

OAK PARK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA #847

DATE: August 16, 2011

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

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

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

BOARD OF EDUCATION

Barbara Laifman, President

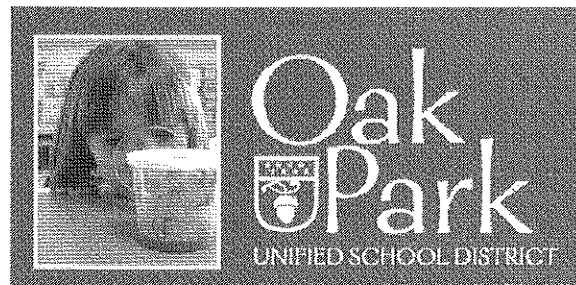
Jan Iceland, Vice President

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

Cliff Moore, Consultant

Jane Mintz, Director, Educational Technology

Susan Roberts, Director, Pupil Services

COPY OF ENTIRE AGENDA ON WEB SITE
WWW.OAKPARKUSD.ORG

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

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

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

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

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

Interested parties may review the recording upon request.

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

NEXT REGULAR MEETING

Tuesday, September 20, 2011

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

Oak Park High School, Presentation Room, G9

AGENDA IS POSTED AT THE FOLLOWING LOCATIONS IN OAK PARK:

District Office, 5801 East Conifer St.

Brookside Elementary School, 165 N. Satinwood Ave.

Oak Hills Elementary School, 1010 N. Kanan Rd.

Red Oak Elementary School, 4857 Rockfield St.

Medea Creek Middle School, 1002 Double Tree Rd

Oak Park High School, 899 N. Kanan Rd.

Oak View High School, 5701 East Conifer St

Oak Park Library, 899 N. Kanan Rd.

Internet Home Page: www.oakparkusd.org

OAK PARK UNIFIED SCHOOL DISTRICT

AGENDA – REGULAR BOARD MEETING #847

August 16, 2011

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

CLOSED SESSION: 5:00 p.m.

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

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

I. CALL TO ORDER: _____ p.m.

II. PUBLIC SPEAKERS – CLOSED SESSION AGENDA ITEMS

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

A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

B. PUBLIC EMPLOYEE EMPLOYMENT: Campus Supervisor, Senior Accountant, Computer Technician, Clerical Sub, Custodian Sub, Campus Supervisor Sub, Science Teacher, Humanities Teacher, Math Teachers (3), Secondary Special Education Teacher, School Psychologist, Elementary Special Education Teachers (2), Elementary Teachers (4), Pre-School Special Education Teacher, Secondary Counselor

C. CONFERENCE WITH LABOR NEGOTIATORS:

Agency designated representatives: Leslie Heilbron and Martin Klauss

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

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

A. ROLL CALL

B. FLAG SALUTE

C. REPORT OF CLOSED SESSION ACTIONS TAKEN

D. ADOPTION OF AGENDA

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

VI. OPEN COMMUNICATIONS/PRESENTATIONS

A. BOARD REPORTS/DISCUSSION/COMMUNICATIONS

1. Remarks from Board Members
2. Remarks from Superintendent
3. Report from Facilities Planning Committee

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

C. BUSINESS SESSION:

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

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

- a. **Approve Minutes of Special Board Meeting June 14, 2011, Special Board Meeting June 20, 2011, Regular Board Meeting June 21, 2011, and Special Board Meeting June 30, 2011**
- b. **Public Employee/Employment Changes 01CL21625-01CL21675 & 01CE05268-01CE05313** 1
- c. **Approve Purchase Orders –June 1 – July 31, 2011** 5
Board Policy 3300 requires Board approval of Purchase Orders
- d. **Approve Quarterly Report on Williams Uniform Complaints – July 2011** 18
Education Code 35185 requires Board approval of each quarterly report regarding complaints against the District by the public regarding textbooks and instructional materials, teacher vacancy or misassignment or facility conditions
- e. **Approve Disposal of Obsolete or Surplus Instructional Materials, Books and or Library Books** 20
Board approval required for disposal of District materials and books
- f. **Approve Renewal of Consultant Agreement for FCC E-Rate Program Application and Audit Services** 23
Board Policy 3312 required Board approval for contract for services
- g. **Approve Renewal of Agreement with the Ventura County Office of Education for 2011-12 Data Processing Services** 30
Board Policy 3312 required Board approval for contract for services
- h. **Approve Student Teaching Agreement with California State University Northridge** 32
Board Policy 3312 required Board approval for contract for services

ACTION

2. BUSINESS SERVICES

- a. **Approve Notice of Completion, Project 10-12R, Oak Park High School Gymnasium Roof Replacement** 35
Board approval required for job completion
- b. **Approve 2011-12 Health Benefit Plans** 39
Board Policy 3312 required Board approval for contract for services
- c. **Approve Award of Bid 11-17, School Bus Transportation** 47
Board Policy 3312 required Board approval for contract for services
- e. **Approve Authorization to Purchase Technology Equipment under the California Multiple Award Schedule (CMAS)** 49
Board Policy 3312 required Board approval for contract for services
- f. **Approve Resolution #11-17 Authorizing District Participation in K-3 Class Size Reduction Program** 53
SB 1777 requires Board approval for Class Size Reduction funding
- g. **Approve Procedures to Accept Students under the Interdistrict Transfer Memorandum of Understanding** 57
Board approval of procedures to accept students under County Memo of Understanding
- h. **Approve Donations** 59
Board Policy 3290 requires Board approval for donations to the District

- 3. BOARD**
 - a. Approve Proposed Board Meeting Schedule for the 2011-12 School Year 61**
Board approval required for meeting schedule
 - b. Approve 2011-2012 Moral Imperatives and Goals 63**
Board approval for Moral Imperatives and Goals
 - c. Review Response to Ventura County Grand Jury Report – School Bus Safety 65**
Board will review and discuss the Ventura County Grand Jury Report – School Bus Safety
 - d. Appoint Members of the Citizens’ Oversight Committee 67**
Board will appoint new members of the Citizens’ Oversight Committee
- 4. BOARD POLICIES**
 - a. Approve Amendment to Board Policy 1100 – Communication with the Public – Second Reading 69**
Board policy expands possible methods of communication. Section on “Prohibition Against Mass Mailings at Public Expense” expanded to include additional definition of mass mailing related to ballot measures, candidates, legislative activities, and other campaign activities.
 - b. Approve Amendment to Board Policy 1160 – Political Processes – Second Reading 75**
Board policy revised to reflect new court decision which details the appropriate use of district resources for election purposes. Consistent with the court’s decision, the policy clarifies that it is a permissible informational activity for the Board to adopt a resolution in support of or in opposition to a ballot measure as long as the resolution and other materials do not urge voters to act in a certain way and as long as the distribution of the materials is consistent with regular district practice.
 - c. Approve Amendment to Board Policy 3550 – Food Service/Child Nutrition Program – Second Reading 81**
Board policy updated to reflect new federal law (P.L. 111-296) which reauthorized and revised requirements for the National School Lunch and Breakfast Programs.
 - d. Approve Amendment to Board Policy 3551 – Food Service Operations/Cafeteria Fund – Second Reading 87**
Board policy updated to reflect requirements of new federal law (P.L. 111-296) re: pricing of full-price meals, upcoming USDA guidance on indirect costs, and upcoming regulations on qualifications and training of food service personnel.
 - e. Approve Amendment to Board Policy 3553 – Free and Reduced Price Meals – Second Reading 91**
Mandated board policy adds new language re: providing free milk through federal Special Milk Program and releasing information from the free and reduced-price meal application when eligible students transfer to another district or private school.
 - f. Approve Amendment to Bylaws of the Board 9223 – Filling Vacancies – 2nd Reading 95**
Suggested amendment is to ask a former Board Member to fill a vacancy without conducting a search for any other candidates to fill the vacancy until the next regularly scheduled Board election or the term is completed, whichever comes first.
 - g. Approve Amendment to Board Policy 3513.3 – Tobacco-Free Schools – 1st Reading 101**
Mandated board policy revised to reflect California Department of Education requirements, as a condition for receipt of Tobacco-Use Prevent Education (TUPE) funding, related to certification of compliance with tobacco-free schools requirements. Policy adds definition of prohibited products, including nicotine delivery devices such as electronic cigarettes to minors.
 - h. Approve Amendment to Board Policy 4158, 4258, 4358 – Employee Security – First Reading 105**
Updated policy reflects new court decision which ruled that the issuance of a temporary restraining order and injunction against a person who had verbally threatened a city official was not a violation of that person’s right to free speech and right to access to a public place.

- i. Approve Amendment o Board Policy 5131.62 – Tobacco – First Reading 109**
Policy revised to provide examples of prohibited tobacco products in accordance with law and add prohibition of nicotine delivery devices such as electronic cigarettes, consistent with new law, SB 882, which make it unlawful for a person to sell or furnish an electronic cigarette to a minor
- j. Approve Amendment to Board Bylaw 9123 – Clerk – First Reading 115**
Bylaw revised to clarify which boards are required by law to appoint a clerk from among their members at the annual organizational meeting, and to clarify duties of the clerk.
- k. Approve Amendment to Board Bylaw 9140 – Board Representatives – First Reading 117**
Revised bylaw recognizes that participation of Board members on district or community committees supports the Board's community leadership role. Bylaw also adds responsibility of Board representative to report back to the Board regarding committee activities and/or actions, and clarifies which board must designate a voting representative to elect members of the county committee on school district organization.
- l. Approve Amendment to Board Bylaw 9323.2 – Actions By The Board – 1st Reading 121**
Bylaw updated and reorganized to clarify the circumstances under which the Brown Act permits the Board to discuss or take action on items that are not on the posted agenda. Bylaw also revised to delineate the Board's options upon a receipt of a demand to "cure and correct" an alleged Brown Act violation.

VII. INFORMATION ITEMS

- 1. Update on Closeout of District Construct and Repair Projects**

VIII. OPEN DISCUSSION

IX. ADJOURNMENT:

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

**MINUTES OF SPECIAL BOARD MEETING 6-14-11
BOARD OF EDUCATION**

#841

CALL TO ORDER/MEETING PLACE

The Board of Education President, Ms. Barbara Laifman, called the special board meeting to order at 4:05 p.m. at Oak Park Unified School District, 5801 E. Conifer Street, Oak Park, CA, Conference Room.

PLEDGE OF ALLEGIANCE

Barbara Laifman led the Pledge of Allegiance to the Flag

BOARD PRESENT

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

STAFF PRESENT

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

PUBLIC COMMENTS

None

ACTION

Review and Revise Questions for Provisional Candidates

Interview Provisional Candidates for Open Board of Education Seat

Approve Award of Bid 11-09R, Playground Repair and Replacement at Oak Hills Elementary School or Authorize Superintendent to Award Bid

On motion of Jan Iceland, seconded by Allen Rosen, the Board of Education approved tabling this item to the Regular Board Meeting on Tuesday, June 21, 2011. Motion carried 4-0.

Budget Student Session

Martin Klauss presented further information on the Budget Student Session

There being no further business before this Board, the Board adjourned to Closed Session at 8:35 p.m.

Date

President of the Board

Date

Clerk or Secretary of the Board

**MINUTES OF SPECIAL BOARD MEETING 6-20-11
BOARD OF EDUCATION**

#842

CALL TO ORDER/MEETING PLACE

The Board of Education President, Ms. Barbara Laifman, called the special board meeting to order at 6:03 p.m. at Oak Park Unified School District, 5801 E. Conifer Street, Oak Park, CA, Conference Room.

PLEDGE OF ALLEGIANCE

Barbara Laifman led the Pledge of Allegiance to the Flag

BOARD PRESENT

Ms. Barbara Laifman, President, Ms. Jan Iceland, Vice President, and Mr. Allen Rosen, Clerk.
Ms. Mary Pallant, Member was present by phone.

STAFF PRESENT

Dr. Tony Knight, Superintendent and Ms. Linda Sheridan, Executive Assistant.

PUBLIC COMMENTS

None

ACTION

Deliberate to make choice of Provisional Candidate for Open Board of Education Seat

Approve Appointment of Provisional of School Board Member

On nomination of Jan Iceland, seconded by Barbara Laifman, the Board of Education approved the nomination and election of Sepideh Yeoh as the Provisional Member of the Board of Education. Motion carried 4-0.

There being no further business before this Board, the Board adjourned to Closed Session at 7:15 p.m.

Date

President of the Board

Date

Clerk or Secretary of the Board

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

6-21-11

#843

CALL TO ORDER/MEETING PLACE

The Board of Education President, Ms. Barbara Laifman, called the regular meeting to order at 5:35 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

BOARD PRESENT

Ms. Barbara Laifman, President; Ms. Jan Iceland, Vice President, and Mr. Allen Rosen, Member

BOARD ABSENT

Ms. Mary Pallant, Member

PUBLIC COMMENTS

None

ADJOURN TO CLOSED SESSION

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

CALL TO ORDER/MEETING PLACE

The Board of Education President, Barbara Laifman, reconvened the regular meeting to order at 6:10 p.m. in the Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

BOARD PRESENT

Ms. Barbara Laifman, President, Ms. Jan Iceland, Vice President, and Mr. Allen Rosen, Member

BOARD ABSENT

Ms. Mary Pallant, Member

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 and Ms. Linda Sheridan, Executive Assistant.

FLAG SALUTE

Alan, Michelle and Alicia Roll led the Pledge of Allegiance to the Flag

REPORT ON CLOSED SESSION

At the Closed Session held on June 14, 2011 the Board took no action and at the Closed Session held this evening the Board took no action.

ADOPTION OF AGENDA

On motion of Allen Rosen, seconded by Jan Iceland, the Board of Education adopted the agenda except to table item A1 until Special Board Meeting June 30, 2011, table item B3 until September, move item C.1.k off Consent Agenda to an Action Item. Motion carried 3-0-1 Absent.

PUBLIC SPEAKERS

None

PRESENTATIONS

Dr. Knight and the Board of Education presented a plaque, Randy McLelland presented a photo signed by the Safe Kids Ambassadors and Louise Rishoff, a representative from Assemblymember Brownley's office, presented an Assembly Resolution to the family of Marie Panec.

Dr. Knight and the Board of Education presented Certificates of Recognition to Oak Park High School Idea to Impact students who earned 1st place for their project "The Whale": Rebecca Gordon, Kathleen McKeegan, Kayla Sadwick, Sam Hirsch, Justin Orens, and Jacob Wyner.

Dr. Knight and the Board of Education presented Certificates of Recognition to Medea Creek Middle School Idea to Impact students who earned 1st place for their project "Paper or Plastic – Neither!": Irena Yang, Jessica Ji, Paula Martin, Katherine Kim, Yael Karoly, and Jianna Zeolla.

Dr. Knight and the Board of Education presented Certificates of Recognition to Oak Park High School QuikSCience Challenge students who earned 1st place for their project "A is for Algae": Nirupam Nigam, Avyay Panchapakesan, Amos Too, Steffan Kim, Tiffany Wu, Michael Ebert, and Vivian Rotenstein.

Dr. Knight and the Board of Education presented Certificates of Recognition to Oak Park High School Solar Boat Team students who earned 1st place Rookie Division: Abhishek Bhustada, Kristen Bender, David Zia, Catherine Shi, Aakash Jha, Shayan Moghimi, Cathy Sun, Cole Berweiler, Melissa Kaidin, Josh Guttermann, Riley McCullough, Devin McCullough and Rochelle Silverman.

Dr. Knight and the Board of Education recognized Eric Pai, who was not present, with a Certificate of Recognition for his work in creating and spearheading a Green Team/recycling at Oak Park High School.

REPORT FROM BOARD MEMBERS

Board Member Jan Iceland congratulated everyone on the great graduation ceremonies, they were all wonderful, especially Kevin Buchanan for his first at OPHS. Congratulations to all the students who participated in the Mock Congressional Hearing. Ms. Iceland thanked Martin and Barbara for getting the numbers to the Board and for their hard work on the budget. She thanked all the people who applied for the Provisional appointment. Board Member Allen Rosen also attended all the graduation ceremonies and was very impressed. It gave him a better understanding of the scope of the district. He also thanked all the people who applied for the Provisional appointment. There were seven people who showed passion and enthusiasm for the district. Mr. Rosen was lucky to be a Judge for the 5th Grade Mock Congressional Hearing at CLU and he attended the MCMS Band concert. Board Member Barbara Laifman attended MCMS Open House, the Our Children are Our Focus Committee, the OPHS Senior Awards Night, and the OHES Open House. She also attended the 5th Grade Mock Congressional Hearing as a parent of a 5th grader, read to students at ROES, attended the OPIS Culmination, Sandy Hindy's retirement reception, MCMS art show, and OHES spirit assembly.

REPORT FROM SUPERINTENDENT

Dr. Knight reported the school year ended nicely. He made a special presentation to Martin Klauss who completed a two year Business Managers Program at USC.

Report from Facilities Planning Committee

Tom Wulf reported on the continuing work of the Committee.

DISCUSSION ITEMS

DSA Program Certification Update

The Board received and accepted the Annual Report of the Citizen's Oversight Committee on Measure R, C6 and C.

C.1. CONSENT AGENDA

On motion of Jan Iceland, seconded by Allen Rosen, the Board of Education approved the Consent Agenda. Motion carried 3-0-1 Absent.

- a. Approve Minutes of Regular Board Meeting May 17, 2011, and Special Board Meeting June 7, 2011
- b. Public Employee/Employment Changes 01CL21608-01CL21624 & 01CE05193-01CE051
- c. Approve Purchase Orders –May 1 – May 31, 2011
- d. Approve Overnight Trip for Oak Park High School Cross Country Team – August 14-19, 2011
- e. Approve Overnight Trip for Oak Park High School Girls' Volleyball Team – August 27-28, 2011
- f. Approve Overnight Trip for Oak Park High School Girls' Volleyball Team – September 9-12, 2011
- g. Approve Overnight Trip for Oak Park High School Cross Country Team – October 7-8, 2011
- h. Approve Overnight Trip for Oak Park High School Advanced Peer Counseling Retreat – October 8-9, 2011
- i. Approve Overnight Trip for Oak Park High School Cheer Squads – July 28-31, 2011
- j. Approve Out of State Travel for Certificated Employees to Attend the Columbia Reading/Writing Project at Teachers College, Columbia University in New York City – June 26-July 1, 2011, July 5-9, 2011 and August 8-12, 2011-Funded by Federal Grant-Title IIA
- l. Approve Out of State Travel for Certificated Employees to Attend World Language Conference in St. Louis – July 18-22, 2011 – Funded by FLAP Grant
- m. Approve Renewal of Contract with School Services of California for 2011-2012
- n. Approve Second Period Attendance Report
- o. Approve Out of State Travel for Certificated Employee to Attend SMART Technology Executive Briefing in Calgary, Canada – July 13-16, 2011 – Funded by Title IIA

ACTION

1. k. Approve Contract for Legal Services with Fagen Friedman & Fulfrost

On motion of Jan Iceland, seconded by Allen Rosen, the Board of Education approved the Contract for Legal Services with Fagen Friedman & Fulfrost. Motion carried 3-0-1 Absent.

2. BUSINESS SERVICES

a. Approve Award of Bid 11-9R, Playground Repair and Replacement at Oak Hills Elementary School

On motion of Allen Rosen, seconded by Jan Iceland, the Board of Education approved the Award of Bid #11-09R, Playground Repair and Replacement at Oak Hills Elementary School, Base Bid and Deductive Alternate #1, \$242,318 to Berry General Engineering of Ventura, CA. Motion carried 3-0-1 Absent.

b. Review and Evaluation of Oak Park Citizens' Oversight Committee Structure and Approve Aligning Membership Term to Fiscal Year

On motion of Allen Rosen, seconded by Jan Iceland, the Board of Education approved aligning membership terms of the Oak Park Citizen's Oversight Committee to fiscal year. Motion carried 3-0-1 Absent.

- c. **Approve Authorization to Establish New Classified Service Position - Senior Accountant**
On motion of Jan Iceland, seconded by Allen Rosen, the Board of Education tabled this item until Special Board Meeting June 30, 2011. Motion carried 3-0-1 Absent.
- d. **Public Hearing Adoption of the 2011-2012 Budget**
Public Hearing Opened at 8:25 p.m. No Public Comments Public Hearing Closed at 8:26 p.m.
On motion of Allen Rosen, seconded by Jan Iceland, the Board of Education approved the Adoption of the 2011-2012 Budget. Motion carried 3-0-1 Absent.

3. **CURRICULUM**

- a. **Approve 2012-2013 Classified Holiday Calendar**
On motion of Allen Rosen, seconded by Jan Iceland, the Board of Education approved the 2012-2013 Classified Holiday Calendar. Motion carried 3-0-1 Absent.
- b. **Approve Consolidated Programs Application – Part I -2011-2012**
On motion of Jan Iceland, seconded by Barbara Laifman, the Board of Education approved the Consolidated Program Application – Part I 2011-2012. Motion carried 3-0-1 Absent.

4. **BOARD**

- a. **Approve California School Boards Association Membership Dues (\$6,723) and Education Legal Alliance Membership Dues (\$1,681) for 2011-2012**
On motion of Jan Iceland, seconded by Allen Rosen, the Board of Education approved the California School Board Association Membership Dues and Education Legal Alliance Membership Dues for 2011-2012. Motion carried 3-0-1.
- b. **Review and Discuss Ventura County Grand Jury Report – School Bus Safety**
On motion of Barbara Laifman, seconded by Jan Iceland, the Board of Education accepted and will respond in August to the Ventura County Grand Jury Report – School Bus Safety. Motion carried 3-0-1.
- c. **Approve Certification of Signatures**
On motion of Jan Iceland, seconded by Allen Rosen, the Board of Education tabled this item to June 30, 2011. Motion carried 3-0-1 Absent.

5. **BOARD POLICIES**

- a. **Approve Amendment to Board Policy 1100 – Communication with the Public – First Reading**
On motion of Jan Iceland, seconded by Allen Rosen, the Board of Education approved the Amendment to Board Policy 1100 – Communication with the Public and will develop a communication plan with the Governance Team. Motion carried 3-0-1 Absent.
- b. **Approve Amendment to Board Policy 1160 – Political Processes – First Reading**
On motion of Jan Iceland, seconded by Allen Rosen, the Board of Education approved the amendment of Board Policy 1160 – Political Processes. Motion carried 3-0-1 Absent.
- c. **Approve Amendment to Board Policy 3550 – Food Service/Child Nutrition Program – First Reading**
On motion of Jan Iceland, seconded by Allen Rosen, the Board of Education approved the amendment of Board Policy 3550 – Food Service/Child Nutrition Program. Motion carried 3-0-1 Absent.

d. Approve Amendment to Board Policy 3551 – Food Service Operations/Cafeteria Fund – First Reading

On motion of Allen Rosen, seconded by Jan Iceland, the Board of Education approved the amendment of Board Policy 3551 – Food Service Operations/Cafeteria Fund. Motion carried 3-0-1.

e. Approve Amendment to Board Policy 3553 – Free and Reduced Price Meals – First Reading

On motion of Allen Rosen, seconded by Jan Iceland, the Board of Education approved the amendment to Board Policy 3553 – Free and Reduced Price Meals. Motion carried 3-0-1 Absent.

f. Approve Amendment to Bylaws of the Board 9223 – Filling Vacancies – 1st Reading

On motion of Allen Rosen, seconded by Jan Iceland, the Board of Education approved the amendment to Board Policy 9223 – Filling Vacancies. Motion carried 3-0-1 Absent.

