

OAK PARK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA #869

DATE: December 11, 2012

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

TIME: 5:30 p.m. Closed Session
6:00 p.m. Open Session

Please Note Later Start Time

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

BOARD OF EDUCATION

Barbara Laifman, President

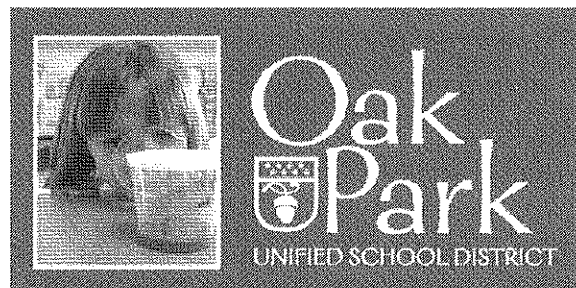
Jan Iceland, Vice President

Allen Rosen, Clerk

Mary Pallant, Member

Sepideh Yeoh, Member

Erica Rosenberg, Student Board Representative



EDUCATING TOMORROW'S LEADERS

ADMINISTRATION

Dr. Anthony W. Knight, Superintendent

Linda Sheridan, Executive Assistant

Martin Klauss, Assistant Superintendent, Business & Administrative Services

Dr. Leslie Heilbron, Assistant Superintendent, Human Resources

Jane Mintz, Director, Educational Technology

Susan Roberts, Director, Pupil Services

Cliff Moore, Consultant

COPY OF ENTIRE AGENDA ON WEB SITE

WWW.OAKPARKUSD.ORG

11/30/2012

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

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

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

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

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

Interested parties may review the recording upon request.

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

NEXT REGULAR MEETING

Tuesday, January 15, 2013

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

Oak Park High School, Presentation Room, G9

AGENDA IS POSTED AT THE FOLLOWING LOCATIONS IN OAK PARK:

District Office, 5801 East Conifer St.

Brookside Elementary School, 165 N. Satinwood Ave.

Oak Hills Elementary School, 1010 N. Kanan Rd.

Red Oak Elementary School, 4857 Rockfield St.

Medea Creek Middle School, 1002 Double Tree Rd

Oak Park High School, 899 N. Kanan Rd.

Oak View High School, 5701 East Conifer St

Oak Park Library, 899 N. Kanan Rd.

Internet Home Page: www.oakparkusd.org

OAK PARK UNIFIED SCHOOL DISTRICT

AGENDA – REGULAR BOARD MEETING #869

December 11, 2012

CALL TO ORDER - Followed by Public Comments/ 5:30 p.m.

CLOSED SESSION: 5:00 p.m.

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

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

I. CALL TO ORDER: _____ p.m.

II. PUBLIC SPEAKERS – CLOSED SESSION AGENDA ITEMS

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

A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

B. PUBLIC EMPLOYEE EMPLOYMENT: Instructional Assistant I Music, Instructional Assistant I PE, Instructional Assistant II Sub, Instructional Assistant I PE Sub, Food Service Worker Sub, Campus Supervisor Sub, Guest Teacher

C. CONFERENCE WITH LABOR NEGOTIATORS:

Agency designated representatives: Leslie Heilbron and Martin Klauss

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

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

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

I. CALL TO ORDER: _____ p.m.

A. ROLL CALL

B. FLAG SALUTE

C. ADOPTION OF AGENDA

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

III. OPEN COMMUNICATIONS/PRESENTATIONS

A. BOARD REPORTS/DISCUSSION/COMMUNICATIONS

1. Remarks from Board Members
2. Remarks from Student Board Representative
3. Remarks from Superintendent
6. Report from School Site Councils
5. Report from Facilities Planning Committee

11/30/2012

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

C. BUSINESS SESSION:

1. CONSENT AGENDA

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

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

- a. Approve Minutes of Regular Board Meeting November 14, 2012**
- b. Public Employee/Employment Changes 01CL22016-01CL22038 & 01CE05925-01CE05993** **1**
- c. Approve Purchase Orders – November 1 – November 28, 2012** **4**
Board Policy 3300 requires Board approval of Purchase Orders
- d. Approve Overnight Trip for Oak Park High School Winter Athletic Team Who Qualify for CIF Play-Offs** **8**
Board Policy 6153 requires Board approval for student overnight trips

ACTION

2. BOARD

- a. Approve Nomination of Sepideh Yeoh to the CSBA Delegate Assembly to complete Jan Iceland's Term** **9**
Board is asked to formally nominate Sepideh Yeoh to the CSBA Delegate Assembly to complete Jan Iceland's term
- b. Administration of Oath of Office to Barbara Laifman, Sepideh Yeoh and Jennifer von Schneidau** **11**
Education Code 5017 and Election Code Section 10554 newly appointed Board Members need to be sworn in prior to assuming official duties

Recognition and Reception for Jan Iceland

- c. Election of Officers of the Board of Education** **13**
Bylaws of the Board 9320 and Education Code 35143 require the nomination and election of Board Officers annually
- d. Select and Approve School Board Representative to the County Committee on School District Organization** **15**
Education Codes 35023 and 72403 require the Board to annually select a representative to the County committee
- e. Approve Certification of Signatures** **17**
Education Codes 42632 and 42633 require annual Certification of Signatures after election of Board Officers
- f. Approve Designation of Secretary/Authorized Agent of the Board of Education** **21**
Education Codes 35025 and 35034 and Bylaws of the Board 9122 empower the Board to designate the Superintendent as its Secretary and Authorized Agent
- g. Approve Proposed Board Meeting Schedule for Calendar Year 2013** **23**
To select and approve the meeting schedule for the Governing Board for the calendar year
- h. Confirmation and Designation of Board Representatives to District Committees** **25**
Board Members will select District Committee representation for the remainder of the school year

3. BUSINESS SERVICES

- a. **Approve Updated Master Plan** 27
Board asked to approve an updated Facility Master Plan
- b. **Approve Amendment #3 to Agreement with Balfour Beatty, Inc. for Program/Construction Management Services** 29
Board Policy 3312 Requires Board approval for contract for services
- c. **Approve Change Order #2, Project 12-01R, Concrete Walkway Repairs at Brookside Elementary School** 31
Board approval required for change orders
- d. **Approve Notice of Completion, Project 12-01R, Concrete Walkway Repairs at Brookside Elementary School** 33
Board approval required for job completion
- e. **Approve Notice of Completion, Project 12-07R, Building 300 Modernization at Brookside Elementary School** 35
Board approval required for job completion
- f. **Approve Notice of Completion, Project 12-11R, Asphalt Parking Lot Repairs at Medea Creek Middle School** 37
Board approval required for job completion
- g. **Approve Notice of Completion, Project 12-25R, Roof Repair and Replacement, Building E, at Medea Creek Middle School** 41
Board approval required for job completion
- h. **Approve Projected Enrollment and Interdistrict Transfers** 45
Annual review of enrollment capacity and District of Choice transfers
- i. **Approve Fiscal Year 2012-13 First Interim Financial Report, Certification and Budget Revisions** 47
Education Code 42130 and 42131 and Board Policy 3460 requires the Board to approve and certify financial reports filed on behalf of the District
- j. **Approve Agreement for E-Rate Consulting Services** 49
Board Policy 3312 Requires Board approval for contract for services
- k. **Approve Funding for the Our Children's Future Donation** 57
Board is asked to approve use of the remaining Legacy Brick Donation
- l. **Approve Donations** 59
Board Policy 3290 requires Board approval for donations to the District

4. HUMAN RESOURCES

- a. **Public Disclosure and Approve Collective Bargaining Agreement Between the District and Oak Park Classified Association** 61
Government Code 3547.5 requires public disclosure of the provisions of all collective bargaining agreements
- b. **Public Disclosure and Approve Collective Bargaining Agreement Between the District and Oak Park Teachers Association** 63
Government Code 3547.5 requires public disclosure of the provisions of all collective bargaining agreements
- c. **Approve Retirement Incentive Plan for Certificated Personnel** 65
Government Code 3547.5 requires public disclosure of the provisions of all collective bargaining agreements

5. BOARD POLICIES

- a. **Approve Amendment to Board Policy 6178 – Career Technical Education – Second Reading** 67
Mandated policy updated to list types of career technical education (CTE) programs that may be offered, reflects concepts of linked learning based on definition in new law (AB 730, 2011)

which establishes a pilot project, reflects new law (AB 1330, 2011) which allows districts to establish CTE as an optional graduation requirement, and reflects new law (AB 1304) which authorizes the CTC to issue a "recognition of study in linking learning" following a teacher's completion of an approved course.

- b. **Approve Amendment to Board Policy 7310 – Naming of Facility – First Reading** 75
The Board would like to review this policy. It is submitted with changes suggested by staff.
- c. **Approve Amendment to Board Policy 3290 – Gifts, Grants and Bequests – First Reading** 79
The Board would like to review this policy. It is submitted with changes suggested by staff.

VII. INFORMATION ITEMS

- 1. **Monthly Enrollment and Attendance Report** 85
- 2. **Monday Cash Flow Report** 87
- 3. **Monthly Measure R Budget Report** 89

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 91
- 2. Oak Hills Elementary School Report 92
- 3. Red Oak Elementary School Report 93
- 4. Medea Creek Middle School Report 94
- 5. Oak Park High School Report 95
- 6. Oak View High School/Oak Park Independent School 96
- 7. Oak Park Neighborhood School 97

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

11-14-12

#869

CALL TO ORDER/MEETING PLACE

The Board of Education President, Jan Iceland, called the regular meeting to order at 5:40 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

BOARD PRESENT

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

PUBLIC COMMENTS

None

ADJOURN TO CLOSED SESSION

The Board adjourned to Closed Session at 5:41 p.m.

CALL TO ORDER/MEETING PLACE

The Board of Education President, Jan Iceland, reconvened the regular meeting to order at 6:12 p.m. in Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

BOARD PRESENT

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

BOARD ABSENT

Matt Dods, Student Rep

STAFF PRESENT

Dr. Tony Knight, Superintendent, Mr. Martin Klauss, Assistant Superintendent, Business Services, Dr. Leslie Heilbron, Assistant Superintendent, Human Resources, Ms. Jane Mintz, Director, Educational Technology, Ms. Barbara Dickerson, Director, Fiscal Services, Mr. Cliff Moore, Consultant, and Ms. Linda Sheridan, Executive Assistant.

FLAG SALUTE

Amanda Baghieri 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 Barbara Laifman, seconded by Allen Rosen, the Board of Education adopted the agenda as presented except to move C.1.c and C.1.d. to Action before C.2.a. Motion carried 5-0.

PUBLIC SPEAKERS

None

PRESENTATIONS

The Board presented Shelly Resnick with the Partners in Education Award.

The Board presented Debbie Church, Loretta Brown, and Cindy Bisciglia with Certificates of Recognition for their outstanding service during MCMS Norovirus incident.

The Board presented Denise Keane, Patti Kolb, Joy Reints, Stephanie Love, Kathy Mosely and Rebecca Goldman Certificates of Recognition for earning GATE Certification.

REPORT FROM BOARD MEMBERS

Board Member Barbara Laifman reported she participated in a 7th grade assignment, attended Awareness Week at Oak Park High School and judged the art show, attended the DOC Information Night, Jim Benton Memorial service, Wellness Council, Special Education Advisory Council meeting, and *Sweeney Todd* at Oak Park High School. She reported the Community Involvement Committee is working on their year's Big Sunday and plan a Measure R presentation and tour for the community on February 23. Board Member Allen Rosen reported he also attended DOC Information Night, Awareness Week at OPHS, and *Sweeney Todd*. He thanked Brad Benioff, Amanda Baghierri and staff at Medea Creek Middle School for their professionalism. Board Member Sepideh Yeoh reported she attended the Ventura County School Boards Association Dinner Meeting on Common Core, the EEAC meeting, and SEAC. She reported the International Gala will be May 3rd at the Pavilion. Board Member Mary Pallant attended the Oak Park High School Homecoming Football Game, Awareness Week at OPHS, VCSBA Dinner Meeting, and the MAC meeting. Board Member Jan Iceland reported she also attended the VCSBA Dinner Meeting and will be attending her last Delegate Assembly in December. She also attended the Tech Committee and Facilities Committee meetings.

REPORT FROM SUPERINTENDENT

Dr. Knight reported the gardens at Oak Hills and Red Oak Elementary Schools have been renovated and will begin planting their winter garden. He reported he was asked to speak at the International Conference for the American Cetacean Society in San Diego over the weekend. He attended the MAC meeting where they discussed traffic issues and ideas to help alleviate it. Dr. Knight reported Friends of Oak Park Schools will be sponsoring a Community Forum on January 28 at 7 p.m. to give information to the community on various issues. He reported he was interviewed by a Ventura County *Star* reporter regarding Meatless Mondays which the District child nutrition department has been doing for two years.

REPORT FROM SCHOOL SITE COUNCILS

The Board received School Site Council reports from OPHS, MCMS, BES and ROES.

REPORT FROM FACILITIES PLANNING COMMITTEE

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

REPORT FROM TECHNOLOGY COMMITTEE

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

B. DISCUSSION ITEMS

1. Monthly Measure R Bond Fund Status Report – Martin Klauss presented the monthly Measure R Bond Fund Status Report
2. Monthly General Fund Budget Report – Martin Klauss presented the monthly General Fund Budget Report
3. Monthly Cash Flow Report – Martin Klauss presented the monthly Cash Flow Report
4. Monthly Enrollment and Attendance Report – Martin Klauss presented the monthly Enrollment and Attendance Report
5. Presentation from CSBA – Agenda Online Webinar – Laura Williams, representative from CSBA, presented by remote computer an overview of the Agenda Online program offered by CSBA.

C.1. CONSENT AGENDA

On motion of, seconded by, the Board of Education approved the Consent Agenda as amended. Motion carried 5-0.

- a. Approve Minutes of Regular Board Meeting October 16, 2012 and Special Board Meeting October 23, 2012
- b. Public Employee/Employment Changes 01CL21984-01CL22015 & 01CE05890-01CE05924
- e. Approve Resolution #12-22 Establishing the GANN Appropriation Limit for Fiscal Year 2012-13 (Revised)

ACTION

C.1.c. Approve Purchase Orders –October 1 – October 31, 2012

On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education approved the Purchase Orders – October 1 – October 31, 2012. Motion carried 5-0 noting that Ms. Laifman does not support the District paying for Board Members to attend conferences, etc.

C.1.d. Approve Overnight Trip for Oak Park High School Girls' Soccer Team – December 7-9, 2012

On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education approved the Overnight Trip for Oak Park High School Girls' Soccer Team – December 7-9, 2012. Motion carried 5-0.

2. BUSINESS SERVICES

a. Approve Appointment to the Oak Park Citizens' Oversight Committee

On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education approved the appointment of to the Oak Park Citizens' Oversight Committee. Motion carried. 5-0.

b. Approve Enrollment Capacity and District of Choice Transfers

On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education tabled the enrollment capacity and District of Choice transfers. Motion carried 5-0.

