

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: ~~APRIL 17, 2012~~ MAY 15, 2012**

**SUBJECT: C.3.d. AMENDMENT TO BOARD POLICY 5141.21 – ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS – First Second Reading**

---

**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 5141.21 – Administering Medication and Monitoring Health Conditions?

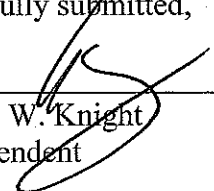
**BACKGROUND:** Board Policy 5141.21 is being updated to reflect new law (SB 161) which authorizes districts to train volunteer non-medical district employees to provide emergency anti-seizure medication to students suffering from epileptic seizures when licensed health care professionals are not available on site. Board Policy 5141.21 is being submitted with recommended changes from CSBA.

**ALTERNATIVES:**

1. Approve the amendment to Board Policy 5141.21 – Administering Medication and Monitoring Health Conditions.
2. Do not amend Board Policy 5141.21 – Administering Medication and Monitoring Health Conditions.
3. Adopt a modified version of the amendment to Board Policy 5141.21 – Administering Medication and Monitoring Health Conditions.

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

Respectfully submitted,

  
\_\_\_\_\_  
Anthony W. Knight  
Superintendent

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

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

## OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5141.21(a)

### Administering Medication and Monitoring Health Conditions

The Governing Board recognizes that during the school day, some students may need to take medication prescribed or ordered by an authorized health care provider, to be **able to fully functional at school and** participate in the educational program. The Superintendent or designee shall develop processes for the administration of medication to these students. For any student with a disability, as defined under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973, necessary medication shall be administered in accordance with the student's individualized education program or Section 504 services plan.

(cf. 6159 – Individualized Education Plan)

(cf. 6164.6 – Identification and Education Under Section 504)

If a parent/guardian chooses, he/she may administer the medication to his/her child at school or designate another individual who is not a school employee to do so on his/her behalf.

(cf. 1250 – Visitors/Outsiders)

(cf. 6116 – Classroom Interruptions)

In addition, upon written request by the parent/guardian and with the approval of the student's authorized health care provider, a student with a medical condition that requires frequent monitoring, testing or treatment may be allowed to self administer, self-monitor, and/or self-test. The student shall observe universal precautions in the handling of blood and other bodily fluids.

(cf. 5141 – Health Care and Emergencies)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.23 – Asthma Management)

(cf. 5141.27 – Food Allergies/Special Dietary Needs)

### Administration of Medication by School Personnel

Any medication prescribed by an authorized health care provider, **including an emergency anti-seizure medication for a student with epilepsy**, may be administered by the school nurse or other designated school personnel only when the Superintendent or designee has received written statements from both the student's parent/guardian and authorized health care provider. (Education Code **49414.7**, 49423; 5 CCR 600)

School nurses and other designated school personnel shall administer medications in accordance with law, Board policy, and administrative regulation and shall be afforded appropriate liability protection.

(cf. 3530 - Risk Management/Insurance)

## OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5141.21(b)

(cf. 4119.42/4219.42/4319.42 – Exposure Control Plan for Bloodborne Pathogens)

(cf. 4119.43/4219.43/4319.43 – Universal Precautions)

A school nurse or other school employee with an appropriate medical license may administer an insulin injection to a student. In the event that such license school personnel are not available, or in an emergency situation such as a public disaster or epidemic, unlicensed school employees who have been appropriately trained by the school nurse may administer an insulin injection to a student. Such trained, unlicensed designated school personnel shall be supervised by and provided with emergency communication access to the school nurse, physician, or to other appropriate individuals. In the event that licensed school personnel are not available, the district may also contract with a licensed nurse from a public or private agency to administer insulin to a student.

(cf. 5141.24 – Specialized Health Care Services)

**When unlicensed personnel are authorized by law to administer a medication, such as emergency anti-seizure medication, epinephrine auto-injector or glucagon, is authorized by law,** the Superintendent or designee shall ensure that ~~unlicensed personnel~~ **school personnel** designated to administer it to students receive appropriate training from qualified medical personnel before any medication is administered. At a minimum, the training shall cover how and when such medication should be administered, the recognition of symptoms and treatment, emergency follow-up procedures, and the proper documentation and storage of the medication. Such trained, unlicensed designated school personnel shall be supervised by and provided with emergency communication access to a school nurse, physician, or other appropriate individual.

The Superintendent or designee shall maintain documentation of the training, ongoing supervision, as well as annual written verification of competency of such other designated school personnel.

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

**In an emergency situation such as a public disaster or epidemic, a trained, unlicensed district employee may administer medication to a student.**

## Legal Reference:

## EDUCATION CODE

48980 Notification at beginning of term

49407 Liability for treatment

49408 Emergency information

49414 Emergency epinephrine auto-injectors

49414.5 Providing school personnel with voluntary emergency training

**49414.7 Emergency medical assistance: administration of epilepsy medication**

## OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5141.21(c)

49422-49427 Employment of medical personnel, especially:

49423 Administration of prescribed medication for student

49423.1 Inhaled asthma medication, conditions upon which pupil may carry and self-administer medication

49480 Continuing medication regimen; notice

*BUSINESS AND PROFESSIONS CODE*

2700-2837 Nursing, especially:

2726 Authority not conferred

2727 Exceptions in general

3501 Definitions

*CODE OF REGULATIONS, TITLE 5*

600-611 Administering medication to students

*UNITED STATES CODE, TITLE 20*

1232g Family Educational Rights and Privacy Act of 1974

1400-1482 Individuals with Disabilities Education Act

*UNITED STATES CODE, TITLE 29*

794 Rehabilitation Act of 1973, Section 504

*COURT DECISIONS*American Nurses Association v. O'Connell, (2010) 185 Cal.App.4<sup>th</sup> 393

Management Resources:

*AMERICAN DIABETES ASSOCIATION PUBLICATIONS*

Glucagon Training Standards for School Personnel: Providing Emergency Medical Assistance to Pupils with Diabetes, May 2006

*CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES*

Legal Advisory on Rights of Students with Diabetes in California's K-12 Public Schools, August 2007

*CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS*

Training Standards for the Administration of Epinephrine Auto-Injectors, December, 2004

*NATIONAL DIABETES EDUCATION PROGRAM PUBLICATIONS*

Helping the Student with Diabetes Succeed: A Guide for School Personnel, June 2003

*WEB SITES*American Diabetes Association: <http://www.diabetes.org>California Department of Education, Health Services and School Nursing: <http://www.cde.ca.gov/ls/he/hn>National Diabetes Education Program: <http://www.ndep.nih.gov>Department of Health and Human Services, National Institutes of Health, National Heart, Lung and Blood Institute, asthma information: <http://www.nhlbi.nih.gov/health/public/lung/index.htm#asthma>

Adopted: 10-15-80

Amended: 5-20-86, 8-18-92, 9-17-02, 5-17-05, 3-15-11

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: ~~APRIL 17, 2012~~ MAY 15, 2012**

**SUBJECT: C.3.e. APPROVE AMENDMENT TO BOARD POLICY 6143 – COURSES OF STUDY - ~~First~~ Second Reading**

---

**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 6143 – Courses of Study?

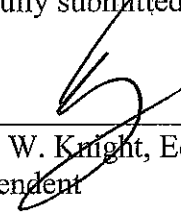
**BACKGROUND:** Board Policy 6143 is mandated policy being revised to include expanded language on the articulation of courses of study across grade levels and with postsecondary institutions, and clarifies requirement to offer secondary students a course of study that prepares them to meet the prerequisites for college admission and to attain entry-level employment skills. Board Policy 6143 is being submitted with recommended changes from CSBA.

**ALTERNATIVES:**

1. Approve the amendment to Board Policy 6143 – Courses of Study.
2. Do not amend Board Policy 6143 – Courses of Study.
3. Adopt a modified version of the amendment to Board Policy 6143 – Courses of Study.

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

Respectfully submitted,

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

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

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

## OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6143(a)

### Courses Of Study

The Governing Board recognizes that a well-articulated sequence of courses fosters academic progress and provides for the best possible use of instructional time. The district's course of study shall provide students with opportunities to attain the skills, knowledge, and abilities they need to be successful in school, college, and/or the workplace.

(cf. 6011 – Academic Standards)

(cf. 6141 - Curriculum Development and Evaluation)

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

The Superintendent or designee shall establish processes for ensuring the articulation of courses across grade levels within the district. ***As necessary, he/she also shall work with representatives of appropriate area districts and postsecondary institutions to ensure articulation of courses with other institutions to which district students may matriculate. The sequence of courses shall be designed to ensure that each course provides adequate preparation for the next course in the sequence, avoids significant duplication of content, and allows for reinforcement and progression in the subject matter.***

### Elementary Grades

The Board shall adopt a course of study for elementary grades that sufficiently prepares students for the secondary school course of study.

(cf. 6146.5 – Elementary/Middle School Graduation Requirements)

### Secondary Grades

The district shall offer all otherwise qualified students in secondary grades 7-12 a course of study that prepares them, upon graduation from high school, to meet the requirements and prerequisites for admission to California public colleges and universities and/or attain entry-level employment skills in business or industry. (Education Code 51228)

(cf. 5121 – Grades/Evaluation of Student Achievement)

(cf. 6030 – Integrated Academic and Vocational Instruction)

(cf. 6141.5 – Advanced Placement)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6162.52 - High School Exit Examination)

(cf. 6178 - Vocational Education)

## OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6143(b)

In addition, the course of study for high school students *in grades 9-12* shall include instruction in skills and knowledge for adult life and career technical training. ~~The Superintendent or designee shall ensure that all otherwise qualified students have~~ *and a timely opportunity for all otherwise qualified students to enroll*, within the four years before graduation, ~~to enroll~~ in each course necessary to fulfill the requirements and prerequisites for admission to California public colleges and universities prior to graduation. (Education Code 51224, 51228)

*(cf. 6030—Integrated Academic and Vocational Instruction)*

The Superintendent or designee shall develop a process by which courses *that meet college admission criteria (referred to as “a-g” course requirements)* are submitted to the University of California (UC) for review and certification ~~in order to meet university admission criteria~~. He/She shall maintain an accurate list of all current high school courses that have been so certified, and shall ensure that the list is provided annually to each student in grades 9-12 and that *shall make* updated lists ~~are made~~ readily available. (Education Code 51229, 66204)

~~At the beginning of each school year, the Superintendent or designee shall provide written notice to parents/guardians of students in grades 9-12 that, to the extent possible, shall not exceed one page in length and that includes all of the following: (Education Code 51229)~~

- ~~1. A brief explanation of the college admission requirements~~
- ~~2. A list of the current UC and California State University (CSU) web sites that help students and their families learn about college admission requirements and that list high school courses that have been certified by UC as satisfying the requirements for admission to UC and USC~~
- ~~3. A brief description of what career technical education is, as defined by the California Department of Education (CDE)~~
- ~~4. The Internet address for the portion of the web site of the CDE where students can learn more about career technical education~~
- ~~5. Information about how students may meet with school counselors to help them choose courses that will meet college admission requirements and/or enroll in career technical education courses.~~

