover.

**FISCAL IMPACT:** The cost of the proposed services is included in the Business and Administrative Services departmental budget.

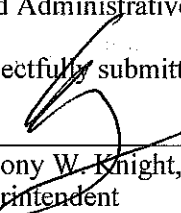
**ALTERNATIVES:**

1. Approve the renewal agreement with VCEDNET to provide internet connectivity services.
2. Do not approve the renewal.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Jane Mintz, Director, Educational Technology  
 Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted:

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

Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: FEBRUARY 21, 2012**  
**SUBJECT: C.3.h. APPROVE AGREEMENT FOR WITH TIME WARNER FOR 1GB CIRCUIT TO VENTURA COUNTY OFFICE OF EDUCATION**

ACTION

**ISSUE:** Shall the Board approve an agreement for with Time Warner for a 1GB (1000mbps) circuit to Ventura County Office of Education (VCOE)?

**BACKGROUND:** Since 2008 the District has contracted with AT&T for a 100mbps circuit connecting the District to VCOE, who hosts several essential services via this connection. These vital services include the Zangle student information system, the Escape financial/human resources system, and the VCEDNET internet gateway to the K-12 High Speed Network (K12HSN). The current contract with AT&T expires in June 2013. In order to comply with federal E-rate time lines, the District issued an E-rate 470 Request in December 2011, calling for quotes for a 1000mbps connection, increasing the District's bandwidth capacity ten-fold. Time Warner was the only respondent to the 470 Request, offering the increased service at prices comparable to the current rate paid by the District for 100mbps. The details of the agreement were being finalized as this agenda was going to press, and will be reviewed by the District Technology Committee at its meeting on February 13, 2012. The recommendation and agreement will be forwarded to the Board under separate cover prior to this evening's meeting.

**FISCAL IMPACT:** The cost of the proposed services is included in the Business and Administrative Services departmental budget.

**ALTERNATIVES:**

1. Approve the agreement with Time Warner for a 1GB (1000mbps) circuit to Ventura County Office of Education.
2. Do not approve the agreement with Time Warner.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Jane Mintz, Director, Educational Technology  
 Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted:

  
 Anthony W. Knight, Ed.D  
 Superintendent

Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: FEBRUARY 21, 2012**  
**SUBJECT: C.3.i. APPROVE ENROLLMENT AND SITE CAPACITIES, AND CLASS SIZES AND STAFFING RATIOS FOR THE 2012-13 SCHOOL YEAR**

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**ACTION**

**ISSUE:** Shall the Board approve enrollment and site capacities, and class sizes and staffing ratios for the 2012-13 school year?

**BACKGROUND:** At its meeting on December 6, 2011, the Board received information on enrollment projections, site capacities, class sizes, and staffing ratios for the 2012-13 school year. At that meeting the Board approved Proposal B, authorizing the suspension of the enrollment cap and cap percentage, authorized an increase in total District enrollment to 4,361, and established the district-wide physical capacity at 4451.

In January 2012, Governor Brown released his state budget proposal 2012-13, and early analysis of that proposal projects a budgetary shortfall for OPUSD in excess of \$1 million. District administration is exploring all available options to address this deficit, including maximizing resources by increasing enrollment caps, site capacities, class sizes, and staffing ratios.

Administrative staff is refining all pertinent data for the Board's information as this agenda is going to press. It is anticipated that the data will be accompanied by the following recommendations:

- 1) Site Capacities – The site capacities authorized by Proposal B in December 2011 were calculated using the current student-teacher ratios. Although under review by staff, it is not anticipated that there will be a recommendation for an increase in site capacities.
- 2) Enrollment Caps – In K-12 education, growth enrollment equates to increased revenues. Staff is re-evaluating enrollment projections, reviewing calculations and analyzing data pertaining to site capacities, staffing ratios, and accepted District of Choice applications. It is anticipated that the administration will present a new proposal for the 2012-13 enrollment cap.
- 3) Class Sizes and Staffing Ratios: At grades K-3, authorize the increase class sizes and staffing ratios from 1:25 to 1:28, the maximum allowed by the current collective bargaining agreement with the Oak Park Teachers Association. For grades 6-8, authorize the increase class sizes and staffing ratios from the current 1:31.5 to 1:32, also the maximum permitted by the current teacher's contract. At the high school grades 9-12, authorize an increase to class sizes and staffing ratios from the current 1:32 to 1:33, one below the contractual cap of 34.

The administration will also provide detailed information regarding the financial and budgetary impact of any proposed revisions. It is anticipated that the administration proposal will be delivered prior to this evening's meeting.

BOARD MEETING, FEBRUARY 21, 2012  
 Approve Enrollment, Site Capacities, Class Sizes, and  
 Staffing Ratios for the 2012-13 School Year  
 Page 2

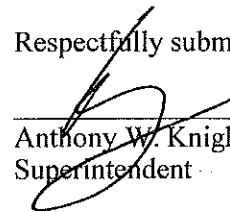
**ALTERNATIVES:**

1. Approve the staff recommendation regarding enrollment and site capacities, and class sizes and staffing ratios for the 2012-13 school year.
2. Approve the staff recommendation regarding enrollment and site capacities, and class sizes and staffing ratios for the 2012-13 school year as modified by Board direction.
3. Do not approve the staff recommendation.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted:

  
 Anthony W. Knight, Ed.D  
 Superintendent

Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: FEBRUARY 21, 2012**  
**SUBJECT: C.3.j. APPROVE AGREEMENT WITH SCHOOL SERVICES OF CALIFORNIA**

**ACTION**

**ISSUE:** Shall the Board approve a consultant agreement with School Services of California for an analysis and recommendation in connection with the District's cash management practices?

**BACKGROUND:** As previously discussed with the Board, the State's deferral of district funding appropriations, now approaching 40%, has created significant issues in the management of the District's cash flow. Given this critical period in school district finance, budget, and cash management, Staff is recommending that the Board approve a consultant agreement with School Services of California (SSC) for a detailed Cash Management Wellness Check. SSC's services will include analysis of the District's cash management practices, projections, and assumptions, and its budget practices and decision making as they impact cash. SSC will also assess the District's cash borrowing practices, costs, and will provide cash borrowing options. Additionally, SSC will provide a comprehensive cash projection that can be used as an ongoing tool by the District in managing its cash and remaining cash solvent. The final report will include results of the detailed Cash Management Wellness Check, and include any recommendations for the District's cash management program. SSC has proposed to provide this service for \$9,600, which will be funded from the Board-approved operating budget of the Business Services department. The full SSC proposal is attached for the Board's information.

**ALTERNATIVES:**

1. Approve a consultant agreement with School Services of California for a Cash Management Wellness Check, per its proposal.
2. Do not approve the consultant agreement.

**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	_____	_____	_____	_____



January 27, 2012

1121 L Street

Suite 1060

Sacramento

California 95814

TEL: 916 . 446-7517

FAX: 916 . 446-2011

www.sscal.com

*An Employee-Owned  
Company*

Mr. Martin Klauss  
Assistant Superintendent, Business & Administrative Services  
Oak Park Unified School District  
5801 East Conifer Street  
Oak Park, CA 91377

Dear Mr. Klauss:

We are pleased to provide the Oak Park Unified School District (District) with the following proposal to conduct a Cash Management Wellness Check for the District.

