

OAK PARK UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION  
AGENDA #860

DATE: June 19, 2012

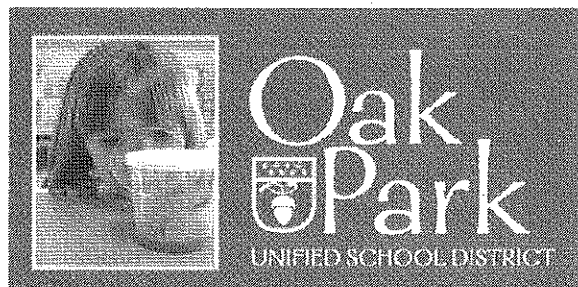
PLACE: **Oak Park High School Presentation Room – G-9**  
899 N. Kanan Road, Oak Park, CA 91377

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

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

**BOARD OF EDUCATION**

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



EDUCATING TOMORROW'S LEADERS

**ADMINISTRATION**

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

**COPY OF ENTIRE AGENDA ON WEB SITE**  
**[WWW.OAKPARKUSD.ORG](http://WWW.OAKPARKUSD.ORG)**

INDIVIDUALS WHO REQUIRE SPECIAL ACCOMMODATION TO PARTICIPATE IN A BOARD MEETING, INCLUDING BUT NOT LIMITED TO AN AMERICAN SIGN LANGUAGE INTERPRETER, ACCESSIBLE SEATING OR DOCUMENTATION IN ACCESSIBLE FORMATS, SHOULD CONTACT THE SUPERINTENDENT'S OFFICE 72 HOURS PRIOR TO THE MEETING TO ENABLE THE DISTRICT TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCOMODATION AND ACCESSIBILITY TO THIS MEETING. PHONE (818) 735-3206 OR FAX (818) 879-0372 or e-mail: lsheridan@oakparkusd.org.

Welcome to a meeting of the Oak Park Unified School District Board of Education. Routine items are placed under the Consent Calendar and are approved by a single vote of the Board. When the agenda is adopted, a member of the Board may pull an item from the Consent Calendar and transfer the item to an appropriate place on the agenda for discussion.

The President of the Board shall inquire if there is anyone in the audience who desires to address the board with respect to any items appearing on the closed session agenda, regular session agenda, or on any issue within the subject matter jurisdiction of the Governing Board. The speaker cards are available in the Board Room and must be completed and handed to Linda Sheridan, Executive Assistant, prior to the beginning of the meeting. All comments for either agenda items or non-agenda items must be limited to three minutes or less.

Your comments are greatly appreciated. However, the Board cannot enter into a formal discussion at this time, nor can a decision be made. Matters warranting discussion will be placed on a future agenda. The information on the speaker card is voluntary but will assist the Board President in conducting the meeting. Thank you for your cooperation and compliance with these guidelines

*All Board Actions and Discussion are electronically recorded and maintained for thirty days.*

*Interested parties may review the recording upon request.*

*Agenda and supporting documents are available for review prior to the meeting at the District Office located at 5801 E. Conifer Street, Oak Park, CA 91377*

#### **NEXT REGULAR MEETING**

**Tuesday, August 21, 2012**

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

**Oak Park High School, Presentation Room, G9**

#### **AGENDA IS POSTED AT THE FOLLOWING LOCATIONS IN OAK PARK:**

District Office, 5801 East Conifer St.

Brookside Elementary School, 165 N. Satinwood Ave.

Oak Hills Elementary School, 1010 N. Kanan Rd.

Red Oak Elementary School, 4857 Rockfield St.

Medea Creek Middle School, 1002 Double Tree Rd

Oak Park High School, 899 N. Kanan Rd.

Oak View High School, 5701 East Conifer St

Oak Park Library, 899 N. Kanan Rd.

Internet Home Page: [www.oakparkusd.org](http://www.oakparkusd.org)

# **OAK PARK UNIFIED SCHOOL DISTRICT**

## **AGENDA – REGULAR BOARD MEETING #860**

**June 19, 2012**

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

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

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

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

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

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

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

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

**B. PUBLIC EMPLOYEE EMPLOYMENT: Instructional Assistant II, Instructional Assistant I Temp, Sub Custodian, Teachers**

**C. CONFERENCE WITH LABOR NEGOTIATORS:**

Agency designated representatives: Leslie Heilbron and Martin Klauss

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

**D. SUPERINTENDENT EVALUATION**

**IV: CALL TO ORDER – RECONVENE IN OPEN SESSION AT: \_\_\_\_\_ p.m.**

The Oak Park Unified School District Board of Education will meet in Regular Session at the **Oak Park Presentation Room – G-9 at 6:00 p.m.**, Oak Park, California

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

**A. ROLL CALL**

**B. FLAG SALUTE**

**C. REPORT OF CLOSED SESSION ACTIONS TAKEN**

**D. ADOPTION OF AGENDA**

**VI. PUBLIC SPEAKERS: SPEAKERS ON AGENDA AND NON-AGENDA ITEMS**

**VII. OPEN COMMUNICATIONS/PRESENTATIONS**

**A. BOARD REPORTS/DISCUSSION/COMMUNICATIONS**

1. Presentation to Kim Hoerman, GATE Certification

2. Future Foundation Presentation, Aakash Jha, Sowgand Bashiri, Alex Pai

3. Citizens' Oversight Committee Report
4. Remarks from Board Members
5. Remarks from Superintendent
6. Report from Facilities Planning Committee
7. Report from Technology Committee

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

C. **BUSINESS SESSION:**

1. **CONSENT AGENDA**

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

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

- a. **Approve Minutes of Special Board Meeting, May 3, 2012, Special Board Meeting June 7, 2012 and Regular Board Meeting May 15, 2012**
- b. **Public Employee/Employment Changes 01CL21863-01CL21872 & 01CE05590-01CE05723** 1
- c. **Approve Purchase Orders – May 1 – May 31, 2012** 5  
*Board Policy 3300 requires Board approval of Purchase Orders*
- d. **Approve Renewal of Facility Sharing Agreement with Rancho Simi Recreation and Park District** 10  
*Board Policy 3312 requires Board approval for contract for services*
- e. **Approve Out of State Travel for Certificated Employee to Attend Columbia Reading/Writing Workshop in New York City –August 12-17, 2012** 18  
*Board approval required for out of state travel for employees*
- f. **Approve Overnight Trip for Oak Park High School Cross Country Team – August 12-17, 2012** 19  
*Board Policy 6153 requires Board approval for student overnight trips*
- g. **Approve Overnight Trip for Oak Park High School ASB Summer Retreat – August 19-20, 2012** 20  
*Board Policy 6153 requires Board approval for student overnight trips*
- h. **Approve Resolution #12-12 , Year End Budget and Interfund Transfers for Fiscal Year 2011-12** 21  
*Resolution authorizes Director of Accounting and Risk Management to make any and all necessary budget transfers as required permitting the payment of obligations incurred by the District for the fiscal year ending June 30, 2012*
- i. **Approve Resolution #12-13, Temporary Loans Between District Funds for Fiscal Year 2012-13** 23  
*Resolution authorizes temporary loans between funds during times when cash flow suffers prior to receipt of tax deposits or State revenues*
- j. **Approve Resolution #12-14, Appropriation and Budgeted Transfers Fiscal Year 2012-13** 24  
*Resolution authorizes transfers of budget appropriations and budgeted transfer to monies between funds as needed during the fiscal year in order to balance expenditure classifications or to meet the budgeted obligations of one fund to another*

**ACTION**

2. **BUSINESS SERVICES**

- a. **Approve Change Order #1, Project 12-06R, Storefront Window and Door Replacement at Brookside Elementary School** 27  
*Board approval required for change orders*

- b. **Approve Project to be paid from Measure R Bond Funds – Project 12-00R, Repairs to Boiler Serving Kitchen and Locker Rooms at Medea Creek Middle School** 35  
*Board asked to approve projects using Measure R funds not previously designated*
- c. **Approve Project to be paid from Measure R Bond Funds – Project 12-00R, Carpet Replacement in Rooms 8 and 9 at Oak Hills Elementary School** 39  
*Board asked to approve projects using Measure R funds not previously designated*
- d. **Approve Project to be paid from Measure R Bond Funds – Concrete Step Repairs at Oak Hills Elementary School** 43  
*Board asked to approve projects using Measure R funds not previously designated*
- e. **Approve Project to be paid from Measure R Bond Funds – Building 100 Kindergarten HVAC System Repairs at Brookside Elementary** 45  
*Board asked to approve projects using Measure R funds not previously designated*
- f. **Public Hearing and Adoption of the 2012-2013 Budget** 47  
*Education Codes 42103 and 42127 specify the timeline and procedures for the adoption of school district budgets including a Public Hearing and Board approval*
- g. **Approve Oak Park High School Instructional Minutes and Bell Schedule for 2012-13 School Year** 49  
*Education Code 46201 requires the Board to certify the instructional minutes meets the intent of longer school day provisions in SB 813*
- 3. CURRICULUM**
- a. **Approve District Instructional Calendar for 2013-14** 53  
*Board Policy 6111 requires Board approval of School Year Calendar upon recommendation from Superintendent after development with the Calendar Committee*
- b. **Approve Textbook Adoption for Oak Park Independent School** 55  
*Board approval required in order to use State Instructional Materials Fund to purchase textbooks and literature selections*
- c. **Approve Consolidated Application and Reporting System (CARS) Part II – 2011-12** 57  
*Board approval required in order to receive money from both state and federal government*
- d. **Approve 2012-13 School Handbooks/Discipline Plan for Brookside Elementary School and Oak Park Independent School** 59  
*Board approval of school handbooks/discipline plans*
- 4. BOARD**
- a. **Approve California School Boards Association Membership Dues (\$6,733) and Education Legal Alliance Membership Dues (\$1,683)** 61  
*Board approval required for membership dues*
- 5. HUMAN RESOURCES**
- a. **Approve Resolution #12-15 to Reestablish Particular Kinds of Service, Increase the Number of Employees, and Authorize Offers of Reappointment to Laid Off Employees** 63
- 6. BOARD POLICIES**
- a. **Approve Amendment to Board Policy 1113 – District and School Web Sites – Second Reading** 67  
*Updated policy 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.*

- b. Approve Amendment to Board Policy 5116.1 – Intradistrict Open Enrollment- Second Reading 73**  
*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.*
- c. Approve Amendment to Board Policy 0410 – Nondiscrimination in District Programs and Activities – First Reading 79**  
*Updated policy to reflect new law (AB 887 and SB 559) which expands the prohibited bases of discrimination to include genetic information, gender expression, and gender identify. Policy also reflects federal regulations which 1) require newly constructed district facilities to comply, starting May 15, 2012, with the 2010 Americans with Disabilities Act Standards for Accessible Designs, and 2) require districts to permit an individual with a disability to be accompanied by a service animal on district premises when, without the animal’s assistance, the individual with a disability will not be able to access or participate in a district program or activity*
- d. Approve Amendment to Board Policy 1250 – Visitors and Outsiders – 1<sup>st</sup> Reading 83**  
*Updated policy adds new section regarding the presence on campus of registered sex officers, including those who are parents/guardians of district students, based on their right to participate in their children’s education.*
- e. Approve Amendment to Board Policy 5131 – Conduct – First Reading 87**  
*Updated policy reflects new law (AB 9) which requires policy prohibiting discrimination, harassment, intimidation, and bullying based on specified characteristics and new law (AB 1156) which encourages the inclusion of bullying prevention strategies in comprehensive safety plans.*
- f. Approve Adoption of Board Policy 5131.2 – Bullying – First Reading 95**  
*New policy contains materials formerly in BP 5131 – Conduct re: strategies for prevention and intervention of bullying. Policy reflects new law (AB 9) which requires policy prohibiting discrimination, harassment, intimidation, and bullying based on specified characteristics. New law (AB 1156) which encourages the inclusion of bullying prevention strategies in comprehensive safety plans, and new law (AB.746) which expands the definition of bullying committed by means of an electronic act to including posting of messages on social media networks.*
- g. Approve Amendment to Board Policy 5144.1 – Suspension and Expulsion/Due Process – First Reading 101**  
*Reorganized, mandated policy includes language requiring fair, consistent enforcement of suspension and expulsion rules in response to new U.S. Department of Education Office for Civil Rights (OCR) report finding disproportionate rates of suspension/expulsion by race and ethnicity, gender, and disability. Policy also revises materials re: zero tolerance to encourage use of alternative disciplinary measures that keep students in school during the school day, except under specified circumstances.*
- h. Approve Amendment to Board Policy 5145.3 – Nondiscrimination/Harassment – First Reading 109**  
*Mandated policy updated to reflect new law (AB 9) which requires policy prohibiting discrimination, harassment, intimidation, and bullying based on specified characteristics, including gender identity and gender expression. Policy also adds language 1) prohibiting retaliation against students who file a complaint or report, and 2) requiring related training of students, parent/guardians, and employees.*
- i. Approve Amendment to Board Policy 5145.7 – Sexual Harassment – 1<sup>st</sup> Reading 115**  
*Mandated policy updated to reflect new OCR guidance which clarifies that 1) sexual Violence (e.g. rape, sexual assault, sexual battery, sexual coercion) is a form of sexual*

*harassment that must be addressed by districts in the same way as other forms of sexual harassment; 2) districts should providing information about the rights of students and parents/guardians to file a criminal complaint of sexual harassment as applicable; and 3) districts should response to sexual harassment that comes to their attention even when a victim requests anonymity.*

**j. Approve Amendment to Board Policy 6145 – Extracurricular and Co-curricular Activities – First Reading 119**

*Mandated policy updated to clarify that no fee may be charged to students for participation in extracurricular and co-curricular activities related to the educational program, unless specifically authorized by law, and that a district policy allowing for waivers of the fee based on financial need does not render the fee constitutional.*

**k. Approve Amendment to Board Policy 6172 – Gifted and Talented Student Program – First Reading 123**

*Policy updated to reflect decision to accept GATE status of students who received GATE status in their previous school districts.*

**VIII. INFORMATION ITEMS**

**IX. OPEN DISCUSSION**

**X. ADJOURNMENT:**

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

**SCHOOL REPORTS**

|   |     |
|---|-----|
| 1. Brookside Elementary School Report               | 129 |
| 2. Oak Hills Elementary School Report               | 130 |
| 3. Red Oak Elementary School Report                 | 131 |
| 4. Medea Creek Middle School Report                 | 132 |
| 5. Oak Park High School Report                      | 133 |
| 6. Oak View High School/Oak Park Independent School | 134 |
| 7. Oak Park Neighborhood School                     |     |

**MINUTES OF SPECIAL BOARD MEETING AND CLOSED SESSION 5-3-12  
BOARD OF EDUCATION**

**#857**

**CALL TO ORDER/MEETING PLACE**

The Board of Education Vice President, Mr. Allen Rosen, called the special meeting to order at 5:08 p.m. at Oak Park Unified School District Conference Room, 5801 E. Conifer Street, Oak Park.

**BOARD PRESENT**

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

**BOARD ABSENT**

Ms. Jan Iceland, President

**STAFF PRESENT**

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

**PUBLIC SPEAKERS**

None

**FLAG SALUTE**

Leslie Heilbron led the Pledge of Allegiance to the Flag

**ACTION**

- 1. Approve Resolution #12-09 Authorizing Emergency Repairs at Oak Hills Elementary School**  
On motion of Barbara Laifman, seconded by Sepideh Yeoh, the Board of Education tabled this item. Motion carried 4-0-1 Absent.
- 2. Public Hearing and Approval of Collective Bargaining Agreement Between the District and Oak Park Classified Association**  
Public Hearing Opened at 5:10 p.m. No Public Comments Public Hearing Closed at 5:11 p.m.  
On motion of Barbara Laifman, seconded by Mary Pallant, the Board of Education approved the Collective Bargaining Agreement between the District and Oak Park Classified Association. Motion carried 4-0-1 Absent.
- 3. Public Hearing and Approval of Collective Bargaining Agreement Between the District and Oak Park Teacher Association**  
Public Hearing Opened at 5:12 p.m. No Public Comments. Public Hearing Closed at 5:13 p.m.  
On motion of Sepideh Yeoh, seconded by Barbara Laifman, the Board of Education approved the Collective Bargaining Agreement between the District and Oak Park Teachers Association. Motion carried 4-0-1 Absent.
- 4. Approve Resolution #12-10 Implementing Certificated Layoffs – Terminating Services of Certificated Employees**  
On motion of Barbara Laifman, seconded by Mary Pallant, the Board of Education approved Resolution #12-10 Implementing Certificated Layoffs – Terminating Services of Certificated Employees. Motion carried 4-0-1 Absent.



**5. Approve Change in Bell Schedule and School Calendar for Medea Creek Middle School 8<sup>th</sup> grade**

On motion of Barbara Laifman, seconded by Mary Pallant, the Board of Education approved the change in Bell Schedule and School Calendar for Medea Creek Middle School 8<sup>th</sup> grade. Motion carried 4-0-1 Absent.

**6. Public Hearing and Receive OPTA Proposal for 2012-13 Negotiations and Approve the District's Initial Response for Collective Bargaining Negotiations with the Oak Park Teachers Association.**

Public Hearing Opened at 5:38 p.m. No Public Comments. Public Hearing Closed at 5:39 p.m.

On motion of Barbara Laifman, seconded by Sepideh Yeoh, the Board of Education approved OPTA Proposal for 2012-13 Negotiations and approved the District's Initial Response for Collective Bargaining Negotiations with the Oak Park Teachers Association. Motion carried 4-0-1 Absent.

**ADJOURN TO CLOSED SESSION**

The Board adjourned to Closed Session at 5:40 p.m.

There being no further business before this Board, the Board adjourned to Closed Session at 6:35 p.m.

\_\_\_\_\_  
Date

\_\_\_\_\_  
President of the Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk or Secretary of the Board

**MINUTES OF REGULAR BOARD MEETING      5-15-12      #858**  
**BOARD OF EDUCATION**

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Jan Iceland, called the regular meeting to order at 5:09 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

**BOARD PRESENT**

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

**PUBLIC COMMENTS**

None

**ADJOURN TO CLOSED SESSION**

The Board adjourned to Closed Session at 5:10 p.m.

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Jan Iceland, reconvened the regular meeting to order at 6:01 p.m. in Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

**BOARD PRESENT**

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

**STAFF PRESENT**

Dr. Tony Knight, Superintendent, Mr. Martin Klauss, Assistant Superintendent, Business Services, Dr. Leslie Heilbron, Assistant Superintendent, Human Resources, Ms. Barbara Dickerson, Director, Fiscal Services, and Ms. Linda Sheridan, Executive Assistant.

**FLAG SALUTE**

Paula Stromquist led the Pledge of Allegiance to the Flag

**REPORT ON CLOSED SESSION**

At the Closed Session held April 17, May 3, and this evening, the Board took no action.

**ADOPTION OF AGENDA**

On motion of Barbara Laifman, seconded by Sepideh Yeoh, the Board of Education adopted the agenda as presented. Motion carried 5-0.

**PUBLIC SPEAKERS**

None

**PRESENTATIONS**

1. Presentation to OPHS Ventura County and State Science Fair Winner-Shruti Aggarwal
2. Presentation to OPHS Rocket Team
3. Presentation to OPHS Whale Team
4. Presentation to Rotary Club Essay Winners

5. Presentation to OPUSD Retirees, Sharon Cohen, Linda Glander, Cynthia Hall, Maryann Johnson, Nancy Kollander, Geri Langley, Linda Niebergall, Jane Shulze, Paula Stromquist and Pamela Vaughan-Beard.

The meeting was adjourned for a reception for the Retirees at 6:47 p.m. and reconvened at 7:12 p.m.

