

OAK PARK UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION  
AGENDA #864

DATE: September 18, 2012

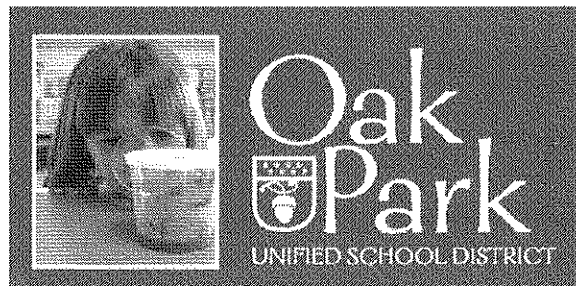
PLACE: **Oak Park High School Presentation Room – G-9**  
899 N. Kanan Road, Oak Park, CA 91377

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

*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**  
**Matt Dods, 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**  
**Cliff Moore, Consultant**  
**Jane Mintz, Director, Educational Technology**  
**Susan Roberts, Director, Pupil Services**

**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, October 16, 2012**

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

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

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

District Office, 5801 East Conifer St.

Brookside Elementary School, 165 N. Satinwood Ave.

Oak Hills Elementary School, 1010 N. Kanan Rd.

Red Oak Elementary School, 4857 Rockfield St.

Medea Creek Middle School, 1002 Double Tree Rd

Oak Park High School, 899 N. Kanan Rd.

Oak View High School, 5701 East Conifer St

Oak Park Library, 899 N. Kanan Rd.

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

**OAK PARK UNIFIED SCHOOL DISTRICT**  
**AGENDA – REGULAR BOARD MEETING #864**  
**September 18, 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: High School Assistant Principal, Teachers, Guest Teacher, Instructional Aides I, II, III, and Music**

**C. CONFERENCE WITH LABOR NEGOTIATORS:**

Agency designated representatives: Leslie Heilbron and Martin Klauss

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

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

**A. ROLL CALL**

**B. FLAG SALUTE**

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

**D. ADOPTION OF AGENDA**

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

**VI. OPEN COMMUNICATIONS/PRESENTATIONS**

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

1. Remarks from Board Members
2. Remarks from Student Board Rep
3. Remarks from Superintendent
4. Report from School Site Councils
5. Report from Facilities Planning Committee
6. 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:**

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

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

- a. **Approve Minutes of Regular Board Meeting August 21, 2012**
- b. **Public Employee/Employment Changes 01CL21916-01CL21944 & 01CE05814-01CE05864** 1
- c. **Approve Purchase Orders –August 1 – August 31, 2012** 4  
*Board Policy 3300 requires Board approval of Purchase Orders*
- d. **Approve Overnight Trip for Oak Park High School Cross Country Team – October 5-6, 2012** 9  
*Board Policy 6153 requires Board approval for student overnight trips*
- e. **Approve Overnight Trip for Medea Creek Middle School 8<sup>th</sup> Grade to Astrocamp – October 31-November 2, 2012** 10  
*Board Policy 6153 requires Board approval for student overnight trips*
- f. **Approve Overnight Trip for Medea Creek Middle School 7<sup>th</sup> Grade to Catalina – October 22-24 and October 24-26, 2012** 11  
*Board Policy 6153 requires Board approval for student overnight trips*
- g. **Approve Disposal of Obsolete Books or Surplus Instructional Materials, Books, and/or Library Books** 12  
*Board approval required for disposal of District materials and books*
- h. **Approve Resolution #12-18, Establishing the Gann Appropriation Limit for Fiscal Year 2012-13** 16  
*Constitutional requirement for Board approval establishing appropriations limit*
- i. **Approve Resolution #12-19, Authorizing District Participation in K-3 Class Size Reduction Program** 18  
*SB 1777 requires Board approval for Class Size Reduction funding*

### **ACTION**

#### **2. BUSINESS SERVICES**

- a. **Approve Change Order #1, Project 12-07R, Building 300 Modernization at Brookside Elementary School** 23  
*Board approval required for change orders*
- b. **Approve Change Order 1, Project 12-10R, M&N Building Restroom Modernization at Oak Park High School** 33  
*Board approval required for change orders*
- c. **Approve Change Order 1, Project 11-18R, Asphalt Parking Lot Repair at Medea Creek Middle School** 39  
*Board approval required for change orders*
- d. **Approve Notice of Completion, Project 11-18R, Roof Repair and Replacement, Building E Administration at Oak Park High School** 45  
*Board approval required for job completion*
- e. **Approve Board Response to Oak Park Citizens' Oversight Committee Annual Report** 49  
*Board asked to approve response discussed at previous meeting*
- f. **Approve Allocation of Our Children's Future Fundraising Proceeds** 53  
*Board will discuss options to recommend to Our Children's Future Committee on the allocation of remaining fundraising proceeds*
- g. **Approve 2012-13 Employee Health Benefits Plans** 55  
*Board Policy 3312 requires Board approval for contract for services*
- h. **Approve Unaudited Actual Reserves and Expenditures for Fiscal Year 2011-12** 63  
*Board is asked to review Unaudited Actual Revenues and Expenditures*

- i. **Approve 2012-13 Mandated Block Grant Letter of Intent** 65  
*In order to receive under this block grant the Board is required to approve a letter of intent.*
  
- 3. **CURRICULUM**
  - a. **Public Hearing and Approve Resolution #12-17, Regarding Sufficiency of Textbooks and Instruction Materials for 2012-2013** 73  
*Education Code 60119 requires a Public Hearing and Board approval regarding sufficiency of textbooks and instructional materials annually in order to receive funding from the state for textbooks*
  
- 4. **HUMAN RESOURCES**
  - a. **Approve Action to Reestablish Particular Kinds of Service, Increase the Number of Employees, and Authorize Offers of Reappointment to Laid Off Classified Employees** 75  
*Board approval required to reemploy employees who received notice of lay-off.*
  - b. **Approve Authorization to Establish a Full-Time Classified Custodial Position** 77  
*Board approval requested to establish a new Classified position*
  
- 5. **SPECIAL EDUCATION**
  - a. **Approve Contract for Non-Public School for Special Education Student #01-12/13 - \$60,957.18** 79  
*Board Policy 3312 requires Board approval for contract for services*
  - b. **Approve Contract for Non-Public School for Special Education Student #02-12/13 - \$27,757.40** 83  
*Board Policy 3312 requires Board approval for contract for services*
  - c. **Approve Contract for Non-Public School for Special Education Student #03-12/13 - \$25,997.40** 87  
*Board Policy 3312 requires Board approval for contract for services*
  - d. **Approve Contract for Non-Public School for Special Education Student #04-12/13 - \$33,886** 91  
*Board Policy 3312 requires Board approval for contract for services*
  - e. **Approve Contract for Non-Public School for Special Education Student #05-12/13 - \$36,102** 95  
*Board Policy 3312 requires Board approval for contract for services*
  - f. **Approve Contract for Non-Public School for Special Education Student #06-12/13 - \$35,003** 99  
*Board Policy 3312 requires Board approval for contract for services*
  - g. **Approve Contract for Non-Public Agency for Three Special Education Students #07-12/13 - \$69,450** 103  
*Board Policy 3312 requires Board approval for contract for services*
  
- 6. **BOARD**
  - a. **Approve Resolution #12-20 In Support of Schools & Local Public Safety Protection Act (Proposition 30)** 107  
*The Board is asked to consider support of Proposition 30 or 38*
  
- 7. **BOARD POLICIES**
  - a. **Approve Amendment to Board Policy 5144.1 – Suspension and Expulsion/Due Process – First Reading** 109  
*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.*
- b. **Approve Amendment to Board Policy 1312.3 – Uniform Complaint Procedures – First Reading** **117**  
*Mandated policy updated to reflect new law (AB 887 and SB 559) which expands the prohibited bases of discrimination subject to uniform complaint procedures (UCP) to include genetic information, gender expression, and gender identity.*
  - c. **Approve Amendment to Board Policy 4030 – Nondiscrimination in Employment – First Reading** **121**  
*Policy updated to reflect new law (SB 559 and AB 887) which expands categories of prohibited discrimination to include genetic information, gender expression, and gender identity.*
  - d. **Approve Amendment to Board Policy 4312.1 – Contracts – First Reading** **125**  
*Policy updated to reflect new law (AB 1344) which prohibits the Board from calling a special meeting to consider the salary or other compensation of management employees, prohibits automatic renewal of a contract with a provision for automatic increase that exceeds the cost-of-living adjustment, and requires contracts executed or renewed after January 1, 2012, to contain a provision requiring an employee to reimburse the district in the event he/she is convicted of a crime involving abuse of his/her office or position.*
  - e. **Approve Amendment to Board Policy 5126–Awards for Achievement–1<sup>st</sup> Reading** **129**  
*Policy updated to reflect new law (AB 815) which establishes a State Seal of Biliteracy to recognize high school graduates who have attained a high level of proficiency in one or more languages in addition to English.*
  - f. **Approve Amendment to Board Policy 5141.6 – Student Health and Social Services – First Reading** **133**  
*Policy updated to reflect new law (AB 499) which allows a minor age 12 and older to consent to medical care related to the prevention of a sexually transmitted disease, and existing law which provides that minors age 12 and older can consent to mental health services under certain conditions.*
  - g. **Approve Amendment to Board Policy 6178.1 – Work-Based Learning – 1<sup>st</sup> Reading** **139**  
*Retitled policy updated to address a broad range of work-based learning opportunities in addition to work experience education (WEE).*
  - h. **Approve Amendment to Board Policy 7110 – Facilities Master Plan – 1<sup>st</sup> Reading** **143**  
*Policy updated to add (1) role of Board in approving the facilities master plan, (2) regular review and updating of the plan, (3) plan components, (4) a list of minimum general standards.*
  - i. **Approve Amendment to Board Policy 7214–General Obligation Bonds–1<sup>st</sup> Reading** **149**  
*Updated policy includes material formerly in AR re: appointment of citizens’ oversight committee for bonds approved under the 55 percent threshold; reflect new law (SB 423) which establishes a date by which audits must be given to the committee, and provides option for districts to establish citizens’ oversight committee for bonds approved under the 66.67 percent threshold.*
  - j. **Approve Amendment to Board Policy 1330 – Use of School Facilities** **155**  
*Updating wording on Exhibit to align with Board Policy.*

## **VII. INFORMATION ITEMS**

- 1. **Monthly General Fund Status Report** **161**
- 2. **Monthly Measure R Bond Fund Status Report** **163**

## **VIII. OPEN DISCUSSION**

## **IX. ADJOURNMENT:**

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

**SCHOOL REPORTS/SCHOOL SITE COUNCIL REPORTS**

1. Brookside Elementary School Report	165
2. Oak Hills Elementary School Report	166
3. Red Oak Elementary School Report	168
4. Medea Creek Middle School Report	169
5. Oak Park High School Report	170
6. Oak View High School/Oak Park Independent School	172
7. Oak Park Neighborhood School	

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

**8-21-12**

**#863**

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Jan Iceland, called the regular meeting to order at 5:35 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, and Ms. Sepideh Yeoh, Member

**BOARD ABSENT**

Ms. Barbara Laifman, Member

**PUBLIC COMMENTS**

None

**ADJOURN TO CLOSED SESSION**

The Board adjourned to Closed Session at 5:36 p.m.

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Jan Iceland, reconvened the regular meeting to order at 6:07 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, and Ms. Sepideh Yeoh, Member

**BOARD ABSENT**

Ms. Barbara Laifman, 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**

Jennifer von Schneidau led the Pledge of Allegiance to the Flag

**REPORT ON CLOSED SESSION**

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

**ADOPTION OF AGENDA**

On motion of Mary Pallant, seconded by Sepideh Yeoh, the Board of Education adopted the agenda as presented including additions in the Addendum. Motion carried 4-0-1 Absent.

**PUBLIC SPEAKERS**

None



## **REPORT FROM BOARD MEMBERS**

Board Member Allen Rosen stated he was looking forward to the new school year even with the budget challenges. He thanked Balfour Beatty for all their hard work on summer projects throughout the District. Mr. Rosen congratulated Jane Mintz on her draft of Digital Citizenship being accepted by the County Office. Board Member Sepideh Yeoh welcomed Matt Dods as the Student Representative to the Board this year. She reported she attended a Rancho Simi Parks and Recreation meeting where they talked about forming a Teen Advisory Board to get some teen activities started. Ms. Yeoh reported she attended the MCMS welcome tea for new district students and noticed the diversity of students and how they were welcomed warmly by staff and volunteering parents. Board Member Mary Pallant reported she visited the OPHS admin building renovation a couple of times over the summer and noted the nice workers who took the time to talk to her and show her around. Board Member Jan Iceland welcomed everyone back and reported she attended the CSBA Policy Platform conference in Sacramento.

## **REPORT FROM SUPERINTENDENT**

Dr. Knight also welcomed Matt Dods, Student Representative to the Board and will be meeting with him over the next few weeks to go over his responsibilities. He also welcomed Jennifer von Schneidau who has been "appointed in lieu" of an election to the Short Term (2 years) Board position. Dr. Knight reported the schools are ready for students and thanked Martin Klauss, Julie Suarez and the team at Balfour Beatty for getting projects completed on time to start school. He also thanked the teachers at Brookside who had to move out of their building to allow the renovation work to be completed, and how great the new doors and windows looked. He asked Leslie Heilbron to report on attendance and hiring. Ms. Heilbron reported that we have 136 students enrolled at OPIS and have hired 17 teachers. The new teacher orientation will be Friday. Dr. Knight reported that in an effort to mitigate traffic conditions, the elementary schools and middle schools will offer supervision on playgrounds earlier each morning to encourage parents to drop their students off earlier to avoid traffic.

## **REPORT FROM FACILITIES PLANNING COMMITTEE**

Tom Wulf reported on the summer and continuing work of the Facilities Planning Committee

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

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

- a. Approve Minutes of Regular Board Meeting June 19, 2012, Special Board Meeting June 28, 2012 and Special Board Meeting July 12, 2012
- b. Public Employee/Employment Changes 01CL21873-01CL21915 & 01CE05724-01CE05813
- c. Approve Purchase Orders –June 1 – July 31, 2011
- d. Approve Quarterly Report on Williams Uniform Complaints – July 2011
- e. Approve Renewal of Contract with School Services of California for Fiscal Year 2012-13
- f. Approve Disposal of Obsolete Personal Property
- g. Approve Quarterly Report on Williams Uniform Complaints – January 2011 and October 2012

## **ACTION**

### **2. BUSINESS SERVICES**

- a. **Approve Project to be Funded from Measure R Bond Funds – Project 12-17R, Carpet Replacement at Red Oak Elementary School**

On motion of Allen Rosen, seconded by Sepideh Yeoh, the Board of Education approved the Project to be funded from Measure R Bond Funds – Project 12-17R, Carpet Replacement at Red Oak Elementary School. Motion carried 4-0-1 Absent.

**b. Approve Equipment Purchase Utilizing Measure C6 Bond Funds – Cafeteria Point-of-Sale Enclosure at Oak Park High School**

On motion of Sepideh Yeoh, seconded by Allen Rosen, the Board of Education approved the Equipment Purchase Utilizing Measure C6 Bond Funds – Cafeteria Point-of-Sale Enclosure at Oak Park High School. Motion carried 4-0-1 Absent.

**c. Approve Response to Ventura County Grand Jury Report – Earthquake Safety**

On motion of Allen Rosen, seconded by Mary Pallant, the Board of Education approved the Response to the Ventura County Grand Jury Report – Earthquake Safety. Motion carried 4-0-1 Absent.

**d. Approve Facility Use by Religious Organization – Chabad of Oak Park**

On motion of Allen Rosen, seconded by Mary Pallant, the Board of Education approved the Facility Use by Religious Organization – Chabad of Oak Park. Motion carried 4-0-1 Absent.

**e. Approve 2012-13 Budget Revision**

On motion of Allen Rosen, seconded by Sepideh Yeoh, the Board of Education approved the 2012-13 Budget Revision. Motion carried 4-0-1 Absent.

**f. Approve Donations**

On motion of Allen Rosen, seconded by Sepideh Yeoh, the Board of Education approve the Donations. Motion carried 4-0-1 Absent.

**g. Approve Change Order #1, Project 12-01R, Concrete Walkway Repairs at Brookside Elementary School**

On motion of Mary Pallant, seconded by Sepideh Yeoh, the Board of Education approved Change Order #1, Project 12-01R, Concrete Walkway Repairs at Brookside Elementary School. Motion carried 4-0-1 Absent.

**h. Approve Appointment to the Oak Park Citizens' Oversight Committee**

On motion of Mary Pallant, seconded by Sepideh Yeoh, the Board of Education approved not filling the open position until the Spring when other openings will be filled. Motion carried 4-0-1 Absent.

**3. HUMAN RESOURCES**

**a. Approve Authorization to Employ an Administrative Consultant**

On motion of Sepideh Yeoh, seconded by Mary Pallant, the Board of Education approved the Authorization to Employ an Administrative Consultant. Motion carried 4-0-1 Absent.

**b. Approve 2012-13 Declaration of Need for Fully Qualified Educators**

On motion of Sepideh Yeoh, seconded by Allen Rosen, the Board of Education approved 2012-13 Declaration of Need for Fully Qualified Educators. Motion carried 4-0-1 Absent.

**4. BOARD**

**a. Approve Proposed Board Meeting Schedule for the 2012-13 School Year**

On motion of Allen Rosen, seconded by Mary Pallant, the Board of Education approved the proposed Board Meeting Schedule for the 2012-13 School Year with two changes, move November meeting to November 14 and moving March meeting to March 12. Motion carried 4-0-1 Absent.

**b. Approve 2012-2013 Moral Imperatives, Goals and Action Plans**

On motion of Allen Rosen, seconded by Mary Pallant, the Board of Education approved the amendments to the 2012-2013 Moral Imperatives, Goals and Action Plans. Motion carried 4-0-1 Absent.