The Cash Management Wellness Check will focus on the District's significant cash management practices, with a focus on:

- ✦ Cash projections and assumptions
- ✦ Cash and general ledger reconciliations
- ✦ Budget practices as they have an impact on cash
- ✦ Cash needs or sources in other funds
- ✦ Local cash borrowing options
- ✦ Cash borrowing practices and costs
- ✦ Budget and cash monitoring, including the process for making decisions and making adjustments as necessary to reflect the changing environment

Our detailed review of the cash projections involves analyzing each major cash inflow and outflow category for the General Fund and ancillary funds (to the extent those funds may have a fiscal impact on the General Fund). We will provide recommendations for refining the projections if necessary.

By reviewing various District documents and interviewing District staff involved in budget and cash management, we will provide an analysis of cash risk characteristics and a comprehensive understanding of the strengths and weaknesses of the District's cash management policies and practices. We will also provide a comprehensive cash projection that can be used as an ongoing tool by the District in managing its cash and remaining cash solvent.

*January 27, 2012*

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### ***Final Product and Presentation***

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Following an evaluation of the documentation provided by the District and discussions with District staff, a draft Cash Management Wellness Check, including a current cash projection, will be prepared and submitted to you for review and comment. Final recommendations will be included in a final document submitted to you, which will be packaged as a Board-ready document.

The analysis yields a final report format suitable for constructive use by the Board, District administration, and staff. The final report will include results of the detailed Cash Management Wellness Check, including any recommendations for the District's cash management program.

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### ***About SSC's Staff***

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Staff for this project will include two consultants from SSC with special expertise in the assigned area:

**Ann Hern**, Director of Management Consulting Services, provides support to school districts and county offices in budget reviews, fiscal health analysis, cash management, special education management reviews, and general consulting. She has held positions at every level in the school business division, which gives her a broad base of knowledge from which districts can draw. Prior to joining SSC, Ann was the Assistant Superintendent, Business Services and Administration, in the Byron Union School District. She was responsible for all business and operation functions, as well as categorical program management. She served as a key member of the district's cabinet. Her prior positions, including Director of Business Services in the Riverbank Unified School District and Budget Analyst for the Tri-Valley Regional Occupational Program, make her a valuable resource for school districts in California.

**Sheila G. Vickers**, Vice President, provides support to school districts, county offices, and community college districts in management, collective bargaining, legislative issues, information systems, chief business official search services, cash management, fiscal health analyses, and other management consulting services. She has served on Fiscal Crisis and Management Assistance Teams (FCMAT) for human resources and finance, and as a county-appointed fiscal advisor for school districts in financial distress. Prior to joining SSC, Sheila developed a strong background in public sector business and finance: 11 years in K-12 and community college districts and seven years at a public utility. She served most recently as the Director of Fiscal Services for a large single-campus community college district, where she was responsible for budget planning, development, and maintenance, as well as for all accounting and payroll

**Mr. Martin Klauss**  
**Proposal for Cash Management Wellness Check**

---

**January 27, 2012**

functions. Prior to that, she was the Director of Accounting for a large high school district and Accounting Manager for a community college campus.

### ***Anticipated Timeline***

---

SSC consultants will commence work on the proposed services at a mutually arranged date. The final report is expected to be completed within four to six weeks after the initial field work and all requested documentation is received. A draft report will be provided to the Assistant Superintendent upon completion of the analysis for comments. A final report will be packaged and provided for the District to present to the Board.

### ***Proposal Costs***

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We propose conducting the project for \$9,600, plus actual and reasonable expenses. "Expenses" are defined as actual, out-of-pocket expenses, such as travel, meals, conference call telephone charges, shipping, and duplication of materials. This proposal assumes that most of the consultant's work will be accomplished from the Sacramento office, with one visitation to the District.

If additional meetings or presentations are required that are not described in this proposal (for example, a Board presentation), a charge of \$200 per hour, per consultant, will be billed in addition to actual and reasonable expenses. We will submit monthly billings for services associated with the project.

After reviewing the proposal, if you decide the proposed scope should be expanded or contracted, we would be happy to make modifications and provide a revised estimated fee. If the proposal meets with your approval, please sign the appropriate enclosed Agreement for Special Services and return it to our office, whereupon a final executed Agreement will be returned for your records. Our proposal is valid for 60 days from the date of this letter.

We appreciate the confidence you have in our company and look forward to working with the Oak Park Unified School District on the upcoming project.

Sincerely,



MAUREN EVANS  
Vice President

Enclosures



Client # 16950 / S65S

P.O.# \_\_\_\_\_

**AGREEMENT FOR SPECIAL SERVICES**  
*Consultation Services*

This is an Agreement between the **OAK PARK UNIFIED SCHOOL DISTRICT**, hereinafter referred to as "Client," and **SCHOOL SERVICES OF CALIFORNIA, INC.**, hereinafter referred to as "Consultant," entered into as of January 27, 2012.

**RECITALS**

**WHEREAS**, the Client needs assistance regarding a Cash Management Wellness Check; and

**WHEREAS**, Consultant is professionally and specially trained and competent to provide these services; and

**WHEREAS**, the authority for entering into this Agreement is contained in Section 53060 of the Government Code and such other provisions of California law as may be applicable;

**NOW, THEREFORE**, the parties to this Agreement do hereby mutually agree as follows:

1. The Consultant agrees to assist the Client by providing a Cash Management Wellness Check.
2. The Client agrees to pay the Consultant the amount of \$9,600, plus actual and reasonable expenses related to completion of the project, such as travel, meals, conference call telephone charges, shipping, and duplication of materials, upon receipt of billing from Consultant. If additional meetings or presentations are required that are not described in this proposal (for example, a Board presentation), a charge of \$200 per hour, per Consultant, will be billed in addition to actual and reasonable expenses.
3. This Agreement shall be for the period commencing January 27, 2012, and terminating June 30, 2012. It may be terminated at any time prior to June 30, 2012, by either party on thirty (30) days written notice. In case of cancellation, the Client shall be liable for any costs accrued to date of cancellation.

4. It is expressly understood and agreed to by both parties that Consultant, while carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an employee of the Client.

**IN WITNESS WHEREOF**, the parties have caused this Agreement to be executed as indicated below:

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
MARTIN KLAUSS  
Assistant Superintendent, Business & Administrative Services  
Oak Park Unified School District

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
MAUREEN EVANS  
Vice President  
School Services of California, Inc.

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: FEBRUARY 21, 2012**  
**SUBJECT: C.3.k. APPROVE DENIAL OF CLAIM AGAINST THE DISTRICT - CLAIM #12-01**

ACTION

**ISSUE:** Shall the Board deny a claim against the District (Claim #12-01), consistent with the provisions of Government Code Section 913?

**BACKGROUND:** On February 3, 2012, the District received a claim for damages from Brannon, Inc., dba Smith Electric Service in connection with its construction contracts for district-wide fire alarm system upgrades (Projects 10-01R-A, 10-01R-B, and 10-01R-C). Details of this claim have been provided to the Board under separate cover.