#### **REPORT FROM BOARD MEMBERS**

Board Member Barbara Laifman reported Big Sunday went very well and thanked Toni Caruso and Brett Garrett for all their hard work. She attended the OPIS and OVHS Open House and the Wellness Council meeting. Board Member Allen Rosen offered his congratulations to the retirees. He thanked Barbara and her committee for their work on Big Sunday. Mr. Rosen attended the OVHS and OPIS Open House, and visited MCMS who had Holocaust survivors visiting classes during that day. He also taught a lesson to the 5<sup>th</sup> grade at Brookside. Board Member Sepideh Yeoh reported she attended the OVHS Open House and the Calendar Committee. She reminded everyone that the ROES International Gala is this Friday, May 18 at 6 p.m. Board Member Mary Pallant reported she represented the district at the Ventura County Supervisors meeting where OPUSD was given an Honorable Mention for the environmental award. She attended the MAC meeting and OVHS Open House. Ms. Pallant offered kudos to Barbara and the committee for the Big Sunday event and reported she delivered cookies to the schools for Teacher Appreciation. Board Member Jan Iceland thanked everyone for covering for her at district meetings over the last few weeks. She reminded everyone that June 8 is Board Member Action day to speak to local lawmakers about our concern about the state budget. Ms. Iceland offered congratulations to the Superintendent's daughter Elizabeth's graduation from college. She thanked the Friends subcommittee on their brick campaign and congratulated Barbara for the Big Sunday event and Dr. Knight for the success of the OPHS Rocket Team.

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

Erica Rosenberg reported April 27 was the final rally of the year and April 28 was the spring dance. For 2012-13 there are 28 students in ASB and there will be an ASB Retreat during the summer.

Dr. Knight presented Erica with a gift from the Board for her service this year as Student Board Rep.

#### **REPORT FROM SUPERINTENDENT**

Dr. Knight thanked everyone for making Big Sunday such a successful event especially Barbara, Toni and Brett. He thanked the Board for their gift of cookies to all the schools and staff for Teacher Appreciation Day.

#### **Report from School Site Councils**

The Board received a School Site Council reports from Brookside and Red Oak Elementary Schools, Medea Creek Middle School, and Oak Park High School..

#### **Report from Facilities Planning Committee**

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

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

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

- a. Approve Minutes of Regular Board Meeting March 20, 2012
- b. Public Employee/Employment Changes 01CL21834-01CL21862 & 01CE05552-01CE05589
- c. Approve Purchase Orders – April 1 – April 30, 2012

- d. Approve Disposal of Obsolete or Surplus Equipment
- e. Ratify Out of State Travel for Certificated Employee to Attend Advanced Placement Workshop in
- f. Approve Designation of the 2012-2013 District/School Representatives to California Interscholastic Federation Leagues
- g. Approve Overnight Trip for Oak Park High School Boys' Basketball Summer Tournament – June 22-24, 2012
- h. Approve Overnight Trip for Oak Park High School Cheer Squads–July 19-22, 2012
- i. Approve Quarterly Report on Williams Uniform Complaints – April 2012
- j. Approve Denial of Claim Against the District – Claim #12-02
- k. Receive and Review 2011-12 Second Period Attendance Report

## **ACTION**

### **2. BUSINESS SERVICES**

**a. Approve Award of Bid #12-08R, Building E Administration Modernization at Oak Park High School**

On motion of Allen Rosen, seconded by Sepideh Yeoh, the Board of Education denied the bid protest submitted by SBS Corporation and approved the Award of Bid #12-08R, Building E Administration Modernization at Oak Park High School to Ventura Construction, Inc., in the amount of \$423,600. Motion carried 5-0.

**b. Approve Award of Bid #12-11R, Parking Lot Repairs and Replacement at Medea Creek Middle School**

On motion of Sepideh Yeoh, seconded by Mary Pallant, the Board of Education approved the Award of Bid #12-11R, Parking Lot Repairs and Replacement at Medea Creek Middle School to Quality Paving in the amount of \$93,394. Motion carried 5-0.

**c. Approve Award of Bid #12-13R, Asphalt Repairs and Replacement at Red Oak and Oak Hills Elementary Schools**

On motion of Sepideh Yeoh, seconded by Allen Rosen, the Board of Education rejected the bid submitted by United Paving as non-responsive to the bid documented and approved the Award of Bid #12-13R, Asphalt Repairs and Replacement at Red Oak and Oak Hills Elementary Schools to Mission Paving in the amount of \$62,885.

**d. Approve Project to be Paid From Measure R Bond Funds – Project #12-03R, Roof Repair and Replacement on Locker Structures at Oak Park High School**

On motion of Mary Pallant, seconded by Sepideh Yeoh, the Board of Education approved the authorized the use of Measure R bond funds for Project 12-03, Roof Repairs and Replacement on Locker Structures at Oak Park High School. Motion carried 5-0.

**e. Approve Project to be Paid From Measure R Bond Funds – Project #12-04R, Roof Drain Repairs at Red Oak Elementary School**

On motion of Sepideh Yeoh, seconded by Allen Rosen, the Board of Education approved the authorized use of Measure R bond funds for Project 12-04R, Roof Drain Repairs at Red Oak Elementary School. Motion carried 5-0.

**f. Approve Resolution #12-09 Authorizing Emergency Repairs at Oak Hills Elementary School**

On motion of Allen Rosen, seconded by Mary Pallant, the Board of Education approved Resolution #12-09 Authorized Emergency Repairs at Oak Hills Elementary School. Motion carried 5-0.

**g. Approve 2012-13 Instructional Minutes/School Bell Schedules**

On motion of Sepideh Yeoh, seconded by Barbara Laifman, the Board of Education approved the 2012-13 School Bell Schedules and certified compliance with minimum number of Instructional Minutes as required by Education Code 46201. Motion carried 5-0.

**h. Public Hearing and Approve Proposed Flexibility Transfer of 2012-2013 Categorical Program Funds**

On motion of Allen Rosen, seconded by Mary Pallant a Public Hearing was opened at 8:18 p.m. There we no public comments and the Public Hearing was closed at 8:24 p.m.

On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education approved the proposed flexibility transfer for 2012-13 Categorical Program Funds. Motion carried 5-0.

**i. Approve District of Choice Reporting Requirements**

On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education approved the District of Choice Reporting Requirements. Motion carried 5-0.

**j. Approve Contract for Oak Park Neighborhood For Learning Program With Ventura County Children and Families First Commission**

On motion of Mary Pallant, seconded by Sepideh Yeoh, the Board of Education approved the contract for Oak Park Neighborhood for Learning Program with Ventura County Children and Families First Commission. Motion carried 5-0.

**k. Approve Authorization to Purchase Apple Computer Products, Services and Related Products, as Permitted by Public Contract Code 20118**

On motion of Barbara Laifman, seconded by Mary Pallant, the Board of Education approved the authorization to Purchase Apple Computer Products, Services and Related Products, as permitted by Public Contract Code 20118. Motion carried 5-0.

**3. BOARD POLICIES**

**a. Approve Amendment to Board Policy 4140, 4240 – Bargaining Units – Second Reading**

On motion of Barbara Laifman, seconded by Mary Pallant, the Board of Education approved the amendment to Board Policy 4140, 4240 – Bargaining Units. Motion carried 5-0.

**b. Approve Amendment to Board Policy 5111 – Admission – Second Reading**

On motion of Barbara Laifman, seconded by Mary Pallant, the Board of Education approved the amendment to Board Policy 5111 – Admission. Motion carried 5-0.

**c. Approve Amendment to Board Policy 5131.7 – Weapons and Dangerous Instruments – Second Reading**

On motion of Barbara Laifman, seconded by Mary Pallant, the Board of Education approved the amendment to Board Policy 5131.7 – Weapons and Dangerous Instruments. Motion carried 5-0.

**d. Approve Amendment to Board Policy 5141.21 – Administering Medication and Monitoring Health Conditions – Second Reading**

On motion of Barbara Laifman, seconded by Mary Pallant, the Board of Education approved the amendment to Board Policy 5141.21 – Administering Medication and Monitoring Health Conditions. Motion carried 5-0.

**e. Approve Amendment to Board Policy 6143 – Courses of Study – Second Reading**

On motion of Barbara Laifman, seconded by Mary Pallant, the Board of Education approved the amendment to Board Policy 6143 – Course of Study. Motion carried 5-0.

**f. Approve Amendment to Board Policy 6145.2 – Athletic Competition – Second Reading**

On motion of Barbara Laifman, seconded by Mary Pallant, the Board of Education approved the amendment to Board Policy 6145.2 – Athletic Competition. Motion carried 5-0.

**g. Approve Adoption of Board Policy 6170.1–Transitional Kindergarten– First Reading**

On motion of Barbara Laifman, seconded by Mary Pallant, the Board of Education approved the adoption to Board Policy 6170.1 – Transitional Kindergarten on first reading. Motion carried 5-0.

**h. Approve Amendment to Board Policy 1113 – District and School Web Sites – First Reading**

On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education approved the amendment to Board Policy 1113 – District and School Web Sites. Motion carried 5-0.

**i. Approve Amendment to Board Policy 2210 – Administrative Discretion Regarding Board Policy – First Reading**

On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education approved the amendment to Board Policy 2210 – Administrative Discretion Regarding Board Policy on first reading. Motion carried 5-0.

**j. Approve Amendment to Board Policy 5116.1 – Intradistrict Open Enrollment**

On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education approved the amendment to Board Policy 5116.1 – Intradistrict Open Enrollment. Motion carried 5-0.

**k. Approve Amendment to Board Policy 9223 – Filling Vacancies**

On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education approved the amendment to Board Policy 9223 – Filling Vacancies on first reading. Motion carried 5-0.

**l. Approve Amendment to Board Policy 9320 – Meetings and Notices**

On motion of Mary Pallant, seconded by Barbara Laifman, the Board of Education approved the amendment to Board Policy 9320 – Meetings and Notices on first reading. Motion carried 5-0.

**4. BOARD**

**a. Approve Resolution #12-11 – Ordering a Regular Governing Board Member Election, Ordering Consolidation with other Elections, and Constituting “Specification of the Election Order” to be held on November 6, 2012**

On motion of Mary Pallant, seconded by Barbara Laifman, the Board of Education approved Resolution #12-11 – Ordering a Regular Governing Board Member Election, Ordering Consolidation with other Elections, and Constituting “Specification of the Election Order” to be held on November 6, 2012. Motion carried 5-0.

**b. Approve 2012-13 School Handbooks/Discipline Plans**

On motion of Barbara Laifman, seconded by Mary Pallant, the Board of Education approved 2012-13 School Handbooks/Discipline Plans from Oak Hills and Red Oak Elementary Schools, Medea Creek Middle School and Oak Park High School. Motion carried 5-0.

c. **Public Hearing and Receive the OPCA Proposal for 2012-2013 Negotiations and Approve the District's Initial Response for Collective Bargaining Negotiations with Oak Park Classified Association**

Public Hearing was opened at 8:43 p.m. There were no public comments. Public Hearing closed at 8:44 p.m.

On motion of Barbara Laifman, seconded by Mary Pallant, the Board of Education approved the District's Initial Response for Collective Bargaining Negotiations with Oak Park Classified Association. Motion carried 5-0.

**VII. INFORMATION ITEMS**

The Board agreed to hold a Special Closed Session Meeting on May 3, 2012 at 5:00 p.m.

**VIII. OPEN DISCUSSION**

There being no further business before this Board, the Regular meeting is declared adjourned at 9:25 p.m. Board adjourned to Closed Session at 9:25 p.m.

\_\_\_\_\_  
Date

\_\_\_\_\_  
President of the Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk or Secretary of the Board

TO: MEMBERS, BOARD OF EDUCATION  
 FROM: DR. ANTHONY W. KNIGHT, Superintendent  
 DATE: JUNE 19, 2012  
 SUBJECT: C.1.b APPROVE CERTIFICATED PERSONNEL ACTIONS AS RECOMMENDED BY  
 THE SUPERINTENDENT Consent

ISSUE: Approval/ratification of certificated personnel actions.

**AUTHORIZATION TO EMPLOY**

| Number    | Name              | Classification         | Start Date | Fund    | Site/Grade |
|-----------|-------------------|------------------------|------------|---------|------------|
| 01CE05590 | Christine Firkins | ASL Teacher            | 8/2012     | General | OPHS       |
| 01CE05591 | Anna Blount       | .2 FTE Spanish Teacher | 8/20/12    | General | OPHS       |
| 01CE95592 | Teresa Hogan      | .6 FTE PE Teacher      | 8/2012     | General | MCMS       |

**AUTHORIZATION TO PAY STIPEND**

| Number    | Name               | Assignment                      | Effective    | Fund      | Amount  | Site |
|-----------|--------------------|---------------------------------|--------------|-----------|---------|------|
| 01CE05593 | Susie Rossiter     | Student Government              | 9/11 to 6/12 | Donation  | 972.00  | OHES |
| 01CE05594 | Susie Rossiter     | Lead Teacher/SST/504            | 9/11 to 6/12 | Donation  | 3150.00 | OHES |
| 01CE05595 | Cheryl DiSpaltro   | College & Career Coun.          | 9/11 to 6/12 | OHSO      | 3500.00 | OPHS |
| 01CE05596 | Cheryl DiSpaltro   | AP Testing                      | 5/7-17/12    | OAPA      | 2250.00 | OPHS |
| 01CE05597 | Quincie Melville   | Women in History                | 9/11 to 6/12 | Donation  | 450.00  | OHES |
| 01CE05598 | Heather Sloan      | Technology Committee            | 9/11 to 6/12 | Title IID | 180.00  | OHES |
| 01CE05599 | Barbara Jones      | Technology Committee            | 9/11 to 6/12 | Title IID | 180.00  | ROES |
| 01CE05600 | Michelle Schlatter | Technology Committee            | 9/11 to 6/12 | Title IID | 180.00  | BES  |
| 01CE05601 | Patti Pawloski     | Technology Committee            | 9/11 to 6/12 | Title IID | 180.00  | OPHS |
| 01CE05602 | Barbara Wechter    | Technology Committee            | 9/11 to 6/12 | Title IID | 180.00  | MCMS |
| 01CE05603 | Heather Sloan      | 21 <sup>st</sup> Century Mentor | 9/11 to 6/12 | C6        | 1000.00 | OHES |
| 01CE05604 | Winnie Litten      | 21 <sup>st</sup> Century Mentor | 9/11 to 6/12 | C6        | 1000.00 | OPHS |
| 01CE05605 | Michelle Schlatter | 21 <sup>st</sup> Century Mentor | 9/11 to 6/12 | C6        | 1000.00 | BES  |
| 01CE05606 | Cathy Lory         | 21 <sup>st</sup> Century Mentor | 9/11 to 6/12 | C6        | 1000.00 | OPHS |
| 01CE05607 | Melinda Deel       | EEAC Committee                  | 9/11 to 6/12 | EEAC      | 500.00  | OHES |
| 01CE05608 | Sharon Cohen       | EEAC Committee                  | 9/11 to 6/12 | EEAC      | 500.00  | OVHS |
| 01CE05609 | Katie Cohen        | EEAC Committee                  | 9/11 to 6/12 | EEAC      | 500.00  | MCMS |
| 01CE05610 | Heather Powers     | EEAC Committee                  | 9/11 to 6/12 | EEAC      | 500.00  | BES  |
| 01CE05611 | Laura Ornstein     | EEAC Committee                  | 9/11 to 6/12 | EEAC      | 500.00  | ROES |
| 01CE05612 | Matt Kracht        | EEAC Committee                  | 9/11 to 6/12 | EEAC      | 500.00  | OPHS |
| 01CE05613 | Ryan Bodily        | Webmaster                       | 9/11 to 6/12 | Title IIA | 510.00  | ROES |
| 01CE05614 | Erik Amerikaner    | Webmaster                       | 9/11 to 6/12 | Title IIA | 864.00  | OPHS |
| 01CE05615 | Dawn Brunsell      | Intern Psych                    | 5/12 to 6/12 | Sp Ed     | 900.00  | DO   |
| 01CE05616 | Hedva Ergas        | Intern Psych                    | 5/12 to 6/12 | Sp Ed     | 600.00  | DO   |
| 01CE05617 | Becky Koch         | Lead Teacher/504                | 8/11 to 6/12 | Lottery   | 1300    | BES  |
| 01CE05618 | Cindy Stephens     | Student Council                 | 8/11 to 6/12 | Site      | 972     | BES  |
| 01CE05619 | Cynthia Morrow     | Extra students                  | 8/11 to 6/12 | DO Sub    | 35.33   | BES  |
| 01CE05620 | Sandy Hirano       | Extra students                  | 8/11 to 6/12 | DO Sub    | 35.33   | BES  |
| 01CE05621 | Lynn Moderhak      | Extra students                  | 8/11 to 6/12 | DO Sub    | 35.33   | BES  |
| 01CE05622 | Kim Annino         | Grade Level Lead                | 8/11 to 6/12 | Site      | 129.60  | BES  |
| 01CE05623 | Cynthia Morrow     | Grade Level Lead                | 8/11 to 6/12 | Site      | 129.60  | BES  |
| 01CE05624 | Patti Kolb         | Grade Level Lead                | 8/11 to 6/12 | Site      | 129.60  | BES  |
| 01CE05625 | Linda Glander      | Grade Level Lead                | 8/11 to 6/12 | Site      | 129.60  | BES  |
| 01CE05626 | Cindy Hicks        | Grade Level Lead                | 8/11 to 6/12 | Site      | 129.60  | BES  |
| 01CE05627 | Beth Barber        | Safety and Disaster             | 8/11 to 6/12 | Site      | 1000.00 | BES  |
| 01CE05628 | Sandy Hirano       | Safety and Disaster             | 8/11 to 6/12 | Site      | 458.00  | BES  |
| 01CE05629 | Cindy Hicks        | Safety and Disaster             | 8/11 to 6/12 | Site      | 202.50  | BES  |
| 01CE05630 | Kathy Grossman     | Safety and Disaster             | 8/11 to 6/12 | Site      | 202.50  | BES  |
| 01CE05631 | Russ Peters        | Safe Sc Amb Gr Leader           | 2011-12      | OHSO      | 180.00  | OPHS |
| 01CE05632 | Winnie Litten      | Safe Sc Amb Gr Leader           | 2011-12      | OHSO      | 180.00  | OPHS |
| 01CE05633 | Randy McLelland    | Safe Sc Amb Gr Leader           | 2011-12      | OHSO      | 180.00  | OPHS |
| 01CE05634 | Dan O'Brien        | Safe Sc Amb Gr Leader           | 2011-12      | OHSO      | 180.00  | OPHS |
| 01CE05635 | Ellen Chevalier    | Safe Sc Amb Gr Leader           | 2011-12      | OHSO      | 180.00  | OPHS |
| 01CE05636 | Julie Heeney       | Safe Sc Amb Gr Leader           | 2011-12      | OHSO      | 180.00  | OPHS |
| 01CE05637 | Erik Amerikaner    | I2I Advisor                     | 2011-12      | OI2I      | 850.00  | OPHS |
| 01CE05638 | Victor Anderson    | I2I Advisor                     | 2011-12      | OI2I      | 1000.00 | OPHS |
| 01CE05639 | Allan Hunt         | I2I Advisor                     | 2011-12      | OI2I      | 400.00  | OPHS |