**5. BOARD POLICIES**

**a. Approve Amendment to Board Policy 0410 – Nondiscrimination in District Programs and Activities – First Reading**

On motion of Allen Rosen, seconded by Sepideh Yeoh, the Board of Education approved the Amendment to Board Policy 0410 – Nondiscrimination in District Programs and Activities on First Reading. Motion carried 4-0-1 Absent.

**b. Approve Amendment to Board Policy 1250 – Visitors and Outsiders – First Reading**

On motion of Sepideh Yeoh, seconded by Allen Rosen, the Board of Education approved the Amendment to Board Policy 1250 – Visitors and Outsiders on First Reading. Motion carried 4-0-1 Absent.

**c. Approve Amendment to Board Policy 5131 – Conduct – First Reading**

On motion of Mary Pallant, seconded by Allen Rosen, the Board of Education approved the Amendment to Board Policy 5131 – Conduct on First Reading. Motion carried 4-0-1 Absent.

**d. Approve Adoption of Board Policy 5131.2 – Bullying – First Reading**

On motion of Allen Rosen, seconded by Sepideh Yeoh, the Board of Education approved the Adoption of Board Policy 5131.2 – Bullying on First Reading. Motion carried 4-0-1 Absent.

**e. Approve Amendment to Board Policy 5144.1 – Suspension and Expulsion/Due Process – First Reading**

On motion of Sepideh Yeoh, seconded by Mary Pallant, the Board of Education tabled the approval of Board Policy 5144.1 – Suspension and Expulsion/Due Process. Motion carried 4-0-1 Absent.

**f. Approve Amendment to Board Policy 5145.3 – Nondiscrimination/Harassment – First Reading**

On motion of Allen Rosen, seconded by Mary Pallant, the Board of Education approved the Amendment to Board Policy 5145.3 – Nondiscrimination/Harassment on First Reading. Motion carried 4-0-1 Absent.

**g. Approve Amendment to Board Policy 5145.7 – Sexual Harassment – First Reading**

On motion of Allen Rosen, seconded by Sepideh Yeoh, the Board of Education approved the Amendment to Board Policy 5145.7 – Sexual Harassment – First Reading. Motion carried 4-0-1 Absent.

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

On motion of Mary Pallant, seconded by Sepideh Yeoh, the Board of Education approved the Amendment to Board Policy 6145 – Extracurricular and Co-curricular Activities on First Reading. Motion carried 4-0-1 Absent.

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

On motion of Sepideh Yeoh, seconded by Allen Rosen, the Board of Education approved the Amendment to Board Policy 6172 – Gifted and Talented Student Program on First Reading.  
Motion carried 4-0-1 Absent.

**VII. INFORMATION ITEMS**

**VIII. OPEN DISCUSSION**

There being no further business before this Board, the Regular meeting is declared adjourned at 9:45 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:** SEPTEMBER 18, 2012  
**SUBJECT:** C.1.c. APPROVE PURCHASE ORDERS – AUGUST 1- 31, 2012

CONSENT

**ISSUE:** Shall the Board approve the purchase orders issued August 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.

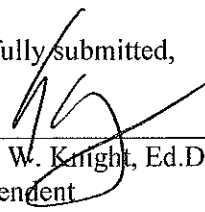
**ALTERNATIVES:**

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 08/01/2012 - 08/31/2012

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B13-00166	Arrowhead	12/13 water for preschool	Neighborhood Pre-School Progrm	010	450.00
B13-00183	Time Warner Cable	2012-2013 for WAN Connections services	Business Administration	010	40,000.00
B13-00184	ADG ECO Lighting	2012-2013 Lighting and Electrical Supplies	Business Administration	010	1,000.00
B13-00185	WELLS FARGO PAYMENT REMITTANCE CENTER	Technology supplies/staff development	Technology Coordinator	010	12,000.00
B13-00186	At & T CALNET2	2012-13 AT&T Telephone DO	Business Administration	010	5,000.00
B13-00187	AT & T MCI	Data cable service 2012-2013	Business Administration	010	9,600.00
B13-00188	G.I. Industries	2012-2013 for sanitation services	Business Administration	010	19,000.00
B13-00189	Pyro-Comm Systems, Inc.	2012-13 Fire Alarm Monitoring Service	Business Administration	010	2,880.00
B13-00190	Conejo Awards	Open PO for Engraving, Placques & Signs	Medea Creek Middle School	010	600.00
B13-00191	Ventura County Schools	2012-13 Liability Contribution for fiscal year	Business Administration	010	96,093.25
B13-00192	Ventura County Schools	2012-13 Property Contribution for fiscal year	Business Administration	010	50,865.73
B13-00193	WELLS FARGO PAYMENT REMITTANCE CENTER	HR supplies/staff development	Human Resources	010	4,000.00
B13-00194	Demco	Open PO for Library and School Supplies	Medea Creek Middle School	010	125.00
B13-00195	Malcolite Corporation	2012-2013 Diffusers for Light Fixtures	Business Administration	010	1,500.00
B13-00196	Southwest School Supply	General supplies blanket purchase order	Red Oak Elementary School	010	6,250.00
B13-00197	DS Waters of America, LP	Sparkletts Water Service 2012/2013	Pupil Services/Special Ed.	010	175.00
B13-00198	Office Depot Customer Service Center	Office Depot - Supplies 2012/2013	Pupil Services/Special Ed.	010	3,000.00
B13-00199	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	Special Ed Transportation - 2012/13	Pupil Services/Special Ed.	010	75,000.00
B13-00200	Conejo Uni Sch Dist	Conejo Unified - 2012/13 - Student Placement	Pupil Services/Special Ed.	010	6,000.00
B13-00201	Conejo Uni Sch Dist	CVUSD - 2012/13 Student Excess Cost	Pupil Services/Special Ed.	010	50,000.00
B13-00202	Simi Valley USD	SVUSD - 2012/13 Student Excess Cost	Pupil Services/Special Ed.	010	20,000.00
B13-00203	VCOE	VCOE - 2012/13 Student Excess Cost	Pupil Services/Special Ed.	010	150,000.00
B13-00204	Arrowhead	Arrowhead Water #0027298777	Home Independent Study Program	010	330.00
B13-00205	Office Depot Customer Service Center	Open PO for office supplies	Home Independent Study Program	010	1,500.00
B13-00206	AT & T Mobility	2012-2013 Cell Phones & Svs	Business Administration	010	11,100.00

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

ESCAPE ONLINE

Includes 08/01/2012 - 08/31/2012

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B13-00207	At & T CALNET2	OPIS Telephones 2012-13	Home Independent Study Program	010	1,000.00
B13-00208	Acorn Press	Open Purchase Order for 2012/13 for Ads	Human Resources	010	2,000.00
B13-00209	Las Virgenes School Dist	2011/2012 DIS Program Payment LVUSD	Pupil Services/Special Ed.	010	113,000.00
B13-00210	VCOE	2011/12 Excess Costs Transportation - VCOE	Pupil Services/Special Ed.	010	65,000.00
B13-00211	FOLLETT SOFTWARE CO	2012-13 Renewal library software	Curriculum	010	4,033.68
B13-00212	Las Virgenes School Dist	2012/13 DIS Program Payment LVUSD	Pupil Services/Special Ed.	010	113,000.00
B13-00213	VCOE	2012/13 Out of District Aides/Services VCOE	Pupil Services/Special Ed.	010	35,000.00
B13-00214	VCOE	2012/13 Physical Therapy Services - Selpa (VCOE)	Pupil Services/Special Ed.	010	5,000.00
B13-00215	VCOE	2012/13 Excess Costs Transportation - VCOE	Pupil Services/Special Ed.	010	81,000.00
B13-00216	At & T CALNET2	Open PO for Telephone Charges	Medea Creek Middle School	010	3,000.00
FS13-00049	Stix Holdings, LLC	Nutrient Based Chicken	Food Services	130	1,000.00
FS13-00050	Stix Holdings, LLC	Nutrient Based Chicken	Food Services	130	1,000.00
FS13-00051	Stix Holdings, LLC	Nutrient Based Chicken	Food Services	130	1,000.00
FS13-00052	Stix Holdings, LLC	Nutrient Based Chicken	Food Services	130	2,500.00
FS13-00053	Stix Holdings, LLC	Nutrient Based Chicken	Food Services	130	2,500.00
P12-00700	Heating & Cooling Supply	Proj 12-19R HVAC Replacement - District-wide	Business Administration	350	5,000.00
P12-00754	West Coast Air Conditioning	Proj 10-02R Troubleshoot HVAC OPHS Science Lab E3	Business Administration	213	309.86
P12-00756	Corporate Telecomm	Proj 12-08R Phone Lines Admin Modernization OPHS	Business Administration	213	619.53
P12-00758	Construction Testing & Engineer	Proj 11-18R DSA Inspection Services OPHS	Business Administration	213	19,910.00
P12-00759	Construction Testing & Engineer	Proj 10-01R-C DSA Inspection Serv MCMS/OVHS/DO	Business Administration	213	4,180.00
P12-00760	Construction Testing & Engineer	Proj 12-08R-DSA Inspection Serv OPHS	Business Administration	213	770.00
P12-00762	Construction Testing & Engineer	Proj 12-07R-DSA Inspection Serv Bldg 300 BES	Business Administration	213	5,280.00
P12-00763	Construction Testing & Engineer	Proj 10-01R-DSA Inspection Serv BES/ROES	Business Administration	213	12,152.00
P12-00764	Construction Testing & Engineer	Proj 10-01R-A DSA Inspection Serv OHES/OPHS	Business Administration	213	9,176.00
P12-00765	Construction Testing & Engineer	Proj 10-01R-C DSA Inspection Serv MCMS, OVHS, DO	Business Administration	213	440.00
P12-00766	Construction Testing & Engineer	Proj 12-01R DSA Inspection Serv BES	Business Administration	213	33,570.25
P13-00072	WELLS FARGO PAYMENT REMITTANCE CENTER	Supt supplies/staff development	Superintendent	010	40,000.00
P13-00073	Thousand Oaks Electric	Proj 12-08R Building E Admin Modernization OPHS	Business Administration	213	1,485.00

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

ESCAPE ONLINE

Includes 08/01/2012 - 08/31/2012

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P13-00075	Trees & Things	Brush Clearance OPHS	Business Administration	010	14,900.00
P13-00076	Pacific Mobile	MCMS & OHES DOH Trailer Lease/Rent	Business Administration	010	17,794.00
P13-00077	Icon Enclosures, Inc.	C-6 Quick Cafe Enclosure OPHS	Business Administration	212	14,157.00
P13-00078	Prolifix	Insurance-Vandalism ROES-Thermostat Replacement	Business Administration	010	537.72
P13-00079	Pierres Welding & Maint.	Proj 12-13R Asphalt Repairs - ROES	Business Administration	213	1,400.00
P13-00080	Pierres Welding & Maint.	Proj 12-13R Asphalt Repairs - OHES	Business Administration	213	1,400.00
P13-00081	Leader Carpet	MCMS Carpet Rm C21	Business Administration	010	1,100.00
P13-00082	Leader Carpet	OPHS Floor Repair Cafe	Business Administration	010	275.00
P13-00083	Wayne Watson DBA Buena Concret	Proj 12-11R Concrete Steps Repair - MCMS	Business Administration	213	5,760.00
P13-00084	Intermountain Lock & Security	Proj 12-08R Door Locks Modernization OPHS	Business Administration	213	3,337.78
P13-00085	Waisman Construction, Inc.	Proj 12-02R Ramp Repairs BES	Business Administration	213	13,900.00
P13-00086	LA Sound Co	C6 - Listening Devices Pavilion Sound System OPHS	Business Administration	212	6,577.20
P13-00087	Do-It Center	Proj 12-08R Supplies Bldg E Admin - OPHS	Business Administration	213	219.60
P13-00088	David Kelly dba D.J. Kelly Ent	OHES Electrical Connection Trailers	Business Administration	010	9,398.00
P13-00089	Conejo Awards	Annual Service Awards/Oak Tree/Star of Star Awards	Board of Education	010	1,443.24
P13-00090	Karen Schnee MA	Student Speech Assessment	Pupil Services/Special Ed.	010	1,500.00
P13-00091	Therapy In Action	Therapy in Action - Student Assessment	Pupil Services/Special Ed.	010	1,395.00
P13-00092	School Specialty	DON: Student Assignment Books	Medea Creek Middle School	010	9,243.66
P13-00093	Enhanced Landscape Mgmt, Inc	MCMS Irrigation Renovation Entrance	Business Administration	010	1,400.00
P13-00094	Office Depot	Blanket PO for office supplies	Oak View High School	010	1,500.00
P13-00095	Acqua Clear Inc.	Open PO 2012-13 drinking water	Oak View High School	010	500.00
P13-00096	Wayne Watson DBA Buena Concret	Proj 12-11R Curb Work and Asphalt Repairs MCMS	Business Administration	213	8,655.00
P13-00097	Town & Country Printing	OVHS Stationary	Oak View High School	010	254.54
P13-00098	Construction Testing & Enginee	Proj 12-10R DSA Inspection Restrooms M&N OPHS	Business Administration	213	2,848.00
P13-00099	Construction Testing & Enginee	Proj 12-06R DSA Inspection Services Windows BES	Business Administration	213	624.00
P13-00100	Construction Testing & Enginee	Proj 12-07R DSA Inspection Services Bldg 300 BES	Business Administration	213	10,678.00

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

ESCAPE ONLINE



Includes 08/01/2012 - 08/31/2012

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P13-00101	Construction Testing & Engineer	Proj 12-08R DSA Inspection Bldg E Admin OPHS	Business Administration	213	11,251.00
P13-00102	At & T CALNET2	OVHS Telephones - Open PO	Oak View High School	010	1,000.00
P13-00103	Valley Crest Landscape	Proj 11-11R Irrigation Repairs Districtwide	Business Administration	213	12,500.00
P13-00104	Follett Educational Services	OHES Grade 5 Textbooks	Curriculum	010	6,418.34
P13-00105	Delta Education, LLC	FOSS Science OHES Grade 5	Curriculum	010	2,298.10
P13-00106	Conejo Awards	Name Plate for Student Board Member	Board of Education	010	16.09
P13-00107	Home Depot	Proj 12-10R Outlet for M&N Restroom Mod OPHS	Business Administration	213	31.08
P13-00108	Corporate Telecomm	Insurance - ROES Vandalism Replace Phone	Business Administration	010	237.18
P13-00109	M/M Mechanical, Inc	Proj 12-25R Replace Downspouts Roof Repairs MCMS	Business Administration	213	2,850.00
P13-00110	Environmental Testing Associa	Proj 12-07R Asbestos Testing Bldg 300 BES	Business Administration	213	695.00
P13-00111	Corporate Telecomm	Telephones for Portables at OHES and MCMS	Business Administration	010	459.36
P13-00112	Intermountain Lock & Security	Proj 12-08R Door Hardware OPHS	Business Administration	213	883.83
P13-00113	Conejo Awards	Awards	Board of Education	010	469.70
T13-00009	Compuwave Inc.	Solid State Drives for Tech Dept	Technology Coordinator	212	817.25
T13-00010	CA Interactive Technologies	Smartboard Installations	Technology Coordinator	212	6,300.00
T13-00011	CA Interactive Technologies	Smartboard Installations	Technology Coordinator	212	3,400.00
T13-00012	Compuwave Inc.	Monitors,Mice,Keyboards,Hub	Technology Coordinator	212	7,147.95
T13-00013	Mobius Consulting	Monthly Network Admin Retainer	Technology Coordinator	010	12,000.00
T13-00014	JRL Enterprises, Inc	Web bases Math Support	Technology Coordinator	212	12,000.00
TB13-00001	Compuwave Inc.	HR printer supplies	Oak View High School Human Resources	010	932.65
				010	1,608.75
Total				99	1,343,509.32

## Fund Summary

Fund	Description	PO Count	Amount
010	General Fund	60	1,115,183.99
130	Cafeteria Fund	5	8,000.00
212	Measure C6 Technology Bond Fun	7	50,399.40
213	Measure R FACILITIES Bond Fund	27	164,925.93
350	County School Facilities Fund	1	5,000.00
Total		99	1,343,509.32

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

ESCAPE ONLINE

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 18, 2012**  
**SUBJECT: C.1.d. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL  
 CROSS COUNTRY TEAM- OCTOBER 5-6, 2012**

CONSENT

**ISSUE:** Shall the Board approve an overnight trip for the OPHS Cross Country Team?

**BACKGROUND:** Principal, Kevin Buchanan, requests approval for the Cross Country Team to attend the Clovis Invitational scheduled for October 5<sup>th</sup>-6<sup>th</sup>, 2012 in Fresno, CA. The 45 athletes, four OPHS coaches and six volunteer chaperones will travel by district approved drivers in private & district vehicles. Team and chaperones will depart Friday, October 5 at noon and return Saturday, October 6 by 5 p.m. They will stay at the Clovis Comfort Suites. The cost will be approximately \$75 per athlete to cover the cost of transportation & lodging. Meals will be extra. 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: SEPTEMBER 18, 2012**

**SUBJECT: C.1.e APPROVE OVERNIGHT TRIP FOR MEDEA CREEK MIDDLE SCHOOL 8<sup>TH</sup> GRADE TO ASTROCAMP- OCTOBER 31-NOVEMBER 2, 2012**

**CONSENT**

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**ISSUE:** Shall the Board of Education approve an overnight trip for Medea Creek Middle School 8<sup>th</sup> Grade Astrocamp trip?

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

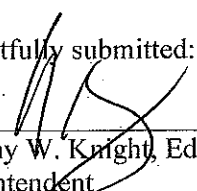
The trip is scheduled for October 31st -November 2nd , 2012. The cost is \$310.00 (includes transportation, classes, food and lodging), with participating chaperones paying half of the student fee. Financial Assistance is available to students unable to pay for the trip. Chaperones include MCMS staff members and parent volunteers. The bus company is to be determined.