3. CURRICULUM

a. Approve District Instructional Calendar for School Year 2013-2014

On motion of Barbara Laifman, seconded by Mary Pallant, the Board of Education approved the District Instructional Calendar for School Year 2013-2014 with understanding the next calendar will not be done until results of Challenge Survey are reviewed, staff mitigate projects over winter break and tests after winter break and study and review days in the future. Motion carried 5-0.

4. SPECIAL EDUCATION

a. Approve Contract for Non-Public Agency for Special Education Student #08-12/13 - \$14,345

On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education approved the Contract for Non-Public Agency for Special Education Student #08-12/13 - \$14,345. Motion carried 5-0.

b. Approve Contract for Non-Public Agency for Special Education Student #09-12/13 - \$43,607.55

On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education approved the Contract for Non-Public Agency for Special Education Student #09-12/13 - \$43,607.55. Motion carried 5-0.

5. BOARD

a. Approve California School Boards Association – Delegate Assembly Nomination

On motion of Allen Rosen, seconded by Sepideh Yeoh, the Board of Education approved no nomination of for CSBA Delegate Assembly. Motion carried 5-0.

6. BOARD POLICIES

a. Approve Amendment to Board Policy 5141.33 – Head Lice – Second Reading

On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education approved the amendment to Board Policy 5141.33 – Head Lice with amendments. Motion carried 5-0.

b. Approve Amendment to Board Policy 6178 – Career Technical Education – Second Reading

On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education tabled the amendment to Board Policy 6178 – Career Technical Education. Motion carried 5-0.

VII. INFORMATION ITEMS

Ms. Iceland reminded the Board to review the CSBA brief on how Federal mandates affect control of local school districts.

VIII. OPEN DISCUSSION

IX. ADJOURNMENT:

There being no further business before this Board, the Regular meeting is declared adjourned at 11:02 p.m.

Date

President of the Board

Date

Clerk or Secretary of the Board

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 11, 2012
SUBJECT: C.1.b APPROVE CLASSIFIED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT

CONSENT

ISSUE: Approval/ratification of classified personnel actions.

AUTHORIZATION TO HIRE

Number	Name	Position	Salary	Fund	Start Date	Site
CL22016	Sandy Wahl	Instructional Assistant I Music	\$13.37	PTA	10/2/12	BES
CL22017	Tracy Caltabiano	Instructional Assistant II Sub	\$14.46	Spec. Ed.	11/26/12	DO
CL22018	Berj Bedrosian	Instructional Asst. I PE Sub	\$13.37	PTA	11/19/12	ROES
CL22019	Greg Jacobs	Instructional Assistant I PE	\$13.37	PTA	11/26/12	BES
CL22020	Mojgan Forutan	Food Service Worker Sub.	\$11.90	GEN	11/28/12	DO
CL22021	Mojgan Forutan	Campus Supervisor Sub.	\$14.56	GEN	11/2/12	DO

AUTHORIZATION TO PAY STIPEND

Number	Name	Assignment	Effective	Fund	Amount	Site
CL22022	Cindy Bisciglia	Astro Camp Support	8/29/12-11/2/12	DON	\$250.00	MCMS
CL22023	Loretta Brown	Astro Camp Support	8/29/12-11/2/12	DON	\$250.00	MCMS
CL22024	Debbie Church	Astro Camp Support	8/29/12-11/2/12	DON	\$250.00	MCMS
CL22025	Linda Roberts	ASB Books	9/1/12-6/14/13	Site	\$450.00	OVHS
CL22026	Linda Roberts	Webmaster	9/1/12-6/14/13	Site	\$190.00	OVHS
CL22027	Linda Roberts	CAHSEE	9/1/12-6/14/13	Site	\$270.00	OVHS
CL22028	Greg Parrone	Asst. Cross Country Coach	8/27/12-11/2/12	ATH	\$1102.00	OPHS
CL22029	Lyle Greenberg	Asst. Cross Country Coach	8/27/12-11/2/12	ATH	\$1102.00	OPHS
CL22030	Lorraine Thedinga	Asst. Cross Country Coach	8/27/12-11/2/12	ATH	\$1102.00	OPHS
CL22031	Christina Lightfoot	Asst. Cross Country Coach	8/27/12-11/2/12	ATH	\$1102.00	OPHS

IN-SERVICE CHANGE

Number	Name	Change	Effective Date	Site
CL22032	Kelly Shaver	Increase in hours from 12 to 18 per week	10/29/12	BES
CL22033	Debbie Harrington	Temporary increase in hours by .75 daily	11/13/12	MCMS

SEPARATION

Number	Name	Position	Separation Type	Effective Date	Site
CL22034	Mary Galpin	Instructional Asst. II	Resignation	11/7/12	OPNS
CL22035	Tracy Caltabiano	Instructional Asst. II	Resignation	11/21/12	OHES
CL22036	Berj Bedrosian	Instructional Asst. I PE	Resignation	11/9/12	ROES
CL22037	Berj Bedrosian	Instructional Asst. I Short Term	Resignation	11/9/12	ROES
CL22038	Whitney Humphrey	Instructional Assistant I Literacy	Resignation	11/16/12	OHES

Prepared by:
 Leslie Heilbron Assistant Superintendent /Human Resources

Respectfully Submitted,


 Anthony W. Knight, Ed.D.
 Superintendent

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, Superintendent

DATE: DECEMBER 11, 2012

SUBJECT: C.1.b APPROVE CERTIFICATED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT Consent

AUTHORIZATION TO EMPLOY

Number	Name	Classification	Start Date	Fund	Site/Grade
01CE05925	Leasa Shukair	Guest Teacher	11-01-12	General	DO

AUTHORIZATION TO PAY STIPEND

Number	Name	Assignment	Effective	Fund	Amount	Site
01CE05926	Teresa Hogan	Ass't X Country Coach	8/27-11/2/12	Site	1102.00	OPHS
01CE05927	Steve White	Ass't X Country Coach	8/27-11/2/12	Site	1102.00	OPHS
01CE05928	Kim Sonnabend	Ass't X Country Coach	8/27-11/2/12	Site	1102.00	OPHS
01CE05929	Al Calce	Ass't X Country Coach	8/27-11/2/12	Site	1102.00	OPHS
01CE05930	Lauren Dakin	Ass't X Country Coach	8/27-11/2/12	Site	500.00	OPHS
01CE05931	Russ Peters	Football Game Mgmt.	9/21-11/02/12	ASB	900.00	OPHS
01CE05932	Tim Chevalier	Girls VB Game Mgmt.	09/4/-10/25/12	ASB	1564.00	OPHS
01CE05933	Kathy Bowman	Dept. Chair	2012-2013	Site	1350.00	OPHS
01CE05934	Patti Pedretti	Dept. Chair	2012-2013	Site	1350.00	OPHS
01CE05935	Rebecca Custodio	Dept. Chair	2012-2013	Site	1350.00	OPHS
01CE05936	Ann Petti	Dept. Chair	2012-2013	Site	1350.00	OPHS
01CE05937	Mike Bolyog	Dept. Chair	2012-2013	Site	1350.00	OPHS
01CE05938	Dave Nelson	Dept. Chair	2012-2013	Site	1350.00	OPHS
01CE05939	Jim Barnett	Dept. Chair	2012-2013	Site	1350.00	OPHS
01CE05940	Rob Hall	Dept. Chair	2012-2013	Site	1350.00	OPHS
01CE05941	Russ Peters	Off Stage Coord. Blk Box	8-11-2012	ASB	900.00	OPHS
01CE05942	Russ Peters	Stage Crew Adv BLK Box	8-11-2012	ASB	900.00	OPHS
01CE05943	Russ Peters	Off Stage Coord. Shakespe	11/12-1/20/2013	ASB	900.00	OPHS
01CE05944	Russ Peters	Stage Crew Adv Shakespe	11/12-1/20/2013	ASB	900.00	OPHS
01CE05945	Russ Peters	Off Stage Coord. Musical	1-4/2013	ASB	900.00	OPHS
01CE05946	Russ Peters	Stage Crew Adv Musical	1-4/2013	ASB	900.00	OPHS
01CE05947	Russ Peters	Off Stage Coord Spotlight	4-6/2013	ASB	900.00	OPHS
01CE05948	Russ Peters	Stage Crew Adv Musical	4-6/2013	ASB	900.00	OPHS
01CE05949	Marta Graves	Astro Camp Chaperone	8/29-11/02-12	Site	600.00	MCMS
01CE05950	Roger Newell	Astro Camp Chaperone	10/31 -11/02-12	Site	400.00	MCMS
01CE05951	Susan Allen	Newsletter	2012-2013	Site	450.00	OVHS
01CE05952	Susan Allen	Yearbook	2012-2013	Site	450.00	OVHS
01CE05953	Susan Allen	Support Svcs	2012-2013	Site	270.00	OVHS
01CE05954	Susan Allen	Scholarship Coordinator	2012-2013	Site	90.00	OVHS
01CE05955	Jeremy Rogers	PE Enrichment	2012-2013	Site	180.00	OVHS
01CE05956	Randi Liepman	ASB Coordinator	2012-2013	Site	180.00	OVHS
01CE05957	Nicole Simmons	Data Chartmaster	2012-2013	Site	180.00	OVHS
01CE05958	Nicole Simmons	WASC Date Chartmaster	2012-2013	Site	180.00	OVHS
01CE05959	Nora Fels	BTSA Support Providers	2012-2013	BTSA	1500.00	OPHS
01CE05960	Robin Midiri	BTSA Support Providers	2012-2013	BTSA	1500.00	OPHS
01CE05961	Lisa Warren	BTSA Support Providers	2012-2013	BTSA	1500.00	OPHS
01CE05962	Kim Hoerman	BTSA Support Providers	2012-2013	BTSA	1500.00	MCMS
01CE05963	Kim Johnson	BTSA Support Providers	2012-2013	BTSA	1500.00	MCMS
01CE05964	Denise Keane	BTSA Support Providers	2012-2013	BTSA	1500.00	BES
01CE05965	Becky Koch	BTSA Support Providers	2012-2013	BTSA	1500.00	BES
01CE05966	Heather Powers	BTSA Support Providers	2012-2013	BTSA	1500.00	BES
01CE05967	Tawnya Watson	BTSA Support Providers	2012-2013	BTSA	1500.00	BES
01CE05968	Robin Lund	BTSA Support Providers	2012-2013	BTSA	1500.00	ROES
01CE05969	Kathy Mosley	BTSA Support Providers	2012-2013	BTSA	3000.00	MCMS

01CE05970	Kathy Mosley	BTSA Coordinator	2012-2013	BTSA	3500.00	DO
01CE05971	Elana Levine	Q Gradebook	11-1-12	Curr	100.00	MCMS
01CE05972	Jessica Vaughn	Read 180 Summer Work	Summer 2012	Donat	250.00	MCMS
01CE05973	Jessica Vaughn	Mass Media Summer Wk	Summer 2012	Donat	400.00	MCMS
01CE05974	Catherine Steiner	Mt. Sac Coordinator	8/29-10/12/12	Site	100.00	MCMS
01CE05975	Kristina Skiba	Read 180 Summer Work	Summer 2012	Donat	250.00	MCMS
01CE05976	Chris Meyer	PSAT Proctor	10/20/12	Site	150.00	OPHS
01CE05977	Kristin Atkins	PSAT Proctor	10/20/12	Site	150.00	OPHS
01CE05978	Victor Anderson	PSAT Proctor	10/20/12	Site	150.00	OPHS
01CE05979	Roland Herberg	PSAT Proctor	10/20/12	Site	150.00	OPHS
01CE05980	Patty Pedretti	PSAT Proctor	10/20/12	Site	150.00	OPHS
01CE05981	Ellen Chevalier	PSAT Proctor	10/20/12	Site	150.00	OPHS
01CE05982	Victor Anderson	District AED Coordinator	5/2012-4/2013	Safety	2500.00	DO
01CE05983	Allan Hunt	Director Black Box	9-11/10/12	ASB	1350.00	OPHS
01CE05984	Allan Hunt	Director Shakespeare	11/12-1/20/13	ASB	1350.00	OPHS
01CE05985	Allan Hunt	Director Musical	1-4/14/13	ASB	1350.00	OPHS
01CE05986	Allan Hunt	Director Spotlight Prod.	4-6/1/13	ASB	1350.00	OPHS
01CE05987	Dick Billingsely	Ass't Var Football Coach	8/24-11/2/12	Site	2056.00	OPHS
01CE05988	Mark Jacobs	Ass't Var Football Coach	8/24-11/2/12	Site	2043.00	OPHS
01CE05989	Debby West	Science Specialist	2012-2013	Friends	1250/month	DO

IN-SERVICE CHANGE

Number	Name	Change	Effective	Fund	Site
01CE05990	Allison Shapiro	Medical Leave	10/24-11/19/12	General	OHES
01CE05991	JoAnn Housman	Increase .5 FTE to .617 FTE	8/27/12	General	DO
01CE05992	Nicole Simmons	Increase .7 FTE to .8 FTE	11-26-12	General	OVHS
01CE05993	Carolyn Purkey	Increase .6 FTE to .7 FTE	11-26-12	General	OPIS

SEPARATION

Number	Name	Position	Separation	Effective Date	Site

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

Respectfully Submitted,


 Anthony W. Knight, Ed.D.,
 Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 11, 2012
SUBJECT: C.1.c APPROVE PURCHASE ORDERS – NOVEMBER 1-28, 2012

CONSENT

ISSUE: Shall the Board approve the purchase orders issued November 1-28, 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.