|           |                    |                                    |              |      |         |      |
|-----------|--------------------|------------------------------------|--------------|------|---------|------|
| 01CE05641 | Matt Kracht        | I2I Advisor                        | 2011-12      | OI2I | 900.00  | OPHS |
| 01CE05642 | Dave Nelson        | I2I Advisor                        | 2011-12      | OI2I | 800.00  | OPHS |
| 01CE05643 | Patti Pawloski     | I2I Advisor                        | 2011-12      | OI2I | 1000.00 | OPHS |
| 01CE05644 | Sharon Stutz       | I2I Advisor                        | 2011-12      | OI2I | 800.00  | OPHS |
| 01CE05645 | Jan Willis         | I2I Advisor                        | 2011-12      | OI2I | 800.00  | OPHS |
| 01CE05646 | Katie Cohen        | I2I Advisor                        | 2011-12      | OI2I | 1000.00 | MCMS |
| 01CE05647 | Marta Graves       | I2I Advisor                        | 2011-12      | OI2I | 200.00  | MCMS |
| 01CE05648 | Vanessa Heller     | I2I Advisor                        | 2011-12      | OI2I | 1000.00 | MCMS |
| 01CE05649 | Sharon Levine      | I2I Advisor                        | 2011-12      | OI2I | 800.00  | MCMS |
| 01CE05650 | Anne Reinking      | I2I Advisor                        | 2011-12      | OI2I | 800.00  | MCMS |
| 01CE05651 | Elaina Levine      | I2I Advisor                        | 2011-12      | OI2I | 200.00  | MCMS |
| 01CE05652 | Roger Newell       | I2I Advisor                        | 2011-12      | OI2I | 800.00  | MCMS |
| 01CE05653 | Kim Sonnabend      | I2I Advisor                        | 2011-12      | OI2I | 1000.00 | MCMS |
| 01CE05654 | Debby West         | I2I Advisor                        | 2011-12      | OI2I | 1000.00 | DO   |
| 01CE05655 | Kim Sonnabend      | 6 <sup>th</sup> Grade Rep SSC      | 2011-12      | Site | 100.00  | MCMS |
| 01CE05656 | Mark Jacobs        | 7 <sup>th</sup> Grade Rep SSC      | 2011-12      | Site | 100.00  | MCMS |
| 01CE05657 | Al Calce           | 8 <sup>th</sup> Grade Rep SSC      | 2011-12      | Site | 100.00  | MCMS |
| 01CE05658 | Al Calce           | PE Dept. Chair                     | 2011-12      | Site | 500.00  | MCMS |
| 01CE05659 | Maria Jimenez      | Sp Ed Dept. Chair                  | 2011-12      | Site | 500.00  | MCMS |
| 01CE05660 | Nancy Kollander    | Math Dept. Chair                   | 2011-12      | Site | 500.00  | MCMS |
| 01CE05661 | Roger Newell       | Science Dept. Chair                | 2011-12      | Site | 500.00  | MCMS |
| 01CE05662 | Kathleen Mosley    | English Dept. Chair                | 2011-12      | Site | 500.00  | MCMS |
| 01CE05663 | Kim Johnson        | So. Stud. Dept. Chair              | 2011-12      | Site | 500.00  | MCMS |
| 01CE05664 | Kim Sonnabend      | 6 <sup>th</sup> Gr. Rep Leadership | 2011-12      | Site | 500.00  | MCMS |
| 01CE05665 | Sandee Ayers       | 6 <sup>th</sup> Gr. Rep Leadership | 2011-12      | Site | 500.00  | MCMS |
| 01CE05666 | Jessica Vaughn     | 7 <sup>th</sup> Gr. Rep Leadership | 2011-12      | Site | 500.00  | MCMS |
| 01CE05667 | Mark Jacobs        | 7 <sup>th</sup> Gr. Rep Leadership | 2011-12      | Site | 500.00  | MCMS |
| 01CE05668 | Kim Johnson        | 8 <sup>th</sup> Gr. Rep Leadership | 2011-12      | Site | 500.00  | MCMS |
| 01CE05669 | Al Calce           | 8 <sup>th</sup> Gr. Rep Leadership | 2011-12      | Site | 500.00  | MCMS |
| 01CE05670 | Amy Friedlander    | CJSF Advisor                       | 2011-12      | Site | 800.00  | MCMS |
| 01CE05671 | Kim Hoerman        | CJSF Tutoring Advisor              | 2011-12      | Site | 1250.00 | MCMS |
| 01CE05672 | Malia Cadle        | Art Club                           | 2011-12      | Site | 350.00  | MCMS |
| 01CE05673 | Brian Winsick      | Chess Club                         | 2011-12      | Site | 450.00  | MCMS |
| 01CE05674 | Brian Winsick      | Games Club                         | 2011-12      | Site | 450.00  | MCMS |
| 01CE05675 | Brian Winsick      | Surf Club                          | 2011-12      | Site | 450.00  | MCMS |
| 01CE05676 | Katie Cohen        | Environmental Club                 | 2011-12      | Site | 350.00  | MCMS |
| 01CE05677 | Steve Peterson     | Movie Club                         | 2011-12      | Site | 350.00  | MCMS |
| 01CE05678 | Carrie Jones       | Smartboard Games Club              | 2011-12      | Site | 350.00  | MCMS |
| 01CE05679 | Jessica Vaughn     | Movie Club                         | 2011-12      | Site | 175.00  | MCMS |
| 01CE05680 | Maria Jimenez      | Movie Club                         | 2011-12      | Site | 175.00  | MCMS |
| 01CE05681 | Rachelle Cohen     | Fashion Club                       | 2011-12      | Site | 350.00  | MCMS |
| 01CE05682 | Kim Sonnabend      | Harry Potter Club                  | 2011-12      | Site | 450.00  | MCMS |
| 01CE05683 | Steve White        | Hunger Book Club                   | 2011-12      | Site | 175.00  | MCMS |
| 01CE05684 | Al Calce           | Intramurals                        | 2011-12      | Site | 1000.00 | MCMS |
| 01CE05685 | Mark Jacobs        | Intramurals                        | 2011-12      | Site | 1000.00 | MCMS |
| 01CE05686 | Frances Hermosillo | Intramurals                        | 2011-12      | Site | 300.00  | MCMS |
| 01CE05687 | Chris Henderson    | Intramurals (soccer)               | 2011-12      | Site | 50.00   | MCMS |
| 01CE05688 | Roger Newell       | Intramurals (Fball/Sball)          | 2011-12      | Site | 100.00  | MCMS |
| 01CE05689 | Kyle Kegley        | Intramurals                        | 2011-12      | Site | 200.00  | MCMS |
| 01CE05690 | Charlotte Shih     | Chinese Club                       | 2011-12      | Site | 350.00  | MCMS |
| 01CE05691 | Neva Fast          | Fitness Club                       | 2011-12      | Site | 225.00  | MCMS |
| 01CE05692 | Frances Hermosillo | Fitness Club                       | 2011-12      | Site | 225.00  | MCMS |
| 01CE05693 | Sharon Lavene      | Spelling Bee Coor/Adv              | 9/11 to 1/12 | Site | 75.00   | MCMS |
| 01CE05694 | Alison Stein       | Spelling Bee Coor/Adv              | 9/11 to 1/12 | Site | 75.00   | MCMS |
| 01CE05695 | Tristine Wenker    | Geo. Bee Coor/Adv                  | 9/11 to 1/12 | Site | 75.00   | MCMS |
| 01CE05696 | Jessica Vaughn     | Geo. Bee Coor/Adv                  | 9/11 to 1/12 | Site | 75.00   | MCMS |
| 01CE05697 | Roger Newell       | Culm. Coordinator                  | 2011-12      | Site | 450.00  | MCMS |
| 01CE05698 | Nancy Kollander    | Culm. Advisor                      | 2011-12      | Site | 225.00  | MCMS |
| 01CE05699 | Suzanne Shea       | Culm. Advisor                      | 2011-12      | Site | 225.00  | MCMS |

|           |                 |                     |         |      |         |      |
|-----------|-----------------|---------------------|---------|------|---------|------|
| 01CE05700 | Sharon Lavene   | GATE Coordinator    | 2011-12 | Site | 1000.00 | MCMS |
| 01CE05701 | Cindy Ligeti    | Science Fair Coord. | 2011-12 | Site | 150.00  | MCMS |
| 01CE05702 | Robert Large    | Math Counts Advisor | 2011-12 | Site | 800.00  | MCMS |
| 01CE05703 | Elaina Levine   | Jazz Band Teacher   | 2011-12 | Site | 1000.00 | MCMS |
| 01CE05704 | Steve White     | ASB Advisor         | 2011-12 | Site | 3000.00 | MCMS |
| 01CE05705 | Kathleen Mosley | ASB Bookkeeper      | 2011-12 | Site | 2000.00 | MCMS |
| 01CE05706 | Kristina Skiba  | Yearbook Advisor    | 2011-12 | Site | 1500.00 | MCMS |
| 01CE05707 | Tristine Wenker | Yearbook Advisor    | 2011-12 | Site | 1500.00 | MCMS |
| 01CE05708 | Kathleen Mosley | Yearbook Bookkeeper | 2011-12 | Site | 1000.00 | MCMS |
| 01CE05709 | Suzanne Shea    | Safe School Amb.    | 2011-12 | Site | 200.00  | MCMS |
| 01CE05710 | Neva Fast       | Safe School Amb.    | 2011-12 | Site | 200.00  | MCMS |
| 01CE05711 | Carrie Jones    | Safe School Amb.    | 2011-12 | Site | 200.00  | MCMS |
| 01CE05712 | Sharon Lavene   | Safe School Amb.    | 2011-12 | Site | 200.00  | MCMS |
| 01CE05713 | Cindy Legeti    | Safe School Amb.    | 2011-12 | Site | 200.00  | MCMS |
| 01CE05714 | Barbara Wechter | Safe School Amb.    | 2011-12 | Site | 200.00  | MCMS |
| 01CE05715 | Malia Cadle     | Safe School Amb.    | 2011-12 | Site | 200.00  | MCMS |
| 01CE05716 | Mark Jacobs     | Safe School Amb.    | 2011-12 | Site | 200.00  | MCMS |
| 01CE05717 | Dianne Large    | Safe School Amb.    | 2011-12 | Site | 200.00  | MCMS |
| 01CE05718 | Carol Bailey    | Safe School Amb.    | 2011-12 | Site | 200.00  | MCMS |
| 01CE05719 | Jeremy Rogers   | Safe School Amb.    | 2011-12 | Site | 200.00  | MCMS |
| 01CE05720 | Lynn Paniz      | Safe School Amb.    | 2011-12 | Site | 200.00  | MCMS |

**IN-SERVICE CHANGE**

| Number    | Name       | Change       | Effective      | Fund    | Site |
|-----------|------------|--------------|----------------|---------|------|
| 01CE05721 | Ty DeLong  | Unpaid Leave | 6/4-6/15/2012  | General | OPIS |
| 01CE05722 | Jan Willis | Unpaid Leave | 5/29-6/15/2012 | General | OPHS |

**SEPARATION**

| Number    | Name       | Position     | Separation  | Effective Date | Site |
|-----------|------------|--------------|-------------|----------------|------|
| 01CE05723 | Jim Benton | Math Teacher | Resignation | 6/15/2012      | OPHS |
|           |            |              |             |                |      |

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

Respectfully Submitted,

  
Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: JUNE 19, 2012**

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

CONSENT

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

**AUTHORIZATION TO HIRE**

| Number  | Name             | Position                        | Salary  | Fund      | Start Date | Site |
|---------|------------------|---------------------------------|---------|-----------|------------|------|
| CL21863 | Alyssa Del Sesto | Instructional Assistant II Sub  | \$14.46 | Spec. Ed. | 5/19/12    | OHES |
| CL21864 | Eileen Mihalsky  | Instructional Assistant I Temp. | \$13.37 | General   | 5/11/12    | BES  |
| CL21865 | David Vinitzky   | Sub Custodian                   | \$14.56 | General   | 5/22/12    | DO   |

**AUTHORIZATION TO PAY STIPEND**

| Number  | Name           | Assignment                | Effective       | Fund | Amount    | Site |
|---------|----------------|---------------------------|-----------------|------|-----------|------|
| CL21866 | Brian Fay      | Laundry Services          | 9/1/11-6/15/12  | DON  | \$200.00  | OHES |
| CL21867 | Grant Pestano  | Boys' JV Lacrosse Coach   | 2/24/12-5/11/12 | ASB  | \$1000.00 | OPHS |
| CL21868 | Sam Seidenberg | Boys' JV Lacrosse Coach   | 2/24/12-5/11/12 | ASB  | \$300.00  | OPHS |
| CL21869 | Bob Bjerkaas   | Boys' Var. Lacrosse Coach | 2/24/12-5/11/12 | ASB  | \$1400.00 | OPHS |
| CL21870 | Tarik Ergin    | Boys' Var. Lacrosse Coach | 2/24/12-5/11/12 | ATH  | \$2043.00 | OPHS |

**IN-SERVICE CHANGE**

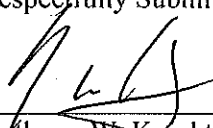
| Number | Name | Change | Effective Date | Site |
|--------|------|--------|----------------|------|
|--------|------|--------|----------------|------|

**SEPARATION**

| Number  | Name              | Position                     | Separation Type | Effective Date | Site |
|---------|-------------------|------------------------------|-----------------|----------------|------|
| CL21871 | Rachel Harshfield | Instructional Assistant I PE | Resignation     | 6/15/12        | BES  |
| CL21872 | Adina Abraham     | Campus Supervisor            | Job Abandonment | 9/20/11        | ROES |

Prepared by:  
Leslie Heilbron Assistant Superintendent /Human Resources

Respectfully Submitted,

  
Anthony W. Knight, Ed.D.  
Superintendent

**TO:** MEMBERS, BOARD OF EDUCATION  
**FROM:** DR. ANTHONY W. KNIGHT, SUPERINTENDENT  
**DATE:** JUNE 19, 2012  
**SUBJECT:** C.1.c. APPROVE PURCHASE ORDERS – MAY 1-31, 2012

CONSENT

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

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

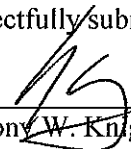
**ALTERNATIVES:**

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

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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

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

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

Includes 05/01/2012 - 05/31/2012

| PO Number  | Vendor Name   | Description  | Location                        | Fund | Account Amount |
|------------|---|--|---------------------------------|------|----------------|
| B12-00244  | Regents UCSD, Att: MDTP                                   | PFC Donation/Math Testing/mat & supp               | Oak Park High School            | 010  | 450.00         |
| B12-00245  | Compuwave Inc.  | color toner for main printer                       | Neighborhood Pre-School Program | 010  | 1,179.75       |
| B12-00246  | Christy White Accountancy Corp                            | Annual Financial Audit Services for 2011/12 Year 2 | Accounting & Payroll            | 010  | 37,500.00      |
| B12-00247  | Corporate Telecomm  | 2011-2012 For Telephone repair                     | Business Administration         | 010  | 3,000.00       |
| B13-00001  | AARDVARK CLAY & SUPPLIES                                  | Art/Don/mat & supp                                 | Oak Park High School            | 010  | 2,000.00       |
| B13-00002  | Dick Blick  | Art/Don/mat & supp                                 | Oak Park High School            | 010  | 2,500.00       |
| B13-00003  | Conejo Hardwoods  | Woodshop/Don/mat & supp                            | Oak Park High School            | 010  | 8,000.00       |
| B13-00004  | COSTCO WHOLESALE  | Admin/mat & supp                                   | Oak Park High School            | 010  | 2,000.00       |
| B13-00005  | Dan Amihud dba Dan's Piano Service                        | Piano/rnt lse rpr                                  | Oak Park High School            | 010  | 550.00         |
| B13-00006  | Document Systems  | Copier/mat & supp                                  | Oak Park High School            | 010  | 2,200.00       |
| B13-00007  | Herff Jones   | Grad/mat & supp                                    | Oak Park High School            | 010  | 5,000.00       |
| B13-00008  | Koolco Mechanical   | Athletics/rnt lse rpr                              | Oak Park High School            | 010  | 1,200.00       |
| B13-00009  | Office Depot  | Office & Classroom/mat & supp                      | Oak Park High School            | 010  | 7,000.00       |
| B13-00010  | Pitney Bowes Lease Global                                 | Mail/rnt lse rpr                                   | Oak Park High School            | 010  | 1,500.00       |
| B13-00011  | PRECISION BUSINESS MACHINES                               | Copiers/rnt lse repr                               | Oak Park High School            | 010  | 200.00         |
| B13-00012  | Precision Data Products                                   | Scantrons, etc/mat & supp                          | Oak Park High School            | 010  | 2,200.00       |
| B13-00013  | School Speciality   | Art/Don/mat & supp                                 | Oak Park High School            | 010  | 7,000.00       |
| B13-00014  | Robert Selman   | Radios/rnt lse repr                                | Oak Park High School            | 010  | 300.00         |
| B13-00015  | 21ST CENTURY TONER CARTRIDGES dba: IMAGING PROD.SPEC.INC. | Toner Cartridges/mat & supp                        | Oak Park High School            | 010  | 2,200.00       |
| B13-00016  | Harland Technology  | Scantron/Lott/rnt lse rpr                          | Oak Park High School            | 010  | 1,525.00       |
| B13-00017  | Kater-Crafts Bookbinders                                  | Textbook Rebinding/Lott/rnt lse rpr                | Oak Park High School            | 010  | 3,000.00       |
| B13-00018  | Medco Sports Medicine                                     | Athletics/mat & supp                               | Oak Park High School            | 010  | 2,500.00       |
| B13-00019  | Top Quality Printing                                      | Printing/non instruct supp                         | Oak Park High School            | 010  | 3,000.00       |
| B13-00020  | School Innovations & Advocacy                             | 2012-13 Consulting mandated costs claims 2012/13   | Business Administration         | 010  | 12,000.00      |
| B13-00021  | School Innovations & Advocacy                             | 2012/13 Site Service Plan                          | Business Administration         | 010  | 7,200.00       |
| FS12-00059 | Subcontractor   | Open PO for Sub Sandwich                           | Food Services                   | 130  | 250.00         |
| FS12-00060 | Subcontractor   | Open PO for Year 2011-2012 Sub Sandwich OPHS       | Food Services                   | 130  | 250.00         |
| P12-00617  | University of Oregon                                      | DIBELS Assessment Data                             | Curriculum                      | 010  | 839.00         |
| P12-00618  | Pro-Ed  | SpEd Teacher Protocol Order                        | Pupil Services/Special Ed.      | 010  | 70.95          |
| P12-00619  | PEARSON ASSESSMENTS ORDER PROCESSING                      | SpEd Teacher Protocol Order                        | Pupil Services/Special Ed.      | 010  | 195.11         |
| P12-00620  | Pro-Ed  | SpEd Teacher Protocol Order                        | Pupil Services/Special Ed.      | 010  | 344.30         |
| P12-00621  | Riverside Publishing                                      | SpEd Teacher Protocol Order                        | Pupil Services/Special Ed.      | 010  | 510.84         |
| P12-00622  | Pro-Ed  | SpEd Teacher Protocol Order                        | Pupil Services/Special Ed.      | 010  | 137.17         |