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

**RECOMMENDATION:** Alternative #1.

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

Respectfully submitted:

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

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

**VOTE:**                      **AYES    NOES    ABSTAIN    ABSENT**

<b>Laifman</b>	_____	_____	_____	_____
<b>Iceland</b>	_____	_____	_____	_____
<b>Pallant</b>	_____	_____	_____	_____
<b>Rosen</b>	_____	_____	_____	_____
<b>Yeoh</b>	_____	_____	_____	_____
<b>Student Rep.</b>	_____	_____	_____	_____

**TO:** MEMBERS, BOARD OF EDUCATION  
**FROM:** DR. ANTHONY KNIGHT, SUPERINTENDENT  
**DATE:** SEPTEMBER 18, 2012  
**SUBJECT:** C.1.f. APPROVE OVERNIGHT TRIP FOR MEDEA CREEK  
MIDDLE SCHOOL 7<sup>th</sup> GRADE TO CATALINA –  
OCTOBER 22-24, AND OCTOBER 24-26, 2012

**Consent**

**ISSUE:** Shall the Board of Education approve an overnight trip for the 7<sup>th</sup> graders at Medea Creek Middle School to attend a three day marine biology trip to Catalina?

**STATEMENT:** As in past years, all interested 7<sup>th</sup> graders have the opportunity to experience hands-on science on Catalina Island. To accommodate our large 7<sup>th</sup> grade class, there are two trips; one is scheduled for October 22-24, 2012; the second is scheduled for October 24-26. The cost is \$325.00. Chaperones participating on this trip will pay half of the student fee. The bus company is to be determined. The round trip boat ride will be on Catalina Cruises. We are planning for 28 chaperones (approximately 6 MCMS faculty/staff and the balance parents).

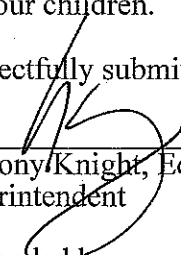
This is the 23rd trip that Medea Creek has made to Catalina. In the past the trip has been a wonderful hands-on science experience in marine biology.

**ALTERNATIVES:** 1. Approve the overnight marine biology trip.  
2. Do not approve the overnight marine biology trip.

**RECOMMENDATION:** Alternative #1

**RATIONALE:** It is a wonderful opportunity to study science in a natural setting. In the past, this has been a highlight for students. It has both social and academic value for our children.

Respectfully submitted:

  
\_\_\_\_\_  
Anthony 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: ANTHONY W. KNIGHT, SUPERINTENDENT**

**DATE: SEPTEMBER 18, 2012**

**SUBJECT: C.1.g. APPROVE DISPOSAL OF OBSOLETE OR SURPLUS INSTRUCTIONAL MATERIALS, BOOKS, AND OR LIBRARY BOOKS**

**CONSENT**

**ISSUE:** Should the Board of Education approve the disposal of obsolete or surplus instructional materials, books, and/or library books?

**BACKGROUND:** The District declares an inventory of library books, textbooks and/or instructional materials as obsolete, surplus, and no longer needed by teachers or students. Education Code requires the Board to declare that these books and/or materials are obsolete or surplus authorizing staff to sell, distribute, or otherwise dispose of them. This is one measure of ensuring that students have benefit of current quality materials that meet the specific rigorous criteria set by the Oak Park Unified School District.

- ALTERNATIVES:**
- 1) Approve a motion declaring the inventory of instructional materials and library books obsolete and/or surplus.
  - 2) Do not approve a motion declaring the inventory of instructional materials and library books obsolete and / or surplus.

**RECOMMENDATION: Alternative #1.**

Respectfully Submitted

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

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

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



## OBSOLETE BIG BOOKS

Clap Your Hands – 0-15-306872 – Harcourt Brace – 3 copies  
 Night Becomes Day – 0-15-310452 – Harcourt Brace – 2 copies  
 Big Book of Rhyme – 0-15-307762 – Harcourt Brace – 3 copies  
 Flower Garden – 15-306877-9 – Harcourt Brace – 6 copies  
 All Together Now -- 0-618-06629-2 – Houghton Mifflin – 2 copies  
 Starring 1<sup>st</sup> Grade – 0-15-310-449 – Harcourt Brace – 3 copies  
 This is The Way We Go To School -- 015-307634 – Harcourt Brace – 1 copy  
 Shoes From Grandpa – 0-15 – 307633 – Harcourt Brace – 2 copies  
 Itsy Bitsy Spider – 0-15-306873 – Harcourt Brace – 2 copies  
 Rolling Stone – 0-15-310458 – Harcourt Brace – 1 copy  
 Olmo & The Blue Butterfly -- 0-15-306875 -2 -- Harcourt Brace -- 3 copies  
 Work Song – 0-15-310451 -1 -- Harcourt Brace -- 3 copies  
 Theme 1 Cows can't fly – 0-618-06619-5 – Houghton Mifflin – 1 copy  
 Millions of Cats – 0-395-46016 -6 – Houghton Mifflin – 2 copies  
 The Doorbell Rang -- 0-395-46016 – Houghton Mifflin – 2 copies  
 Oh A Hunting We Will Go – 0-395-46016 -6 – Houghton Mifflin – 2 copies  
 Fire Fire – 0-15-306871 – X -- Harcourt Brace – 2 copies  
 Family & Friends – 0-618-06632 -- Houghton Mifflin – 1 copy  
 Surprise -- 0-618-06630-6 – Houghton Mifflin – 1 copy  
 An Egg is an Egg -- 0-15-306878-0 – Harcourt Brace -- 2 copies  
 Splash Splash – 0-15-306879-5 -- Harcourt Brace 3 copies  
 The Earth and I – 0-15-306874-4 – Harcourt Brace – 1 copy  
 Any Kind of Dog – 015-306878-7 – Harcourt Brace – 1 copy  
 Let's Look Around – 0-618—06631-4 – Houghton Mifflin – 1 copy  
 One Gorilla -- 0-15-306869-8 – Harcourt Brace -- 1 copy  
 Atlas Interactive -- 0-15-336409-2 – Harcourt Brace -- 1 copy  
 Young George Washington – 0-15-310453-8 – Harcourt Brace – 3 copies  
 Abraham Lincoln – 0-15-310-459-7 – Harcourt Brace – 2 copies  
 Skip to My Lou – 0-306870-1 – Harcourt Brace – 2 copies  
 Somewhere in the World – 0-15-310454 -- Harcourt Brace – 2 copies  
 The ABC's in Rhyme – 0-395-916720 – Houghton Mifflin – 2 copies  
 Deep In the Forst -- 0-395-46016-6 – Houghton Mifflin – 2 copies  
 My Best Friend -- 0-618-06686-1 – Houghton Mifflin – 2 copies  
 Teeny Tiny – 0-395-46016-6 – Houghton Mifflin – 2 copies  
 Time to Sleep – 0-618-06620-9 – Houghton Mifflin – 2 copies  
 The Earth & I -- 0-15-306874 -4 – Harcourt Brace – 1 copy

9/5/2012 2:49 PM



**TO:** MEMBERS, BOARD OF EDUCATION  
**FROM:** DR. ANTHONY W. KNIGHT, SUPERINTENDENT  
**DATE:** SEPTEMBER 18, 2012  
**SUBJECT:** C.1.h APPROVE RESOLUTION #12-18 ESTABLISHING THE GANN APPROPRIATION LIMIT FOR FISCAL YEAR 2012-13

CONSENT

**ISSUE:** Shall the Board adopt Resolution #12-18 establishing the 2012-13 Gann Appropriation Limit for the Oak Park Unified School District?

**BACKGROUND:** The Gann Initiative (Proposition 4, 1979) created a constitutional requirement for school agencies to annually adopt a resolution establishing its appropriations limit. In accordance with this requirement, Resolution #12-18, establishing the 2012-13 Gann Appropriation Limit, is attached for the Board's review and action. The resolution establishes the amount of the appropriation limit for the district, based on the anticipated income stated in its adopted budget. The calculation of the appropriation limit was still in progress as this agenda was going to press, and will be provided to the Board and to the public prior to this evening's meeting.

The 2012-13 Gann Appropriation Limit is based on current budget estimates for 2012-13 tax proceeds. This calculation complies with the requirements of SB98 and AB198. The completed appropriation limit forms are included in the District's Unaudited Actuals and will be submitted to the State Department of Education, and approved by the State Board of Education.

**ALTERNATIVES:**

1. Adopt Resolution #12-18, establishing the Gann Appropriation Limit for fiscal year 2012-13 as presented.
2. Do not adopt Resolution #12-18.

**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 #12-18**

**RESOLUTION OF THE BOARD OF EDUCATION  
OF THE OAK PARK UNIFIED SCHOOL DISTRICT  
ESTABLISHING THE GANN APPROPRIATION LIMIT  
FOR FISCAL YEAR 2012-13**

WHEREAS, in November of 1979, the California electorate did adopt Proposition 4, commonly called the Gann Amendment, which added Article XIII-B to the California Constitution; and,

WHEREAS, the provisions of that Article establish maximum appropriation limitations, commonly called "Gann Limits," for public agencies, including school districts; and,

WHEREAS, the District must establish a revised Gann limit for the 2011-12 fiscal year and a projected Gann Limit for the 2012-13 fiscal year in accordance with the provisions of Article XIII-B and applicable statutory law;

NOW, THEREFORE, BE IT RESOLVED that this Board does provide public notice that the attached calculations and documentation of the Gann limits for the 2011-12 and 2012-13 fiscal years are made in accord with applicable constitutional and statutory law;

AND BE IT FURTHER RESOLVED that this Board does hereby declare that the appropriations in the Budget for the 2011-12 and 2012-13 fiscal years do not exceed the limitations imposed by Proposition 4;

AND BE IT FURTHER RESOLVED that the Superintendent provides copies of this resolution along with the appropriate attachments to interested citizens of this district.

I, the undersigned, Secretary to the Board of Education of the Oak Park Unified School District, do hereby certify the foregoing to be true and correct copy of a resolution by the governing board of the aforesaid school district at a meeting held on the 18th day of September 2012.

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Anthony W. Knight, Ed.D.  
District Superintendent and  
Secretary to the Board of Education

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 18, 2012**  
**SUBJECT: C.1.i APPROVE RESOLUTION #12-19 AUTHORIZING DISTRICT PARTICIPATION IN K-3 CLASS SIZE REDUCTION PROGRAM**  
**ACTION**

**ISSUE:** Shall the Board of Education approve Resolution #12-19 for K-3 Class Size Reduction and the submission of the required application for the program?

**BACKGROUND:** Senate Bill 1777 provides funding for each student who is enrolled in a K-3 class with a maximum of 20 students. The District meets all the requirements for the program and has included approximately \$599,760 in K-3 funding in its 2012-13 adopted budget. The Board of Education must approve the resolution certifying compliance with program requirements to qualify for class size reduction funding.

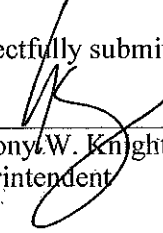
**ALTERNATIVES:**

1. Approve Resolution #12-19 for K-3 Class Size Reduction and the submission of the required application for the program.
2. Do not approve the resolution and application.

**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 #12-19  
CLASS SIZE REDUCTION – K-3**

**WHEREAS**, The State of California, through Senate Bill 1777, has continued a Class Size Reduction Program for 2012-13 and

**WHEREAS**, The Class Size Reduction Program was established through legislation on July 15, 1996, and

**WHEREAS**, The Board of the Oak Park Unified School District signified its intent to participate in the program; and

**WHEREAS**, The administration has selected kindergarten, first, second and third grade classes to participate in the Class Size Reduction Program; and

**WHEREAS**, The Oak Park Unified School District is implementing the Class Size Reduction Program as set forth in Education Code, commencing with Section 52120, Part 28;

**NOW THEREFORE, BE IT RESOLVED** that the Board of Education of the Oak Park Unified School District certifies that:

1. The number of classes listed on the application form under Option One and Option Two in each eligible grade level is correctly identified.
2. The pupil counts do not include special education students enrolled in special day classes, or pupils enrolled in independent study, and are not greater than enrollment as of October of the previous calendar year.
3. A certificated teacher has been hired by the school district and is providing direct instructional services to each class selected for the Class Size Reduction Program. It is the intent of the school district that each such certificated teacher will provide direct instructional services to each pupil enrolled in the separate class to which the teacher is assigned.
4. As part of the district's Class Size Reduction Program, the district will provide a staff development program for any teacher who will participate for the first time in the Class Size Reduction Program and provide direct instructional services for reduced-size classes in this program. Appropriate training to maximize the education advantages of class size reduction will be provided to such teachers. This training shall include, but not be limited to, methods for providing each of the following: (1) individualized instruction, (2) effective teaching, including classroom management in smaller classes, (3) identifying and responding to pupil needs, and (4) opportunities to build on the individual strengths of pupils.
5. The school district will collect and maintain data required by the Superintendent of Public Instruction for evaluation of the Class Size Reduction Program. The data shall include, but not be limited to, individual test scores or other records of pupil achievement. Any data collected will be protected in a manner that will not permit the personal identification of any pupil or parent.
6. Priority for reducing class size is according to the following order at each school site:
  - If only one grade level is reduced, the grade level will be 1<sup>st</sup> grade
  - If two grade levels are reduced, the grade levels will be 1<sup>st</sup> and 2<sup>nd</sup> grades
  - If three or four grade levels are reduced, the grade levels will be 1<sup>st</sup> and 2<sup>nd</sup> and then any combination of kindergarten and/or 3<sup>rd</sup> grade.
7. The Class Size Reduction Program has been implemented for 2012-13.
8. The school district will submit final enrollment counts on the J-7CSR form to the School Facilities Planning Division by May 10, 2013.

PASSED and ADOPTED this 18th day of September 2012.

AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSTENTIONS: \_\_\_\_\_ ABSENT: \_\_\_\_\_

Signed and Approved:

\_\_\_\_\_  
Clerk, Board of Education

## 2012–13 Operations Application K-3 Class Size Reduction Program

County and District Code

5	6	7	3	8	7	4
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Charter School Code\*

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County Ventura  
District Oak Park Unified School District

Charter School\*

\*For use only by charter schools applying independent of their authorizing entity. Do not submit a separate application for charter schools that were included in their authorizing entity's 2008–09 through 2011–12 applications.

Contact Person Martin Klauss  
Address 5801 Conifer Street  
Telephone 818-735-3254 Ext.

Title Assistant Superintendent, Business Services  
City, Zip Code Oak Park, CA 91377  
E-mail Address mklauss@oakparkusd.org

### Certifications

As a condition of applying for and receiving funds under the Kindergarten and Grades One through Three Class Size Reduction (K-3 CSR) Program, commencing with California Education Code (EC) Section 52120, the Governing Board of the above named school district or charter school (applicant) certifies that the statements below are true and accurate, and are evidenced by a Board Resolution or entry in the Board meeting minutes. Please do not submit the Resolution or minutes to the California Department of Education (CDE):

1. The number of classes participating in Option One and Option Two is identified and the total number of classes does not exceed the total number of classes identified on the 2008–09 Operations Application. [EC Section 52123(a), 52124.3(b), Title 5 California Code of Regulations Section 15103]
2. The pupil counts reported do not include special education pupils enrolled in special day classes full time, pupils enrolled in independent study, or charter school pupils enrolled in a home study program. [EC Section 52123(b)]
3. A certificated teacher has been hired by the applicant and is providing direct instructional services to each class participating in the K-3 CSR Program. [EC Section 52123(c)]
4. The applicant will provide a staff development program for any teacher who will participate for the first time in the K-3 CSR Program as specified in Certification #3. Appropriate training to maximize the education advantages of class size reduction will be provided to such teachers. This training shall include, but not be limited to, methods for providing each of the following: (1) individualized instruction, (2) effective teaching, including classroom management in smaller classes, (3) identifying and responding to pupil needs, and (4) opportunities to build on the individual strengths of pupils. [EC sections 52123(d), 52127]
5. The applicant will collect and maintain data required by the State Superintendent of Public Instruction for evaluation of the K-3 CSR Program. The data shall include, but not be limited to, individual test scores or other records of pupil achievement. Any data collected will be protected in a manner that will not permit the personal identification of any pupil or parent. [EC section 52123(e)]
6. Each class participating in the K-3 CSR Program is housed in either a separate, self-contained classroom or the space provided for each participating class for each grade level at that schoolsite is of a square footage per pupil enrolled in each class that is not less than the average square footage per pupil enrolled in those grade levels at that schoolsite in the 1995–96 school year. [EC section 52123(f)]
7. Priority for reducing class size or claiming reduced funding for classes exceeding 20.44 pupils is in accordance with the following grade level implementation requirements at each schoolsite:
  - If only one grade level is reduced/claimed, the grade level will be 1st grade.
  - If two grade levels are reduced/claimed, the grade levels will be 1st and 2nd grades.
  - If three or four grade levels are reduced/claimed, the grade levels will be 1st and 2nd and then any combination of kindergarten and/or 3rd grade.
8. The K-3 CSR Program has been implemented in the current year. A district is considered to have implemented the program even if it claims reduced funding for all eligible classes.
9. The applicant will submit final enrollment counts on the Form J-7CSR to the CDE by May 10, 2013.

### Signature

I hereby certify that, to the best of my knowledge, this application is true and correct and is in compliance with state law and regulations of the California Department of Education and the State Board of Education. The Governing Board of the above named school district or charter school has authorized me to sign this application on its behalf.

Signature of District Superintendent or  
Charter School Chief Administrative Officer

Anthony W. Knight, Ed.D.  
Printed Name

August 28, 2012  
Date

## 2012-13 Operations Application K-3 Class Size Reduction Program

County Ventura

District Oak Park Unified School District

County and District Code

5 6 7 3 8 7 4

Charter School Code\*

Charter School\*

\*For use only by charter schools applying independent of their authorizing entity. Do not submit a separate application for charter schools that were included in their authorizing entity's 2008-09 through 2011-12 applications.