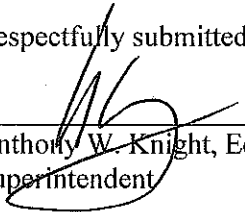
ALTERNATIVES:

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 11/01/2012 - 11/28/2012

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B13-00236	Pyro-Comm Systems, Inc.	2012-13 Fire Alarm Repair/ Service	Business Administration	010	1,000.00
B13-00237	SOS Survival Products	Athletic Trainer/Athletics/mat & supp	Oak Park High School	010	400.00
B13-00238	Medco Sports Medicine	Athletics/Ath Trnr Supplies, mat & supplies	Oak Park High School	010	1,575.00
B13-00239	Monoprice	2012-2013 Cabling and Supplies	Business Administration	010	300.00
B13-00240	Science Kit & Boreal Lab.	Science/Donation/mat & supp	Oak Park High School	010	1,375.18
B13-00241	Munsey, Roberta J.	Sign Language Interpreter	Human Resources	010	500.00
B13-00242	School Services of California	2012 - 2013 Fiscal & Mandate Information Services	Business Administration	010	3,120.00
B13-00243	Verdugo Hills Autism Project	2012/2013 - Contracted Services - Assessments	Pupil Services/Special Ed.	010	1,000.00
B13-00244	Therapy In Action	2012/2013 OT Services per Settlement Agreement	Pupil Services/Special Ed.	010	2,375.00
B13-00245	Augmentative Communication The rapies	2012/2013 - Assistive Tehnology Consultation	Pupil Services/Special Ed.	010	580.00
B13-00246	Science Kit & Boreal Lab.	Open PO for consumable Science supplies	Medea Creek Middle School	010	500.00
P13-00213	Formal Fashions, Inc	DON: Choir Dresses & Tux Pkgs.	Medea Creek Middle School	010	3,033.84
P13-00215	Technical Business Solutions	Proj 11-14R Security Cameras Restroom Bldg OVHS	Business Administration	213	11,172.00
P13-00242	Follett Educational Services	OPHS World History	Curriculum	010	1,103.29
P13-00270	County of Ventura-Public Works	Sidewalk Repairs Churchwood & Hollytree Drive	Business Administration	010	1,920.38
P13-00271	Valley Crest Landscape	OPHS Tree Removal	Business Administration	010	1,560.00
P13-00272	Omega Construction Comopany	Paint Temporary Trailer Classrooms OHES/MCMS	Business Administration	010	2,700.00
P13-00273	Omega Construction Comopany	Gate Fabrication Temporary Trailer Classroom MCMS	Business Administration	010	1,200.00
P13-00274	Wayne Watson DBA Buena Concret	Irrigation Line to Oak Tree at OPHS	Business Administration	010	300.00
P13-00275	Johnstone Supply	Refrigerator Compressor Replacement MCMS Cafeteria	Business Administration	212	836.35
P13-00276	Pacific Plumbing Specialists	Replace Cafeteria Faucets Per Health Dept.	Business Administration	212	2,500.00
P13-00277	VCOE	Cyberbullying Workshop	Human Resources	010	100.00
P13-00278	Southwinds Transportation	5th Grade Field Trip Skirball Cultural Center	Oak Hills Elementary School	010	1,662.40
P13-00279	Educational Data Systems	CELDT overage charge 2011-2012	Curriculum	010	45.54
P13-00280	G.I. Industries	Proj 12-10R Bldg M&N Mod Trash Disposal OPHS	Business Administration	213	380.75
P13-00281	David Kelly dba D.J. Kelly Ent	Proj 10-01R Ceiling Repair MCMS	Business Administration	213	709.00
P13-00282	Psat/Nmsqt	PSAT/Donation/mat & supp	Oak Park High School	010	3,865.00

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 11/01/2012 - 11/28/2012

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P13-00283	Science Kit & Boreal Lab.	DON: Replacement Utility Carts	Medea Creek Middle School	010	583.44
P13-00284	Training Room, Inc.	Athletics/mat & supp	Oak Park High School	010	819.25
P13-00285	Riley's American Heritage Farm dba Colonial Chesterfield	Donation - Fifth grade field trip - Riley's Farm	Brookside School	010	1,624.00
P13-00286	Harvey Mitchell dba Mitchell Fire Protection	Fire Hydrant Flow Test & Repair MCMS	Business Administration	010	225.00
P13-00287	House Sanitary Supply	Safety Credits - Hand Sanitizer / Disinfectant	Business Administration	010	2,684.03
P13-00288	House Sanitary Supply	Proj 11-14R Seat Cover	Business	213	28.51
P13-00289	LA Parent Media	Dispenser OVHS Restrooms	Administration		
		DOC Ad in LA Parent Magazine	Business Administration	010	2,000.00
P13-00290	ACSA Membership Processing	ACSA Membership for Cliff Moore	School Site	010	125.00
P13-00291	Karen Kennedy dba Camino Real Naturalist & Historical Interp	Donation - 3rd grade Chumash field trip	Salaries-NonTeach Brookside School	010	715.00
P13-00292	Environmental Testing Associa	Lead/asbestos testing BES & OPHS	Business Administration	350	1,145.00
P13-00293	Southwinds Transportation	DON: Outdoor Ed Pali Inst. transportation	Medea Creek Middle School	010	10,809.60
P13-00294	Guided Discoveries Inc.	Astro Camp donations - balance due	Medea Creek Middle School	010	17,382.50
P13-00295	Woodsmall Law Group	Attorney Fees per Settlement Agreement	Pupil Services/Special Ed.	010	15,500.00
P13-00296	Compuwave Inc.	Pod C printer cartridge	Red Oak Elementary School	010	176.91
P13-00297	Witt Company	Ink for Riso copier	Red Oak Elementary School	010	50.43
P13-00298	Houghton Mifflin Harcourt	DISC - Answer keys for Reading Guide	Medea Creek Middle School	010	21.39
P13-00299	Maureen Hamilton	CPR/First Aid Training	Business Administration	010	1,260.00
P13-00300	VCOE	Common Core Workshop/Burgher & Heilbron	Human Resources	010	120.00
P13-00301	Follett Educational Services	BES Textbook Order 2012-13 Math Garde 4	Curriculum	010	60.28
P13-00302	Southwinds Transportation	Parent funded field trip	Red Oak Elementary School	010	1,048.20
P13-00303	Kelly Cleaning & Supplies	Safety - Clean & Disinfect - Norovirus	Business Administration	010	3,822.00
P13-00304	Compuwave Inc.	Transfer Roller - Dell 5110cn color printer	Pupil Services/Special Ed.	010	34.32
P13-00305	Pali Institute	Pali Inst Outdoor Ed - balance due	Medea Creek Middle School	010	101,825.00
T13-00029	Compuwave Inc.	APC backup power for CISCO core	Technology Coordinator	212	812.96
TB13-00003	PC Mail Gov	CISCO Engineering Support	Technology Coordinator	212	8,250.00
Total Number of POs			52	Total	216,936.55

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
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Includes 11/01/2012 - 11/28/2012

Fund Summary

Fund	Description	PO Count	Amount
010	General Fund	43	191,101.98
212	Measure C6 Technology Bond Fun	4	12,399.31
213	Measure R FACILITIES Bond Fund	4	12,290.26
350	County School Facilities Fund	1	1,145.00
	Total		216,936.55

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: DECEMBER 11, 2012
SUBJECT: C.1.d. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL WINTER ATHLETIC TEAMS WHO QUALIFY FOR CIF PLAY-OFFS

CONSENT

ISSUE: Shall the Board approve an overnight trip for the OPHS Winter Athletic Team(s) who qualify for CIF Play-offs?

BACKGROUND: Principal, Kevin Buchanan, requests approval for any/all winter sports team(s) (Boys' & Girls' Basketball and Boys' & Girls' Soccer) that might qualify for CIF play-offs and require overnight travel and accommodations due to distance. Details of specific trips will be updated as they occur. 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 field trip as presented.
 2. Do not approve field trip as presented.

RECOMMENDATION: Alternative #1.

Prepared by: Geri Sterling
 Certified by: Kevin Buchanan

Respectfully submitted



 Anthony W. Knight, Ed.D.
 Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 11, 2012
SUBJECT: C.2.a APPROVE THE NOMINATION OF SEPIDEH YEOH TO
 COMPLETE THE TERM OF JAN ICELAND TO THE
 CSBA DELEGATE ASSEMBLY

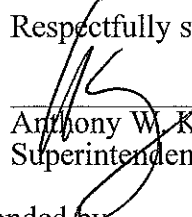
ACTION

ISSUE: Shall the Oak Park Unified School District Board of Education nominate Sepideh Yeoh to complete Jan Iceland's term on the CSBA Delegate?

BACKGROUND: The Board is asked to formally nominate Sepideh Yeoh to complete Jan Iceland's term on the CSBA Delegate Assembly

ALTERNATIVES: 1. Approve nomination of Sepideh Yeoh to complete Jan Iceland's term on the CSBA Delegate Assembly.
 2. Do not approve nomination of Sepideh Yeoh to complete Jan Iceland's term on the CSBA Delegate Assembly.

Respectfully submitted


 Anthony W. Knight, Ed.D.
 Superintendent

Board Action: On motion of _____, seconded by _____, the Board of Education nominated Sepideh Yeoh for membership on the CSBA Delegate Assembly representing Subregion 11B to complete Jan Iceland's term.

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 11, 2012
SUBJECT: C.2.b ADMINISTRATION OF OATH OF OFFICE
Administration of Oath

ISSUE: To administer the Oath of Office.

**BACKGROUND/
ACTION** The Superintendent shall administer the Oath of Office to newly elected Board Members, Barbara Laifman, Jennifer vonSchneidau and Sepideh Yeoh.

Respectfully submitted,



Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 11, 2012
SUBJECT: C.2.c ELECTION OF OFFICERS OF THE BOARD OF EDUCATION
Action

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

ELECTION OF OFFICERS

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

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

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

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

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

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

Respectfully submitted

 Anthony W. Knight, Ed.D.
 Superintendent

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 11, 2012
**SUBJECT: C.2.d SELECTION OF SCHOOL BOARD REPRESENTATIVE
 TO THE COUNTY COMMITTEE ON SCHOOL DISTRICT
 ORGANIZATION**

Action

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

ALTERNATIVES: Select _____ as a representative to the County Committee on School District Organization for 2013.

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

Respectfully submitted



 Anthony W. Knight, Ed.D.
 Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 11, 2012
SUBJECT: C.2.e APPROVE CERTIFICATION OF SIGNATURES

Action

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

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

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

RECOMMENDATION: Alternative #1.

Respectfully submitted



 Anthony W. Knight, Ed.D.
 Superintendent

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

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

CERTIFICATION OF SIGNATURES

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

These approved signatures will be considered valid for the period of 12/11/12 to 6/30/13.

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

PART I

Signatures of Members of the Board:

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


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


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


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


PART 2

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

Signature: 
 Print/Type: Anthony W. Knight
 Title: Superintendent
 Authorized to Sign: A, B, C, D, E, F, G, 1, 2, 3, 4, 5

Signature: 
 Print/Type: Martin Klauss
 Title: Assistant Superintendent, Business Services
 Authorized to Sign: B, C, D, E, F, G, 1, 2, 4, 5

Signature: 
 Print/Type: Leslie Heilbron
 Title: Assistant Superintendent, Human Resources
 Authorized to Sign: 1, 2, 3,

Signature: 
 Print/Type: Barbara Dickerson
 Title: Director, Fiscal Services
 Authorized to Sign: B, C, D, E,

Signature: _____
 Print/Type: _____
 Title: _____
 Authorized to Sign: _____

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

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

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

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

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

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 11, 2012
SUBJECT: C.2.f APPROVE DESIGNATION OF SECRETARY/AUTHORIZED AGENT THE BOARD OF EDUCATION

Action

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

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

RECOMMENDATION: Alternative #1.

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

Respectfully submitted


 Anthony W. Knight, Ed.D.
 Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 11, 2012
SUBJECT: C.2.g. PROPOSED BOARD MEETING SCHEDULE FOR CALENDAR YEAR 2013

Action

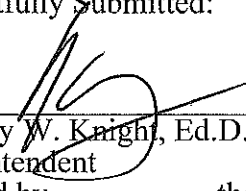
ISSUE: To select the meeting schedule of the Governing Board for calendar year 201e.

BACKGROUND: The Board approved the 2012-2013 meeting schedule through June 2013 at August 21, 2012 Board Meeting. It is customary to select the Board Meeting Schedule for the remainder of the calendar year at the Organizational Meeting. It is requested that the Board consider the highlighted dates listed below beginning with August 2013.

ALTERNATIVES: To select the following schedule of the Regular Board Meetings to commence in Closed Session at 5:00 p.m. and adjourn to Open Session at 6:00 p.m. for the 2013 Calendar Year:

January 15, 2013	Regular Meeting in January
February 19, 2013	Regular Meeting in February
*March 12, 2013	Regular Meeting in March
April 16, 2013	Regular Meeting in April
May 21, 2013	Regular Meeting in May
**June 4, 2013	Budget Study Session Meeting
June 18, 2013	Regular Meeting in June
July 2013 TBD	Board Retreat
August 20, 2013	Regular Meeting in August
September 17, 2013	Regular Meeting in September
October 15, 2013	Regular Meeting in October
November 19, 2012	Regular Meeting in November
**December 10, 2013	Organizational Meeting in December
(Falls within the 15 days after 1 st Friday)	
**First Tuesday of the Month	
*Second Monday of the Month	

Respectfully Submitted:



 Anthony W. Knight, Ed.D.
 Superintendent

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

Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
von Schneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Member	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 11, 2012
SUBJECT: C.2.h CONFIRMATION AND DESIGNATION OF BOARD REPRESENTATIVES TO DISTRICT COMMITTEES

Action

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

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

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

RECOMMENDATION: As selected.

Respectfully Submitted,

Anthony W. Knight, Ed.D.
 Superintendent

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

VOTE: AYES NOES ABSTAIN ABSENT

Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
von Schneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Member	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 11, 2012
SUBJECT: C.3.a APPROVE UPDATED MEASURE R FACILITY MASTER PLAN
ACTION

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

BACKGROUND: In January 2010, the Board of Education approved the first Facility Master Plan to incorporate projects funded by the Measure R bond fund, which also included the District's 2009 "quick start" projects. Recognizing that the Measure R Master Plan would need to continually evolve to reflect completed projects and new and revised priorities, the Board has requested that the Master Plan be updated annually. Over the last few months, the District's Facility Planning Committee (FPC) subcommittee and PM/CM firm, Balfour Beatty Corporation, Inc. (BBC) have worked on the proposed revision and update to the Master Plan for 2013 in order to recognize revised priorities and project scopes, and to update budget estimates. BBC and FPC co-chairs Peter Kristensen and Tom Wulf have done an enormous amount of work to give this updated plan an increased focus on updated priorities, and reflection of refined projected and actual costs.

The draft plan will be provided to the full FPC at its meeting on December 5, 2012 for review and to allow input to the updated plan. As this agenda was going to press, the final editing of the document was in progress. The completed plan will be sent to the Board prior to this evening's meeting, and BBC, Mr. Kristensen, Mr. Wulf, and District staff will be present to lead the presentation and discussion of the plan.

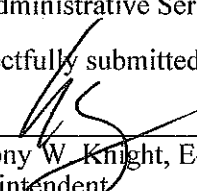
ALTERNATIVES:

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

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted:



 Anthony W. Knight, Ed.D.
 Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 11, 2012
SUBJECT: C.3.b. APPROVE AMENDMENT 3 TO AGREEMENT FOR MEASURE R PROGRAM/CONSTRUCTION MANAGEMENT SERVICES

ACTION

ISSUE: Shall the Board approve Amendment 3 to the agreement with Balfour Beatty Construction, Inc. (BBC) for program/construction management services in connection with Measure R and Modernization facilities projects?

BACKGROUND: At its meeting on May 20, 2009, the Board entered into an agreement with BBC for program and construction management services in connection with Measure R and State Modernization Program projects. The initial one-year term of the contract provided for renewal up to a total of five years upon mutual agreement. The first year of the contract encompassed the early "quick start" programs authorized for summer 2009, and development of the overall program for Measure R and Modernization facilities improvements. Amendment 1, effective June 2010 through December 2011, was approved by the Board in June 2010, and included project management through the summers of 2010 and 2011. Amendment 2, for the period January 1 – December 31, 2012, was approved in December 2011, and included projects through the summer of 2012 and update of the 2013 Master Plan.

The District and the Facility Planning Committee have been very pleased with the service that BBC has provided and recommends the Board's approval of Amendment 3, extending the period of service for one year to December 31, 2013. It is important to note that all terms, conditions, and fees for services remain unchanged for the duration of the proposed contract extension. Services and projects provided under this amendment will only be performed as authorized by the Board of Education. Unless otherwise specified by the Board, the cost of services will be funded from Measure R and the State Modernization Program. A copy of the proposed amendment is attached for the Board's review.