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ESCAPE ONLINE

Includes 05/01/2012 - 05/31/2012

| PO Number | Vendor Name                          | Description                                       | Location                    | Fund | Account Amount |
|-----------|--------------------------------------|---|-----------------------------|------|----------------|
| P12-00623 | Riverside Publishing                 | SpEd Teacher Protocol Order                       | Pupil Services/Special Ed.  | 010  | 132.44         |
| P12-00624 | Riverside Publishing                 | SpEd Teacher Protocol Order                       | Pupil Services/Special Ed.  | 010  | 329.92         |
| P12-00625 | Curriculum Associates                | SpEd Teacher Protocol Order                       | Pupil Services/Special Ed.  | 010  | 86.86          |
| P12-00626 | PEARSON ASSESSMENTS ORDER PROCESSING | SpEd - Speech Teachers Protocol Order             | Pupil Services/Special Ed.  | 010  | 948.01         |
| P12-00627 | Linguistics                          | SpEd Speech Teachers Protocol Order               | Pupil Services/Special Ed.  | 010  | 912.36         |
| P12-00628 | Pro-Ed                               | SpEd OT - Protocol Order                          | Pupil Services/Special Ed.  | 010  | 222.31         |
| P12-00629 | Academic Therapy Publications        | SpEd OT - Protocol Order                          | Pupil Services/Special Ed.  | 010  | 309.72         |
| P12-00630 | Western Psychological Services       | SpEd OT - Protocol Order                          | Pupil Services/Special Ed.  | 010  | 185.22         |
| P12-00631 | Psychological Corp                   | SpEd OT - Protocol Order                          | Pupil Services/Special Ed.  | 010  | 449.94         |
| P12-00632 | Aseba                                | SpEd - Psychologists Protocol Order               | Pupil Services/Special Ed.  | 010  | 472.06         |
| P12-00633 | Therapro                             | SpEd - Psychologists Protocol Order               | Pupil Services/Special Ed.  | 010  | 107.43         |
| P12-00634 | Southwinds Transportation            | Donation 4th grade field trip - bus               | Brookside School            | 010  | 1,209.30       |
| P12-00635 | DISCOVERY CENTER FOR SCIENCE         | donation - 3rd grade Starlab                      | Brookside School            | 010  | 716.37         |
| P12-00636 | Rosetta Stone Language Learnin       | Rosetta Stone Renewal One Year 12-13              | Curriculum                  | 010  | 6,540.00       |
| P12-00637 | Southwinds Transportation            | 6/8/12 2nd Grade Field Trip                       | Oak Hills Elementary School | 010  | 873.20         |
| P12-00638 | Southwinds Transportation            | -The Getty Museum Parent funded field trip        | Red Oak Elementary School   | 010  | 461.60         |
| P12-00639 | PEARSON ASSESSMENTS ORDER PROCESSING | SpEd - Psychologists Protocol Order               | Pupil Services/Special Ed.  | 010  | 301.26         |
| P12-00640 | Southwinds Transportation            | Parent funded field trip                          | Red Oak Elementary School   | 010  | 461.60         |
| P12-00641 | PEARSON ASSESSMENTS ORDER PROCESSING | SpEd - Psychologists Protocol Order               | Pupil Services/Special Ed.  | 010  | 532.90         |
| P12-00642 | Bio Corporation                      | PFC Donation/Science/mat & supp                   | Oak Park High School        | 010  | 137.66         |
| P12-00643 | TenMarks Education Inc.              | PFC Donation/Math Testing/mat & supp              | Oak Park High School        | 010  | 105.00         |
| P12-00644 | Mark Smith                           | DSA Fees Two-story Modular OPHS                   | Business Administration     | 213  | 2,450.00       |
| P12-00645 | M/M Mechanical, Inc                  | Proj 12-01R-Emergency Gas & Water Line Repair BES | Business Administration     | 213  | 11,328.98      |
| P12-00646 | Thousand Oaks Electric               | Proj 12-25R Conduit Installation in Roof - MCMS   | Business Administration     | 213  | 4,680.00       |
| P12-00647 | VENTURA COUNTY STAR                  | Proj 12-11R Legal Ad for Bid - Asphalt Rep MCMS   | Business Administration     | 213  | 969.54         |
| P12-00648 | M/M Mechanical, Inc                  | Proj 12-04R Roof Drain Repairs ROES               | Business Administration     | 213  | 8,411.71       |

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ESCAPE ONLINE

Includes 05/01/2012 - 05/31/2012

| PO Number | Vendor Name                                 | Description                                       | Location                       | Fund | Account Amount |
|-----------|---|---|--------------------------------|------|----------------|
| P12-00649 | Perma-Bound                                 | LOTT: Add'l Ulysses books due to growth           | Medea Creek Middle School      | 010  | 350.70         |
| P12-00650 | Durham Transportation                       | DON: Fieldtrip to Chinatown, 5/31                 | Medea Creek Middle School      | 010  | 431.32         |
| P12-00651 | Formal Fashions, Inc                        | DON: Dress for Choir Student                      | Medea Creek Middle School      | 010  | 75.08          |
| P12-00652 | Southwinds Transportation                   | DON:R/T bus transport Music in the Parks          | Medea Creek Middle School      | 010  | 2,451.80       |
| P12-00653 | Blackboard Connect                          | Connect Ed  | Business Administration        | 010  | 10,000.00      |
| P12-00654 | Westlake Village Inn                        | Senior Dinner Deposit                             | Oak View High School           | 010  | 240.00         |
| P12-00655 | Southwinds Transportation                   | DON: R/T transport Disneyland 6/11/12             | Medea Creek Middle School      | 010  | 5,600.00       |
| P12-00656 | Dome Designs                                | RocketTeam Sweatshirts                            | District-wide                  | 010  | 1,763.49       |
| P12-00657 | Thousand Oaks Electric                      | Proj 12-01R Conduit Repair - Concrete Repairs BES | Business Administration        | 213  | 1,785.00       |
| P12-00658 | Maureen Hamilton                            | CPR/First Aid Classes for employees               | Human Resources                | 010  | 1,180.00       |
| P12-00659 | Chumash Indian Museum                       | 3rd Grade Chumash Museum Field Trip 5/16/12       | Oak Hills Elementary School    | 010  | 708.00         |
| P12-00660 | Thousand Oaks Electric                      | Proj 12-08R Install AMP Bldg E OPHS               | Business Administration        | 213  | 3,465.00       |
| P12-00661 | Leader Carpet                               | Room 1 Carpet Replacement - Insurance             | Business Administration        | 010  | 2,040.00       |
| P12-00662 | Pacific Construction & Restore              | Remediation & Reconstruction Rm 1 OHES-Insurance  | Business Administration        | 010  | 4,907.83       |
| P12-00664 | Environmental Heating And A/C               | Proj 12-25R Repair Drain -Roof MCMS               | Business Administration        | 213  | 926.48         |
| P12-00665 | Channel Islands Roofing                     | Proj 12-04R Roof Drain Repairs ROES               | Business Administration        | 213  | 9,173.00       |
| P12-00666 | Zenco Engineering, Inc                      | Proj 12-03R Asbestos Abatement Locker Bldg - OPHS | Business Administration        | 213  | 7,995.00       |
| P12-00667 | Channel Islands Roofing                     | Proj 12-03R Roof Installation Locker Bldgs OPHS   | Business Administration        | 213  | 10,272.00      |
| P12-00668 | Sport Chalet Team Sales                     | Football Reconditioning/Ath/rmt lse rpr           | Oak Park High School           | 010  | 3,627.40       |
| P12-00669 | Southwinds Transportation                   | donation bus trips                                | Brookside School               | 010  | 2,203.00       |
| P12-00671 | Santa Barbara Zoo                           | Donation -- Santa Barbara Zoo -- 2nd grade        | Brookside School               | 010  | 1,284.50       |
| P12-00672 | Herff Jones                                 | Cap & Gown Rental                                 | Home Independent Study Program | 010  | 583.44         |
| P12-00673 | Follett Educational Services                | OPHS Textbook AP Classes Summer Work              | Curriculum                     | 010  | 6,970.45       |
| P12-00674 | McDougal, Littell & Company                 | Wkbooks/Don/mat & supp                            | Oak Park High School           | 010  | 5,922.93       |
| P12-00675 | AMSCO School Publications                   | Wkbooks/Donation/mat & supp                       | Oak Park High School           | 010  | 2,145.68       |
| P12-00676 | Really Good Stuff<br>Department Code DE1168 | Supplies for 2nd Grade                            | Oak Hills Elementary School    | 010  | 463.71         |
| P12-00677 | Jones School Supply Co. Inc.                | Culmination: 8th grd awards                       | Medea Creek Middle School      | 010  | 167.82         |
| P12-00678 | Baudville, Inc.                             | Culmination: Satin Ribbons for Awards             | Medea Creek Middle School      | 010  | 140.06         |

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ESCAPE ONLINE

Includes 05/01/2012 - 05/31/2012

| PO Number | Vendor Name                          | Description                                       | Location                       | Fund | Account Amount |
|-----------|--------------------------------------|---|--------------------------------|------|----------------|
| P12-00679 | Ventura County Graphic Service       | Cum Folders and Health Jackets                    | Brookside School               | 010  | 171.60         |
| P12-00680 | David Frieland dba dba Spectrum West | OfficeFurn  | Oak Park High School           | 010  | 1,456.88       |
| P12-00681 | Oak Park High School - Asb c/o OPHS  | Reconditioning/Lottery/repair CULM:OPHS Sound Sys | Medea Creek Middle School      | 010  | 7,782.63       |
| P12-00682 | Compuwave Inc.                       | Toner for Color Printer                           | Home Independent Study Program | 010  | 214.50         |
| P12-00683 | Herff Jones                          | Gown for Staff                                    | Home Independent Study Program | 010  | 52.60          |
| P12-00684 | Los Angeles Dodgers                  | Dodger Field Trip                                 | Home Independent Study Program | 010  | 340.00         |
| P13-00001 | Educational Systems Intl             | Rollbooks/Gen Ed/mat & supp                       | Oak Park High School           | 010  | 200.00         |
| P13-00002 | California Assoc. For Gifted         | Registration for CAG Summer School                | Curriculum                     | 010  | 900.00         |
| P13-00003 | Eastern Acoustics Co                 | Micro Audiometer Sp Ed                            | Business Administration        | 010  | 813.30         |
| T12-00032 | Compuwave Inc.                       | DISC: Replacement mice for student computers      | Medea Creek Middle School      | 010  | 257.40         |
| T12-00033 | Apple Computer, Inc. Ms:198-3ED      | Teacher Laptop Refresh -Quote#W72637309           | Technology Coordinator         | 212  | 302,658.14     |
| T12-00034 | Speck Products                       | Speck Cases for Teacher Macbook Pros              | Technology Coordinator         | 212  | 7,722.00       |
| T12-00035 | Produplicator                        | Disc Duplicator/Donation/500+                     | Oak Park High School           | 010  | 1,948.00       |
| Total     |                                      |   |                                | 100  | 572,528.25     |

## Fund Summary

| Fund  | Description                    | PO Count | Amount     |
|-------|--------------------------------|----------|------------|
| 010   | General Fund                   | 85       | 200,191.40 |
| 130   | Cafeteria Fund                 | 2        | 500.00     |
| 212   | Measure C6 Technology Bond Fun | 2        | 310,380.14 |
| 213   | Measure R FACILITIES Bond Fund | 11       | 61,456.71  |
| Total |                                | 100      | 572,528.25 |

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ESCAPE ONLINE



**TO:** MEMBERS, BOARD OF EDUCATION  
**FROM:** DR. ANTHONY W. KNIGHT, SUPERINTENDENT  
**DATE:** JUNE 19, 2012  
**SUBJECT:** C.1.d APPROVE RENEWAL OF JOINT-USE AGREEMENT WITH  
 RANCHO SIMI RECREATION AND PARK DISTRICT

CONSENT

**ISSUE:** Shall the Board renew its agreement for joint-use of facilities with Rancho Simi Recreation and Park District (RSRPD)?

**BACKGROUND:** The District's current joint-use agreement with RSRPD expired February 28, 2011. It is appropriate that the District enter into a new three-year agreement with an expiration date of February 28, 2014. The attached document is essentially identical to the previous agreement.

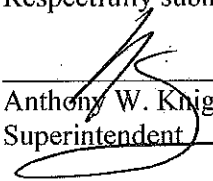
**ALTERNATIVES:**

1. Approve the Agreement for Joint-Use of Facilities between the District and Rancho Simi Recreation and Park District.
2. Approve the Agreement with modifications
3. Do not approve the Agreement.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

  
 Anthony W. Knight, Ed.D.  
 Superintendent

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

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

AGREEMENT BETWEEN THE  
OAK PARK UNIFIED SCHOOL DISTRICT  
AND THE  
RANCHO SIMI RECREATION AND PARK DISTRICT  
FOR USE OF FACILITIES

This agreement is made and entered into the date hereinafter set forth by and between the OAK PARK UNIFIED SCHOOL DISTRICT, hereinafter referred to as "School District" and the RANCHO SIMI RECREATION AND PARK DISTRICT, hereinafter referred to as "Park District."

**WHEREAS**, each school in the Oak Park Unified School District is designated as a community center; and

**WHEREAS**, the citizens of Oak Park are dedicated to the integration of community activities; and

**WHEREAS**, the master plan for the Oak Park community emphasizes the shared use of school and park facilities by their location, and

**WHEREAS**, the California Education Code and California Public Resources Code provide for cooperative use of School District and Park District facilities, and it has been a long standing policy of the Park District to make its facilities available for school use and to use School District facilities for park use, when such use can be of benefit to residents of the entities involved; and

**WHEREAS**, the Board of Education of the Oak Park Unified School District and the Board of Directors of the Rancho Simi Recreation and Park District have determined that it would be in the public interest to enter into an agreement for cooperative use of facilities owned by them;

NOW, **THEREFORE**, in consideration of the covenants, conditions, provisions, agreements, obligations assumed, and the other considerations contained herein, the parties hereto agree as follows:

1. Use of Park District Facilities: The Park District hereby grants to the School District a non exclusive permit to use the buildings, grounds, and facilities of the Park District for programs and activities of the School District, so long as such activities do not interfere with or adversely affect programs and activities sponsored by the Park District. Exceptions to this provision may be made in order to provide exclusive use of selected areas of Park District facilities on a case-by-case basis subject to the approval of the Park District General Manager or appropriate designee.

2. Use of School District Facilities: The School District hereby grants to the Park District a non exclusive permit to use the buildings, grounds, and facilities of the School District for programs and activities of the Park District, so long as such activities do not interfere with or adversely affect programs and activities sponsored by the School District. Exceptions to this provision may be made in order to provide exclusive use of selected areas of School District facilities on a case-by-case basis subject to the approval of the School District Superintendent or appropriate designee.

3. Compliance: The School District agrees to comply with all Policies, Procedures, Rules and Regulations applicable to the use of buildings, grounds, and facilities owned by the Park District. Conversely the Park District agrees to comply with all Policies, Procedures, Rules and Regulations applicable to the use of buildings, grounds and facilities owned by the School District. This provision will also apply to all groups and organizations whose use of facilities is sponsored by either entity.

4. Scheduling of Use: The School District and Park District shall each designate an individual who shall be responsible for coordination of the scheduling of use of facilities under this agreement. All requests for use of School District facilities shall be routed through the Park District representative to the School District representative for consideration and scheduling. Similarly, all requests for use of Park District facilities shall be routed through the School District representative to the Park District representative for consideration and scheduling. All such requests for use of facilities shall be processed as promptly as this can reasonably be accomplished. When a use of facilities by one agency has been approved by the other agency, that use shall not be canceled or modified except when the agency owning such facilities determines that such cancellation or modification is in the best interest of its programs and activities.

5. Charges for Use: The using District shall compensate the owner District for direct costs incurred by the owner District resulting from or associated with the use of buildings, grounds and facilities under this agreement, such as the costs of utilities and expendable supplies resulting from such use and the costs of personnel for custodial care, maintenance, and supervision of use resulting from use by the using District. A one-time charge may be made for processing a request for use of facilities. When such use involves the payment of fees or other charges by participants in programs for which the facilities will be used, the owner District shall be entitled to establish

appropriate use fees. If the owner District establishes such use fees, it shall so advise the using District of those use fees sufficiently far in advance of the proposed use to enable the using District to determine whether or not to proceed with the program involved prior to the time it would be necessary to advertise or promote the program. At such times as shall be convenient to either party, but no less frequently than the last day of June and December of each year, each District shall submit to the other District a statement of charges incurred as a result of use of facilities under this agreement. The charges incurred by each District shall be payable to the other District within a period of sixty (60) days following the period for which such charges were incurred. As an alternative to the assessment of fees between the two parties, either District may compensate the other through the reciprocal use of its facilities in lieu of fee payment. This alternative shall be effected in an equitable manner and is subject to the approval of both parties.

6. Supervision and Control of Use: The supervision and control of Park District programs and activities on school grounds, buildings, and facilities under this agreement shall be the responsibility of the Park District. The supervision and control of School District programs and activities on park grounds, buildings, and facilities under this agreement shall be the responsibility of the School District. All use of buildings, grounds, and facilities under this agreement shall be supervised by the District using same through the services of responsible individuals who shall be familiar with the programs of the parties and the arrangements which have been made by the parties for the use of such buildings, grounds, and facilities. It is specifically understood that it may be necessary for either District to provide personnel to supervise the use by the other District of buildings, grounds, or facilities under this agreement. If the owner District determines that it will be necessary for it to supervise the use by the other District of buildings, grounds, or facilities under this agreement, the owner District shall so advise the using District at the time the owner District grants the using District permission to use its buildings, grounds, or facilities. At that time the owner District shall also advise the using District of the charges which will be made by the owner District for such supervision of use. Each District may also elect to monitor use by the other District under this agreement to insure that such use shall be consistent with this agreement and the public interest. During all use under this agreement, the

agreement, the using District and all individuals engaged in its programs and activities shall respect and comply with the rules and regulations of the owning District and the reasonable directions and requests of the owning District's representatives.

7. Care and Repair of Property: The School District and the Park District, and their employees, agents, and representatives shall exercise appropriate care in the use of all buildings, grounds, and facilities under this agreement. Further, during such times as buildings, grounds, and facilities are being used under this agreement; the using District shall endeavor to restrain persons not affiliated with the using District from committing any waste or damage to the property so used and to buildings, grounds, and facilities in proximity to those actually being used. In the event buildings, grounds, or facilities are damaged or destroyed during use under this agreement, the using District shall immediately reimburse the owner District for such costs as shall be incurred in repairing said damage and restoring the property to its condition prior to said use and damage. As an alternative to reimbursement, the using District may, if this is acceptable to the owner District in the specific instance involved, actually repair the damage resulting from such use to the satisfaction of the owner District. The using District shall not be responsible to the owner District for reasonable wear and tear resulting from such use.

8. Modification of Property: Neither District shall modify or alter in any way the buildings, grounds, or facilities of the other District without the specific written authorization of the owner District. The using District may, with owner District approval, place on the buildings, grounds, and facilities of the owner District such reasonable and temporary decorations and displays as may be appropriate to such use. All such decorations and displays shall be placed in such a manner that their use shall not result in damage or detriment to the property of the owner District. All such decorations and displays shall be removed promptly after completion of the use for which they were intended.

9. Expendable Equipment and Supplies: Each District shall supply and furnish such expendable equipment and supplies as shall be necessary to conduct its programs and activities. It is specifically understood that this agreement shall not extend to the use of expendable equipment and supplies.

10. Non-Liability for Loss/Insurance: This agreement is made upon the express condition that the District permitting the use of its buildings, grounds, and facilities by the other District shall be free from all liability

and claim for damages by reason of any injury to persons or property resulting from or associated with the use of such buildings, grounds, and facilities by the other District. The using District hereby assumes all risk of damage to persons and property in or upon the buildings, grounds, and facilities which are the subject of this agreement during such time as said buildings, grounds, and facilities shall be used under this agreement, from any cause or source whatsoever, and the using District, and all others using said buildings, grounds, and facilities under this agreement hereby waive any and all claims against the owner District for damage to persons or property in, on, or about said buildings, grounds, and facilities. The using District shall hold the owner District harmless from any and all claims, demands, causes of action, suits, damages, costs of action, counsel fees, and all other costs and expenses, including costs of investigation arising out of or incurred in the defense of any claim, proceeding, or action brought for injury to persons or damage to property resulting from or associated with the use of said buildings, grounds, and facilities under this agreement. Further, the using District shall save and hold harmless the owner District from any and all orders, judgments, and decrees, which may be entered in such suits or actions. In order to protect each other from liability and loss in this regard, the parties shall each secure, carry, and maintain at all times during the term of this agreement, at their sole cost and expense, public liability and property damage insurance for the joint and several protection and indemnity of both Districts. Said insurance shall be in the principal amount of not less than one million dollars (\$1,000,000.00) combined single limits, as to injury to persons and/or damage to property for a single occurrence. Each District shall provide to the other District evidence of required insurance in the form of a "Certificate of Insurance" which shall provide that the other District shall be notified at least forty-five (45) days in advance of termination or cancellation of said insurance. In addition, each District shall provide to the other District a "Policy Endorsement Form" naming the other District as an additional insured.

11. Notices: All notices to be given under this agreement shall be in writing and shall be effective either upon personal delivery or upon being sent by registered mail or certified mail, return receipt requested, addressed to the party to whom such notice is given. Notice sent as above shall be deemed served forty-eight (48) hours after being deposited in the United States mail and issuance of a registered or certified mail receipt. Notice shall be delivered or mailed to the principal office of each District.