### Intended Level of Program Participation in 2012-13

Check the appropriate box below and, as noted, submit the required pages of the Operations Application to the CDE. This information is for planning purposes and to continue the flow of funds. The calculation of final entitlements will be based on actual enrollment data submitted on the Form J-7CSR. For more information, please see the Application Instructions.

1.

☒

The district/charter school intends to participate in the 2012-13 K-3 CSR Program at the same level (number and size of classes) as reported on the 2011-12 Form J-7CSR. The February 2013 apportionment will therefore be based on the district/charter school's 2011-12 final entitlement. **If this box is checked, complete and submit only pages 1 and 2 of this application to the CDE.**

2.

☐

The district/charter school intends to participate in the 2012-13 K-3 CSR Program at a higher or lower level than what was claimed on the 2011-12 Form J-7CSR (but capped at the number of classes reported on the 2008-09 Operations Application). The February 2013 apportionment will therefore be based on the information reported on page 3 of this application. **If this box is checked, complete and submit pages 1 through 3 of this application to the CDE.**

3.

☐

The district/charter school does not intend to participate in the 2012-13 K-3 CSR Program at either full or reduced funding. **If this box is checked, complete and submit only this page of the application to the CDE. A signature below is necessary only if the district/charter school is not participating in the 2012-13 K-3 CSR Program.**

Signature of District Superintendent or  
Charter School Chief Administrative Officer

28-Aug-12

Date

ANTHONY W. KNIGHT  
Printed Name

**Mail the required pages of this application by September 25, 2012 (postmark) to:**



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 18, 2012**  
**SUBJECT: C.2.a. APPROVE CHANGE ORDER #1, PROJECT 12-07R, BUILDING 300 MODERNIZATION AT BROOKSIDE ELEMENTARY SCHOOL**

ACTION

**ISSUE:** Shall the Board approve Change Order #1, Project 12-07R, Building 300 Modernization at Brookside Elementary School?

**BACKGROUND:** On April 17, 2012, the Board awarded a contract for Project 12-07R, Building 300 Modernization at Brookside Elementary School, to Waisman Construction, Inc. During the course of the project, District staff and construction manager Balfour Beatty have recommended changes to the project's scope for conditions unforeseen at the time the contract was awarded. Details of proposed changes in the scope and cost to the original contract for this project are specified in the attached document for Change Order #1.

The total amount of Change Order #1 is \$46,270.00, which will increase the contract from \$603,000.00 to \$649,270.00. It is recommended by Barnhart and District staff that the Board approve Change Order #1.

**ALTERNATIVES:**

1. Approve Change Order #1 to the contract with Waisman Construction, Inc., for Project 12-07R, Building 300 Modernization 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	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____



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

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CHANGE ORDER 12-07R -1

8-17-12

PROJECT NO: 12-07R

CHANGE ORDER NO: 1

PROJECT NAME: Building 300 Modernization at Brookside Elementary School

CONTRACTOR: WAISMAN CONSTRUCTION, INC.

SCOPE OF WORK: SEE ATTACHED

**COST:**

Original Contract Amount	\$	603,000.00
Previous Approved Change Orders	\$	-
This Change Order	\$	46,270.00
Adjusted Contract Amount	\$	649,270.00

**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 AS IT RELATES SPECIFICALLY TO ITEMS 1.1 THRU 1.22 OF THE ATTACHED LISTING. CONTRACTOR HEREBY WAIVES ANY AND ALL RIGHT TO ADDITIONAL COMPENSATION OR TIME ARISING OUT OF THE WORK SPECIFIC TO ITEMS 1.1 THRU 1.22 OF THE ATTACHED LISTING, 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: WAISMAN CONSTRUCTION, INC.**

By \_\_\_\_\_

Date 8/21/12

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

By B. K. KEDALL

Date 8-22-12

Change Order to Contract  
OPUSD Bid 12-07R

## Building 300 Modernization at Brookside Elementary School

WAISMAN CONSTRUCTION, INC.

Original Contract

\$ 603,000.00

Item No.	GC No.	Description	Reason	Cost
1.1	COR01R2	Credit for re-using the existing Lever Locks on door numbers 17, 18, 19, 20, 21, 22, 23, and 24 for a total of 8 doors.	The existing lever locks were installed a year prior as a part of the District wide classroom lockdown project ( Project10-04R).	\$ (1,897)
1.2	COR02R2	Furnish and install toilet compartment door, pilasters, and hardware at the existing non ADA toilet stall in Boys Toilet Room #C6 per FCD#1.	This was added to match the new ADA toilet stall partitions. The existing toilet stall.partition door was not indicated to be replaced in the bid documents.	\$ 851
1.3	COR03R2	Cost difference to furnish (3) Bobrick No. B3888 in lieu of (3) Kimberly.Clark No. 09602 Toilet Paper Dispensers per FCD#2R	This was changed to match the District Standards.	\$ 154
1.4	COR04R1	Cost for T&M work that was performed by Suttles Plumbing in the restrooms: a) raise existing CO and FD. b) add water hammer arrestors. c) demo existing stem wall and install piping for floor mounted water closet. d) new floor drain and trap primer in boys restroom	A) The existing Clean Out and Floor Drain needed to be raised in the Girls Restroom to accommodate the new code slope requirements of the floor tile. The existing floor drain/clean out was found to be to low to accommodate max. ADA floor slopes. B) The Water Hammer Arrestors had to be added per code. Water hammers were assumed to be existing but were not found to be existing. C) The existing water closet location in the Girls Restroom had to be adjusted to comply with ADA requirements. D) The Boys Restroom used to use the floor urinals as floor drains. Wall mounted urinals were installed, so a Floor Drain had to be added with a Trap Primer per code.	\$ 6,725
1.5	COR06R1	Cost to furnish and install approximately 16 LF of new plastic laminate upper cabinet at Teachers Workroom #C16 and credit for not refurbishing the 3 bookcases that are being removed per FCD#3.	After further review of the layout in the Teacher's Workroom, the District decided that this new casework layout would better serve this area in lieu of what was existing.	\$ 1,639
1.6	COR08R2	Remove and replace fiberglass ductwork per RFI 29.	The intent of the scope was to remove all fiberglass ductwork from the entire building to create a cleaner and safer environment. These four particular ducts were shown on the plan to remain. The building as-builts indicated these four duct drops to be constructed of sheet metal.	\$ 5,604
1.7	COR15	Install moisture barrier behind the cementitious backerboard in the Girls and Boys Restrooms per RFI 58	This was installed to prevent water from seeping through the ceramic tile walls and ultimately protect the existing wood structure as recommended by the cementitious backerboard manufacturer.	\$ 527
1.8	COR16	Install insulation in the walls of the Boys and Girls Restrooms per RFI 59	The existing insulation was in bad condition and missing in areas. The insulation will also help prevent noise from entering into the neighboring classrooms.	\$ 325

1.9	COR18R1	Furr out walls in restrooms to correct existing conditions for installation of cementitious backerboard.	The existing walls were found out of plumb and had to be modified so the new tile could be installed uniformly. The original tile installation was over a floated mortar surface which self corrected any wall framing imperfections.	\$ 1,151
1.10	COR19R1	Repair concrete stem wall in Restroom per RFI 55.	This relates to the work performed in COR04R1 where the plumber had to demo the stem wall to adjust the location of the water closet to meet ADA requirements. This cost is to repair the demoed stem wall after the installation of the water closet was completed.	\$ 588
1.11	COR20R1	Add blocking/patch walls for new casework location per RFI 60	The existing casework in the Teacher's Workroom had to be modified to comply with ADA requirements. As a result, additional blocking was required for the re-installation of the existing casework in its new location.	\$ 782
1.12	COR24R1	Additional pull testing of hanger wires per RFI 78	The testing of the hanger wire, which supports the t-bar ceiling throughout the building, exceeded the contractor's contract requirements. It was agreed to by all parties to comply with the more stringent testing requirements.	\$ 317
1.13	COR25R1	20 gage track was installed to span over 3 roof joists, per DSA Field Note 7 for attachment of suspended ceiling seismic restraint wires.	This was a requirement by the DSA Field Inspector, Andy Widjaja, after he performed his site walk on 8-2-12. In case of a seismic event, this was installed to avoid rolling of the joists due to the splay wire attachment being secured to the bottom of the ceiling joist because of a drywall lid.	\$ 3,405
1.14	COR26	Re-wire classroom lights in 10 classrooms per RFI 80	The light switch circuits had to be re-worked in the classrooms to acknowledge the switching of certain lights at the SMART Boards to a dim mode for teaching.	\$ 1,679
1.15	COR28	Re-frame fire damper openings per Manufacturer's requirements which were provided by the Architect in RFI 64.	The contractor had to change 8 preframed openings per the detail provided by the Architect at the 7-3-12 Production Meeting.	\$ 1,532
1.16	COR29R1	Frame and drywall top of fire rated wall between the center classrooms per RFI 57.	This had to be installed to maintain the 2-hour fire rating of the interior center wall. It was an unforeseen condition due to the drywall lid above the t-bar ceiling covering up the ceiling joists. A new detail was issued to reflect the existing conditions once the existing drywall lid was removed, which revealed the ceiling joists.	\$ 9,847
1.17	COR30R1	Furnish and install additional wood wall base per RFI 72.	Once the existing wall base was removed, the condition of the existing wall was discovered to be in a deteriorated condition that would not allow the new wall base to be properly installed. It was agreed to by all parties that the installation of wood wall base was the best solution to create an acceptable surface for the rubber wall base to be installed properly.	\$ 4,181
1.18	COR31	Install new electrical outlets and rough for low voltage in the new walls of Classroom 302 per RFI 34.	This was a suggestion by the contractor that all parties agreed to in order to better serve this space of the building.	\$ 2,473

1.19	COR32R1	Rewire 15 emergency lights, install electronic ballasts, and emergency ballasts per RFI 81.	The existing lights that were to be reused are not set up with electronic ballasts and the proper wiring for the emergency lights to work. The ballast was added to provide emergency lighting in case of a power outage.	\$ 3,462
1.20	COR34	Furnish and install 3 new 40"Wide x 18"Deep x 34"High open shelving cabinets in room 307.	This was a District request that will result in a more functional classroom.	\$ 1,965
1.21	COR36	Remove existing TV brackets and install painted cover plates per RFI 86.	The TV brackets were a safety hazard and required by code to be removed.	\$ 661
1.22	COR37	Patch concrete cut outs at various locations around the school due to testing of concrete for Project #12-01R	CTE was hired to perform tests on the new concrete that was placed during Project #12-01R. They had to core holes and take samples back to the lab for testing, which left holes in the walkways. The holes had to be filled with concrete to eliminate any safety hazards.	\$ 299

Total Change Order # 1

\$ 46,270

Previous CO

N/A

\$ -

Original Contract

\$ 603,000

Revised Contract

\$ 649,270

# Balfour Beatty Construction



Oak Park Unified School District  
5801 East Conifer Street  
Oak Park, CA 91377

July 17, 2012

Attn; Martin Klauss, Assistant Superintendent Business Services

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

Re: Project 12-07R Building 300 Modernization at Brookside Elementary School  
Recommendation to Approve Change Order # 12-07R-1 to Waisman Construction, Inc.

Dear Mr. Klauss,

Please accept this letter as recommendation to request Board approval for Change Order # 12-07R -1 to Waisman Construction, Inc. for added scope items at the above Project. Additional work to the Project is as follows;

Item 1.1 Credit for re-using the existing Lever Locks on 8 doors

Reason; The existing lever locks were installed a year prior as a part of the District wide classroom lockdown project ( Project10-04R). Credit to delete this work is \$1,897.00.

Item 1.2 Furnish and install toilet compartment door, pilasters, and hardware at the existing non ADA toilet stall in Boys Toilet Room #C6 per FCD#1.

Reason; Added to match the new ADA toilet stall partitions. The existing toilet stall partition door was not indicated to be replaced in the bid documents. Cost to furnish and install this work is \$851.00.

Item 1.3 Furnish (3) Bobrick No. B3888 in lieu of (3) Kimberly Clark No. 09602 Toilet Paper Dispensers per FCD#2R

Reason; Changed to match the District Standards. Cost difference for material is \$154.00.

Item 1.4 T&M work in the restrooms: a) raise existing CO and FD. b) add water hammer arrestors. c) demo existing stem wall and install piping for floor mounted water closet. d) new floor drain and trap primer in boys restroom

Reason; A) The existing Clean Out and Floor Drain needed to be raised in the Girls Restroom to accommodate the new code slope requirements of the floor tile. The existing floor drain/clean out was found to be too low to accommodate max. ADA floor slopes. B) The Water Hammer Arrestors had to be added per code. Water hammers were assumed to be existing but were not found to be existing. C) The existing water closet location in the Girls Restroom had to be adjusted to comply with ADA requirements. D) The Boys Restroom used to use the floor urinals as floor drains. Wall mounted urinals were installed, so a Floor Drain had to be added with a Trap Primer per code. Cost to perform this work is \$6,725.00.

Item 1.5      *Furnish and install approximately 16 LF of new plastic laminate upper cabinet at Teachers Workroom #C16 and credit for not refurbishing the 3 bookcases that are being removed per FCD#3*

Reason;      After further review of the layout in the Teacher's Workroom, the District decided that this new casework layout would better serve this area in lieu of what was existing. Cost to perform this work is \$1,639.00.

Item 1.6      *Remove and replace fiberglass ductwork per RFI 29.*

Reason;      The intent of the scope was to remove all fiberglass ductwork from the entire building to create a cleaner and safer environment. These four particular ducts were shown on the plan to remain. The building as-builts indicated these four duct drops to be constructed of sheet metal. Cost to perform this unforeseen work is \$5,604.

Item 1.7      *Install moisture barrier behind the cementitious backerboard in the Girls and Boys Restrooms per RFI 58.*

Reason;      Installed to prevent water from seeping through the ceramic tile walls and ultimately protect the existing wood structure as recommended by the cementitious backerboard manufacturer. Cost to perform this added value work is \$527.00.

Item 1.8      *Install insulation in the walls of the Boys and Girls Restrooms per RFI 59*

Reason;      The existing insulation was in bad condition and missing in areas. The insulation will also help prevent noise from entering into the neighboring classrooms. Cost to perform this unforeseen work is \$325.00.

Item 1.9      *Furr out walls in restrooms to correct existing conditions for installation of cementitious backerboard.*

Reason;      The existing walls were found out of plumb and had to be modified so the new tile could be installed uniformly. The original tile installation was over a floated mortar surface which self corrected any wall framing imperfections. Cost to perform this unforeseen work is \$1,151.00.

Item 1.10      *Repair concrete stem wall in Restroom per RFI 55.*

Reason;      This relates to the work performed in COR04R1 where the plumber had to demo the stem wall to adjust the location of the water closet to meet ADA requirements. This cost is to repair the demoed stem wall after the installation of the water closet was completed. Cost to perform this unforeseen work is \$588.00.

Item 1.11      *Add blocking/patch walls for new casework location per RFI 60*

Reason;      The existing casework in the Teacher's Workroom had to be modified to comply with ADA requirements. As a result, additional blocking was required for the re-installation of the existing casework in its new location. Cost to perform this unforeseen work is \$782.00.

Item 1.12      *Additional pull testing of hanger wires per RFI 78*

Reason;      The testing of the hanger wire, which supports the t-bar ceiling throughout the building, exceeded the contractor's contract requirements. It was agreed to by all parties to comply with the more stringent testing requirements. Cost to perform this added value work is \$317.00.

- Item 1.13 20 gauge track was installed to span over 3 roof joists, per DSA Field Note 7 for attachment of suspended ceiling seismic restraint wires.*
- Reason; This was a requirement by the DSA Field Inspector, Andy Widjaja, after he performed his site walk on 8-2-12. In case of a seismic event, this was installed to avoid rolling of the joists due to the splay wire attachment being secured to the bottom of the ceiling joist because of a drywall lid. Cost to perform this additional work per DSA is \$3,405.00.
- Item 1.14 Re-wire classroom lights in 10 classrooms per RFI 80*
- Reason; The light switch circuits had to be re-worked in the classrooms to acknowledge the switching of certain lights at the SMART Boards to a dim mode for teaching. Cost to perform this modification is \$1,679.00.
- Item 1.15 Re-frame fire damper openings per Manufacturer's requirements which were provided by the Architect in RFI 64.*
- Reason; The contractor had to change 8 preframed openings per the detail provided by the Architect at the 7-3-12 Production Meeting. Cost to perform this field modification per equipment manufacturer is \$1,532.00.
- Item 1.16 Frame and drywall top of fire rated wall between the center classrooms per RFI 57.*
- Reason; This had to be installed to maintain the 2-hour fire rating of the interior center wall. It was an unforeseen condition due to the drywall lid above the t-bar ceiling covering up the ceiling joists. A new detail was issued to reflect the existing conditions once the existing drywall lid was removed, which revealed the ceiling joists. Cost to perform this unforeseen work is \$9,847.00.
- Item 1.17 Furnish and install additional wood wall base per RFI 72.*
- Reason; Once the existing wall base was removed, the condition of the existing wall was discovered to be in a deteriorated condition that would not allow the new wall base to be properly installed. It was agreed to by all parties that the installation of wood wall base was the best solution to create an acceptable surface for the rubber wall base to be installed properly. Cost to perform this unforeseen work is \$ 4,181.00.
- Item 1.18 Install new electrical outlets and rough for low voltage in the new walls of Classroom 302 per RFI 34.*
- Reason; This was a suggestion by the contractor that all parties agreed to in order to better serve this space of the building. Cost to perform this additional work is \$ 2,473.00.
- Item 1.19 Rewire 15 emergency lights, install electronic ballasts, and emergency ballasts per RFI 81.*
- Reason; The existing lights that were to be reused are not set up with electronic ballasts and the proper wiring for the emergency lights to work. The ballast was added to provide emergency lighting in case of a power outage. Cost to perform this unforeseen work is \$ 3,462.00.
- Item 1.20 Furnish and install 3 new 40"Wide x 18"Deep x 34"High open shelving cabinets in room 307.*
- Reason; This was a District request that will result in a more functional classroom. Cost to perform this added value work is \$1,965.00.