*(cf. 5145.6—Parental Notifications)*

*(cf. 6164.2—Counseling/Guidance Services)*

## OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

*Series 6000*

*Instruction*

*BP 6143(c)*

**Legal Reference:**

**EDUCATION CODE**

33319.3 Driver education; CDE materials on road rage

33540 Government and civics instruction in interaction with government agencies

**48980 Parental notifications**

51202 Instruction in personal and public health and safety

51203 Instruction on alcohol, narcotics and restricted dangerous drugs

51204 Course of study designed for student's needs

51204.5 History of California; contributions of men, women and ethnic groups to development of state and nations

51210-51212 Areas of study for grades 1-6

51220-51229 Course of study for grades 7-12

51241 Exemption from physical education

51911-51921 Comprehensive health educational plans

51930-51939 California Comprehensive Sexual Health and HIV/AIDS Prevention Act

51940 Curriculum for brain and spinal cord injury prevention

53278-53280 Supplemental School Counseling Program

**60040-60052 Requirements for instructional materials**

66204 Certification of high school courses as meeting university admission criteria

**HEALTH AND SAFETY CODE**

11032 Definition of dangerous drugs

**CODE OF REGULATIONS, TITLE 5**

10020-10049 Automobile driver education and training

10060 Physical education program

**UNITED STATES CODE, TITLE 20**

6101-6251 School-to-Work Opportunities Act of 1994

**Management Resources:**

**WEB SITES**

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

California Career Resource Network: <http://www.californiacareers.info>

California Colleges.edu: <http://www.californiacollege.edu>

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

University of California, Certified Course Lists: <http://doorways.ucop.edu/list>

University of California, College Prep Online Courses and Services: <http://www.uccp.org>

Adopted: 4-26-78

Amended: 6-19-84; 9-17-02; 6-17-03, 5-20-08



**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: APRIL 17, 2012 MAY 15, 2012**

**SUBJECT: C.3.f. APPROVE AMENDMENT TO BOARD POLICY 6145.2 –  
ATHLETIC COMPETITION –First Second Reading**

---

**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 6145.2 - Athletic Competition?

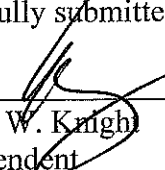
**BACKGROUND:** Board Policy 6145.2 is being revised to reflect new law (AB 25) which requires districts to distribute information on concussions and head injuries to student athletes and their parents/guardians and requires that a student athlete who is suspected of sustaining a concussion be immediately removed from the athletic activity and not allowed to return until a health care provider provides written clearance. Board Policy 6145.2 is being submitted as with recommended changes from CSBA.

**ALTERNATIVES:**

1. Approve the amendment to Board Policy 6145.2 - Athletic Competition.
2. Do not amend Board Policy 6145.2 - Athletic Competition.
3. Adopt a modified version of the amendment to Board Policy 6145.2 - Athletic Competition.

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

Respectfully submitted,

  
\_\_\_\_\_  
Anthony W. Knight  
Superintendent

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

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

## OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6145.2(a)

### Athletic Competition

The Governing Board recognizes that the athletic program constitutes an integral component of the educational program and helps to build a positive school climate. The athletic program also promotes the physical, social, and emotional well-being and character development of participating students. The athletic program shall be designed to meet students' interests and abilities and be varied in scope to attract wide participation.

(cf. 3541.1 - Transportation for School-Related Trips)  
 (cf. 5030 - Student Wellness)  
 (cf. 5137 - Positive School Climate)  
 (cf. 6142.7 - Physical Education)  
 (cf. 7110 - Facilities Master Plan)

All athletic teams shall be supervised by qualified coaches to ensure that student athletes receive appropriate instruction and guidance related to safety, health, training and preparation for competition. Athletic events shall be officiated by qualified personnel.

(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)

***The Board encourages business and community support for district athletic programs, subject to applicable district policies and regulations governing advertisements and donations.***

(cf. 1260 - Educational Foundation)  
 (cf. 1321 - Solicitation of Funds from and by Students)  
 (cf. 1325 - Advertising and Promotion)  
 (cf. 1700 - Relations Between Private Industry and the Schools)  
 (cf. 3290 - Gifts, Grants and Bequests)

### Nondiscrimination and Equivalent Opportunities in the Athletic Program

The district's athletic program shall be free from discrimination and discriminatory practices ***prohibited by in accordance with*** state and federal law. The Superintendent or designee shall ensure that equivalent opportunities are provided for both ***males and females.*** ~~genders.~~

(cf. 0410 - Nondiscrimination in District Programs and Activities)  
 (cf. 5145.3 - Nondiscrimination/Harassment)  
 (cf. 5145.7 - Sexual Harassment)

Any complaint regarding the district's athletic program shall be filed in accordance with the district's Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

## OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6145.2(b)

### California Interscholastic Federation

The Board maintains membership in *the California Interscholastic Federation* (CIF) and requires that interscholastic athletic activities be conducted in accordance with Board policy, administrative regulation and CIF bylaws and rules. The Superintendent or designee shall have responsibility for the district's interscholastic athletic program, while the principal or designee at each participating school shall be responsible for the site-level decisions, as appropriate.

Upon recommendation of the Superintendent, the Board shall annually designate an employee or employees from Oak Park High School to serve as a representative to the local CIF league. Appointees shall represent the district in performing all duties required by the CIF league. In making this selection, the Board shall consider the employee's understanding of the district's goals for *student learning and* interscholastic and extracurricular activities, knowledge of the athletic programs, awareness of the implications of league decisions for the school and the district, and individual interpersonal communication and leadership skills.

The Superintendent or designee shall ensure that the district representatives to CIF report regularly to the Board on league, section and statewide issues, as well as activities and prospective actions related to athletics.

(cf. 0500 – Accountability)

### Student Eligibility

The first priority of student athletes shall be a commitment to their education and academic achievement.

(cf. 6011 – Academic Standards)

Eligibility requirements for participation in the district's interscholastic athletic program, including **requirements pertaining to academic achievement and residency, shall be eligibility for a child in foster care or a child of a military family,** are the same as those set by the district for participation in extracurricular and co-curricular activities.

(cf. 3530 – Risk Management/Insurance)

(cf. 5111.1 - District Residency)

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 6145 - Extracurricular and Co-curricular Activities)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6162.52 - High School Exit Examination)

(cf. 6173.1 – Education for Foster Youth)

(cf. 6173.2 – Education for Children of Military Families)

## OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6145.2(c)

In addition, the Superintendent or designee shall ensure that students participating in ***interscholastic athletics governed by CIF*** league athletics satisfy any additional CIF eligibility requirements.

### Sportsmanship

The Board values the quality and integrity of the athletic program and the ~~ethical well-being and~~ character development of the student athletes. Student athletes, coaches, parents/guardians, spectators, and others are expected to demonstrate good sportsmanship, ethical conduct, and fair play during all athletic competitions. They shall also abide by the core principles of trustworthiness, respect, responsibility, fairness, caring and good citizenship and the Codes of Conduct, as adopted by ~~the California Interscholastic Federation~~ CIF. ~~in its publication "Pursuing Victory with Honor."~~

Students and staff may be subject to disciplinary action for improper conduct.

*(cf. 3515.2 – Disruptions)*

*(cf. 4118 - Suspension/Disciplinary Action)*

*(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*

*(cf. 5131 – Conduct)*

*(cf. 5131.1 – Bus Conduct)*

*(cf. 5131.4 – Student Disturbances)*

*(cf. 5144 - Discipline)*

*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

*(cf. 5144.2 – Suspension and Expulsion/Due Process (Individuals with Disabilities))*

### Health and Safety

The Board desires to give student health and safety the highest consideration in planning and conducting athletic activities. ~~Universal precautions shall be observed when injuries occur.~~

Students shall have a medical clearance before participating in the interscholastic athletic program. Care shall be taken to ensure that all athletic trainings and competitions are conducted in a manner that will not overtax the physical capabilities of the participants. When appropriate, protective equipment shall be used to prevent or minimize injuries.

*(cf. 5131.61 - Drug Testing)*

*(cf. 5131.63 - Steroids)*

*(cf. 5141.3 - Health Examinations)*

*(cf. 5141.6 – School Health Services)*

*(cf. 5141.7 – Sun Safety)*

## OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6145.2(d)

*(cf. 5143 - Insurance)*

Coaches and appropriate district employees shall take every possible precaution to ensure that athletic equipment is kept in safe and serviceable condition. The Superintendent or designee shall ensure that all athletic equipment is cleaned and inspected for safety before the beginning of each school year.

*(cf. 5142 - Safety)*

***In the event that an injury occurs, the coach or other appropriate district employee shall observe universal precautions and shall remove the student athlete from the activity and/or seek medical treatment for the student as appropriate.***

*(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)**(cf. 4119.43/4219.43/4319.43 - Universal Precautions)**(cf. 5141 - Health Care and Emergencies)**(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)**(cf. 5141.22 - Infectious Diseases)*

### Supervision

Legal Reference:

#### **EDUCATION CODE**

200-262.4 Prohibition of discrimination on the basis of sex

270-271 Athletes' Bill of Rights

17578 Cleaning and sterilizing of football equipment

17580-17581 Football equipment

32221.5 Required insurance for athletic activities

33353-33353.5 California Interscholastic Federation; implementation of policies, insurance program

33354 CDE authority over interscholastic athletics

35160.5 District policies; rules and regulations

35161 Powers and duties generally

35179 Interscholastic athletics

48850 Interscholastic athletics; students in foster care

48900 Grounds of suspension and expulsion

48930-48938 Student organizations

49020-49023 Athletic programs; legislative intent, equal opportunity, apportionment, prohibited sex discrimination

49030-49034 Performance-enhancing substances

**49458 Health examinations, interscholastic athletic program****49475 Health and safety, concussions and head injuries**

49700-49701 Education of children of military families

**51242 Exemption from physical education for high school students in interscholastic athletic program**

60850-60859 High School Exit Examination

#### **PENAL CODE**

245.6 Hazing

## OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6145.2(e)

*CODE OF REGULATIONS, TITLE 5*

4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

*4920-4922 Nondiscrimination in intramural, interscholastic, and club activities*

5531 Supervision of extracurricular activities of students

5590-5596 Employment of non-certificated coaches

*UNITED STATES CODE, TITLE 20*

1681-1688 Discrimination based on sex or blindness, Title IX

*CODE OF FEDERAL REGULATIONS, TITLE 34*

106.31-106.42 Nondiscrimination on the basis of sex in education programs or activities prohibited

*106.33 Comparable facilities**106.41 Nondiscrimination in athletic programs**COURT DECISIONS**Mansourian v. Regents of University of California, (2010) 594 F.3d 1095*Kahn v. East Side Union High School District, (2004) 31 Cal.4<sup>th</sup> 990t*McCormick v. School District of Mamaroneck, (2004) 370 F.3d 275*

Hartzell v. Connell, (1984) 35 Cal. 3d 899

## Management Resources:

*CSBA PUBLICATIONS**Student Fees Litigation Update, Education Legal Alliance Advisory, May 20, 2011*

A School Board Member's Guide to CIF and Interscholastic Sports, 1997

*CALIFORNIA TASK FORCE REPORT TO THE LEGISLATURE*

Compact on Educational Opportunity for Military Children: Preliminary Final Report, March 2009

*CIF PUBLICATIONS*

California Interscholastic Federation Constitution and Bylaws, 1996-97

A Guide to Equity in Athletics (Equity Handbook)

*Acute Concussion Evaluation (ACE) Care Plan, 2006*

Pursuing Victory with Honor, 1999

*CENTER FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS**Heads Up: Concussion in High School Sports, Tool Kit, June 2010**Heads Up: Concussion in Youth Sports, Tool Kit, July 2007**OFFICE FOR CIVIL RIGHTS, U.S. DEPARTMENT OF EDUCATION PUBLICATIONS**Intercollegiate Athletics Policy Clarification: The Three-Part Test – Part Three, Dear Colleague letter, April 20, 2010**WEB SITES*CSBA: <http://www.csba.org>California Department of Education, Equal Opportunity and Access: <http://www.cde.ca.gov/re/di/eo>CIF: <http://www.cifstate.org>*Centers for Disease Control and Prevention, Concussion Resources: <http://www.cdc.gov/concussion>*National Federation of State High School Associations: <http://www.nfhs.org>National Operating Committee on Standards for Athletic Equipment: <http://www.nocsae.org>*U.S. Anti-Doping Agency: <http://www.usada.org>**U.S. Department of Education, Office for Civil Rights: <http://www2.ed.gov/ocr>*

Adopted: 4-26-78

Amended: 4-14-82, 6-19-84, 9-17-02, 2-19-08, 3-16-10

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: APRIL 17, 2012 MAY 15, 2012**

**SUBJECT: C.3.g. APPROVE ADOPTION OF BOARD POLICY 6170.1 –  
TRANSITIONAL KINDERGARTEN - First Reading**

---

**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 6170.1 – Transitional Kindergarten?

**BACKGROUND:** Board Policy 6170.1 is new policy the reflects new law (AB 1381, 2010) which requires districts to establish "transitional kindergarten" programs beginning in the 2012-2013 school year for children whose admission to kindergarten is delayed due to changes in law affecting the age criteria for admission to kindergarten. Board Policy 6143 is being submitted with recommended changes from CSBA.