12. Amendment to Agreement: As the result of a decision by the Oak Park Unified School District (OPUSD) to construct new tennis court facilities at Oak Park High School; and a concurrent decision by the Rancho Simi Recreation and Park District (RSRPD) to provide funding for lighting and electrical service for evening recreational use of these courts, it is necessary to make provision for the joint administration and maintenance of this facility. To this end, the parties agree as follows:

- a. OPUSD shall have exclusive use of the facility during normal school hours of operation (approximately 8:00 a.m. – 1:30 pm) as well as after school tennis team practice and competition play (approximately 1:30 pm – 6:30 pm). Although this after school use normally occurs on weekdays during the times listed above and during the period from August through May of each year, the courts may also be needed at other special times, for school sponsored make-up games, tournaments, or other required California Interscholastic Federation (CIF) needs. Private lessons from 1:30 pm – 6:30 pm shall not be considered “school use” unless the OPUSD Superintendent states certain lessons qualify as school use in writing to RSRPD’s General Manager. In that event, private lessons would only be allowed on two courts at a time, with two courts available for RSRPD and two courts available for public walk-on use. OPUSD will make every effort to notify RSRPD of these special uses 30 days prior to the special use so RSRPD will have an adequate period of time to reschedule any program that may be in conflict with the OPUSD special use. School District tennis coaches may also use 1 tennis court year-round on Sundays between the hours of 8:00 am – 1:00 pm for tennis practice, but not paid lessons.
- b. When not needed for school purposes RSRPD shall have the exclusive right to administer and schedule the use of this facility for community recreational purposes such as organized leagues (i.e., RSRPD Adult tennis leagues are held on the tennis courts on weekday mornings), lessons, clinics, free play, or other programs. In addition, RSRPD shall set aside a minimum of 40 hours each week for unscheduled free play.

- c. RSRPD reserves the right to charge appropriate fees for use of the courts by non-school groups and/or individuals. Such fees shall be used either in whole or in part to offset the costs of utilities and ongoing maintenance of the facility. RSRPD shall be responsible for all costs of electrical service to the facility, lamp replacement and electrical repairs to the facility, and regularly scheduled cleaning and minor maintenance of the courts. Specifically RSRPD shall wash all tennis courts once per month and replace tennis court nets and center straps as necessary. OPUSD shall blow off courts as necessary, spot clean spills and empty trash containers as necessary. Large-scale maintenance projects such as court resurfacing, painting, and repair/replacement of windscreens, fencing, or other fixtures shall be funded jointly by RSRPD and OPUSD on an equal basis.
- d. Due to the composition of the court surfaces, and in an effort to avoid excessive maintenance costs, "high-impact" activities such as roller hockey and the use of remote controlled vehicles are prohibited within the fenced court area. Both OPUSD and RSRPD shall make every effort to enforce this restriction.

12. Term of Agreement: This agreement shall commence as of March 1, 2011, and continue thereafter for a term of three (3) years to and including February 28, 2014. This agreement may, however, be terminated by either party hereto upon the giving of ninety (90) days written notice to the other party of its intention to terminate this agreement. Such termination shall be effective upon the expiration of said ninety (90) days.

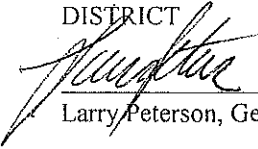
Dated: \_\_\_\_\_

Dated: May 11, 2012

OAK PARK UNIFIED SCHOOL DISTRICT

RANCHO SIMI RECREATION & PARK  
DISTRICT

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

  
\_\_\_\_\_  
Larry Peterson, General Manager



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JUNE 19, 2012**  
**SUBJECT: C.1.e APPROVE OUT OF STATE TRAVEL FOR CERTIFICATED EMPLOYEES TO ATTEND THE WRITING SUMMER INSTITUTE AT TEACHERS COLLEGE, COLUMBIA UNIVERSITY IN NEW YORK CITY – AUGUST 12-17, 2012 FUNDED BY FEDERAL GRANT – TITLE IIA**

Consent

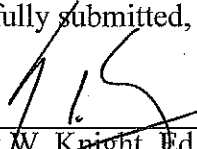
**ISSUE:** Shall the Board of Education approve the out of state travel for the certificated employees to attend Writing Summer Institute at Teachers College August 12-17, 2012?

**STATEMENT:** According to Board Policy 3350, the Board of Education must approve out of state travel for certificated and classified employees. The following teachers will attend the Conference August: Ryan Bodily, Elisa Duffy, and Erica Panis

**ALTERNATIVES:** 1. Approve the out of state travel for certificated employees to attend the Writing Summer Institute at Teachers College August 12-17, 2012.  
 2. Do not approve the out of state travel for certificated employees to attend the Writing Summer Institute at Teachers College August 12-17, 2012.

**RECOMMENDATION:** Alternative #1.

Respectfully submitted,

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

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JUNE 19, 2012**  
**SUBJECT: C.I.f. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL  
 CROSS COUNTRY TEAM – AUGUST 12-17, 2012**  
**CONSENT**

**ISSUE:** Shall the Board approve an overnight trip for the OPHS Cross Country team summer training program?

**BACKGROUND:** Principal, Kevin Buchanan, requests approval for this trip scheduled for August 12-17, 2012 in Mammoth Mountain, CA. Approximately 90 athletes, four OPHS coaches and 20 parent volunteer chaperones will travel by district approved drivers in private and district vehicles. Team will depart Sunday, August 14 at 7 a.m. and return Friday, August 19 by 5 p.m. Team and chaperones will stay at The Mammoth Mountain Inn. The cost will be approximately \$450-500 per athlete to cover the cost of transportation, meals, and lodging. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved *Field Trip Planning Guide/Checklist* have been met.

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

**RECOMMENDATION:** Alternative #1.

Prepared by: Geri Sterling  
 Certified by: Kevin Buchanan

Respectfully submitted

  
 Anthony W. Knight, Ed.D.  
 Superintendent

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JUNE 19, 2012**  
**SUBJECT: C.1.g. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL  
 ASB SUMMER RETREAT – AUGUST 19-20, 2012**  
**CONSENT**

**ISSUE:** Shall the Board approve an overnight trip for the Oak Park High School ASB students?

**BACKGROUND:** Principal, Kevin Buchanan, requests approval for this team building retreat/camp scheduled for August 19-20, 2012 with Fulcrum Learning Systems in the Temescal Canyon in Pacific Palisades. Approximately 30 students and two OPHS advisors will travel by district approved drivers in private vehicles to the camp where they will have meals as well as be housed in cabins. The cost will be approximately \$300 per student to cover transportation, meals, lodging and training. Each student will pay \$100 and ASB fees will subsidize the remainder. Please accept this as certification that the Principal has reviewed and verified that all the required components of the approved *Field Trip Planning Guide/Checklist* have been met.

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

**RECOMMENDATION:** Alternative #1.

Prepared by: Geri Sterling  
 Certified by: Kevin Buchanan

Respectfully submitted

  
 Anthony W. Knight, Ed.D.  
 Superintendent

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JUNE 19, 2012**  
**SUBJECT: C.1.h. APPROVE RESOLUTION #12-12, YEAR END BUDGET AND INTERFUND TRANSFERS FOR FISCAL YEAR 2011-12**

CONSENT

**ISSUE:** Shall the Board of Education authorize the Director of Fiscal Services to make any and all necessary budget transfers as required to permit the payment of obligations incurred by the District for the fiscal year ending June 30, 2012?

**BACKGROUND:** As the District closes its 2011-12 financial books, certain budget transfers must occur to permit the payment of obligations incurred during the fiscal year. Much of the work closing the books occurs during summer months when the Board is not in session. It is therefore necessary for the Board to authorize an employee to make these budget transfers. Accordingly, the Administration recommends that the Board adopt Resolution No. 12-12, authorizing the Director of Fiscal Services to make any and all necessary budget transfers to permit the payment of obligations incurred by the District for the fiscal year ending June 30, 2012.

**FINANCIAL IMPACT:** None.

**ALTERNATIVES:**

1. Adopt Resolution #12-12, Year End Budget and Interfund Transfers for fiscal year 2011-12.
2. Do not adopt Resolution #12-12.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted:

Anthony W. Knight, Ed.D.  
 Superintendent

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

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

**OAK PARK UNIFIED SCHOOL DISTRICT****RESOLUTION #12-12****YEAR END BUDGET AND INTERFUND TRANSFERS FISCAL YEAR 2011-12**

**BE IT RESOLVED** that the Oak Park Unified School District Board of Education does hereby authorize the Director of Fiscal Services to make any and all necessary budget transfers between the designated fund balance or the unappropriated fund balance and any expenditure classification or classifications or balance any expenditure classification of the budget of the district for the year ending June 30, 2012, as necessary to permit the payment of obligations incurred by the District.

**PASSED AND ADOPTED** this 19th day of June 2012, by the governing board of the Oak Park Unified School District of Ventura County, California by the following vote:

AYES:

NOS:

ABSTAIN:

ABSENT:

**THIS IS TO CERTIFY** that the above resolution was adopted by the Board of Education at a regular meeting of the board.

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Clerk/Secretary of the Board

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: JUNE 19, 2012**

**SUBJECT: C.1.i. APPROVE RESOLUTION #12-14, APPROPRIATION AND BUDGETED TRANSFERS FISCAL YEAR 2012-13**

CONSENT

**ISSUE:** Shall the Board of Education authorize transfers of budget appropriations and budgeted transfers of monies between funds as needed during the fiscal year in order to balance expenditure classifications or to meet the budgeted obligations of one fund to another?

**BACKGROUND:** Certain interfund transfers are budgeted each year such as deferred maintenance, or District contributions for technology. This resolution authorizes the business office to make transfers when the funds are needed. During the year, as expenditures are made and income received, it is often necessary to make revisions to line item budgets. These revisions are generally a shifting of appropriations from one major object code to another without increasing the site or program allocation. These types of revisions keep the line item budget appropriation and expenditures in balance.

**FINANCIAL IMPACT:** None

**ALTERNATIVES:**

1. Adopt Resolution #12-14 Appropriation and Budgeted Transfers for 2012-13.
2. Do not adopt Resolution #12-14.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted:

Anthony W. Knight, Ed.D.  
Superintendent

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

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

**RESOLUTION #12-14**

**APPROPRIATION AND BUDGETED TRANSFERS FISCAL YEAR 2012-13**

**WHEREAS**, the Oak Park Unified School District budgets certain transfers and revises its appropriation budgets periodically to permit the payment of obligations of the district, and

**WHEREAS**, the District may authorize a district employee to make such transfers between the budgeted classifications and/or funds in order to balance expenditure classifications or to meet the budgeted obligations of one fund to another,

**THEREFORE, BE IT RESOLVED** that the Oak Park Unified School District authorizes the transfers necessary to permit business as usual during the 2012-13 fiscal year. These transfers are to be presented to the Governing Board for ratification at the next regularly scheduled board meeting.

**ADOPTED** this 19th day of June 2012, by the governing board of the Oak Park Unified School District of Ventura County, California by the following vote:

AYES:

NOS:

ABSTAIN:

ABSENT:

**THIS IS TO CERTIFY** that the above resolution was adopted by the Board of Education at a regular meeting of the board.

\_\_\_\_\_  
Clerk/Secretary of the Board

**TO:** MEMBERS, BOARD OF EDUCATION  
**FROM:** DR. ANTHONY W. KNIGHT, SUPERINTENDENT  
**DATE:** JUNE 19, 2012  
**SUBJECT:** C.1.j. APPROVE RESOLUTION #12-14, APPROPRIATION AND BUDGETED TRANSFERS FISCAL YEAR 2012-13

CONSENT

**ISSUE:** Shall the Board of Education authorize transfers of budget appropriations and budgeted transfers of monies between funds as needed during the fiscal year in order to balance expenditure classifications or to meet the budgeted obligations of one fund to another?

**BACKGROUND:** Certain interfund transfers are budgeted each year such as deferred maintenance, or District contributions for technology. This resolution authorizes the business office to make transfers when the funds are needed. During the year, as expenditures are made and income received, it is often necessary to make revisions to line item budgets. These revisions are generally a shifting of appropriations from one major object code to another without increasing the site or program allocation. These types of revisions keep the line item budget appropriation and expenditures in balance.

**FINANCIAL IMPACT:** None

**ALTERNATIVES:**

1. Adopt Resolution #12-14 Appropriation and Budgeted Transfers for 2012-13.
2. Do not adopt Resolution #12-14.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted:

Anthony W. Knight, Ed.D.  
 Superintendent

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

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



**OAK PARK UNIFIED SCHOOL DISTRICT****RESOLUTION #12-14****APPROPRIATION AND BUDGETED TRANSFERS FISCAL YEAR 2012-13**

**WHEREAS**, the Oak Park Unified School District budgets certain transfers and revises its appropriation budgets periodically to permit the payment of obligations of the district, and

**WHEREAS**, the District may authorize a district employee to make such transfers between the budgeted classifications and/or funds in order to balance expenditure classifications or to meet the budgeted obligations of one fund to another,

**THEREFORE, BE IT RESOLVED** that the Oak Park Unified School District authorizes the transfers necessary to permit business as usual during the 2012-13 fiscal year. These transfers are to be presented to the Governing Board for ratification at the next regularly scheduled board meeting.

**ADOPTED** this 19th day of June 2012, by the governing board of the Oak Park Unified School District of Ventura County, California by the following vote:

AYES:

NOS:

ABSTAIN:

ABSENT:

**THIS IS TO CERTIFY** that the above resolution was adopted by the Board of Education at a regular meeting of the board.

---

Clerk/Secretary of the Board

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: JUNE 19, 2012**

**SUBJECT: C.2.a. APPROVE CHANGE ORDER 1, PROJECT 12-06R, STOREFRONT WINDOW AND DOOR REPLACEMENT AT BROOKSIDE ELEMENTARY SCHOOL**

ACTION

**ISSUE:** Shall the Board approve Change Order 1 to the contract with Center Glass, Inc. for Project 12-06R, Storefront Window and Door Replacement at Brookside Elementary School?

**BACKGROUND:** At its meeting on March 3, 2012, the Board awarded a contract for Project 12-06R, Storefront Window and Door Replacement at Brookside Elementary School, to Center Glass, Inc. During the course of the project, District staff and construction manager Balfour Beatty Construction (BBC) have recommended a reduction in the project's scope, resulting in a credit back to the District. The details of the credit change order are summarized in the attached letter from BBC, accompanied by the formal change order.

The total amount of Change Order 1 is a credit of \$86,900.00, which will reduce the contract from \$342,000.00 to \$255,000.00. It is recommended by BBC and District staff that the Board approve credit Change Order 1.

**ALTERNATIVES:**

1. Approve credit Change Order 1 to the contract with Center Glass, Inc. for Project 12-06R, Storefront Window and Door Replacement at Brookside Elementary School.
2. Do not approve Change Order 1.

**RECOMMENDATION:** Alternative 1.

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

Respectfully submitted,

Anthony W. Knight, Ed.D.  
Superintendent

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

| VOTE:   | AYES  | NOES  | ABSTAIN | ABSENT |
|---------|-------|-------|---------|--------|
| Iceland | _____ | _____ | _____   | _____  |
| Laifman | _____ | _____ | _____   | _____  |
| Pallant | _____ | _____ | _____   | _____  |
| Rosen   | _____ | _____ | _____   | _____  |
| Yeoh    | _____ | _____ | _____   | _____  |

# Balfour Beatty Construction



28

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

May 17, 2012

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

Re: Project 12-06R Storefront Window and Door Replacement at Brookside Elem.  
Recommendation for Project Change Order # 12-06R 1

Dear Mr. Klauss,

The District has received a bid in response to Project 12-6R Storefront Window and Door Replacement at Brookside Elementary School in the amount of \$342,000. The current Master Plan estimate for the work is \$270,000 which was based upon the low bid received in 2011 when the Project was previously bid (the contract was subsequently canceled in mutual agreement between the District and the contractor).

After careful consideration, we have determined the following value engineering options are available to reduce the actual project cost so that it re-aligns with the published Master Plan estimate and we recommend that CO# 12-06R1 in the deductive amount of \$89,600 to capture these value engineering options be approved by the District Staff and Board.

#### **CO Item # 1.1 Building 200**

Delete the replacement of hollow metal doors at openings 7,8,9,14 and 20. Although replacement of the hollow metal doors were included in the original Modernization scope, further review of the door conditions have occurred with the District Staff and it has been determined that the doors noted are not in need of immediate replacement and that the recent door hardware upgrade project have resolved most of the door operation issues.

*The available credit to delete this work is \$16,600.*

#### **CO Item # 1.2 Building 300**

Delete the replacement of hollow metal doors at openings 7,8,9, and 14. Although replacement of the hollow metal doors were included in the original Modernization scope, further review of the door conditions have occurred with the District Staff and it has been determined that the doors noted are not in need of immediate replacement and that the recent door hardware upgrade project have resolved most of the door operation issues.

*The available credit to delete this work is \$13,300.*

#### **CO Item # 1.3 Building 300**

Delete replacement of storefront opening # 24. Upon further review and actual usage frequency of door opening # 24, it has been determined that the door and frame assembly is used very little, in good condition and not in need of replacement.

*The available credit to delete this work is \$5,000.*

#### **CO Item # 1.4 Temporary Construction Fencing**

All District bid packages require the contractor to provide temporary fencing for the safety of school staff and students while working is occurring on an occupied campus. As this project will take place during unoccupied summer months, it has been determined that temporary fencing is unnecessary (note: all other safety requirements will be enforced).

*The available credit to delete this requirement is \$1,000*

**CO Item # 1.5 Working Superintendent**

Delete the requirement for full time non-labor performing contractor supervision and allow the contractor to utilize a full time working foreman. In lieu of the contractor's obligation to maintain a supervision person who is not allowed to perform labor, we have determined the scope of work included in this bid package can be sufficiently manage and supervised by a qualified foreman who is also capable of performing labor.

*The available credit to delete this requirement is \$24,000*

**CO Item # 1.6 Revise Storefront Door Specification**

The project bid specifications include requirements to provide a high end heavy duty storefront door assembly which is very costly. Upon further review, alternate storefront assemblies which maintain the minimum heavy duty usage needs are available at reduced cost. The Architect has reviewed the alternate assemblies and has provided preliminary approval.

*The available credit to revise the storefront door specification is \$18,500*

**CO Item # 1.7 Revise Storefront Window Frame Specification**

As with the storefront doors specifications, the storefront window specifications call for a high end heavy duty assembly which is very costly. Upon further review, alternate storefront window frames which maintain the minimum heavy duty usage needs are available at reduced cost. The Architect has reviewed the alternate assemblies and has provided preliminary approval.

*The available credit to revise the storefront window specification is \$8,500*

**Project Cost Update:****Master Plan Estimate**

|                                   |                     |
|-----------------------------------|---------------------|
| Construction Costs                | \$ 270,000.00       |
| Contingency                       | <u>\$ 27,000.00</u> |
| Total estimated Construction Cost | \$ 340,000.00       |

|                                |                        |
|--------------------------------|------------------------|
| Center Glass Co Base Agreement | \$ 342,000.00          |
| Deductive Change Order # 1     | <u>\$ ( 86,900.00)</u> |
| Revised Construction Cost      | \$ 255,100.00          |

|                        |              |
|------------------------|--------------|
| Balance of Contingency | \$ 84,900.00 |
|------------------------|--------------|

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

Respectfully,



Dennis Kuykendall  
Senior Project Manager, Balfour Beatty Construction

Attachments; Project Change Order # 12-06R 1

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

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

**CHANGE ORDER 12-06R -1**  
**5-17-12**

PROJECT NO: 12-06R

CHANGE ORDER NO: 1

PROJECT NAME: Storefront Window and Door Replacement at Brookside Elem.