Item 1.21      Remove existing TV brackets and install painted cover plates per RFI 86.

Reason;            The TV brackets were a safety hazard and required by code to be removed. Cost to perform this unforeseen work is \$ 661.00.

Item 1.22      Patch concrete cut outs at various locations around the school due to testing of concrete for Project #12-01R

Reason;            CTE was hired to perform tests on the new concrete that was placed during Project #12-01R. They had to core holes and take samples back to the lab for testing, which left holes in the walkways. The holes had to be filled with concrete to eliminate any safety hazards. Cost to perform this additional work is \$ 299.00.

Project Cost Update;*Master Plan Estimate*

Construction Costs	\$ 881,180.00
Contingency on Master Plan Estimate (10%)	\$ 88,118.00
<b>Total Master Plan Estimate</b>	<b>\$ 969,298.00</b>

Waisman Construction, Inc Base Agreement	\$ 603,000.00
Current Change Order # 12-07R-1	\$ 46,270.00
Total Construction Cost to Date	\$ 649,270.00

<i>Balance on Original Master Plan Estimate</i>	<i>\$ 320,028.00</i>
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Should you have any questions, please contact me at any time.

Respectfully,



Dennis Kuykendall  
Senior Project Manager, Balfour Beatty Construction

cc.      Julie Suarez, OPUSD  
         Keith Henderson, Balfour Beatty  
         File



**TO:** MEMBERS, BOARD OF EDUCATION  
**FROM:** DR. ANTHONY W. KNIGHT, SUPERINTENDENT  
**DATE:** SEPTEMBER 18, 2012  
**SUBJECT:** C.2.b. APPROVE CHANGE ORDER #1, PROJECT 12-10R, BUILDING M & N  
 RESTROOM MODERNIZATION AT OAK PARK HIGH SCHOOL

ACTION

**ISSUE:** Shall the Board approve Change Order #1, Project 12-10R, Building M & N Restroom Modernization at Oak Park High School?

**BACKGROUND:** On April 17, 2012, the Board awarded a contract for Project 12-10R, Building M & N Restroom Modernization at Oak Park High School, to Malibu Pacific Tennis Courts, Inc. During the course of the project, District staff and construction manager Balfour Beatty have recommended changes to the project's scope for conditions unforeseen at the time the contract was awarded. Details of proposed changes in the scope and cost to the original contract for this project are specified in the attached document for Change Order #1.

The total amount of Change Order #1 is \$11,600.00, which will increase the contract from \$149,900.00 to \$161,500.00. It is recommended by Barnhart and District staff that the Board approve Change Order #1.

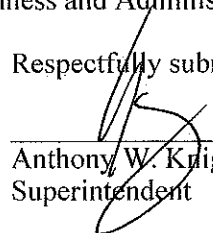
**ALTERNATIVES:**

1. Approve Change Order #1 to the contract with Malibu Pacific Tennis Courts, Inc. for Project 12-10R, Building M & N Restroom Modernization at Oak Park High 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	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

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

**CHANGE ORDER 12-10R -1**  
8-22-12

PROJECT NO: 12-10R CHANGE ORDER NO: 1  
PROJECT NAME: Building M & N Restroom Modernization at Oak Park High School  
CONTRACTOR: MALIBU PACIFIC TENNIS COURTS, INC  
SCOPE OF WORK: SEE ATTACHED

**COST:**

Original Contract Amount	\$ 149,900.00
Previous Approved Change Orders	\$ -
This Change Order	\$ 11,600.00
Adjusted Contract Amount	\$ 161,500.00

**TIME:**

Original Contract Completion Date	August 6, 2012
Previous Approved Completion Extension Days	0
Completion Days Extension this Change Order	0
Adjusted Contract Completion Date	August 6, 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 AS IT RELATES SPECIFICALLY TO ITEMS 1.1 THRU 1.2 OF THE ATTACHED LISTING. CONTRACTOR HEREBY WAIVES ANY AND ALL RIGHT TO ADDITIONAL COMPENSATION OR TIME ARISING OUT OF THE WORK SPECIFIC TO ITEMS 1.1 THRU 1.2 OF THE ATTACHED LISTING, 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: MALIBU PACIFIC TENNIS  
COURTS, INC**

By  \_\_\_\_\_

Date 8/22/12

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

By  \_\_\_\_\_

Date 8-23-12

Change Order to Contract  
OPUSD Bid 12-10R

Oak Park Unified School District

35  
Change Order # 12-10R -1

Bid No 12-10R

8/22/2012

Building M &amp; N Restroom Modernization at Oak Park High School

MALIBU PACIFIC TENNIS COURTS, INC

Original Contract

\$ 149,900.00

Item No.	GC No.	Description	Reason	Cost
1.1	COR01R1	Remove existing door frames in openings M1 & M2 and N1 & N2, and furnish and install new hollow metal frames per RFI #4.	Existing door frames were in poor condition and the subcontractor could not guarantee that the new continuous hinge would pass inspection if it were installed in the existing frame. The recommendation was made to replace them entirely, which would result in a better and sturdier finished product, and this was agreed to by all parties.	\$ 6,400
1.2	COR02R1	Install (4) 1/2" trap primers and drain bodies at the floor drains per RFI #15R. Remove and patch concrete around the floor drains and trap primer line.	The existing floor drains did not have trap primers and did not comply with current code requirements. In order to satisfy current code requirements and eliminate hazardous sewage gases and smells from entering the restrooms through the floor drains, the trap primers had to be installed. In order to install the trap primers, the existing floor drains had to be modified by installing new drain bodies to accept the connection of the trap primer line.	\$ 5,200

Total Change Order # 1

\$ 11,600

Previous CO

N/A

\$ -

Original Contract

\$ 149,900

Revised Contract

\$ 161,500

# Balfour Beatty Construction



Oak Park Unified School District  
5801 East Conifer Street  
Oak Park, CA 91377

July 22, 2012

Attn: Martin Klauss, Assistant Superintendent Business Services

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

Re: Project 12-10R Building M and N Restroom Modernization at Oak Park High School  
Recommendation to Approve Change Order # 12-10R-1 to Malibu Pacific Tennis Courts, Inc.

Dear Mr. Klauss,

Please accept this letter as recommendation to request Board approval for Change Order # 12-10R -1 to Malibu Pacific Tennis Courts, Inc. for added scope items at the above Project. Additional work to the Project is as follows;

Item 1.1 Remove existing door frames in openings M1, M2, N1 and N2 and furnish and install new hollow metal frames per RFI # 4

Reason; Existing door frames were in poor condition and the subcontractor could not guarantee that the new continuous hinge would pass inspection if installed in the existing door frames. The recommendation was made to replace the frames for a sturdier finished product. Cost for this unforeseen work is \$6,400.00.

Item 1.2 Install (4) ½" trap primers and drain bodies at the floor drains per RFI # 15R. Remove and patch concrete around the floor drains and trap primer line.

Reason; The existing floor drains did not comply with current code requirements. In order to satisfy current code requirements and eliminate hazardous sewage gases and smells from entering the restrooms through the floor drains, the trap primers had to be installed. In order to install the trap primers, the existing floor drains had to be modified by installing new drain bodies to accept the connection of the trap primer. Cost for this unforeseen work is \$5,200.00

## Project Cost Update;

Master Plan Estimate	
Construction Costs	\$ 358,764.00
Contingency on Master Plan Estimate (10%)	\$ 35,876.00
<b>Total Master Plan Estimate</b>	<b>\$ 394,640.00</b>
Malibu Pacific Tennis Courts, Inc Base Agreement	\$ 149,900.00
Current Change Order # 12-10R-1	\$ 11,600.00
Total Construction Cost to Date	\$ 161,500.00
<b>Balance on Original Master Plan Estimate</b>	<b>\$ 233,140.00</b>



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 18, 2012**  
**SUBJECT: C.2.c. APPROVE CHANGE ORDER #1, PROJECT 12-11R, ASPHALT AND PARKING LOT REPAIRS AT MEDEA CREEK MIDDLE SCHOOL**  
ACTION

**ISSUE:** Shall the Board approve Change Order #1, Project 12-11R, Asphalt and Parking Lot Repairs at Medea Creek Middle School?

**BACKGROUND:** On May 15, 2012, the Board awarded a contract for Project 12-11R, Asphalt and Parking Lot Repairs at Medea Creek Middle School, to Landmark Grading & Paving, Inc. dba Quality Paving. During the course of the project, District staff and construction manager Balfour Beatty have recommended changes to the project's scope for conditions unforeseen at the time the contract was awarded. Details of proposed changes in the scope and cost to the original contract for this project are specified in the attached document for Change Order #1.

The total amount of Change Order #1 is \$1,964.00, which will increase the contract from \$93,394.00 to \$95,358.00. It is recommended by Barnhart and District staff that the Board approve Change Order #1.

**ALTERNATIVES:**

1. Approve Change Order #1 to the contract with Landmark Grading & Paving, Inc. dba Quality Paving for Project 12-11R, Asphalt and Parking Lot Repairs at Medea Creek Middle 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	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

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

**CHANGE ORDER 12-11R-1**

8-17-12

PROJECT NO: 12-11R CHANGE ORDER NO: 1

PROJECT NAME: Asphalt Repairs/Parking Lot at Medea Creek Middle School

CONTRACTOR: LANDMARK GRADING & PAVING, INC. dba QUALITY PAVING

SCOPE OF WORK: SEE ATTACHED

**COST:**

Original Contract Amount	\$ 93,394.00
Previous Approved Change Orders	\$ -
This Change Order	\$ 1,964.00
Adjusted Contract Amount	\$ 95,358.00

**TIME:**

Original Contract Completion Date	July 23, 2012
Previous Approved Completion Extension Days	0
Completion Days Extension this Change Order	0
Adjusted Contract Completion Date	July 23, 2012

**THIS IS A FINAL PROJECT CHANGE ORDER.** IT IS AGREED BY THE CONTRACTOR THAT THE ADJUSTED CONTRACT AMOUNT AND/OR TIME, IF ANY, INCLUDES FULL AND COMPLETE EQUITABLE ADJUSTMENT AND COMPENSATION FOR ALL CONTRACT WORK AND EXTRA WORK PERFORMED ON THE PROJECT INCLUDING BUT NOT LIMITED TO CHANGES, DIFFERING SITE CONDITIONS, SUSPENSIONS, DELAYS, RESCHEDULING, ACCELERATION, IMPACT AND EXTENDED OVERHEAD AS IT RELATES SPECIFICALLY TO ITEMS 1.1 THRU 1.2 OF THE ATTACHED LISTING. CONTRACTOR HEREBY WAIVES ANY AND ALL RIGHT TO ADDITIONAL COMPENSATION OR TIME ARISING OUT OF THE WORK SPECIFIC TO ITEMS 1.1 THRU 1.2 OF THE ATTACHED LISTING, 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 \_\_\_\_\_

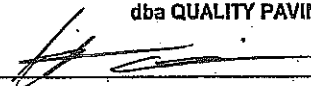
Date \_\_\_\_\_

**District Architect;**

By N/A \_\_\_\_\_

Date \_\_\_\_\_

**CONTRACTOR: LANDMARK GRADING & PAVING, INC.**  
**dba QUALITY PAVING**

By  \_\_\_\_\_

Date 8-24-12 \_\_\_\_\_

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

By  \_\_\_\_\_

Date 8-23-12 \_\_\_\_\_

Change Order to Contract  
 OPUSD Bid 12-11R

Oak Park Unified School District

Bid No 12-11R

41

Change Order # 12-11R -1

8/17/2012

Asphalt Repairs/Parking Lot at Medea Creek Middle School

LANDMARK GRADING &amp; PAVING, INC. dba QUALITY PAVING

Original Contract

\$ 93,394.00

Item No.	GC No.	Description	Reason	Cost
1.1	CO#001	Remove and dispose of valve box. Set new valve box and patch with asphalt around it. Also, install 1 additional speed bump.	During demolition of the existing surface, an existing valve box was discovered underneath the surface. The contractor had to raise it up and install a new valve box so it would not be buried again. The additional speed bump was installed at the top of the entrance hill to deter water/dirt run off towards the v gutter and act as a safety precaution to lower the speed of vehicles entering the campus.	\$ 908
1.2	CO#002R1	Scrape/prep existing red curbs for new paint. Paint curb face and top of curb red. Also, stripe the additional speed bump.	Per District request, the existing red curbs were dull and needed a tune up. The new additional speed bump had to be striped to match the other three.	\$ 1,056

Total		\$ 1,964
Previous CO	N/A	\$ -
Original Contract		\$ 93,394
Revised Contract		\$ 95,358



# Balfour Beatty Construction



Oak Park Unified School District  
5801 East Conifer Street  
Oak Park, CA 91377

July 17, 2012

Attn: Martin Klauss, Assistant Superintendent Business Services

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

Re: Project 12-11R Asphalt Repairs/Parking Lot at Medea Creek Middle School  
Recommendation to Approve Change Order # 12-11R-1 to Landmark Grading and  
Paving, Inc. dba Quality Paving

Dear Mr. Klauss,

Please accept this letter as recommendation to request Board approval for Change Order # 12-11R -1 to Landmark Grading and Paving, Inc. dba Quality Paving for added scope items at the above Project. Additional work to the Project is as follows;

Item 1.1 Remove and dispose of valve box. Set new valve box and patch asphalt around it. Also install 1 additional speed bump.

Reason; During demolition of the existing surface, an existing valve box was discovered underneath the surface. The contractor had to raise it up and install a new valve box so it would not be buried again. The additional speed bump was installed at the top of the entrance to deter water/dirt run off towards the existing V gutter and act as a safety precaution to lower the speed of vehicle entering the campus. Cost for this unforeseen and additional work is \$908.00.

Item 1.2 Scrape/prep existing red curbs for new paint. Paint curb face and top of curb red. Also stripe the additional speed bump

Reason; Per District request, the existing red curbs were dull and needed to be re-painted. The new additional speed bump had to be striped to match other speed bumps. Cost for this additional work is \$1,056.00

Project Cost Update;

<b>Master Plan Estimate</b>	
Construction Costs	\$ 250,000.00
Contingency on Master Plan Estimate (10%)	\$ 25,000.00
<b>Total Master Plan Estimate</b>	<b>\$ 275,000.00</b>
Malibu Pacific Tennis Courts, Inc Base Agreement	\$ 93,394.00
Current Change Order # 12-10R-1	\$ 1,964.00
Total Construction Cost to Date	\$ 95,358.00
<b>Balance on Original Master Plan Estimate</b>	<b>\$ 179,642.00</b>

Should you have any questions, please contact me at any time.

Respectfully,

A handwritten signature in dark ink, appearing to read "D. Kuykendall", with a horizontal line drawn through the middle of the signature.

Dennis Kuykendall  
Senior Project Manager, Balfour Beatty Construction

cc. Julie Suarez, OPUSD  
Keith Henderson, Balfour Beatty  
File

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: SEPTEMBER 18, 2012**

**SUBJECT: C.2.d. APPROVE NOTICE OF COMPLETION, PROJECT 11-18R, ROOF REPAIR AND REPLACEMENT ON BUILDING E ADMINISTRATION AT OAK PARK HIGH SCHOOL**

ACTION

**ISSUE:** Shall the Board approve the Notice of Completion for Project 11-18R, Roof Repair and Replacement on Building E Administration at Oak Park High School, contracted with Best Contracting Services, Inc.?

**BACKGROUND:** On November 15, 2011, the Board of Education authorized the award of Project 11-18R, Roof Repair and Replacement on Building E Administration at Oak Park High School, to Best Contracting Services, Inc.

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

**ALTERNATIVES:**

1. Approve the Notice of Completion for Project 11-18R, Roof Repair and Replacement on Building E Administration at Oak Park High School, contracted with Best Contracting Services, Inc.
2. Do not approve the Notice of Completion.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.  
Superintendent

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

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

### Notice of Completion

Notice is hereby given that the Oak Park Unified School District, a school district in Ventura County, is the owner in fee of the following described and real property, to-wit:

Description: Oak Park High School, 899 N. Kanan Road, Oak Park, CA 91377

That on or about November 15, 2011 the said Oak Park Unified School District of Ventura County entered into a contract with Best Contracting Services, Inc. of Gardena, California, for Bid 11-18R, Roof Repair and Replacement on Building E Administration at Oak Park High School on certain real property hereinbefore described: that said building and improvements were actually completed on September 18, 2012; that the address of said Oak Park Unified School District is 5801 E. Conifer Street, Oak Park, CA 91377, Ventura County, California.

#### *OAK PARK UNIFIED SCHOOL DISTRICT*

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

Anthony W. Knight, being first duly sworn, deposes and says: that he is secretary of the Board of Trustees of the Oak Park Unified School District, a school district of Ventura County, California: that he therefore verifies the foregoing Notice of Completion on behalf of said Oak Park Unified School District: that the Oak Park Unified School District of Ventura County, California is owner of the property described in the foregoing notice: that he has read the foregoing notice and knows the contents thereof: that he has personal knowledge of the facts therein stated: that the same are true.

STATE OF CALIFORNIA  
COUNTY OF VENTURA

\_\_\_\_\_  
Anthony W. Knight, Ed.D., Superintendent  
Oak Park Unified School District

On \_\_\_\_\_ before me, Linda Sheridan, Notary Public, personally appeared Anthony W. Knight, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (SEAL)

# Balfour Beatty Construction



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

August 20, 2012

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

Re: Project 11-18R Roof Repair and Replacement on Building "E" Admin at Oak Park High School, Recommendation to Request Board approval for issuance of Notice of Completion

Dear Mr. Klauss,

Please accept this letter as recommendation to request Board approval for issuance of the Notice of Completions for work related to OPUSD Project # 11-18R Roof Repair and Replacement on Building "E" Admin at Oak Park High School. All contract installation requirements have been satisfied by Best Contracting Services, Inc.. The final contract amount is as follows;

Original Contract	\$ 98,975.00
Change Orders	\$ 0.00
Final Contract Amount	\$ 98,975.00

Should you have any questions, please contact me at any time.