**ALTERNATIVES:**

1. Approve the adoption of Board Policy 6170.1 – Transitional Kindergarten.
2. Do not adopt Board Policy 6170.1 – Transitional Kindergarten.
3. Adopt a modified version of the adoption of Board Policy 6170.1 – Transitional Kindergarten.

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

Respectfully submitted,

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

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

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

## OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

*Series 6000*

*Instruction*

*BP 6170.1(a)*

### Transitional Kindergarten

The Governing Board desires to offer a high-quality transitional kindergarten program for eligible children who do not yet meet the minimum age criterion for kindergarten. The program shall assist children in developing the academic, social, and emotional skills they need to succeed in kindergarten and beyond.

The district's transitional kindergarten shall be the first year of a two-year kindergarten program. (Education Code 48000)

The Board encourages ongoing collaboration among district preschool staff, other preschool providers, elementary teachers, administrators, and parents/guardians in program development, implementation, and evaluation.

*(cf. 0420 - School Plans/Site Councils)*  
*(cf. 1220 - Citizen Advisory Committees)*  
*(cf. 6020 - Parent Involvement)*

### Eligibility

The district's transitional kindergarten program shall admit children whose fifth birthday lies between: (Education Code 48000)

1. November 2 and December 2 in the 2012-13 school year
2. October 2 and December 2 in the 2013-14 school year
3. September 2 and December 2 in the 2014-15 school year and each school year thereafter

Parents/guardians of eligible children shall be notified of the availability of this program and the age, residency, and any other enrollment requirements. Enrollment in the transitional kindergarten program shall be voluntary.

*(cf. 5111 - Admission)*  
*(cf. 5111.1 - District Residency)*  
*(cf. 5111.12 - Residency Based on Parent/Guardian Employment)*  
*(cf. 5111.13 - Residency for Homeless Children)*  
*(cf. 5141.22 - Infectious Diseases)*  
*(cf. 5141.3 - Health Examinations)*  
*(cf. 5141.31 - Immunizations)*  
*(cf. 5141.32 - Health Screening for School Entry)*



## OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6170.1(b)

---

### Curriculum and Instruction

The district's transitional kindergarten program shall be based on a modified kindergarten curriculum that is age and developmentally appropriate. (Education Code 48000)

*(cf. 6141 - Curriculum Development and Evaluation)*

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

Upon recommendation by the Superintendent or designee, the Board shall approve academic standards for transitional kindergarten that bridge preschool learning foundations and kindergarten standards. Such standards shall be designed to facilitate students' development in essential skills which may include, as appropriate, language and literacy, mathematics, physical development, the arts, science, social sciences, English language development, and social-emotional development.

*(cf. 5148.3 - Preschool/Early Childhood Education)*

*(cf. 6011 - Academic Standards)*

*(cf. 6174 - Education for English Language Learners)*

The number of instructional minutes offered in transitional kindergarten shall be the same as that required for the district's kindergarten program.

*(cf. 6111 - School Calendar)*

*(cf. 6112 - School Day)*

Transitional kindergarten students may be placed in the same classrooms as kindergarten students when necessary, provided that the instructional program is differentiated to meet student needs.

### Staffing

Teachers assigned to teach in transitional kindergarten classes shall possess a teaching credential or permit that authorizes instruction at the kindergarten grade level.

*(cf. 4112.2 - Certification)*

The Superintendent or designee may provide professional development as needed to ensure that transitional kindergarten teachers are knowledgeable about district standards and effective instructional methods for teaching young children.

*(cf. 4131 - Staff Development)*

## OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

*Series 6000*

*Instruction*

*BP 6170.1(c)*

### Continuation to Kindergarten

Students who complete the transitional kindergarten program shall be eligible to continue in kindergarten the following school year. Parents/guardians of such students shall not be required to submit a signed parental permission form for kindergarten attendance.

A student shall not attend more than two years in a combination of transitional kindergarten and kindergarten. (Education Code 46300)

*(cf. 5123 - Promotion/Acceleration/Retention)*

### Program Evaluation

The Superintendent or designee shall develop or identify appropriate assessments of transitional kindergarten students' development and progress. He/she shall monitor and regularly report to the Board regarding program implementation and the progress of students in meeting related academic standards.

*(cf. 0500 - Accountability)*

*(cf. 6162.5 - Student Assessment)*

#### Legal Reference:

##### *EDUCATION CODE*

8973 Extended-day kindergarten

44258.9 Assignment monitoring by county office of education

46111 Kindergarten, hours of attendance

46114-46119 Minimum school day, kindergarten

46300 Computation of average daily attendance, inclusion of kindergarten and transitional kindergarten

48000 Minimum age of admission (kindergarten)

48002 Evidence of minimum age required to enter kindergarten or first grade

48200 Compulsory education, starting at age six

60605.8 Academic Content Standards Commission, development of Common Core Standards

#### Management Resources:

##### *CSBA PUBLICATIONS*

Transitional Kindergarten, Issue Brief, July 2011

##### *CALIFORNIA COUNTY SUPERINTENDENTS EDUCATIONAL SERVICES ASSOCIATION PUBLICATIONS*

Transitional Kindergarten (TK) Planning Guide: A Resource for Administrators of California Public School Districts, November 2011

##### *CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS*

Transitional Kindergarten FAQs

California Preschool Curriculum Framework, Vol. 1, 2010

California Preschool Learning Foundations, Vol. 1, 2008

Prekindergarten Learning Development Guidelines, 2000

## OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

*Series 6000*

*Instruction*

*BP 6170.1(d)*

---

First Class: A Guide for Early Primary Education, 1999

*COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS*

11-08 Transitional Kindergarten Assignments, Credential Information Alert, August 25, 2011

*WEB SITES*

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

California County Superintendents Educational Services Association: <http://www.ccsesa.org>

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

California Kindergarten Association: <http://www.ckanet.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Transitional Kindergarten California: <http://www.tkcalifornia.org>

Adopted:

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MAY 15, 2012**

**SUBJECT: C.3.h. APPROVE AMENDMENT TO BOARD POLICY 1113 – DISTRICT AND SCHOOL WEB SITES - First Reading**

---

**ISSUE:** Should the Board of Education approve amendment to Board Policy 1113 – District and School Web Sites?

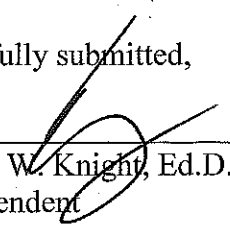
**BACKGROUND:** Board Policy 1113 is being updated 1) includes new section on “Design Standards” addressing the accessibility of web sites to individuals with disabilities per U.S. Department of Justice technical assistant publication, 2) relates policy regarding advertising in school publications to advertising on district and school web sites, and 3) clarifies option relating to posting of individual student photographs. Policy 1113 is being submitted with language recommended by CSBA.

**ALTERNATIVES:**

1. Approve the adoption of Board Policy 1113 – District and School Web Sites.
2. Do not adopt Board Policy 1113 – District and School Web Sites.
3. Adopt a modified version of Board Policy 1113 – District and School Web Sites.

**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 1000

Community Relations

BP 1113(a)

### District And School Web Sites

To enhance communication with students, parents/guardians, staff, and community members, the Governing Board encourages the ***Superintendent or designee to develop and maintain development and ongoing maintenance of district and school web sites. The use of district and school web sites shall be aligned with support the district's vision and goals and shall be coordinated with other district communication strategies.*** plans for communications and media relations.

(cf. 0000 - Vision)

(cf. 1100 - Communication with the Public)

(cf. 1112 - Media Relations)

(cf. 1230 - School-Connected Organizations)

(cf. 1260 - Educational Foundation)

(cf. 4040 - Employee Use of Technology)

(cf. 6020 - Parent Involvement)

### Design Standards

The Superintendent or designee ~~may~~ ***shall*** establish design standards for district and school web sites in order to maintain a consistent identity, professional appearance, and ease of use.

***The district's design standards shall address the accessibility of district-sponsored web sites to individuals with disabilities, including compatibility with commonly used assistive technologies.***

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

### Guidelines for Content

The Superintendent or designee shall develop content guidelines for district and school web sites ***shall assign staff to review and approve content prior to posting.*** These guidelines shall be consistent with law, Board policy and administrative regulation.

***Board policy pertaining to advertising in district and school publications, as specified in BP 1325 - Advertising and Promotion, shall also apply to advertising on district and school web sites.***

(cf. 1325 - Advertising and Promotion)

Staff, students, or other persons may submit materials for web publication to the district or school webmaster who shall ensure that the content adheres to district guidelines and policies.

## OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1113(b)

~~(cf. 6145.5 - Student Organization and Equal Access)~~

~~District and school web sites shall not include content which is obscene, libelous or slanderous, or which creates a clear and present danger of inciting students to commit unlawful acts, violate school rules or substantially disrupt the school's orderly operation.~~

~~(cf. 5145.2 - Freedom of Speech/Expression)~~

~~The Superintendent or designee shall ensure that copyright laws are not violated in the use of material on district or school web sites.~~

~~(cf. 4132/4232/4332 - Publication or Creation of Materials)~~

~~(cf. 6162.6 - Use of Copyrighted Materials)~~

~~Any links to external sites shall support the education mission and shall include a disclaimer that the district is not responsible for the content of external web sites.~~

~~Advertising on district or school web sites may be accepted under the same restrictions and conditions set forth in law, Board policy, and administrative regulations pertaining to advertising in district and school sponsored publications.~~

~~(cf. 1325 - Advertising and Promotion)~~

~~(cf. 3312 - Contracts)~~

### Privacy Rights

The Superintendent or designee shall ensure that the privacy rights of students, parents/guardians, staff, Board members and other individuals **are protected on district and school** web sites content protects.

~~(cf. 1340 - Access to District Records)~~

~~(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)~~

~~(cf. 5022 - Student and Family Privacy Rights)~~

~~(cf. 5125 - Student Records)~~

Telephone numbers, home addresses, and email addresses of students or their parents/guardians shall not be published on a district or school web page.