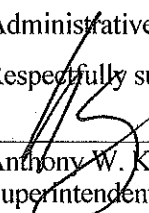
ALTERNATIVES:

1. Approve Amendment 3 to the agreement with Balfour Beatty, Inc. for program/construction management services.
2. Do not approve Amendment 3.

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
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
von Schneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

AMENDMENT NO. 3 to Agreement for Program/Construction Management Services

I. RECITALS

- A. Whereas on or about May 20, 2009, Oak Park Unified School District ("District") and Barnhart Inc. (a Heery International Company) ("Barnhart") entered into a Agreement for Program/Construction Management Services ("Agreement") related to Measure "R" Facilities Construction Bond Program;
- B. Whereas the term of the Agreement was for one year;
- C. Whereas Article 4 of the Agreement provides that the Agreement may be extended by way of written amendment to the Agreement;
- D. Whereas the District and Barnhart entered into Amendment No. 1 to extend the term of the Agreement through December 31, 2011.
- E. Whereas the District and Barnhart entered into Amendment No. 2 to extend the term of the Agreement through December 31, 2012.
- F. Whereas the District and Barnhart wish to enter into this Amendment No.3 to Agreement for Program/Construction Management Services ("Amendment") to extend the term of the Agreement and make other modifications to the Agreement as set forth herein.

II. AMENDMENT

The Agreement is hereby amended as follows:

- 1. All references in the Agreement to Barnhart shall be amended to refer to "Barnhart-Balfour Beatty, Inc. dba Balfour Beatty Construction."
- 2. Pursuant to Article 4, subsection 4.2, the term of the Agreement shall be extended through December 31, 2013 ("Extension Term").
- 3. Barnhart shall be compensated for basic services (as described in Articles 2 and 3 of the Agreement) provided during the Extension Term.
- 4. To the extent they remain employed by Barnhart, Keith Henderson and Dennis Kuykendall shall remain assigned to the Project(s) contemplated under the Agreement, unless otherwise agreed by the District and Barnhart.
- 5. Except as expressly modified by this Amendment, all other terms and conditions set forth in the Agreement shall remain in full force and effect.

This Amendment No. 3 is executed and becomes part of the Agreement on December 12, 2012.

Oak Park Unified School District

Barnhart – Balfour Beatty, Inc
dba Balfour Beatty Construction

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

By: _____
Brian Cahill
President,
Southwest Division

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 11, 2012
SUBJECT: C.3.c APPROVE CHANGE ORDER 2, PROJECT 12-01R, CONCRETE WALKWAY REPAIRS AT BROOKSIDE ELEMENTARY SCHOOL

ACTION

ISSUE: Shall the Board approve Change Order 2, Project 12-01R, Concrete Walkway Repairs at Brookside Elementary School?

BACKGROUND: On February 21, 2012, the Board awarded a contract for Project 12-01R, Concrete Walkway Repairs at Brookside Elementary School, to C.A Rasmussen, 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 2.

The total amount of Change Order 2 is \$33,444.00, which will increase the current contract, including Change Order 1, from \$176,335 to \$209,779.00. The projected construction budget for this project was \$160,708.00, and the original contract amount awarded by the Board was \$161,000. It is the recommendation of Balfour Beatty and District staff that the Board approve Change Order 2.

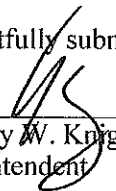
ALTERNATIVES:

1. Approve Change Order 2 to the contract with C.A Rasmussen, Inc. for Project 12-01R, Concrete Walkway Repairs at Brookside Elementary School.
2. Do not approve Change Order 2.

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
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
von Schneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

Balfour Beatty Construction



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

November 28, 2012

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 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 12-07R Building 300 Modernization at Brookside Elementary School. All contract installation requirements have been satisfied by Waisman Construction, Inc. The final contract amount is as follows;

Waisman Construction, Inc Base Agreement	\$ 603,000.00
Approved Change Order # 12-07R-1	\$ 46,270.00
Approved Change Order # 12-07R-2-FINAL	\$ 22,694.00
Final Construction Cost	\$ 671,964.00

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

<i>Balance on Original Master Plan Estimate</i>	\$ 297,334.00
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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 Construction
File

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: DECEMBER 11, 2012

SUBJECT: C.3.d APPROVE NOTICE OF COMPLETION, PROJECT 12-01R, CONCRETE WALKWAY REPAIRS AT BROOKSIDE ELEMENTARY SCHOOL

ACTION

ISSUE: Shall the Board approve the Notice of Completion for Project 12-01R, Concrete Walkway Repairs at Brookside Elementary School, contracted with C.A Rasmussen, Inc.?

BACKGROUND: On February 21, 2012, the Board awarded a contract for Project 12-01R, Concrete Walkway Repairs at Brookside Elementary School, to C.A Rasmussen, Inc. The projected construction budget for this project was \$160,708.00, and the original contract amount awarded by the Board for this work was \$161,000. The final contract amount, including two Board-approved change orders, is \$209,779.00.

The work under this contract is now complete, and District staff and construction manager Balfour Beatty Construction, Inc. have inspected the finished project and are satisfied that it has been completed in compliance with all 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 12-01R, Concrete Walkway Repairs at Brookside Elementary School, contracted with C.A Rasmussen, 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
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
von Schneidau	_____	_____	_____	_____
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: Brookside Elementary School, 165 Satinwood Avenue, Oak Park, CA 91377

That on or about February 21, 2012 the said Oak Park Unified School District of Ventura County entered into a contract with C.A Rasmussen, Inc. of Valencia, California, for Bid 12-01R, Concrete Walkway Repairs at Brookside Elementary School on certain real property hereinbefore described: that said building and improvements were actually completed on December 11, 2012; that the address of said Oak Park Unified School District is 5801 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)

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 11, 2012
SUBJECT: C.3.e APPROVE NOTICE OF COMPLETION, PROJECT 12-07R, BUILDING 300 MODERNIZATION AT BROOKSIDE ELEMENTARY SCHOOL

ACTION

ISSUE: Shall the Board approve the Notice of Completion for Project 12-07R, Building 300 Modernization at Brookside Elementary School, contracted with Waisman Construction, Inc.?

BACKGROUND: On February 21, 2012, the Board awarded a contract for Project 12-07R, Building 300 Modernization at Brookside Elementary School, to Waisman Construction, Inc. The projected construction budget for this project was \$969,298, and the original contract amount awarded by the Board for this work was \$603,000. The final contract amount, including two Board-approved change orders, is \$671,964.

The work under this contract is now complete, and District staff and construction manager Balfour Beatty Construction, Inc. have inspected the finished project and are satisfied that it has been completed in compliance with all 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 12-07R, Building 300 Modernization at Brookside Elementary School, contracted with Waisman Construction, 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
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
von Schneidau	_____	_____	_____	_____
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: Brookside Elementary School, 165 Satinwood Avenue, Oak Park, CA 91377

That on or about April 17, 2012 the said Oak Park Unified School District of Ventura County entered into a contract with Waisman Construction, Inc., of Canoga Park, California, for Bid 12-07R, Building 300 Modernization at Brookside Elementary School on certain real property hereinbefore described: that said building and improvements were actually completed on December 11, 2012; that the address of said Oak Park Unified School District is 5801 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)

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 11, 2012
SUBJECT: C.3.f. APPROVE NOTICE OF COMPLETION, PROJECT 12-11R, ASPHALT PARKING LOT REPAIRS AT MEDEA CREEK MIDDLE SCHOOL

ACTION

ISSUE: Shall the Board approve the Notice of Completion for Project 12-11R, Asphalt Parking Lot Repairs at Medea Creek Middle School, contracted with Landmark Grading & Paving, Inc., dba Quality Paving?

BACKGROUND: On May 15, 2012, the Board awarded a contract for Project 12-11R, Asphalt Parking Lot Repairs at Medea Creek Middle School, to Landmark Grading & Paving, Inc., dba Quality Paving. The projected construction budget for this project was \$275,000, and the original contract amount awarded by the Board for this work was \$93,394. The final contract amount, including a single Board-approved change order, is \$95,358.

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

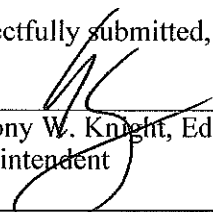
ALTERNATIVES:

1. Approve the Notice of Completion for Project 12-11R, Asphalt Parking Lot Repairs at Medea Creek Middle School, contracted with Landmark Grading & Paving, Inc., dba Quality Paving.
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
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
von Schneidau	_____	_____	_____	_____
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: Medea Creek Middle School, 1002 Doubletree Road, Oak Park, CA 91377

That on or about May 15, 2012 the said Oak Park Unified School District of Ventura County entered into a contract with Landmark Grading & Paving, Inc., dba Quality Paving of Ventura, California, for Bid 12-11R, Asphalt Parking Lot Repairs at Medea Creek Middle School on certain real property hereinbefore described: that said building and improvements were actually completed on December 11, 2012; that the address of said Oak Park Unified School District is 5801 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

November 29, 2012

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

Re: Project 12-11R Asphalt Parking Lot Repair at Medea Creek Middle 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 12-11R Asphalt Parking Lot Repair at Medea Creek Middle School. All contract installation requirements have been satisfied by Landmark Grading & Paving Inc. DBA Quality Paving. The final contract amount is as follows;

Quality Paving Base Agreement	\$ 93,394.00
Approved Change Order # 12-011R-1	\$ 1,964.00
Final Construction Cost	\$ 95,358.00

<i>Master Plan Estimate</i>	
Construction Costs	\$ 250,000.00
Contingency on Master Plan Estimate (10%)	\$ 25,000.00
Total Master Plan Estimate	\$ 275,000.00

<i>Balance on Original Master Plan Estimate</i>	\$ 179,642.00
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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 Construction
File

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 11, 2012
SUBJECT: C.3.g APPROVE NOTICE OF COMPLETION, PROJECT 12-25R, ROOF REPAIR AND REPLACEMENT, BUILDING E, AT MEDEA CREEK MIDDLE SCHOOL

ACTION

ISSUE: Shall the Board approve the Notice of Completion for Project 12-25R, Roof Repair and Replacement, Building E, at Medea Creek Middle School, contracted with Channel Islands Roofing, Inc.?

BACKGROUND: On April 17, 2012, the Board awarded a contract for Project 12-25R, Roof Repair and Replacement, Building E, at Medea Creek Middle School, to Channel Islands Roofing, Inc. The projected construction budget for this project was \$90,000, and the original contract amount awarded by the Board for this work was \$54,887. There were no change orders and the final contract amount for this project is \$54,887.

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

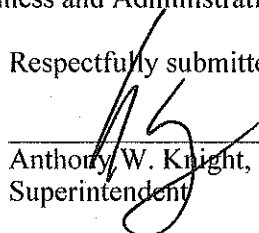
ALTERNATIVES:

1. Approve the Notice of Completion for Project 12-25R, Roof Repair and Replacement, Building E, at Medea Creek Middle School, contracted with Channel Islands Roofing, 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
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
von Schneidau	_____	_____	_____	_____
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: Medea Creek Middle School, 1002 Doubletree Road, Oak Park, CA 91377

That on or about April 17, 2012 the said Oak Park Unified School District of Ventura County entered into a contract with Channel Islands Roofing, Inc. of Oxnard, California, for Bid 12-25R, Roof Repair and Replacement, Building E, at Medea Creek Middle School on certain real property hereinbefore described: that said building and improvements were actually completed on December 11, 2012; that the address of said Oak Park Unified School District is 5801 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

November 29, 2012

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

Re: Project 12-25R Roof Repair & Replacement Building "E" 2 Story at Medea Creek Middle 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 12-25R Roof Repair & Replacement Building "E" 2 Story at Medea Creek Middle School. All contract installation requirements have been satisfied by Channel Islands Roofing, Inc. The final contract amount is as follows;

Channel Islands Base Agreement	\$54,887.00
Final Construction Cost	\$54,887.00

<i>Master Plan Estimate</i>	
Construction Costs Including Contingency	\$ 90,000.00
Contingency on Master Plan Estimate (10%)	<u>\$ included above</u>
Total Master Plan Estimate	\$ 90,000.00

<i>Balance on Original Master Plan Estimate</i>	\$ 35,113.00
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Should you have any questions, please contact me at any time.

Respectfully,

A handwritten signature in black ink, appearing to read "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: ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 11, 2012
SUBJECT: C.3.h. APPROVE PROJECTED ENROLLMENT AND INTERDISTRICT TRANSFERS

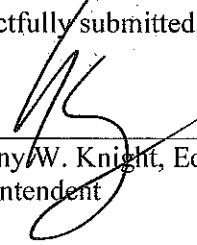
ACTION

ISSUE: The board will receive reports from staff regarding student enrollment projections and the number of District of Choice (DOC) students that may be considered for enrollment into Oak Park Unified for 2013-2014.

BACKGROUND: At the November board meeting information was received from staff showing data related to current enrollment and the projected enrollment for 2013-2014. Each year the board is presented with enrollment projections for the upcoming school year in order to make decisions related to the number of students that may be enrolled into Oak Park Unified. Enrollment projections will be presented to the governing board for consideration and discussion. In addition, under the District of Choice regulations, decisions must be made as to the number of new District of Choice applications that will be enrolled into the District for 2013-2014. The window for new DOC applications for next school year opened November 1, 2012 and will close December 31, 2012. The lottery to fill identified openings at each grade level will take place during the regularly scheduled board meeting on January 15, 2013.

The staff will provide a recommendation and rationale for enrollment numbers for the board to consider in discussing this issue.

Respectfully submitted,


 Anthony W. Knight, Ed.D.
 Superintendent

Prepared by: Clifford E. Moore

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

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: DECEMBER 11, 2012

SUBJECT: C.3.i. APPROVE FISCAL YEAR 2012-13 FIRST INTERIM FINANCIAL REPORT, CERTIFICATION AND BUDGET REVISIONS

ACTION

ISSUE: Shall the Board review and certify the 2012-13 First Interim Financial Report and Budget Revisions?

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

As this agenda was going to press, the Business Office was still working on completion of the Report. It is anticipated that the Report will be delivered to the Board under separate cover during the week of December 3 – 7, 2012, and will be made available for public review at the same time.

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 11, 2012
SUBJECT: C.3.j APPROVE CONSULTANT AGREEMENT FOR FCC E-RATE PROGRAM APPLICATION AND AUDIT SERVICES

ACTION

ISSUE: Shall the Board approve an agreement with Infinity Communications & Consulting, Inc. for consultant services in connection with the Federal Communications Commission E-rate program application?

BACKGROUND: Staff is seeking to enter into an agreement with Infinity Communications & Consulting, Inc. for consulting services in connection with the E-rate program application. Under this federal program, the District receives deeply discounted rates (40%) on technology and telephone services. The proposed contract includes E-rate and California Teleconnect Fund consulting services, E-rate application management, Request for Proposal (RFP) management services, and E-rate program audit assistance. The amount of the proposed one-year contract is a flat \$10,000 annually, which is included in the District's budget. A copy of the proposal from Infinity Communications & Consulting, Inc. is attached for the Board's information and review.