Respectfully,

*Dennis Kuykendall*

Dennis Kuykendall  
Senior Project Manager  
Balfour Beatty Construction

cc. Julie Suarez, OPUSD  
Keith Henderson, Balfour Beatty Construction  
File

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: SEPTEMBER 18, 2012**

**SUBJECT: C.2.e. APPROVE BOARD RESPONSE TO THE OAK PARK CITIZENS' OVERSIGHT COMMITTEE ANNUAL REPORT**

ACTION/

**ISSUE:** Shall the Board of Education approve and provide a response to the Oak Park Citizens' Oversight Committee 2011-12 Annual Report?

**BACKGROUND:** At its meeting on August 21, 2012, after review of a draft document, the Board requested that staff prepare a finished response to the 2011-12 annual reports of the Oak Park Citizens' Oversight Committee for its approval at this evening's meeting. The response is attached for the Board's review and action as requested.

**ALTERNATIVES:**

1. Approve the attached response to the Oak Park Citizens' Oversight Committee 2011-12 Annual Report.
2. Do not approve the attached response to the Oak Park Citizens' Oversight Committee 2011-12 Annual 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	_____	_____	_____	_____

**OAK PARK BOARD OF EDUCATION  
RESPONSE TO THE 2011-12 ANNUAL REPORT OF THE  
OAK PARK CITIZEN'S OVERSIGHT COMMITTEE**

Regular Meeting of the Board, September 18, 2012

The Board of Education of the Oak Park Unified School District would like to publicly thank the Oak Park Citizen's Oversight Committee for its work during the 2011-12 term. The Board deeply appreciates the many hours and dedication that each member of the Committee provides to the school district and the students we serve. It is this brand of civic mindedness that helps keep our community and public schools strong.

The Board is equally grateful to the Committee for the insights and recommendations it has provided in its 2011-12 annual report. We're all interested in ensuring the optimum use of bond funds to the benefit of District children and the Oak Park community, and to strengthening the process.

The Board assures the Committee and the community that it has always been acutely aware of its ultimate responsibility for the judicious and appropriate use of Measure R and Measure C6 resources. In order to ensure its complete and thorough understanding of proposed projects and expenditures, Board members have actively participated as members of the facility and technology planning committees since the inception of both bond programs.

The Board shares the Committee's concerns regarding the currently identified projects and the limited resources to address them all. As technology rapidly changes and schools grow older, even as identified projects, modernization, and repairs are completed, new and pressing priorities continue to present themselves. For this reason, the individual Master Plans are not static documents, and are reviewed at least annually and reforecast with updated costs and projects as the needs of the district change. The Board concurs with the Committee's recommendation to implement a process to show the affects of mid-year priority changes on Measure C6 and Measure R spending plans, and has incorporated this into its Moral Imperatives and Goals for 2012-13.

While bond financial information has always been available and utilized in the District's decision making, the Board concurs with the Committee that timely standardized financial reporting, in an easily understood format, must be a priority. Similarly, accounting for staffing, administrative costs and professional services being attributed to the bond must be more clearly identified in the Master Plan and in financial reporting. Again, the Board has incorporated this into its Moral Imperatives and Goals for 2012-13.

As noted in each of the annual citizens' oversight committee reports released to date, all expenditures of the highly successful bond programs have been compliant with bond requirements. Highlights of these expenditures that have benefitted students and preserved facilities include:

**OAK PARK BOARD OF EDUCATION  
RESPONSE TO THE 2011-12 ANNUAL REPORT OF THE  
OAK PARK CITIZEN'S OVERSIGHT COMMITTEE**

September 18, 2012

Page 2 of 2

- 21<sup>st</sup> century technology in classrooms and computer labs at all schools, making them among the most advanced in the State.
- Energy efficiencies achieved through replacement of HVAC, thermostat, roofing, and irrigation systems, providing reduced operating, maintenance, and utility costs.
- Improved classroom learning environments by replacement of leaking roofs, new paint and carpeting, and improved lighting.
- Upgrades to fire alarm systems, door locks, and security cameras for better student safety
- Improved appearance of campuses, extending the useful life of existing buildings, and improving site accessibility through parking lot and sidewalk repairs, as well as compliance with ADA requirements.

At a time when communities across the nation are asking people to step up to support and strengthen their public schools, the work of the Oak Park Citizens' Oversight Committee serves as a model of great community leadership, and on behalf of the District's students and dedicated staff, the Board of Education extends its sincerest thanks to the Committee.



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 18, 2012**  
**SUBJECT: C.2.f. APPROVE ALLOCATION OF "OUR CHILDREN'S FUTURE" FUND RAISING PROCEEDS**

ACTION

**ISSUE:** Shall the Board of Education discuss and approve allocation of "Our Children's Future" fund raising proceeds?

**BACKGROUND:** During the Spring of 2012, in anticipation of severe cuts to K-12 education in the 2012-13 school year, the Oak Park Unified School District conducted the "Our Children's Future" legacy brick fund raising campaign, assisted by the Friends of Oak Park Schools education foundation. The fund raiser was enthusiastically supported, generating more than \$150,000 to save counseling positions, preserve smaller class sizes, and to reduce or eliminate the need for furlough days. At this evening's meeting the Board will discuss the possible uses for the fund raising proceeds and provide staff with direction to allocate these funds in the District's General Fund operating budget.

**ALTERNATIVES:**

1. With great thanks to the donors, and after discussion, provide direction to staff regarding the specific use and allocation of "Our Children's Future" fund raising proceeds in the District's General Fund operating budget.
2. Do not provide direction to staff 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	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 18, 2012**  
**SUBJECT: C.2.g. APPROVE 2012-13 EMPLOYEE HEALTH BENEFIT PLANS**

ACTION

**ISSUE:** Shall the Board accept the recommendation of the District's Health Benefit Committee for 2012-13 employee medical, dental, and vision insurance coverage?

**BACKGROUND:** As a long-standing practice and as prescribed by employee collective bargaining agreements, the Health Benefits Committee reviewed the proposed rate changes and plan offerings available from the current health benefits provider, California's Valued Trust (CVT). CVT has announced its 2012-13 rates, which provides generally positive news for the District and its employees. Premiums on 5 of the 6 Anthem Blue Cross PPO Plans are lower next year, with the top plan, PPO 1B increasing by 1.2% (the lowest increase in the last four years), premiums for PPO plans 3B, 5B, 7B, Wellness, and HDHP all decreased by approximately 1%, resulting in a modest reduction in payroll deductions for employees on these plans. Premiums for the Kaiser HMO Plans, (Kaiser 1, Kaiser 2, and Kaiser 6) have each increased by 2.1%, but remain below the existing health benefit caps, so there is still no payroll deduction required for plan participants. Delta Dental plan premiums have the largest increase, growing by 4.6%, with VSP Vision plan premiums remain unchanged from 2011-12.

After review of the rates and the plans offered by CVT, the Committee is recommending continuing with the existing CVT plan coverage unchanged for 2012-13, at the proposed rate adjustments. Information pertaining to the health benefit plan coverage is attached for the Board's review.

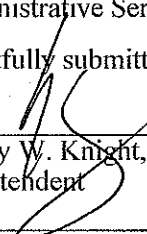
**ALTERNATIVES:**

1. Accept the Health Benefits Committee recommendation and approve contracts with California's Valued Trust for the 2012-13 school year.
2. Do not accept the Health Benefits Committee recommendation.

**RECOMMENDATION:** Alternative No. 1.

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

Respectfully submitted:

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

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

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

**CVT HEALTH PLANS  
OAK PARK UNIFIED SCHOOL DISTRICT  
2012 / 2013**

BENEFIT	PPO PLAN 1 B	PPO PLAN 3 B	PPO PLAN 5 B	PPO PLAN 7 B	WELLNESS PLAN	HDHP 1
MAJOR MEDICAL *	Deductible: 0 Coinsurance: 100%**	Deductible: \$100 Ind / \$300 Family Coinsurance: 100%** Out-of-Pocket Max: Deductible	Deductible: \$100 Ind / \$300 Family Coinsurance: 90/10 Out-of-Pocket Max: \$300 per person + deductible	Deductible: \$250 Ind / \$750 Family Coinsurance: 80/20 Out-of-Pocket Max: \$1,000 per person + deductible	Deductible: \$500 Ind / \$1,000 Family Coinsurance: 90/10 Out-of-Pocket Max: \$500 per person + deductible	Deductible: Ind: \$1,200 Family**: \$3,000 (no individual limit applies) Coinsurance: 80/20 Out-of-Pocket Max: Individual: \$3,000 + deduct Family: \$1,100 + deduct **Family = Employee with one or more covered dependent(s)
CALENDAR YEAR MAX PER PERSON	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000
DOCTOR VISITS	\$10 Copay	\$20 Copay (Copay not applied to deductible)	\$30 Copay (Copay not applied to deductible or out-of-pocket max)	\$30 Copay (Copay not applied to deductible or out-of-pocket max)	\$20 Primary Care Physician Copay /\$40 Specialist Copay (Copays not applied to deductible or out-of-pocket max)	Major Medical*
IMMUNIZATIONS	Paid at 100%**	Paid at 100%**	Paid at 100%**	Paid at 100%**	Paid at 100%**	Paid at 100%**
PREVENTIVE CARE FOR CHILDREN	Paid at 100%** Covered, as long as eligible.	Paid at 100%** Covered, as long as eligible.	Paid at 100%** Covered, as long as eligible.	Paid at 100%** Covered, as long as eligible.	Paid at 100%** Covered, as long as eligible.	Paid at 100%** Covered, as long as eligible.
PREVENTIVE CARE FOR ADULTS	Paid at 100%**	Paid at 100%**	Paid at 100%**	Paid at 100%**	Paid at 100%**	Paid at 100%**
OUTPATIENT X-RAY & LAB	Paid at 100%**	Major Medical*	Major Medical*	Major Medical*	Major Medical*	Major Medical*
RADIATION / CHEMO	Paid at 100%**	Major Medical*	Major Medical*	Major Medical*	Major Medical*	Major Medical*
DURABLE MEDICAL EQUIPMENT	Paid at 100%**	Major Medical*	Major Medical*	Major Medical*	Major Medical*	Major Medical*
AMBULANCE-GROUND/AIR	100%** of covered charges	Major Medical*	Major Medical*	Major Medical*	Major Medical*	Major Medical*

Page 2	PPO PLAN 1 B	PPO PLAN 3 B	PPO PLAN 5 B	PPO PLAN 7 B	WELLNESS PLAN	HDHP 1
PHYSICAL THERAPY	Paid at 100%** Par Rate to Preferred Providers. (Copay, if applicable.) Non-Par Providers limited to a combined maximum of 13 visits per year.	Major Medical* (Copay, if applicable.) Non-Par Providers limited to a combined maximum of 13 visits per year.	Major Medical* (Copay, if applicable.) Non-Par Providers limited to a combined maximum of 13 visits per year.	Major Medical* (Copay, if applicable.) Non-Par Providers limited to a combined maximum of 13 visits per year.	Major Medical* (Copay, if applicable.) Non-Par Providers limited to a combined maximum of 13 visits per year.	Major Medical* Non-Par Providers limited to a combined maximum of 13 visits per year.
CHIROPRACTIC	Paid at 100%** Par Rate to Preferred Providers. (Copay, if applicable.) Non-Par Providers limited to a combined maximum of 13 visits per year.	Major Medical* (Copay, if applicable.) Non-Par Providers limited to a combined maximum of 13 visits per year.	Major Medical* (Copay, if applicable.) Non-Par Providers limited to a combined maximum of 13 visits per year.	Major Medical* (Copay, if applicable.) Non-Par Providers limited to a combined maximum of 13 visits per year.	Major Medical* (Copay, if applicable.) Non-Par Providers limited to a combined maximum of 13 visits per year.	Major Medical* Non-Par Providers limited to a combined maximum of 13 visits per year.
ACUPUNCTURE	Paid at 100%** Par Rate to Preferred Providers. (Copay, if applicable.) Maximum of 12 visits per calendar year.	Major Medical* (Copay, if applicable.) Maximum of 12 visits per calendar year.	Major Medical* (Copay, if applicable.) Maximum of 12 visits per calendar year.	Major Medical* (Copay, if applicable.) Maximum of 12 visits per calendar year.	Major Medical* (Copay, if applicable.) Maximum of 12 visits per calendar year.	Major Medical* Maximum of 12 visits per calendar year.
HOSPITAL INPATIENT	Paid at 100%** Unlimited days; Semi private room	Major Medical* Unlimited days, semi-private room	Major Medical* Unlimited days, semi-private room	Major Medical* Unlimited days, semi-private room	Major Medical* Unlimited days, semi-private room	Major Medical* Unlimited days, semi-private room
HOSPITAL EMERGENCY ROOM	\$75 Copay (Copay waived if admitted as in-patient)	\$75 Copay Major Medical* (Copay not applied to deductible or out-of-pocket maximum and waived if admitted as in-patient)	\$75 Copay Major Medical* (Copay not applied to deductible or out-of-pocket maximum and waived if admitted as in-patient)	\$75 Copay Major Medical* (Copay not applied to deductible or out-of-pocket maximum and waived if admitted as in-patient)	\$75 Copay Major Medical* (Copay not applied to deductible or out-of-pocket max and waived if admitted as in-patient)	Major Medical*
HOME HEALTH CARE	Paid at 100%** Limited to 100 visits per calendar year	Major Medical* Limited to 100 visits per calendar year	Major Medical* Limited to 100 visits per calendar year	Major Medical* Limited to 100 visits per calendar year	Major Medical* Limited to 100 visits per calendar year	Major Medical* Limited to 100 visits per calendar year
HOSPICE	100%** of Covered Expense	100%** of Covered Expense	100%** of Covered Expense	100%** of Covered Expense	100%** of Covered Expense	Major Medical*
PRESCRIPTION DRUGS (COPAYMENTS)	<div> <div>Retail \$7 Generic \$15 Prefd \$30 Non-Prefd (30-day supply)</div> <div>Mail Order \$15 Generic \$35 Prefd \$70 Non-Prefd (90-day supply)</div> </div>	<div> <div>Retail \$7 Generic \$15 Prefd \$30 Non-Prefd (30-day supply)</div> <div>Mail Order \$15 Generic \$35 Prefd \$70 Non-Prefd (90-day supply)</div> </div>	<div> <div>Retail \$7 Generic \$15 Prefd \$30 Non-Prefd (30-day supply)</div> <div>Mail Order \$15 Generic \$35 Prefd \$70 Non-Prefd (90-day supply)</div> </div>	<div> <div>Retail \$7 Generic \$25 Prefd \$40 Non-Prefd (30-day supply)</div> <div>Mail Order \$15 Generic \$35 Prefd \$70 Non-Prefd (90-day supply)</div> </div>	<div> <div>Retail \$7 Generic \$25 Prefd \$40 Non-Prefd (30-day supply)</div> <div>Mail Order \$15 Generic \$35 Prefd \$70 Non-Prefd (90-day supply)</div> </div>	Major Medical*

\* Major Medical - Deductible and coinsurance apply.

\*\*Explanation of Covered Expense:

Plan payments are based on covered expense, which is the lesser of the charges billed by the provider or the following: **PPO Providers** - PPO negotiated rates. Members are not responsible for the difference between the provider's usual charges & the negotiated amount. **Non-PPO Providers** - For non-emergency services, the scheduled amount. For emergency services, same as other health care providers. **Other Health Care Providers** (includes those not represented in the PPO provider network) - The customary & reasonable charge for professional services or the reasonable charge for institutional services. **When using Non-PPO & Other Health Care Providers**, members are responsible for any difference between the covered expense and actual charges, as well as any deductible & percentage Copay. All percentages are based on payments to preferred hospitals, physicians and other network providers.

Effective 10/1/11: 2477 NURSELINE

This summary is for comparison purposes only. Please refer to the actual benefit booklet for complete benefits.