~~(cf. 5125.1 - Release of Directory Information)~~

## OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1113(c)

---

~~Other directory information including, but not limited to, photographs of individual students with their names may be published except when the student's parent/guardian has notified the district in writing to not allow the release of the student's photograph without prior written consent in accordance with BP/AR 5125.1 Release of Directory Information. Photographs of groups of students, such as at a school event, may be published provided that students' names are not included.~~

***Photographs of individual students may be published, together with their names, except when their parent/guardian has notified the district in writing to not release the student's photograph without prior written consent in accordance with BP/AR 5125.1 – Release of Directory Information.***

***Photographs of groups of students, such as at a school event, may be published provided that students' names are not included.***

Staff members home addresses or telephone numbers of shall not be posted ***on district or school web sites.***

The home address or telephone number of any elected or appointed official including, but not limited to, a Board member or public safety official, shall not posted on District and school web sites without the prior written permission of that individual. (Government Code 3307.5, 6254.21, 6254.24)

*(cf. 1100 - Communication with the Public)*

No public safety officer shall be required as a condition of employment to consent to the posting on the Internet of his/her photograph or identity as a public safety officer for any purpose if that officer reasonably believes that the disclosure may result in a threat, harassment, intimidation or harm to the officer or his/her family. (Government Code 3307.5)

*(cf. 3515.3 - District Police/Security Department)*

Legal Reference:

**EDUCATION CODE**

35182.5 Contracts for advertising

35258 Internet access to school accountability report cards

48907 Exercise of free expression; rules and regulations

48950 Speech and other communication

**49061 Definitions, directory information**

49073 Release of directory information

60048 Commercial brand names, contracts or logos

## OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1113(d)

**GOVERNMENT CODE**

3307.5 Publishing identity of public safety officers

6254.21 Publishing addresses and phone numbers of board members

**6254.24 Definition of public safety official****11135 Nondiscrimination; accessibility to state web sites****UNITED STATES CODE, TITLE 17**

101-1101 Federal copyright law

**UNITED STATES CODE, TITLE 20**

1232g Federal Family Educational Rights and Privacy Act (FERPA)

**UNITED STATES CODE, TITLE 42****12101-12213 Americans with Disabilities Act****CODE OF FEDERAL REGULATIONS, TITLE 16**

312.1-312.11 Children's Online Privacy

**CODE OF FEDERAL REGULATIONS, TITLE 34****99.1-99.67 Family Educational Rights and Privacy****COURT DECISIONS**

Aaris v. Las Virgenes Unified School District, (1998) 64 Cal.App.4th 1112

Perry Education Association v. Perry Local Educators' Association, (1983) 460 U.S. 37

Board of Education, Island Trees Union Free School District, et.al. v. Pico, (1982) 457 U.S. 853

**Management Resources:****U.S. DEPARTMENT OF JUSTICE PUBLICATIONS***Accessibility of State and Local Government Websites to People with Disabilities, June 2003***WORLD WIDE WEB CONSORTIUM PUBLICATIONS***Web Content Accessibility Guidelines, December 2008***WEB SITES**CSBA: <http://www.csba.org>

California Department of Education, Web Accessibility Standards:

<http://www.cde.ca.gov/re/di/ws/webaccessstds.asp>California School Public Relations Association: <http://www.calspra.org>U.S. Department of Justice, Americans with Disabilities Act: <http://www.ada.gov>World Wide Web Consortium, Web Accessibility Initiative: <http://www.w3.org/wai>

Adopted: 9-17-02

Amended: 10-21-03, 2-19-08



**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MAY 15, 2012**

**SUBJECT: C.3.i. APPROVE AMENDMENT TO BOARD POLICY 2210 –  
ADMINISTRATIVE DISCRETION REGARDING BOARD  
POLICY - First Reading**

---

**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 2210 – Administrative Discretion Regarding Board Policy?

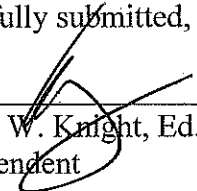
**BACKGROUND:** Board Policy 2210 is being updated to reflect new law (AB1344) which prohibits the automatic renewal of the superintendent's contract with a provision for automatic increase that exceeds the cost-of-living adjustment and requires any contract executed or renewed after January 2012 to include a provision requiring the superintendent to reimburse the district for paid leave salary or cash settlement in the event he/she is convicted of a crime involving an abuse of his/her position. Board Policy 2210 is being submitted with recommended changes from CSBA.

**ALTERNATIVES:**

1. Approve the amendment to Board Policy 2210 – Administrative Discretion Regarding Board Policy.
2. Do not amend Board Policy 2210 – Administrative Discretion Regarding Board Policy.
3. Adopt a modified version of the amendment to Board Policy 2210 – Administrative Discretion Regarding Board Policy.

**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 2000

Administration

BP 2210(a)

### Administrative Discretion Regarding Leeway In Absence Of Board Policy

Through *the adoption of written policies, the* Governing Board *conveys its expectations for actions that will be taken in the district, clarifies roles and responsibilities of the Board and Superintendent, and communications Board philosophy and direction.* policy, the Board tries to anticipate critical policy issues that may affect district students and operations. However, the Board recognizes that, *at times, situations* questions may arise in the day-to-day operation of the *district schools and in the implementation of district programs* that are not addressed in Board policy or administrative regulations. When resolution of such *a situation necessitates immediate* issues ~~demands timely~~ action, the Superintendent or designee shall have the authority to act on behalf of the district.

(cf. 2110 - Superintendent Responsibilities and Duties)

(cf. 9000 - Role of the Board)

(cf. 9310 - Board Policies)

If the *situation or its resolution may affect the safety or security of students or staff members, involve a significant impact on student learning, or create a distraction with the school community,* matter involves a policy decision that is likely to be controversial, or a matter that has a significant impact on student learning or safety, the Superintendent or designee shall notify the Board president as soon as practicable after its occurrence. The Board president *and the Superintendent* shall then inform the Board as appropriate. ~~The Board president may~~ schedule a review of the action at the next regular Board meeting. If the action indicates the need for additions or revisions in Board policies, the Superintendent or designee shall make the necessary recommendations to the Board.

(cf. 0450 - Comprehensive Plan)

(cf. 3516.5 - Emergency Schedules)

(cf. 9322 - Agenda/Meeting Minutes)

### Tier 3 Categorical Flexibility

*The Board has determined that it is in the best interest of the district to utilize the categorical program flexibility authorized by Education Code 42605. In implementing the flexibility, the Superintendent, in accordance with Education Code 42605, may suspend any program or funding requirement reflect in any Board policy, administrative regulation, or other document designed for the operation of any Tier 3 categorical program to the extent that such suspension does not affect the terms of any existing district contract or bargaining agreement. As necessary, the Superintendent or designee shall consult with other district staff, including the legal counsel and/or the chief business office, regarding the district's exercise of this flexibility.*

## OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 2000

Administration

BP 2210(b)

*The Superintendent or designee shall regularly report to the Board regarding how the district is exercising the flexibility and whether the desired results are being achieved.*

(cf. 0420 – School Plans/Site Councils)  
 (cf. 0420.1 – School-Based Program Coordination)  
 (cf. 1220 – Citizen Advisory Committees)  
 (cf. 1312.4 – Williams Uniform Complaint Procedures)  
 (cf. 3110 – Transfer of Funds)  
 (cf. 3111 – Deferred Maintenance Funds)  
 (cf. 4111 – Recruitment and Selection)  
 (cf. 4112.2 – Certification)  
 (cf. 4112.21 – Interns)  
 (cf. 4113 – Assignment)  
 (cf. 4117.14/4317/14 – Postretirement Employment)  
 (cf. 4131 – Staff Development)  
 (cf. 4131.1 – Beginning Teacher Support/Induction)  
 (cf. 4138 – Mentor Teachers)  
 (cf. 4139 – Peer Assistance and Review)  
 (cf. 4231 – Staff Development)  
 (cf. 4331 – Staff Development)  
 (cf. 5123 – Promotion/Acceleration/Retention)  
 (cf. 5136 – Gangs)  
 (cf. 5141.32 – Health Screening for School Entry)  
 (cf. 5145.6 – Parental Notifications)  
 (cf. 5146 – Married/Pregnant/Parenting Students)  
 (cf. 5147 – Dropout Prevention)  
 (cf. 5148.1 – Child Care Services for Parenting Students)  
 (cf. 5149 – At-Risk Students)  
 (cf. 6141.5 – Advanced Placement)  
 (cf. 6142.6 – Visual and Performing Arts Education)  
 (cf. 6142.91 – Reading/Language Arts Instruction)  
 (cf. 6142.94 – History-Social Science Instruction)  
 (cf. 6146.1 – High School Graduation Requirements)  
 (cf. 6151 – Class Size)  
 (cf. 6161.1 – Selection and Evaluation of Instructional Materials)  
 (cf. 6162.52 – High School Exit Examination)  
 (cf. 6163.1 – Library Media Centers)  
 (cf. 6164.2 – Guidance/Counseling Services)  
 (cf. 6172 – Gifted and Talented Student Program)  
 (cf. 6176 – Weekend/Saturday Classes)  
 (cf. 6177 – Summer School)  
 (cf. 6178 – Career Technical Education)  
 (cf. 6178.2 – Regional Occupational Center/Program)  
 (cf. 6179 – Supplemental Instruction)  
 (cf. 6184 – Continuation Education)  
 (cf. 6185 – Community Day School)  
 (cf. 6200 – Adult Education)  
 (cf. 7214 – General Obligation Bonds)

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 2000

Administration

BP 2210(c)

*(cf. 9323.2 - Actions by the Board)*

**Legal Reference:**

**EDUCATION CODE**

**35010 Control of district, prescription and enforcement of rules**

**35035 Powers and duties of superintendent**

**35160 Authority of governing boards**

**35160.5 Annual review of school district policies**

**35163 Official actions, minutes and journal**

**42605 Tier 3 categorical flexibility**

**Management Resources:**

**CSBA PUBLICATIONS**

*Policy Implications of Categorical Program Flexibility, Policy Advisory, November 2009*

*Flexibility Provisions in the 2008 and 2009 State Budget: Policy Considerations for Governance Teams, Budget Advisory, March 2009*

**CALIFORNIA DEPARTMENT OF EDUCATION CORRESPONDENCE**

*Fiscal Issues Relating to Budget Reductions and Flexibility Provisions, April 2009*

**WEB SITES**

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

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

Adopted: 7-9-80

Amended: 3-18-86, 5-7-91, 9-17-02, 9-16-03

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MAY 15, 2012**

**SUBJECT: C.3.j. APPROVE AMENDMENT OF BOARD POLICY 5116.1 –  
INTRADISTRICT OPEN ENROLLMENT**

---

**ISSUE:** Should the Board of Education amendments to Board Policy 5116.1 – Intradistrict Open Enrollment?

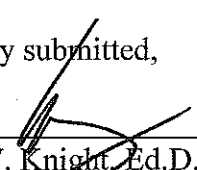
**BACKGROUND:** Board Policy 5116.1 is a mandated policy revised to reflect new law (SBX5 4) which allows a student attending a school identified by the CDE as an "open Enrollment school" to transfer to another school that has a higher Academic Performance Index. Policy contains language giving priority for admission to student attending an identified school who wish to transfer to another school with the district. Board Policy 5116.1 is being submitted with recommended changes from CSBA.

**ALTERNATIVES:**

1. Approve the amendment of Board Policy 5116.1 – Intradistrict Open Enrollment.
2. Do not approve the amendment of Board Policy 5116.1 – Intradistrict Open Enrollment.
3. Adopt a modified version of the amendment to Board Policy 5116.1 – Intradistrict Open Enrollment.

**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 5116.1(a)

### Intradistrict Open Enrollment

The Governing Board desires to provide enrollment options that meet the diverse needs and interests of district students **and parent/guardians, while also balancing enrollment in order to maximize the efficient use of district facilities.** The Superintendent or designee shall establish procedures for the selection and transfer of students among district schools in accordance with law, Board policy and administrative regulation.