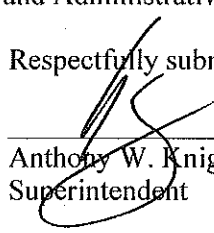
ALTERNATIVES:

1. Approve an agreement with Infinity Communications & Consulting, Inc., in the amount of \$10,000 annually, for consultant services in connection with the FCC E-rate program application.
2. Do not approve an agreement with Infinity Communications & Consulting, Inc.

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
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
von Schneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

**INFINITY COMMUNICATIONS & CONSULTING INC.
AGREEMENT FOR PROFESSIONAL SERVICES**

Agreement No: 1

This Agreement is entered into by and between Infinity Communications & Consulting, Inc. hereinafter referred to as "Infinity," and Oak Park Unified School District hereinafter referred to as the "Client." The parties agree as follows:

1. DESCRIPTION OF SERVICES:

Infinity agrees to perform Erate Consulting Services on behalf of the Client for the term of this Agreement. Infinity's responsibilities and determination of reimbursable cost for said service are set forth in the following attachments, which are made a part of this Agreement:

- a) Attachment A titled *Scope of Work*
- b) Attachment B titled *Compensation and Reimbursable Expenses Schedule*

2. BASIS OF COMPENSATION

Infinity's fee will be a flat fee of \$10,000 annually.

3. PAYMENT SCHEDULE

Infinity's fee will be billed to the Client at the time the Form 471 (Services Requested Form) is filed by Infinity. The Client will render payment to Infinity upon receipt of invoice(s).

Client will also reimburse Infinity for actual and necessary reimbursable expenses and/or for additional work requested by the Client that is outside the original scope of work, as determined by "Attachment A titled *Scope of Work*". Infinity will invoice the Client monthly for services performed and expenses incurred during the previous month, per the "Attachment B titled *Compensation and Reimbursable Expenses Schedule*". For all years after the initial term, Infinity reserves the right to increase the service rates, as shown on the "Attachment B" to be equal to Infinity's applicable service rates in effect for that year.

4. TERM OF AGREEMENT

The term of the agreement shall be in effect beginning November 16, 2012 and ending June 30, 2016. The agreement will continue thereafter on an annual basis, starting July 1st of each subsequent year, until terminated by either party by giving written notice.

5. TERMINATION OF AGREEMENT – WITHOUT CAUSE

The Client and/or Infinity may terminate this agreement, without cause, at any time by submitting written notice to the other party. The written Notice of Termination must be received no less than Seven (7) days prior to the desired date of Termination.

In the event that the Client terminates this agreement without cause, the Client agrees to 1) Compensate Infinity for all work, Services Fees, and reimbursable expenses completed prior to the date of termination, and 2) Release Infinity from all liability, claims and causes of action resulting from negligent acts or omissions of the Client, its officers, agents or employees performed after the date of termination.

6. CLIENT'S RESPONSIBILITY

The Client agrees to comply with the responsibilities as shown on the "Attachment A titled *Scope of Work*" section "Client Responsibilities" to ensure the successful completion of services covered in this agreement.

7. RECORDS

Infinity will maintain full and accurate records in connection with this Agreement and will make them available to the Client for inspection during normal business hours, Monday to Friday, 8am to 5pm.

8. STATUS OF INFINITY

The Client and Infinity agree that Infinity, in performing the services specified in this Agreement, shall act as an independent contractor and shall have control of all work and the manner in which it is performed. Infinity shall be free to contract for similar service to be performed for other employers while under contract with the Client. Infinity is not entitled to participate in any pension plan, insurance, bonus or similar benefits the Client provides for its employees.

9. COPYRIGHTS AND LICENSES

The Client and Infinity agree that in transmitting "Instruments of Services", or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for the use of this project.

Infinity and/or its Consultants shall be deemed the authors and owners of their respective "Instruments of Service", including, but not limited to Infinity's, Erate Template Forms, Bid Documents, Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copy rights. The Submission or distribution of these "Instruments of Service" to meet the requirement of this Agreement shall not be construed as publication derogation of the reserved rights of Infinity and/or its consultants.

Upon execution of this Agreement, Infinity grants the Client a nonexclusive license to use Infinity's "Instrument of Service" solely and exclusively for the purposes of constructing, using, maintaining, altering and adding to the projects associated to this agreement, provided that the Client substantially performs its obligation, including prompt payment of all fees due to Infinity, under this agreement. If Infinity rightfully terminates this Agreement for cause the license granted to the Client shall terminate.

In the event that the Client uses the "Instruments of Service" without retaining Infinity's written consent, the Client releases Infinity from all liability, claims and causes of action arising from such use.

10. HOLD HARMLESS & LIMITATION OF LIABILITY

Infinity and Client agree to hold the other party, its officers, agents, and employees harmless, from all suits, claims and liabilities resulting from negligent acts or omissions of the other party, its officers, agents or employees under this Agreement. In the event Infinity is found in breach of this Agreement and/or negligent, the parties agree that the maximum amount of damages the Client may receive from Infinity shall not exceed the aggregate payment(s) Infinity has actually received from Client under this Agreement.

11. COMPLIANCE WITH LAWS

Infinity shall comply with all applicable federal, state and local laws, rules, regulations and ordinances involving its employees, including workers' compensation and tax laws.

12. MODIFICATION, ASSIGNMENT & ATTORNEY'S FEES

This Agreement may not be assigned by either party without the express written consent of the other. No modification shall be effective unless approved/acknowledge by both parties under a writing Addendum. If any action is brought concerning this Agreement, the prevailing party will be entitled to reasonable attorney's fees.

IN WITNESS THEREOF, the parties hereto have executed this Agreement on the date written below.

Infinity Communications & Consulting, Inc.**School District**

_____ Signature	Nov. 16, 2012 Date
Fred Brakeman Name	President Title
P.O. Box 6069, Bakersfield, Ca. 93386 Address/City/State/Zip	
82-0573429 Federal Tax ID#	

_____ Signature	_____ Date
_____ Name	_____ Title
_____ Address/City/State/Zip	

SCOPE OF WORK – PRIORITY ONE

Infinity's Priority One Service includes four components; Erate Consulting, Application Management, RFP Management, and Audit Assistance. Infinity will perform the following scope of work for our Priority One Services fee.

Erate and California Teleconnect Fund (CTF) Consulting Service

1. Client Access – Infinity will be available to the Client by phone, email, or in person to address Client related Erate Funding issues. Client will provide Infinity with a minimum of 72 hrs notice of a request for onsite service.
2. Program Updates – Infinity will update the Client on changes in the Erate and CTF process and help staff to take advantage of newly eligible products and services.
3. Program Compliance – Infinity will assist the Client to verify that USAC rules are being followed and, if necessary, provide guidance on new processes or procedures to ensure program compliance, in regards to Bid Evaluations, Procurement, Technology Plans, CIPA compliance, Technology Budget, and Document Retention.

Erate Application Management

1. Needs Assessment and Strategic Planning – Infinity will assist the Client to determine a Filing Strategy that best meets the Client's needs to maximize the Client's Erate funding opportunities.
2. Determination of Funding Request Amount – Infinity will prepare the required "Item 21 Attachment Sheet", by: review one (1) month of the Client's bills from eligible Service Providers to determine an estimated annual funding request, review of Client's current annual contract(s) for eligible services, and/or review of new contract(s) for eligible services.
3. File Forms – Infinity will prepare and file the following forms required by USAC's School and Library Division to receive Erate Priority One Telecommunications and Internet Access funding: Form 470, Form 471, and Form 486.
4. Administration of PIA Process – Infinity will assist the Client in responses to and delivery of the required documentation for USAC's "Program Integrity Assurance" (PIA) information requests.
5. Service Provider Collections – Infinity prepare the Service Provider required forms ("Discount Grids") to have the Client's eligible discounts added to the monthly Service provider Bills (SPI Method), or prepare and file the Form 472 (BEAR Method) to have a reimbursement check issued for the eligible discount amount.
6. Application Status – Infinity will provide the Client progress status on applications, reviews, and modifications, for the Client's open funding requests.

Request For Proposal (RFP) Management Services

1. Develop RFP Documents – Infinity will develop a Request for Proposal (RFP) for Priority One Services in compliance with Client's Local/State and the Erate Program's procurement requirements.
2. RFP Tracking – Infinity will distribute and track, in electronic form only, "RFP Documents" to prospective bidders thru Infinity's "Projects" website.
3. Administration of RFP Process – Infinity will prepare and distribute project clarification(s) and/or addenda(s) to address questions from prospective bidders.
4. Bid Opening – Infinity will conduct the opening of bid response(s). All bid openings will be held at Infinity's offices, unless otherwise agreed upon between the Client and Infinity.
5. Bid Evaluation – Infinity will evaluate the bid responses based on the Erate Program's requirements for the "Evaluation of Bids", and provide the Client with recommendations for award of contract(s).
6. Contract Administration – Infinity will collect the documents necessary for the award of contract from the successful bidder and coordinate the delivery to the Client for execution.

*The costs for "RFP Management Services" for Managed VOIP are excluded from our Services Fee. If "RFP Management Services" are requested by the Client, a proposal will be provided by Infinity to the Client, for approval, prior to proceeding.

Audit Assistance

1. Document Retention – Infinity will maintain a copy of the documents required for Erate Program's "Document Retention Policy", including: "Pre-bidding Process", "Bidding Process", "Award of Contracts", "Application Process", "Purchase and Delivery of Service", "Invoicing", "Inventory", and "Forms and Rules Compliance", for up to 5 years from the last date of service.
2. Audit Assistance – Infinity will assist the Client in the preparation and delivery of the Auditor requested documentation.
3. Onsite Support Services – Per the Client's request Infinity will represent the Client during all Erate Onsite Audit visits.*

*The costs for "Onsite Support Services" are excluded from our Services Fee. If "Onsite Support Services" is requested by the Client, a proposal will be provided by Infinity to the Client, for approval, prior to proceeding.

SERVICES FEE – PRIORITY ONE

Priority One Service

Infinity's fees for Priority One Services are offered as a flat rate annual fee of:

Year 16 (2013-2014 Funding Year)	\$10,000.00
Year 17 (2014-2015 Funding Year)	\$10,000.00
Year 18 (2015-2016 Funding Year)	\$10,000.00

In Year 16 (2013-2014), Infinity shall include the cost of designing and putting out to bid the Districts Wide Area Network service and Webhosting service in the above annual fee.

Our fee will be billed at the time of the Form 471 filing.

CLIENT'S RESPONSIBILITIES

The Client's responsibilities, for the successful completion of this agreement, shall include:

1. Appointing a representative to act on their behalf, with respect to this agreement and the subsequent projects, who has the authority to render decisions and approve Requests from Infinity, in a timely manner as not to cause unreasonable delay in the progress of Infinity's services.
2. Provide Infinity with reasonable access to the site, if applicable, to allow Infinity the ability to perform the work detailed in this agreement.
3. Provide Infinity all information, required for the successful completion of the agreed service, within 10 days, after the receipt of a request from Infinity. This includes at a minimum, but not limited to; Copies of Monthly Service Provider Bills, Copies of Service Provider Contracts, Approved Free & Reduced Lunch numbers, Budget Information, Copy of Approved Technology Plan, Copy of CIPA Compliance, and "Authorized Contact" information.
4. Provide a Letter of Authorization (LOA), authorizing Infinity, to act on the Client's behalf to work with vendors who may choose to bid on the Wide Area Network system and Webhosting service.
5. Sign and certify the Erate forms required for the Client's application for funding, in a timely manner, as not to cause a failure to comply with the Erate Program's time sensitive deadlines.
6. For New Contracted Services or Month to Month Services, *only*
 - a. Conduct an "Open and Competitive" bid process, to comply with all applicable Local/State/Federal/Erate Program procurement requirements, and bidding laws for all "new" requested services and contracts.
 - b. Conduct a non-bias bid evaluation, per the Erate Program's "Evaluations of Bid" requirements, for all bid responses received as the result of posting a Form 470 (RFP).
 - c. Comply with all Local/State/Federal/Erate Program requirements for the Award of Contract(s), including waiting a minimum of 28 days (after the filing of the Form 470 or RFP, which ever comes later) to execute contracts and/or to submit a Form 471 for the requested service.
 - d. Provide Infinity copies of all documents pertaining to an award of contract for each funding request, to comply with the Erate Program's "Document Retention Policy", including but not limited to: Bidding Documents, Evaluation of responses, Board Meeting Minutes, Copies of the winning bidder's response, and Bidder's Item 21 Attachment Sheet.
7. Require the Service Provider, for the eligible services the Clients is entitled to receive California Teleconnect Fund (CTF) support, to invoice USAC by the SPI Method (Form 474).
8. Maintain and update an "Equipment Asset Register" (EAR). The EAR shall detail the make, model, serial number, and location of all equipment purchased with the support of the Universal Services Fund (Erate Program). The Client will provided Infinity a copy of the EAR for compliance with the "Inventory" section of Erate's "Document Retention Policy".
9. Maintain and update a "Service Provider Reimbursement Reconciliation" (SPRR) spread sheet. The SPRR shall include, by FRN(s), the total amount of funds associated with each reimbursement, and/or the total amount of discounts (in the form of discounted bills, checks, or credits) received from the Service Provider. The Client will provided Infinity a copy of the SPRR for compliance with the "Invoicing" section of Erate's "Document Retention Policy".
10. Retain documents, for each funding request, related to the "Pre-bidding Process", "Bidding Process", "Award of Contracts", "Application Process", "Purchase and Delivery of Service", "Invoicing", "Inventory", and "Forms and Rules Compliance" for a period of at least 5 years from the last date of service.

I want to thank you for the opportunity to present this proposal. If you have any questions regarding this document or our services, please contact me directly at the numbers below.

Sincerely,

Tami Haley

Tami Haley
Account Manager, Southern California
Infinity Communications & Consulting
661-716-1840 Office
661-716-1840 Fax
714-655-3595 Cell
thaley@infinitycomm.com

ATTACHMENT "B" - COMPENSATION AND REIMBURSABLE EXPENSES SCHEDULE

Standard Hourly Rates Schedule

Standard Hourly Rates are subject to review and adjustment. The hourly rates effective on the date of the Agreement are:

Principal	\$175.00/hour
Sr. Systems Designer	\$145.00/hour
Systems Designer	\$105.00/hour
CAD Operator	\$58.00/hour
Sr. Construction Manager	\$125.00/hour
Construction Manager	\$95.00/hour
Contracts Administrator	\$61.00/hour
Erate Consultant	\$140.00/hour
Erate Specialist, III	\$90.00/hour
Erate Specialist, II	\$72.00/hour
Erate Specialist, I	\$51.00/hour
Support Staff	\$48.00/hour

Reimbursable Expenses Schedule

Reimbursable Expense rates are subject to annual review and adjustment. The rates effective on the date of the Agreement are:

Newspaper Advertisement	at cost + 15%
8"x11" Copies/Impression	\$0.05/sheet
Blue Print Copies	at cost + 15%
Reproducible Copies (Mylar)	at cost + 15%
Reproducible Copies (Paper)	at cost + 15%
Long Distance Phone Calls	at cost + 15%
Legal Counsel	at cost + 15%
Travel Expenses:	
Mileage (auto)	\$0.565/mile
Airfare	at cost + 15%
Meals	at cost + 15%
Lodging	at cost + 15%
Standard Labor Rate	See Hourly Rates Schedule Above

TO: BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: DECEMBER 11, 2012

SUBJECT: C.3.k APPROVE USE OF OUR CHILDREN'S FUTURE FUNDS
ACTION

ISSUE: Shall the Board of Education approve a plan for the balance of funds raised from the Friends of Oak Park *Our Children's Future* legacy brick campaign?