As a matter of routine, it is recommended that the Board deny the claim as presented. Upon the Board's denial of the claim, the matter will be referred to the District's third party administrator for property and liability insurance, York Risk Services Group, Inc. Upon receipt, York Risk Services Group will investigate the merits of the claim and advise the District of further appropriate action, if any.

**ALTERNATIVES:**

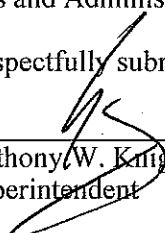
1. Reject the claim for damages and refer to the District's third party administrator for further action.
2. Accept the claim for damages.

**RECOMMENDATION:** Alternative No. 1

**FISCAL IMPACT:** Unknown at this 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: FEBRUARY 21, 2012**

**SUBJECT: C.3.1 APPROVE ACCEPTANCE OF DONATIONS**

ACTION

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

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

<u>Site</u>	<u>Gift/Donor</u>	<u>Est. Value</u>
D.O.	EEAC/Solarology Inc.	\$ 150.00

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

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

Respectfully submitted,

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

Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: FEBRUARY 21, 2012**  
**SUBJECT: C.4.a. APPROVE RESOLUTION #12-01 REGARDING NON-REELECTION AND RELEASE OF CERTIFICATED EMPLOYEES #1 THROUGH # 15**

ACTION

**ISSUE:** Should the Board of Education approve Resolution #12-01 Regarding Non-Reelection and Release or Temporary Certificated Employees #1 through #15?

**BACKGROUND:** In considering needs for the 2012-2013 school year, it has been determined that, at this time, staffing must be reduced. In order to comply with Education Code Section 44955 temporary employees must be released pursuant to Education Code Section 44954. The Resolution authorizes staff to proceed with the release process for employees on temporary contracts.

**ALTERNATIVES:** 1. Approve Resolution #12-01 Regarding Non-Reelection and Release or Temporary Certificated Employees #1 through #15  
 2. Do not approve Resolution #12-01 Regarding Non-Reelection and Release or Temporary Certificated Employees #1 through #15

**RECOMMENDATION:** Alternative #1

Respectfully Submitted:

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

<b>Board Action:</b>	<b>On motion of</b>	<b>, seconded by</b>			<b>, the Board of Education:</b>
<b>VOTE:</b>	<b>AYES</b>	<b>NOES</b>	<b>ABSTAIN</b>	<b>ABSENT</b>	
<b>Iceland</b>	_____	_____	_____	_____	
<b>Laifman</b>	_____	_____	_____	_____	
<b>Pallant</b>	_____	_____	_____	_____	
<b>Rosen</b>	_____	_____	_____	_____	
<b>Yeoh</b>	_____	_____	_____	_____	
<b>Student</b>	_____	_____	_____	_____	

58

BEFORE THE BOARD OF EDUCATION OF THE  
OAK PARK UNIFIED SCHOOL DISTRICT  
COUNTY OF VENTURA, STATE OF CALIFORNIA

RESOLUTION #12-01

RESOLUTION REGARDING NON-REELECTION AND RELEASE FROM  
EMPLOYMENT OF TEMPORARY CERTIFICATED EMPLOYEES

On motion of member \_\_\_\_\_, seconded by member \_\_\_\_\_, the following resolution is adopted.

**WHEREAS**, Education Code Section 44954 requires a governing board to notify certain temporary employees before the end of the school year of the District's decision to not reelect the employee for the next succeeding year;

**WHEREAS**, the individuals listed below are presently employed as temporary certificated employees by the Oak Park Unified School District and the Board of Education desires to not reelect these employees for the next succeeding school year in any certificated position within this District.

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** that the following employees are not be reelected for employment for the next succeeding school year;

# 1- 15

**BE IT FURTHER RESOLVED AND ORDERED** that the Superintendent or designee, provide notice to each of the above-named individuals in accordance with the Education Code that the Board has determined to release and to not reelect him or her for the 2012-2013 school year and that his or her employment is thereby ended upon the close of this current 2011-2012 school year, and that the notification be provided on or before March 15, 2012.

**BE IT FURTHER RESOLVED** that the Superintendent, or designee, is delegated the authority to take all actions necessary and proper to the accomplishment of the purposes of this Resolution.

The foregoing Resolution was adopted by the Board of Education of the Oak Park Unified School District on the 21st day of February, 2012 by the following vote:

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

\_\_\_\_\_  
President, Board of Education of the  
Oak Park Unified School District

I, Mary Pallant, Clerk of the Board of Education of the Oak Park Unified School District, do certify that the foregoing Resolution was regularly introduced, passed and adopted by the Board of Education at its regular meeting held on February 21, 2012.

\_\_\_\_\_  
Clerk, Board of Education of the  
Oak Park Unified School District

**TO:** MEMBERS, BOARD OF EDUCATION  
**FROM:** DR. ANTHONY W. KNIGHT, SUPERINTENDENT  
**DATE:** FEBRUARY 21, 2012  
**SUBJECT:** C.5.a APPROVE 2012 CSBA DELEGATE ASSEMBLY  
 ELECTION OF CANDIDATES

ACTION

**ISSUE:** Shall the Board of Education elect two representatives to CSBA's Delegate Assembly?

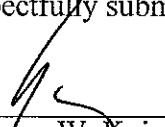
**STATEMENT:** There are four vacancies for the 2012 Delegate Assembly Ballot Region/Subregion 11B and there are four candidates as follows. OPUSD may vote for four of the four candidates on one ballot and it must be returned to CSBA postmarked on or before March 15, 2012. Voting instructions, ballot, and biographical sketches for each of the candidates are attached.

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

The names of newly elected delegates will be published and disseminated to the membership by April 2.

**ACTION:** Move to cast our vote for \_\_\_\_\_, \_\_\_\_\_,  
 and \_\_\_\_\_, as representatives to the CSBA Delegate  
 Assembly for Region/Subregion 11B.

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	_____	_____	_____	_____

This complete, **ORIGINAL** Ballot must be **SIGNED** by the Superintendent or Board Clerk and returned in the enclosed envelope postmarked by the post office No Later Than **THURSDAY, MARCH 15, 2012**. Only ONE Ballot per Board. Be sure to mark your vote "X" in the box.  
*A PARTIAL, UNSIGNED, PHOTOCOPIED, OR LATE BALLOT WILL NOT BE VALID.*

OFFICIAL 2012 DELEGATE ASSEMBLY BALLOT  
 SUBREGION 11-B  
 (Ventura County)

Number of vacancies: 4 (Vote for no more than 4 candidates)

*Delegates will serve two-year terms beginning April 1, 2012 – March 31, 2014*

*\*denotes incumbent*

☐ Darlene A. Bruno (Hueneme ESD)\*

☐ Rob Collins (Simi Valley USD)\*

☐ Ana Del Rio-Barba (Oxnard SD)\*

☐ Jan Iceland (Oak Park USD)\*

\_\_\_\_\_  
*Provision for Write-in Candidate Name*

\_\_\_\_\_  
*School District*

\_\_\_\_\_  
*Provision for Write-in Candidate Name*

\_\_\_\_\_  
*School District*

\_\_\_\_\_  
*Signature of Superintendent or Board Clerk*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*School District/COE Name*