VII. INFORMATION ITEMS

Mr. Rosen had a question about the Absence Report.

Technology Sub-Committee – Mary Pallant and Allen Rosen will serve on this committee

At the June 30 Special Meeting, the Board should come prepared to set a meeting to discuss the Moral Imperatives.

VIII. OPEN DISCUSSION

There being no further business before this Board, the Regular meeting is declared adjourned at 10:10 p.m.

Date

President of the Board

Date

Clerk or Secretary of the Board

**MINUTES OF SPECIAL BOARD MEETING 6-30-11
BOARD OF EDUCATION**

#844

CALL TO ORDER/MEETING PLACE

The Board of Education President, Ms. Barbara Laifman, called the regular meeting to order at 5:36 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

BOARD PRESENT

Ms. Barbara Laifman, President, Ms. Jan Iceland, Vice President, and Mr. Allen Rosen, Member

BOARD ABSENT

Ms. Mary Pallant, Member

PUBLIC COMMENTS

None

ADJOURN TO CLOSED SESSION

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

CALL TO ORDER/MEETING PLACE

The Board of Education President, Barbara Laifman, reconvened the regular meeting to order at 6:13 p.m. in the Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

BOARD PRESENT

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

STAFF PRESENT

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

FLAG SALUTE

Sepideh Yeoh led the Pledge of Allegiance to the Flag

REPORT ON CLOSED SESSION

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

ACTION

1. Administer Oath of Office

Linda Sheridan administered the Oath of Office to Sepideh Yeoh

2. Approve Change Order #1, Project 11-01R, Science Lab Rehabilitation at Oak Park High School

On motion of Jan Iceland, seconded by Mary Pallant, the Board of Education approved Change Order #1, Projection 11-01R, Science Lab Rehabilitation at Oak Park High School. Motion carried 5-0.

3. **Approve Change Order #1 for Project 10-01R Fire Alarm System Replacement – Bid 10-01R-A (Oak Park High School and Oak Hills Elementary School), Bid 10-01R-B (Brookside Elementary and Red Oak Elementary Schools), and Bid 10-01R-C (Medea Creek Middle School, Oak View High School and District Office)**

On motion of Allen Rosen, seconded by Jan Iceland, the Board of Education approved Change Order #1 for Project 10-01R Fire Alarm System Replacement – Bid 10-01R-A (Oak Park High School and Oak Hills Elementary School), Bid 10-01R-B (Brookside Elementary and Red Oak Elementary Schools), and Bid 10-01R-C (Medea Creek Middle School, Oak View High School and District Office). Motion carried 5-0.

4. **Approve Expulsion of Student in Disciplinary Case #05-10/11**

On motion of Jan Iceland, seconded by Mary Pallant, the Board of Education approved Expulsion in Disciplinary Case #05-10/11. Motion carried 5-0.

5. **Approve Annual Certification of Signatures for 2011-12**

On motion of Mary Pallant, seconded by Jan Iceland, the Board of Education approved the Annual Certification of Signatures for 2011-12. Motion carried 5-0.

6. **Approve Authorization to Establish New Classified Service Position – Senior Accountant**

On motion of Jan Iceland, seconded by Allen Rosen, the Board of Education approved establishing New Classified Service Position – Senior Accountant with the Director and Senior Accounting documenting their time for Measure R and C6 projects and documentation will be back checked by Assistant Superintendent and anyone who supports the COC will be documented and not charged to Measure R. Motion carried 5-0.

7. **Approve Resolution #11-16 – Reducing or Discontinuing Particular Kinds of Service for Classified Employees**

On motion of Allen Rosen, seconded by Jan Iceland, the Board of Education approved Resolution #11-16 – Reducing or Discontinuing Particular Kinds of Service for Classified Employees. Motion carried 5-0.

8. **Approve Interdistrict Transfer Memorandum of Understanding**

On motion of Jan Iceland, seconded by Sepideh Yeoh, the Board of Education approved the Memorandum of Understanding that staff will bring to August meeting a plan with procedures for MOU students. Motion carried 5-0.

9. **Reassign Board Representation on District Committees**

The Board chose District Committee assignments.

The Board chose August 11, 2011 at 10 a.m. for the Board Retreat and August 9, 2011 at 6 p.m. to interview Citizen's Oversight Committee candidates.

There being no further business before this Board, the Board adjourned to Closed Session at 7:35 p.m.

Date

President of the Board

Date

Clerk or Secretary of the Board

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, Superintendent

DATE: AUGUST 16, 2011

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

Consent

ISSUE: Approval/ratification of certificated personnel actions.

AUTHORIZATION TO EMPLOY

Number	Name	Classification	Start Date	Fund	Site/Grade
01CE05268	Marta Graves	Science Teacher	8/29/11	General	MCMS
01CE05269	Steve Peterson	Humanities Teacher	8/29/11	General	MCMS
01CE05270	Paula Franco	Math Teacher	8/29/11	General	MCMS
01CE05271	Jacquelyn Lac	Math Teacher	8/29/11	General	OPHS
01CE05272	Lauren Dakin	Math Teacher	8/29/11	General	OPHS
01CE05273	Scott Deck	Secondary SP Ed Teacher	8/29/11	General	OPHS
01CE05274	Dara Glikmann	School Psychologist	8/29/11	General	DO
01CE05275	Lacey Williams	Elem Special Ed Teacher	8/29/11	General	BES
01CE05276	Theresa Gray	Elementary Teacher	8/29/11	General	BES
01CE05277	Emily Trowbridge	Elementary Teacher	8/29/11	General	OHES
01CE05278	Anglea Folendorf	Elementary Teacher	8/29/11	General	OHES
01CE05279	Kimberly Caffee	Elem Special Ed Teacher	8/29/11	General	OHES
01CE05280	Marci Sprouse	Pre-School Special Ed Teacher	8/29/11	General	OPNS
01CE05281	Laura Ornstein	Elementary Teacher	8/29/11	General	ROES
01CE05282	Jeremy Rogers	Secondary Counselor	8/29/11	General	OV/OPIS/MCMS

AUTHORIZATION TO PAY STIPEND

Number	Name	Assignment	Effective	Fund	Amount	Site
01CE05283	Nina Johnson	Summer Writing Comm.	7/11-7/15/11	Curr	500.00	ROES
01CE05284	Grace McKeegan	Summer Writing Comm.	7/11-7/15/11	Curr	300.00	ROES
01CE05285	Barbara Harrison	Summer Writing Comm.	7/11-7/15/11	Curr	300.00	OPIS
01CE05286	Susie Rossiter	Summer Writing Comm.	7/11-7/15/11	Curr	500.00	OHES
01CE05287	Denise Keane	Summer Writing Comm.	7/11-7/15/11	Curr	300.00	OHES
01CE05288	Kim Annino	Summer Writing Comm.	7/11-7/15/11	Curr	500.00	BES
01CE05289	Shawn Williams	ESY Summer School	6/21-7/22/11	ESY	50.89 hr	MCMS
01CE05290	Doreen Oswaks	ESY Summer School	6/21-7/28/11	ESY	50.89 hr	OPHS
01CE05291	Tim Chevalier	Administrator ESY	6/21-7/22/11	ESY	2,000.00	MCMS
01CE05292	Laila Jafari	Pre-School ESY	6/27-7/22/2011	ESY	43.60 hr	OPNS
01CE05293	Aaron Shaw	Summer Cond. B BktBall	6/20-7/28/2011	ASB	2100.00	OPHS
01CE05294	Tim Chevalier	Summer Cond. B BktBall	6/20-7/28/2011	ASB	2100.00	OPHS
01CE05295	Brenda Pasqua	Summer Cond. Athletic Train	7/7-7/29/11	ASB	2500.00	OPHS
01CE05296	Mark Jacobs	Football Summer Cond.	6/20-7/22/11	ASB	2000.00	OPHS
01CE05297	Brenda Pasqua	Advisory Committee ROP	5/2011	General	220.00	OPHS
01CE05298	Al Calce	Mt. Sac	9/14-10/15/10	PFA	100.00	MCMS
01CE05299	Ken Paulson	Robotics Club Advisor	2010-2011	Site	900.00	OPHS
01CE05300	Matt Kracht	Solar Club Advisor	2010-2011	Site	900.00	OPHS
01CE05301	Cheryl DiSpaltro	College & Career Counselor	12/1/10-6/15/11	Site	9000.00	OPHS
01CE05302	Cheryl DiSpaltro	AP Testing	5/2011	Site	2250.00	OPHS
01CE05303	Cheryl DiSpaltro	Aca Deca	9/10-2/5/11	Site	1000.00	OPHS

IN-SERVICE CHANGE

Number	Name	Change	Effective	Fund	Site
01CE05304	Jennifer Hankins	2 nd year LOA	2011-2012	General	OPHS
01CE05305	Stacy Dishlip	2 nd year LOA	2011-2012	General	OHES
01CE05306	April Driscoll	1 st year LOA	2011-2012	General	OHES
01CE05307	Nicole Elsokary	1 st year LOA	2011-2012	General	BES

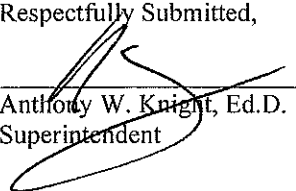
01CE05308	Cynthia Koepcke	1 st year LOA	2011-2012	General	MCMS ²
01CE05309	Kristin Nave	1 st year LOA	2011-2012	General	DO
01CE05310	Jackie Greenhill	1.0 FTE to .6 FTE	2011-2012	General	BES
01CE05311	Alison Stein	1.0 FTE to .8 FTE	2011-2012	General	MCMS
01CE05312	Janet Convey	1.0 FTE to .8 FTE	2011-2012	General	ROES
01CE05313	Matt Micek	1.0 FTE to .8 FTE	2011-2012	General	MCMS

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: AUGUST 16, 2011

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
CL21625	Patricia Case	Campus Supervisor	\$14.56	General	8/31/11	BES
CL21626	Guillermina Perez	Clerical Sub Accounting	\$11.90	General	5/20/11	DO
CL21627	Guillermina Perez	Clerical Sub HR	\$11.90	General	6/14/11	DO
CL21628	Shannan Kaesberg	Senior Accountant	\$28.11	General	8/22/11	DO
CL21629	Billy Jones	Computer Technician	\$17.48	General	8/15/11	DO
CL21630	SueAnn Dumpel	Campus Supervisor Sub	\$14.56	General	8/31/11	DO
CL21631	Jose Jimenez	Sub Custodian	\$12.99	General	8/1/11	DO

AUTHORIZATION TO PAY STIPEND

Number	Name	Assignment	Effective	Fund	Amount	Site
CL21632	Aja Erickson	Summer Conditioning Cheer	7/1/11-8/19/11	ASB	\$250.00	OPHS
CL21633	Kelsey Gurnick	Summer Conditioning Cheer	7/1/11-8/19/11	ASB	\$250.00	OPHS
CL21634	Michelle Zeolla	Summer Conditioning X Cnty	7/1/11-8/19/11	ASB	\$1500.00	OPHS
CL21635	Christine Lightfoot	Summer Conditioning X Cnty	7/1/11-8/19/11	ASB	\$1500.00	OPHS
CL21636	Greg Parrone	Summer Conditioning X Cnty	7/1/11-8/19/11	ASB	\$1500.00	OPHS
CL21637	Jim Romano	Summer Conditioning Ftbll	6/20/11-7/22/11	ASB	\$1500.00	OPHS
CL21638	Casey Webb	Summer Conditioning Ftbll	6/20/11-7/22/11	ASB	\$1500.00	OPHS
CL21639	Dave Brueninger	Summer Conditioning Ftbll	6/20/11-7/22/11	ASB	\$1500.00	OPHS
CL21640	Primo Canales	Summer Conditioning	6/20/11-7/23/11	ASB	\$750.00	OPHS
CL21641	Serafin Cortes	Summer Conditioning	6/20/11-7/23/11	ASB	\$750.00	OPHS
CL21642	Erin Somers	Summer Conditioning Bsktbl	6/21/11-7/29/11	ASB	\$750.00	OPHS
CL21643	Jen Stevens	Summer Conditioning Bsktbl	6/21/11-7/29/11	ASB	\$750.00	OPHS
CL21644	Julio Ramirez	Summer Conditioning GSOC	6/27/11-7/23/11	ASB	\$1700.00	OPHS
CL21645	Terry Shorten	Summer Conditioning Ftbll	6/20/11-7/22/11	ASB	\$2500.00	OPHS
CL21646	Mark Zeolla	Summer Conditioning GSOC	6/27/11-7/23/11	ASB	\$2000.00	OPHS
CL21647	Alyssa Hamel	Summer Conditioning Cheer	7/1/11-8/19/11	ASB	\$500.00	OPHS
CL21648	Carolyn Purkey	Summer Conditioning Cheer	7/1/11-8/19/11	ASB	\$2500.00	OPHS
CL21649	Chris McCarthy	Summer Conditioning BBB	6/20/11-7/28/11	ASB	\$500.00	OPHS
CL21650	Ryan Yeager	Summer Conditioning BBB	6/20/11-7/28/11	ASB	\$2100.00	OPHS
CL21651	Kelly Ross	Summer Conditioning BBB	6/20/11-7/28/11	ASB	\$200.00	OPHS
CL21652	Donn James	Summer Conditioning GSOC	6/27/11-7/23/11	ASB	\$1300.00	OPHS
CL21653	Julianna Bloom	Summer Conditioning GVB	7/7/11-8/6/11	ASB	\$2000.00	OPHS
CL21654	Patrick Quinn	Summer Conditioning GVB	7/7/11-8/6/11	ASB	\$2000.00	OPHS
CL21655	Marc Minasian	Summer Conditioning X Cnty	7/1/11-8/19/11	ASB	\$2500.00	OPHS
CL21656	Kenny Golub	Summer Conditioning GBB	6/21/11-7/29/11	ASB	\$1000.00	OPHS
CL21657	D. Copeland-Smith	Summer Conditioning BSOC	6/20/11-7/22/11	ASB	\$1500.00	OPHS
CL21658	Rene Garcia	Summer Conditioning BSOC	6/20/11-7/22/11	ASB	\$1000.00	OPHS
CL21659	Linda O'Gara	CAHSEE Coordinator	7/1/10-6/30/11	cahsee	\$500.00	DO
CL21660	Shannon Curtis	ESY Summer School	6/21/11-7/28/11	SS	\$15.90/hr	OPHS
CL21661	Anne Lin	ESY Summer School	6/21/11-7/28/11	SS	\$15.90/hr	MCMS
CL21662	Roland Trajano	ESY Summer School	6/21/11-7/28/11	SS	\$15.90/hr	MCMS
CL21663	Susan Kandelin	ESY Summer School	6/21/11-7/28/11	SS	\$15.90/hr	MCMS
CL21664	Sharon Ayers	ESY Summer School	6/27/11-7/22/11	SS	\$15.90/hr	OPNS
CL21665	Sarah Sommer	ESY Summer School	6/27/11-7/22/11	SS	\$15.90/hr	OPNS
CL21666	Jessica Goede	ESY Summer School	6/27/11-7/22/11	SS	\$15.90/hr	OPNS
CL21667	Elba Lopez	Custodians ESY SS	6/21/11-7/22/11	SS	\$15.43/hr	OPNS
CL21668	Oscar Monterrozo	Custodian ESY SS	6/21/11-7/22/11	SS	\$15.43/hr	OP/MC

Page 2
 CLASSIFIED PERSONNEL ACTIONS
 August 16, 2011

CL21669	Jane Straughan	Student Svcs. Asst. I SS	6/24/11-7/22/11	SS	\$17.40/hr	OPNS
CL21670	Sherri Cohen	EC Art Specialist SS	6/24/11-7/22/11	SS	\$28.24/hr	OPNS
CL21671	Lynda Skaggs	EC Specialist SS	6/24/11-7/22/11	SS	\$28.24/hr	OPNS
CL21672	Lisa Strumwasser	EC Specialist Lead SS	6/24/11-7/22/11	SS	\$29.31/hr	OPNS

IN-SERVICE CHANGE

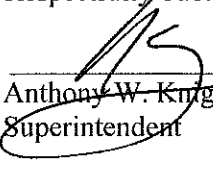
Number	Name	Change	Effective Date	Site
CL21673	Christine Reale	Inc. of hours from 7.75 to 12.75	8/31/11	BES

SEPARATION

Number	Name	Position	Separation Type	Effective Date	Site
CL21674	Bev Becker	Instructional Assistant I	Retirement	6/17/11	BES
CL21675	Liz Salim	Administrative Assistant HR	Medical Leave	8/17/11-9/1/11	DO

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: AUGUST 16, 2011
SUBJECT: C.1.c APPROVE PURCHASE ORDERS – JUNE 1 – JULY 31, 2011

CONSENT

ISSUE: Shall the Board approve the attached purchase orders issued June 1, 2011 through July 31, 2011?

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

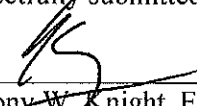
ALTERNATIVES:

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

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,



 Anthony W. Knight, Ed.D.
 Superintendent

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

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

ReqPay11c

Board Report with Fund

Includes 06/01/2011 - 06/30/2011

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B11-00210	Construction Testing & Engineer	Inspector Services Proj 10-08R OPHS Relos	Business Administration	213	3,798.00
B11-00211	Bee Professionals	Bee Removal OPUSD	Business Administration	010	570.00
B11-00212	Dick Blick	Art Supplies Summer School 2011	Curriculum	010	2,000.00
B11-00213	Construction Testing & Engineer	DSA Inspector Svcs 10-01R-A	Business	213	15,510.00
B11-00214	Moore Medical Corp.	Fire Alarm OHES OPHS Medical Supplies Summer School 2011	Administration Curriculum	010	1,000.00
B11-00215	House Sanitary Supply	Sanitary Supplies Summer School 2011	Curriculum	010	1,000.00
B12-00004	Shell Oil Co	2011-2012 District Auto gas	Business Administration	010	12,500.00
P11-00604	CCTV.Net	OPHS Security Camera	Business Administration	212	11,273.16
P11-00605	Construction Testing & Engineer	Proj # 10-16R Testing & Inspection Parking Lot	Business Administration	213	1,778.00
P11-00606	Construction Testing & Engineer	BES & OHES Testing DSA App # 67074	Business Administration	213	1,722.00
P11-00607	Agoura Lock Technologies, Inc.	Re-Key District Wide Proj 10-04R	Business Administration	213	14,365.18
P11-00608	Rucker Tile	PFA: Tile Mural Installation	Medea Creek Middle School	010	560.00
P11-00609	Teaching Textbooks	Teaching Textbooks Math	Home Independent Study Program	010	1,891.39
P11-00610	Paracamp Inc.	OVHS/OPIS On-Line Science Labs	Oak View High School	010	600.00
P11-00611	AARDVARK CLAY & SUPPLIES	Donation/PFC/Art/500+	Oak Park High School	010	3,361.58
P11-00612	Ken Paulson	Donation/Woodshop/mat & supp	Oak Park High School	010	350.32
P11-00613	California School Boards Assn	GAMUT Renewal	Board of Education	010	2,250.00
P11-00614	CITY OF VENTURA COMM SVCS DEPT INTERPRETIVE OUTREACH PROGRAMS	donation 4th grade field trip	Brookside School	010	528.00
P11-00615	Maureen Hamilton	CPR/First Aid Classes	Human Resources	010	840.00
P11-00616	Compuwave Inc.	Toner for color printer	Home Independent Study Program	010	768.58
P11-00617	Compuwave Inc.	DISC: Mitsubishi Projector Lamp replacements	Medea Creek Middle School	010	1,975.56
P11-00618	JKF Construction	Proj 11-01R ADA upgrades E Bldg	Business Administration	213	1,515.00
P11-00619	Leader Carpet	Proj 11-13R Flooring OPHS Science Lab	Business Administration	213	3,200.00
P11-00620	Conejo Rec & Parks District	Parent funded field trip	Red Oak Elementary School	010	118.00
P11-00621	Herff Jones	Honor Cords	Oak View High School	010	46.75
P11-00622	Conejo Awards	Retirement plate/Student Board Rep name plate	Board of Education	010	68.20
P11-00623	University of Oregon	DIBELS Assessment Data	Curriculum	010	27.00

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
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ReqPay11c

Board Report with Fund

Includes 06/01/2011 - 06/30/2011

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P11-00624	California Consortium For Independent Study	CCIS Membership & Conference registration	Home Independent Study Program	010	405.00
P11-00625	Tangent	Tangent Mail Spam Filter	Technology Coordinator	010	750.00
P11-00626	McDougal, Littell & Company	Wkbooks/Donation/mat &supp	Oak Park High School	010	4,948.38
P11-00627	AMSCO School Publications	Workbks/Donation/mat & supp	Oak Park High School	010	1,917.17
P11-00628	David Kelly dba D.J. Kelly Ent	Sports Lighting control panel OPHS 11-12R	Business Administration	213	14,513.00
P11-00629	Everlast	Stand for heavy punching bag	Oak View High School	010	163.03
P11-00630	Tri-Ed Northern Video	OPHS Security Camera	Business Administration	212	
P11-00631	Compuwave Inc.	PO System For Food Services	Business Administration	212	29,926.34
P11-00632	Bright Child	Parent funded field trip	Red Oak Elementary School	010	270.25
P11-00633	PEARSON ASSESSMENTS ORDER PROCESSING	Protocols / Tests - Speech & Language	Pupil Services/Special Ed.	010	601.89
P11-00634	Super Duper, Inc.	Test Kit - Speech & Language Group (Margie)	Pupil Services/Special Ed.	010	188.02
P11-00635	Conejo Awards	DISC: Student Awards	Medea Creek Middle School	010	93.17
P11-00637	Trophies Etc	Graduation/mat & supp	Oak Park High School	010	143.24
P11-00638	Everbind	Lott: 8th Gr. growth-Add'l novels needed	Medea Creek Middle School	010	695.32
P11-00639	Conejo Awards	Plaque for Marie Panec's family and Retirement	Board of Education	010	107.17
P11-00640	Office Depot	OPHS & MCMS Supplies	Summer School	010	324.75
P12-00018	Customer Service Center	Summer School 2011			
P12-00018	Follett Educational Services	OHES Textbook orders school year 2011-2012	Curriculum	010	35,756.87
P12-00019	Sargent-Welch	Donation/Science/PFC/mat & supp	Oak Park High School	010	549.98
P12-00020	School Innovations & Advocacy	2011/12 Site Service Plan 1st Semi Annual Payment	Business Administration	010	3,600.00
P12-00021	School Innovations & Advocacy	2011-12 Consulting mandated costs claims 2011/12	Business Administration	010	6,000.00
P12-00022	ACSA Membership Processing	ACSA Membership For Leadership	School Site Salaries-NonTeach	010	16,861.00
P12-00023	Educational Data Systems	CELDT Pre ID 2010-2011	Curriculum	010	299.37
P12-00024	Follett Educational Services	BES Textbook orders school year 2011-2012	Curriculum	010	1,828.71
T11-00060	Compuwave Inc.	Printer toner Cartridges Order	Human Resources	010	277.12
T11-00061	Compuwave Inc.	Printer/Counseling/mat & supp	Oak Park High School	010	257.64
T11-00062	Compuwave Inc.	Printer toner Cartridges Accounting	Business Administration		
			Business Administration	010	326.92
T11-00063	Pasco Scientific	PASCO Probes for OPHS (Litten)	Technology Coordinator	212	9,907.44
T11-00064	Compuwave Inc.	Printers for Food Services POS System	Technology Coordinator	212	1,545.81
T11-00065	Mobius Consulting	Monthly Network Admin Retainer	Technology Coordinator	010	4,000.00
			Technology Coordinator	212	4,000.00