CONTRACTOR: Center Glass Company

SCOPE OF WORK: SEE ATTACHED

**COST:**

|                                 |                |
|---------------------------------|----------------|
| Original Contract Amount        | \$ 342,000.00  |
| Previous Approved Change Orders | \$ -           |
| This Change Order               | \$ (86,900.00) |
| Adjusted Contract Amount        | \$ 255,100.00  |

**TIME:**

|   |                 |
|---|-----------------|
| Original Contract Completion Date           | August 15, 2012 |
| Previous Approved Completion Extension Days | 0               |
| Completion Days Extension this Change Order | 0               |
| Adjusted Contract Completion Date           | August 15, 2012 |

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

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

**OAK PARK UNIFIED SCHOOL DISTRICT**

By \_\_\_\_\_

Date \_\_\_\_\_

**District Architect; KPI Architects**

By \_\_\_\_\_

Date \_\_\_\_\_

**CONTRACTOR: Center Glass Company**

By Randy Gucen, Pres.

Date 5-18-12

**District PM/CM; Balfour Beatty Construction**

By D. K. KENDALL

Date 5-25-12

Change Order to Contract  
 OPUSD Bid 12-06R

Oak Park Unified School District

Change Order # 12-06R-1

Bid No 12-06R

5/17/2012

Storefront Window and Door Replacement at Brookside Elementary School

Center Glass Company

| Item No. | GC No. | Description  | Reason  | Cost        |
|----------|--------|--|---|-------------|
| 1.1      | 1      | Building 200 - Delete replacement of hollow metal doors # 7, 8, 9, 14 and 20 including hardware, demo of existing doors and installation of new doors. | The existing doors are not in immediate need of replacement and can be combined with the building modernization scope to be bid at a later date.  | \$ (16,600) |
| 1.2      | 2      | Building 300 -Delete replacement of hollow metal doors # 7, 8, 9, and 14 including hardware, demo of existing doors and installation of new doors.     | Replacement of hollow metal doors 7, 8, 9 and 14 have been included in Project # 12-07R Building 300 Modernization.   | \$ (13,300) |
| 1.3      | 3      | Building 300 - Delete storefront door assembly # 24 including hardware, demo and installation.   | Upon further review and actual usage frequency of door opening # 24, it has been determined that the door and frame assembly is used very little, in good condition and not in need of replacement.   | \$ (5,000)  |
| 1.4      | 4      | Delete jobsite fencing rental. Building is to be secured at the end of each work day by the contractor.  | All District bid packages require the contractor to provide temporary fencing for the safety of school staff and students while working is occurring on an occupied campus. As this project will take place during unoccupied summer months, it has been determined that temporary fencing is unnecessary (note: all other safety requirements will be enforced).   | \$ (1,000)  |
| 1.5      | 5      | Delete the requirement for a full time non-working project superintendent. Provide a full time working foreman for job supervision.                    | Delete the requirement for full time non-labor performing contractor supervision and allow the contractor to utilize a full time working foreman. In lieu of the contractor's obligation to maintain a supervision person who is not allowed to perform labor, we have determined the scope of work included in this bid package can be sufficiently manage and supervised by a qualified foreman who is also capable of performing labor | \$ (24,000) |
| 1.6      | 6      | Provide wide stile aluminum storefront doors in lieu of specified "Tuffline" doors.  | The project bid specifications include requirements to provide a high end heavy duty storefront door assembly which is very costly. Upon further review, alternate storefront assemblies which maintain the minimum heavy duty usage needs are available at reduced cost. The Architect has reviewed the alternate assemblies and has provided preliminary approval.  | \$ (18,500) |

|     |   |  |  |            |
|-----|---|--|--|------------|
| 1.7 | 7 | Provide 2" x 6" storefront aluminum framing in lieu of specified aluminum 1600 Curtainwall storefront framing. | As with the storefront doors specifications, the storefront window specifications call for a high end heavy duty assembly which is very costly. Upon further review, alternate storefront window frames which maintain the minimum heavy duty usage needs are available at reduced cost. The Architect has reviewed the alternate assemblies and has provided preliminary approval | \$ (8,500) |
|     |   |  |  |            |

|                                |     |             |
|--------------------------------|-----|-------------|
| Total Value Engineering Credit |     | \$ (86,900) |
| Previous CO                    | N/A | \$ -        |
| Original Contract              |     | \$ 342,000  |
| Revised Contract               |     | \$ 255,100  |



February 28, 2012

Mr. Keith Henderson  
Balfour Beatty Construction  
Via - E-Mail

Re: Brookside Elementary Project # 12-06R Storefront Window and Door Replacement  
Cost Saving Options


Mr. Henderson,

Per your request the following lists cost saving options for the Districts consideration:

- 1 - Building 200 - Delete Hollow Metal Doors #7, 8, 9, 14, & 20, hardware, demo, painting, installation.  
Credit \$ 16,600.00
- 2 - Building 300 - Delete Hollow Metal Doors # 7, 8, 9, & 14, hardware, demo, painting, installation.  
Credit \$ 13,300.00
- 3 - Building 300 - Delete storefront door assembly # 24, hardware, demo, installation.  
Credit \$ 5,000.00
- 4 - Delete jobsite fencing rental. Secure building at the end of each day.  
Credit \$ 1,000 fence rental.
- 5 - Delete the requirement for a full time non-working Superintendent. Provide a full time working foreman.  
Credit \$ 24,000.00
- 6 - Provide Wide Stile aluminum storefront doors in lieu of the specified "Tuffline" doors.  
Credit \$ 18,500.00
- 7 - Provide 2" x 6" storefront framing in lieu of the specified 1600 Curtainwall framing.  
Credit \$ 8,500.00

It's my opinion that any or all of the above credits will not diminish the intent of the improvements to the buildings. Please call with any questions or comments.

Sincerely,

  
Randy Gulden  
Center Glass Co.



**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: JUNE 19, 2012**

**SUBJECT: C.2.b. APPROVE PROJECT TO BE PAID FROM MEASURE R BOND FUNDS –  
PROJECT 12-05R, REPAIRS TO BOILER SERVING KITCHEN AND LOCKER  
ROOMS AT MEDEA CREEK MIDDLE SCHOOL**

ACTION

**ISSUE:** Shall the Board approve an amendment to the Facilities Master Plan to add Project 12-05R, repairs to the boiler serving the kitchen and locker rooms at Medea Creek Middle School?

**BACKGROUND:** Upon concerns of the Medea Creek staff, Balfour Beatty Construction (BBC) investigated reports of frequent calls that there was little or no hot water to serve the MCMS cafeteria and the gymnasium locker rooms. Attached is BBC's report of the failing condition of the boiler system and recommended repairs. After review and discussion of the emergency repairs, District staff, BBC, and the Facility Planning Committee's subcommittee have found that the repairs are essential and recommend that the repairs be funded from the Measure R bond fund. Measure R bond language authorizes use of bond funds to "Replace, repair, or upgrade plumbing, piping and drainage systems".

This project has been reviewed by the Facility Planning Committee, and by its subcommittee, as well as BBC and District staff prior to this evening's meeting. It is recommended that the Board authorize the revision of the District's Facility Master Plan to incorporate this project, to be funded from Measure R bond funds.

**ALTERNATIVES:**

1. Authorize the use of Measure R bond funds for Project 12-05R, repairs to the boiler serving the kitchen and locker rooms at Medea Creek Middle School as specified and amend the Facilities Master Plan accordingly.
2. Do not authorize the recommended use of Measure R bond funds.

**RECOMMENDATION:** Alternative #1.

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

Respectfully submitted,

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

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

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

**REQUEST FOR USE OF MEASURE R FUNDS:**

Facility Planning Committee, June 6, 2012 Meeting

**BOILER REPAIRS AT MEDEA CREEK MIDDLE SCHOOL**

**From:** Henderson, Keith

**Sent:** Thursday, May 17, 2012 9:06 AM

**To:** 'Kristensen, Peter'; 'Wulf, Tom'; 'Klauss, Martin'; JSuarez@opusd.k12.ca.us; Kuykendall, Dennis; Rosen, Allen; 'Knight, Tony'; Jimenez, Oscar; 'Benioff, Bradley'

**Cc:** Jackson, Richard; Brown, Daniel; Henderson, Keith

**Subject:** FW: Medea Creek Middle School Boilers in MPR Building (Determination on Repairs)

Good Morning Everyone

I have gone over and reviewed the condition of the boiler and the hot water system at Medea Creek Middle School yesterday in the MPR Building that serves the Kitchen and Locker Rooms to determine what repairs are needed.

In reviewing the system and its operation yesterday I found the following:

- The system was working
- There was "Really Hot Water" in the Kitchen, I mean HOT.
- The hot water circulation pump was working and circulating the hot water to keep the loop warm or hot during the time period the hot water was set to come on by the timer.
- The hot water piping & storage tank had hot water in it, but heat loss was occurring due to no insulation.
- The Boiler appeared to be working since there was plenty of hot water even though the electrical panel cover had been removed.
- The entire hot water system in the Boiler Room was fine except for the missing secondary boiler that was removed and additional water storage tank water tank that is sitting in the room but not connected in which if no showers are being used in the locker rooms by students, this added hot water tank & Boiler system are not required due to lack of demand.

The list below is what I determined as being needed to repair and "Clean Up" the system.

- A) **Cap off/Remove** all domestic (Cold) water supply Piping to second Boiler no longer in place.
- B) **Cap off/Remove** all (Hot) water supply Piping from old Boiler to the Secondary Hot Water Storage Tank location.
- C) **Cap off/Remove** all (Hot) water supply from old storage tank location to over head tie in to the main hot water supply system.
- D) **Properly Cap off** Gas Supply line Piping to old Boiler Location
- E) **Install 2 to 3 missing pipe supports** on existing Hot Water Piping System in Boiler Room
- F) **Insulate Hot Water Storage Tank and All Related Hot Water Piping** in Boiler to Stop Heat Loss and Save Energy
- G) **Do Not Replace the Boiler Since it is Operational** A new Commercial Water Heater is \$3,800.00 plus just for the unit, not including installation.
- H) **Re-Assemble Boiler/Tune Up** (Put electrical cover back on and check Boiler Operation, If need be Flush Boiler to Remove all scale/rust or other debris.
- I) **If need be, replace the Boiler/Hot Water Circulation Operational Timer with a upgraded timer** so time of day, day, week month and yearly programming can be set so Hot Water operations only occur from 7am to 1pm on school days and on all other days the system is off. (Evenings, Weekends & Summer)

**REQUEST FOR USE OF MEASURE R FUNDS: BOILER REPAIRS AT MEDEA CREEK MIDDLE SCHOOL**

Facility Planning Committee, June 6, 2012 Meeting

Page 2

- J) Leave All Remaining Down Stream Hot Water Piping in Place and do not remove, modify or mess with the system since it is working fine. This means if in the future, a need occurs to use the locker room showers for Students or an emergency, they are hooked up and operational with the understanding that the hot water supply feeding this system has limits to the amount of showers it can supply with hot water at any one time.
- K) The system upon completion of the repairs listed above will operate as intended and will supply plenty of hot water to the Kitchen and Coaches Showers, and if need be a limited amount of hot water for locker room showers should this need be required.

I found that when we complete the repairs listed above, the hot water system will work fine and continue to deliver plenty of hot water for the intended use while not operating in excess where a waste of energy would be occurring. There is no need to modify or manipulate any of the hot water piping or plumbing downstream of the boiler room since this would be a waste of money. All we need to do is tune up what is there in the Boiler Room and I feel we are good to go. We would be looking at a cost of no more than \$3,500.00 at the highest end to make the repairs to have system cleaned up.

If you would, please review the information provided above and let us know your thoughts so we could expedite an approval from everyone to move forward with the repairs. Thank you

**Keith Henderson** | Construction Manager

office: 805.983.1558 | mobile: 805.264.4133 | email: [khenderson@balfourbeattyus.com](mailto:khenderson@balfourbeattyus.com)

Balfour Beatty Construction | 300 East Esplanade Suite 1120, Oxnard, CA 93036 | [www.balfourbeatty.us.com](http://www.balfourbeatty.us.com)

**From:** Jackson, Richard

**Sent:** Tuesday, May 08, 2012 11:17 AM

**To:** Henderson, Keith

**Cc:** Kuykendall, Dennis; Brown, Daniel

**Subject:** Medea Boilers

Here is the status

Originally there were two boilers and two tanks. The supply from the tanks went into the same piping system so there was no separation for locker rooms or the kitchen. One tank has been disconnected from the piping and one boiler has been completely removed. The other system has been pretty well cannibalized. The water temperature is set at 170 degrees the temp gage on the remaining tank is gone. The remaining tank is not insulated and according to the kitchen staff the kitchen is without hot water frequently. Once we determine if hot water is needed in the locker rooms we can establish what type of heating system to use but this one is so far gone and inefficient it is not worth repairing – Comments?

Richard Jackson | Superintendent CISEC QSP

Office 805.983.1558 | Mobil 805.298.0807 | email: [rjackson@balfourbeatty.com](mailto:rjackson@balfourbeatty.com)

Balfour Beatty Construction | 300 E. Esplanade Drive Suite 1120 | [www.balfourbeattyus.com](http://www.balfourbeattyus.com)

**After review and discussion, it is recommended by the FPC subcommittee that Measure R funds, in an amount not to exceed \$3,500, be authorized to make repairs as noted above.**

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: JUNE 19, 2012**

**SUBJECT: C.2.c. APPROVE PROJECT TO BE PAID FROM MEASURE R BOND FUNDS – PROJECT 12-14R, CARPET REPLACEMENT AT OAK HILLS ELEMENTARY SCHOOL**

ACTION

**ISSUE:** Shall the Board approve an amendment to the Facilities Master Plan to add Project 12-14R, carpet replacement at Oak Hills Elementary School?

**BACKGROUND:** Upon concerns of the Oak Hills Elementary School staff, District staff investigated reports of badly ripped, torn, and worn carpet in rooms 8 and 9, and in the adjoining pod area. A description of the conditions is attached for the Board's review. After review and discussion of the deteriorated condition of the carpet in those areas, District staff, BBC, and the Facility Planning Committee's subcommittee have found that the repairs are essential and recommend that the repairs be funded from the Measure R bond fund. Measure R bond language authorizes use of bond funds to "Upgrade classroom...interiors, including floor...finishes"

This project has been reviewed by the Facility Planning Committee, and by its subcommittee, as well as BBC and District staff prior to this evening's meeting. It is recommended that the Board authorize the revision of the District's Facility Master Plan to incorporate this project, to be funded from Measure R bond funds.

**ALTERNATIVES:**

1. Authorize the use of Measure R bond funds for Project 12-14R, carpet replacement at Oak Hills Elementary School as specified and amend the Facilities Master Plan accordingly.
2. Do not authorize the recommended use of Measure R bond funds.

**RECOMMENDATION:** Alternative #1.

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

Respectfully submitted,

Anthony W. Knight, Ed.D.  
Superintendent

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

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

**REQUEST FOR USE OF MEASURE R FUNDS:**

Facility Planning Committee, June 6, 2012 Meeting

**CARPET REPLACEMENT, ROOMS 8 AND 9, OAK HILLS ELEMENTARY SCHOOL**

At its meeting on Tuesday, May 8, 2012, the FPC subcommittee received information that the carpet in rooms 8 and 9 and adjoining pod area at Oak Hills Elementary School was severely worn, ripped, and unraveling. The subcommittee requested quotes on the cost to replace the carpet. This information was received on May 15, 2012 from Leader Carpet Hardware & Stone, who quoted \$8,000 for the removal and replacement carpet in rooms 8 and 9 and adjoining pod area. A copy of the quote received from Leader is attached.

**After review and discussion, it is recommended by the FPC subcommittee that Measure R funds, in an amount not to exceed \$8,000, be authorized to replace carpet as noted above.**

*CARPET CONTRACT*  
**LEADER CARPET HARDWOOD & STONE**

**28350 ROADSIDE DR  
 Agoura Hills, Ca. 91301  
 Ph: 818-735-7825 Fax: 818-735-0511  
 Ca. State License # 476112**

|  |                           |
|--|---------------------------|
| Buyer: Oak Park School District Attn: Julie Suarez | Date: May 10, 2012        |
| Address 5801 E. Conifer                            | Phone: 818-256-4010 Oscar |
| City: Oak Park CA. 91377                           | Fax: 818-865-8467         |
| Job Name: Oak Hills Elementary School              | Work 818-735-3210 Julie   |
| Job Address: 1010 N. Kanan Rd.                     | Cell: 818-256-4002 Miguel |
| City: Oak Park CA. 91377                           | Salesman: Rick Jr.        |

email: [JSuarez@oakparkusd.org](mailto:JSuarez@oakparkusd.org)

| Job Description  | Totals                |
|--|-----------------------|
| Carpet: Shaw   | \$ -                  |
| Style: Rows # 54437  | \$ -                  |
| Color: Mystical Azure #00402   | \$ -                  |
| Room: Classroom # 7, Classroom # 8, Common area B-B room                               | \$ -                  |
| Yardage: 204 yds   | \$ -                  |
| Furnish and install Shaw commercial carpet tiles 24"x 24"                              | \$ -                  |
| style: Rows # 54437 color: Mystical Azure #00402 throughout classroom # 7              | \$ -                  |
| classroom # 8 and connecting common area B-B room. Direct glue down                    | \$ -                  |
| installation with recommended pressure sensitive adhesive.                             | \$ -                  |
| Furnish and install burke rubber base color: blue bonnet # 323 throughout              | \$ -                  |
| above area room perimeters. Install transitional moldings at carpet vinyl transitions. | \$ -                  |
| Pull up all existing glue down carpet prep for installation.                           | \$ -                  |
| Classroom # 7:   | \$ 3,500.00           |
| Classroom # 8:   | \$ 3,500.00           |
| Common area B-B room:  | \$ 1,000.00           |
|  | \$ -                  |
|  | \$ -                  |
| C.O.D. UPON COMPLETION OF JOB.   | DEPOSIT REQUIRED      |
|  | Sub Total \$ 8,000.00 |
|  | Extra Labor \$ -      |
|  | Misc. Charge \$ -     |
|  | Total \$ 8,000.00     |
|  | Deposit \$ -          |
|  | Bal. Due \$ -         |
| REC'D :  | DATE:                 |
|  | CASH:                 |

**APPROXIMATE DATE OF INSTALLATION:**

Payment upon completion unless otherwise specified in writing. Finance charge of 1 1/2 % per month shall be added if payment is not made within five (5) days after completion, which is an annual percentage rate of eighteen (18%) Percent charged on all past due accounts. Seller reserves the right to lien buyers property if payment is not made according to the conditions contained herein. The prices set forth in this contract shall be binding only if this contract is executed by both parties within thirty (30) days of the date set forth above.

The above proposal is made subject to the conditions and NOTICE printed on the reserve side and made a part hereof and the buyer in accepting same acknowledges that he has read the said conditions and accepts the same unconditionally.

Customer's Signature, Owner-Contractor  
 or their Authorized Agent

Accepted by:

Leader Carpet

Job completion / satisfaction  
 Customers signature (yellow copy)

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JUNE 19, 2012**  
**SUBJECT: C.2.d. APPROVE PROJECT TO BE PAID FROM MEASURE R BOND FUNDS –CONCRETE STEP REPAIRS AT OAK HILLS ELEMENTARY SCHOOL**

ACTION

**ISSUE:** Shall the Board approve an amendment to the Facilities Master Plan to add repairs to failing concrete stairs at Oak Hills Elementary School?

**BACKGROUND:** Upon concerns of the Oak Hills Elementary School staff, Balfour Beatty Construction (BBC) investigated hazard reports of failing concrete steps between the school's main office and its library. Attached is BBC's report of the failing condition of the steps and recommended repairs. After review and discussion of the needed repairs, District staff, BBC, and the Facility Planning Committee's subcommittee have found that the repairs are essential and recommend that the repairs be funded from the Measure R bond fund. Measure R bond language authorizes use of bond funds to "Repair or replace...paths, sidewalks and walkways".

This project has been reviewed by the Facility Planning Committee, and by its subcommittee, as well as BBC and District staff prior to this evening's meeting. It is recommended that the Board authorize the revision of the District's Facility Master Plan to incorporate this project, to be funded from Measure R bond funds.