BACKGROUND: Friends of Oak Park Schools the education foundation that supports OPUSD ran a campaign to sell legacy bricks known as *Our Children's Future*. \$75,000 of these funds has already been used to preserve the counseling positions. There is a balance of \$64,000 that is remaining in this fund. Staff recommends the following considerations for the use of these funds:

1 – The cost of saving the counselors was more than \$75,000. In order to save the three counseling positions, a cut of an additional 10% was made of the school site budgets. One consideration would be to use the \$64,000 toward the counselors and then restore the 10% cut to the schools. All schools would benefit and relieve some pressure on the PTOs at the schools and ensure that materials, supplies, and programs funded from these accounts are restored.

2- Save the funds to use toward sections at Oak Park High School in the fall to build a full time instrumental music program.

3 – Save the funds to use toward sections at MCMS and OPHS, and at the elementary schools toward the continuation of the Chinese Language and Culture program since the federal funds for this program will end on July 30.

4 – Use the funds toward the cost of the additional teachers we have due to overstaffing at the elementary level, which lowered K-3 class size from 28:1 to 26.1.

5 – Save the funds for next year to ensure that the counseling positions are maintained and that no counselor is on a lay-off list.

ALTERNATIVES: 1. Approve recommendation 1, 2, 3, 4, or 5.
2. Consider other options that are within the parameters of what parents were told in the solicitation of these funds.

RECOMMENDATION: Board discretion

RATIONALE: It is important in terms of future fundraising that these funds are used consistent with how they were solicited.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

VOTE: AYES NOES ABSTAIN ABSENT

Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
von Schneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep.	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION
FROM: ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 11, 2012
SUBJECT: C.3.1 APPROVE ACCEPTANCE OF DONATIONS

ACTION

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

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

<u>Site</u>	<u>Gift/Donor</u>	<u>Est. Value</u>
OPHS	Donation in honor of their son, Dylan Schapiro, OPHS Class of 2014/Jodi & Lawrence Schapiro	\$ 750.00
ROES	Gift Card to Purchase Plants/Doug Balfour, Mgr., Armstrong Garden Center	\$ 250.00
OPHS	Donation to Rocket Team/The Boeing Company	\$ 5,000.00
District	Donation/Friends of Oak Park Schools	\$ 139,000.00

RECOMMENDATION: Accept the donations with thanks.

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

TO: BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: DECEMBER 11, 2012

SUBJECT: C.4.a. PUBLIC DISCLOSURE AND APPROVE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE DISTRICT AND THE OAK PARK CLASSIFIED ASSOCIATION

ACTION

ISSUE: Should the Board of Education approve the Collective Bargaining Agreement between the District and the Oak Park Classified Association and disclose for the public the agreement?

BACKGROUND: Local education agencies (LEAs) are required by Government Code Section 3547.5 to publicly disclose the provisions of all collective bargaining agreements before they enter into a written agreement. This provision ensures that the public is aware of the costs associated with a tentative collective bargaining agreement before it becomes binding on the District.

On April 20, 2004, The Board of Education amended Policy 4143.1 – Public Notice – Personnel Negotiations to conform with the mandates of Government Code 3547.5.

The District and the Oak Park Classified Association reached a tentative agreement on a collective bargaining contract for the period July 1, 2010 through June 30, 2013.

RATIONALE: Public disclosure of the major provisions of the Collective Bargaining Agreement with the Oak Park Classified Association satisfies the requirements of Board Policy 4143.1, Government Code 3547.5 and Assembly Bill 1200.

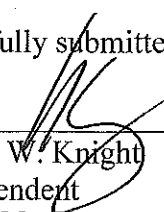
ALTERNATIVES:

1. Approve the Agreement between the Oak Park Unified School District and the Oak Park Classified Association.
2. Do not approve the Agreement between the Oak Park Unified School District and the Oak Park Classified Association.

RECOMMENDATION: Alternative #1

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

Respectfully submitted,



Anthony W. Knight
Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: DECEMBER 11, 2012

SUBJECT: C.4.b. PUBLIC DISCLOSURE AND APPROVE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE DISTRICT AND OAK PARK TEACHERS ASSOCIATION

ACTION

ISSUE: Shall the Board of Education approve the Collective Bargaining Agreement between the District and Oak Park Teachers Association and disclose for the public the agreement?

BACKGROUND: Local education agencies (LEAs) are required by Government Code Section 3547.5 to publicly disclose the provisions of all collective bargaining agreements before they enter into a written agreement. This provision ensures that the public is aware of the costs associated with a tentative collective bargaining agreement before it becomes binding on the District.

On April 20, 2004, the Board of Education amended Policy 4143.1 – Public Notice – Personnel Negotiations to conform to mandates of Government Code 3547.5

On November 8, 2012, the District and Oak Park Teachers Association reached a tentative agreement on a Contract of Agreement for the period July 1, 2010 through June 30, 2013.

RATIONALE: Public disclosure of the major provisions of the Collective Bargaining Agreement with Oak Park Teachers Association satisfies the requirements of Board Policy 4143.1, Government Code 3547.5 and Assembly Bill 1200. The required disclosure form is attached and has also been made available to the public.

ALTERNATIVES:

1. Approve the Agreement between the Oak Park Unified School District and Oak Park Teachers Association.
2. Do not approve the Agreement between the Oak Park Unified School District and Oak Park Teachers Association.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

TO: BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 11, 2012
SUBJECT: C.4.c. APPROVE RETIREMENT INCENTIVE PLAN FOR CERTIFICATED PERSONNEL

ACTION

ISSUE: Shall the Board of Education approve a Retirement Incentive Plan for certificated personnel?

BACKGROUND: During negotiations with Oak Park Unified School District and the Oak Park Teachers Association, a retirement incentive plan was developed and approved. The plan will be provided to the Board under separate cover.

ALTERNATIVES:

1. Approve the retirement incentive plan for certificated personnel.
2. Do not approve the retirement incentive plan for certification personnel.
3. Amend the proposed retirement incentive plan at discretion of the Board

RECOMMENDATION: Alternative #1.

RATIONALE: The Oak Park Unified School District desires to recognize the contributions of long-time employees of the District, minimize reduction of newly hired staff and promote the cost savings that can potentially support future compensation increases,

Respectfully submitted,

 Anthony W. Knight, Ed.D.
 Superintendent

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

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

Memorandum of Understanding
Between OPUSD and OPTA Regarding
Retirement Incentive for the 2012-2013 School Year
Under Article 26

Whereas the Oak Park Unified School District ("District") desires to recognize the contributions of longtime employees of the District, minimize reduction of newly hired staff and promote the cost savings that can potentially support future compensation increases, the following retirement incentive is agreed to for the 2012-2013 school year.

1. Eligibility requirement for participating in the retirement incentive:
 - a. Bargaining unit members must have attained the age of 55 by June 30, 2013.
 - b. Bargaining unit members must retire from the California Retirement System.
 - c. Bargaining unit members must have served a minimum of twelve (12) full-time years with the Oak Park Unified School District.
 - d. Bargaining unit members must commit to retirement, and inform the District of their decision to retire no later than March 8, 2013.
2. Retirement Incentive for the 2012- 2013 school year:
 - a. Full-time eligible bargaining unit members may elect either a one-time cash incentive of twenty-five thousand dollars (\$25,000), or
 - b. A single HMO health benefits package, including vision and dental (based on the District's cost), not to exceed \$7,500 annually, for up to five years, or until the retiree reaches his/her 65th birthday, whichever occurs first.
3. If a full-time eligible bargaining unit member selects the single HMO coverage, the amount of the premium for single health coverage (not to exceed \$7,500) will be paid by the District for up to five (5) years, or until the retiree attains the age of 65.
4. A full-time eligible bargaining unit member may elect to use the single HMO incentive as credit to either a dual or family plan (including any PPO plan offered by-the District), with any additional premium cost for such coverage being paid for by the retiree.
5. Part-time eligible bargaining unit members will receive a pro-rated amount of the cash incentive, or the single HMO incentive based on their full time equivalency percentage at the time of their retirement.

This Memorandum of Understanding will be in force until June 30, 2013, unless extended by mutual agreement between the Association and the District.

Tentative Agreement:

Tim Roesner, OPTA Negotiations Chair

Date

Russ Peters, OPTA President

Date

Leslie Heilbron, Ed.D., OPUSD Negotiations Chair

Date

Anthony W. Knight, Ed.D., Superintendent

Date

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: ~~OCTOBER 16, 2012~~ ~~NOVEMBER 14, 2012~~ DECEMBER 11, 2012

SUBJECT: C.5.a. APPROVE AMENDMENT TO BOARD POLICY 6178 – CAREER TECHNICAL EDUCATION – ~~First~~ Second Reading

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 6178 – Career Technical Education?

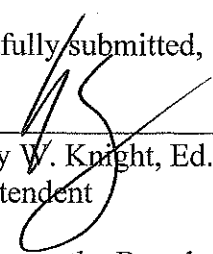
BACKGROUND: Board Policy 6178 is updated to list types of career technical education (CTE) programs that may be offered, reflects concepts of linked learning based on definition in new law (AB 2730, 2011) which establishes a pilot project, reflects new law (AB 1330, 2011) which allows district to establish CTE as an optional graduation requirement, and reflects new law (AB 1304) which authorizes the CTC to issue a “recognition of study in linking learning” following a teacher’s completion of an approved course. Board Policy 6178 is being submitted with recommended changes from CSBA.

ALTERNATIVES:

1. Approve the amendment to Board Policy 6178 – Career Technical Education.
2. Do not amend Board Policy 6178 – Career Technical Education.
2. Adopt a modified version of the amendment to 6178 – Career Technical Education.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,



 Anthony W. Knight, Ed.D.
 Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6178(a)

Career Technical Education

The Governing Board desires to provide a comprehensive career technical education (CTE) program in ***secondary grades*** ~~grades 7-12~~ which integrates core academic instruction with technical and occupational instruction in order to increase student achievement, graduation rates, and readiness for postsecondary education and employment. The district's CTE program shall be designed to help students develop the academic, career, and technical skills needed to succeed in a knowledge- and skills-based economy. The program shall include a rigorous academic component and provide students with a strong experience and understanding of all aspects of an industry.

(cf. 6143 - Courses of Study)

(cf. 6200 - Adult Education)

The District's CTE program shall focus on preparing students to enter current or emerging high-skill, high-wage, and/or high-demand occupations. CTE opportunities may be offered through linked learning programs, partnership academies, apprenticeship programs or orientation to apprenticeships, regional occupational centers or programs, tech prep programs, charter schools, small learning communities, or other programs that expose students to career options while preparing them for future careers in a given industry or interest area.

(cf. 6178.2 - Regional Occupational Center/Program)

~~The Board shall review and approve all district plans and applications for the use of state and/or federal funds supporting CTE.~~

The Board shall adopt standards for CTE which meet or exceed the state's model content standards and describe the essential knowledge and skills that students enrolled in these courses are expected to master. The course curriculum shall be aligned with district-adopted standards and the state's curriculum framework.

(cf. 6011 - Academic Standards)

(cf. 6141 - Curriculum Development and Evaluation)

At least every three years, the Board shall compare the district's curriculum, course content, and course sequence of CTE with the model state curriculum standards. (Education Code 52376)

The Superintendent or designee shall systematically review the district's CTE classes to determine the degree to which each class may offer an alternative means for completing and receiving credit for specific portions of the course of study prescribed by the district for high

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6178(b)

school graduation. The Board shall ensure that these classes are equivalent in content and rigor to the courses prescribed for graduation. (Education Code 52376)

(cf. 6146.1 – High School Graduation Requirements)
(cf. 6146.11 – Alternative Credits Toward Graduation)
(cf. 6146.2 – Certificate of Proficiency/High School Equivalency)

The Superintendent or designee shall develop partnerships with local businesses and industries to ensure that **course sequences, career technical and integrated curriculum**, classroom instruction **and projects, and assessments** have real-world relevance and reflects labor market needs and priorities. He/she also shall work to develop connections with **businesses, postsecondary institutions, community organizations, and/or** employers to provide students with **actual and simulated** work-based learning opportunities.

(cf. 1700 - Relations Between Private Industry and the Schools)
(cf. 5113.2 - Work Permits)
(cf. 6178.1 – Work-Based Learning Experience Education)

The Superintendent or designee shall collaborate with postsecondary institutions to ensure that the district's program is articulated with postsecondary programs in order to provide a sequential course of study. **Articulation opportunities may include dual or concurrent enrollment in community college courses.**

(cf. 6172.1 – Concurrent Enrollment in College Classes)

The Superintendent or designee shall inform all secondary students and their parents/guardians about the CTE experiences available in the district, CTE courses that satisfy college admission criteria, and, if applicable, CTE courses that satisfy high school graduation requirements. In addition, secondary students shall receive individualized career guidance and academic counseling which provides information about academic and CTE opportunities related to the student's career goals.

(cf. 5145.6 – Parental Notifications)
(cf. 6164.2 – Guidance/Counseling Services)

The Superintendent or designee shall ensure that teachers of CTE courses possess the qualifications and credentials necessary to teach their assigned courses. He/she also shall provide teachers and administrators with professional development designed to enhance their knowledge of standards-aligned CTE and **shall provide opportunities for CTE teachers to collaborate with teachers of academic courses in the development and implementation of integrated curriculum models.** ~~ways to integrate technical and occupational instruction with academic instruction.~~

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6178(c)

(cf. 4112.2 - Certification)
(cf. 4131/4331 - Staff Development)

The district shall provide services to support students in the CTE program, including comprehensive career guidance and academic counseling. The Superintendent or designee shall provide counselors with professional development that includes, but is not limited to, information about current workforce needs and trends, requirements of the district's CTE program, work experience opportunities, and postsecondary education and employment options following high school.

(cf. 5145.6 - Parental Notifications)
(cf. 6164.2 - Guidance/Counseling Services)

The Superintendent or designee shall provide counselors and other guidance personnel with professional development that includes, but is not limited to, information about current workforce needs and trends, requirements of the district's CTE program, work-based learning opportunities, and postsecondary education and employment options following high school.

The Superintendent or designee shall regularly assess district needs for facilities, technologies, and equipment to increase students' access to the district's CTE program.