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

ReqPay11c

Board Report with Fund

Includes 06/01/2011 - 06/30/2011

PO Number	Vendor Name	Description	Location	Fund	Account Amount
T11-00066	Compuwave Inc.	TINA-Backup Tapes	Technology Coordinator	212	817.29
T12-00001	Compuwave Inc.	EXCHANGE/AD SERVER MICROSOFT LICENSES	Technology Coordinator	212	13,487.50
T12-00002	Compuwave Inc.	Exchange/AD Servers	Technology Coordinator	212	86,898.96
T12-00003	Renaissance Learning, Inc	PFA: AR Subscrip Renewal, RP Hosting Fee Renewal	Medea Creek Middle School	010	4,851.30
T12-00004	Advanced Cable Solutions	OPHS Athletic Field Wi-Fi- Cabling	Technology Coordinator	212	8,850.00
T12-00005	Atempo Americas, Inc	Backup system Upgrade	Technology Coordinator	212	12,178.64
T12-00006	Nexus IS Inc.	OPHS Athletic field wifi-Hardware	Technology Coordinator	212	7,443.00
Total				63	358,401.00

Fund Summary

Fund	Description	PO Count	Amount
			.00
010	General Fund	44	115,671.68
212	Measure C6 Technology Bond Fun	12	186,328.14
213	Measure R FACILITIES Bond Fund	8	56,401.18
Total		63	358,401.00

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

ReqPay11c

Board Report with Fund

Includes 07/01/2011 - 07/31/2011

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B12-00005	At & T CALNET2	Open PO for Telephone Charges	Medea Creek Middle School	010	4,000.00
B12-00006	Apperson Print Management	Open PO for Scantrons	Medea Creek Middle School	010	1,000.00
B12-00007	COSTCO WHOLESALE	Open PO for various materials	Medea Creek Middle School	010	500.00
B12-00008	NICK RAIL MUSIC	Open PO for Instrument Repairs	Medea Creek Middle School	010	1,500.00
B12-00009	Best Buy	Open PO for technology based supplies	Medea Creek Middle School	010	500.00
B12-00010	Orb Technologies	Open PO for printer cartridges, supplies	Medea Creek Middle School	010	2,000.00
B12-00011	Pitney Bowes Purchase Power	Power purchase to refill stamp supply	Medea Creek Middle School	010	250.00
B12-00012	Pitney Bowes Lease Global	Open PO for postage machine lease	Medea Creek Middle School	010	2,532.00
B12-00013	Pitney Bowes Reserve Account	Open PO for postage	Medea Creek Middle School	010	500.00
B12-00014	Polar Electro Incorporated	Open PO for battery replacement PE heart monitors	Medea Creek Middle School	010	500.00
B12-00015	Staples	DON: Open PO for office supplies	Medea Creek Middle School	010	500.00
B12-00016	Town & Country Printing	Open PO for printing	Medea Creek Middle School	010	1,000.00
B12-00017	Document Systems	Open PO for Ricoh Copier(s) Supplies	Medea Creek Middle School	010	1,000.00
B12-00018	Witt Company	Open PO for Riso Supplies & Service	Medea Creek Middle School	010	250.00
B12-00019	Carolina Biological Supply Co	Donation/PFC/Science materials	Oak Park High School	010	2,100.00
B12-00020	Science Kit & Boreal Lab.	Donation/PFC/Science mat & supp	Oak Park High School	010	3,600.00
B12-00021	Herff Jones	Grad/mat & supp	Oak Park High School	010	5,000.00
B12-00022	AARDVARK CLAY & SUPPLIES	Art/Don/mat & supp	Oak Park High School	010	2,000.00
B12-00023	Dick Blick	Art/Don/mat & supp	Oak Park High School	010	2,000.00
B12-00024	Conejo Hardwoods	Woodshop/Don/mat & supp	Oak Park High School	010	7,500.00
B12-00025	COSTCO WHOLESALE	Admin/mat & supp	Oak Park High School	010	2,000.00
B12-00026	Dan Amihud dba Dan's Piano Service	Piano/rnt lse rpr	Oak Park High School	010	550.00
B12-00027	Decor Color and Design	Woodshop/Don/mat & supp	Oak Park High School	010	250.00
B12-00028	Graphaids	Art/Don/mat & supp	Oak Park High School	010	1,000.00
B12-00029	Koolco Mechanical	Athletics/rnt lse rpr	Oak Park High School	010	1,500.00
B12-00030	Office Depot	Office & Classroom/mat & supp	Oak Park High School	010	9,000.00
B12-00031	Pitney Bowes Lease Global	Mail/rnt lse rpr	Oak Park High School	010	1,500.00
B12-00032	PRECISION BUSINESS MACHINES	Copiers/rnt lse repr	Oak Park High School	010	400.00
B12-00033	Precision Data Products	Scantrons, etc/mat & supp	Oak Park High School	010	2,000.00
B12-00034	School Speciality	Art/Don/mat & supp	Oak Park High School	010	5,000.00
B12-00035	Robert Selman	Radios/rnt lse repr	Oak Park High School	010	300.00
B12-00036	Top Quality Printing	Printing/non instruct supp	Oak Park High School	010	3,000.00

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Board Report with Fund

Includes 07/01/2011 - 07/31/2011					
PO Number	Vendor Name	Description	Location	Fund	Account Amount
B12-00037	21ST CENTURY TONER CARTRIDGES dba: IMAGING PROD.SPEC.INC.	Toner Cartridges/mat & supp	Oak Park High School	010	2,200.00
B12-00038	Document Systems	Copier/mat & supp	Oak Park High School	010	750.00
B12-00039	Educational Systems Intl	Teacher forms/mat & supp	Oak Park High School	010	350.00
B12-00040	CCI Mail Systems	2011-2012 Postage and lease	Business Administration	010	3,000.00
B12-00041	Time Warner Cable	2011-2012 for WAN Connections services	Business Administration	010	40,000.00
B12-00042	Document Systems	2011-2012 Copier maintenance agreement	Business Administration	010	45,000.00
B12-00043	MailFinance	Postage 2011-12	Business Administration	010	3,700.00
B12-00044	Document Systems	2011-2012 Copier Color Copies and Staples	Business Administration	010	1,500.00
B12-00045	Jackie MacDonald DBA JM Enterprise	2011-2012 Open PO recycled paper	Business Administration	010	17,320.00
B12-00046	Moore Medical Corp.	Health supplies	Brookside School	010	500.00
B12-00047	Witt Company	maintenance and supplies for Riso	Brookside School	010	1,500.00
B12-00048	Southwest School Supply	school supplies	Brookside School	010	4,000.00
B12-00051	House Sanitary Supply	open purchase order - custodial supplies	Brookside School	010	4,000.00
B12-00052	House Sanitary Supply	Open PO for MCMS custodial supplies	Medea Creek Middle School	010	2,000.00
B12-00053	Office Depot Customer Service Center	Open PO for office supplies	Medea Creek Middle School	010	5,000.00
B12-00054	Office Xpress	Open PO for office supplies	Medea Creek Middle School	010	1,000.00
B12-00055	Rayvern Lighting Supply Co.Inc	Open PO for lighting fixtures	Medea Creek Middle School	010	500.00
B12-00056	Robert Selman	PFA: OPEN PO for radio-related supplies	Medea Creek Middle School	010	500.00
B12-00057	Southwest School Supply	PFA: Open PO for office/classroom supplies	Medea Creek Middle School	010	500.00
B12-00058	Graphaids	PFA: Art supplies for art classes	Medea Creek Middle School	010	750.00
B12-00059	J.W. Pepper & Son Inc.	PFA: Band and Chorus Music	Medea Creek Middle School	010	500.00
B12-00060	Agoura Lock Technologies, Inc.	Locks/rnt lse rpr	Oak Park High School	010	400.00
B12-00061	House Sanitary Supply	Custodial/mat & supp	Oak Park High School	010	12,000.00
B12-00062	Rayvern Lighting Supply Co.Inc	Lighting & overhd projector bulbs/mat & supp	Oak Park High School	010	3,500.00
B12-00063	Tri-Valley Supply	Custodial/rnt lse rpr	Oak Park High School	010	300.00
B12-00064	Rayvern Lighting Supply Co.Inc	open purchase order not to exceed \$600	Brookside School	010	600.00
B12-00068	A-1 Lawnmower	2011-2012 grounds equip repairs & Sup	Business Administration	010	1,000.00
B12-00069	Agoura Equip Rentals	2011-2012 for misc equipment rental	Business Administration	010	2,500.00

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Includes 07/01/2011 - 07/31/2011

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B12-00070	Agoura Lock Technologies, Inc.	2011-2012 for Locksmith services	Business Administration	010	2,000.00
B12-00071	Agoura Lube & Smog	2011-2012 for Vehicle Lube and Smog	Business Administration	010	500.00
B12-00072	Apex Superstores, Inc	2011-12 Batteries for PA system, telephone, UPS	Business Administration	010	500.00
B12-00073	Arrowhead Processing Center	2011-12 water at the Warehouse	Business Administration	010	500.00
B12-00074	Bee Professionals	Bee Removal OPUSD 2011-12	Business Administration	010	500.00
B12-00075	California Pest Management	2011-2012 for pest management	Business Administration	010	9,000.00
B12-00076	Carlson's Building Materials	2011-2012 grounds equip repairs & Sup	Business Administration	010	500.00
B12-00077	Crowder Backflow Services, Inc	backflow services 2011-2012 school yr	Business Administration	010	500.00
B12-00078	Delta Mechanical	20101-2012 Open PO HVAC Service	Business Administration	010	3,000.00
B12-00079	DeSoto Sales Inc	2011-2012 Flooring Supplies OPUSD	Business Administration	010	1,000.00
B12-00080	Dial Security	Security for IT Room @ the DO 2011-12	Business Administration	010	444.00
B12-00081	Do-It Center	2011-2012 supplies M&O	Business Administration	010	3,000.00
B12-00082	Florence Filter Corp.	2011-12 HVAC Filters District Wide	Business Administration	010	3,000.00
B12-00083	Golden State Elevator	2011-2012 annual testing elevators	Business Administration	010	1,000.00
B12-00084	Golden State Fire Extinguisher	2011-2012 annual fire extinguisher ser	Business Administration	010	1,000.00
B12-00085	Grainger Industrial Supply	2011-2012 Electrical Supplies	Business Administration	010	5,000.00
B12-00086	Graybar	2011-2012 Maintenance supplies and tools	Business Administration	010	500.00
B12-00087	GSolutionz, Inc.	2011-2012 For Telephone repair and service	Business Administration	010	3,000.00
B12-00088	H & A Auto Care	2011-2012 auto repairs District	Business Administration	010	1,000.00
B12-00089	Home Depot	2011-2012 Maintenance supplies and tools	Business Administration	010	3,000.00
B12-00090	House Sanitary Supply	2010-2011 Janitorial supplies & equipment	Business Administration	010	1,500.00
B12-00091	Javier Avalos	2011-2012 for Vehicle Washing	Business Administration	010	500.00
B12-00092	Lance's Collision Inc.	2011-2012 for auto repairs	Business Administration	010	1,000.00
B12-00093	Lister Rents, Inc.	2011-2012 for misc equipment rental	Business Administration	010	500.00
B12-00094	McMaster-Carr Company	2011-2012 for electrical supplies	Business Administration	010	500.00
B12-00095	Pacific Plumbing Specialists	2011-2012 for plumbing parts and supplies	Business Administration	010	2,000.00

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Board Report with Fund

Includes 07/01/2011 - 07/31/2011

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B12-00096	Pep Boys	2011-2012 for Vehicle parts and supplies	Business Administration	010	1,000.00
B12-00097	Rapid Rooter	2011-2012 for plumbing services	Business Administration	010	4,000.00
B12-00098	RICHARDS TIRE MAN	2011-2012 for tire repair and service	Business Administration	010	500.00
B12-00099	SMITH PIPE & SUPPLY	2011-2012 for grounds pipe supplies	Business Administration	010	2,000.00
B12-00100	Trees & Things	2011-12 PO for tree trimming and removal	Business Administration	010	3,000.00
B12-00101	US Air Conditioning	2011-2012 for A/C parts and supplies	Business Administration	010	1,000.00
B12-00102	Venco Western Inc.	2011-2012 for mowing/fertilization	Business Administration	010	78,000.00
B12-00103	Waste Management GI Industries	2011-2012 recycling & storage lamps	Business Administration	010	3,600.00
B12-00104	Leif Ball Pipe & Supply	2011-2012 for plumbing supplies	Business Administration	010	500.00
B12-00105	Do-It Center	Blanket PO for custodial supplies	Brookside School	010	250.00
B12-00106	At & T CALNET2	telephone services	Brookside School	010	2,600.00
B12-00107	Parks Oaks Mower	2011-2012 grounds equip repairs & Sup	Business Administration	010	1,000.00
B12-00108	Miracle Appliance Parts	2011-2012 Small Appliance Parts	Business Administration	010	500.00
B12-00109	Ferguson Enterprises	2011-2012 Plumbing Supplies	Business Administration	010	500.00
B12-00110	Environmental Heating And A/C	2011-2012 HVAC Service & Parts	Business Administration	010	1,000.00
B12-00111	Geary Pacific Supply	2011-2012 Bard Heat pumps A/C Units	Business Administration	010	1,000.00
B12-00112	Totaline	2011-2012 HVAC Parts Supplier	Business Administration	010	1,000.00
B12-00113	Air Cold Supply Inc	2011-2012 HVAC Parts Supplier	Business Administration	010	1,000.00
B12-00114	JC Plumbing & Things	2011-2012 for Plumbing Supplies	Business Administration	010	500.00
B12-00115	Office Depot Customer Service Center	Personnel/Curriculum Supplies	Human Resources	010	1,608.75
B12-00116	Kimberly Mogavero	Grant Writer	Human Resources	010	3,000.00
B12-00117	Department Of Justice Bur. of Criminal Investigation	Fingerprinting Services	Human Resources	010	2,500.00
B12-00118	ACCU-PRINTS	Fingerprinting Services	Human Resources	010	1,000.00
B12-00119	Bader Iqbal M.D. dba Agoura Family Practice	TB Tests	Human Resources	010	2,675.00
B12-00120	WELLS FARGO PAYMENT REMITTANCE CENTER	Leslie Heilbron charge card	Human Resources	010	4,000.00
B12-00121	Department Of Justice Bur. of Criminal Investigation	Fingerprinting Services	Human Resources	010	2,500.00
B12-00122	Acorn Press	Open Purchase Order for 2011/12 for Ads	Human Resources	010	2,000.00

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Includes 07/01/2011 - 07/31/2011

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B12-00123	VENTURA COUNTY STAR	Open Purchase Order for 2011/2012 Employment Ads	Human Resources	010	6,717.50
B12-00124	Department Of Justice	Fingerprinting Services	Human Resources	010	2,500.00
B12-00125	Bur. of Criminal Investigation				
B12-00125	Walnut Investment, LLC dba	2011/12 for Accoustical Tiles	Business	010	1,000.00
B12-00126	Acoustical Material Supply		Administration		
B12-00126	Ventura County office of Educa	2011-2012 VCOE Zangle Fees	Business	010	39,020.00
B12-00127	tion	Hosting & Support	Administration		
B12-00127	Office Depot	office supplies	Brookside School	010	2,000.00
B12-00128	Customer Service Center				
B12-00128	Gregary Gam dba Gam	open purchase order - printing	Brookside School	010	500.00
B12-00129	Graphics				
B12-00129	Document Systems	Open Purchase order for toner and ink	Brookside School	010	500.00
B12-00130	U S POSTAL	postal supplies	Brookside School	010	300.00
B12-00131	SERVICE(AMS-TMS)				
B12-00131	USPS/ASCOM HASLER				
B12-00131	Scott Electric	overhead light bulbs	Brookside School	010	200.00
B12-00132	Agoura Lock Technologies, Inc.	keys/locks	Brookside School	010	50.00
B12-00133	U S POSTAL	Open PO for 2011-2012 postage	Business	010	6,000.00
B12-00133	SERVICE(AMS-TMS)		Administration		
B12-00133	USPS/ASCOM HASLER				
B12-00134	Kelly Cleaning & Supplies	Proj 11-01R OPHS Science Labs Move/Clean	Business	213	3,000.00
B12-00135	O'Linn Security	2011-2012 Patrol Services	Administration		
B12-00135			Business	010	1,500.00
B12-00136	G.I. Industries	2011-2012 for sanitation services	Administration		
B12-00136			Business	010	19,000.00
B12-00137	Southern California Gas Co.	2011-12 for Gas	Administration		
B12-00137			Business	010	27,000.00
B12-00138	So Cal Edison	2011-2012 Electrical service	Administration		
B12-00138			Business	010	490,000.00
B12-00139	Malcolite Corporation	2011-2012 Diffusers for Light Fixtures	Administration		
B12-00139			Business	010	1,500.00
B12-00140	Apple Computer, Inc.	Apple GSX Non-Warranty Repairs	Technology Coordinator	010	3,000.00
B12-00141	Ms:198-3ED				
B12-00141	Intosh Computing Services, Inc	Non-Warranty Mac Repair	Technology Coordinator	010	3,000.00
B12-00142	Southwest School Supply	misc school supplies	Oak Hills Elementary School	010	6,500.00
B12-00143	Office Depot	misc school supplies	Oak Hills Elementary School	010	1,000.00
B12-00144	Customer Service Center				
B12-00144	Document Systems	staples, color copies and maintenance for RICOH	Oak Hills Elementary School	010	3,000.00
B12-00145	Witt Company	maintenance and supplies for RISO	Oak Hills Elementary School	010	1,200.00
B12-00146	Gregary Gam dba Gam	Open PO for Printing during 11/12	District-wide	010	10,000.00
FS12-00001	Graphics				
FS12-00001	At & T CALNET2	Phone Bills	Food Services	130	300.00
FS12-00002	Marx Bros. Fire Extinguisher	Fire System Service /MCMS	Food Services	130	200.00
FS12-00003	Marx Bros. Fire Extinguisher	Fire System Service/ OPHS-CAFE	Food Services	130	350.00

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Includes 07/01/2011 - 07/31/2011

PO Number	Vendor Name	Description	Location	Fund	Account Amount
FS12-00004	D J Co-Ops	Commodity Food Co-Op	Food Services	130	1,000.00
FS12-00005	Gold Star Foods	Purchase of Frozen Food / Oak Park High	Food Services	130	18,000.00
FS12-00006	Western Bagel	Bagels/ Brookside	Food Services	130	300.00
FS12-00007	Western Bagel	Bagels/ Oak Hills	Food Services	130	300.00
FS12-00008	Western Bagel	Bagels/ Red Oak	Food Services	130	300.00
FS12-00009	Western Bagel	Bagels / OPHS	Food Services	130	5,000.00
FS12-00010	Western Bagel	Bagels/ Medea Creek	Food Services	130	5,000.00
FS12-00011	Staples	Office Supplies	Food Services	130	400.00
FS12-00012	P&R Paper Supply Company, Inc.	Paper Products/ MCMS	Food Services	130	10,000.00
FS12-00013	P&R Paper Supply Company, Inc.	Paper Products/ OPHS-CAFE	Food Services	130	15,000.00
FS12-00014	Gold Star Foods	Frozen Food/ MCMS	Food Services	130	18,000.00
FS12-00015	Produce Available Inc.	Fresh Produce & Fresh Potato Items	Food Services	130	4,000.00
FS12-00016	Produce Available Inc.	Fresh Produce Oak Hills Elem.	Food Services	130	4,000.00
FS12-00017	Produce Available Inc.	Fresh Produce / Red Oak Elem.	Food Services	130	3,000.00
FS12-00018	Produce Available Inc.	Fresh Produce / Medea Creek	Food Services	130	7,000.00
FS12-00019	Produce Available Inc.	Fresh Produce / Oak Park High & Cafe	Food Services	130	10,000.00
FS12-00020	Right Away Pizza, Inc. DbA Tony's Pizza & Pasta	Pizza / Brookside	Food Services	130	5,000.00
FS12-00021	Right Away Pizza, Inc. DbA Tony's Pizza & Pasta	Pizza / Oak Hills	Food Services	130	5,000.00
FS12-00022	Right Away Pizza, Inc. DbA Tony's Pizza & Pasta	Pizza / Red Oak	Food Services	130	3,500.00
FS12-00023	Right Away Pizza, Inc. DbA Tony's Pizza & Pasta	Pizza / Medea Creek	Food Services	130	20,000.00
FS12-00024	Right Away Pizza, Inc. DbA Tony's Pizza & Pasta	Pizza / Oak Park High	Food Services	130	15,000.00
FS12-00025	Stoneground Baking Co.	Wheat Bread & Rolls / OPHS & CAFE	Food Services	130	4,000.00
FS12-00026	Stoneground Baking Co.	Wheat Bread & Rolls / Medea Creek	Food Services	130	4,000.00
FS12-00027	Stoneground Baking Co.	Wheat Bread, Buns, & Rolls / BES	Food Services	130	1,000.00
FS12-00028	Stoneground Baking Co.	Wheat Bread, Buns, & Rolls / OHES	Food Services	130	1,000.00
FS12-00029	Stoneground Baking Co.	Wheat Bread, Buns, & Rolls / ROES	Food Services	130	1,000.00
FS12-00030	Chase Bros.	Dairy Products/BES	Food Services	130	3,000.00
FS12-00031	Chase Bros.	Dairy Products/OHES	Food Services	130	2,000.00
FS12-00032	Chase Bros.	Dairy Products/ROES	Food Services	130	2,000.00
FS12-00033	Chase Bros.	Dairy Products/MCMS	Food Services	130	7,000.00
FS12-00034	Chase Bros.	Dairy Products/OPHS	Food Services	130	6,000.00
FS12-00035	Gold Star Foods	Cooler, Dry, & Frozen Storage Charges	Food Services	130	400.00
FS12-00036	Gold Star Foods	Frozen Food/ BES-OH-RO	Food Services	130	6,000.00
FS12-00037	P&R Paper Supply Company, Inc.	Paper Products / BES-OHES-ROES	Food Services	130	6,000.00