\_\_\_\_\_  
*Date of Board Action*

*See reverse side for a current list of all Delegates in your Region.*





CSBA

## 2012 Delegate Assembly Candidate Biographical Sketch Form

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

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

Name: <u>Darlene A. Bruno</u>	CSBA Region/Subregion: <u>11</u> / <u>B</u>
District or COE: <u>Hueneme Elementary School District</u>	Years on board: <u>21</u> ADA: _____
Contact Number: <u>(805) 483-3339</u>	E-mail: <u>juneclvr@netscape.net</u>
Are you a continuing Delegate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If you, how long have you served as a Delegate? <u>9</u> years

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

I feel CSBA's first priority should be the State budget. We need to work with our legislators to redo or fix Prop 98, then work on making the State follow through with what it promises and not allow trigger language that will change schools' funding mid-year. Unfunded mandates would be another problem I would like CSBA to work harder to fix. If the State requires school districts to do something, then they should fully fund the project or program. I would like the opportunity to work with CSBA and the State to restore class size reduction for California children.

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

As a Delegate, I also have a seat on the Ventura County School Boards Association, which gives me a chance to help bring programs to all board members in our county. We plan some social time at each of these meetings so delegates have time to hear first-hand local concerns and plan programs accordingly. When our director of Region 11 assigns each delegate to report to local districts on the actions of the Delegate Assembly, I report to the boards I am assigned, and ask for input from board members.

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

I enjoy being part of the discussions we have at the Delegate Assembly and then bring them back to our county. Setting the policy for CSBA for a two-year period is an important task, and I feel local involvement in that process is very important. I feel I am open to suggestions and input from any local board member and would take those ideas or concerns to the delegate level. I feel I am a good listener and take part in all discussions at Delegate Assembly, with all of the children of California in mind.

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

Signature: Darlene A. Bruno Date: 12/15/2011



CSBA

## 2012 Delegate Assembly Candidate Biographical Sketch Form

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

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

Name: Rob Collins	CSBA Region/Subregion: 11 / b
District or COE: Simi Valley Unified School District	Years on board: 7 ADA: 20,000
Contact Number: office: 805-306-4507 Home: 805-527-1946	Email: robdisimi@aol.com
Are you a continuing Delegate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If you, how long have you served as a Delegate? 4 YEARS

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

My top three Educational goals and priorities:

1. Continue to advocate for local control
2. Continue to advocate for a return to adequate funding for the public school students of California
3. Use my position on the CSBA Legislative Committee and the Delegate Assembly to pass legislation and statewide initiatives that will improve education instruction and funding for California's students.

CSBA President Martha Fluor told the Delegate Assembly on December 1, 2011 that "this state has a total disregard for our student's future." I agree and will work with CSBA to remedy this sad situation.

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

I have been a teacher and administrator in the Simi Valley Unified School District for over thirty-five years. I am a former member of the Ventura County School Board. I currently serve as Vice President of Legislation for the Ventura County School Boards Association. I am also serving my second year on CSBA's State Legislative Committee. I have served twice as President of the Tri-County Education Coalition.

I have always had a strong interest in local, state and national politics.

I taught History and U.S. Government classes for many years at the Middle and High School level and I have been teaching Political Science at College of the Canyons for twenty years. I feel this experience helps me understand the political process and helps me to work as a strong advocate for legislation that will improve the quality of education in California.

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

I believe my involvement with CSBA helps to make me a better School Board member and a stronger advocate for our students. These past two terms serving on the Delegate Assembly has allowed me to network with many School Board members from across this state. I have learned so much from this experience and have been able to share this new knowledge with my own Board members, administrators, teachers, parents, and community leaders.

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

Signature: Rob Collins

Date: 12/19/11

**ORIGINAL**

Robert W. Collins  
 3708 Martz Street  
 Simi Valley, California 93063  
 805-527-1946

### Qualifications

Retired in 2002 from the Simi Valley Unified School District after thirty years as a teacher and school administrator. First elected to the Simi Valley Board of Education in 2004 and re-elected in 2008. Served as Clerk of the Board and named President of the Board for the 2007-2008 Term. Past member of the Ventura County Board of Education. Political science adjunct professor at Moorpark Community College and College of the Canyons since 1999. Named Teacher of the Year for SVUSD in 1998. Past-president of the Tri-County Education Coalition. Currently the Vice-President, Legislation for the Ventura County School Boards Association and completing my second term as member of the CSBA Delegate Assembly. Also, currently serving my second year on CSBA's State Legislative Committee.

### Education

- M. A. in American History, California State University, Los Angeles
- B. A. in History/Political Science; Minor in Speech and Debate
- Standard Secondary and Administrative Services Credentials
- Forty years of teaching at the Middle School, High School and College levels.

### Leadership Experience

- Elected to the SVUSD Board of Education in 2004 – Re-elected in 2008.
- Past Member of the Ventura County Board of Education
- Member of Tri-County Education Coalition since 1987- President 1990-1991 and 2001-2002 terms.
- Executive Board Member of Ventura County School Boards Association (VCSBA) for six years
- Legislative Committee Member for California County School Boards Association for two years
- High School Academic Decathlon Coach for 15 years – Won four Ventura County Championships
- Advisory Board Member for Simi Valley Education Foundation
- Advisor for Ventura County Teen Court for ten years
- Western Association of Schools and Colleges (WASC) Visiting Team Member
- Director of Simi Valley "Read Across America" since 2001.
- Adjunct Professor – Moorpark Community College/College of the Canyons from 1999 to present
- VCSBA Vice President, Legislation for six years
- Member of Leadership Simi Valley, Class of 2006



## 2012 Delegate Assembly Candidate Biographical Sketch Form

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

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Name: <u>ANA DEL RIO-BARBA</u>	CSBA Region/Subregion: <u>11</u> / <u>B</u>
District or COE: <u>OXNARD SCHOOL DISTRICT</u>	Years on board: <u>9</u> ADA: <u>16,000</u>
Contact Number: <u>(805) 216-8518</u>	E-mail: <u>adelriobarba@hotmail.com</u>
Are you a continuing Delegate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If you, how long have you served as a Delegate? <u>1 yr</u>

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

- 1.) Exit program improvement. So many school districts are caught in the "No Child Left Behind" mandates that they are in program improvement. I believe we, as an organization, must support our districts in any way possible to ease this burden. The failure to exit program improvement will result in State takeover.
- 2.) Advocate for public education. Protect public education as it is the foundation for our country and community.
- 3.) English Language Learners. According to a report released by CTA, California now tops the nation in English language learners. Although the majority of our ELLs are Spanish speaking, we are seeing an influx of other languages. I believe once we target this population and help build strong English skills, then exiting program improvement will also be accomplished. I believe CSBA has already taken a stand by the recent filing of the Robles-Wong lawsuit.