(cf. 0440 - District Technology Plan)
(cf. 3440 - Inventories)
(cf. 3512 - Equipment)
(cf. 7110 - Facilities Master Plan)

Nondiscrimination

The district's program shall provide equal access to and shall not unlawfully discriminate against students who are members of special populations. Special populations include, but are not limited to, students with disabilities; students from economically disadvantaged families, including foster youth; single parents and single pregnant females; displaced homemakers; students with limited English proficiency; and students preparing for nontraditional fields.

Nontraditional fields include occupations or fields of work, including careers in computer science, technology, and other emerging high-skill occupations, for which individuals from one gender constitute less than 25 percent of the individuals employed in each such occupation or field of work. (20 USC 2302, 2354, 2373)

Prior to the beginning of each school year, the Superintendent or designee shall advise students, parents/guardians, employees, and the general public that all CTE opportunities are offered without regard to ***any actual or perceived characteristic protected from discrimination by law.*** ~~race, color, national origin, sex, or disability.~~ (34 CFR 100.B, 104.8, 106.9)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6178(d)

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 1312.3 - Uniform Complaint Procedures)

The above notification shall be disseminated in languages other than English as needed and shall state that the district will take steps to ensure that the lack of English language skills will not be a barrier to admission and participation in the district's CTE program. (20 USC 2354)

School and Community Involvement Advisory Committee

The Board shall appoint a CTE advisory committee to develop recommendations on the district's CTE program and to serve as a liaison between the district and potential employers. The committee shall consist of **at least one student, teacher, business representative, industry representative, school administrator, member of the general public knowledgeable about the disadvantaged, and representative of the field office of the California Employment Development Department.** ~~one or more representatives of the general public knowledgeable about the disadvantaged; students; teachers; business; industry; school administration; (Education Code 8070)~~

(cf. 1220 - Citizen Advisory Committees)

~~This committee may be expanded to include parents/guardians, representatives of labor organizations, representatives of special populations, and other interested individuals in order to involve them in the development, implementation, and evaluation of CTE programs funded through the federal Carl D. Perkins Career and Technical Education Act.~~

Program Evaluation

~~The Board shall monitor and evaluate the achievement of students participating in the district's CTE program. The Superintendent or designee shall annually report to the Board on program enrollment and completion rates, including enrollment and completion of programs in nontraditional fields as defined in 20 USC 2302; student academic assessment results; attainment of career and technical skill proficiencies; attainment of a high school diploma or equivalent; graduation rates; and subsequent placement in postsecondary education or advanced training, military service, or employment.~~

~~(cf. 6146.1 - High School Graduation Requirements)
(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)
(cf. 6162.5 - Student Assessment)
(cf. 6162.51 - Standardized Testing and Reporting Program)
(cf. 6162.52 - High School Exit Examination)~~

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6178(e)

~~At least every three years, the Board shall compare the district's curriculum, course content, and course sequence of CTE with the model state curriculum standards. (Education Code 52376)~~

~~The Superintendent or designee shall systematically review the district's CTE classes to determine the degree to which each class may offer an alternative means for completing and receiving credit for specific portions of the course of study prescribed by the district for high school graduation. The Board shall ensure that these classes are equivalent in content and rigor to the courses prescribed for graduation. (Education Code 52376)~~

~~(cf. 0500—Accountability)~~

~~(cf. 6146.11—Alternative Credits Toward Graduation)~~

~~(cf. 6190—Evaluation of the Instructional Program)~~

Legal Reference:

EDUCATION CODE

1205 Classification of counties

8006-8156 Career technical education

17078.70-17078.72 Career technical education facilities

33430-33432 Health science and medical technology grants

35168 Inventory of equipment

41505-41508 Pupil Retention Block Grant

41540-41544 Targeted instructional improvement block grant

44257.3 CTC recognition of student in linked learning teacher methods

44260-44260.1 Designated subjects career technical education credential

44260.9 Designated subjects career technical education credential

48430 Legislative intent; continuation education schools and classes

48980 Parental notifications

51220-51229 Courses of study, grades 7-12

51760-51769.5 Work experience education

52300-52499.66 Career technical education

52519-52520 Adult education, occupational training

53080-53084 School-to-career initiatives

53086 California Career Resource Network

54690-54697 California Partnership Academies

54750-54760 California Partnership Academies, green technology and goods movement occupations

56363 Related services for students with disabilities; specially designed career technical education

66205.5-66205.9 Approval of career technical education courses for admission to California colleges

88500-88551 Community college economic and workforce development program

GOVERNMENT CODE

54950-54963 Brown Act

LABOR CODE

3070-3099.5 Apprenticeships

CODE OF REGULATIONS, TITLE 5

1635 Credit for work experience education

3051.14 Specially designed career technical education for students with disabilities

10070-10075 Work experience education

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6178(e)

10080-10092 Community classrooms
 10100-10111 Cooperative vocational education
 11500-11508 Regional occupational centers and programs
 11535-11538 Career technical education contracts with private postsecondary schools
 11610-11611 Regional adult and vocational education councils
CODE OF REGULATIONS, TITLE 8
 200-240 Apprenticeships
UNITED STATES CODE, TITLE 20
 2301-2414 Carl D. Perkins Career and Technical Education Act of 2006
 6301-6578 Improving the Academic Achievement of the Disadvantaged
CODE OF FEDERAL REGULATIONS, TITLE 34
76.730-76.731 Records related to federal grant programs
 80.32 Equipment acquired with federal funds
80.42 Record retention
 100.B Appendix B Guidelines for eliminating discrimination in career technical education programs
 104.1-104.39 Section 504 of the Rehabilitation Act of 1973
 106.1-106.61 Discrimination on the basis of sex, effectuating Title IX

Management Resources:

CSBA PUBLICATIONS

Orientation to Apprenticeship Overview, Construction Management Task Force Fact Sheet, November 2007

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

2008-2012 State Plan for Career Technical Education

Multiple Pathways to Student Success; Envisioning the New California High School, 2010

Regional Occupational Centers and Programs Operations Handbook March 2008

Model Programs and Practices; Setting Standards for Regional Occupational Centers and Programs (ROCPs), rev. October 2007

Career Technical Education Framework for California Public Schools, Grades Seven Through Twelve, January 2007

California Career Technical Education Model Curriculum Standards, Grades Seven Through Twelve, May 2005

Management of Vocational Education Equipment, April 2000

CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS, DIVISION OF APPRENTICESHIP STANDARDS PUBLICATIONS

Orientation to Apprenticeships: A Guide for Educators, January 2001

WEB SITES

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

Association for Career and Technical Education: <http://www.acteonline.org>

California Association of Regional Occupational Centers and Programs: <http://www.carocp.org>

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

California Department of Education, Career Technical Education: <http://www.cde.ca.gov/ci/ct>

California Department of Employment Development: <http://www.edd.ca.gov>

California Department of Industrial Relations: <http://www.dir.ca.gov>

California Workforce Investment Board: <http://www.calwia.org>

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

University of California, a-g Course Submissions: http://ucop.edu/a-gGuide/ag/course_submissions

U.S. Department of Education, Office of Vocational and Adult Education:

<http://www.ed.gov/about/offices/list/ovae/pi/cte/index.html>

U.S. Department of Labor, Bureau of Labor Statistics: <http://www.bls.gov>

Adopted:

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: DECEMBER 11, 2012

SUBJECT: C.5.b. APPROVE AMENDMENT TO BOARD POLICY 7310 – NAMING OF FACILITY – First Reading

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 7310 – Naming of Facility?

BACKGROUND: Board Policy 7310 is being reviewed at the request of the Board. Board Policy 7310 is being submitted with recommended changes from staff.

ALTERNATIVES:

1. Approve the amendment to Board Policy 7310 – Naming of Facility.
2. Do not amend Board Policy 7310 – Naming of Facility.
3. Adopt a modified version of the amendment to Board Policy 7310 – Naming of Facility.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,



 Anthony W. Knight, Ed.D.
 Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 7000

Facilities

BP 7310(a)

Naming of *School* Facility

It is the intent of the Governing Board that a name be selected for each new school early in the planning process. The Board of Education will make its selection from names suggested by students.

All names shall relate to the geography, ecology, anthropology, or history of the Oak Pak area. The following criteria should also be considered in the selection of a name:

1. Not more than four syllables
2. A name that is easily pronounced
3. A name that is easily spelled
4. A word not easily debased by slang use

The Governing Board places the following limitations on names suggested, and will not accept any suggested names which violate these limitations:

1. No school *or* facility will be named for a living person.
2. No school *or* facility will be given the name of a commercial development unless the name existed in the area prior to the development.

Dedication of Facility

There shall be a formal public dedication of all new schools and major additions to existing schools.

Any name adopted for any new school may not be so similar to the name of any existing district school as to result in confusion to members of the community.

Before adopting any proposed name, the Board shall hold a public hearing at which members of the public will be given an opportunity to provide input.

(cf. 9320 – Meetings and Notices)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 7000

Facilities

BP 7310(b)

Memorials

Upon request, the Board may consider planting commemorative trees, erecting monuments, or dedicating building, parts of buildings, athletic fields, gardens, or other district facilities, in memory of deceased students, staff members, community members, and benefactors of the district.

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

Adopted: 11-16-77

Amended: 2-2-83, 9-4-84, 3-16-93, 3-20-01, 9-17-02, 3-20-12

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: DECEMBER 11, 2012

SUBJECT: C.5.c. APPROVE AMENDMENT TO BOARD POLICY 3290 – GIFTS, GRANTS, AND BEQUESTS—First Reading

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

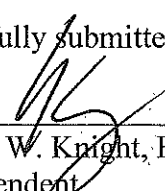
BACKGROUND: Board Policy 3290 is being updated at the request of the board. Board Policy 3290 is being submitted with recommended changes from staff.

ALTERNATIVES:

1. Approve the amendment to Board Policy 3290 – Gifts, Grants, and Bequests.
2. Do not amend Board Policy 3290 – Gifts, Grants, and Bequests.
3. Adopt a modified version of the amendment to Board Policy 3290 – Gifts, Grants, and Bequests.

RECOMMENDATION:
Approval of Alternative #1.

Respectfully submitted,



Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-instructional Operations

BP 3290(a)

Gifts, Grants and Bequests

The Governing Board may accept any gift, grant, or bequest of money, property, or service to the district from any individual, private agency or organization, or other public agency that desires to support the district's educational program. While greatly appreciating suitable donations, the Board shall reject any gifts which may directly or indirectly impair its authority to make decisions in the best interest of district students or its ability or commitment to provide equitable educational opportunities.

(cf. 0100 – Philosophy)

(cf. 0200 – Goals for the School District)

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

(cf. 1260 – Educational Foundation)

Before accepting a gift, grant, or bequest, the Board shall carefully consider any conditions or restrictions imposed by the donor to ensure their consistency with the district's vision, philosophy, and operations. If the Board believes the district will be unable to fully satisfy the donor's conditions, the gift shall not be accepted.

(cf. 0000 – Vision)

In addition, the Board shall ensure that acceptance of the gift, grant, or bequest does not:

1. Involve creation of a program which the Board would be unable to sustain when the donation is exhausted.
2. Entails undesirable or excessive costs
3. Promote the use of violence, drugs, tobacco, or alcohol or the violation of any law or district policy

(cf. 5131.6 – Alcohol and Other Drugs)

(cf. 5131.62 – Tobacco)

4. Imply endorsement of any business or product or unduly commercialize or politicize the school environment

(cf. 1325 – Advertising and Promotion)

5. Conflict with the District mission, vision, policy or moral imperatives and goals.
6. Involve a conflict of interest

Any gift of books and instructional materials shall be accepted only if they meet regular district criteria for selection of instructional materials.

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-instructional Operations

BP 3290(b)

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

All gifts, grants and bequests shall become district property. Donors are encouraged to donate all gifts to the district rather than to a particular school. At the Superintendent or designee's discretion, a gift may be used at a particular school.

When any gift of money received by the district is not immediately used, it shall be placed in the county treasury in accordance with law. (Education Code 41030-410031)

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

(cf. 3440 - Inventories)

(cf. 3460 - Financial Reports and Accountability)

Appreciation

The Board may show appreciation for any donation to the district in any manner it deems appropriate as long as it does not create a conflict of interest. Conferment of any such honor shall be in accordance with applicable Board policy.

(cf. 1150 - Commendations and Awards)

(cf. 7310 - Naming of Facility)

Corporate Sponsorship

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

(cf. 1700 - Relations Between Private Industry and the Schools)

(cf. 3312 - Contracts)

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-instructional Operations

BP 3290(c)

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

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

(cf. 5022 – Student and Family Privacy Rights)

(cf. 5125 – Student Records)

Legal Reference:

EDUCATION CODE

1834 Acquisition of materials and apparatus

35160 Powers and duties

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

41030 School district may invest surplus monies from bequest or gifts

41031 Special fund or account in county treasury

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

41035 Advisory committee

41036 Function of advisory committee

41037 Rules and regulations

41038 Applicability of other provisions of chapter

Management Resources:

WEB SITES

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

Adopted: 1-11-78

Amended: 2-7-84; 3-18-86; 5-2-89; 9-17-02, 12-16-03, 5-18-04, 3-20-12

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 3000

Business and Non-Instructional Operations

AR 3290(a)

Gifts, Grants and Bequests

Education Foundation and Major Gifts Campaign

As major gifts are raised on behalf of Oak Park schools, the following guidelines will be observed:

Definition of Gifts

Unrestricted Gifts – are not designated to support any particular project. The Governing Board may allocate these gifts for any purpose in support of the district at any specific school site.

Restricted Gifts – are designated by the donor to fund a particular site or project. Any gifts over \$25,000 may be designated for projects identified under the Master Plan.

The Governing Board may accept or reject restricted gifts. In the course of the decision making process, among other things, the Board shall consider:

1. Whether the project for which the gift has been designated identified under the master plan.
2. If the gift is insufficient to cover the entire cost of the project.
3. The likelihood of raising additional funds to complete the project, and/or
4. The need for additional personnel associated with the project.

Matching Gifts – are made on condition that additional funds are raised.

Non-Matching Gifts – do not require the condition that any additional funds be raised.

Allocation of Funds

As resources are available, the Governing Board shall allocate funds:

1. To meet matching funds goals, either from gifts previously contributed, or those newly pledge or contributed.
2. To complete the funding of a project when a project has received some restricted support and the amount needed to complete the project is close to the funding goal.

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 3000

Business and Non-Instructional Operations

AR 3290(b)

3. To fund a project that will support the highest academic priority of the schools as recommended by the superintendent.
4. To ensure that various constituencies receive equal consideration in the decision-making process.
5. To provide public relations impact in order to stimulate interest in the goals of the campaign and schools.

Options for naming facilities in appreciation of a gift

Buildings or other facilities funded at a level of 50% or more of the total cost by one donor will be named in honor of the donor or, upon the request of the donor, in honor or in memory of someone.

Major donations for buildings or facilities funded at a level of 50% or more of the total cost made by corporations, businesses, and foundations will be similarly recognized. Any wording, logo, or corporate image displayed will require the Board of Education's approval and be acceptable to community standards.

Prior to acceptance of contributions for naming opportunities, a District Ad Hoc Committee, including the Superintendent or his/her designee, a Principal, the Assistant Superintendent Business Services, **and a Board Member** will be convened to establish minimum amounts of gifts required for naming opportunities to insure consistent practices across the district.