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Board Report with Fund

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PO Number	Vendor Name	Description	Location	Fund	Account Amount
FS12-00038	Sysco Ventura, Inc.	Food Items, Drinks, Snacks / Oak Park High - Cafe	Food Services	130	50,000.00
FS12-00039	Sysco Ventura, Inc.	Food Items, Drinks, Snacks / Medea Creek	Food Services	130	35,000.00
FS12-00040	Sysco Ventura, Inc.	Food Items, Drinks, Snacks / Brookside Elem	Food Services	130	3,000.00
FS12-00041	Sysco Ventura, Inc.	Food Items, Drinks, Snacks / Oak Hills Elem	Food Services	130	3,000.00
FS12-00042	Sysco Ventura, Inc.	Food Items, Drinks, Snacks /Red Oak Elem	Food Services	130	3,000.00
FS12-00043	Johnstone Supply	Parts for Refrig & Freezers-BES-OH-RO-MC-OPHS	Food Services	130	536.25
P11-00641	Sherry Hung	Flap Grant/TPRS Conference	Oak Park High School	010	879.40
P11-00642	Mei-i Charlotte Shih	Flap Grant/TPRS Conference	Oak Park High School	010	834.40
P11-00643	Conejo Rec & Parks District	Parent funded field trip	Red Oak Elementary School	010	118.00
P11-00644	Tal and Delores Ross	Zachary Ross Final Settlement (2010/2011)	Pupil Services/Special Ed.	010	22,500.00
P11-00645	Conejo Awards	Name Badge and Plate	Board of Education	010	73.07
P11-00646	Pro-Ed	Protocols Order - Susan Roberts	Pupil Services/Special Ed.	010	147.81
P11-00647	Riverside Publishing	Protocols Order - Susan Roberts	Pupil Services/Special Ed.	010	309.82
P11-00648	SMITH PIPE & SUPPLY	OPHS Stadium project irrigation re-wire	Business Administration	213	3,983.93
P11-00649	All American Softy	Parent funded field trip	Red Oak Elementary School	010	379.74
P12-00025	Carson Dellos Publishing	DON: Spanish Workbooks	Medea Creek Middle School	010	1,426.04
P12-00026	California School Boards Assn	CSBA Membership Renewal	Board of Education	010	8,404.00
P12-00027	Scholastic, Inc.	Donation/PFC/English mat & supp	Oak Park High School	010	361.90
P12-00028	Davis Publications, Inc.	Donation/PFC/Art mat & supp	Oak Park High School	010	765.55
P12-00029	Fisher Science Education	Donation/PFC/Science mat & supp	Oak Park High School	010	16,701.72
P12-00030	Bridges in Mathematics	DK Book Orders Math	Curriculum	010	1,267.75
P12-00031	Handwriting Without Tears	DK Book Orders Handwriting	Curriculum	010	1,595.05
P12-00032	Scholastic, Inc.	DK Book Orders Reading	Curriculum	010	361.80
P12-00033	Compuwave Inc.	Gen Ed/mat & supp	Oak Park High School	010	231.66
P12-00034	Pitney Bowes Reserve Account	Postage/mat & supp	Oak Park High School	010	3,000.00
P12-00035	WELLS FARGO PAYMENT REMITTANCE CENTER	11/12 Credit Card Charges	Superintendent	010	12,000.00
P12-00036	Bridges in Mathematics	DK Book Orders Math	Curriculum	010	1,267.75
P12-00037	Scholastic, Inc.	DK Book Orders Reading	Curriculum	010	361.80
P12-00038	McDougal, Littell & Company	Wkbks/Don/mat & supp	Oak Park High School	010	7,630.97
P12-00039	Cengage Learning	Wkbks/Don/mat & supp	Oak Park High School	010	1,296.02
P12-00040	MPS	Wkbks/Don/mat & supp	Oak Park High School	010	3,547.50
P12-00041	College Board Publications	Wkbks/Don/mat & supp	Oak Park High School	010	1,277.10
P12-00042	Prestwick House, Inc.	Wkbks/Don/mat & supp	Oak Park High School	010	5,000.44

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PO Number	Vendor Name	Description	Location	Fund	Account Amount
P12-00043	MacMillan/McGraw Hill	OHES Health Grade 3 & 4 2011-2012	Curriculum	010	2,567.69
P12-00044	MacMillan/McGraw Hill	Health Grade 3 textbooks	Curriculum	010	1,078.43
P12-00045	MacMillan/McGraw Hill	Health Grade 3 textbooks ROES	Curriculum	010	564.89
P12-00046	Houghton Mifflin Harcourt	Social Science Grade K textbooks ROES	Curriculum	010	566.50
P12-00048	VENTURA COUNTY STAR	Legal advertisement Bid R11-16R Ex Paint MCMS	Business Administration	213	950.76
P12-00049	VENTURA COUNTY STAR	Legal advertisement Bid R11-16R Ex Door ROES MCMS	Business Administration	213	959.10
P12-00050	Omega Construction Company	R11-04 Stucco repair & Paint BES	Business Administration	213	38,000.00
P12-00051	California School Boards Assn	Masters in Governance	Board of Education	010	1,600.00
P12-00052	Yang Ming Int'l Corp	OPHS Security Camera Software	Business Administration	212	4,075.50
P12-00053	JKF Construction	OPHS Science Classroom Casework Proj # 11-13R	Business Administration	213	12,900.00
P12-00054	Tony Painting	OPHS Science Lab interior painting Proj # 11-13R	Business Administration	213	850.00
P12-00055	All Connected Inc	MONTHLY NETWORK MONITORING 2010-11	Technology Coordinator	010	8,340.00
P12-00056	Advanced Cable Solutions	Portables Proj # 10-08R	Business Administration	213	5,100.00
P12-00057	Tony Painting	Proj 11-16R MCMS Painting	Business Administration	213	98,250.00
P12-00058	J Evans Construction	Proj 11-15R Door Replacement ROES & MCMS	Business Administration	213	85,000.00
P12-00059	Construction Testing & Engineer	OPHS Gym HVAC Proj 10-05R	Business Administration	213	1,430.00
P12-00060	Construction Testing & Engineer	MCMS DSA Fire Alarm Inspection	Business Administration	213	2,200.00
P12-00061	Tony Painting	2011-2012 OPHS Paint Electrical Boxes	Business Administration	010	800.00
P12-00062	Hellas Construction Inc	OPHS Football Field Payment Bonds	Business Administration	010	7,990.00
P12-00063	Enhanced Landscape Mgmt, Inc	OPHS 11-15R Irrigation	Business Administration	213	14,925.00
P12-00064	Five Star Fence	Move Warehouse Gate	Business Administration	213	980.00
P12-00065	Follett Educational Services	OPHS Textbook orders school year 2011-2012	Curriculum	010	29,896.39
P12-00066	Follett Educational Services	OHES Textbook orders school year 2011-2012	Curriculum	010	1,782.50
P12-00067	Reliable Floor Coverings, Inc	Proj 11-00R OHES Tiles	Business Administration	213	7,660.00
P12-00068	Berry General Engineering Cont	Proj 11-09R OHES Playground Repair	Business Administration	213	242,318.00
P12-00069	AM/PM DOOR, Inc	OPHS Replace Door Rod	Business Administration	010	667.00

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 07/01/2011 - 07/31/2011

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P12-00070	G.I. Industries	Proj R 11-01 sanitation services OPHS Science Lab	Business Administration	213	313.42
P12-00071	Top Quality Printing	Soft Time Cards	Business Administration	010	310.00
P12-00072	M/M Mechanical, Inc	Proj 11-14R Sewer Verification	Business	213	880.00
P12-00073	Technical Business Solutions	OVHS OPHS Security Camera Installation	Business Administration	212	5,860.19
P12-00074	DEPARTMENT OF SOCIAL SERVICES MS B-67	Annual Day Care Licensing Fee	Neighborhood Pre-School Progm	010	440.00
P12-00075	Division of State Architect	DSA Pmt OVHS App #4582	Business Administration	213	500.00
T12-00007	Compuwave Inc.	Microsoft EES Office License-Exchange Migration	Technology Coordinator	212	5,137.28
TB12-00001	Compuwave Inc.	HR printer supplies for Personnel	Human Resources	010	1,608.75
Total				241	<u>1,986,078.12</u>

Fund Summary

Fund	Description	PO Count	Amount
010	General Fund	176	1,162,218.69
130	Cafeteria Fund	43	288,586.25
212	Measure C6 Technology Bond Fun	3	15,072.97
213	Measure R FACILITIES Bond Fund	19	520,200.21
Total		241	<u>1,986,078.12</u>

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: BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 16, 2011
SUBJECT: C.1.d APPROVE QUARTERLY REPORT ON WILLIAMS UNIFORM COMPLAINTS – JULY 2011

Consent

ISSUE: Shall the Board of Education approve the Quarterly Report on Williams Uniform Complaints – July 2011?

BACKGROUND: As a result of a lawsuit filed against the State of California, the State Legislature passed several bills that codified the negotiated settlement to the suit. One of the many requirements of this legislation is for school districts to establish a uniform complaint process to allow parents or member of the public to register written complaints regarding textbook/instructional materials sufficiency, teacher vacancy or missassignment, and hazardous conditions of school facilities.

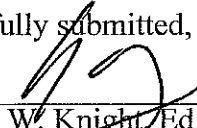
Education Code 35186 requires the Superintendent or designee report summarized data on the nature and resolution of all Williams Uniform Complaints on a quarterly basis to the Board of Education and the County Superintendent of Schools. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. These summaries shall be publicly reported on a quarterly basis at a regularly scheduled Board meeting.

ALTERNATIVES: 1. Approve the Quarterly Report on Williams Uniform Complaints – July 2011
 2. Do not approve the Quarterly Report on Williams Uniform Complaints – July 2011.

RECOMMENDATION: Alternative #1.

RATIONALE: It is the policy of the district to comply with federal and state laws and regulations governing education programs or activities which receive state or federal funding.

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.	_____	_____	_____	_____

Quarterly Report on Williams and Valenzuela Uniform Complaints
[Education Code Section 35186(d)]

District: Oak Park Unified School District

Person completing this form: Dr. Leslie Heilbron

Title: Assistant Superintendent, Human Resources

Quarterly Report Submission Date: (check one)
☐ October 2010 (7/1/10 to 9/30/10)
☐ January 2011 (10/1/10 to 12/31/10)
☐ April 2011 (1/1/11 to 3/31/11)
☒ July 2011 (4/1/11 to 6/30/11)

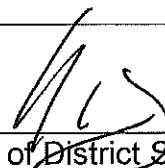
Date for information to be reported publicly at governing board meeting: August 16, 2011

Please check the box that applies:

- ☒ No complaints were filed with any school in the district during the quarter indicated above.
- ☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0		
Teacher Vacancy or Misassignment	0		
Facilities Conditions	0		
CAHSEE Intensive Instruction and Services	0		
Totals	0		

Anthony W. Knight, Ed.D.
Name of District Superintendent


Signature of District Superintendent

TO: BOARD OF EDUCATION

FROM: ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: AUGUST 16, 2011

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

CONSENT

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

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

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

RECOMMENDATION: Alternative #1

Respectfully Submitted



Anthony W. Knight, Ed.D.
Superintendent

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

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

Title	Publisher	Copyright Date	ISBN #	# of Surplus Copies
Signatures	Harcourt Brace	1997 0-15-306403-x		1
Signatures	Harcourt Brace	1997 0-15-306401-3		1
Signatures	Harcourt Brace	1997 0-15-309116-9		2
A Message of Ancient Days	Houghton Mifflin	1997 0-395-93065-0		1
Making a Difference	Harcourt Brace	2000 0-15-309784-1		1
Physical Science	Prentice Hall	2004 0-13-069982-9		1
Modern Earth Science	Holt	1998 0-03-050609-3		1
Reading Support Resources-Soc. Studies	Houghton Mifflin	Teacher Packet		1
Across the Centuries	Houghton Mifflin	1998 0-395-93066-9		1
The Americans Nation	Prentice Hall	2001 0-395-74028-2		1
Focus on Science	Prentice Hall	2000 0-13-044345-x		3
Focus on Science	Prentice Hall	2001 0-13-044347		2
Focus on Science	Prentice Hall	2001 0-13-044346		2
Modern Earth Science	Holt	2001 0-03-056533		6
Conceptual Chemistry	Pearson	2004 0-321-236244		3
Geometry Integrated Approach	Heath	1995		
World Geography	Glencoe	2001 02-821737-3		7
Economics	Glencoe	2001 07-820489-5		5
Algebra I	Glencoe	2001 007824774-8		
Focus on Earth Science	Prentice Hall	2001 0-13-004347-6		2
Focus on Life Science	Prentice Hall	2001 0-13-044346-8		2
Focus on Earth Science - Teachers Edition	Prentice Hall	0-13-044350-6		1
Focus on Physical Science	Prentice Hall	2001 0-13-044345-X		1
A Message of Ancient Days - Study Guide	Houghton Mifflin	1996 9780-3959-40013		1
A Message of Ancient Days - Teachers Edition	Houghton Mifflin	1991 0-395-54027-5		1
Discovery Works	Houghton Mifflin	2000 940-224204		2
Rhythm and Rhyme	Harcourt Brace	1997 015-306413-7		15
Oh California	Houghton Mifflin	1991 0-395-53780-0		1
Readers Handbook	Great Source	2002 0669-49010-5		1
Readers Handbook	Great Source	2002 0669-49009-1		1
Step Up	MacMillan	1986 0-675-01325-9		2
Lift Off	MacMillan	1994 0-02-109264-8		3
Mathematics in Action	Houghton Mifflin	2003 0-618-15717-4		1

Delights	Holt Reinhart	1989 0-00-926824-1	1
Cross the Golden River	Holt Reinhart	2005 0-13-181545-8	1
America-Pathways to Present	Prentice Hall	1997 0-395-737-05-2	1
The Language of Literature	McDougal Littell	1997 0-07-250934-1	1
Marine Biology	McGraw Hill	2005 0-07-250934-1	1
A Short History of the American Nation		0-06-500742-5	
A Short History of the American Nation		0-06-500741-7	
Historical Viewpoints-Vol. 1		0-06-042280-7	
Historical Viewpoints-Vol. 2		0-06-042281-5	
Understanding Basic Statistics		0-618-00460-2	
Conceptual Physics		0-321-05202-1	
Literature-Structure, Sound, and Sense		0-15-55170-3	
Upgrading you PC		0-7668-4846-9	
Microsoft Office 2003		0-07-865949-3	
California Algebra I		978-0-13-203121-9	

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 16, 2011
SUBJECT: C.1.f APPROVE RENEWAL OF CONSULTANT AGREEMENT FOR FCC E-RATE PROGRAM APPLICATION AND AUDIT SERVICES

CONSENT

ISSUE: Shall the Board authorize renewal of the contract with California Schools Management Group (CSM) for consultant services in connection with the Federal Communications Commission E-Rate program application?

BACKGROUND: In February 2010, the Board authorized a one-year renewal of the consultant contract with California Schools Management Group (CSM) for services in connection with the E-Rate program application. Under this federal program, the District receives deeply discounted rates on technology and telephone services. The current contract expired on June 30, 2011 and staff is once again recommending its renewal. The renewal contract, at \$6,000 per year, is unchanged from the previous agreement, and extends through the 2013-14 school year. The District expects to save over \$50,000 in the current fiscal year due to E-Rate savings. A copy of the proposal from CSM is attached for the Board's information and review.

FINANCIAL IMPACT: None

ALTERNATIVES:

1. Authorize the renewal of the contract with CSM, in the amount of \$6,000, for consultant services in connection with the FCC E-Rate program application.
2. Do not authorize a contract with CSM.

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	_____	_____	_____	_____



CONTRACT FOR E-RATE COMPLIANCE SERVICES

This agreement is made and entered into this 16th day of August, 2011 by and between **Oak Park Unified School District**, a school district under the laws of the State of California ("District") and CSM Consulting, Inc., a California Corporation ("Consultant").

RECITALS

- A. District desires to have a Consultant to prepare documentation, forms and applications regarding the Federal Communications Commission ("FCC") E-Rate program.
- B. District has the authority to enter into an Agreement with a Consultant for purposes of complying with the FCC E-Rate program.
- C. Consultant is duly qualified to provide the services called for in this Agreement in consideration for the fee stipulated in this Agreement.

I. CONSULTANT'S RESPONSIBILITIES

1. Shall provide to District completed forms and processes related to all Priority One and Priority Two applications of the Federal Communications Commission E-Rate filings with the schools and library division ("SLD") for filing year 2012-2013 also known as Funding Year Fifteen (15) and 2013-2014 also known as Year Sixteen (16). Services provided under this agreement to include the following:
 - Advise and coordinate the preparation and filing of FCC Forms: 470, 471, 486 and 500.
 - Advise and coordinate the preparation and filing of:
 - Item 21 Attachments
 - Form 472 (Billed Entity Applicant Reimbursement Form) and/or vendor specific discount forms (i.e. Data Gathering Form, Existing Services List, etc.)
 - Implementation Deadline Extension Request (ImDER)
 - Invoice Deadline Extension Request (IDER)
 - Service Provider Identification Number (SPIN) Change Requests
 - Service Substitution Requests
 - Service Certifications (standard)
 - Response to the following requests from USAC:
 - Program Integrity Assurance (PIA)
 - Selective Review Information Request (SRIR) related to a contracted filing year (current)
 - Payment Quality Assurance (PQA)
 - Invoice Reconciliation for previous funding year disbursements

2. Up to two onsite meetings with District per funding year to assess technology and telecommunications needs as they relate to the upcoming application period.
3. Act as District's main point of contact with the SLD.
4. Advise District on E-Rate compliance including updates on rule or regulatory changes, as applicable.

II. DISTRICT RESPONSIBILITIES

1. Provide all required information and data for filing all forms with the SLD for Year 15 and Year 16 in a timely manner.
2. Take such official action, such as review of Consultants drafts and promptly sign and return all forms required for filing with a third party in a timely manner so that Consultant can perform its obligations under this Agreement.
3. Promptly pay Consultant its fee for services rendered. All payments are due and payable within 30 days after delivery to the District of the invoice.
4. Sign, date and certify all forms filed by Consultant on District's behalf.

III. MISCELLANEOUS

1. **Term.** Until all issues with Year 15 and Year 16 E-rate are resolved.
2. **Modifications.** This Agreement may be modified only by a written amendment to this Agreement, executed by both parties.
3. **Independent Contractor.** While engaged in carrying out and complying with the terms and conditions of the Agreement, Consultant is an independent contractor and not an officer, employee, or agent of the District.
4. **Other Services.**
 - A. At the written request of the District, the Consultant will provide additional Professional Services based upon the following hourly rates.

Officer/Principal	\$175 per hour
Information Technology Consultant	\$150 per hour
Lead Consultant	\$120 per hour
Specialist II	\$90 per hour
Specialist I	\$60 per hour

Such service costs are not included in the cost of services amount in the contract for E-Rate Compliance Services in Appendix A of this agreement. These Professional Services may include but are not limited to the following:

- o Coordination of response to Special Compliance Reviews
- o Development of RFP's, RFI's and RFQ's
- o Assistance with procurement process
- o Preparation of USAC and/or FCC appeals

- o Technology Plan and Technology Plan Addenda preparation
- o On-site audit support
- o On-site meetings exceeding the quantity specified under "Consultant's Responsibilities" (including attendance at Board meeting or other special meetings)
- o Preparation of documentation/reports/presentations for Board meetings or other special meetings
- o Travel expenses for any non-inclusive on-site meetings including hourly rate, standard mileage reimbursement and actual accommodation/travel expense (including airfare if applicable)

B. The District will have Consultant assess the District Technology Plan's alignment with upcoming E-Rate applications. The Consultant will evaluate the Technology Plan Budget to ensure conformity to State and Federal requirements and make recommendations for adjustments to the plan in light of findings, and provide the District with alternate language as appropriate for filing a revision with CTAP (or approving agency). *(Please note this is for updates to current plans only.)* The service will be provided at a fixed cost of **\$800 per year**. The cost of this service is not included in the cost of services amount for Services relating to E-Rate in Appendix A of this agreement.

Please check the appropriate box for designation of service ☐ Yes ☒ No

C. Assess and process for District issues with prior E-Rate applications not previously contracted by with Consultant. Consultant to be paid 10% of recovered funding or an amount not to exceed the current annual contract value per prior funding year involved.

Please check the appropriate box for designation of service ☐ Yes ☒ No

D. The Consultant will provide a technology needs assessment review subject to guidelines provided by the District.

5. **Conflict of Interest.** No business or personal relationship exists between any school employee and the service provider.
6. **Attorney's Fees and Costs.** In any litigation, arbitration or other proceeding by which one party either seeks to enforce its rights under this Agreement (whether in contract, tort, or both) or seeks a declaration of any rights or obligations under this Agreement, each party shall bear its own attorney fees, together with any costs and expenses to resolve the dispute and to enforce the final judgment.
7. **Severability.** If any term of this Agreement is held by a court of competent jurisdiction to be void or unenforceable, the remainder of this Agreement shall remain in full force and effect and shall not be affected.
8. **Notices.** All notices that are required to be given by one party to the other under this Agreement shall be in writing and shall be deemed to have been given if delivered personally or enclosed in a properly addressed envelope postage prepaid and deposited with a United States Post Office for delivery

by first class and certified mail addressed to the parties at the following addresses, unless such addresses are changed by notice, in writing, to the other party.

**Oak Park Unified School District
5801 E. Conifer St.
Oak Park, CA 91377**

CSM Consulting, Inc.
P.O. Box 4408

El Dorado Hills, CA 95762-0018

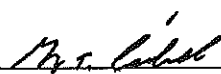
9. Limitation of Liability. The aggregate liability in connection with any claim arising out of or relating to this agreement whether in contract, tort or otherwise, shall be limited to an amount equivalent to the fee(s) paid by the District to Consultant for services performed pursuant to this Agreement. Consultant shall not in any circumstances be liable to District, whether in contract, tort or otherwise, for any special, indirect, incidental, or consequential damages of any kind whatsoever whether Consultant is made aware in any way due to, resulting from, or arising in connection with the services performed by Consultant pursuant to this Agreement. District's right to monetary damages listed above in that amount shall be in lieu of all other remedies that District may have.

10. Governing Law. The validity of this Agreement and each of its terms and provisions, as well as the rights and duties of the parties under this Agreement, shall be construed pursuant to and in accordance with the law of the State of California.

11. Authority. The individuals executing this Agreement represent and warrant that they have the legal capacity and authority to execute and contractually bind their respective legal entities.

12. Entire Agreement. This Agreement, which includes the "Proposal for Agreement for Services" set forth as Appendix A supersedes any and all other agreements, whether oral or in writing, between the parties with respect to the subject of this Agreement. This Agreement contains all of the covenants and agreements between the parties with respect to the subject of this Agreement, and each party acknowledges that no representations, inducements, promises, or agreements have been made by or on behalf of any party except the covenants and agreements embodied in this Agreement. No agreement, statement, or promise not contained in this Agreement shall be valid or binding on the parties with respect to the subject of this Agreement.

Executed at _____, on the day and year set forth above.

 _____, **President**
Gary T. Cichella

_____, Title _____

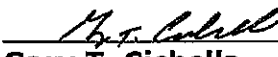
Oak Park Unified School District

APPENDIX A**PROPOSAL FOR CONTRACT FOR SERVICES**

This proposal for **Oak Park Unified School District** is to provide the services set forth under Section I of the Agreement for Services Relating to E-Rate.