**CVT KAISER PLANS  
OAK PARK UNIFIED SCHOOL DISTRICT  
2012 / 2013**

BENEFIT	KAISER PLAN 1	KAISER PLAN 2	KAISER PLAN 6 w/OPTICAL BENEFIT
DEDUCTIBLE / OUT-OF-POCKET MAX	Deductible: 0 Out-of-Pocket Max: \$1,500 Per Person \$3,000 Per Family	Deductible: 0 Out-of-Pocket Max: \$1,500 Per Person \$3,000 Per Family	Deductible: 0 Out-of-Pocket Max: \$1,500 Per Person \$3,000 Per Family
LIFETIME MAX PER PERSON	No Lifetime Max	No Lifetime Max	No Lifetime Max
DOCTOR VISITS	Covered, \$10 Copay	Covered, \$15 Copay	Covered, \$25 Copay
IMMUNIZATIONS	Covered, No Charge	Covered, No Charge	Covered, No Charge
PREVENTIVE CARE FOR CHILDREN	Covered, No Charge	Covered, No Charge	Covered, No Charge
PREVENTIVE CARE FOR ADULTS	Covered, No Charge	Covered, No Charge	Covered, No Charge
OUTPATIENT X-RAY & LAB	Covered, No Charge	Covered, No Charge	Covered, No Charge
RADIATION THERAPY & CHEMOTHERAPY	Radiation Therapy: Covered, No Charge Chemotherapy: \$70 Copay	Radiation Therapy: Covered, No Charge Chemotherapy: \$15 Copay	Radiation Therapy: Covered, No Charge Chemotherapy: \$25 Copay
DURABLE MEDICAL EQUIPMENT	Covered, No Charge In accord with DME Formulary	Covered, No Charge In accord with DME Formulary	Covered, No Charge In accord with DME Formulary

Page 2	KAISER PLAN 1	KAISER PLAN 2	KAISER PLAN 6 w/OPTICAL BENEFIT
AMBULANCE-GROUND/AIR	Covered, No Charge, If Med. Necessary	Covered, No Charge, If Med. Necessary	Covered, \$50 Per Trip If Med. Necessary
PHYSICAL THERAPY	Covered, \$10 Copay	Covered, \$15 Copay	Covered, \$25 Copay
CHIROPRACTIC	Not Covered	Not Covered	Not Covered
ACUPUNCTURE	Covered, \$10 Copay Referral by Plan Physician	Covered, \$15 Copay Referral by Plan Physician	Covered, \$25 Copay Referral by Plan Physician
HOSPITAL INPATIENT	Covered, No Charge	Covered, No Charge	Covered, \$250 Copay
HOSPITAL EMERGENCY ROOM	Covered \$35 Copay Waived if Admitted	Covered \$50 Copay Waived if Admitted	Covered \$50 Copay Waived if Admitted
HOME HEALTH CARE	Covered, No Charge (Limits)	Covered, No Charge (Limits)	Covered, No Charge (Limits)
HOSPICE	Covered, No Charge	Covered, No Charge	Covered, No Charge
VISION EXAM	Covered, No Charge No frame, lens, contact allowance	Covered, No Charge No frame, lens, contact allowance	Covered, No Charge \$175 frame, lens, contact allowance
PRESCRIPTION DRUGS (CO-PAYMENTS)	<b>Retail</b> \$5 Generic \$10 Brand (Up to 30 Day Supply) \$10 Generic \$20 Brand (31-60 Day Supply) \$15 Generic \$30 Brand (61-100 Day Supply)	<b>Retail</b> \$5 Generic \$10 Brand (Up to 30 Day Supply) \$10 Generic \$20 Brand (31-60 Day Supply) \$15 Generic \$30 Brand (61-100 Day Supply)	<b>Retail</b> \$10 Generic \$20 Brand (Up to 30 Day Supply) \$20 Generic \$40 Brand (31-60 Day Supply) \$30 Generic \$60 Brand (61-100 Day Supply)
	<b>Mail Order</b> \$5 Generic \$10 Brand (30 Day Supply) \$10 Generic \$20 Brand (31-100 Day Supply)	<b>Mail Order</b> \$5 Generic \$10 Brand (30 Day Supply) \$10 Generic \$20 Brand (31-100 Day Supply)	<b>Mail Order</b> \$10 Generic \$20 Brand (30 Day Supply) \$20 Generic \$40 Brand (31-100 Day Supply)

NOTES: COPAYS FOR INFERTILITY: Plans 1 - \$10 Copay; Plan 2 - \$15 Copay; Plan 3 - 50% Copay; Plan 4 - \$30 Copay; Plan 5 - \$35 Copay; Plans 6-8 - 50% Copay.

COPAYS FOR ALLERGY INJECTIONS: Plans 1-5 - No Charge; Plans 6-7 - \$5 Per Visit; Plan 8 - No Charge. PLAN 6 - \$175 allowance for lenses, frames, & contacts every 24 months  
THIS SUMMARY IS FOR COMPARISON PURPOSES ONLY. PLEASE REFER TO THE ACTUAL SUMMARY PLAN DESCRIPTION FOR COMPLETE BENEFITS.

# **CALIFORNIA'S VALUED TRUST**

## **DELTA DENTAL PLAN OF CALIFORNIA**

### **INFORMATION SHEET**

#### **OAK PARK UNIFIED SCHOOL DISTRICT**

#### **PPO STANDARD SCHOOL INCENTIVE PLAN**



Usual, Customary and Reasonable Fee Concept  
Basic Services, Crowns and Cast Restorations:  
CoPayment Schedule:      70/30 First Year  
   80/20 Second Year  
   90/10 Third Year  
   100% Fourth Year

Prosthodontics CoPayment:    50/50

- **\$2,000 MAXIMUM PER PATIENT PER CALENDAR YEAR**
- **2 CLEANINGS PER PATIENT PER CALENDAR YEAR**
- **ORTHODONTIC BENEFITS PAID AT 50% UP TO \$1000 FOR ADULTS & CHILDREN**

#### **DELTA DENTAL PPO/PREMIER INCENTIVE PLAN**

**In Network-(using Delta PPO provider's) you will receive an additional \$200 annually toward your calendar year maximum over claims paid for providers in the Delta Premier Incentive Plan.**

**Out of Network- (using Delta Premier Providers) your claims are paid at incentive level without additional \$200 annual maximum.**

**100% payment for dental services rendered in case of an accident, subject to a SEPARATE \$1000 Annual Maximum**

# Your VSP Vision Benefits



Welcome to VSP® Vision Care. We'll help keep you and your eyes healthy through personalized care from a doctor you can trust.

Your eyes say a lot about you and can even tell your VSP doctor about you. During your WellVision Exam®, your VSP doctor will look for vision problems and signs of health conditions too.

## Getting started is a breeze.

- Find the right VSP doctor for you. You'll find plenty to choose from at [vsp.com](http://vsp.com) or by calling 800.877.7195.
- Already have a VSP doctor? At your appointment, tell them you're a VSP member.
- Check out your coverage and savings. Visit [vsp.com](http://vsp.com) to see your benefits anytime and check out how much you saved with VSP after your appointment.

That's it! We'll handle the rest—no ID card necessary or claim forms to complete.

Visit the Eyecare Discovery Center® at [vsp.com](http://vsp.com) for eye health articles, videos, and interactive games.

Keep your eyes healthy  
and your vision clear with VSP.

Contact VSP | [vsp.com](http://vsp.com)  
800.877.7195



Oak Park Unified School District – Your affordable eyecare benefit is brought to you by California's Valued Trust and VSP.

61

### 2012-2013 Tiered Rates

Employee Only	\$8.50
Employee + One	\$15.74
Employee + Family	\$23.25

### Your Coverage from a VSP Doctor

**\$15.00 copay every 12 months**

**WellVision Exam®** focuses on your eye health and overall wellness..... **every 12 months**

#### Prescription Glasses

Lenses..... **every 12 months**

- Single vision, lined bifocal, and lined trifocal lenses.
- Polycarbonate lenses for dependent children.

Frame..... **every 24 months**

- \$130.00 allowance for frame of your choice
- 20% off the amount over your allowance.

~OR~

**Contact Lens Care..... every 12 months**

\$120.00 allowance for contacts and the contact lens exam (fitting and evaluation). If you choose contact lenses you will be eligible for a frame 24 months from the date the contact lenses were obtained.

New and current soft contact lens wearers may qualify for a special program that includes a contact lens evaluation and initial supply of lenses.

### Extra Discounts and Savings

#### Glasses and Sunglasses

- Average 35 - 40% savings on all non-covered lens options
- 30% off additional glasses and sunglasses, including lens options, from the same VSP doctor on the same day as your WellVision Exam. Or get 20% off from any VSP doctor within 12 months of your last WellVision Exam

#### Contacts

- 15% off cost of contact lens exam (fitting and evaluation)

#### Laser Vision Correction

- Average 15% off the regular price or 5% off the promotional price. Discounts only available from contracted facilities.
- After surgery, use your frame allowance (if eligible) for sunglasses from any VSP doctor

If you see a non-VSP provider, you'll receive a lesser benefit. Before seeing a non-VSP provider, call us at 800.877.7195 for more details.

#### Out-of-Network Reimbursement Amounts:

Exam .....	Up to \$35.00
Single vision lenses .....	Up to \$25.00
Lined bifocal lenses .....	Up to \$40.00
Lined trifocal lenses .....	Up to \$50.00
Frame .....	Up to \$30.00
Contacts .....	Up to \$105.00

VSP guarantees service from VSP doctors only. In the event of a conflict between this information and your organization's contract with VSP, the terms of the contract will prevail.



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 18, 2012**  
**SUBJECT: C.2.h. APPROVE UNAUDITED ACTUAL REVENUES AND EXPENDITURES FOR FISCAL YEAR 2011-12**

ACTION

**ISSUE:** Shall the Board review and accept the unaudited actuals of revenue and expenditures for fiscal year 2011-12?

**BACKGROUND:** Education Code sections 42127 and 42103 set the timelines and procedures for adoption of school district budgets. With implementation of the July 1, budget adoption, prior year total expenditures and income are not available. Therefore, once the books are closed and prior to forwarding the information to the County and the State Department of Education, the prior year actuals must be presented to the District Board of Education.

On June 19, 2012 the Board of Education reviewed and adopted the budget for fiscal year 2012-13. Included in the budget document were estimated year-end balances for each fund for fiscal year 2011-12. The District's 2011-12 books officially closed on September 7, 2012, and fiscal year revenues, expenditures, and year-end balances have been finalized. A copy of the 2011-12 Unaudited Actuals Report will be provided to the Board under separate cover and will be available for public review at the District's Support Services Center and on its website.

**ALTERNATIVES:**

1. Accept the unaudited actual revenues, expenditures, and fund balances for fiscal year 2011-12 as presented.
2. Do not accept the 2011-12 year end actuals.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.  
 Superintendent

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 18, 2012**  
**SUBJECT: C.2.i APPROVE 2012-13 MANDATE BLOCK GRANT LETTER OF INTENT**

ACTION

**ISSUE:** Shall the Board of Education approve the Mandate Block Grant Letter of Intent for Fiscal Year 2012-13?

**BACKGROUND:** Commencing with the 2012-13 fiscal year, funds are available through a newly established Mandate Block Grant (MBG) for K-12 districts to support state mandated activities. Pursuant to the implementing legislation, Senate Bill (SB) 1016, districts may make an annual choice to receive funds for mandated activities, as specified, either through the MBG or through the historical claim reimbursement process. For 2012-13, the MBG pays for specified 2012-13 costs associated with the mandate programs, with the potential inclusion of additional mandates. These are listed in the attached information. The 2012 Budget Act appropriates \$166,609,000 for the MBG program for fiscal year 2012-13. The funds are unrestricted in use, and allocation of funds is based on the prior year P-2 average daily attendance. For K-12 school districts, funding is estimated at \$28 per prior year ADA. Assuming 100% participation, the California Department of Education (CDE) estimates that K-12 funding would be approximately \$27.92 per ADA. If necessary, funding will be proportionately reduced to stay within total available funding.

In order to receive MBG funding, districts must submit a Letter of Intent to CDE not later than October 1, 2012. Staff is requesting the Board's approval to submit the Letter of Intent to receive 2012-13 MBG funds.

**ALTERNATIVES:**

1. Approve the submittal of the Mandate Block Grant Letter of Intent for Fiscal Year 2012-13.
2. Do not approve the submittal of the Mandate Block Grant Letter of Intent for Fiscal Year 2012-13.

**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	_____	_____	_____	_____

**From:** MANDATE <MANDATE@cde.ca.gov>

**Date:** Tue, 28 Aug 2012 00:58:28 +0000

**To:** Tony Knight <tknight@oakparkusd.org>

**Subject:** Mandate Block Grant Letter of Intent - Oak Park Unified (CDS: 56-73874-0000000)

Dear County and District Superintendents and Charter School Administrators:

### **2012-13 MANDATE BLOCK GRANT LETTER OF INTENT**

Commencing with the 2012-13 fiscal year, funds are available through a newly established Mandate Block Grant (MBG) for local educational agencies (LEAs) to support state mandated activities. Pursuant to the implementing legislation, Senate Bill (SB) 1016, Section 71, (Chapter 38, Statutes of 2012), LEAs make an annual choice to receive funds for mandated activities, as specified, either through the MBG or through the claim reimbursement process pursuant to *Government Code (GC)* Section 17560. Because the claims process does not include charter schools, the MBG is the only vehicle for charter schools to receive such funding.

Attached is the Letter of Intent, specific to your LEA, to opt into the 2012-13 MBG program. **It must be submitted to CDE by October 1, 2012 to receive 2012-13 MBG funding.**

For 2012-13, the MBG pays for 2012-13 costs associated with the mandate programs listed in GC Section 17581.6(d) (see attached). However, note the legislative session is still in process and based upon current proposals, it is likely the following programs may be added to the MBG:

- Academic Performance Index (01-TC-22; Chapter 3 of the Statutes of 1999, First Extraordinary Session; and Chapter 695 of the Statutes of 2000).
- Child Abuse and Neglect Reporting (01-TC-21; Chapters 640 and 1459 of the Statutes of 1987; Chapter 132 of the Statutes of 1991; Chapter 459 of the Statutes of 1992; Chapter 311 of the Statutes of 1998; Chapter 916 of the Statutes of 2000; and Chapters 133 and 754 of the Statutes of 2001).
- Expulsion of Pupil: Transcript Cost for Appeals (SMAS; Chapter 1253 of the Statutes of 1975).
- Inter-district Attendance Permits (CSM 4442; Chapters 172 and 742 of the Statutes of 1986; Chapter 853 of the Statutes of 1989; Chapter 10 of the Statutes of 1990; and Chapter 120 of the Statutes of 1992).
- Student Records (02-TC-34; Chapter 593 of the Statutes of 1989; Chapter 561 of the Statutes of 1993; Chapter 311 of the Statutes of 1998; and Chapter 67 of the Statutes of 2000).

Given the uncertainty of legislation that may impact the 2012-13 MBG program, an LEA may withdraw a previously submitted Letter of Intent as long as the request is prior to any allocation by CDE of MBG funds. Information on the MBG and legislative changes will be posted on the CDE Web page at <http://www.cde.ca.gov/fg/aa/ca/mandatebg.asp>.

The 2012 Budget Act appropriates \$166,609,000 for the MBG program for fiscal year 2012-13. The funds are unrestricted in use. Allocation of funds is based on the average daily attendance

(ADA) as of the Second Principal Apportionment for the 2011-12 fiscal year. Specific ADA categories are attached to this mail and also posted on the CDE Web page. The 2012-13 funding rates set forth in Item 6110-296-0001 of the 2012 Budget Act are as follows:

County Offices of Education (COE)	\$28 per prior year ADA plus an additional \$1 per ADA for all prior year revenue limit ADA generated by school districts and the COE within that county.
School Districts	\$28 per prior year ADA
Charter Schools	\$14 per prior year ADA

If necessary, funding will be proportionately reduced to stay within total available funding. We have been asked what the rate would be if there is 100 percent participation. CDE estimates the funding would be decreased to approximately \$27.92 for districts, \$13.96 for charter schools, and \$.99 for county office of education oversight.

Mandated programs covered by the MBG are subject to review in the overall annual compliance audit per California *Education Code* Section 41020. The Governor's Administration has indicated that it does not intend to submit any proposals in the annual K-12 audit guide related to the MBG. Compliance with mandate requirements would be enforced through corrective action; school district would not forfeit funds as a result of audit findings.

CDE will post a list of LEAs that have submitted a Letter of Intent to participate in the MBG. As a reminder, follow-up e-mails will be sent prior to the deadline to those LEAs that have not submitted a Letter of Intent. If your LEA does not elect to participate in the MBG, you may notify CDE of that decision by sending an e-mail to [mandate@cde.ca.gov](mailto:mandate@cde.ca.gov) and your agency will be removed from the 2012-13 contact list. If you have any questions regarding this letter, please send an e-mail to [mandate@cde.ca.gov](mailto:mandate@cde.ca.gov) or contact Marcie Gregory, Fiscal Consultant, Categorical Allocations and Management Assistance Office, by phone at 916-324-4537, or Tonya Holmes, Fiscal Analyst, Categorical Allocations and Management Assistance Office, by phone at 916-323-6028.

## MANDATES SUPPORTED BY 2012-13 MANDATE BLOCK GRANT

Fiscal year 2012-13 Mandate Block Grant funding provided to school districts, charter schools, and county offices of education is to support all of the following mandated programs (*Government Code* Section 17581.6(d)):

- (1) **Absentee Ballots** (CSM 3713; Chapter 77 of the Statutes of 1978 and Chapter 1032 of the Statutes of 2002).
- (2) **Agency Fee Arrangements** (00-TC-17 and 01-TC-14; Chapter 893 of the Statutes of 2000 and Chapter 805 of the Statutes of 2001).
- (3) **AIDS Instruction and AIDS Prevention Instruction** (CSM 4422, 99-TC-07, and 00-TC-01; Chapter 818 of the Statutes of 1991; and Chapter 403 of the Statutes of 1998).
- (4) **California State Teachers' Retirement System Service Credit** (02-TC-19; Chapter 603 of the Statutes of 1994; Chapters 383, 634, and 680 of the Statutes of 1996; Chapter 838 of the Statutes of 1997; Chapter 965 of the Statutes of 1998; Chapter 939 of the Statutes of 1999; and Chapter 1021 of the Statutes of 2000).
- (5) **Caregiver Affidavits** (CSM 4497; Chapter 98 of the Statutes of 1994).
- (6) **Charter Schools I, II, and III** (CSM 4437, 99-TC-03, and 99-TC-14; Chapter 781 of the Statutes of 1992; Chapters 34 and 673 of the Statutes of 1998; Chapter 34 of the Statutes of 1998; and Chapter 78 of the Statutes of 1999).
- (7) **Collective Bargaining** (CSM 4425; Chapter 961 of the Statutes of 1975).
- (8) **Comprehensive School Safety Plans** (98-TC-01 and 99-TC-10; Chapter 736 of the Statutes of 1997; Chapter 996 of the Statutes of 1999; and Chapter 828 of the Statutes of 2003).
- (9) **Consolidation of Annual Parent Notification/Schoolsite Discipline Rules/Alternative Schools** (CSM 4488, CSM 4461, 99-TC-09, 00-TC-12, 97-TC-24, CSM 4453, CSM 4474, CSM 4462; Chapter 448 of the Statutes of 1975; Chapter 965 of the Statutes of 1977; Chapter 975 of the Statutes of 1980; Chapter 469 of the Statutes of 1981; Chapter 459 of the Statutes of 1985; Chapters 87 and 97 of the Statutes of 1986; Chapter 1452 of the Statutes of 1987; Chapters 65 and 1284 of the Statutes of 1988; Chapter 213 of the Statutes of 1989; Chapters 10 and 403 of the Statutes of 1990; Chapter 906 of the Statutes of 1992; Chapter 1296 of the Statutes of 1993; Chapter 929 of the Statutes of 1997; Chapters 846 and 1031 of the Statutes of 1998; Chapter 1 of the Statutes of 1999, First Extraordinary Session; Chapter 73 of the Statutes of 2000; Chapter 650 of the Statutes of 2003; Chapter 895 of the Statutes of 2004; and Chapter 677 of the Statutes of 2005).
- (10) **Consolidation of Law Enforcement Agency Notification and Missing Children Reports** (CSM 4505; Chapter 1117 of the Statutes of 1989 and 01-TC-09; Chapter 249 of the Statutes of 1986; and Chapter 832 of the Statutes of 1999).