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

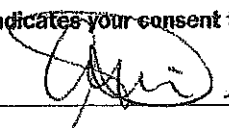
I have served our community as a school board member for 9 years. Before being elected to the board, I served as a bilingual elementary school teacher. I have served as a PTA leader and President of the Association of Mexican-American Educators (AMAE) for two consecutive years. During my board member tenure, I have served on numerous district committees, in particular as the voice for the Latino community. I am often invited as the guest speaker and as a presenter at various parent functions that I am very comfortable doing bilingually. I make it a point to attend all school functions of which I am able. Oxnard is a K-8 district with 21 schools. Demographics are over 80% Hispanic of which over 50% are English Learners. I am a great communicator and consensus builder. I have earned the respect of our community and colleagues and never take my role as a community leader lightly. I am very humbled by the trust and confidence afforded me and will continue to assume whatever task is placed before me. I have a proven record of rising to the needs of my constituency.

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

As a servant to our local community, it would be my honor to offer my leadership capability as a Delegate. I am highly committed and dedicated to being a life-long learner. I am able to adapt my leadership style to both the situation and the person. As an empathetic and insightful individual, I am able read people and take the appropriate action when necessary.

I possess the necessary attributes and skills to provide positive input to our Delegate Assembly. I humbly ask for your support and vote to the Delegate Assembly.

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

Signature:  Date: 12/07/2011


**ANA DEL RIO-BARBA**
**1630 Kapalua Drive**
**Oxnard, CA 93036**
**(805) 485-1401**
**(805) 216-8518 (cell)**
**adelriobarba@hotmail.com**
**EDUCATION & TRAINING:**

Masters in Governance, CSBA, Sacramento, CA  
 BCLAD, California State University, Northridge, CA  
 BA, California State University, Northridge, CA  
 AA/AS, Oxnard Community College, Oxnard, CA

**CAREER EXPERIENCE:**

*Governing Board Member, Oxnard School District, Oxnard, CA 2002 – Present*

- Board President – 2 years
- Board Clerk
- OSD Employee Health & Welfare Benefits Trust
- Solar Energy District Committee
- English Language Learner Taskforce Committee
- Budget Advisory Committee
- Neighborhood for Learning Taskforce Committee

*California School Boards Association*

- Delegate – Region 11B - 2010-Present
- Conference attendee - 2002 to Present

*La Hermandad Hank Lacayo Youth and Family Center, Oxnard, CA*

- Founding Member
- Leadership and vision in the development of strategic alliances
- Client outreach and support
- Immigration processing including client interview, assist with document preparation
- Correspondence to National Visa Center, USCIS office, U.S American Consulate
- Translation (Spanish/English) of documents: birth, death, and marriage certificates
- Preparation and analysis of reports, including grants for various organization programs.

*Oxnard School District, Oxnard, CA*

- Bilingual Elementary Teacher – Full-enclosed classroom in primary education
- Teacher of Year



# 2012 Delegate Assembly Candidate Biographical Sketch Form

66

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

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

Name: <u>Jan Iceland</u>	CSBA Region/Subregion: <u>11</u> / <u>B</u>
District or COE: <u>Oak Park Unified School District</u>	Years on board: <u>20</u> ADA: <u>4009</u>
Contact Number: <u>818 706-2683</u>	E-mail: <u>icelandop@aol.com</u>
Are you a continuing Delegate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If you, how long have you served as a Delegate? <u>12 years</u>

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

Providing a comprehensive and inclusive education for all students K-12. This includes transitioning to the Common Core and maintaining tech ed classes. Bringing our lowest achieving students up to par while not overlooking the needs of more able students is a major part of this as is reaching out to underserved populations. We must be able to compete in the global marketplace and without the appropriate education we cannot.

Student safety, both physical and emotional is another another top priority which our policies must emphasize. This includes physical bullying, threat of bullying, and cyber bullying. When a student feels unsafe effective education will not occur.

Working with the state to find adequate funding for this type of education has to be one of our major priorities and our policy must be that access to a good education is not just a privilege but a right held by all.

These policies are of utmost importance to CSBA in stating who we are and what we do.

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

I am in my fifth term as president of our local board, Oak Park Unified School District, and have served an equal number of terms as vice president and clerk. I am on the Technology Committee, Employee Benefits Committee, Curriculum Council, Facilities Planning Committee and our education foundation, The Friends of Oak Park Schools. I am also the alternate to the Safe Kids Task Force/Disaster Preparedness Committee, Calendar Committee and DELAC/English Learners Committee. I was on the Board of our Oak Park Neighborhood School (a Neighborhoods for Learning Preschool partnership with First Five) for several years. I have also served on the Health/Family Life Committee, Library, Modern Languages, Visual and Performing Arts, Math Textbook Selection, and G.A.T.E. committees. I have been active in our campaigns to pass parcel taxes and bonds. Making sure that we have an articulated curriculum, keeping and increasing our tech ed and AP classes, and starting our neighborhood preschool have been very important to me. Most of all I am interested in any way that we can provide the best possible education and life experiences for our children. Additionally I am a Past President (two terms), 1st Vice President (Program), 2nd Vice President (Legislation) of VCSBA (Ventura County School Boards Association).

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

I would like to continue as a Delegate in order to assist in ensuring that all California children receive the best education possible. I have a good working relationship with the other members of the Delegate Assembly, the directors and officers as well as staff. I have been effective on committees and in helping to set direction and am able to obtain needed information for my district and our region in a timely fashion. I will continue to represent Ventura County and Region 11 B in the best manner possible.

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

Signature: Jan Iceland Date: 12-15-11

# JAN ICELAND

## EXPERIENCE

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- |  |  |                  |
|--|--|------------------|
| 1976-2012<br><i>Office Manager</i>   | Steven Iceland, D.D.S.   | Agoura Hills, CA |
| <ul style="list-style-type: none"> <li>• Manage office for two doctors and eight employees plus temporary help.</li> <li>• Oversee all aspects of office; personnel, billing, insurance, supplies, etc.</li> </ul> |  |                  |
| 1991-2012<br><i>Trustee</i>  | Oak Park Unified School District   | Oak Park, CA     |
| <ul style="list-style-type: none"> <li>• Five terms as president, five terms as vice-president, five terms as clerk.</li> </ul>  |  |                  |
| 1969-1973<br><i>Radiation Therapy Research</i>   | Malinckrodt Institute of Radiology<br>Washington University School of Medicine | St. Louis, MO    |
| <ul style="list-style-type: none"> <li>• Created and maintained Tumor Registry.</li> <li>• Managed clinical research projects.</li> </ul>  |  |                  |
| 1967-1968<br><i>Librarian</i>  | National Space Science Data Center<br>Goddard Space Center                     | Greenbelt, MD    |
| <ul style="list-style-type: none"> <li>• Catalogued and maintained data from space exploration.</li> <li>• Handled and responded to domestic and international requests for data.</li> </ul>                       |  |                  |

## EDUCATION

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- |  |            |
|--|------------|
| <ul style="list-style-type: none"> <li>• Attended Duke University</li> <li>• CSBA Masters of Boardsmanship</li> <li>• CSBA Master in Governance</li> </ul> | Durham, NC |
|--|------------|

## COMMUNITY ACTIVITIES

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Board of Directors Child Development Resources of Ventura County, Board of Trustees Conejo/Las Virgenes Future Foundation, Health and Early Learning Committee – First 5 Ventura County, National Charity League, American Organization for Rehabilitation Through Training, Sisterhood Temple Adat Elohim.