The cost for services rendered regarding the E-Rate application process as referred to in Section I of this agreement (Consultant's Responsibilities) shall amount to \$6,000 per year. Invoices for services will be provided quarterly beginning at final execution and continue through June 30, 2013.

April 14, 2011

_____, President, E-Rate Services
Gary T. Cichella

**CSM Consulting, Inc.
3130-C Inland Empire Blvd.
Ontario, CA 91764**

AUTHORITY TO COMMUNICATE – Letter of Agency (LOA)

This ATC/LOA (Agreement) entered into on this _____ day of _____, 2011 by and between CSM Consulting, Inc., a California Corporation ("Consultant") and **Oak Park Unified School District**, a school district under the laws of the State of California ("District"). Consultant's authority to communicate shall remain in effect during the term of the "E-Rate Services" consulting contract.

Consultant and District determines it is necessary to prepare documentation, forms and applications regarding the Federal Communications Commission ("FCC") E-Rate program. District grants to Consultant the authority to investigate and communicate, in any form, with any telecommunication company, service provider or the Schools and Libraries Division with regard to the E-Rate Program on District's behalf. Consultant acknowledges that nothing contained herein shall constitute a principal and agent relationship or be construed to evidence the intention of the District to constitute such. Each party to the agreement represents and warrants that the officer executing this Agreement has been duly authorized.

The term of this assignment is from the date of final execution (above) until all issues with E-Rate Years 2004, 2005, 2006, 2007, 2008 2009, 2010, 2011, 2012, 2013 and 2014 are resolved or June 30, 2016. When executed, this agreement is authorization for all employees of Consultant to communicate on behalf of the District in performance of the duties outlined herein. The following is a list of CSM Consulting, Inc (CSM) employees who are authorized to speak on behalf of the aforementioned client:

Kimberly Friends
Shawn Farley
Michelle Harken
Kathryn Carroll
Laura Sasaki
Anne Wells
Sarah Pimentel

Linda Smith
Irma Macias
Rachel White
Rosy Campos
Mary Head
Lehna Markarian
Charnell Kemanian

Scott Harken
Drulyne Vang
Cathy Benham
Joan Przybyla
David Cichella
Jennifer Jimenez
Iris Sharp

CSM Consulting, Inc.

Name: *G. T. Cichella*

Print Name: Gary T. Cichella

Title: President, E-Rate Services

Oak Park Unified School District

Name: _____

Print Name: _____

Title: _____

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: AUGUST 16, 2011

**SUBJECT: C.1.g. APPROVE RENEWAL OF AGREEMENT WITH THE
VENTURA COUNTY OFFICE OF EDUCATION FOR 2011-12
DATA PROCESSING SERVICES**

CONSENT

ISSUE: Shall the Board approve a renewal agreement with the Ventura County Office of Education (VCOE) to provide data processing services to the District for the 2011-12 fiscal year?

BACKGROUND: The District has historically contracted annually with VCOE to provide data processing services. The scope of these services currently includes the hosting and support of the Escape Financial and Payroll/Personnel Systems. The current contract with VCOE for these services expired June 30, 2011. The fee for services is calculated on the District's prior year P-2 ADA, and the amount-per-ADA is unchanged from last school year. VCOE has proposed to renew the agreement for the 2011-12 fiscal year in the amount of \$41,365 (2010-11 P-2 ADA [3902.38] x \$10.60). A copy of the renewal agreement is attached for the Board's review.

FISCAL IMPACT: The cost of the proposed services is included in the Business and Administrative Services departmental budget for 2011-12.

ALTERNATIVES:

1. Approve the renewal agreement with the Ventura County Office of Education (VCOE) to provide data processing services to the District for the 2011-12 fiscal year.
2. Do not approve the renewal.

RECOMMENDATION: Alternative No. 1

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

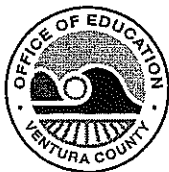
Respectfully submitted:



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	_____	_____	_____	_____



Ventura County Office of Education
5189 Verdugo Way
Camarillo, CA 93012



AGREEMENT FOR ESCAPE FINANCIAL & PAYROLL/PERSONNEL SYSTEM

This agreement is made between the Oak Park Unified School District of Ventura County, hereinafter referred to as "District," and the Ventura County Office of Education, hereinafter referred to as "VCOE."

It is Hereby Agreed between the Parties as Follows:

1. Time Period

VCOE agrees to furnish the District services in processing and reporting for the fiscal year July 1, 2011 through June 30, 2012 and thereafter on a yearly basis unless written notice to the contrary is received by VCOE prior to the fifteenth of January of any year in which the services are rendered.

2. Services Provided

VCOE shall provide services and transactions available in the Escape Financial & Payroll/Personnel System.

3. Exclusions

Software support does not include:

- A. Programming required because of changes in computer equipment or configuration.
- B. Problems resulting from equipment failure.
- C. Unauthorized alterations to the programs.

4. Charges

Charges will be determined by multiplying the District's prior year P-2 ADA as of June 1 of the prior fiscal year by an ADA factor from the following table.

P-2 ADA	Per ADA Factor
0-999	\$37.85
1000-4999	\$10.60
5000-9999	\$8.37
10000-19999	\$7.73
20000 +	\$7.02

All reports printed at VCOE will be charged at \$.0800 per page.

5. Payment Schedule

The District agrees that the ADA based fees shall be paid in a single installment to be billed in late December.

Approved this _____ day of _____, 20_____.

School District Authorized Representative

Approved this _____ day of _____, 20_____.

VCOE Authorized Representative

TO: MEMBERS, BOARD OF EDUCATION

FROM: ANTHONY W. KNIGHT Ed.D., SUPERINTENDENT

DATE: AUGUST 16, 2011

SUBJECT: C.1.h APPROVE STUDENT TEACHING AGREEMENT WITH CALIFORNIA STATE UNIVERSITY NORTHRIDGE

CONSENT

ISSUE: Shall the Board of Education enter into Student Teaching Agreement with California State University, Northridge commencing July 1, 2011 until June 30, 2014.

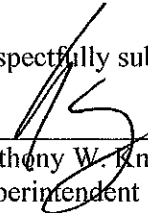
STATEMENT: Education Code section 11006 authorizes the Governing Board of any school district to enter into agreements with a state college/university or private college/university accredited by the State Board of Education as a teacher education institution, to provide supervised student teaching experience.

ALTERNATIVES:

1. Approve Student Teaching Agreement with California State University, Northridge commencing July 1, 2011, until June 30, 2014 and authorize the Superintendent to sign the agreement on behalf of the District.
2. Do not approve Student Teaching Agreement with California State University, Northridge.

RECOMMENDATION: Alternative #1

Respectfully submitted,



Anthony W. Knight Ed.D.
Superintendent

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

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

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

STUDENT TEACHING AGREEMENT

THIS AGREEMENT entered into by and between the State of California through the Trustees of The California State University on behalf of the State University, noted below, all of which are hereinafter called State or State University, and the School District/School, noted below, hereinafter called the District:

WITNESSETH

WHEREAS, The District is authorized to enter into agreements with the State, to provide teaching experience through practice teaching to students enrolled in teacher training curricula of the State University; and

WHEREAS, any such agreement may provide for the payment for the services rendered by the District of an amount not to exceed the actual costs to the District of the services rendered; and

WHEREAS, it has been determined between the parties hereto that the payments to be made to the District under this agreement do not exceed the actual cost to the District of the services rendered by the District; and

WHEREAS, the honorarium or payment provided herein is intended to be transmitted promptly by the District to the supervising teacher as compensation for and recognition to services performed for the student teacher in the supervisory teacher's charge;

NOW THEREFORE, it is mutually agreed between the State and the District as follows:

SPECIAL PROVISIONS

The State University and the District are as follows:

UNIVERSITY
California State University, Northridge

DISTRICT
Oak Park Unified School District

The TERM of the Agreement is July 1, 2011 to June 30, 2014. Payment for SERVICES for subsequent fiscal years is contingent upon approval of the State Budget.

The SERVICES to be provided by District to State shall not exceed 200 semester units of Practice Teaching.

The State shall pay District for such services at the RATE AND AMOUNT of \$25.00 per semester unit, not to exceed a total payment of \$5,000.00.

Invoices must be sent to:

University Accounts Payable
California State University, Northridge
18111 Nordhoff Street
Northridge, CA 91330-8202

GENERAL TERMS

1. The District shall provide to State University students teaching experience through practice teaching in schools and classes of the District not to exceed the units of practice teaching set forth in the Special Provisions. Such practice teaching shall be provided in such schools or classes of the District and under the direct supervision and instruction of such employees of the District, as the District and the State through their duly authorized representatives may agree upon.

The District may, for good cause, refuse to accept for practice teaching any student of the State University assigned to practice teaching in the District, and upon request of the District, made for good cause, the State shall terminate the assignment of any student of the State University to practice teaching in the District.

Practice teaching as used herein and elsewhere in this agreement means active participation in the duties and functions of classroom teaching under the direct supervision and instruction of employees of the District holding valid life diplomas or credentials issued by the State Board of Education, other than emergency or provisional credentials, authorizing them to serve as classroom teachers in the schools or classes in which the practice teaching is provided.

2. The State will pay the District for the performance by the District of all services required to be performed under this agreement at the rates set forth in the Special Provisions for each semester or quarter unit of practice teaching.

A semester unit of practice teaching for elementary and secondary schools is approximately twenty (20) minutes of practice teaching daily for five (5) days a week for eighteen (18) weeks. A quarter unit of practice teaching is two-thirds (2/3) of a semester unit. For community colleges and/or adult schools, a semester unit is approximately 20 minutes of practice teaching daily three (3) days a week for eighteen (18) weeks during regular session.

3. An assignment of a student of the State University to practice teaching in schools or classes of the District shall be, at the discretion of the State, either for approximately nine (9) weeks or for approximately eighteen (18) weeks, but a student may be given more than one assignment by the State University to practice teaching in such schools or classes.

The assignment of a student of the State University to practice teaching in the District shall be deemed to be effective for purposes of this agreement as of the date the student presents to the proper authorities of the District the assignment card or other document given the student by the State University effecting such assignment, but not earlier than the date of such assignment as shown on such card or other document.

In the event the assignment of a student of the State University to practice teaching is terminated by the State University for any reason, the District shall

34
receive payment on account of such student except that if such assignment is terminated before the end of the ninth week of the term of the assignment, the District shall receive payment for an assignment for nine (9) weeks only. If a student is assigned by the State University to another teacher of the District after an assignment has become effective, this shall be considered for payment purposes as an entirely new and separate assignment.

Absences of a student from assigned practice teaching shall not be counted as absences in computing the semester units of practice teaching provided the student by the District.

4. Within a reasonable time following the close of each semester or quarter of the State University, the District shall submit an invoice, in triplicate, to the State University for payment, at the rate provided herein, for all units of practice teaching provided by the District under and in accordance with this agreement during said semester or quarter. The District shall attach to the invoice a certificate, in triplicate, executed by a duly authorized representative of the District certifying that the District expended or became obligated to expend in providing such practice teaching an amount not less than the amount of the invoice. The State will pay the amount of such invoice from moneys made available for such purpose by or pursuant to the laws of the State. All invoices for services for each fiscal year must be received by University Accounts Payable no later than August 31 following the close of that fiscal year. Any invoices received after this date will be returned unprocessed.

5. Notwithstanding any other provisions of this agreement, the State shall not be obligated by this agreement to pay the District any amount in excess of the total sum set forth in the Special Provisions.

6. All workers' compensation insurance shall be at the cost of the District unless otherwise provided herein, and all premiums therefore shall be paid by the District. State shall reimburse District for Workers' Compensation Insurance coverage in the amount of \$--0-- per student teacher semester, or \$--0-- per student teacher quarter, not to exceed a total payment of \$--0--. The second sentence of this paragraph 6 shall be operative and shall supersede the first sentence of this paragraph only if the amounts are filled in and are approved by both parties hereto.

STATE OF CALIFORNIA

SCHOOL DISTRICT

Trustees of the California State University

Oak Park Unified School District

BY _____
Deborah Flugum
TITLE Manager, Purchasing & Contract Administration
California State University, Northridge
18111 Nordhoff Street
Northridge, CA 91330-8231
818/677-2301
818/677-6544 (fax)

BY _____
TITLE _____

SCHOOL DISTRICT CERTIFICATION

I, the duly appointed and acting Clerk or Secretary of the Governing Board of the School District listed below, do hereby certify that the following is a true and exact copy of a portion of the Minutes of the regular meeting of said Board held on _____, 19__.

It was moved, seconded and carried that the attached contract with the Trustees of The California State University, whereby the University may assign students to the schools in the School District for practice teaching, be approved; and the

_____ is hereby authorized to execute the same.

BY _____
Clerk, Secretary (strike one) of the Governing Board of
The School District

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: AUGUST 16, 2011

**SUBJECT: C.2.a APPROVE NOTICE OF COMPLETION, PROJECT 10-12R,
REROOFING OF GYMNASIUM AT OAK PARK HIGH SCHOOL**

ACTION

ISSUE: Shall the Board approve the Notice of Completion for Project 10-12R, Reroofing of Gymnasium at Oak Park High School, contracted with Channel Islands Roofing, Inc.?

BACKGROUND: At its meeting on June 18, 2010, the Board of Education authorized the award of Bid 10-12R, Reroofing of Gymnasium at Oak Park High School, to Channel Islands Roofing, Inc.

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

ALTERNATIVES:

1. Approve the Notice of Completion for Project 10-12R, Reroofing of Gymnasium at Oak Park High 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
Iceland	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Pailant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

Notice of Completion

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

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

That on or about June 18, 2010 the said Oak Park Unified School District of Ventura County entered into a contract with Channel Islands Roofing, Inc. of Oxnard, California, for Bid 10-12R, Reroofing of Gymnasium at Oak Park High School on certain real property hereinbefore described: that said building and improvements were actually completed on August 16, 2011; that the address of said Oak Park Unified School District is 5801 E. Conifer Street, Oak Park, CA 91377, Ventura County, California.

OAK PARK UNIFIED SCHOOL DISTRICT

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

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

STATE OF CALIFORNIA
COUNTY OF VENTURA

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

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

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

WITNESS my hand and official seal.

Signature _____ (SEAL)



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

July 13, 2011

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

Re: Project #10-12R Oak Park High School Reroof at Gym Building
 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 Bid #10-12R Oak Park High School Reroof at Gym Building. All contract installation requirements have been satisfied by Channel Island Roofing. The final contract amount is as follows;

Original Contract	\$ 248,805
Change Orders – 1	\$ 17,406
Final Contract Amount	\$ 266,211

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

Respectfully,

Dennis Kuykendall

Dennis Kuykendall
 Senior Project Manager
 Barnhart-Balfour Beatty

cc. Keith Henderson, Barnhart-Balfour Beatty
 Richard Jackson, Barnhart-Balfour Beatty
 File

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 16, 2011
SUBJECT: C.2.b. APPROVE 2011-12 EMPLOYEE HEALTH BENEFIT PLANS

ACTION

ISSUE: Shall the Board accept the recommendation of the District's Health Benefit Committee for 2011-12 employee medical, dental, and vision insurance coverage?

BACKGROUND: As a long-standing practice and as prescribed by employee collective bargaining agreements, the Health Benefits Committee met this spring and into the summer to review and consider employee medical, vision and dental plans for the 2011-12 school year. The Committee is comprised of two employees each from OPTA, OPCA and the District.

This June the Committee reviewed the proposed rate increases and plan offerings available from the current health benefits provider, California's Valued Trust (CVT). CVT has announced its 2011-12 rates, including an average increase of 2.5% for Blue Cross PPO plans, and 2.7% for Kaiser HMO plans. There was no increase to the VSP vision rates, and the rates for the Delta Dental plan declined by 3.3%. The District's current coverage offers a choice of six medical plans, including four Anthem Blue Cross PPO plans and two Kaiser plans, as well as Delta Dental and VSP Vision plans. After review of the rates and the plans offered by CVT, the Committee is recommending continuing with the existing CVT coverage in 2011-12, and the addition of three new medical plans. The new plans are the Wellness PPO Plan 1, PPO High Deductible Health Plan 1, and Kaiser Plan 1. These are plans are expected to offer employees more options in selecting coverage to meet their needs, and are not expected to increase the cost to the District. Information pertaining to the Committee's recommendation is attached for the Board's review.

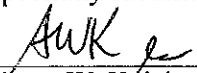
ALTERNATIVES:

1. Accept the Health Benefits Committee recommendation and approve contracts with California's Valued Trust for the 2011-12 school year.
2. Do not accept the Health Benefits Committee recommendation.

RECOMMENDATION: Alternative No. 1.

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

Respectfully submitted:



 Anthony W. Knight, Ed.D.
 Superintendent

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

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

CVT HEALTH PLANS FOR OAK PARK UNIFIED SCHOOL DISTRICT 2011 / 2012

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

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

* Major Medical - Deductible and coinsurance apply.

**Explanation of Covered Expense:

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

Effective 10/1/11: 24/7 NURSELINE

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

**CVT KAISER PLANS FOR
OAK PARK UNIFIED SCHOOL DISTRICT
2011 / 2012**

BENEFIT	KAISER 1 w/CHIRO OPTION	KAISER 2 w/CHIRO OPTION	KAISER PLAN 6 w/ VISION & CHIRO OPTION
DEDUCTIBLE / OUT-OF-POCKET MAX	Deductible: 0 Out-of-Pocket Max: \$1,500 Per Person \$3,000 Per Family	Deductible: 0 Out-of-Pocket Max: \$1,500 Per Person \$3,000 Per Family	Deductible: 0 Out-of-Pocket Max: \$1,500 Per Person \$3,000 Per Family
LIFETIME MAX PER PERSON	No Lifetime Max	No Lifetime Max	No Lifetime Max
DOCTOR VISITS	Covered, \$10 Copay	Covered, \$15 Copay	Covered, \$25 Copay
IMMUNIZATIONS	Covered, No Charge	Covered, No Charge	Covered, No Charge
PREVENTIVE CARE FOR CHILDREN	Covered, No Charge	Covered, No Charge	Covered, No Charge
PREVENTIVE CARE FOR ADULTS	Covered, No Charge	Covered, No Charge	Covered, No Charge
OUTPATIENT X-RAY & LAB	Covered, No Charge	Covered, No Charge	Covered, No Charge
RADIATION THERAPY & CHEMOTHERAPY	Radiation Therapy: Covered, No Charge Chemotherapy: \$10 Copay	Radiation Therapy: Covered, No Charge Chemotherapy: \$15 Copay	Radiation Therapy: Covered, No Charge Chemotherapy: \$25 Copay
DURABLE MEDICAL EQUIPMENT	Covered, No Charge In accord with DME Formulary	Covered, No Charge In accord with DME Formulary	Covered, No Charge In accord with DME Formulary
AMBULANCE-GROUND/AIR	Covered, No Charge, If Medically Necessary	Covered, No Charge, If Medically Necessary	Covered, \$50 Per Trip, If Medically Necessary

Page 2	KAISER 1 w/CHIRO OPTION	KAISER 2 w/CHIRO OPTION	KAISER PLAN 6 w/ VISION & CHIRO OPTION
PHYSICAL THERAPY	Covered, \$10 Copay	Covered, \$15 Copay	Covered, \$25 Copay
CHIROPRACTIC	Chiro Benefit Offered through American Specialty Health: 40 In-Network Visits Per Year, \$10 Office Visit Copay: Out-Of-Network – 50% Up to \$30 Per Visit, 10 Visits Per Year Maximum	Chiro Benefit Offered through American Specialty Health: 40 In-Network Visits Per Year, \$10 Office Visit Copay: Out-Of-Network – 50% Up to \$30 Per Visit, 10 Visits Per Year Maximum	Chiro Benefit Offered through American Specialty Health: 40 In-Network Visits Per Year, \$10 Office Visit Copay: Out-Of-Network – 50% Up to \$30 Per Visit, 10 Visits Per Year Maximum
ACUPUNCTURE	Covered, \$10 Copay Referral by Plan Physician	Covered, \$15 Copay Referral by Plan Physician	Covered, \$25 Copay Referral by Plan Physician
HOSPITAL INPATIENT	Covered, No Charge	Covered, No Charge	Covered, \$250 Copay
HOSPITAL EMERGENCY ROOM	Covered, \$35 Copay Waived if Admitted	Covered, \$50 Copay Waived if Admitted	Covered, \$50 Copay Waived if Admitted
VISION EXAM	Exam Covered, No Charge No frame, lens, contact allowance	Exam Covered, No Charge No frame, lens, contact allowance	Exam Covered, No Charge; \$175 Allowance for Lenses, Frames, & Contacts Every 24 Months
HOME HEALTH CARE	Covered, No Charge (Limits)	Covered, No Charge (Limits)	Covered, No Charge (Limits)
HOSPICE	Covered, No Charge	Covered, No Charge	Covered, No Charge
PRESCRIPTION DRUGS (CO-PAYMENTS)	<div> <div>Retail \$5 Generic \$10 Brand (Up to 30 day supply)</div> <div>Mail Order \$10 Generic \$20 Brand (100 day supply)</div> </div>	<div> <div>Retail \$5 Generic \$10 Brand (Up to 30 day supply)</div> <div>Mail Order \$10 Generic \$20 Brand (100 day supply)</div> </div>	<div> <div>Retail \$10 Generic \$20 Brand (Up to 30 day supply)</div> <div>Mail Order \$20 Generic \$40 Brand (100 day supply)</div> </div>

NOTES: COPAYS FOR INFERTILITY: Plans 1 – \$10 Copay; Plan 2 – \$15 Copay; Plans 6-8 – 50% Copay.

COPAYS FOR ALLERGY INJECTIONS: Plans 1-5 – No Charge; Plans 6-7 – \$5 Per Visit.

PLAN 6 - \$175 allowance for lenses, frames, & contacts every 24 months

THIS SUMMARY IS FOR COMPARISON PURPOSES ONLY. PLEASE REFER TO THE ACTUAL SUMMARY PLAN DESCRIPTION FOR COMPLETE BENEFITS.

CALIFORNIA'S VALUED TRUST

DELTA DENTAL PLAN OF CALIFORNIA

INFORMATION SHEET

OAK PARK UNIFIED SCHOOL DISTRICT **PPO STANDARD SCHOOL INCENTIVE PLAN**



Usual, Customary and Reasonable Fee Concept
Basic Services, Crowns and Cast Restorations:

CoPayment Schedule: 70/30 First Year
 80/20 Second Year
 90/10 Third Year
 100% Fourth Year

Prosthodontics CoPayment: 50/50

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

DELTA DENTAL PPO/PREMIER INCENTIVE PLAN

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

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

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

Your VSP Vision Benefits



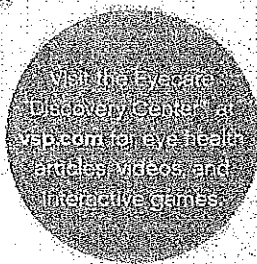
Welcome to VSP® Vision Care. We'll help keep you and your eyes healthy through personalized care from a doctor you can trust.