(cf. 5117 - Interdistrict Attendance)

(cf. 5117.1 - Interdistrict Attendance Agreements)

(cf. 5117.2 - Alternative Interdistrict Attendance Program)

The parents/guardians of any student who resides within district boundaries may apply to enroll their child in any district school, regardless of the location of residence within the district, if space is available at the school of choice. (Education Code 35160.5)

(cf. 5111.1 - District Residency)

(cf. 5111.12 - Residency Based on Parent/Guardian Employment)

(cf. 5111.13 - Residency for Homeless Children)

The Board shall annually review this policy. (Education Code 35160.5, 48980)

### Enrollment Priorities

**The Superintendent or designee shall grant priority to any district student to attend another district school** Priority for attendance outside a student's attendance area shall be given as follows:

**1. Any student enrolled in a district school that has been identified on the state's Open Enrollment List. (Education Code 48354)**

**2. Any student enrolled in** If a district school receiving Title I funds **that has been** is identified for program improvement (PI), corrective action or restructuring, ~~all students enrolled in that school shall be provided an option to transfer to another district school or charter school.~~ (20 USC 6316)

(cf. 0420.4 - Charter Schools)

(cf. 0520.2 - Title I Program Improvement Schools)

(cf. 6171 - Title I Programs)

**3. Any student enrolled in a district school** Beginning in the 2003-04 school year, if while on school grounds a student becomes a victim of a violent criminal offense, as defined by the State Board of Education, or attends a school designated by the California Department of Education as "persistently dangerous", ~~he/she shall be provided an option to transfer to another district school~~

## OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5116.1(b)

~~or charter school.~~ (20 USC 7912; 5 CCR 11992)  
(cf. 0450 - Comprehensive Safety Plan)

**4. Any student who is a victim of a violent crime while on school grounds. (20 USC 7912)**

5. ~~The Superintendent or designee may approve a student's transfer to a district school that is at capacity and otherwise closed to transfers~~ Upon finding that special circumstances exist that might be harmful or dangerous to the student in the current attendance area. ***Special circumstances, include***, but ***are*** not limited to, threats of bodily harm or threats to the emotional stability of the student. ***Any such student may transfer to a district school that is at capacity and otherwise closed to transfers.***

To grant priority under these circumstances, the Superintendent or designee must have received either: (Education Code 35160.5)

- a. A written statement from a representative of an appropriate state or local agency, ~~including but not limited to~~ ***such as*** a law enforcement official, ~~or~~ social worker, or a properly licensed or registered professional, ~~including, but not limited to,~~ ***such as*** a psychiatrist, psychologist or marriage and family therapist
- b. A court order, including a temporary restraining order and injunction

6. ~~Priority may be given to~~ ***Any*** siblings of ***a*** students already in attendance in that school.

7. ~~Priority shall be given to~~ ***Any*** students whose parent/guardian is assigned to that school as his/her primary place of employment.

For all other applications for enrollment outside a school's attendance area, the Superintendent or designee shall use a random, unbiased selection process to determine who shall be admitted whenever a school receives admission requests that are in excess of the school's capacity. (Education Code 35160.5)

### Capacity

~~The capacity of each school will be estimated by June 1 of the preceding school year based on facility size, enrollment projections and transfer requests. Final capacity for the year will be established on the sixth school day.~~

### Space Available

~~Whereas most parents prefer to have their children attend the school close to their home, space availability for students not residing within the attendance boundary of the requested school is defined as follows:~~

## OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5116.1(c)

~~Space is available unless the following per class enrollments exists:~~

~~|                   |    |
|-------------------|----|
| <u>Elementary</u> |    |
| Kindergarten      | 18 |
| Grades 1-3        | 18 |
| Grades 4-5        | 28 |~~

### Middle School

- ~~Grade 6, 7 and 8 — Space at any middle school grade is available if:

The student can receive a six (6) period program and the program includes all appropriate courses required for that grade level and class enrollment does not exceed 32.~~

### Special Programs

- ~~The appropriate program and placement option is offered at the selected school, and

  - Resource Specialist Program is at least five (5) under maximum caseload.
  - Non-severe Special Day Class enrollment is under eight (8) students.~~

### Application and Selection Process

*In order to ensure that priorities for enrollment in district school are implemented in accordance with law, applications for intradistrict open enrollment shall be submitted between May 1 and June 1 of the school year preceding the school year for which the transfer is request.*

*The Superintendent or designee shall calculate each school's capacity in a nonarbitrary manner using student enrollment and available space. (Education Code 35160.5)*

*Except for priorities listed above, the Superintendent or designee shall use a random, unbiased selection process to determine who shall be admitted whenever the school received admission requests that are in excess of the school's capacity. (Education Code 35160.5)*

Enrollment decisions shall not be based on a student's academic or athletic performance, except that existing entrance criteria for specialized schools or programs may be used to determine eligibility for, or placement in, programs for gifted and talented students. (Education Code 35160.5)

(cf. 6172 – Gifted and Talented Student Program)

Parents or guardians wanting their child to attend a school outside of their regular attendance area shall complete an intradistrict or school choice application and submit it to the District Office beginning May 1 but not later than June 1. Approval will be automatic if space is available for all applicants, and notice of approval will be made by June 30.



## OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5116.1(d)

If there are more school choice applicants (number 5 below) than space available, then applicants will be selected by a random drawing which will take place the second Friday in June.

Applicants will be notified of the status of their application by June 30. Applicants who receive approval must confirm their enrollment by July 5.

Priority for enrollment shall be granted as follows:

1. Current enrollees of the school
2. New enrollees who reside within the attendance boundary (three (3) forms of proof required)
3. Siblings of current enrollees if the siblings will be concurrently enrolled
4. Health reasons verified by a licensed physician, clinical psychologist or other health care provider
5. School choice applicants
6. Out of district applicants

In the event that a school choice applicant has more than one child applying for the same school, all siblings will be permitted to enroll when the name of any one sibling is drawn. If there is not enough space for all children in one family to enroll, the parents will have two (2) work days in which to decide whether to enroll any of the children in the school of choice.

Applicants not selected will be placed on a waiting list, by school, in the order drawn. These applicants will be contacted between August 15 and the sixth school day if/as space becomes available. No additional facilities will be added to a school to accommodate enrollment increase due to parent choice.

In order to prevent the unnecessary and undesirable disruption of classes and students, waiting lists will expire annually on the seventh day of school. Waiting lists will not carry over to the following year.

Once selected, a student becomes a "current enrollee of the school" with priority for continued enrollment, and no further applications for that school are required. If it should become necessary to alter attendance boundaries of any school, students residing within the designated attendance boundaries of the school shall have priority. Intra-district transfers will be considered if space is available at the school of choice in accordance with the criteria for priority enrollment. (#1-6 Selection Process)

The district will not provide transportation within or outside of a student's attendance area.

No student currently residing within a school's attendance area shall be displaced by another student transferring from outside the attendance area. (Education Code 35160.5)

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5116.1(e)

~~(cf. 5116 - School Attendance Boundaries)~~

## Legal Reference:

### EDUCATION CODE

#### **200 Prohibition against discrimination**

35160.5 District policies; rules and regulations

#### 35291 Rules

35351 Assignment of students to particular schools

**46600-46611 Interdistrict attendance agreements**

**48200 Compulsory attendance**

**48204 Residency requirements for school attendance**

**48300-48316 Student attendance alternatives, school district of choice program**

**48350-48361 Open Enrollment Act**

48980 Notice at beginning of term

### **CODE OF REGULATIONS, TITLE 5**

#### **11992-11994 Definition**

#### UNITED STATES CODE, TITLE 20

6316 Transfers from program improvement schools

7912 Transfers from persistently dangerous schools

#### CODE OF FEDERAL REGULATIONS, TITLE 34

200.36 Dissemination of information

200.37 Notice of program improvement status, option to transfer

200.39 Program improvement, transfer option

200.42 Corrective action, transfer option

200.43 Restructuring, transfer option

200.44 Public school choice, program improvement schools

200.48 Transportation funding for public school choice

### **COURT DECISIONS**

Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th 1275

### **ATTORNEY GENERAL OPINIONS**

85 Ops.Cal.Atty.Gen. 95 (2002)

## Management Resources:

### U.S. DEPARTMENT OF EDUCATION GUIDANCE

Public School Choice, December 4, 2002 **January, 2009**

Unsafe School Choice Option, July 23, 2002 **May 2004**

### WEB SITES

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

CDE, *Unsafe School Choice Option*: <http://www.cde.ca.gov/lr/ss/se/usco.asp>

U.S. Department of Education *No Child Left Behind*: <http://www.ednclb.gov>

Adopted: 6-92

Amended: 3-29-94, 4-20-99, 9-17-02

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MAY 15, 2012**

**SUBJECT: C.3.k. APPROVE AMENDMENT OF BYLAWS OF THE BOARD 9223–  
FILLING VACANCIES- First Reading**

---

**ISSUE:** Should the Board of Education approve the proposed amendment to Bylaws of the Board 9223 – Filling Vacancies?

**BACKGROUND:** Bylaw 9223 is being updated to reflect new law (AB 334) which allows governing boards to approve a board member's out-of-state absence for illness or urgent necessity for an unlimited duration. Updated bylaw also reflects current law that provides that, when an interim board member is appointed to fill an absence created by a member's military deployment that exceeds six months, the term of the interim member cannot extend beyond the return of the absent board member or beyond the next regularly schedule election for that office, whichever occurs first. Board Policy 9223 is being submitted with recommended changes from CSBA.

**ALTERNATIVES:**

1. Approve the amendment of Bylaws of the Board 9223 – Filling Vacancies.
2. Do not approve the amendment Bylaws of the Board 9223 – Filling Vacancies.
3. Adopt a modified amendment of the Bylaws of the Board 9223 – Filling Vacancies.

**RECOMMENDATION:** At the discretion of the Board.

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 9223(a)

### Filling Vacancies

#### Events Causing a Vacancy

A vacancy on the Governing Board may occur ~~by a failure to elect or~~ for any of the following events:

1. The death of an incumbent. (Government code 1770)
2. The adjudication pursuant to a quo warranto proceeding declaring that an incumbent is physically or mentally incapacitated due to disease, illness, or accident and that there is reasonable cause to believe that the incumbent will not be able to perform the duties of his/her office for the remainder of his/her term. (Government Code 1770)
3. A Board member's resignation. (Government Code 1779)

A vacancy resulting from resignation occurs when the written resignation is filed with the County Superintendent of Schools having jurisdiction over the district, except where a deferred effective date is specified in the resignation so filed, in which case the resignation shall become operative on that date. A Board member may not defer the effective date of his/her resignation for more than 60 days after he/she files the resignation with the County Superintendent. Upon being filed with the County Superintendent, a written resignation, whether specifying a deferred effective date or otherwise, shall be irrevocable. (Education Code 5090, **5091**)

~~A Board member may not defer the effective date of his/her resignation for more than 60 days after he/she files the resignation with the County Superintendent.~~

4. A Board member's removal from office, including recall. (Government code 1770; Elections Code 11384)
5. A Board member's ceasing to be ~~a an inhabitant of the state or~~ resident of the district. (Government Code 1770)
6. A Board member's absence from the state *for more than 60 days , except in the following situations* beyond the period allowed by law without the permission required by law. (Government Code **1064**, 1770)

~~No Board member shall be absent from the state for more than 60 days, except in any of the following situations: (Government Code 1064)~~

## OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9223(b)

- a. Upon district business ~~of the school~~ with the approval of the Board
- b. With the consent of the Board for an additional period not to exceed a total absence of 90 days

***In the case of illness or other urgent necessity, and upon a proper showing thereof, the time limit for absence from the state may be extended by the Board.***

- c. For federal military deployment, not to exceed ***an absence of a total of*** six months, as a member of the armed forces of the United States or the California National Guard

If the absence of the Board member for this purpose exceeds six months, the Board may approve an additional six-month absence upon a showing that there is a reasonable expectation that the member will return within the second six-month period, and the Board may appoint an interim member to serve in his/her absence. If two or more members of the Board are absent by reason of these circumstances, and those absences result in the inability to establish a quorum at a regular meeting, the Board may immediately appoint one or more interim members, as necessary to enable the Board to conduct business and discharge its responsibilities. ***The term of an interim member appointed in these circumstances shall not extend beyond the return of the absent Board member or beyond the next regularly scheduled election for that office, whichever occurs first.***