## FORMER COMMUNITY ACTIVITIES OF NOTE

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Children and Families First Commission of Ventura County (First 5), Community Commission for Ventura County, East County Youth Task Force, OPUSD Formation Committee, Oak Park CERT Team, Ventura County Substance Abuse Task Force, Ventura County Partnership for Safe Families.

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: ~~SEPTEMBER 20, 2011~~ ~~OCTOBER 18, 2011~~ ~~NOVEMBER 15, 2011~~  
~~DECEMBER 6, 2011~~ ~~JANUARY 17, 2012~~ ~~FEBRUARY 21, 2012~~**

**SUBJECT: C.6.a. APPROVE AMENDMENT OF BOARD POLICY 5022 – STUDENT  
AND FAMILY PRIVACY RIGHTS – First Reading**

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

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

**ALTERNATIVES:**

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

**RECOMMENDATION:**  
Approval of Alternative #1.

Respectfully submitted,

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

Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

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



## OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5022(a)

### Student And Family Privacy Rights

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

(cf. 0000 – Vision)

(cf. 0100 – Philosophy)

(cf. 0200 – Goals for the School District)

(cf. 5020 – Parent Rights and Responsibilities)

(cf. 5021 – Noncustodial Parents)

(cf. 5125 – Student Records)

(cf. 5125.1 – Release of Directory Information)

(cf. 6000 – Concepts and Roles)

(cf. 6162.8 – Research)

### Collection of Personal Information for Marketing Purposes

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

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

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

## OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5022(b)

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

*(cf. 0420 – School Plans/Site Councils)*

*(cf. 1220 – Citizen Advisory Committee)*

*(cf. 1230 – School-Connected Organizations)*

**Legal Reference:**

**EDUCATION CODE**

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

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

49450-49457 Physical examinations

49602 Confidentiality of pupil information

**51101 Parents Rights Act of 2002**

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

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

**UNITED STATES CODE, TITLE 20**

1232g Family Educational Rights and Privacy Act

1232h Protection of pupil rights

**Management Resources:**

**WEB SITES**

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

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

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

Adopted: 9-17-02

Amended: 5-18-04

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: ~~NOVEMBER 15, 2011~~ ~~DECEMBER 6, 2011~~ JANUARY 17, 2012**  
**FEBRUARY 21, 2012**

**SUBJECT: C.6.b. APPROVE AMENDMENT TO BOARD POLICY 3100 – BUDGET –**  
**First Reading**

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**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)*

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BP 3100(b)

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

### Budget Advisory Committee

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

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

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

### Budget Criteria and Standards

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

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

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

## OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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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

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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

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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.fcma.org>

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

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

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

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

Adopted: 7-23-80

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



**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: ~~NOVEMBER 15, 2011~~ ~~DECEMBER 6, 2011~~ JANUARY 17, 2012**  
**FEBRUARY 21, 2012**

**SUBJECT: C.6.c. APPROVE AMENDMENT TO BOARD POLICY 3280 – SALE OR LEASE OF DISTRICT-OWNED REAL PROPERTY –First Reading**

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**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

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*BP 3280(b)*

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

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

### Acceptance/Rejection of Bids

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

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

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

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

*(cf. 1431 – Waivers)*

*(cf. 9320 – Meetings and Notices)*

### Use of Proceeds

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

*(cf. 3100 – Budget)*

*(cf. 3460 – Financial Reports and Accountability)*

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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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

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BP 3280(d)

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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.4<sup>th</sup> 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/lr/fa>

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

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

Adopted: 9-17-02

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

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: ~~NOVEMBER 15, 2011~~ ~~DECEMBER 6, 2011~~ JANUARY 17, 2012**  
**FEBRUARY 21, 2012**

**SUBJECT: C.6.d. APPROVE AMENDMENT TO BOARD POLICY 3290 – GIFTS, GRANTS, AND BEQUESTS—First Reading**

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

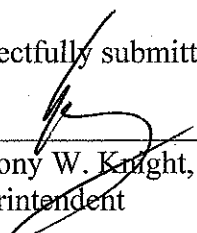
**BACKGROUND:** Board Policy 3290 is being updated to include new section on “Appreciation” which lists authorized forms of appreciation for donations to the district and new section on “Corporate Sponsorship” which authorizes the board to allow outside entities to advertise or promote their products 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

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- ~~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)

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**Legal Reference:**

**EDUCATION CODE**

1834 Acquisition of materials and apparatus

**35160 Powers and duties**

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

41030 School district may invest surplus monies from bequest or gifts

41031 Special fund or account in county treasury

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

41035 Advisory committee

41036 Function of advisory committee

41037 Rules and regulations

**41038 Applicability of other provisions of chapter**

**Management Resources:**

**WEB SITES**

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

Adopted: 1-11-78

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

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: ~~NOVEMBER 15, 2011~~ ~~DECEMBER 6, 2011~~ JANUARY 17, 2012**  
**FEBRUARY 21, 2012**

**SUBJECT: C.6.e. APPROVE AMENDMENT TO BOARD POLICY 5145.11 –**  
**QUESTIONING AND APPREHENSION – First Reading**

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**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**

92

Series 5000

Students

BP 5145.11(a)

Questioning And Apprehension

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

(cf. 0450 – Comprehensive Safety Plan)

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

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

(cf. 5141.4 – Child Abuse Prevention and Reporting)

(cf. 5145.12 – Search and Seizure)

The Superintendent or designee shall collaborate with local law enforcement agencies to **establish procedures which enable law enforcement officers to carry out their duties on campus, including, when necessary, the questioning and/or 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

93

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. 4<sup>th</sup> 1152

In re William V., (2003) 111 Cal.App.4<sup>th</sup> 1464

#### *ATTORNEY GENERAL OPINIONS*

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

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

### Management Resources:

#### *WEB SITES*

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

Adopted: 5-20-86

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

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: ~~NOVEMBER 15, 2011~~ ~~DECEMBER 6, 2011~~ JANUARY 17, 2012**  
**FEBRUARY 21, 2012**

**SUBJECT: C.6.f. APPROVE AMENDMENT TO BOARD POLICY 6111 – SCHOOL CALENDAR –First Reading**

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

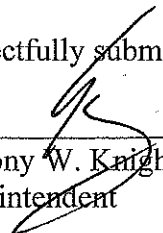
**BACKGROUND:** Board Policy 6111 is being revised to reflect new law (SB 70, 2011) which extends, until the end of the 2014-15 school year, authorization for district to reduce the length of the school year without incurring financial penalties. Board Policy 6111 is being submitted with recommended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

<b>VOTE:</b>	<b>AYES</b>	<b>NOES</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Iceland	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

96

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**

97

*Series 6000*

*Instruction*

*BP 6111(b)*

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**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 4<sup>th</sup> 668

***PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS***

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

**Management Resources:**

***WEB SITES***

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

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

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

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

Adopted: 4-26-78

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



**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: ~~NOVEMBER 15, 2011~~ DECEMBER 6, 2011 JANUARY 17, 2012  
FEBRUARY 21, 2012**

**SUBJECT: C.6.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?

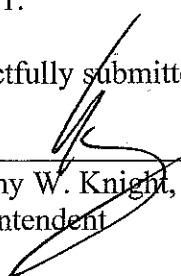
**BACKGROUND:** Board Policy 7310 includes a new section on “Naming Rights” which authorizes the board to enter into a written agreement granting any person or entity the right to name any district building or facility. Section on “Memorials” expanded to including commemorative trees, monuments, or other 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)

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### 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)

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

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

*(cf. 1325 – Advertising/Promotions)*

*(cf. 3290 – Gifts, Grants and Bequests)*

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

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

Adopted: 11-16-77

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

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: ~~NOVEMBER 15, 2011~~ ~~DECEMBER 6, 2011~~ JANUARY 17, 2012**  
**FEBRUARY 21, 2012**

**SUBJECT: C.6.h. APPROVE AMENDMENT OF BYLAWS OF THE BOARD 9150 –**  
**STUDENT BOARD MEMBERS - First Reading**

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**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)

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

**Legal Reference:**

**EDUCATION CODE**

33000.5 Appointment of student members to State Board of Education

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

**GOVERNMENT CODE**

3540-3549.3 Meeting and Negotiating in Public Educational Employment

**Management Resources:**

**WEB SITES**

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

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

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

Adopted: 3-12-02

Amended: 9-17-02

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: Debra A. Burgher, Principal**

**DATE: February 21, 2012**

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

**SCHOOL SITE COUNCIL MEETING:** Brookside site council met on 1/19/12. The Lowe's Toolbox for Education grant award of \$3,000 was announced. It was decided that teachers are to notify parents by letter before starting the third grade drug and alcohol unit (usually taught in October). The prior notification will help parents be prepared for questions their child may have during the unit. The school Safety Plan was signed.

**LOWE'S GARDEN GRANT:** Brookside has been selected to receive a 2011-2012 Lowe's Toolbox for Education grant from the Lowe's Charitable and Educational Foundation in the amount of \$3,000. The money will be used to start a school garden at Brookside.

**HAIRSPRAY – 5<sup>TH</sup> GRADE PLAY:** Brookside fifth graders will perform the musical *Hairspray* on the evenings of Feb. 9 & 10. *Hairspray* is a musical with music by Marc Shaiman, lyrics by Scott Whitman and Shaiman.

**ENRICHMENT**

- **Brown Bag Lunch Event:** Feb. 10 @ 12:00 – Solar Energy
- **CAG Conference:** Mar 2-4 in Palm Springs

**MANDARIN CHINESE:** Mrs. Shih has been teaching 5<sup>th</sup> graders about their Chinese names and those of their classmates. They are counting 1-10 and learning Chinese songs. Students are studying the twelve zodiac animals and learning about Chinese holidays. Students learned basic movements through TPR. Chinese New Year will be greeted with songs and dragon masks.

**MEASURE R PROJECTS:** Cement repairs and upgrades are scheduled for March and April. Plans for summer work on the interior of the 300 building are being discussed.

**HIGHLIGHTS:**

Feb 22 – Kindergarten Music Performance 11:40 in MPR

Feb 23 – First Grade Folk Music Performance –1:50-2:20 in MPR

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:** February 21, 2011

**SUBJECT:** Monthly Board Report

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The Oak Hills garden is producing lots of fresh organic lettuce, thanks to some hard work and plenty of sunshine. Our hard-working fifth grade Botanical Society students have been enjoying a lunchtime treat of the freshest salad possible. We have been learning about the overall carbon footprint our food has, especially when it is grown in faraway places and shipped to us using fossil fuels over great distances. By contrast, our salads are handpicked right here at school and absolutely delicious. The students were pleased to see their picture made it to the front page of the District website.

The Oak Hills Student Council, under the skillful guidance of Susie Rossiter, has been very active as well. Our first semester team finished up their term by putting on a fabulous Winter Carnival. The students organized games and activities with a winter theme (such as pin the carrot on the snowman) and then took turns running the games and participating in the activities run by other classes. A good time was had by all.

The spring semester Student Council elections were held in the beginning of February. After listening attentively to the candidate's thoughtful speeches and carefully reviewing their posters, the record 119 participating students elected their officers for the coming semester. All students are welcome to participate in Student Council as Members-at-Large without being elected to a particular position.

The Oak Hills Choir performed beautifully at their evening concert. Both the upper-grade and lower-grade groups sang their own pieces as well as some combined pieces. The after-school theatre program also performed both for their classmates during school assemblies and at the evening shows. The younger group performed *Seussical*, and the upper grades performed their version of *Footloose*. Our students did a terrific job.

Our Oak Hills students have become obsessed with learning about sharks during Shark Week. The students enjoyed participating in an assembly with Dr. Lowe and his graduate students from CSULB. They learned all sorts of fascinating information about sharks and how important it is to protect them. Each student had the opportunity to feel sharkskin, and different types of shark teeth. They also learned how scientists study sharks with transponders and robots and other scientific tools. Students completed shark projects in their classrooms throughout the week, and by Friday, the entire blacktop was covered with colorful chalk diagrams of all kinds of sharks. Students who wanted to learn even more about these fascinating creatures enjoyed a brown bag lunch with visiting OPHS Shark Team students. Our students were treated to a PowerPoint presentation and got a chance to ask all sorts of shark questions.

Respectfully Submitted;



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Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: February 21, 2012**

**SUBJECT: Monthly Board Report**

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**School Musical**

The organization, Kids Acting Out – West which is an after school enrichment program, presented their first musical on January 13 at 6:30 in the MPR and again on the next day. The Lion King was staged using the talents of over 25 students in grades K through 5. An enthusiastic full house of parents and students viewed the production. A shorter version of the same musical was shown to just students the day before in the morning.

**American Revolution Field Trip**

Costumed fifth grade students actively participated an in-house field trip in which they acted out roles as American Revolutionary leaders and explained issues and actions during the period. As a moderator proceeded through a timeline of historical events, three teams in each class competed by earning points based upon knowledge, participation and acting performance. This event occurred on January 30 and 31.

**Scholastic Book Fair**

Our school library hosted the Scholastic Book Fair from February 2 to February 7. The Book Fair was open to students at lunch and after school. Students and parents also used evening and weekend times and dates for viewing. The theme of the Book Fair was space. Costumed characters were on hand Saturday along with guest readers, such as teachers and Principal Duim. The Ventura Astrological Society came out on Thursday night at our kick off event and set up four telescopes and instructed and allowed students to view space. This event raised money to add books to both our school and classroom libraries.

**Happy Days Sock Hop**

On Saturday night, Red Oak had its first ever Parent Child Dance in the MPR. There were over 225 parents and students who attended. The Generation Gap Band, led by the grandparent of one of our students, played 50s music. The Classic Chevy Car Club of the Conejo Valley came and showed off their cars. Everyone wore 50s clothes, ate and danced the night away.