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

Getting started is a breeze.

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

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



Keep your eyes healthy
and your vision clear with VSP.

Contact VSP | vsp.com
800.877.7195



California's Valued Trust and VSP provide you an affordable eyecare plan.

Your Coverage from a VSP Doctor

\$ 15.00 copay every 12 months

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

Prescription Glasses

Lenses **every 12 months**

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

Frame **every 24 months**

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

~OR~

Contact Lens Care **every 12 months**

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

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

Extra Discounts and Savings

Glasses and Sunglasses

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

Contacts

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

Laser Vision Correction

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

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

Out-of-Network Reimbursement Amounts:

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

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 16, 2011
**SUBJECT: C.2.c APPROVE AWARD OF BID NO. 11-17, SCHOOL BUS
TRANSPORTATION SERVICES**

ACTION

ISSUE: Shall the Board award Bid No. 11-17, School Bus Transportation Services?

BACKGROUND: Results of several surveys sent to OPUSD District of Choice families have indicated a strong support for parent-paid school bus transportation for DOC students. In response to this interest, the District has solicited bids for this service, with bid responses scheduled to be received and opened at 3:00 p.m. on August 15, 2011. It is anticipated that a recommendation for award of Bid No. 11-17, School Bus Transportation Services will be presented at this evening's meeting

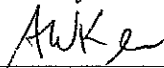
ALTERNATIVES:

1. Award Bid No. 11-17, School Bus Transportation Services, to the lowest responsive and responsible bidder as recommended.
2. Reject all bids received and direct staff to re-bid the project.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,



 Anthony W. Knight, Ed.D.
 Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 16, 2011
SUBJECT: C.2.d. APPROVE AUTHORIZATION TO PURCHASE TECHNOLOGY
EQUIPMENT UNDER THE CALIFORNIA MULTIPLE AWARD SCHEDULE
(CMAS)

ACTION

ISSUE: Shall the Board authorize the purchase of SMART Boards and related equipment from CA Interactive Technologies, an authorized reseller of SMART Board equipment, utilizing its CMAS contract, No. 3-11-70-2819A?

BACKGROUND: As part of the District's Measure C6 21st Century Classroom (21CC) initiative, the Educational Technology department is purchasing SMART Boards and related equipment to outfit the classrooms of newly designated 21CC teachers. It is recommended that the proposed equipment, totaling \$221,273.41, be purchased from CA Interactive Technologies, an authorized reseller of SMART Board equipment, utilizing its CMAS contract, No. 3-11-70-2819. The California Multiple Award Schedule (CMAS) is a state program that allows local government and school districts to purchase from state contracts, thereby complying with the bidding requirements of Public Contract Code 20111-20118, and ensuring the lowest available pricing for equipment and services.

ALTERNATIVES:

1. Authorize the purchase of SMART Boards and related equipment from CA Interactive Technologies, an authorized reseller of SMART Board equipment, utilizing its CMAS contract, No. 3-11-70-2819A.
2. Do not authorize the purchase.

RECOMMENDATION: Alternative No. 1

FISCAL IMPACT: The proposed purchase will be funded from Fund 212, Bond Measure C6.

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	_____	_____	_____	_____

Quotation: QUO-03122-0L91

Effective from: 7/29/2011 Quoted by: Jeremy Short

Tel: 818-506-0339 jeremy@aplusitech.com

Prepared for: Jane Mintz

CMAS Contract# 3-11-70-2819A

Authorized
Dealer**SMART**[™]**Bill To:**

Oak Park USD
5801 E. Conifer Street
Oak Park, CA, 91377

Ship To:

Oak Park.USD
5801 E. Conifer Street
Oak Park, CA, 91377

Quantity	Product	Description	Price	Total
10.00	UF75-SB600	UF75 Projector Retrofit Kit for SB660 and SB680 Boards	2,099.00	20,990.00
10.00	HAWM-UX/UF	Height-adjustable Wall Mount for UX/UF projector systems	799.00	7,990.00
6.00	SBX885	SMART Board X885	2,269.00	13,614.00
87" SMART Multi-Touch Interactive Whiteboard. Comes w/ USB Notebook software v10, wall mount kit. 3 year warranty on parts for the Board, 3 yrs for projector. Up to 21 day lead time.				
8.00	XJ-A250	WXGA Casio, 3000 Lumens	1,249.00	9,992.00
12.00	SBX885i5	SMART Board X885 with UF75w Projector	4,189.00	50,268.00
87" SMART Interactive Whiteboard with UF75w projector. Comes w/ USB Notebook software v10, wall mount kit. 3 year warranty on parts for the Board, 3 yrs for projector. Up to 21 day lead time.				
1.00	FRU-UF75-PJR	UF75 projector only	1,149.00	1,149.00
25.00	20-01501-20	LEU for UF75 and UF75w Projectors	179.00	4,475.00
Bundle Discount Applied:				
24.00	SBA	USB Audio system for SMART Board 600 and 800 series without a SMART projector	299.00	7,176.00

Subtotal: \$115,654.00**Tax: \$8,384.92****Shipping Cost: \$2,772.19****Total: \$126,811.11**

Accepted By: _____

Date: _____

This quote is good for 90 days from the effective date above.

***** TO ORDER PLEASE FAX A PO AND/OR SIGNED QUOTE TO: 818-301-2588

Quotation: QUO-02577-6T04

Effective from: 4/18/2011 · Quoted by: Jeremy Short

Tel: 310-923-8288 jeremy@aplusitech.com

Prepared for: Jane Mintz

jmintz@oakparkusd.org

Authorized Dealer **SMART™****Bill To:**

Oak Park USD
5801 E. Conifer Street
Oak Park, CA, 91377

Ship To:

Oak Park USD
5801 E. Conifer Street
Oak Park, CA, 91377

Quantity	Product	Description	Price	Total
34.00	SRP-XE-32	SMART Response XE System with Receiver, 32 Remotes	2,554.00	86,836.00
Reg Education Pricing \$2,849 CMAS Contract # 3-11-70-2819A				

Subtotal: \$86,836.00
Tax: \$7,163.97
Shipping Cost: \$462.33
Total: \$94,462.30

Accepted By: _____

Date: _____

This quote is good for 90 days from the effective date above.

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: AUGUST 16, 2011

SUBJECT: C.2.e APPROVE RESOLUTION #11-17 AUTHORIZING DISTRICT PARTICIPATION IN K-3 CLASS SIZE REDUCTION PROGRAM

ACTION

ISSUE: Shall the Board of Education approve Resolution #11-17 for K-3 Class Size Reduction and the submission of the required application for the program?

BACKGROUND: Senate Bill 1777 provides funding for each student who is enrolled in a K-3 class with a maximum of 20 students. The District meets all the requirements for the program and has included approximately \$643,671 in K-3 funding in its 2011-12 adopted budget. The Board of Education must approve the resolution certifying compliance with program requirements to qualify for class size reduction funding.

ALTERNATIVES:

1. Approve Resolution #11-17 for K-3 Class Size Reduction and the submission of the required application for the program.
2. Do not approve the resolution and application.

RECOMMENDATION: Alternative No. 1.

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

Respectfully submitted:



 Anthony W. Knight, Ed.D.
 Superintendent

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

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

**OAK PARK UNIFIED SCHOOL DISTRICT
RESOLUTION #11-17
CLASS SIZE REDUCTION – K-3**

WHEREAS, The State of California, through Senate Bill 1777, has continued a Class Size Reduction Program for 2011-12 and

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

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

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

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

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

1. The number of classes listed on the application form under Option One and Option Two in each eligible grade level is correctly identified.
2. The pupil counts do not include special education students enrolled in special day classes, or pupils enrolled in independent study, and are not greater than enrollment as of October of the previous calendar year.
3. A certificated teacher has been hired by the school district and is providing direct instructional services to each class selected for the Class Size Reduction Program. It is the intent of the school district that each such certificated teacher will provide direct instructional services to each pupil enrolled in the separate class to which the teacher is assigned.
4. As part of the district's Class Size Reduction Program, the district will provide a staff development program for any teacher who will participate for the first time in the Class Size Reduction Program and provide direct instructional services for reduced-size classes in this program. Appropriate training to maximize the education advantages of class size reduction will be provided to such teachers. This training shall include, but not be limited to, methods for providing each of the following: (1) individualized instruction, (2) effective teaching, including classroom management in smaller classes, (3) identifying and responding to pupil needs, and (4) opportunities to build on the individual strengths of pupils.
5. The school district will collect and maintain data required by the Superintendent of Public Instruction for evaluation of the Class Size Reduction Program. The data shall include, but not be limited to, individual test scores or other records of pupil achievement. Any data collected will be protected in a manner that will not permit the personal identification of any pupil or parent.
6. Priority for reducing class size is according to the following order at each school site:
 - If only one grade level is reduced, the grade level will be 1st grade
 - If two grade levels are reduced, the grade levels will be 1st and 2nd grades
 - If three or four grade levels are reduced, the grade levels will be 1st and 2nd and then any combination of kindergarten and/or 3rd grade.
7. The Class Size Reduction Program has been implemented for 2011-12.
8. The school district will submit final enrollment counts on the J-7CSR form to the School Facilities Planning Division by May 11, 2012.

PASSED and ADOPTED this 16th day of August, 2011.

AYES: _____ NOES: _____ ABSTENTIONS: _____ ABSENT: _____

Signed and Approved:

Clerk, Board of Education

2011-12 Operations Application K-3 Class Size Reduction Program

County and District Code

5 6

7 3 8 7 4

Charter School Code*

County Ventura

District Oak Park Unified School District

Charter School*

*For use only by charter schools applying independent of their authorizing entity. Do not submit a separate application for charter schools that were included in their authorizing entity's 2008-09 through 2010-11 applications.

Contact Person Martin Klauss

Title Assistant Superintendent, Business Services

Address 5801 Conifer Street

City, Zip Code Oak Park, CA

Telephone 818-735-3254 Ext.

E-mail Address mklauss@oakparkusd.org

Certifications

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

1. The number of classes participating in Option One and Option Two is identified and the total number of classes does not exceed the total number of classes identified on the 2008-09 Operations Application. [EC Section 52123(a), 52124.3(b), Title 5 *California Code of Regulations* Section 15103]
2. The pupil counts reported do not include special education pupils enrolled in special day classes full time, pupils enrolled in independent study, or charter school pupils enrolled in a home study program. [EC Section 52123(b)]
3. A certificated teacher has been hired by the applicant and is providing direct instructional services to each class participating in the K-3 CSR Program. [EC Section 52123(c)]
4. The applicant will provide a staff development program for any teacher who will participate for the first time in the K-3 CSR Program as specified in Certification #3. Appropriate training to maximize the education advantages of class size reduction will be provided to such teachers. This training shall include, but not be limited to, methods for providing each of the following: (1) individualized instruction, (2) effective teaching, including classroom management in smaller classes, (3) identifying and responding to pupil needs, and (4) opportunities to build on the individual strengths of pupils. [EC sections 52123(d), 52127]
5. The applicant will collect and maintain data required by the State Superintendent of Public Instruction for evaluation of the K-3 CSR Program. The data shall include, but not be limited to, individual test scores or other records of pupil achievement. Any data collected will be protected in a manner that will not permit the personal identification of any pupil or parent. [EC section 52123(e)]
6. Each class participating in the K-3 CSR Program is housed in either a separate, self-contained classroom or the space provided for each participating class for each grade level at that schoolsite is of a square footage per pupil enrolled in each class that is not less than the average square footage per pupil enrolled in those grade levels at that schoolsite in the 1995-96 school year. [EC section 52123(f)]
7. Priority for reducing class size or claiming reduced funding for classes exceeding 20.44 pupils is in accordance with the following grade level implementation requirements at each schoolsite:
 - If only one grade level is reduced/claimed, the grade level will be 1st grade.
 - If two grade levels are reduced/claimed, the grade levels will be 1st and 2nd grades.
 - If three or four grade levels are reduced/claimed, the grade levels will be 1st and 2nd and then any combination of kindergarten and/or 3rd grade.
8. The K-3 CSR Program has been implemented in the current year. A district is considered to have implemented the program even if it claims reduced funding for all eligible classes.
9. **The applicant will submit final enrollment counts on the Form J-7CSR to the CDE by May 11, 2012.**

Signature

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

Signature of District Superintendent or
Charter School Chief Administrative Officer

Anthony W. Knight, Ed.D.
Printed Name

August 16, 2011
Date

2011-12 Operations Application K-3 Class Size Reduction Program

County and District Code

5	6	7	3	8	7	4
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Charter School Code*

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County Ventura

District Oak Park Unified School District

Charter School*

*For use only by charter schools applying independent of their authorizing entity. Do not submit a separate application for charter schools that were included in their authorizing entity's 2008-09 through 2010-11 applications.

Intended Level of Program Participation in 2011-12

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

1. ☒ The district/charter school intends to participate in the 2011-12 K-3 CSR Program at the same level (number and size of classes) as reported on the 2010-11 Form J-7CSR. The February 2012 apportionment will therefore be based on the district/charter school's 2010-11 final entitlement. **If this box is checked, complete and submit only pages 1 and 2 of this application to the CDE.**
2. ☐ The district/charter school intends to participate in the 2011-12 K-3 CSR Program at a higher or lower level than what was claimed on the 2010-11 Form J-7CSR (but capped at the number of classes reported on the 2008-09 Operations Application). The February 2012 apportionment will therefore be based on the information reported on page 3 of this application. **If this box is checked, complete and submit pages 1 through 3 of this application to the CDE.**
3. ☐ The district/charter school does not intend to participate in the 2011-12 K-3 CSR Program at either full or reduced funding. **If this box is checked, complete and submit only this page of the application to the CDE. A signature below is necessary only if the district/charter school is not participating in the 2011-12 K-3 CSR Program.**

Signature of District Superintendent or
Charter School Chief Administrative Officer

Printed Name

Date

Mail the required pages of this application by September 28, 2011 (postmark) to:

Rebecca Lee ~ CDE, School Fiscal Services Division ~ 1430 N Street, Suite 3800 ~ Sacramento, CA 95814

TO: MEMBERS, BOARD OF EDUCATION

FROM: ANTHONY W. KNIGHT Ed.D., SUPERINTENDENT

DATE: AUGUST 16, 2011

SUBJECT: C.2.f APPROVE PROCEDURES TO ACCEPT STUDENTS UNDER THE
INTERDISTRICT TRANSFER MEMORANDUM OF UNDERSTANDING
ACTION

ISSUE: Shall the Board of Education approve the procedures to accept students under the Interdistrict Transfer Memorandum of Understanding signed with the Ventura County school districts?

STATEMENT: Because Oak Park Unified School District accepts students under the District of Choice program and we can now accept students under Education Code 46600, a process for distinguishing between these two types of students will be required.

ALTERNATIVES:

1. Approve the proposed procedures for distinguishing between two types of interdistrict students.
2. Do not approve the proposed procedures for distinguishing between two types of interdistrict students.
3. Amend the proposed procedures.

RECOMMENDATION: Alternative #1

Respectfully submitted,



Anthony W. Knight Ed.D.
Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: AUGUST 16, 2011

SUBJECT: C.2.g 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	OPHS Rocket Team/Boeing Company	\$ 5,000.00
MCMS	School Logo Pens/Viet Van Ha	\$ 402.00

RECOMMENDATION: Accept the donations with thanks.

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

Respectfully submitted,

 Anthony W. Knight, Ed.D.
 Superintendent

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

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

TO: BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 16, 2011
SUBJECT: C.3.a APPROVE PROPOSED BOARD MEETING SCHEDULE FOR THE 2011-2012 SCHOOL YEAR

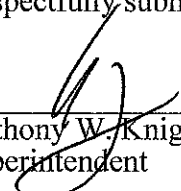
ACTION

ISSUE: Should the Board of Education approve the proposed Board Meeting schedule for the 2010-11 School Year.

BACKGROUND: The Board approved the 2011 meeting schedule through December 2011 at the December 7, 2010 Board Meeting. For planning purposes, the meetings for the entire 2011-2012 school year need to be scheduled. The Board has not approved the dates listed below beginning with January 2012 and we are asking the Board to consider the recommended dates at this time:

August 16, 2011	Single Regular Meeting in August
September 20, 2011	Single Regular Meeting in September
October 18, 2011	Single Regular Meeting in October
November 15, 2011	Single Regular Meeting in November
*December 6, 2011	Annual Organizational Meeting
(Falls within 15 days after 1 st Friday)	
January 17, 2012	Single Regular Meeting in January
February 21, 2012	Single Regular Meeting in February
March 20, 2012	Single Regular Meeting in March
April 17, 2012	Single Regular Meeting in April
May 15, 2012	Single Regular Meeting in May
*June 5, 2012	Budget Study Session Meeting
June 19, 2012	Single Regular Meeting in June
July TBD	Board Retreat
*First Tuesday 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
Iceland	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

TO: BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 16, 2011
SUBJECT: C.3.b APPROVE 2011-2012 MORAL IMPERATIVES AND GOALS ACTION

ISSUE: Shall the Board of Education approve the 2010-2011 Moral Imperatives and Goals?

BACKGROUND: On August 9, 2011 the Board of Education revised the 2010-2011 Moral Imperatives and Goals. On August 17, the District Leadership Team will revise the action plans and the Board will review and approve them at the September meeting. The 2011-12 Moral Imperative and Goals will be provided to the Board under separate cover.

ALTERNATIVES: 1. Approve the 2011-2012 Moral Imperatives and Goals.
 2. Revise and approve the 2011-2012 Moral Imperatives and Goals.

RECOMMENDATION: At Board's discretion.

Respectfully submitted,

 Anthony W. Knight, Ed.D.
 Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 16, 2011
SUBJECT: C.3.c. APPROVE RESPONSE TO GRAND JURY REPORT – SCHOOL BUS SAFETY

ACTION

ISSUE: Shall the Board approve Grand Jury Report response?

BACKGROUND: On June 2, 2011, the Ventura County 2010-2011 Grand Jury Report entitled "School Bus Safety" was delivered to all school districts throughout Ventura County. We have been asked to respond within 90 days to this report. The response to this Report will be delivered to the Board under separate cover.

ALTERNATIVES:

1. Approve Response to the Grand Jury Report
2. Amend and approve the Response to the Grand Jury Report
3. Do not approve the Response to the Grand Jury Report

RECOMMENDATION: At the Board's discretion.

Respectfully submitted,

 Anthony W. Knight, Ed.D.
 Superintendent

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

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

TO: BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 16, 2011
SUBJECT: C.3.d APPROVE APPOINTMENT TO THE CITIZEN'S OVERSIGHT COMMITTEE

ACTION

ISSUE: Shall the Board of Education approve candidates to the Citizen's Oversight Committee?

BACKGROUND: The Board of Education interviewed five candidates on August 9, 2011 who had applied for the Citizen's Oversight Committee. There are five openings on the committee. Tonight they will deliberate in open session on the appointment to the Citizen's Oversight Committee.

The Board recommendations are:

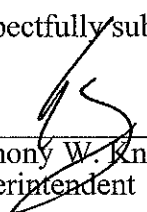
1. _____
2. _____
3. _____
4. _____
5. _____

ALTERNATIVES:

1. Approve the recommendations of the Board to the Citizen's Oversight Committee.
2. Do not approve the recommendations of the Board to the Citizen's Oversight Committee.
3. Seek additional applicants for the Citizen's Oversight Committee.

RECOMMENDATION: At the discretion of the Board.

Respectfully submitted,



 Anthony W. Knight, Ed.D.
 Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: MAY 17, 2011 JUNE 21, 2011 AUGUST 16, 2011

**SUBJECT: C.4.a. APPROVE AMENDMENT TO BOARD POLICY 1100–
COMMUNICATION WITH THE PUBLIC –~~First~~ Second Reading**

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 1100 – Communication with the Public?

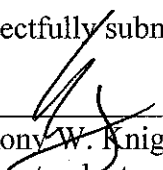
BACKGROUND: Board Policy 1100 is being updated to expand possible methods of communication. Section on “Prohibition Against Mass Mailings at Public Expense” expanded to including definition of mass mailing related to ballot measures, candidates, legislative activities, and other campaign activities. Schedule for evaluating the implementation and effectiveness of the district’s communications plan made more flexible since the schedule may change depending on communications goals and districts needs. Board Policy 1100 is being submitted with recommended changes from CSBA.

ALTERNATIVES:

1. Approve the amendment to Board Policy 1100 – Communication with the Public.
2. Do not amend Board Policy 1100 – Communication with the Public.
2. Adopt a modified version of the amendment to Board Policy 1100 – Communication with the Public.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,



Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1100(a)

Communication with the Public

The Governing Board recognizes the district's responsibility to keep the public informed regarding the goals, programs, achievements and needs of the schools and district and to be responsive to the concerns and interests expressed by members of the community. The Superintendent or designee shall establish strategies for effective two-way communications between the district and the public and shall consult with the Board regarding the role of Board members as advocates for the district's students, programs, and policies.

(cf. 1000 – *Concepts and Roles*)

(cf. 5020 – *Parent Rights and Responsibilities*)

(cf. 9000 – *Role of the Board*)

The Superintendent or designee shall ***provide the Board and staff with*** distribute communications protocols and procedures to ***assist the district in presenting a consistent, unified message on district issues.*** ~~Such protocols and procedures may the Board and staff, which include, but are not limited to, identification of spokesperson(s) authorized to speak to the media on behalf of the district, job descriptions that identify the responsibilities of the public information officer and other staff members related to communications with the public, strategies for coordinating communications efforts and activities, and legal requirements pertaining to confidentiality as well as the public's right to access records. and the importance of presenting a consistent, unified message on district issues.~~

(cf. 1112 – *Media Relations*)

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

(cf. 2111 – *Superintendent Governance Standards*)

(cf. 3580 – *District Records*)

(cf. 5125 – *Student Records*)

(cf. 5125.1 – *Release of Directory Information*)

(cf. 9005 – *Governance Standards*)

(cf. 9010 – *Public Statements*)

(cf. 9011 – *Disclosure of Confidential/Privileged Information*)

The Superintendent or designee shall utilize a variety of communications methods in order to provide the public with adequate access to information. Such methods may include, but not be limited to, district and school newsletters, the district and school web sites, ***social networking pages or other online communications technologies***, direct email communications, mailings, notices sent home with students, recorded telephone messages for parent/guardian information, community forums and public events, news releases, meetings with ***education reporters and editorial boards, presentations at parent organization meetings, and meetings with representatives of local governments, community organizations, and businesses.*** school accountability report cards, and

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1100(b)

*(cf. 0510 - School Accountability Report Card)**(cf. 1020 - Youth Services)**(cf. 1113 - District and School Web Sites)**(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)**(cf. 1700 - Relations Between Private Industry and the Schools)**(cf. 5145.6 - Parental Notifications)*

In developing communications strategies, the Superintendent or designee shall take into account the needs of all members of the public, including ***individuals with disabilities*** and those whose primary language is not English. ~~and those who are visually or hearing impaired or have other special needs.~~

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

The Superintendent or designee shall ensure that staff are responsive to requests by parents/guardians or members of the public for information or assistance and may provide staff with professional development in their "customer service" role as needed.