- ~~d. In the case of illness or other urgent necessity, and upon a proper showing thereof, the time limit for absence from the state may be extended by the Board for an additional period not to exceed 30 days.~~

~~(cf. 9250—Remuneration, Reimbursement and Other Benefits)~~

7. A Board member's ceasing to discharge the duties of his/her office for the period of three consecutive months, except when prevented by ***illness*** sickness or when absent from the state with the permission required by law. (Government Code 1770)

8. A Board member's conviction of a felony or any offense involving a violation of his/her official duties or conviction of a designated crime resulting in a forfeiture of office. (Government Code 1770 and 3000-3003)

9. A Board member's refusal or neglect to file his/her required oath or bond within the time prescribed. (Government Code 1770)

(cf. 9224 - Oath or Affirmation)

## OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

*Series 9000*

*Bylaws of the Board*

*BB 9223(c)*

10. The decision of a competent tribunal declaring void a Board member's election or appointment. (Government Code 1770)

11. The making of an order vacating a Board member's office or declaring the office vacant when the officer fails to furnish an additional or supplemental bond. (Government Code 1770)

12. A Board member's commitment to a hospital or sanitarium as a drug addict, dipsomaniac, inebriate, or stimulant addict by a court of competent jurisdiction, in which case, the office shall not be deemed vacant until the order of commitment has become final. (Government Code 1770)

13. A "failure to elect" *in which* ~~when either~~ no candidate or an insufficient number of candidates have filed to run for a Board seat(s) (Education Code 5090, 5326, 5328)

### Timelines for Filling a Vacancy

When a vacancy occurs, the Board shall take the following action, as appropriate:

1. When a vacancy occurs less than four months before the end of a Board member's term, the Board shall take no action. (Education Code 5093)

2. When a vacancy occurs four or more months before the end of a Board member's term, the Board shall, within 60 days of the date of the vacancy or the filing of the member's deferred resignation, either order an election or make a provisional appointment, unless a special election is mandated as described in item #3 below. (Education Code 5091, 5093)

3. When a vacancy occurs from six months to 130 days before a regularly scheduled Board election at which the position is not scheduled to be filled, a special election to fill the position shall be consolidated with the regular election. The person so elected shall take office at the first regularly scheduled Board meeting following the certification of the election and shall serve only until the end of the term of the position which he/she was elected to fill. (Education Code 5093)

~~When a special election is not required, the Board may make a provisional appointment.~~  
(Education Code 5091, 5093)

### Eligibility

In order to be appointed or elected to fill a vacancy on the Board, a person must meet the eligibility requirements specified in Education Code 35107.

## OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9223(d)

---

(cf. 9220 – Governing Board Elections)

### Provisional Appointments

~~In order to draw from the largest possible number of candidates,~~ ***When authorized by law to make a provisional appointment to fill a vacancy on the Board,*** the Board shall advertise in the local media to solicit candidate applications ***or nominations.*** A committee consisting of less than a quorum of the Board shall ensure that applicants are eligible for Board membership and announce the names of the eligible candidates. The Board shall interview the candidates at a public meeting, accept oral or written public input, and select the provisional appointee by a majority vote.

(cf. 9130 - Board Committees)

(cf. 9323.2 - Actions by the Board)

Within 10 days after the appointment is made, the Board shall post notices of the actual vacancy, or the filing of a deferred resignation, and the provisional appointment. The notice shall be published in the local newspaper pursuant to Government Code 6061 and posted in at least three public places within the district. (Education Code 5092)

The notice shall contain: (Education Code 5092)

1. The date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation
2. The full name of the appointee
3. The date of appointment
4. A statement notifying the voters that unless a petition calling for a special election pursuant to Education Code 5091 is filed in the office of the County Superintendent of Schools within 30 days of the provisional appointment, it shall become an effective appointment

The person appointed shall hold office until the next regularly scheduled election for district Board members and shall be afforded all the powers and duties of a Board member upon appointment. (Education Code 5091)

## OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9223(e)

### Appointment Due to Failure to Elect

When a vacancy occurs because no *candidate* person or an insufficient number of candidates have been nominated (i.e., a failure to elect), and a district election will not be held, the Board shall appoint a qualified person to the office. This appointment shall be made at a meeting prior to the day fixed for the election and the appointee shall be seated at the organizational meeting as if elected at the district election. (Education Code 5328)

(cf. 9100 – Organization)

When an appointment is being made because of a failure to elect, the district shall publish a notice once in a newspaper of general circulation published in the district, or if no such newspaper exists, in a newspaper having general circulation within the district. This notice shall state that the Board intends to make an appointment and shall inform persons of the procedure available for applying for the appointment. (Education Code 5328.5)

The procedure for selecting and interviewing candidates shall be the same as the procedures for "Provisional Appointments," as specified above.

#### Legal Reference:

##### *EDUCATION CODE*

5000-5033 Elections

5090-5095 Vacancies

5200-5208 Districts governed by boards of education

5300-5304 Elections

5320-5329 Order and call of election

5340-5345 Consolidation of elections

5360-5363 Election notice

5420-5426 Cost of elections

5440-5442 Miscellaneous provisions, elections

35107 Eligibility

35178 Resignation with deferred effective date

##### *ELECTIONS CODE*

10600-10604 School district elections

11381-11386 Candidates for recall

##### *GOVERNMENT CODE*

1064 Absence from state

1770 Vacancies: definition

##### *3000-3003 Forfeiture of office*

3060-3075 Removal other than by impeachment

6061 One time notice

54950-54963 The Ralph M. Brown Act

##### *PENAL CODE*

88 Bribery, forfeiture from office

*UNITED STATES CODE, TITLE 18*



**OAK PARK UNIFIED SCHOOL DISTRICT  
BYLAWS OF THE BOARD**

*Series 9000*

*Bylaws of the Board*

*BB 9223(f)*

---

704 Military medals or decorations

*ATTORNEY GENERAL OPINIONS*

58 Ops. Cal. Atty. Gen. 888 (1975)

Management Resources:

*CSBA PUBLICATIONS*

Filling a Board Vacancy, rev. December 2010

WEB SITES

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

California State Attorney General's Office, Quo Warranto Applications: <http://caag.state.ca.us/opinions/quo.htm>

Adopted: 10-19-77

Amended: 11-6-84, 9-11-90, 3-12-02, 9-17-02, 3-22-05, 4-21-09, 8-16-11

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MAY 15, 2012**

**SUBJECT: C.3.1. APPROVE AMENDMENT OF BYLAWS OF THE BOARD 9320 – MEETINGS AND NOTICES- First Reading**

---

**ISSUE:** Should the Board of Education approve the proposed amendment to Bylaws of the Board 9320 – Meetings and Notices?

**BACKGROUND:** Board Bylaw 9320 is being a mandated bylaw revised to reflect new law (AB 1344) which prohibits boards from calling special meetings to address the salaries, salary schedules, or other compensation of the superintendent, assistant superintendent, or other specified employees. Bylaw also reflects requirement added by AB1344 to post the agenda for a regular meeting and the notice of a special meeting on the district web site, if there is one. Board Bylaw 9320 is being submitted with recommended language from CSBA.

**ALTERNATIVES:**

1. Approve the amendment of Bylaws of the Board 9320 – Meetings and Notices.
2. Do not approve the amendment Bylaws of the Board 9320 – Meetings and Notices.
3. Adopt a modified version of the amendment to Bylaws of the Board 9320 – Meetings and Notices.

**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 9320(a)*

### Meetings And Notices

Meetings of the Governing Board are conducted for the purpose of accomplishing district business. In accordance with state open meeting laws (Brown Act), the Board shall hold its meetings in public and shall conduct closed sessions during such meetings only as authorized by law. To encourage community involvement in the schools, **Board** meetings shall provide opportunities for questions and comments by members of the public. All meetings shall be conducted in accordance with law and Board bylaws, policies and administrative regulations.

*(cf. 9321 - Closed Session Purposes and Agendas)*

*(cf. 9321.1 - Closed Session Actions and Reports)*

*(cf. 9322 - Agenda/Meeting Materials)*

*(cf. 9323 - Meeting Conduct)*

A Board meeting exists whenever a majority of Board members gather at the same time and place to hear, discuss or deliberate upon any item within the subject matter jurisdiction of the Board or district. (Government Code 54952.2)

A majority of the Board shall not, outside of an authorized meeting, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board. However, an employee or district official may engage in separate conversations with Board members in order to answer questions or provide information regarding an item within the subject matter jurisdiction of the Board, as long as that employee or district official does not communicate the comments or position of any Board members to other Board members. (Government Code 54952.2)

In order to help ensure participation in the meeting by disabled individuals, the Superintendent or designee shall provide appropriate disability-related accommodations or modifications upon request in accordance with the Americans with Disabilities Act. (Government Code 54953.2, 54954.1)

~~Meeting notices and agendas shall specify that any individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should contact the Superintendent or designee in writing. (Government Code 54954.2)~~

Each agenda shall also list the address(es) designated by the Superintendent or designee for public inspection of agenda documents that have been distributed to the Board less than 72 hours before the meeting. (Government Code 54957.5)

## OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9320(b)

*(cf. 9322 – Agenda/Meeting Materials)*

### Regular Meetings

The Board shall hold one regular meeting each month. Regular meetings shall be held at 5:00 p.m. for Closed Session and 6:00 p.m. for Open session on the 3<sup>rd</sup> Tuesday of the month at the Oak Park High School Presentation Room G-9 or Library Film and Lecture Room (Conference Room) or the District Office Conference Room.

At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public **and on the district website**. (Government Code 54954.2)

*(cf. 1113 – District and School Web Sites)*

***When agenda materials relating to an open session of a regular meeting are distributed to the Board less than 72 hours before the meeting, the Superintendent or designee shall make the materials available for public inspection at a public office or location designated for that purpose. (Government Code 54957.5)***

*(cf. 1340 – Access to District Records)*

### Special Meetings

Special meetings of the Board may be called at any time by the presiding officer or a majority of the Board members. ***However, a special meeting shall not be called regarding the salary, salary schedule, or other compensation of the Superintendent, assistant superintendent, or other management employee as described in Government Code 3511.1.*** (Government Code 54956)

*(cf. 2121 – Superintendent's Contract)*

Written notice of special meetings shall be delivered personally or by any other means to all Board members and the local media who have requested such notice in writing. The notice shall be received at least 24 hours before the time of the meeting. The notice shall also be posted at least 24 hours before the meeting in a location freely accessible to the public. The notice shall specify the time and place of the meeting and the business to be transacted or discussed. No other business shall be considered at these meetings. (Education Code 35144; Government Code 54956)

Any Board member may waive a ~~failure to receive the~~ 24-hour written notice requirement prior

## OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9320(c)

to the time of the meeting by filing a written waiver of notice with the clerk or secretary of the Board or by being present at the meeting at the time it convenes. (Government Code 54956)

Every notice of a special meeting shall provide an opportunity for members of the public to directly address the Board concerning any item that has been described in the meeting notice, before or after the item's consideration. (Government Code 54954.3)

### Emergency Meetings

In the case of an emergency situation for which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board may hold an emergency meeting without complying with the 24-hour notice and/or 24-hour posting requirement for special meetings pursuant to Government Code 54956. The Board shall comply with all other requirements for special meetings during an emergency meeting. (Government Code 54956.5)

An emergency situation means either of the following: (Government Code 54956.5)

1. An emergency, which shall be defined as a work stoppage, crippling activity or other activity that severely impairs public health and/or safety as determined by a majority of the members of the Board

(cf. 4141.6/4241.6 - Concerted Action/Work Stoppage)

2. A dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist activity, or threatened terrorist act that poses peril so immediate and significant that requiring the Board to provide one-hour notice before holding an emergency meeting may endanger the public health and/or safety as determined by a majority of the members of the Board

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

Except in the case of a dire emergency, the Board president or designee shall give notice of the emergency meeting by telephone at least one hour before the meeting to the local media that have requested notice of special meetings. All telephone numbers provided by the media in the most recent request for notification must be exhausted. If telephone services are not functioning, the notice requirement of one hour is waived and, as soon after the meeting as possible, the Board shall notify those media representatives of the meeting and shall describe the purpose of the meeting and any action taken by the Board. In the case of a dire emergency, the Board president or designee shall give such notice at or near the time he/she notifies the other members of the Board about the meeting. (Government Code 54956.5)

The minutes of the meeting, a list of persons the Board president or designee notified or

## OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

*Series 9000*

*Bylaws of the Board*

*BB 9320(d)*

attempted to notify, a copy of the roll call vote, and any actions taken at the meeting shall be posted for at least 10 days in a public place as soon after the meeting as possible. (Government

Code 54956.5)

### Adjourned/Continued Meetings

A majority vote by the Board may adjourn/continue any regular or special meeting to a later time and place that shall be specified in the order of adjournment. Less than a quorum of the Board may adjourn such a meeting. If no Board members are present, the secretary or the clerk may declare the meeting adjourned to a later time and shall give notice in the same manner required for special meetings. (Government Code 54955)

Within 24 hours after the time of adjournment, a copy of the order or notice of adjournment/continuance shall be conspicuously posted on or near the door of the place where the meeting was held. (Government Code 54955)

### Study Sessions, Retreats, Public Forums, and Discussion Meetings

The Board may occasionally convene a study session or public forum to study an issue in more detail or to receive information from staff or feedback from members of the public.