**Parenting Classes**

Parenting Classes began in January and continue on each Tuesday night through March. Parents are welcome to join at any time. The classes begin at 6:30 and end at 8:00 in the Red Oak Library. Deborah King is the facilitator and together the parents learn about ways to help successfully deal with the many challenges they face in raising well-rounded children.

Respectfully Submitted:

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: BRAD BENIOFF, PRINCIPAL, MEDEA CREEK MIDDLE SCHOOL**  
**DATE: FEBRUARY 21, 2012**  
**SUBJECT: MONTHLY SCHOOL REPORT**

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**Fund-Raiser Talent Show February 2nd:** ASB sponsored a talent show that included grades 6, 7, and 8 from 6:30-8:00 pm. All proceeds go to St. Jude's Children's Hospital. Appreciation to Joe Hecht for donating his time, sound and lighting resources to this event.

**MCMS Jazz Band (February 1st and 9<sup>th</sup>),** showed off their stuff at Brookside, Oak Hills and Red Oak Elementary Schools as an introduction to the electives available at the middle school.

**Intermural Basketball: February 22<sup>nd</sup>:** MCMS vs. Lindero at Lindero Middle School: Our 8<sup>th</sup> graders team up again for a friendly, competitive game.

**PE Talks: Feb. 13-16** – Administrators met with all students through their PE classes to review behavior, academic and attendance expectations along with support resources and co-curricular activities.

**Astrocamp: February 13-15:** 143 8<sup>th</sup> graders went to Idylwild this month with Assistant Principal, Amanda Bagheri, science teacher Marta Graves and parent chaperones to explore physical science and outdoor expeditions!

**Congratulations to** four MCMS 8<sup>th</sup> graders who auditioned for the Ventura County Honor Band and made it! These special 8th graders are: Chris Lim, Timmy McGinley, Varsha Sarveshwar, Malani Bydalek. Kudos to Band Director Elana Levine for her musical husbandry.

Respectfully submitted,



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Anthony W. Knight, Ed.D.  
Superintendent

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

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**FROM: Kevin Buchanan, Principal, Oak Park High School**

**DATE: February 21, 2012**

**SUBJECT: Monthly Board Report**

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### **Winter Formal**

Tickets for this year's winter dance, "Paradise on Ice" go on sale in the Student Store beginning February 13<sup>th</sup>. The dance will be in the Pavilion on Saturday, February 25<sup>th</sup>. Price is \$20 w/ASB and \$30 w/o ASB. Event is semi-formal.

### **National Merit Finalists**

All seven of our National Merit Semi finalists have been named National Merit Finalists. This is a remarkable achievement and quite rare that all of the semi-finalists make it to become finalists. To become a Finalist, a Semifinalist must have an outstanding academic record throughout high school, be endorsed and recommended by the high school principal, and earn SAT scores that confirm the student's earlier performance on the qualifying test. The Semifinalist and a high school official must submit a detailed scholarship application, which includes the student's essay and information about the Semifinalist's participation and leadership in school and community activities. OPHS finalists are Brandon Camhi, Allison Dodds, Stefan Kim, Angela Lin, Amir Mohammadzadeh, Isabella Sayyah, and Moe Scott.

### **OPHS Organic Garden**

The OPHS garden is nearly ready for planting. The potable water will be hooked up on February 20<sup>th</sup>. The gates have been fixed to secure the area. The trees have been trimmed to allow for more sunlight. And we have received donations of tools and equipment from the community. Kellogg donated another 60 bags of certified organic soil, bringing the total donated to 180 bags. We have also ordered a memorial bench made of recycled materials to commemorate John Bellinghiere. Our wood shop will engrave a plaque for the bench.

### **Crisis Counseling**

Following the death of one of our students, OPHS counselors and staff from the Luddington Institute conducted grief-counseling sessions with our students. We had an open forum discussion and met with peer counselors to discuss appropriate responses to students who are struggling. Many students availed themselves of our counselors in the days leading up to and following his funeral. Approximately 120 OPHS students attended his funeral. Several staff also attended. We also conducted a staff professional development that focused on depression risk factors, signs and symptoms, and interventions. We have also increased our monitoring of students that we know are dealing with stress and difficult situations.

### **AP Exams**

AP Exams are now on sale through March 13<sup>th</sup> online and at the Student Store. Any student planning to submit an art portfolio this year, must purchase their Studio Art AP Portfolio by Friday, February 24<sup>th</sup>. We will be ordering the art portfolios early so that students may begin uploading their work as soon as possible.

### **Adult Enrichment Fundraiser**

Registration closed January 30 and we're running six Adult Enrichment classes. PFC and ASB share the proceeds.

**Thoroughly Modern Millie - March 29th -31st**

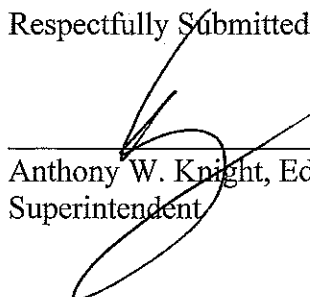
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The Spring musical production is in rehearsals with a cast of 80. Over 150 students signed up to audition for a part in the play.

**Adult Enrichment Classes**

In conjunction with ASB, OPHS PFC is starting its second session of Adult Enrichment classes beginning February 21. Classes being offered include Photoshop, Computer Applications, Dance, Drama, Choral Music, Drawing and Painting, and Self-Defense.

Respectfully Submitted by:

  
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Anthony W. Knight, Ed.D.  
Superintendent

**TO:** Members of the Oak Park Unified Board of Education  
**FROM:** Lou Tabone, Principal, Oak View High School/Oak Park Independent School  
**DATE:** January 17, 2012  
**SUBJECT:** Monthly Board Report

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Oak View

Counselors and staff met with students in small groups and individually to deal with the suicide of John Albrigo. One of our students was a close friend. Another student with depression was "triggered" by the tragedy and we immediately had the SERT Team respond. She was evaluated and deemed to be safe at this time. Parents were contacted and private counseling has been arranged.

On January 6<sup>th</sup>, a team of seniors and staff volunteered at *Fresh and Easy*. Our school earned over \$400 to be used for scholarships.

We enrolled another permit student from LVUSD for total of 41.

The Site Council organized a parent support group to meet once per month on their own.

On January 6<sup>th</sup>, students in our parenting class volunteered at Oak Park Preschool and provided demonstration lessons to the preschoolers, as the end of course authentic assessment activity.

On January 19<sup>th</sup>, OVHS enjoyed *Salad Day*, with the harvest from our garden!

Independent School

We have reached a historically high enrollment, as we have 129 students. We are meeting with additional new families interested in second semester enrollment.

The students in Barbara Harrison's very popular writing enrichment class for middle school are writing persuasive essays and learning the skill of summarization. The Columbia Writing Project skills are very effective.

Students and staff enjoyed the Whale Watching field learning experience on January 12<sup>th</sup>. Both of the above activities add a socialization component to our program, good fun and a meaningful education experience.

Vision and Hearing screening was provided to OPIS students, with a visit on January 11<sup>th</sup>.

Respectfully submitted,

  
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Anthony W. Knight, Ed.D.  
Superintendent