- (11) **Consolidation of Notification to Teachers: Pupils Subject to Suspension or Expulsion I and II, and Pupil Discipline Records** (00-TC-10 and 00-TC-11; Chapter 345 of the Statutes of 2000).
- (12) **County Office of Education Fiscal Accountability Reporting** (97-TC-20; Chapters 917 and 1452 of the Statutes of 1987; Chapters 1461 and 1462 of the Statutes of 1988; Chapter 1372 of the Statutes of 1990; Chapter 1213 of the Statutes of 1991; Chapter 323 of the Statutes of 1992; Chapters 923 and 924 of the Statutes of 1993; Chapters 650 and 1002 of the Statutes of 1994; and Chapter 525 of the Statutes of 1995).
- (13) **Criminal Background Checks** (97-TC-16; Chapters 588 and 589 of the Statutes of 1997).
- (14) **Criminal Background Checks II** (00-TC-05; Chapters 594 and 840 of the Statutes of 1998; and Chapter 78 of the Statutes of 1999).
- (15) **Differential Pay and Reemployment** (99-TC-02; Chapter 30 of the Statutes of 1998).
- (16) **Financial and Compliance Audits** (CSM 4498 and CSM 4498-A; Chapter 36 of the Statutes of 1977).
- (17) **Habitual Truants** (CSM 4487 and CSM 4487-A; Chapter 1184 of the Statutes of 1975).
- (18) **High School Exit Examination** (00-TC-06; Chapter 1 of the Statutes of 1999, First Extraordinary Session; and Chapter 135 of the Statutes of 1999).
- (19) **Immunization Records** (SB 90-120; Chapter 1176 of the Statutes of 1977).
- (20) **Immunization Records—Hepatitis B** (98-TC-05; Chapter 325 of the Statutes of 1978; Chapter 435 of the Statutes of 1979; Chapter 472 of the Statutes of 1982; Chapter 984 of the Statutes of 1991; Chapter 1300 of the Statutes of 1992; Chapter 1172 of the Statutes of 1994; Chapters 291 and 415 of the Statutes of 1995; Chapter 1023 of the Statutes of 1996; and Chapters 855 and 882 of the Statutes of 1997).
- (21) **Intradistrict Attendance** (CSM 4454; Chapters 161 and 915 of the Statutes of 1993).
- (22) **Juvenile Court Notices II** (CSM 4475; Chapters 1011 and 1423 of the Statutes of 1984; Chapter 1019 of the Statutes of 1994; and Chapter 71 of the Statutes of 1995).
- (23) **Mandate Reimbursement Process I and II** (CSM 4204, CSM 4485, and 05-TC-05; Chapter 486 of the Statutes of 1975).
- (24) **Notification of Truancy** (CSM 4133; Chapter 498 of the Statutes of 1983; Chapter 1023 of the Statutes of 1994; and Chapter 19 of the Statutes of 1995).
- (25) **Open Meetings/Brown Act Reform** (CSM 4257 and CSM 4469; Chapter 641 of the Statutes of 1986; and Chapters 1136, 1137, and 1138 of the Statutes of 1993).
- (26) **Physical Performance Tests** (96-365-01; Chapter 975 of the Statutes of 1995).
- (27) **Prevailing Wage Rate** (01-TC-28; Chapter 1249 of the Statutes of 1978).
- (28) **Pupil Health Screenings** (CSM 4440; Chapter 1208 of the Statutes of 1976; Chapter 373 of the Statutes of 1991; and Chapter 750 of the Statutes of 1992).
- (29) **Pupil Promotion and Retention** (98-TC-19; Chapter 100 of the Statutes of 1981; Chapter 1388 of the Statutes of 1982; Chapter 498 of the Statutes of 1983;

- Chapter 1263 of the Statutes of 1990; and Chapters 742 and 743 of the Statutes of 1998).
- (30) **Pupil Safety Notices** (02-TC-13; Chapter 498 of the Statutes of 1983; Chapter 482 of the Statutes of 1984; Chapter 948 of the Statutes of 1984; Chapter 196 of the Statutes of 1986; Chapter 332 of the Statutes of 1986; Chapter 445 of the Statutes of 1992; Chapter 1317 of the Statutes of 1992; Chapter 589 of the Statutes of 1993; Chapter 1172 of the Statutes of 1994; Chapter 1023 of the Statutes of 1996; and Chapter 492 of the Statutes of 2000).
  - (31) **Pupil Expulsions** (CSM 4455; Chapter 1253 of the Statutes of 1975; Chapter 965 of the Statutes of 1977; Chapter 668 of the Statutes of 1978; Chapter 318 of the Statutes of 1982; Chapter 498 of the Statutes of 1983; Chapter 622 of the Statutes of 1984; Chapter 942 of the Statutes of 1987; Chapter 1231 of the Statutes of 1990; Chapter 152 of the Statutes of 1992; Chapters 1255, 1256, and 1257 of the Statutes of 1993; and Chapter 146 of the Statutes of 1994).
  - (32) **Pupil Expulsion Appeals** (CSM 4463; Chapter 1253 of the Statutes of 1975; Chapter 965 of the Statutes of 1977; Chapter 668 of the Statutes of 1978; and Chapter 498 of the Statutes of 1983).
  - (33) **Pupil Suspensions** (CSM 4456; Chapter 965 of the Statutes of 1977; Chapter 668 of the Statutes of 1978; Chapter 73 of the Statutes of 1980; Chapter 498 of the Statutes of 1983; Chapter 856 of the Statutes of 1985; and Chapter 134 of the Statutes of 1987).
  - (34) **School Accountability Report Cards** (97-TC-21, 00-TC-09, 00-TC-13, and 02-TC-32; Chapter 918 of the Statutes of 1997; Chapter 912 of the Statutes of 1997; Chapter 824 of the Statutes of 1994; Chapter 1031 of the Statutes of 1993; Chapter 759 of the Statutes of 1992; and Chapter 1463 of the Statutes of 1989).
  - (35) **School District Fiscal Accountability Reporting** (97-TC-19; Chapter 100 of the Statutes of 1981; Chapter 185 of the Statutes of 1985; Chapter 1150 of the Statutes of 1986; Chapters 917 and 1452 of the Statutes of 1987; Chapters 1461 and 1462 of the Statutes of 1988; Chapter 525 of the Statutes of 1990; Chapter 1213 of the Statutes of 1991; Chapter 323 of the Statutes of 1992; Chapters 923 and 924 of the Statutes of 1993; Chapters 650 and 1002 of the Statutes of 1994; and Chapter 525 of the Statutes of 1995).
  - (36) **School District Reorganization** (98-TC-24; Chapter 1192 of the Statutes of 1980; and Chapter 1186 of the Statutes of 1994).
  - (37) **The Stull Act** (98-TC-25; Chapter 498 of the Statutes of 1983; and Chapter 4 of the Statutes of 1999).
  - (38) **Threats Against Peace Officers** (CSM 96-365-02; Chapter 1249 of the Statutes of 1992; and Chapter 666 of the Statutes of 1995).

**Letter of Intent to Receive Mandate Block Grant Funding  
For Local Educational Agencies (LEAs)**

**Due: October 1, 2012**

CDS Code (County-District)	56-73874-0000000	Charter Number (if applicable)	
Name of LEA	Oak Park Unified		

As the authorized representative of the above applicant entity, I am submitting this letter of intent to participate in the 2012–13 Mandate Block Grant (MBG) funding pursuant to *Government Code (GC) Section 17581.6(d)*. Funding provided by the 2012–13 MBG is to support the mandated programs listed at <http://www.cde.ca.gov/fg/fo/r14/mandatebg12rfa.asp>. For county offices of education and school districts, funding distributed pursuant to this section is in lieu of receiving mandate cost reimbursement (GC Section 19760).

Signature of Authorized Representative of LEA		Date
Name of Authorized Representative of LEA		
Title of Authorized Representative of LEA		
Phone Number	Email address	

**Completed Letter of Intent should be submitted by October 1, 2012 as follows:**

Electronically: E-mail the scanned document in pdf format to : [mandate@cde.ca.gov](mailto:mandate@cde.ca.gov).

Fax: 916-327-4873 - Attention: Mandates

Mail: California Department of Education  
School Fiscal Services Division - Mandates  
1430 N Street, Suite 3800  
Sacramento, CA 95814



**TO: BOARD OF EDUCATION**

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

**DATE: SEPTEMBER 18, 2012**

**SUBJECT: C.3.a PUBLIC HEARING AND APPROVAL OF RESOLUTION #12-17  
REGARDING SUFFICIENCY OF TEXTBOOKS AND INSTRUCTIONAL  
MATERIALS FOR 2012-2013**

**Public Hearing/Action**

**ISSUE:** Shall the Board of Education approve Resolution #12-17 assuring sufficient core textbooks and instructional materials for students in 2012-2013?

**BACKGROUND:** Education Code 60119 requires that districts and the governing Board, in order to receive textbook and instructional materials funding from the state, shall hold a public hearing regarding the sufficiency of core textbooks and instructional materials in the district.

During the 2012-2012 school year, the district has followed the state curriculum framework guidelines and complied with all associated recommendations. The District also purchased additional textbooks to accommodate growth or replacement needs for increased enrollment.

Textbook selection has become a key component of districtwide curriculum committee work including thoughtful scrutiny related to academic standards and rigorous criteria. The District Curriculum Office and Curriculum Council reviews the three-to-five year curriculum plan and implementation process including textbook adoptions to ensure quality, coherence, and access. District and site funds augment state textbook funds to supplement core needs. A list of adopted textbooks will be provided to the Board under separate cover.

It has been determined that in 2012-2013, as in years past, the Oak Park Unified School District provided sufficient core textbooks and instructional materials necessary for appropriate grade level instruction. This determination meets specific requirements of Education Code 60119.

- ALTERNATIVES:**
1. Approve Resolution #12-17 as presented enabling the district to access state funding for textbooks and instructional materials for 2012-2013.
  2. Do not approve Resolution #12-17 as presented enabling the district to access state funding for textbooks and instructional materials for 2012-2013.

**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 Rep	_____	_____	_____	_____

**RESOLUTION #12-17**  
**REGARDING SUFFICIENCY OF INSTRUCTIONAL MATERIALS**

**WHEREAS**, the Board of Education of the Oak Park Unified School District, in order to comply with the requirements of Education Code 60119, held a public hearing on September 18, 2012 at 6:00 p.m., which is on or before the eighth week of school and which did not take place during or immediately following school hours; and

**WHEREAS**, the governing Board of Education provided at least ten (10) days notice of the public hearing posted in at least three public places within the district that stated the time, place and purpose of the hearing; and

**WHEREAS**, the governing Board of Education encouraged participation by parents, teachers, members of the community and bargaining unit leaders in the public hearing; and

**WHEREAS**, the information provided at the public hearing and to the Board of Education at the public meeting detailed the extent to which textbooks and instructional materials were provided to all students including English learners, in the Oak Park Unified School District; and

**WHEREAS**, the definition of "sufficient textbooks or instructional materials" means that each pupil has a textbook or instructional materials, or both, to use in class and to take home; and

**WHEREAS**, sufficient textbooks and instructional materials were provided to each student, including English learners, that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in the following subjects (a list of adopted textbooks and instructional materials is attached): Mathematics, Science, History-Social Science and English/Language Arts, including the English language development component of an adopted program.

**WHEREAS**, sufficient textbooks or instructional materials were provided to each pupil enrolled in foreign language or health classes, and;

**WHEREAS**, laboratory science equipment was available for science laboratory classes offered in grade 9-12 inclusive;

**NOW, THEREFORE, BE IT RESOLVED** that for the 2012-2013 school year, the Oak Park Unified School District has provided each pupil with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

PASSED and ADOPTED this 18<sup>th</sup> day of September, 2012.

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

\_\_\_\_\_  
Jan Iceland, President, Board of Education

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

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: SEPTEMBER 18, 2012**

**SUBJECT: C.4.a APPROVE ACTION TO REESTABLISH PARTICULAR KINDS OF SERVICE, INCREASE THE NUMBER OF EMPLOYEES, AND AUTHORIZE OFFERS OF REAPPOINTMENT TO LAID OFF CLASSIFIED EMPLOYEES**

**ACTION**

**ISSUE:** Should the Board of Education approve to Reestablish Particular Kinds of Service, Increase the Number of Employees, and Authorize Offers of Reappointment to Laid-off Classified Employees?

**BACKGROUND:** In considering staffing needs and budget for the 2012-13 school year, it has been determined that we are able to restore the following positions:  
Two (2) 3.75 - hour Instructional Aide I (Kindergarten Aide) positions  
One (1) 4.0 - hour Middle School Library/Media Technician position  
Two (2) 3.75-hour Elementary School Library/Media Technician positions

**ALTERNATIVES:**

1. Approve the action to Reestablish Particular Kinds of Service; Increase the Number of Employees, and Authorize Offers of Reappointment to Laid-off Classified Employees.
2. Do not approve the action to Reestablish Particular Kinds of Service; Increase the Number of Employees, and Authorize Offers of Reappointment to Laid-off Classified Employees.

**RECOMMENDATION:** Alternative #1

Respectfully submitted:

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

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

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

VOTE:	Ayes	Noes	Abstain	Absent
Iceland	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 18, 2012**  
**SUBJECT: C.4.b. APPROVE AUTHORIZATION TO ESTABLISH NEW CLASSIFIED SERVICE POSITION – FULL TIME CUSTODIAN**

ACTION

**ISSUE:** Shall the Board authorize the establishment of a new classified service position, Custodian (Full Time 1.0 FTE)?

**BACKGROUND:** The District has received and accepted the resignation of a part time custodian (.47 FTE) at Medea Creek Middle School. Rather than fill the vacancy in kind, staff is recommending that the Board authorize the consolidation of this position with another existing part time position (.47 FTE) to create a single full time (1.0 FTE) custodial position. The current part time position at Medea Creek would be eliminated by this action. Recruitment for the newly created position would come solely from within the ranks of the District's existing custodial staff. The successful candidate would continue with his/her current part time assignment and also assume the part time assignment of the newly created vacancy at Medea Creek Middle School, to assume a full time split assignment. Staff is recommending this new position to improve the quality, efficiency, and effectiveness of custodial services.

**ALTERNATIVES:**

1. Approve the establishment of a new classified service position, Custodian (Full Time 1.0 FTE) as described.
2. Do not approve the establishment of a new classified service position, Custodian (Full Time 1.0 FTE) as described.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Leslie Heilbron, Ed.D., Assistant Superintendent, Human Resources  
 Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

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

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

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

**TO: BOARD OF EDUCATION**

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

**DATE: SEPTEMBER 18, 2012**

**SUBJECT: C.5.a. APPROVE CONTRACT FOR NON-PUBLIC SCHOOL FOR  
SPECIAL EDUCATION STUDENT #01-12/13 - \$60,957.18**

**ACTION**

**ISSUE:** Should the Board of Education approve contract for non-public school agency services for Special Education student #01-12/13?

**BACKGROUND:** Student is in grade 11 at Oak Park High School and requires non-public agency services for the full school day, and up to 75 minutes after school for homework assistance.

The total cost of these services is \$60,957.18

**ALTERNATIVES:** 1) Approve contract with this non-public school agency.  
2) Do not contract with this non-public school agency.

**RECOMMENDATION:** Alternative #1

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

Respectfully Submitted

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

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

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

**INDIVIDUAL SERVICES CONTRACT FOR  
NONPUBLIC, NONSECTARIAN SCHOOL/AGENCY SERVICES  
(Education Code Sections 56365 - 56366.5) (#01-12/13)**

80

**THIS NON-PUBLIC AGENCY CONTRACT** is made and entered into this 18th day of September 2012, between **Oak Park Unified School District** County of Ventura, hereinafter referred to as "**DISTRICT**," and **Inclusive Education and Community Partnership**, 2323 Roosevelt Blvd., Suite 3, Oxnard, CA 93035, Telephone: (805) 985-4808, hereinafter referred to as "Contractor" for:

Name of Pupil:

Address of Pupil:

Date of Birth:

Sex:

Grade Level:

Pupil's school of residence is: Oak Park High School

Name of Parent(s):

Address of Parent:

Telephone Number:

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

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

**\$3,244.68**

\* **Regular School Year 2012/2013: 7.5 hours per day (school day; 7<sup>th</sup> period support; 75 minutes per day homework support) 7.5 hours @ \$42.75**  
**= \$320.63 x 180 days: \$57,712.50**

**GRAND TOTAL \$60,957.18**

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

The contract is effective on July 1, 2012 and terminates at 5:00 PM on June 30, 2013, unless sooner terminated as provided herein.

**CONTRACTOR**

IECP  
(Name of Nonpublic School/Agency)

2323 Roosevelt Blvd., Suite 3  
(Mailing Address)  
Oxnard CA 93035  
(City / State / Zip Code)

\_\_\_\_\_  
(Contracting Officer's Signature)

\_\_\_\_\_  
(Type Name and Title)

\_\_\_\_\_  
(Date)

Approved by the Oak Park Governing Board on: \_\_\_\_\_

**DISTRICT**

Oak Park Unified School District  
(Name of School District)

5801 E Conifer St  
( Mailing Address)  
Oak Park, CA 91377  
(City / State / Zip Code)

\_\_\_\_\_  
(Signature)

Anthony W. Knight  
(Superintendent)

September 19, 2012  
(Date)

September 18, 2012