**ALTERNATIVES:**

1. Authorize the use of Measure R bond funds for repairs to failing concrete stairs at Oak Hills Elementary School as specified and amend the Facilities Master Plan accordingly.
2. Do not authorize the recommended use of Measure R bond funds.

**RECOMMENDATION:** Alternative #1.

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

Respectfully submitted,

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

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

| VOTE:   | AYES  | NOES  | ABSTAIN | ABSENT |
|---------|-------|-------|---------|--------|
| Iceland | _____ | _____ | _____   | _____  |
| Laifman | _____ | _____ | _____   | _____  |
| Pallant | _____ | _____ | _____   | _____  |
| Rosen   | _____ | _____ | _____   | _____  |
| Yeoh    | _____ | _____ | _____   | _____  |

**REQUEST FOR USE OF MEASURE R FUNDS:**

Facility Planning Committee, June 6, 2012 Meeting

**CONCRETE STEP REPAIRS AT OAK HILLS ELEMENTARY SCHOOL**

-----Original Message-----

From: Henderson, Keith [<mailto:KHenderson@Balfourbeattyus.com>]

Sent: Friday, June 01, 2012 3:37 PM

To: Kristensen, Peter; Klauss, Martin; Suarez, Julie A.; Wulf, Tom; Rosen, Allen; Kuykendall, Dennis

Cc: Jackson, Richard; Brown, Daniel; Henderson, Keith; Alonzo, Sophia

Subject: Concrete Step Repair at Oak Hills Elementary

Hi All

Please see the attached photos of a set of steps at Oak Hills Elementary School at the front of the campus where you walk from the admin office to the library. These steps are cracking, spalling and fracturing and parts of the step are coming off in whole chunks.

Julie got a quote from Buena Saw cutting for a repair at \$1,105.00 to patch up the steps and another cost for full replacement of all steps at \$2,570.00

Please take a look at the photos and lets discuss at the Tuesday morning meeting.

Thank you

-----Original Message-----

From: Kristensen, Peter [<mailto:Peter.Kristensen@warnerbros.com>]

Sent: Friday, June 01, 2012 3:43 PM

To: Henderson, Keith; Klauss, Martin; Suarez, Julie A.; Wulf, Tom; Rosen, Allen; Kuykendall, Dennis

Cc: Jackson, Richard; Brown, Daniel; Alonzo, Sophia

Subject: RE: Concrete Step Repair at Oak Hills Elementary

Quick reaction, but happy to discuss on Tuesday's call, is that other than the spalling, they're not that bad. I'd suggest sacking and patching the spalling and let the rest wait. Have a great weekend everyone. --peter

**After review and discussion, it is recommended by the FPC subcommittee that Measure R funds, in the amount of \$1,105, be authorized to make repairs as noted above.**



**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: JUNE 19, 2012**

**SUBJECT: C.2.e. APPROVE PROJECT TO BE PAID FROM MEASURE R BOND FUNDS –BUILDING 100 KINDERGARTEN HVAC SYSTEM REPAIRS AT BROOKSIDE ELEMENTARY SCHOOL**

ACTION

**ISSUE:** Shall the Board approve an amendment to the Facilities Master Plan to add Building 100 Kindergarten HVAC system repairs at Brookside Elementary School?

**BACKGROUND:** Upon continuing concerns of the Brookside Elementary School staff, Balfour Beatty Construction (BBC) and District maintenance personnel investigated reports of the failing HVAC system serving the kindergarten rooms in Building 100. Attached is BBC's report of the failing condition of the HVAC system and recommended repairs. After review and discussion of the needed repairs, District staff, BBC, and the Facility Planning Committee's subcommittee have found that the repairs are essential and recommend that the repairs be funded from the Measure R bond fund. Measure R bond language authorizes use of bond funds to "Upgrade...systems for heating, ventilation, cooling/air conditioning".

This project has been reviewed by the Facility Planning Committee, and by its subcommittee, as well as BBC and District staff prior to this evening's meeting. It is recommended that the Board authorize the revision of the District's Facility Master Plan to incorporate this project, to be funded from Measure R bond funds.

**ALTERNATIVES:**

1. Authorize the use of Measure R bond funds for repairs to the failing Building 100 Kindergarten HVAC system at Brookside Elementary School as specified and amend the Facilities Master Plan accordingly.
2. Do not authorize the recommended use of Measure R bond funds.

**RECOMMENDATION:** Alternative #1.

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

Respectfully submitted,

Anthony W. Knight, Ed.D.  
Superintendent

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

| VOTE:   | AYES  | NOES  | ABSTAIN | ABSENT |
|---------|-------|-------|---------|--------|
| Iceland | _____ | _____ | _____   | _____  |
| Laifman | _____ | _____ | _____   | _____  |
| Pallant | _____ | _____ | _____   | _____  |
| Rosen   | _____ | _____ | _____   | _____  |
| Yeoh    | _____ | _____ | _____   | _____  |

**REQUEST FOR USE OF MEASURE R FUNDS:**

Facility Planning Committee, June 6, 2012 Meeting

**BUILDING 100 KINDERGARTEN HVAC SYSTEM REPAIRS AT BROOKSIDE ELEMENTARY SCHOOL**

-----Original Message-----

From: Henderson, Keith [<mailto:KHenderson@Balfourbeattyus.com>]

Sent: Tuesday, June 05, 2012 7:27 AM

To: Kuykendall, Dennis; Kristensen, Peter; Wulf, Tom; Knight, Tony; Klauss, Martin; Suarez, Julie A.; Jackson, Richard; Brown, Daniel; Tim Graves (KPI); Rosen, Allen

Cc: Henderson, Keith

Subject: FW: BES 100 K-Hvac

We need to confirm at today's conference call the approval of repairs to the building 100 HVAC at Brookside.

See e-mail below.

Keith Henderson | Construction Manager

office: 805.983.1558 | mobile: 805.264.4133 | email: [khenderson@balfourbeattyus.com](mailto:khenderson@balfourbeattyus.com)) Balfour Beatty Construction | 300 East Esplanade Suite 1120, Oxnard, CA 93036 | [www.balfourbeattyus.com](http://www.balfourbeattyus.com)

----- Begin forwarded message-----

From: Oak Park School <[mtabares@oakparkusd.org](mailto:mtabares@oakparkusd.org)<<mailto:mtabares@oakparkusd.org>>>

Date: Mon, 14 May 2012 08:23:05 -0700

To: "Suarez, Julie A." <[JSuarez@oakparkusd.org](mailto:JSuarez@oakparkusd.org)<<mailto:JSuarez@oakparkusd.org>>>, "Jimenez, Oscar" <[Ojimenez@oakparkusd.org](mailto:Ojimenez@oakparkusd.org)<<mailto:Ojimenez@oakparkusd.org>>>

Subject: BES 100 K-Hvac

The Unit @ Bes Kinder / lounge needs to be checked as it seems to still have problems of temperature control. The unit need to have some parts replaced and the programming of it checked.  
The approximate cost of it would be:

|    |  |          |
|----|--|----------|
| 1. | Zone controller - ref: 33ZCVAVTRM                | \$448.00 |
| 2. | Belimo Actuator (econ) - ref: NF 24-SR-US        | \$375.00 |
| 3. | Controller sensor (Environmental)                | \$ 20.00 |
| 4. | 4 hours - Technician @ 106.00/hr (Environmental) | \$424.00 |

Approximate Total Cost \$1,267.00 plus Taxes

Miguel H. Tabares

Maintenance Engineer

Oak Park Unified School District

**After review and discussion, it is recommended by the FPC subcommittee that Measure R funds, in an amount not to exceed \$1,500, be authorized to make repairs as noted above.**

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JUNE 19, 2012**  
**SUBJECT: C.2.f. PUBLIC HEARING AND ADOPTION OF 2012-13 BUDGET**

PUBLIC HEARING/ACTION

**ISSUE:** Shall the Board conduct a public hearing and adopt the 2012-13 budget and review the Criteria and Standards?

**BACKGROUND:** Education Code sections 42103 and 42127 specify the timeline and procedures for the adoption of school district budgets. In 1991, in accordance with the Education Code, and as allowed by the California Department of Education, the Board authorized the single budget adoption process, requiring the adoption of the District's final budget by July 1. One of the requirements of the process is that prior to July 1, the District must hold a public hearing and adopt the budget subsequent to the hearing. Additionally, in accordance with Chapter 1462, Statutes of 1988, the State Board of Education has adopted Criteria and Standards to be used by local educational agencies (LEAs) in developing their budgets. These Criteria and Standards must be reviewed by the LEA's Board of Education at the time of final budget adoption. Additionally, one of the most recent pieces of legislation regarding the adoption of school district budgets, AB 1200, makes the July 1 adoption timeline and Criteria and Standards reporting mandatory.

On June 7, 2012, the Board of Education conducted a study session for the 2012-13 budget. After review of the Governor's May Revision Budget Proposal, data, information and assumptions presented by staff, the Board provided direction to staff in the to complete the development of the 2012-13 Adopted Budget, including its priorities for cost reductions. The proposed Adoption Budget presented at today's meeting complies with the Board's direction. As required, the Adoption Budget will also include 2012-13 budgets for the Reserve Fund, the Foundation Permanent Fund, Capital Facilities Fund, Building Funds, Deferred Maintenance Fund, and Cafeteria Fund.

Also included for the Board's review is the Criteria and Standards document. The premise of this document is the establishment of statewide standards to serve as a basis for LEA budget review and approval, as well as triggering discussion of certain aspects of the District budget by the Board and the County Superintendent of Schools.

The complete 2012-13 Adopted Budget has been forwarded to the Board under separate cover, and is also available for public inspection in the District administrative offices. Included in the Board's transmittal is a summary of the Adopted Budget, as well as budget assumptions, enrollment projections, and other background information

The annual budget is a significant part of the overall planning process for a school district. The budget is not merely an accounting tool; it is the educational program expressed in dollars and cents. The Adopted Budget, which is an estimate of revenues and expenditures for the 2012-13 school year, will serve many important functions. Among the major functions are:

**BOARD MEETING, JUNE 19, 2012****Public Hearing and Adoption of 2012-13 Budget**

Page 2

1. Compliance with all financial regulations while maximizing the limited use of resources available.
2. Describes the planned District educational program, including all support services.
3. Provides a vehicle for fiscal controls that will employ monitoring of District expenditures as compared to the budget.
4. Informs the public of the educational program and the funds needed for program operation.

The 2012-13 Adopted Budget was developed utilizing the most reliable information available and reflects the proposed spending plan based on current information and assumptions. As these change, the budget will be amended. Therefore, throughout the 2012-13 fiscal year, amendments and augmentations will be presented to the Board for action as appropriate and when necessary. Should the District receive a difference in funding level due to Budget changes at the State level or through other means, revisions to this budget must be made within 45 days after the passage and Governor's approval of the State Budget.

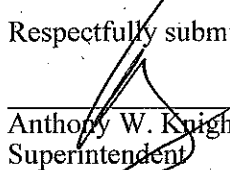
**ALTERNATIVES:**

1. a) Conduct a Public Hearing, and  
b) Adopt the 2012-13 Budget, Staffing Allocation, and Criteria and Standards, as presented.
2. Do not conduct the Public Hearing/Budget Adoption at this time.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted:

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

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

| VOTE    | AYES  | NOES  | ABSTAIN | ABSENT |
|---------|-------|-------|---------|--------|
| Iceland | _____ | _____ | _____   | _____  |
| Laifman | _____ | _____ | _____   | _____  |
| Pallant | _____ | _____ | _____   | _____  |
| Rosen   | _____ | _____ | _____   | _____  |
| Yeoh    | _____ | _____ | _____   | _____  |

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JUNE 19, 2012**  
**SUBJECT: C.2.g. APPROVAL AND CERTIFICATION OF OAK PARK HIGH SCHOOL 2012-13 SCHOOL BELL SCHEDULE AND MINIMUM INSTRUCTIONAL MINUTES**

ACTION

**ISSUE:** Shall the Board of Education approve the Oak Park High School 2012-13 school bell schedule and certify compliance with the minimum number of instructional minutes as required by Education Code (EC) Section 46201?

**BACKGROUND:** Education Code (EC) Section 46201 requires the governing board of every school district to certify that each school and each grade level has met the minimum number of instructional minutes as described in EC 46201 and meets the intent of the longer school day provisions of SB 813. As described in EC 46201.5, school bell schedules must provide for the minimum number of instructional minutes as follows:

Kindergarten = 36,000 minutes/year      Grades 1-3 = 50,400 minutes/year  
 Grades 4-8 = 54,000 minutes/year      Grades 9-12 = 64,800 minutes/year

Compliance with the instructional time requirement is reviewed annually by the District's audit firm as a part of the financial audit. . There are severe financial penalties for programs with less than the required minimum number of instructional minutes. The bell schedule submitted by Oak Park High School for the 2012-13 has been reviewed for accuracy and compliance by the Business Office, and is attached for the Board's review and approval.

**ALTERNATIVES:**

1. Approve the Oak Park High School 2012-13 school bell schedule and certify compliance with the minimum number of instructional minutes as required by EC 46201.
2. Do not approve the Oak Park High School 2012-13 school bell schedule as submitted.
3. Modify the Oak Park High School 2012-13 school bell schedule.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted:

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

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

| VOTE:   | AYES  | NOES  | ABSTAIN | ABSENT |
|---------|-------|-------|---------|--------|
| Iceland | _____ | _____ | _____   | _____  |
| Laifman | _____ | _____ | _____   | _____  |
| Pallant | _____ | _____ | _____   | _____  |
| Rosen   | _____ | _____ | _____   | _____  |
| Yeoh    | _____ | _____ | _____   | _____  |

# Oak Park High School

## 2012 - 2013 Instructional Minutes/Bell Schedule

50

**Semester 1** – 89 total days with periods 1-3-5 held 42 days and periods 2-4-6 held 42 days. An all periods schedule will be held 1 days, a period 1 - 6 schedule to be held 1 day and 3 minimum days for finals are held at the end of the 1<sup>st</sup> semester to account for the total of 89 days.

**Semester 2** – 91 total days with periods 1-3-5 held 41 days and periods 2-4-6 held 41 days. An all periods schedule will be held 1 days, a period 1 - 6 schedule to be held 1 day, 4 minimum days are for STAR testing in May and 3 minimum days for finals held at the end of the 2nd semester.

| Regular Schedule      |          |          | # of Days | 136     |
|-----------------------|----------|----------|-----------|---------|
| Period                | Beg Time | End Time | Hours/Min | Minutes |
| 0                     | 7:20 AM  | 8:20 AM  | 1:00      | 60      |
| P                     | 8:20 AM  | 8:30 AM  | 0:10      | 10      |
| 1/2                   | 8:30 AM  | 10:05 AM | 1:35      | 95      |
| Nutrition             | 10:05 AM | 10:15 AM | 0:10      | 10      |
| P                     | 10:15 AM | 10:25 AM | 0:10      | 10      |
| 3/4                   | 10:25 AM | 12:05 PM | 1:40      | 100     |
| L                     | 12:05 PM | 12:40 PM | 0:35      | 35      |
| P                     | 12:40 PM | 12:50 PM | 0:10      | 10      |
| 5/6                   | 12:50 PM | 2:25 PM  | 1:35      | 95      |
| 7 Support             | 2:25 PM  | 3:10 PM  | 0:45      | 45      |
| Total Hours/Minutes = |          |          | 6:20      | 380     |

| All Periods Schedule 0-6 |          |          | # of Days | 2       |
|--------------------------|----------|----------|-----------|---------|
| Period                   | Beg Time | End Time | Hours/Min | Minutes |
| 0                        | 7:30 AM  | 8:20 AM  | 0:50      | 50      |
| P                        | 8:20 AM  | 8:30 AM  | 0:10      | 10      |
| 1                        | 8:30 AM  | 9:12 AM  | 0:42      | 42      |
| P                        | 9:12 AM  | 9:22 AM  | 0:10      | 10      |
| 2                        | 9:22 AM  | 10:04 AM | 0:42      | 42      |
| Nutrition                | 10:04 AM | 10:14 AM | 0:10      | 10      |
| P                        | 10:14 AM | 10:24 AM | 0:10      | 10      |
| 3                        | 10:24 AM | 11:14 AM | 0:50      | 50      |
| P                        | 11:14 AM | 11:24 AM | 0:10      | 10      |
| 4                        | 11:24 AM | 12:06 PM | 0:42      | 42      |
| Lunch                    | 12:06 PM | 12:41 PM | 0:35      | 35      |
| P                        | 12:41 PM | 12:51 PM | 0:10      | 10      |
| 5                        | 12:51 PM | 1:33 PM  | 0:42      | 42      |
| P                        | 1:33 PM  | 1:43 PM  | 0:10      | 10      |
| 6                        | 1:43 PM  | 2:25 PM  | 0:42      | 42      |
| 7 Support                | 2:25 PM  | 3:10 PM  | 0:45      | 45      |
| Total Hours/Minutes =    |          |          | 6:10      | 370     |

| All Periods Schedule 1-6 |          |          | # of Days | 2       |
|--------------------------|----------|----------|-----------|---------|
| Period                   | Beg Time | End Time | Hours/Min | Minutes |
| 1                        | 8:30 AM  | 9:12 AM  | 0:42      | 42      |
| P                        | 9:12 AM  | 9:22 AM  | 0:10      | 10      |
| 2                        | 9:22 AM  | 10:04 AM | 0:42      | 42      |
| Nutrition                | 10:04 AM | 10:14 AM | 0:10      | 10      |
| P                        | 10:14 AM | 10:24 AM | 0:10      | 10      |
| 3                        | 10:24 AM | 11:14 AM | 0:50      | 50      |
| P                        | 11:14 AM | 11:24 AM | 0:10      | 10      |
| 4                        | 11:24 AM | 12:06 PM | 0:42      | 42      |
| Lunch                    | 12:06 PM | 12:41 PM | 0:35      | 35      |
| P                        | 12:41 PM | 12:51 PM | 0:10      | 10      |
| 5                        | 12:51 PM | 1:33 PM  | 0:42      | 42      |
| P                        | 1:33 PM  | 1:43 PM  | 0:10      | 10      |
| 6                        | 1:43 PM  | 2:25 PM  | 0:42      | 42      |
| 7 Support                | 2:25 PM  | 3:10 PM  | 0:45      | 45      |
| Total Hours/Minutes =    |          |          | 5:10      | 310     |

| Minimum Day Finals Schedule |          |          | # of Days | 6       |
|-----------------------------|----------|----------|-----------|---------|
| Period                      | Beg Time | End Time | Hours/Min | Minutes |
| 0                           | 7:30 AM  | 8:20 AM  | 0:50      | 50      |
| P                           | 8:20 AM  | 8:30 AM  | 0:10      | 10      |
| Block 1                     | 8:30 AM  | 10:10 AM | 1:40      | 100     |
| Nutrition                   | 10:10 AM | 10:20 AM | 0:10      | 10      |
| P                           | 10:20 AM | 10:30 AM | 0:10      | 10      |
| Block 2                     | 10:30 AM | 12:10 PM | 1:40      | 100     |
| Total Hours/Minutes =       |          |          | 4:30      | 270     |

| Staff Meeting Schedule                              |          |          | Mondays   | # of Days | 30 |
|---|----------|----------|-----------|-----------|----|
| Period  | Beg Time | End Time | Hours/Min | Minutes   |    |
| Meeting   | 7:30 AM  | 8:20 AM  | 0:50      | 50        |    |
| P   | 8:20 AM  | 8:30 AM  | 0:10      | 10        |    |
| 1/2   | 8:30 AM  | 10:05 AM | 1:35      | 95        |    |
| Nutrition   | 10:05 AM | 10:15 AM | 0:10      | 10        |    |
| P   | 10:15 AM | 10:25 AM | 0:10      | 10        |    |
| 3/4   | 10:25 AM | 12:05 PM | 1:40      | 100       |    |
| Lunch   | 12:05 PM | 12:40 PM | 0:35      | 35        |    |
| P   | 12:40 PM | 12:50 PM | 0:10      | 10        |    |
| 5/6   | 12:50 PM | 2:25 PM  | 1:35      | 95        |    |
| 7 Support   | 2:25 PM  | 3:10 PM  | 0:45      | 45        |    |
| No 0 Period on staff meeting days Total Hours/Min = |          |          | 5:10      | 310       |    |

| Minimum Day STAR Test Schedule |          |          | # of Days | 4       |
|--------------------------------|----------|----------|-----------|---------|
| Period                         | Beg Time | End Time | Hours/Min | Minutes |
| 0                              | 7:30 AM  | 8:20 AM  | 0:50      | 50      |
| P                              | 8:20 AM  | 8:30 AM  | 0:10      | 10      |
| 1/2                            | 8:30 AM  | 10:10 AM | 1:40      | 100     |
| Nutrition                      | 10:10 AM | 10:20 AM | 0:10      | 10      |
| P                              | 10:20 AM | 10:30 AM | 0:10      | 10      |
| 3/4                            | 10:30 AM | 12:10 PM | 1:40      | 100     |
| Total Hours/Minutes =          |          |          | 4:30      | 270     |

| Total Minutes Per Year in Periods 0-6 |             |             |               |                 |
|---------------------------------------|-------------|-------------|---------------|-----------------|
| Schedule                              | Minutes/day | No. of Days | Total Minutes | Ed Code Minutes |
| Regular                               | 380         | 136         | 51,680        |                 |
| Meeting                               | 310         | 30          | 9,300         |                 |
| All Periods                           | 370         | 2           | 740           |                 |
| 1-6 Periods                           | 310         | 2           | 620           |                 |
| Final Exam                            | 270         | 6           | 1,620         |                 |
| STAR Test                             | 270         | 4           | 1,080         |                 |
| Total                                 |             | 180         | 65,040        | 64,800          |

Semester 1 – 89 total days

Semester 2 – 91 total days

Not Instructional Minutes

180 Days of Instruction

## OAK PARK HIGH SCHOOL BELL SCHEDULES

- 0 period daily except Mondays.
- Periods 1-6 on alternating Block schedule.
- 7<sup>th</sup> period Academic Support Daily.