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

The Superintendent or designee shall provide multiple opportunities for members of the public to give input on district and school issues and operations. Community members are encouraged to become involved in school activities, participate on district and school committees, provide input at Board meetings, submit suggestions to district staff, and use the district's complaint procedures as appropriate.

*(cf. 1220 - Citizen Advisory Committees)**(cf. 1230 - School-Connected Organizations)**(cf. 1240 - Volunteer Assistance)**(cf. 1250 - Visitors/Outsiders)**(cf. 1260 - Educational Foundation)**(cf. 1312.1 - Complaints Concerning District Employees)**(cf. 1312.2 - Complaints Concerning Instructional Materials)**(cf. 1312.3 - Uniform Complaint Procedures)**(cf. 1312.4 - Williams Uniform Complaint Procedures)**(cf. 3555 - Nutrition Program Compliance)**(cf. 6020 - Parent Involvement)**(cf. 9322 - Agenda/Meeting Materials)**(cf. 9323 - Meeting Conduct)*

Prohibition Against Mass Mailings at Public Expense

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1100(c)

No newsletter or other mass mailing, as defined in Government Code 82041.5 and 2 CCR 18901, shall be sent by the district at public expense if such material aggrandizes one or more Board members. The name, signature, or photograph of a Board member may be included in such materials only as permitted by 2 CCR 18901. (Government Code 82041.5, 89001; 2 CCR 18901)

Any newsletter or mass mailing regarding ballot measures, candidates, legislative activities, or any other campaign activities shall be sent and distributed in accordance with law and Board policy.

(cf. 1160 – Political Processes)

Comprehensive Communications Plan

The Superintendent or designee shall develop a written communications plan which establishes priorities for proactive community outreach to build support for district programs and issues. The plan shall identify specific communications goals aligned with the district's vision and goals for student learning. For each communications goal, the plan shall identify key messages, individuals or groups that can help the district achieve its goal, strategies tailored to each target audience, timelines, persons responsible for each activity, and budget implications.

(cf. 0200 – Goals for the School District)

As appropriate for each issue, target audiences may include parents/guardians, the media, local governmental agencies, businesses, community organizations and civic groups, post secondary institutions, health care professionals, child care providers, community leaders, state or federal legislators or agencies, and/or other segments of the public.

The plan shall incorporate strategies for effective communications during a crisis or other emergency situation that may arise.

(cf. 0450 – Comprehensive Safety Plan)

(cf. 3516 – Emergencies and Disaster Preparedness Plan)

The Superintendent or designee shall periodically evaluate the implementation and effectiveness of the district's communication plan and recommend to the Board whether the goals and key issues identified in the plan need to be revised to meet the changing circumstances or priorities.

Legal Reference:
EDUCATION CODE

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1100(d)

7054 Use of district property or funds re: ballot measures and candidates

35145.5 Board meetings, public participation

35172 Promotional activities

38130-38138 Civic Center Act

48980-48985 Parental notifications

GOVERNMENT CODE

54957.5 Meeting agendas and materials

82041.5 Mass mailing

89001 Newsletter or mass mailing

CODE OF REGULATIONS, TITLE 2

18901 Mass mailings sent at public expense

18901.1 Campaign-related mailings sent at public expense

CODE OF REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

Management Resources:

CSBA PUBLICATIONS

Mass Mailings at Public Expense, Legal Advisory, January 2007

911: A Manual for Schools and the Media During a Campus Crisis, 2001

Political Activities of School Districts: Legal Issues, rev. 2001

Maximizing School Board Governance: Community Leadership, 1996

WEB SITES

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

California School Public Relations Association: <http://www.calspra.org>

Fair Political Practices Commission: <http://www.fppc.ca.gov>

Adopted: 5-28-80

Amended: 10-4-83, 11-13-90, 9-17-02, 10-21-03, 9-16-08

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: MAY 17, 2011 JUNE 21, 2011 AUGUST 16, 2011

**SUBJECT: C.4.b. APPROVE AMENDMENT TO BOARD POLICY 1160–
POLITICAL PROCESSES –First Second Reading**

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 1160 – Political Processes?

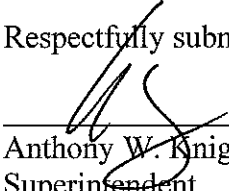
BACKGROUND: Board Policy 1160 is being revised to reflect new court decision which details the appropriate use of district resources for election purposes. Consistent with the court's decision, the policy clarifies that it is a permissible informational activity for the Board to adopt a resolution in support of or in opposition to a ballot measure as long as the resolution and other materials do not urge voters to act in a certain way and as long as the distribution of the materials is consistent with regular district practice. Policy also outlines impermissible campaign activities by the district, such as the purchase of bumper stickers or the use of district email to disseminate campaign literature. In addition, policy contains updated language re: district lobbying and advocacy activities. Board Policy 1160 is being submitted with recommended changes from CSBA.

ALTERNATIVES:

1. Approve the amendment to Board Policy 1160 – Political Processes.
2. Do not amend Board Policy 1160 – Political Processes.
2. Adopt a modified version of the amendment to Board Policy 1160 – Political Processes.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,



Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1160(a)

Political Processes

The Governing Board has a responsibility to actively advocate fiscal and public policy that supports the district's schools and the children in the community. ~~To the extent possible, The Board shall be proactive in defining the district's advocacy agenda based on~~ ***district's vision and goals and the needs of the district and community. The Board's advocacy efforts shall be conducted in accordance with legal requirements.*** ~~the direction set forth in the district's vision and goals.~~

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 4119.25/4219.25/4319.25 – Political Activities of Employees)

(cf. 9000 - Role of the Board)

(cf. 9010 - Public Statements)

~~The Board may establish reasonable regulations related to Board members and employees engaging in political activity during working hours and on district premises. (Education Code 7055)~~

(cf. 4119.25/4219.25/4319.25 – Political Activities of Employees)

Ballot Measures/Candidates

No district funds, services, supplies or equipment shall be used to urge the support or defeat of any ballot measure or candidate, including any candidate for election to the Board. (Education Code 7054)

The Board may ***discuss and*** study the potential effect of ***proposed or qualified*** ballot measures on the district's schools ***at an open and agendized Board meeting.*** ~~Any Board~~ ***The Board's*** discussion of the effect of such measures shall include an opportunity for Board members, staff and members of the public to speak on all sides of the issue. ~~Following such study,~~ ***At the meeting,*** the Board may adopt ***a positions or resolution*** in support of or in opposition to ***a*** ballot measures ~~of importance to education.~~ ***The language in any resolution adopted by the Board shall not urge the public to take any action regarding the measure.***

(cf. 9320 – Meetings and Notices)

The Board's positions ***on a ballot measure, including any resolution,*** shall be publicized only through normal district procedures ***and consistent with regular district practice*** for reporting Board actions. ***Such publicity shall be for informational purposes and shall*** ~~and in a manner that does not attempt to influence voters.~~

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1160(b)

~~(cf. 9323 - Meeting Conduct)~~

The Superintendent or designee may use district resources to provide students, parents/guardians and community members with fair and impartial information related to ballot measures, including information about the impact of ballot measures on the district. (Education Code 7054)

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

In preparing or distributing such informational **material**, the Superintendent or designee shall ~~ensure that the totality of the circumstances, including language, style, tenor and timing, analyze the material to help ensure that it is an appropriate informational activity, provides a fair analysis of the issues, and~~ does not expressly advocate passage or defeat of a measure or candidate.

District resources, **including email or computer systems**, shall not be used to disseminate campaign literature. **In addition, district resources shall not be used** ~~or~~ to purchase advertisements, bumper stickers, posters or similar promotional items that advocate an election result **or urge voters to take any action in support of or in opposition to a measure.**

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

Policy activity related to district bond measures shall, in addition to the above, be subject to the following conditions:

1. The Superintendent or designee may research, draft and prepare a bond measure or other initiative for the ballot, but shall not use district resources to **influence voters or otherwise campaign for the measure.** ~~secure signatures in order to qualify the measure for the ballot.~~
2. Upon request, Board members and district administrators may appear at any time before a citizens' group to explain why the Board called for an election on a bond measure and to answer questions. (Education Code 7054.1)

If the presentation occurs during working hours, the district representative shall not urge a citizens' group to vote for or against the bond measure.

3. **The Board or any individual Board member may file a written argument for the ballot that is either for or against any school measure. (Elections Code 9501)**

~~For informational purposes, the Superintendent or designee may conduct a poll related to a ballot issue. Such a poll shall not advocate a particular position on the issue.~~

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1160(c)

Legislation

The Board's responsibility as an advocate for the district may include lobbying **and outreach** at the state and national levels, **and local levels**. Because local governments also make decisions which impact the district's schools, The Board and the Superintendent or designee shall work to establish **and maintain** ongoing relationships with **elected** city and county officials and agencies, **community leaders, and the media in order to communicate district positions and concerns**, and shall inform them of the potential effect of local issues on the schools.

(cf. 1020 - Youth Services)

(cf. 1112 - Media Relations)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

(cf. 7131 - Relations with Local Agencies)

The Board **and Superintendent** shall **develop an advocacy plan to define expectations and responsibilities**. **This plan may include, but is not limited to, legislative priorities, strategies for outreach to the media and community, development of key messages and talking points, and adoption of positions on specific legislation, regulations, or budget proposals.** identify issues that will affect its schools and the children in its community, establish goals and priorities for legislative advocacy, solicit community input and adopt legislative positions. The Superintendent or designee shall establish a coordinated plan for carrying out the advocacy agenda, including specific activities, target groups or individuals, staff responsibilities and timelines.

In order to strengthen legislative advocacy efforts, the district may work with organizations and coalitions and may join associations whose representatives lobby on behalf of their members **in accordance with Government Code 53060.5**.

The Board ~~district~~ may provide fair and impartial information about legislative issues affecting schools and children and shall inform the community about its legislative advocacy activities. However, ~~the Board~~ **informational materials about legislation** shall not urge the public to lobby the legislature, **Governor, or state agencies** on behalf of the district.

(cf. 1100 - Communication with the Public)

(cf. 1112 - Media Relations)

As necessary, the **Board may direct the** Superintendent or designee ~~may to~~ draft legislative **or regulatory** proposals which serve the district's interests.

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1160(d)

Legal Advocacy

The Board recognizes that some issues are more appropriately addressed judicially rather than legislatively. When a legal issue is likely to set a state or national precedent, the district may join with other districts or parties in order to *resolve* ~~challenge~~ the issue through litigation or other appropriate means.

(cf. 9124 - Attorney)

(cf. 9321 - Closed Session Purposes and Agendas)

Political Forums

Forums on political issues may be held in district facilities as long as the forum is made available to all sides of the issue on an equitable basis. (Education Code 7058)

(cf. 1330 - Use of School Facilities)

Legal Reference:

EDUCATION CODE

7050-7058 Political activities of school officers and employees, including:

7054 Use of district property

7054.1 Requested appearance

~~7055 Local rules~~

7056 Soliciting or receiving political funds

~~7058 Use of forum~~

35160 Authority of governing boards

35172 Promotional activities

ELECTIONS CODE

9501 School district elections, arguments for or against a measure

GOVERNMENT CODE

8314 Unlawful use of state resources

~~50023 Attending legislature to support or oppose legislation~~

53060.5 Attendance at legislative body; expenses

54953.5 Right to record proceedings

54953.6 Broadcasts of proceedings

81000-91015 Political Reform Act

82031 Definition of independent expenditure

CODE OF REGULATIONS, TITLE 2

18600-18640 Lobbyists

18901.1 Campaign related mailings sent at public expense

COURT DECISIONS

Stanson v. Mott, (1976) 17 Cal. 3d 206

Miller v. Miller, (1978) 87 Cal.App.3d 762

League of Women Voters v. Countywide Criminal Justice Coordination Committee, (1988) 203 Cal.App.3d 529, 250 Cal. Rptr. 161, rev.den.

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1160(e)

Choice-in-Education League et al v. Los Angeles Unified School District, (1993) 17 Cal.App.4th 415

Yes on Measure A v. City of Lake Forest (1997) 60 Cal.App.4th 620

~~Scherer v. Buchanan, First Appellate District, Civil No. A076648~~

Santa Barbara County Coalition Against Automobile Subsidies v. Santa Barbara County Association of Governments, (2008) 167 Cal.App.4th 1229

Vargas v. City of Salinas, (2009) 46 Cal.4th 1

ATTORNEY GENERAL OPINIONS

88 Ops.Cal.Atty.Gen. 46 (2005)

73 Ops.Cal.Atty.Gen. 255 (1990)

Management Resources:

~~OFFICE OF LEGISLATIVE COUNSEL~~

~~Advice letter #7837, March 18, 1996 (use of public funds to publicize board positions)~~

~~FAIR POLITICAL PRACTICES COMMISSION~~

~~FPPC No. 93/345 (1996)~~

~~CSBA PUBLICATIONS~~

~~Political Activities of School Districts: Legal Issues, 1998~~

~~Maximizing School Board Leadership: Community Leadership, 1996~~

Legal Guidelines: Use of Public Resources for Ballot Measures and Candidates, Fact Sheet, February 2011

Legal Guidelines for Lobbying Activity, Fact Sheet, February 2011

INSTITUTE FOR LOCAL GOVERNMENT PUBLICATIONS

Legal Issues Associated with Use of Public Resources and Ballot Measure Activities, June 2010

WEB SITES

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

Fair Political Practices Commission: <http://www.fppc.ca.gov>

Institute for Local Government: <http://www.ca-ilg.org>

Adopted: 9-17-02

Amended: 10-21-03

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: MAY 17, 2011 ~~JUNE 21, 2011~~ AUGUST 16, 2011

SUBJECT: C.4.c APPROVE AMENDMENT TO BOARD POLICY 3550 – FOOD SERVICE/CHILD NUTRITION PROGRAM –~~First~~ Second Reading

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 3550 – Food Service/Child Nutrition Program?

BACKGROUND: Board Policy 3550 is being updated to reflect new federal law (P.L. 111-296) which reauthorized and revised requirements for the National School Lunch and Breakfast Programs. Policy also adds language re: goal to maximize student participation in meal programs, establishment of schools gardens and farm-to-school programs, and offering of multiple choices within a meal service.. Board Policy 3550 is being submitted with recommended changes from CSBA.

ALTERNATIVES:

1. Approve the amendment to Board Policy 3550 – Food Service/Child Nutrition Program.
2. Do not amend Board Policy 3550 – Food Service/Child Nutrition Program.
3. Adopt a modified version of the amendment to Board Policy 3550 – Food Service/Child Nutrition Program.

RECOMMENDATION:
Approval of Alternative #1.

Respectfully submitted,



Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3550(a)

Food Service/Child Nutrition Program

The Governing Board recognizes that ~~students need~~ adequate, nourishing food ***is essential to student health, development and ability to learn. The Superintendent or designee shall develop strategies to increase students' access to the district's food service programs and to maximize their participation in available programs.*** ~~in order to grow, learn and maintain good health.~~

Food and beverages available through the district's food service shall:

1. Be carefully selected so as to contribute to students' nutritional well-being and the prevention of disease

2. Meet or exceed nutritional standards specified in law and administrative regulation

(cf. 3554 – Other Food Sales)

(cf. 5030 – Student Wellness)

(cf. 5148 – Child Care and Development)

(cf. 5148.2 – Before/After School Programs)

(cf. 6300 – Preschool/Early Childhood Education)

3. Be prepared in ways which will appeal to students, retain nutritive quality and foster lifelong healthful eating habits

(cf. 6142.8 – Comprehensive Health Education)

4. Be served in age-appropriate portions

(cf. 3551 – Food Service Operations/Cafeteria Fund)

(cf. 3553 – Free and Reduced Price Meals)

5. Be available to students who meet federal eligibility criteria at no cost or at reduced prices, and to other students at reasonable prices.

(cf. 3551 – Food Service Operations/Cafeteria Fund)

(cf. 3553 – Free and Reduced Price Meals)

The district's food service program shall give priority to serving unprocessed foods and fresh fruits and vegetables ~~that are not deep fried.~~

District schools are encouraged to establish school gardens and/or farm to school projects to increase the availability of safe, fresh, seasonal fruits and vegetables for school meals and to support the district's nutrition education program.

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3550(b)

(cf. 6142.8 – Comprehensive Health Education)

The Superintendent or designee shall ~~To~~ encourage the ~~student~~ participation ***in school meal programs, schools may offer multiple choices of food items within a meal service, provided all food items meet nutrition standards and all students are given an opportunity to select any food item.***

The Superintendent or designee may invite ~~of~~ students and parents/guardians ***to participate*** in the selection of foods of good nutritional quality for school menus.

The Board desires to provide students with adequate time and space to eat meals. To the extent possible, school, recess, and transportation schedules shall be designed to encourage participation in school meal programs.

The Superintendent or designee shall periodically review the adequacy of school facilities for cafeteria eating and food preparation.

(cf. 1312.4 – Williams Uniform Complaint Procedures)

(cf. 3517 – Facilities Inspection)

(cf. 7110 – Facilities Master Plan)

In accordance with law, the Superintendent or designee shall develop and maintain a food safety program in order to reduce the risk of foodborne hazards at each step of the food preparation process, from receiving to service.

The superintendent or designee shall annually report to the Board ***on student participation in the district's nutrition programs and the extent to which the district's food services program meets*** ~~regarding the district's compliance with~~ state and federal nutritional standards for foods and beverages.

(cf. 0500 - Accountability)

(cf. 3555 – Nutrition Program Compliance)

Legal Reference:

EDUCATION CODE

35182.5 Contracts, non-nutritious beverages

38080-38103 Cafeteria, establishment and use

45103.5 Contracts for management consulting services; restrictions

49430 -49436 Pupil Nutrition, Health, and Achievement Act of 2001

49490-49493 School breakfast and lunch programs

49500-49505 School meals

49510-49520 Nutrition

49530-49536 Child Nutrition Act

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3550(c)

49540-49546 Child care food program

49547-48548.3 Comprehensive nutrition services

49550-49560 Meals for needy students

49565-49565.8 California Fresh Start pilot program

49570 National School Lunch Act

51795-51797 School gardens**HEALTH AND SAFETY CODE**

113700-114455 California Uniform Retail Food Facilities Law

CODE OF REGULATIONS, TITLE 5

15510 Mandatory meals for needy students

15530-15535 Nutrition education

15550-15565 School lunch and breakfast programs

~~15566-15568 California Fresh State Pilot Program~~**15575-15578 Requirements for foods and beverages outside federal meal programs****UNITED STATES CODE, TITLE 42**1751-1769j School lunch programs, **National School Lunch Program**, including:~~1751 Note Local wellness policy~~**1758b Local wellness policy**

1771-1793 Child nutrition, especially:

1772 Special Milk Program1773 **National School Breakfast Program****CODE OF FEDERAL REGULATIONS, TITLE 7**

210.1-210.31 National School Lunch Program

215.1-215.18 Special Milk Program

220.1-220.21 National School Breakfast Program

245.1-245.13 Eligibility for free and reduced-price meals and free milk

Management Resources:

CSBA PUBLICATIONS**Building Health Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009**

Nutrition Standards for Schools: Implications for Student Wellness, Policy Brief, rev. October 2007

Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2007

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April 2006

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**School Meals Initiative Summary****Healthy Children Ready to Learn, January 2005****CDC PUBLICATIONS**

06-110 Restrictions on Food and Beverage Sales Outside of the School Meal Program, August 2006

Healthy Children Ready to Learn, January 2006

CALIFORNIA PROJECT LEAN PUBLICATIONS

Policy in Action: A Guide to Implementing Your Local School Wellness Policy, October 2006

USDA PUBLICATIONS**School Breakfast Toolkit****Fresh Fruit and Vegetable Program: Handbook for Schools, December 2010****Food Buying Guide for Child Nutrition Programs, December 2007****Civil Rights Compliance and Enforcement – Nutrition Programs and Activities, FNS Instruction 113-1, November 2005**

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3550(c)

Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles, June 2005
Dietary Guidelines for Americans, 2005

WEB SITES

CSBA: <http://www.csba.org>
CDE, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>
California Department of Public Health: <http://www.cdph.ca.gov>
California Farm Bureau Federation: <http://www.cfbf.com>
California Food Policy Advocates: <http://www.cfpa.net>
California Healthy Kids Resource Center: <http://www.californiahealthykids.org>
California Project LEAN (Leaders Encouraging Activity and Nutrition): <http://www.californiaprojectlean.org>
California School Nutrition Association: <http://www.calsna.org>
Centers for Disease Control and Prevention: <http://www.cdc.gov>
National Alliance for Nutrition and Activity: <http://www.cspinet.org/nutritionpolicy/nana.html>
National Association of State Boards of Education (NASBE): <http://www.boards@nasbe.org>
School Nutrition Association: <http://www.schoolnutrition.org>
U.S. Dept. of Agriculture, Food and Nutrition Information Center (FNIC): <http://www.nal.usda.gov/fnic>

Adopted: 1-11-78

Amended: 3-18-86, 7-11-89, 9-17-02, 2-17-04, 2-21-06, 5-20-08

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: ~~MAY 17, 2011~~ JUNE 21, 2011 AUGUST 16, 2011

SUBJECT: C.4.d APPROVE AMENDMENT TO BOARD POLICY 3551 – FOOD SERVICE OPERATIONS/CAFETERIA FUND– First Second Reading

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 3551 – Food Service Operations/Cafeteria Fund?

BACKGROUND: Board Policy 3551 is being updated to reflect requirement of new federal law (P.L. 111-296) re; pricing of full-price meals, upcoming USDA guidance on indirect costs, and upcoming regulations on qualifications and training of food service personnel. Board Policy 3551 is being submitted with recommended changes from CSBA.

ALTERNATIVES:

1. Approve the amendment to Board Policy 3551 – Food Service Operations/Cafeteria Fund.
2. Do not amend Board Policy 3551 – Food Service Operations/Cafeteria Fund.
3. Adopt a modified version of the amendment to Board Policy 3551 – Food Service Operations/Cafeteria Fund.

RECOMMENDATION:
Approval of Alternative #1.

Respectfully submitted,



Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3551(a)

Food Service Operations/Cafeteria Fund

The Governing Board intends that, insofar as possible, school food services shall be a self-supporting, nonprofit program. To increase cost effectiveness, the Superintendent or designee shall centralize and direct the purchasing of food and supplies, the planning of menus, and the auditing of all food service accounts for the district.

(cf. 3100 – Budget)

(cf. 3300 – Expenditures and Purchases)

(cf. 3311 – Bids)

(cf. 3550 – Food Service/Child Nutrition Program)

The Superintendent or designee shall ensure that all food services administrators and personnel possess appropriate qualifications and receive ongoing professional development related to the effective management and implementation of the district's food services program.

(cf. 4231/4331 – Staff Development)

Meal Sales

Meals may be sold to students, district employees, Board members, and employees or members of the fund or association maintaining the cafeteria. (Education Code 38082)

In addition, meals may be sold to other individuals or organizations who are on campus during meal times for a legitimate purpose, such as classroom volunteers, parents/guardians, or student siblings.