The Board may also convene a retreat or discussion meeting to discuss Board roles and relationships.

*(cf. 2000 – Concepts and Roles)*

*(cf. 2111 – Superintendent Governance Standards)*

*(cf. 9000 – Role of the Board)*

*(cf. 9005 – Governance Standards)*

*(cf. 9400 – Board Self-Evaluation)*

Public notice shall be given in accordance with law when a quorum of the Board is attending a study session, retreat, public forum, or discussion meeting. All such meetings shall comply with the Brown Act and shall be held in open session and within district boundaries. Action items shall not be included on the agenda for these meetings.

### Other Gatherings

Attendance by a majority of the Board members at any of the following events is not subject to the Brown Act provided that a majority of the Board members do not discuss specific district business among themselves other than as part of the scheduled program: (Government Code

## OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9320(e)

54952.2)

1. A conference or similar public gathering open to the public that involves a discussion of issues of general interest to the public or to school board members
2. An open, publicized meeting organized by a person or organization other than the district to address a topic of local community concern
3. An open and noticed meeting of another body of the district
4. An open and noticed meeting of or a legislative body of another local agency
5. A purely social or ceremonial occasion
6. An open and noticed meeting of a standing committee of the Board, provided that the Board members who are not members of the standing committee attend only as observers

*(cf. 9130 - Board Committees)*

Individual contacts or conversations between a Board member and any other person are not subject to the Brown Act. (Government Code 54952.2)

### Location of Meetings

Meetings shall not be held in a facility that prohibits the admittance of any person on the basis of ancestry or any characteristic listed in Government Code 11135, including, but not limited to, religion, sex, or sexual orientation. In addition, meetings shall not be held in a facility which is inaccessible to **individuals with disabilities** ~~disabled persons~~ or where members of the public must make a payment or purchase in order to be admitted. (Government Code 54961)

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*

Meeting shall be held within district boundaries, except to do any of the following: (Government Code 54954)

1. Comply with state or federal law or court order or attend a judicial or administrative proceeding to which the district is a party
2. Inspect real or personal property which cannot conveniently be brought into the district, provided that the topic of the meeting is limited to terms directly related to the property.

## OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9320(f)

3. Participate in meetings or discussions of multiagency significance, provided these meetings are held within one of the other agencies' boundaries, with all participating agencies giving the notice required by law.
4. Meet in the closest meeting facility if the district has no meeting facility within its boundaries or if its principal office is located outside the district.
5. Meet with elected or appointed state or federal officials when a local meeting would be impractical, solely to discuss legislative or regulatory issues affecting the district over which the state or federal officials have jurisdiction.
6. Meet in or near a facility owned by the district but located outside the district, provided the meeting is limited to items directly related to that facility.
7. Visit the office of the district's legal counsel for a closed session on pending litigation, when doing so would reduce legal fees or costs.
8. Attend conferences on nonadversarial collective bargaining techniques
9. Interview residents of another district regarding the Board's potential employment of an applicant for Superintendent of the district
10. Interview a potential employee from another district

Meetings exempted from the boundary requirement, as specified in items #1-10 above, shall still be subject to the notice and open meeting requirements for regular and special meetings when a quorum of the Board attends the meeting.

If a fire, flood, earthquake, or other emergency renders the regular meeting place unsafe, meetings shall be held for the duration of the emergency at a place designated by the Board president or designee, who shall so inform, by the most rapid available means of communication, all news media who have requested notice of special meetings **by the most rapid available means of communication.** (Government Code 54954)

### Teleconferencing

A teleconference is a meeting of the Board in which Board members are in different locations, connected by electronic means through audio and/or video. (Government Code 54953)

The Board may use teleconferences for all purposes in connection with any meeting within the



## OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

*Series 9000*

*Bylaws of the Board*

*BB 9320(g)*

Board's subject matter jurisdiction. All votes taken during a teleconference meeting shall be by roll call. (Government Code 54953)

During the teleconference, at least a quorum of the members of the Board shall participate from locations within district boundaries. (Government Code 54953)

Agendas shall be posted at all teleconference locations and shall list all teleconference locations whenever they are posted elsewhere. Additional teleconference locations may be provided to the public. (Government Code 54953)

All teleconferenced meetings shall be accessible to the public. All teleconference meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the Board, including the right of the public to address the Board directly at each teleconference location. (Government Code 54953)

All Board policies, administrative regulations and bylaws shall apply equally to meetings that are teleconferenced. The Superintendent or designee shall facilitate public participation in the meeting at each teleconference location.

**Legal Reference:**

**EDUCATION CODE**

- 35140 Time and place of meetings
- 35143 Annual organizational meeting, date, and notice
- 35144 Special meeting
- 35145 Public meetings
- 35145.5 Agenda; public participation; regulations
- 35146 Closed sessions
- 35147 Open meeting law exceptions and applications

**GOVERNMENT CODE**

**3511.1 Local agency executives**

- 11135 State programs and activities, discrimination
- 54950-54963 The Ralph M. Brown Act, especially:
- 54953 Meetings to be open and public; attendance
- 54954 Time and place of regular meetings
- 54954.2 Agenda posting requirements, board actions
- 54956 Special meetings; call; notice
- 54956.5 Emergency meetings

**UNITED STATES CODE, TITLE 42**

- 12101-12213 Americans with Disabilities Act

**CODE OF FEDERAL REGULATIONS, TITLE 28**

- 35.160 Effective communications
- 36.303 Auxiliary aids and services

**COURT DECISIONS**

- Wolfe v. City of Fremont, (2006) 144 Cal.App. 544

## OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

*Series 9000*

*Bylaws of the Board*

*BB 9320(h)*

216 Sutter Bay Associates v. County of Sutter (1997) 58 Cal.app.4<sup>th</sup> 860

**ATTORNEY GENERAL OPINIONS**

88 Ops.Cal.Atty.Gen. 218 (2005)

84 Ops.Cal.Atty.Gen. 181 (2001)

84 Ops.Cal.Atty.Gen. 30 (2001)

79 Ops.Cal.Atty.Gen. 69 (1996)

78 Ops.Cal.Atty.Gen. 327 (1995)

**Management Resources:**

**CSBA PUBLICATIONS**

The Brown Act: School Boards and Open Meeting Laws, rev. 2009

**ATTORNEY GENERAL PUBLICATIONS**

The Brown Act: Open Meetings for Legislative Bodies, 2003

**INSTITUTE FOR LOCAL GOVERNMENT PUBLICATIONS**

*The ABCs of Open Government Laws*

**LEAGUE OF CALIFORNIA CITIES PUBLICATIONS**

Open and Public IV: A Guide to the Ralph M. Brown Act, rev. 2010

**WEB SITES**

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

California Attorney General's Office: <http://www.caag.state.ca.us>

Institute for Local Government: <http://www.cacities.org/index.jsp?zone=ilsg>

*League of California Cities: <http://www.cacities.org>*

Adopted: 10-19-77

Amended: 9-7-93, 3-12-02, 9-17-02, 4-19-05, 12-12-06, 9-16-08, 4-21-09

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: May 15, 2012**

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

**SCHOOL SITE COUNCIL:** The focus of the May 10<sup>th</sup> site council meeting was a review of the school handbook. Additional language will be added regarding texting, forwarding emails and digital citizenship. Additionally, the following agenda items were discussed: the process for electing new SSC members for 2012-13, muddy area not fully mitigated near drain on front lawn, summer work plans.

**BROOKSIDE SCIENCE:**

Mrs. Vida Jatulis and her team did an amazing job of providing engaging science activities for grades 1-5 during Brookside's Discovery Science Week: April 23-27<sup>th</sup>. During the squid dissection, students used squid ink and a feather quill to write their names. On Friday, student science projects were on display in the MPR for a fun and fascinating science fair. During the same week, Kindergarten teachers planned a Science Olympiad. Students explored air and water pressure, bubble making, a live snail study and snail races, and mixing fizzy liquids.

**TEACHING AND LEARNING:**

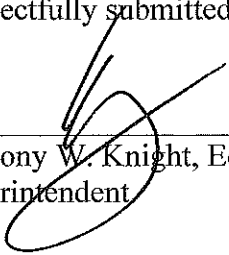
First graders are learning about rainforests and using the internet and library resources to take a closer look at rainforest wildlife. Second graders are researching and writing about animals as part of the Life Cycles and Zoo-Land units. Third grade is "spaced out" as they investigate our solar system (lessons integrated with technology) and create poems in Writer's Workshop. The Star Lab will be set up in the MPR on May 17. Fourth grade students are reading Pioneers Go West. Trips to Malibu Lagoon will give students the opportunity to see native birds and test the water for salinity levels. Fifth grade students are preparing for the Discovery Center Simulation at the Reagan Library on 5/24.

**OPEN HOUSE:** May 23 for grades K, 4 & 5. School meeting 6:15-6:40. Classrooms open at 6:45 – 7:30. \*Note: Open House for grades 1-3 was held on April 4<sup>th</sup>.

**HAPPENINGS:**

May 14-16	Satinwood sidewalk repairs
May 17	Student Principal's for A Day (3 <sup>rd</sup> grade)
May 17	Prospective Parent Tour 9:00 a.m.
May 17	Star Lab in MPR for 3 <sup>rd</sup> grade
May 23	Open House: Bake Sale & Meeting 6:00-6:40, Classrooms 6:40-7:30
May 31	Music Performance by 2 <sup>nd</sup> grade @ 1:45 in MPR

Respectfully submitted:

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

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: May 15, 2012**

**SUBJECT: Monthly Board Report**

---

**Women in American History**

As part of Red Oak's annual celebration of Women in American History, parent volunteer-actors brought the lives of five noteworthy American women to life during a week of classroom visits and other activities. These events occurred on the week of April 16.

**Earth Week Observations**

Many events were planned for Earth Week starting on April 16. This year the event focused on reducing our carbon footprint. On Wednesday, we observed Walk-to-School Day. Students, teachers and parents gathered at five predetermined gathering spots to walk together as a group. At 7:45, each group began walking to school. About half of our school population participated in this event. Pizza boxes were reused as canvases for artwork with an earth theme and displayed in our MRP. Books about alternate energy and the effects of our carbon footprint were available in our library.