### Regular Schedule (Tuesday – Friday)

| Period        | Time           | Minutes |
|---------------|----------------|---------|
| Period 0      | 7:20 to 8:20   | 60      |
| Passing       | 8:20 to 8:30   | 10      |
| Block 1 (1/2) | 8:30 to 10:05  | 95      |
| Nutrition     | 10:05 to 10:15 | 10      |
| Passing       | 10:15 to 10:25 | 10      |
| Block 2 (3/4) | 10:25 to 12:05 | 100     |
| Lunch         | 12:05 to 12:40 | 35      |
| Passing       | 12:40 to 12:50 | 10      |
| Block 3 (5/6) | 12:50 to 2:25  | 95      |
| Support (7)   | 2:25 to 3:10   | 45      |

### Monday / Late Start Schedule

| Period        | Time           | Minutes |
|---------------|----------------|---------|
| Meeting       | 7:30 to 8:20   | 50      |
| Passing       | 8:20 to 8:30   | 10      |
| Block 1 (1/2) | 8:30 to 10:05  | 95      |
| Nutrition     | 10:05 to 10:15 | 10      |
| Passing       | 10:15 to 10:25 | 10      |
| Block 2 (3/4) | 10:25 to 12:05 | 100     |
| Lunch         | 12:05 to 12:40 | 35      |
| Passing       | 12:40 to 12:50 | 10      |
| Block 3 (5/6) | 12:50 to 2:25  | 95      |
| Support (7)   | 2:25 to 3:10   | 45      |

### Minimum Day/Final Schedule

| Period    | Time           | Minutes |
|-----------|----------------|---------|
| Period 0  | 7:30 to 8:20   | 50      |
| Passing   | 8:20 to 8:30   | 10      |
| Block 1   | 8:30 to 10:10  | 100     |
| Nutrition | 10:10 to 10:20 | 10      |
| Passing   | 10:20 to 10:30 | 10      |
| Block 2   | 10:30 to 12:10 | 100     |

### Activity Schedule 20 minutes

| Period             | Time           | Minutes |
|--------------------|----------------|---------|
| Period 0           | 7:20 to 8:20   | 60      |
| Passing            | 8:20 to 8:30   | 10      |
| Block 1 (1/2)      | 8:30 to 10:00  | 90      |
| Nutrition          | 10:00 to 10:10 | 10      |
| Passing            | 10:10 to 10:20 | 10      |
| Activity (Block 2) | 10:20 to 10:40 | 20      |
| Block 2 (3/4)      | 10:40 to 12:10 | 90      |
| Lunch              | 12:10 to 12:45 | 35      |
| Passing            | 12:45 to 12:55 | 10      |
| Block 3 (5/6)      | 12:55 to 2:25  | 90      |
| Support (7)        | 2:25 to 3:10   | 45      |

### Assembly Schedule 45 minutes

| Period        | Time           | Minutes |
|---------------|----------------|---------|
| Period 0      | 7:20 to 8:20   | 60      |
| Passing       | 8:20 to 8:30   | 10      |
| Block 1 (1/2) | 8:30 to 9:50   | 80      |
| Nutrition     | 9:50 to 10:00  | 10      |
| Passing       | 10:00 to 10:10 | 10      |
| Block 2 (3/4) | 10:10 to 11:35 | 85      |
| Assembly      | 11:35 to 12:20 | 45      |
| Lunch         | 12:20 to 12:55 | 35      |
| Passing       | 12:55 to 1:05  | 10      |
| Block 3 (5/6) | 1:05 to 2:25   | 80      |
| Support (7)   | 2:25 to 3:10   | 45      |

### All Periods (0-6)

| Period    | Time          | Minutes |
|-----------|---------------|---------|
| Period 0  | 7:30 – 8:20   | 50      |
| Period 1  | 8:30 – 9:12   | 42      |
| Period 2  | 9:22 – 10:04  | 42      |
| Nutrition | 10:04 – 10:14 | 10      |
| Period 3  | 10:24 – 11:14 | 50      |
| Period 4  | 11:24 – 12:06 | 42      |
| Lunch     | 12:06 – 12:41 | 35      |
| Period 5  | 12:51 – 1:33  | 42      |
| Period 6  | 1:43 – 2:25   | 42      |

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JUNE 19, 2012**  
**SUBJECT: C.3.a APPROVE DISTRICT INSTRUCTIONAL CALENDAR FOR SCHOOL YEAR 2013-2014**

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**Action**

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**ISSUE:** Shall the Board of Education approve the district instructional calendar for 2013-2014?

**BACKGROUND:** A calendar committee met this spring to discuss the instructional calendar for the 2013-14. The committee consisted of certificated, classified, parent, board and administrative representation. Consensus was reached on two calendar options. The recommended calendars were sent to the Oak Park Teacher's Association and Oak Park Classified Association for a membership vote.

**ALTERNATIVES:** 1. Approve the 2013-2014 school year calendar as presented.  
 2. Do not approve the 2013-2014 school year calendar as presented.

**RECOMMENDATION:** Alternative #1

Respectfully Submitted,

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

Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:  
**VOTE:** AYES NOES ABSTAIN ABSENT

|         |       |       |       |       |
|---------|-------|-------|-------|-------|
| Iceland | _____ | _____ | _____ | _____ |
| Laifman | _____ | _____ | _____ | _____ |
| Pallant | _____ | _____ | _____ | _____ |
| Rosen   | _____ | _____ | _____ | _____ |
| Yeoh    | _____ | _____ | _____ | _____ |
| Student | _____ | _____ | _____ | _____ |



## July 2013 - June 2014 – Student/Teacher Calendar

## July 2013

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |    |    |    |

4 - Independence Day

## January 2014

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |    |

1 – 3 Winter Break  
20 - Martin Luther King Day  
17 – Elementary Staff Development (Optional Buy Back)/Secondary Prep

## August 2013

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

26 – K-12 Staff Development Day (Mandatory Buy Back)  
27 – Teacher Prep Day  
28 – First Day of School

## February 2014

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 |    |

17 - Washington's Birthday

## September 2013

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 |    |    |    |    |    |

2 - Labor Day  
5 – Local Holiday

## March 2014

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

17 – K-12 Staff Development Day  
Optional Buy Back

## October 2013

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |    |    |

## April 2014

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 |    |    |    |

18 – Local Holiday  
21-25 – Spring Break

## November 2013

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

1 – Secondary Staff Development (Optional Buy Back)/Elementary Prep  
11 - Veterans' Day  
28 - Thanksgiving Day  
29 – Local Holiday (Lincoln's Day Observed)

## May 2014

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

26 - Memorial Day

## December 2013

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |

23-31 Winter Break

## June 2014

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 |    |    |    |    |    |

12 – Last Day of School

# Denotes School Holiday

■ Denotes Beginning and Ending of School and End of Semester/Trimester

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JUNE 19, 2012**  
**SUBJECT: C.3.b. APPROVE TEXTBOOK ADOPTION FOR OAK PARK INDEPENDENT SCHOOL**

Action

**ISSUE:** Should the Board of Education adopt *Teaching Textbooks*, a program piloted by the Oak Park Independent School?

**BACKGROUND:** Currently, the Oak Park Independent School uses the Glencoe series for math instruction. This program relies heavily on teacher presentation and is not content rich for home study. During the past two years, OPIS teachers have piloted *Teaching Textbooks* which allows students to work at home with instructional CDs (much like Khan Academy). OPIS teachers find that this program is closely aligned to the California State Standards in Mathematics. They are seeking Board Approval for this program.

**ALTERNATIVES:** 1. Approve adoption of *Teaching Textbooks* for OPIS.  
 2. Do not approve adoption of *Teaching Textbooks* for OPIS.

**RECOMMENDATION:** Alternative #1

Respectfully submitted,

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

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

VOTE: AYES NOES ABSTAIN ABSENT

|         |       |       |       |       |
|---------|-------|-------|-------|-------|
| Iceland | _____ | _____ | _____ | _____ |
| Laifman | _____ | _____ | _____ | _____ |
| Pallant | _____ | _____ | _____ | _____ |
| Rosen   | _____ | _____ | _____ | _____ |
| Yeoh    | _____ | _____ | _____ | _____ |
| Student | _____ | _____ | _____ | _____ |

**TO: MEMBERS OF BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JUNE 19, 2012**  
**SUBJECT: C.3.c. APPROVE CONSOLIDATED APPLICATION AND REPORTING SYSTEM (CARS) PART II – 2011-2012**

**ACTION**

**ISSUE:** Shall the Board of Education approve the Application for Funding for Consolidated Aide Programs?

**BACKGROUND:** The Application for Funding Consolidated Categorical Aid Programs (SDE-100) is submitted annually to the State Department of Education in two parts. Part I is submitted in June and includes estimated entitlements and general information about state and federal categorical programs. Part II is submitted in the spring after the State Department of Education releases the funding levels for each of the programs in the application for the current year. In addition to the funding entitlements, Part II reports on various state programs like supplemental counseling and Free and Reduced Lunch counts.


The Consolidated Application is being sent to the Board under separate cover.

**ALTERNATIVES:** 1. Accept the Consolidated Application Entitlements and approve Part II.  
 2. Do not accept the Consolidated Application Entitlements and approve Part II.

**RECOMMENDATION:** Alternative #1

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

Respectfully Submitted:

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

|  |       |       |         |        |
|--|-------|-------|---------|--------|
| Board Action: On motion of _____, seconded by _____, the Board of Education: |       |       |         |        |
| Vote:  | Ayes  | Noes  | Abstain | Absent |
| Iceland  | _____ | _____ | _____   | _____  |
| Laifman  | _____ | _____ | _____   | _____  |
| Pallant  | _____ | _____ | _____   | _____  |
| Rosen  | _____ | _____ | _____   | _____  |
| Yeoh   | _____ | _____ | _____   | _____  |
| Student Rep  | _____ | _____ | _____   | _____  |

**TO: BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JUNE 19, 2012**  
**SUBJECT: C.3.d. APPROVE 2012-2013 SCHOOL HANDBOOKS/DISCIPLINE PLANS**

**ACTION**

**ISSUE:** Shall the Board of Education review and approve the Handbooks/ Discipline Plans for Brookside Elementary and Oak Park Independent School?

**BACKGROUND:** Education Code 35291.5 requires each public school to adopt rules and procedures on school discipline applicable to the school. In developing the rules and procedures, each school is to solicit the participation, views, and advice of parents, teachers, school administrators, and in some cases, students.

Each year the schools review their handbooks to make sure they match practices and that there is uniformity within the District. Some of the school handbooks will be included in the May Board packet and some in the June Board packet. (Copies were sent to the Board under separate cover.)

**ALTERNATIVES:** 1. Review and approve 2012-2013 Handbook/Discipline Plans as presented.  
 2. Do not approve 2012-2013 Handbook/Discipline Plans.

**RECOMMENDATION:** Alternative # 1.

Respectfully Submitted:

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

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JUNE 19, 2012**  
**SUBJECT: C.4.a APPROVE CALIFORNIA SCHOOL BOARDS ASSOCIATION**  
**MEMBERSHIP DUES (\$6,733) AND EDUCATION LEGAL**  
**ALLIANCE MEMBERSHIP DUES (\$1,683) FOR 2012-2013**  
Action

**ISSUE:** Shall the Board of Education approve California School Boards Association Membership Due and Education Legal Alliance Membership Dues for 2012-2013?

**STATEMENT:** The Oak Park Unified School District has been a member of the California School Boards Association for many years. As an additional part of membership in CSBA, OPUSD is a member in the Education Legal Alliance at an additional cost. The cost of CSBA membership has increased \$10 and Education Legal Alliance Membership Dues has increased \$2 from last year.

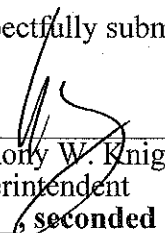
**ALTERNATIVES:**

1. Approve California School Boards Association Membership and Education Legal Alliance Membership Dues for 2012-2013.
2. Approve only the California School Boards Association Membership for 2012-2013.
3. Do not approve California School Boards Association Education Legal Alliance Membership Dues for 2012-2013.

**RECOMMENDATION:** At the Board's discretion

**RATIONALE:** Membership in the Education Legal Alliance is optional. Jan Iceland is the representative to the CSBA Delegate Assembly and strongly recommends that the District support the Education Legal Alliance by renewing membership.

Respectfully submitted,

  
 Anthony W. Knight, Ed.D.  
 Superintendent

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

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

# Membership Billing



## California School Boards Association

3100 Beacon Boulevard, P.O. Box 1660  
West Sacramento, CA 95691  
(916) 371-4691 FAX (916) 371-3407

Please refer to your billing number <sup>62</sup> in all communications regarding this billing.

### Billing Date

5/11/2012

### Billing No.

101072-13

Sold Oak Park USD  
To: 5801 East Conifer Street  
Oak Park, CA 91377-1002

| ITEM NO.  | DESCRIPTION                                      | BILLED AMT        | PAYMENT RCVD        | BALANCE DUE      |
|---|--|-------------------|---------------------|------------------|
|   | CSBA Membership Dues 2012-13 *                   | \$6,733.00        | \$0.00              | \$6,733.00       |
|   | Education Legal Alliance Membership Dues 2012-13 | \$1,683.00        | \$0.00              | \$1,683.00       |
| * \$4 of your CSBA annual membership dues is used to pay for a subscription to California School News for each board member and superintendent.<br>* \$2 of your CSBA annual membership dues is used to pay for a subscription to California Schools magazine for each board member and superintendent.<br>** See reverse for details about Education Legal Alliance. |  |                   |                     |                  |
|   |  | <b>BILLED AMT</b> | <b>PAYMENT RCVD</b> | <b>TOTAL DUE</b> |
|   |  | \$ 8,416.00       | \$ 0.00             | \$ 8,416.00      |

PLEASE DETACH HERE AND RETURN BOTTOM STUB WITH PAYMENT



## California School Boards Association

3100 Beacon Boulevard, P.O. Box 1660  
West Sacramento, CA 95691  
(916) 371-4691 FAX (916) 371-3407

| PAYMENT RCVD | TOTAL DUE   |
|--------------|-------------|
| \$ 0.00      | \$ 8,416.00 |

Billing No.  
101072-13

Billing Date  
5/11/2012

### Make checks payable to:

California School Boards Association  
c/o Westamerica Bank  
P.O. Box 1450  
Suisun City, CA 94585-4450

### Sold to:

Oak Park USD  
5801 East Conifer Street  
Oak Park, CA 91377-1002

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: JUNE 19, 2012**

**SUBJECT: C.5.a. APPROVE RESOLUTION #12-15 TO REESTABLISH  
PARTICULAR KINDS OF SERVICE TO LAID OFF  
CERTIFICATED EMPLOYEES**

**ACTION**

**ISSUE:** Should the Board of Education approve Resolution #12-15 to reestablish particular kinds of service to laid-off certificated employees?

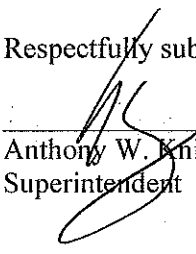
**BACKGROUND:** In considering staffing needs and budget for the 2012-13 school year, it has been determined that the District is able to restore the following positions: three (3) Counselors, one (1) Dean of Students, one (1) ROP Computer Instruction, one (1) ROP Cabinet-making & Architecture and one (1) Athletic Training.

**ALTERNATIVES:**

1. Approve Resolution #12-15 to reestablish particular kinds of service to laid-off certificated employees.
2. Do not approve the Resolution # 12-15 to reestablish particular kinds of service to laid-off certificated employees.

**RECOMMENDATION:** Alternative No. 1

Respectfully submitted,

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

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

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

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

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

**RESOLUTION #12-15**

**RESOLUTION TO REESTABLISH PARTICULAR KINDS OF SERVICE, INCREASE  
THE NUMBER OF EMPLOYEES, AND AUTHORIZE OFFERS OF REAPPOINTMENT  
TO LAID OFF CERTIFICATED EMPLOYEES**

**WHEREAS**, on March 6, 2012, this Board adopted Resolution #12-05 which included, in part, discontinuing and reducing particular kinds of certificated services not later than the beginning of the 2012-2013 school year, as described and set forth in that Resolution;

**WHEREAS**, on May 3, 2012, this Board adopted Resolution #12-10, Final Resolution Regarding Reduction or Elimination of Certain Certificated Services, which resolution provided direction to issue notifications to employees whose were terminated;

**WHEREAS**, pursuant to Resolution #12-10, the Superintendent's designee notified appropriate employees that their employment would terminate upon the close of the 2011-2012 school year;

**WHEREAS**, the Board has determined that it is in the best interests of the District and of the pupils of the District to reestablish particular kinds of services previously reduced or discontinued pursuant to Resolutions #12-05 and #12-10;

**NOW, THEREFORE, BE IT RESOLVED**, that the following particular kinds of services previously reduced or discontinued pursuant to Resolutions #12-05 and #12-10 are reestablished to the extent indicated below:

|                                   |                      |
|-----------------------------------|----------------------|
| Counselor                         | re-establish 3.0 FTE |
| Middle School Dean                | re-establish 1.0 FTE |
| ROP Computer Instruction          | re-establish .5 FTE  |
| ROP Cabinet-making & Architecture | re-establish .5 FTE  |
| ROP Athletic Training             | re-establish .4 FTE  |

**BE IT FURTHER RESOLVED** that it is in the best interests of the District to increase the number of certificated employees by 5.4 FTE;

**BE IT FURTHER RESOLVED** that the Superintendent, or designee, is authorized and directed to offer reappointment to employees whose services have been terminated in accordance with Education Code Section 44956 and 44957, to the extent applicable;

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



The foregoing Resolution was adopted by the Governing Board of the Oak Park Unified School District on the 19th day of June, 2012 by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

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

I, Mary Pallant, Clerk of the Governing Board of the Oak Park Unified School District, do certify that the foregoing Resolution was regularly introduced, passed and adopted by the Governing Board at its meeting held on June 19, 2012.

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