A fixed dollar amount may be set by the District Ad Hoc Committee for naming opportunities are illustrated in the following examples:

Wall of Honor	\$5,000 per plaque
Science lab or Computer lab	\$100,000 per lab
Focus Area, such as a gallery space, gathering place, or alcove	\$100,000
Study Center or Library	\$1 million
Swimming Pool	\$1 million
Performing Arts Center	\$2 million
Athletic Facilities	\$2 million
Gymnasium	\$2 million

Adopted: 9-17-02

Amended: 5-21-04

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: DECEMBER 11, 2012

SUBJECT: VII.1. MONTHLY ENROLLMENT AND ATTENDANCE REPORT

INFORMATION

ISSUE: Shall the Board receive and review a status report on District enrollment and attendance through Month 3 of the 2012-13 school year?

BACKGROUND: As student enrollment and attendance plays a key factor in General Fund revenues, staffing, and expense, it is critical that the Board and Administration carefully monitor these factors in assessing both appropriate student support and the District's financial position. Accordingly, staff has prepared current enrollment and attendance information through the end of the most recent reporting period to assist in this review. This report will be updated and reported to the Board each month at its regular meetings, accompanied by staff analysis of the information.

The Business Office was still finalizing the monthly update as this agenda was going to press. The report will be delivered to the Board upon its completion and will be made available for public review at the same time.

RECOMMENDATION: None. Information only.

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

Respectfully submitted,



 Anthony W. Knight, Ed.D.
 Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 11, 2012
SUBJECT: VII.2. MONTHLY CASH FLOW REPORT

DISCUSSION

ISSUE: Shall the Board receive and review a status report on the District's actual and projected cash flow through November 30th of the 2012-13 fiscal year?

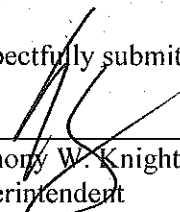
BACKGROUND: The State's funding appropriation schedule for school districts is always challenging, but never more so than now with more than 20% of current year cash being deferred to the subsequent fiscal year. As a consequence, this condition has created significant issues in the management of the District's cash flow. Given this critical period in school district finance, budget, and cash management, the Business Office has developed the attached cash flow report as an ongoing tool to assist the Administration and Board in analyzing and managing its cash and remaining cash-solvent. This report is updated monthly to reflect actual receipts and disbursements and to update projections based on the latest information.

The Business Office was still finalizing the monthly update as this agenda was going to press. The report will be delivered to the Board upon its completion and will be made available for public review at the same time.

RECOMMENDATION: None. Information only.

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

Respectfully submitted,



Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: DECEMBER 11, 2012
SUBJECT: VII.3. MONTHLY MEASURE R BOND FUND FINANCIAL STATUS REPORT
DISCUSSION

ISSUE: Shall the Board receive and review a status report on Measure R Fund income and expenditures through November 30th of the 2012-13 fiscal year?

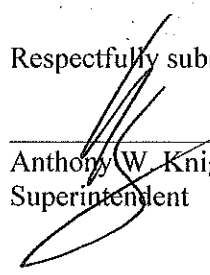
BACKGROUND: On November 4, 2008, Oak Park voters approved Measure R, School Improvement Bond of 2008, authorizing the issuance of general obligation bonds to repair and maintain school district facilities. The Board understands its obligation to use this resource effectively and efficiently to benefit both students and the Oak Park community. As a tool to assist in managing and monitoring the bond program, the Administration has developed the attached Measure R Bond Fund Status Report, which will provide the Board with the most current budget and expenditure information available. This report will be updated and reported to the Board every month at its regular meeting, accompanied by staff analysis of the information.

The Business Office was still finalizing the monthly update as this agenda was going to press. The report will be delivered to the Board upon its completion and will be made available for public review at the same time.

RECOMMENDATION: None. Information only.

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

Respectfully submitted,



Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION

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

DATE: December 11, 2012

SUBJECT: Brookside Elementary School, Monthly Board Report

SCHOOL SITE COUNCIL MEETING:

Brookside Site Council met on November 6th. Agenda items included: Student achievement and goals met for 2012 Single Plan for Improving Student Achievement. New goals for 2013 Single Plan. Next meeting is Jan. 15, 2013.

PROJECT BASED LEARNING:

Kindergarteners re-enacted the story of the Pilgrims and the Wampanoag Indians, who helped them survive. Each class hosted a feast for parents and children. First graders are learning about birds and doing an art project with cardinals. They are also making snow people and writing snow stories. Students in second grade read the book Molly's Pilgrim and made dolls. Third graders used natural materials to create Chumash Villages based on historical drawings and information. Fourth grade students used salt dough to create California landform maps. Fifth grade scientists are learning about the uneven heating of our earth's surface and how convection currents create wind. They will have a chance to investigate atmospheric pressure with hands-on experiments.

PTA REFLECTIONS HONOREES:

On November 26th, nine students received honors at *The Conejo Council PTA 2012 Reflections Night* held at Thousand Oaks High School. Each year, the PTA Reflections Program challenges students to create art inspired by a specific theme. This year's theme is "The Magic of A Moment". Brookside students receiving awards: Derica Chiu, Spencer Driggs, Andrew Hearst, Katie Hearst, Jai Bhatia, Alison Wu, Yale Coopersmith, Alina Tong, and Logan Prince.

EVENTS:

December 11 Disaster Drill
December 13 Holiday Chorus Performance @ 6:30 PM

Respectfully Submitted:



Anthony W. Knight, Ed.D.
Superintendent

TO: Members of the Oak Park Unified School District Board of Education
FROM: Erik Warren, Principal, Oak Hills Elementary School
DATE: December 11, 2012
SUBJECT: Monthly Board Report

Fifth Grade Mural

We all know that students learn best in an environment that is physically and emotionally safe, and where they feel valued and encouraged by their peers. Our 5th grade team has been working with our 'senior' class to build this type of cohesive and supportive learning community. In addition to implementing Responsive Classroom strategies, the teachers developed a creative art project to start off the year. Each student painted a 12" jigsaw puzzle piece with symbols that represent who they are as an individual. The whole grade level then worked together to assemble the 12' X 12' puzzle on the playground. Now the project is on display as a mural, demonstrating that each person possesses individual gifts, and that we all fit together as one class. We owe a big thanks to a few volunteer parents and community members for helping to mount the artwork onto the outside wall of the fifth grade classrooms.

Garden

The Oak Hills garden is planted and looking great. Our crop includes broccoli, cauliflower, onions, peas, kale, cabbage, and several different kinds of lettuce. The fifth grade members of our Botanical Society are working double duty to diagnose and solve some of the challenges of maintaining a 100% organic garden. Reflective tape was installed to discourage birds from sampling our tender baby crops. This all appeared to be working until Thanksgiving break when a hungry rabbit dug under our gate and invited his rabbit family over for a thanksgiving feast! Many plants had to be replaced after rabbit-proofing our garden fence.

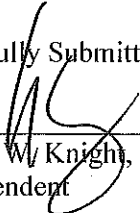
Thanksgiving Celebrations

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

Book Fair

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

Respectfully Submitted;



Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION

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

DATE: December 11, 2011

SUBJECT: Monthly Board Report

Report Card Conferences

Teachers used six days from November 8 to 16 to hold conference with parents regarding the educational progress of their students. Report cards were distributed at this time. The upper grade conferences also included the students so that together as a team, improvement goals could be set up to help ensure future progress.

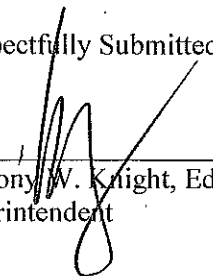
Community Service

Red Oak continues to contribute items to support worthy causes in our community. For the Santa Comes of Agoura program, we collected breakfast food items for a two week period before and after the Thanksgiving holiday. This program helps local families in need.

Holiday Boutique

Our Parent Teacher Association will host a holiday boutique in our Multi-Purpose Room on Thursday, December 6. Currently about 20 vendors are scheduled to set up shop. Everyone is invited to share in the fun of shopping. 20% of the funds raised will be donated back to Red Oak.

Respectfully Submitted:



Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: BRAD BENIOFF, PRINCIPAL, MEDEA CREEK MIDDLE SCHOOL
DATE: DECEMBER 11, 2012
SUBJECT: MONTHLY SCHOOL REPORT

Toys For Tots Week of December 3rd: ASB and PFC helps us to help the Marines provide children this holiday Season with treats.

Winter Concert December 13th @ 6:30p.m.: Music, chorus and holiday cheer: another concert featuring beginning, advanced and Jazz band, and Chorus under our fine Band Director, Elana Levine.

School Tours Continue December 4th and 18th at 9:00 a.m.: Families should meet in the main office for an informative and welcoming tour.

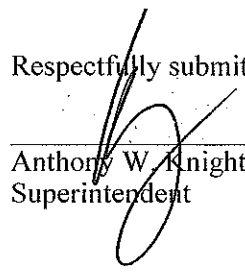
Spelling Bee January 9th at 3:00p.m.: Our annual school event with hopeful middle schoolers competing for a 'next-round' spot.

ASB Dance January 11th 6th grade 5:30-7:30; 7th/8th grade: 6:00-8:00 p.m.: Another enjoyable and safe ways for tweens and teens to spend time with friends, music, games and snacks.

GeoBee January 16 at 3:00 p.m.: The National Geographic Spelling Bee comes to MCMS in this annual event for 6-8th graders.

Ability Awareness Faire January 28th, 29th: 7th graders in PE experience what it is like to have a disability through hands-on activities, under the planning and guidance of terrific parents who out this event on annually.

Respectfully submitted,



Anthony W. Knight, Ed.D.
Superintendent

TO: Members of the Oak Park Unified Board of Education

FROM: Kevin Buchanan, Principal, Oak Park High School

DATE: December 11, 2012

SUBJECT: Monthly Board Report

Fall Athletics

OPHS football team made the CIF playoffs losing in the first round. Boys cross country made it to State finals placing fourth in the state after a very successful season of competition. Thanks to Coach Terry Shorten and all the football coaches and parents who helped through out the season and to XC Coach Al Calce and his coaching staff for a terrific first season. Also thanks to all the dedicated parents who helped at the XC meets and those early morning practice runs. Girls' tennis added a JV team this year thanks to Coach Schnaible for all his efforts. Also thanks to Coach Quinn for his work with the Girls Volleyball this season. All the fall sports awards banquets are scheduled before the winter break.

Winter sports are all off to a good start with boys and girls basketball and soccer playing pre-season tourneys and scrimmages under coaches Aaron Shaw and Kenny Golub. This year for the first time OPHS is fielding a frosh/soph boys and girls soccer teams in addition to JV and Varsity all under the capable guidance of Coaches Bryan Collins and Mark Zeolla.

The Taming of the Shrew

Casting is complete for OPHS production of Shakespeare's Taming of the Shrew January 17 -19. This production will be Shakespeare set in the U.S. Wild West and will incorporate appropriately western sets and costumes.

OPHS Band and Choir Holiday Concert

The OPHS Concert Band, Jazz Band and Choir will be holding their Winter Concert performing Friday, Dec. 7th at 7:00.

California Distinguished School Application

Oak Park High School has been deemed eligible to apply for the California Distinguished School Award. We must identify two signature practices and prepare for a site visit by a team of evaluators. We have decided to highlight our Special Education inclusion program and our counseling support services including peer counseling and Safe School Ambassadors. The application is due December 10 and the visit is sometime next March.

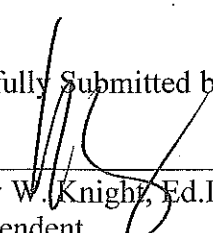
Life Skills Retreat

The first life skills retreat took place on November 28-December 1 and once again it is a very popular element of the students' senior OPHS experience.

College Applications

Students and counselors have been very busy meeting the November 30 application deadline and more and more students are applying early action and early decision. Financial Aid workshops are scheduled as the FAFSA looms on Dec 31st.

Respectfully Submitted by:



Anthony W. Knight, Ed.D.
Superintendent

TO: Members of the Oak Park Unified Board of Education

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

DATE: December 11, 2012

SUBJECT: Monthly Board Report

Oak View High School

Our enrollment has increased to 49 students and we are excited to have other referral(s).

Students collected for our Food Drive in collaboration with the Santa Comes to Agoura project. ASB leaders delivered our donation to the Do It Center on November 16th.

Ms. Allen has initiated a literary magazine and our student writers are very busy and excited with their new project.

Our microscopes were refurbished and we are looking forward to enhancing our science program and labs, under the direction of Mrs. Nicole Simmons, our new teacher. Nicole will provide some labs for OPIS, as well.

Our new restrooms are wonderful, as well as our video security system. Thank you, OPUSD !

Independent School

Our enrollment is projected to reach capacity by the end of January. We are working on plans to provide for additional students if necessary.

Our high profile student enrollment continues to grow in numbers. Parents and students commonly express their gratitude for finding us. It is really neat for our staff. Kate Thompson met with Gabby Douglas this week, traveling to Gabby's hotel, as she was appearing on Dancing with the Stars. Her mom was so happy to be with Oak Park and couldn't thank Kate enough. We hope to see Gabby in Oak Park occasionally.

Additional hands-on science labs are planned, as Nicole Simmons will be the instructor, using our Oak View lab facility to host our OPIS students.

We are enhancing student recognition events, as we present certificates of appreciation to students involved in community service and other school events.

The ASB food drive is concluded on November 15th and the donations will be delivered to Manna.

Our teachers are meeting together to review common essay assignments given to all high school students. A common rubric is used and the faculty members are exchanging their instructional techniques and discussing ways to improve student writing in future essays. This has been a very informative and worthwhile experience for our staff.

Respectfully submitted,



Anthony W. Knight, Ed.D.
Superintendent

TO: Members of the Oak Park Unified School District Board of Education
FROM: Kim Gregorchuk, Director, Oak Park Neighborhood School
DATE: December 11, 2012
SUBJECT: Monthly Board Report

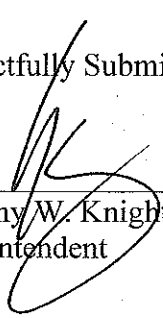
November has flown by and we are already practicing our songs for our holiday concert. The children celebrated Thanksgiving by making pumpkin pudding and pumpkin pancakes that they shared with one another. They also made pinecone turkeys for their home Thanksgiving tables.

The children have also started noticing the change in the trees and plants growing on our school campus. They are collecting leaves, sticks, and small "treasures" as they go on walks around the school, then classifying and sorting the materials. These materials will be available for the children to use in their work in the classroom and atelier.

Our Parent Advisory Board held an afterschool fundraiser, "Fall Fun Day". Parents provided activities for the children and supervised their play on the playground from 1:00pm to 3:00pm. The PAB charged each child \$20.00 for the additional two hours of play and cleared \$540 from the event.

Our holiday concert will be on December 13th at 9:30am in the multipurpose room at Oak Hills. You are all invited.

Respectfully Submitted;



Anthony W. Knight, Ed.D.
Superintendent