**Staff Appreciation Week**

The week of April 30 was our Staff Appreciation Week. Our PFA organization organized daily appreciation events to honor our staff. Students were encouraged to express their appreciation to staff members by writing letters. Staff members were treated to small tokens of gratitude such as morning bagels and candy. The highlight of the observation was the grand luncheon feast on Wednesday. The feast featured many homemade foods created with special love and attention.

Respectfully Submitted:

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

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

131

**FROM: Erik Warren, Principal, Oak Hills Elementary School**

**DATE: May 15, 2012**

**SUBJECT: Monthly Board Report**

---

The Oak Hills faculty is a highly talented group of professionals, several of whom contribute to the teaching profession beyond the boundaries of our campus. One example is Heather Sloan, a 21st CC Mentor, SMART Exemplary Educator (SEE) and Kindergarten teacher. Mrs. Sloan has been selected to present at the ISTE conference in San Diego this summer, where she will share her knowledge and experience using SMART technologies with your fellow educators. She also recently authored a blog post for SMART's EdCompass magazine that can be viewed at: <http://edcompassblog.smarttech.com/archives/6621>

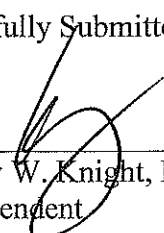
Oak Hills enjoyed many educational programs that were part of this year's Earth Week celebration. One of these activities was to create works of art by reusing pizza boxes. Students created paintings with positive environmental messages on the boxes and decorated our cafeteria and garden fence. Because almost no new materials were consumed in this project, it left almost no 'carbon footprint'. You can see artwork hanging on the fence, and on page 31 of the *Acorn*, along with a brief description of Earth Week.

Oak Hills is particularly proud of our two students who were recently honored as part of the Rotary Club Essay Awards. Fifth grader, Kailani Johansson, and fourth grader, Kayla Mahoney received recognition for their writing talents as finalists for this program. We are proud of them not only for their efforts in writing, but also for their courage to participate.

This year's Dance-a Thon fundraiser was a terrific success. Our entire student body danced the afternoon away to help raise badly needed funds for our PTA. Students who raised \$75 or more in pledges also earned an invitation to a "Silly Science" event before school. At this event, 120 students launched mini-rockets, made elephant toothpaste, and witnessed an exploding recycling container. They learned a little chemistry, made a huge mess and had lots of fun.

The Oak Hills Botanical Society has been busy growing seedlings in our greenhouse, and this last crop was planted for a particularly good cause. The students raised variety of tomatoes, peppers, and other plants that will soon be producing fresh and healthy organic vegetables for families in need. When the plants reached maturity, the students loaded up our District SUV's and hand delivered them to the Westminster Free Clinic. The students spent the evening sharing their enthusiasm for gardening and teaching clinic participants about healthy eating and how to care for their new plants. They also met several OPHS students working at the clinic, and spoke with former Oak Park board member Cindy Vinson about all the good work that the clinic does. It was a great experience for these students to meet the people who will benefit from their work.

Respectfully Submitted;

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

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: BRAD BENIOFF, PRINCIPAL, MEDEA CREEK MIDDLE SCHOOL**

**DATE: MAY 15, 2012**

**SUBJECT: MONTHLY SCHOOL REPORT**

---

**MCMS Band Festival April 21<sup>st</sup> at Knott's Berry Farm:** Our students were great ambassadors for our District, and they worked very hard to earn the following prestigious awards. Our Choir won 1st place with an "Excellent Rating," Jazz Band won 2nd place with a "Superior Rating," and Intermediate Band won 3rd place, also with a "Superior Rating." Madison Kaminsky won a special "Student Accompanist" Award. Many thanks to our students, parents, and teachers, including Elana Levine, Band Director

**Heritage Band Trip to San Diego April 27-29:** Our 8<sup>th</sup> grade Concert Band students, competing with high schools, received the GOLD (highest) distinction. Again, thanks to parents, students, teachers and our Band Director, Elana Levine.

**Climate Change Student Summit Saturday, April 28<sup>th</sup>:**

We are delighted that so many MCMS science teachers and students participated in this wonderful event: Vanessa Heller (6<sup>th</sup> grade) and her students, Polina Grishko Christian Fernandez, Holden Williams Carol Sun Ritesh Malpani looked at Climate Change and Adaptation. Kim Sonnabend (6<sup>th</sup> grade) and her students, Sagarika Alavilli, Jonathan Laifman, Asesh Panchapakesan, Sujith Pendekanti, Trisha Sharma, Olivia Change and Sophia Tsai examined Antarctic Food Webs. 8<sup>th</sup> grade science teacher Katie Cohen and students Jonah Li-Paz, Sophie Sigel, and Nicolas Tesoro participated. Global Climate Change and Polar Ice Melt was their topic. And Debby West, OPUSD Science Specialist and her students, Itay Dvir and Alexandra Truk, rounded out this august group!

**State Science Faire May 1st:** Many of our students participated in the Ventura County Science Faire, and distinguished by going on to the State Competition themselves in various categories!!! They are: 8<sup>th</sup> grade, Caitlin Takeda; 7<sup>th</sup> grade: Ziv Batcha, Cameron Bear, Klara Chang, Stephanie Chang, Carly Dion, Billy Follett, Tara Foroobar, Adi Shiloni and Jerry Song. Thanks to Ms. Ligeti for her encouragement and hard work helping to make this event happen, along with Marta Graves, Roger Newell, Katie Cohen and Kelly Johnson science teachers, 7<sup>th</sup> and 8<sup>th</sup> grades.

**STAR Testing May 8-10<sup>th</sup>:** MCMS will have minimum days (12:35 dismissal) on these days of State academic testing.

**Culmination Photographs May 8-10<sup>th</sup>:** 8<sup>th</sup> graders will have their pictures taken after school on these days, after school. Pictures are free by Herff-Jones and will appear, with the Culmination Certificate, in a beautiful folio at Culmination in June.

**May 11<sup>th</sup> 6:00-8:00:** The ASB Dance is the last all-school Dance of the year, complete with In –And-Out truck!

**8<sup>th</sup> Grade Softball at MCMS May 15th:** Medea and Lindero Middle School play their last competition of the year at 3:00 p.m.

**Read 180 Orientation Meeting May 30<sup>th</sup> 3:00 p.m. in Room C-3:** Parents of students who have been recommended to this program will have the chance to see the Reading Lab, meet the teacher and see some students demonstrating what they do in the class.

**Open House May 24<sup>th</sup> 6:30-8:00:** Come for dinner and other treats, visit classrooms and behold the fruits of joyful learning!!

**Chinese Class Curricular Trip to Chinatown May 31<sup>st</sup>:** Our Chinese language students will be taking a walking tour of Chinatown for a dose of heritage, culture and food, led by teachers Sherry Hung and Charlotte Shih.

**Spring Band/Chorus Concert May 31<sup>st</sup> 6:00-7:00 (Lab Band and Chorus) 7:00-8:00 (Intermediate, Advanced and Jazz band):** Our annual spring musical treat, conducted by our Band Director, Elana Levine.

Respectfully submitted,

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

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

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

**DATE:** May 15, 2012

**SUBJECT:** Monthly Board Report

---

**NATIONAL MERIT SCHOLARSHIP**

Twenty-three Oak Park High School juniors were recently informed that they had achieved high enough scores on the PSAT exam to qualify for the next round in the competition for a 2013 National Merit Scholarship. These students are among the top 50,000 highest-scoring participants of over one million that took the test. Students will be notified during the month of September as to their status as either a commended student or a semi-finalist student.

**2011 RONALD REAGAN PRESIDENTIAL LIBRARY SCHOLARS**

Eight students from OPHS have been recognized as Ronald Reagan Presidential Library Scholars. These students are Robert Almada, Jordan Anderson, Xiaokun (Pam) Chang, Samantha Galvin, Alex Kraus, Lillian Poe, Nicholas Wang, and Yiyang Wang. This distinction is bestowed upon our students in recognition of their academic achievement, leadership ability and outstanding character. They will be honored at a special dinner on May 18 at the Ronald Reagan Presidential Library.

**STAR SCHOLAR AWARDS BANQUET**

On April 25, the Ventura County Star honored Steffan Kim, Alison Dodds, and Angela Lin as top students in the Class of 2012. These students were selected as representative of the top seniors at OPHS based on GPA, attendance and school and community service.

**STAR TESTING**

OPHS 9<sup>th</sup>-11<sup>th</sup> grade students participate in the STAR tests on May 18 through May 23. Special events were held for our seniors. Jerry Block organizes the testing sessions with help from Cheryl DiSpaltro and Ellen Kinberg.

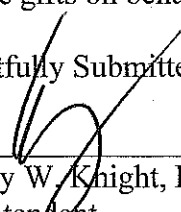
**WESTLAKE VILLAGE ART GUILD SENIOR ART SHOW WINNERS**

Congratulations to Orr Amran, Valerie Chen, Lauren Griffin, Julia Pimes, Meghan Sabik, Heidi Vandenberg, Edward Yeow who all received awards for their work at the Westlake Village Art Guild Senior Art Show. This show was for all Conejo Valley high schools. Congratulations also go to Meghan Sabik for winning the Art Show Memorial Scholarship

**FLAG PRESENTATION AT OPHS Rally**

Mr. and Mrs. Wolverton presented a signed Battalion Flag and framed picture from the 10<sup>th</sup> Mountain Division of the U.S. Army Rapid Deployment Unit stationed in Afghanistan, in thanks for the efforts of OPHS students and the OPHS Military Club in gathering and shipping care packages to the troops from Brian Wolverton's unit. In a touching ceremony in the gym during an ASB Rally, the students displayed a touching display of reverence and respect as they stood spontaneously in silence as Kevin Smith accepted the gifts on behalf of the high school.

Respectfully Submitted:

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



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

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

**DATE:** May 15, 2012

**SUBJECT:** Monthly Board Report

---

Oak View

The Site Council Parent Support meeting was April 3rd with a guest speaker from ACTION who discussed chemical dependency intervention.

On April 5<sup>th</sup>, a school assembly focused on recognizing student achievement and steps forward in character development.

Our Rotary Essay Contest student was awarded First Place in the high school division at the club's April 25<sup>th</sup> luncheon. Susan Allen and I accompanied our winner!

Our ecology field trip to the Eco-Helper facility in the Santa Monica Mts. Natl. Rec Center near Zuma on April 20<sup>th</sup> was a huge success and a fantastic authentic learning experience. We planted native trees and vegetation and removed non-native species in the area.

On April 24<sup>th</sup>, we enjoyed the annual STAR Scholar Awards Banquet to honor our scholar and other students from throughout Ventura County. Again, we thank Tony for being there!!

On April 27-28, we attended the CCEA Conference in Burbank, and returned with new ideas and programs for our school.

Independent School

Counselor Rogers conducted individual course planning meetings with OPIS high schoolers during the week of April 23-27.

Our early enrollment process for current families and new families, with the forms available on the web is ready to roll out. Thank you to Susie Harris, Jane Mintz and our office managers for developing a system that addressing our unique enrollment patterns in alternative programs.

Students and staff enjoyed the Riley's Farm field learning experience on April 25th. Families participated in a living history authentic learning experienced about the Civil War era.

An OPIS senior was also recognized at the STAR Awards Dinner.

An OPIS senior was also recognized at the Rotary Essay Contest Luncheon, earning Honorable Mention.

Our Site Council has invited parents to consider joining the council next year. We have several outstanding parents who are very interested.

We revised our school mission statement and global learning goals to reflect the 21<sup>st</sup> Century learning goals and the common core standards. Our goal is to prepare all students to be college and career ready and our motto is *Preparing Students for Success in a Changing World.*

Respectfully submitted,

---

Anthony W. Knight, Ed.D.  
Superintendent