The Superintendent or designee shall recommend meal prices, ***based on the costs of providing food services and consistent with Education Code 38084 and 42 USC 1760***, for students and non-students for approval by the Board. Students who are enrolled in the free or reduced-price meals programs shall receive meals free of charge or at a reduced price in accordance with law, Board policy, and administrative regulation.

(cf. 3553 – Free and Reduced Price Meals)

Any meals served to non-students shall not be subsidized by federal or state reimbursements, food service revenues, or U.S. Department of Agriculture commodities.

Program financial reports shall be presented regularly to the Board.

(cf. 3460 – Financial Reports and Accountability)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3551(b)

Cafeteria Fund

The Superintendent or designee shall establish a cafeteria fund independent of the district's general fund.

The wages, salaries and benefits of food service employees shall be paid from the cafeteria fund. (Education Code 38103)

Legal Reference:

EDUCATION CODE

38080-38086 Cafeteria, establishment and use

38090-38095 Cafeterias, funds and accounts

38100-38103 Cafeterias, allocation of charges

42646 Alternate payroll procedure

45103.5 Contracts for management consulting services

49490-49493 School breakfast and lunch programs

49500-49505 School meals

HEALTH AND SAFETY CODE

113700-114437 California Retail Food Code

UNITED STATES CODE, TITLE 42

1751-1769j School lunch programs

1771-1791 Child nutrition, including:

1773 School breakfast program

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program

220.1-220.21 National School Breakfast Program

250.1-250.70 USDA foods

Management Resources:

CDE MANAGEMENT ADVISORIES

0701.00 Adult and Sibling Meals in the National School Lunch and School Breakfast Programs, No. 00-111

CDE MANAGEMENT BULLETINS

USDA=FDP-02-2010 Storage and Inventory Management of United States Department of Agriculture (USDA)

Donated Foods, August 2010

USDA-SNP-01-2008 Clarification for the Use of Alternate Meals in the National School Lunch and School Breakfast Programs; and the Handling of Unpaid Meal Charges, February 2008

00-111 Adult and Sibling Meals in the National School Lunch and School Breakfast Programs, July 2000

CDE PUBLICATIONS

California School Accounting Manual

Food Distribution Program Administrative Manual

US DEPARTMENT OF EDUCATION GUIDANCE

FAQs About School Meals

WEB SITES

CDE, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>

California School Nutrition Association: <http://www.calsna.org>

U.S. Department of Agriculture; Child Nutrition Programs: [http:// www.fns.usda.gov/cnd/](http://www.fns.usda.gov/cnd/)

Adopted: 9-17-02

Amended: 2-17-04, 5-20-08

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: ~~MAY 17, 2011~~ AUGUST 16, 2011

SUBJECT: C.4.e APPROVE AMENDMENT TO BOARD POLICY 3553 – FREE AND REDUCED PRICE MEALS – ~~First~~ Second Reading

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 3553 – Free and Reduced Price Meals?

BACKGROUND: Board Policy 3553 adds new language re: providing free milk through federal Special Milk Program and releasing information from the free and reduced-price meal application when eligible students transfer to another district or private school.. Board Policy 3553 is being submitted with recommended changes from CSBA.

ALTERNATIVES:

1. Approve the amendment to Board Policy 3553 – Free and Reduced Price Meals.
2. Do not amend Board Policy 3553 – Free and Reduced Price Meals.
3. Adopt a modified version of the amendment to Board Policy 3553 – Free and Reduced Price Meals.

RECOMMENDATION:
Approval of Alternative #1.

Respectfully submitted,



Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3553(a)

Free And Reduced Price Meals

The Governing Board recognizes that adequate nutrition is essential to child development, health, and learning of all students. The Superintendent or designee shall facilitate and encourage the participation of students from low-income families in the district's food service program.

The district shall provide at least one nutritionally adequate meal each school day, free of charge or at a reduced price for students whose families meet federal eligibility criteria. (Education Code 49550, 49552)

(cf. 3551 – Food Service Operations/Cafeteria Fund)
(cf. 5030 – Student Wellness)
(cf. 5148 – Child Care and Development)
(cf. 5148.2 – Before/After School Programs)
(cf. 6177 – Summer School)
~~*(cf. 6300 – Preschool/Early Childhood Education)*~~

The Superintendent or designee shall ensure that meals provided through the free and reduced-price meal program meet applicable state and/or federal nutritional standards in accordance with law, Board policy, and administrative regulation.

(cf. 3550 – Food Service/Child Nutrition Program)

The Board shall approve, and shall submit to the California Department of Education for approval, a plan that ensures that students eligible to receive free or reduced price meals and milk are not treated differently from other students. (Education Code 49557)

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 3555 – Nutrition Program Compliance)
(cf. 5145.3 - Nondiscrimination/Harassment)

Confidentiality/Release of Records

All applications and records related to eligibility for the free and reduced-price meal program shall be confidential except as provided by law. (Education Code 49558)

If a student transfers from the district to another district or to a private school, the Superintendent or designee may release the student's eligibility status or a copy of his/her free and reduced-price meal application to the other district or school to assist in the continuation of the student's meal benefits.

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3553(b)

The Board authorizes designated employees to use individual records pertaining to student eligibility for any free and reduced price meal program for the purposes of: (Education Code 49558)

1. Disaggregation of academic achievement data
2. In any school identified ~~for under~~ **as a** Title I program improvement ~~of the No Child Left Behind Act~~ **school pursuant to 20 USC 6316**, identification of students eligible for school choice and supplemental educational services

(cf. 0520.2 – Title I Program Improvement Schools)

(cf. 5125 - Student Records)

(cf. 6162.51 - Standardized Testing and Reporting Program)

(cf. 6171 - Title I Programs)

The Board further authorizes the release of information on the school lunch program application to the local agency that determines Medi-Cal program eligibility, provided that the student is approved for free meals and the parent/guardian consents to the sharing of information as provided by Education Code 49557.2.

(cf. 5141.6 – Student Health and Social Services)

Legal Reference:

EDUCATION CODE

48980 Notice at beginning of term

49430-49436 Pupil Nutrition, Health, and Achievement Act of 2001

49490-49494 School breakfast and lunch programs

49500-49505 School meals

49510-49520 Nutrition

49530-49536 Child Nutrition Act of 1974

49547-49548.3 Comprehensive nutrition service

49550-49560 Meals for needy students

CODE OF REGULATIONS, TITLE 5

15510 Mandatory meals for needy students

15530-15535 Nutrition education

15550-15565 School lunch and breakfast programs

UNITED STATES CODE, TITLE 20

1232g Federal Educational Rights and Privacy Act

6301-6514 Title I programs

UNITED STATES CODE, TITLE 42

1751-1769j National lunch programs

1771-1791 Child nutrition, especially:

1773 School breakfast program

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3553(c)

220.10-220.21 National School Breakfast Program

245.1-245.13 Determination of eligibility for free and reduced price meals and free milk

Management Resources:

CSBA PUBLICATIONS

Nutrition Standards for schools: implications for Student Wellness, Policy Brief, October 2007

Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2007

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April 2006

CDE MANAGEMENT BULLETINS

USDA-SNP-07-2010 Change in Free and Reduced-Price Meal Application Approval Process, September 2010

NSD-SNP-12-2010 Clarification Regarding the Ability to Share Student Meal Program Eligibility Information Between School Food Authorities, April 2010

06-103 Conditions for Summer School Meal Waivers and Saturday School Meal Criteria, January 2006

04-103 Implementation of Final Rule on Verification of Applications on Free and Reduced-Price Meals, August 2004

98-101 Confidentiality of Free and Reduced-Price Eligibility Information, February 1998

CDE PUBLICATIONS

Feed More Kids, Improve Program Participation

Direct Certification Implementation Checklist, May 2008

USDA PUBLICATIONS

Provision 2 Guidance: National School Lunch and School Breakfast Programs, Summer 2002

~~Eligibility Guidance for School Meals Manual, August 2001~~

Eligibility Manual for School Meals: Federal Policy for Determining and Verifying Eligibility, January 2008

WEB SITES

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

CDE, Nutrition Division: <http://www.cde.ca.gov/ls/nu>

California Project LEAN (Leaders Encouraging Activity and Nutrition): <http://www.californiaprojectlean.org>

California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov/cnd>

Adopted: 1-11-78

Amended: 7-22-80; 3-16-99; 9-17-02; 6-17-03, 2-15-05, 5-20-08

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: ~~JUNE 21, 2011~~ AUGUST 16, 2011

**SUBJECT: C.4.f APPROVE AMENDMENT OF BYLAWS OF THE BOARD 9223–
FILLING VACANCIES- First Second Reading**

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

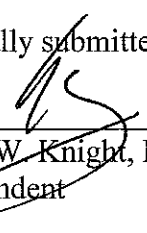
BACKGROUND: Suggested amendment is to consider adding language as an option to existing policy to include filling a vacancy with a past board member who has chosen not to run again under the same terms as one chosen under the wider selection criteria, ie. until the next election, but with the added expectation that this former board member would not be running for re-election. This would enable the board to decide from the outset whether to just ask a former board member to fill in for the specified length of time or whether to go through the open selection process. Rationale: If a former board member were chosen they would be able to hit the ground running. The Board will write the amended language to insert into the Bylaw of the Board.

ALTERNATIVES:

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

RECOMMENDATION: At the discretion of the Board.

Respectfully submitted,



Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9223(a)

Filling Vacancies

Events Causing a Vacancy

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

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

A vacancy resulting from resignation occurs when the written resignation is filed with the County Superintendent of Schools having jurisdiction over the district, except where a deferred effective date is specified in the resignation so filed, in which case the resignation shall become operative on that date. A Board member may not defer the effective date of his/her resignation for more than 60 days after he/she files the resignation with the County Superintendent.

Upon being filed with the County Superintendent, a written resignation, whether specifying a deferred effective date or otherwise, shall be irrevocable. (Education Code 5090)

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

4. A Board member's removal from office, including recall. (Government code 1770; Elections Code 11384)
5. A Board member's ceasing to be an inhabitant of the state or resident of the district. (Government Code 1770)
6. A Board member's absence from the state beyond the period allowed by law without the permission required by law. (Government Code 1770)

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

OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9223(b)

- a. Upon business of the school district with the approval of the Board
- b. With the consent of the Board for an additional period not to exceed a total absence of 90 days
- c. For federal military deployment not to exceed six months as a member of the armed forces of the United States or the California National Guard

If the absence of the Board member for this purpose exceeds six months, the Board may approve an additional six-month absence upon a showing that there is a reasonable expectation that the member will return within the second six-month period, and the Board may appoint an interim member to serve in his/her absence. If two or more members of the Board are absent by reason of these circumstances, and those absences result in the inability to establish a quorum at a regular meeting, the Board may immediately appoint one or more interim members, as necessary to enable the Board to conduct business and discharge its responsibilities.

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

(cf. 9250 – Remuneration, Reimbursement and Other Benefits)

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

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

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

(cf. 9224 - Oath or Affirmation)

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9223(c)

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

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

Timelines for Filling a Vacancy

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

1. When a vacancy occurs less than four months before the end of a Board member's term, the Board shall take no action. (Education Code 5093)
2. When a vacancy occurs four or more months before the end of a Board member's term, the Board shall, within 60 days of the date of the vacancy or the filing of the member's deferred resignation, either order an election or make a provisional appointment, unless a special election is mandated as described in item #3 below. (Education Code 5091, 5093)
3. When a vacancy occurs from six months to 130 days before a regularly scheduled Board election at which the position is not scheduled to be filled, a special election to fill the position shall be consolidated with the regular election. The person so elected shall take office at the first regularly scheduled Board meeting following the certification of the election and shall serve only until the end of the term of the position which he/she was elected to fill. (Education Code 5093)

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

Provisional Appointments

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

(cf. 9130 - Board Committees)

(cf. 9323.2 - Actions by the Board)

OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9223(d)

In order to serve on the Board, a person must meet the eligibility requirements specified in Education Code 35107.

(cf. 9220 - Governing Board Elections)

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

The notice shall contain: (Education Code 5092)

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

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

Appointment Due to Failure to Elect

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

(cf. 9100 - Organization)

When an appointment is being made because of a failure to elect, the district shall publish a notice once in a newspaper of general circulation published in the district, or if no such newspaper exists, in a newspaper having general circulation within the district. This notice

OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9223(e)

shall state that the Board intends to make an appointment and shall inform persons of the procedure available for applying for the appointment. (Education Code 5328.5)

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

Legal Reference:

EDUCATION CODE

5000-5033 Elections

5090-5095 Vacancies

5200-5208 Districts governed by boards of education

5300-5304 Elections

5320-5239 Order and call of election

5340-5345 Consolidation of elections

5360-5363 Election notice

5420-5426 Cost of elections

5440-5442 Miscellaneous provisions, elections

35107 Eligibility

35178 Resignation with deferred effective date

ELECTIONS CODE

10600-10604 School district elections

11381-11386 Candidates for recall

GOVERNMENT CODE

1064 Absence from state

1770 Vacancies: definition

3060-3075 Removal other than by impeachment

6061 One time notice

54950-54963 The Ralph M. Brown Act

PENAL CODE

88 Bribery, forfeiture from office

UNITED STATES CODE, TITLE 18

704 Military medals or decorations

ATTORNEY GENERAL OPINIONS

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

Management Resources:

CSBA PUBLICATIONS

Filling a Board Vacancy, rev. January 2008

WEB SITES

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

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

Adopted: 10-19-77

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: ~~MAY 17, 2011~~ AUGUST 16, 2011

**SUBJECT: C.4.g APPROVE AMENDMENT TO BOARD POLICY 3513.3 –
TOBACCO-FREE SCHOOLS - ~~First~~ Second Reading**

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 3513.3 – Tobacco-Free Schools?

BACKGROUND: Board Policy 3513.3 is being revised to reflect California Department of Education (CDE) requirements, as a condition for receipt of Tobacco-Use Prevention Education (TUPE) funding, related to certification of compliance with tobacco-free schools requirements. Policy adds definition of prohibited products, including nicotine delivery devices such as electronic cigarettes, and reflects new law (SB 882, 2010) which prohibits sales of electronic cigarettes to minors. Board Policy 3513.3 is being submitted with recommended changes from CSBA.

ALTERNATIVES:

1. Approve the amendment to Board Policy 1100 – Communication with the Public.
2. Do not amend Board Policy 1100 – Communication with the Public.
2. Adopt a modified version of the amendment to Board Policy 1100 – Communication with the Public.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,



Anthony W. Knight, Ed.D.
Superintendent

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

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

**OAK PARK UNIFIED SCHOOL DISTRICT
BOARD POLICY**

102

Series 3000

Business and Non-Instructional Operations

BP 3513.3(a)

Tobacco-Free Schools

The Governing Board recognizes the health hazards associated with smoking and the use of tobacco products, including the breathing of second-hand smoke, *are consistent with its goal* and desires to provide a healthy environment for students and staff.

(cf. 3514 – Environmental Safety)

(cf. 4159/4259/4359 - Employee Assistance Programs)

(cf. 5030 – Student Wellness)

(cf. 5131.62 - Tobacco)

(cf. 5141.23 – Asthma Management)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6143 - Courses of Study)

The Board prohibits the use of tobacco products at any time in district-owned or lease buildings, on district property, and in district vehicles. (Health and Safety Code 104420; Labor Code 6404.5; 20 USC 6083)

This prohibition applies to all employees, students, and visitors at any school-sponsored instructional program, activity, or athletic event held on or off district property. Any written joint use agreement governing community use of district facilities or grounds shall include notice of the district's tobacco-free schools policy and consequences for violations of the policy.

(cf. 1330 – Use of School Facilities)

(cf. 1330.1 – Joint Use Agreements)

Prohibited products include any product containing tobacco or nicotine, including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, and nicotine delivery devices such as electronic cigarettes. Exceptions may be made for the use or possession of prescription nicotine products.

~~The Board prohibits the use of tobacco products at any time in district-owned or leased buildings, on district property and in district vehicles. (Health and Safety Code 104420; Labor Code 6404.5; 20 USC 6083)~~

~~This prohibition applies to all employees, students and visitors at any instructional program, activity or athletic event.~~

Smoking or use of any tobacco-related products and disposal of any tobacco-related waste are prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. (Health and Safety Code 104495)

Legal Reference:

EDUCATION CODE

48900 Grounds for suspension/expulsion

48901 Prohibition against tobacco use by students

**OAK PARK UNIFIED SCHOOL DISTRICT
BOARD POLICY**

103

Series 3000

Business and Non-Instructional Operations

BP 3513.3(b)

HEALTH AND SAFETY CODE

39002 Control of air pollution from nonvehicular sources

104350-104495 Tobacco use prevention, especially:

104495 Prohibition of smoking and tobacco waste on playgrounds

119405 Unlawful to sell or furnish electronic cigarettes to minors

LABOR CODE

3300 Employer, definition

6304 Safe and healthful workplace

6404.5 Occupational safety and health: use of tobacco products

UNITED STATES CODE, TITLE 20

6083 Nonsmoking policy for children's services

7111-7117 Safe and Drug Free Schools and Communities Act

CODE OF FEDERAL REGULATIONS, TITLE 21

1140.1-1140.34 Unlawful sale of cigarettes and smokeless tobacco to minors

PERB RULINGS

Eureka Teachers Assn v. Eureka City School District (1992) PERB Order #955 (16 PERC 23168)

CSEA #506 and Associated Teachers of Metropolitan Riverside v. Riverside Unified School District (1989) PERB Order #750 (13 PERC 20147)

Management Resources:

WEB SITES

California Department of Education, Alcohol, Tobacco and Other Drug Prevention:

<http://www.cde.ca.gov/ls/he/at>

California Department of Education, Tobacco-Free School District Certification:

[Htto://www.cde.ca.gov/ls/he/at/tobaccofreecert.asp](http://www.cde.ca.gov/ls/he/at/tobaccofreecert.asp)"><http://www.cde.ca.gov/ls/he/at:>><http://www.cde.ca.gov>

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

California Department of Public Health, Tobacco Control: <http://www.cdph.ca.gov/programs/tobacco>

California Department of Health Services: <http://www.dhs.ca.gov>

Occupational Safety and Health Standards Board: <http://www.dir.ca.gov/OSHSB/oshsb.html>

U.S. Environmental Protection Agency: <http://www.epa.gov>

Adopted: 11-17-92

Amended: 5-2-95, 9-17-02, 1-20-04

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: AUGUST 16, 2011

**SUBJECT: C.4.h. APPROVE AMENDMENT TO BOARD POLICY 4158 4258, 4358 –
EMPLOYEE SECURITY –First Reading**

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 4158, 4258, 4358 – Employee Security?

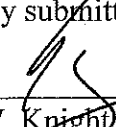
BACKGROUND: Board Policy 4158, 4258, 4358 is being updated to reflect new court decision which ruled that the issuance of a temporary restraining order and injunction against a person who had verbally threatened a city official was not a violation of that person's right to free speech and right to access to a public place. Board Policy 4158, 4258, 4358 is being submitted with recommended changes from CSBA.

ALTERNATIVES:

1. Approve the amendment to Board Policy 4158, 4258, 4358 – Employee Security.
2. Do not amend Board Policy 4158, 4258, 4358 – Employee Security.
2. Adopt a modified version of the amendment to Board Policy 4158, 4258, 4358 – Employee Security.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,



Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4158, 4258, 4358(a)

Employee Security

The Governing Board desires to provide a safe, orderly working environment for all employees. As part of the district's comprehensive school safety plan, the Superintendent or designee shall develop strategies for protecting employees from potentially dangerous persons and situations and for **providing** assisting them *with the necessary assistance and support when in the event of an emergency situations occur.*

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3515 - Campus Security)

(cf. 5131.4 - Campus Student Disturbances)

Any employee against whom violence or any threat of violence has been directed in the workplace shall notify the Superintendent or designee immediately. The Superintendent or designee shall initiate legal and security measures to protect the employee and others in the workplace. In addition, the Superintendent or designee may initiate legal proceedings against any individual to recover damages for injury caused by the willful misconduct of that individual to the person or property of an employee or another person on district premises. When violence is directed against an employee by any individual and the employee so notifies the Superintendent or designee, the Superintendent or designee shall take steps to ensure that appropriate legal measures are instituted. When the employee notifies the Superintendent or designee of a threat of bodily harm, the district shall take appropriate measures to enable the employee to request assistance if a threat occurs on school grounds.

(cf. 3320 - Claims and Actions Against the District)

(cf. 3515.4 - Recovery for Property Loss or Damage)

The Superintendent or designee shall ensure that employees are trained in crisis prevention and intervention techniques in order to protect themselves and students. Staff development may include training in classroom management, effective communication techniques and crisis resolution.

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

The Superintendent or designee shall ensure that employees are informed, in accordance with law, regarding crimes and offenses by students who may pose a danger in the classroom.

The Superintendent or designee may make available at appropriate locations, including, but not limited to, district and school offices, gyms, and classrooms, Board recognizes that access to two-way communications devices that would allows two-way communication with employees to call for assistance from their supervisor or law enforcement and others when emergencies occur. in the event of a threat of violence or medical emergency. The district shall provide such communications devices in classrooms to the extent possible.

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4158, 4258, 4358(b)

(cf. 5141 - Health Care and Emergencies)

Use of Pepper Spray

Employees may not carry or possess pepper spray on school property or at school activities. On a case-by-case basis, however, the Superintendent or designee may allow **an employee to possess the possession of a pepper spray weapon** that meets the requirements of Penal Code 12403.7 when justified by unusual dangerous circumstances. Any employee who is negligent or careless in the possession or handling of pepper spray shall be subject to appropriate disciplinary measures.

*(cf. 4118 - Suspension/Disciplinary Action)**(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*

Reporting of Injurious Objects

The Board requires school employees to take immediate action upon being made aware that any person is in possession of an **unauthorized** injurious object on school grounds or at a school-related or school-sponsored activity. The employee shall use his/her own judgment as to the **potential** dangerousness of the situation and **involved and**, based upon this analysis, shall do one of the following:

1. Confiscate the object and deliver it to the principal immediately
2. Immediately notify the principal, who shall take appropriate action
3. Immediately ~~notify the local law enforcement agency~~ **call 911** and the principal

*(cf. 5131.7 - Weapons and Dangerous Instruments)**(cf. 5144. - Discipline)**(cf. 5144.1 - Suspension and Expulsion/Due Process)**(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*

When informing the principal about the possession or seizure of a weapon or dangerous device, the employee shall report the name(s) of persons involved, witnesses, location, and the circumstances of any seizure.

Legal Reference:

EDUCATION CODE

32210-32212 Willful disturbance, public schools or meetings

32225-32226 Communication devices

~~35204 Contract with attorney in private practice or use of administrative advisor~~~~35205 Contract for legal services~~

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4158, 4258, 4358(c)

35208 Liability insurance
 35213 Reimbursement for loss, destruction or damage of school property
 44014 Report of assault by pupil against school employee
 44807 Duty concerning conduct of students
 48201 Transfer of student records
 48900-48926 Suspension or expulsion Grounds for suspension or expulsion
 49079 Notification to teacher; student who has engaged in acts constituting grounds for suspension or expulsion
 49330-49335 Injurious objects

CIVIL CODE

51.7 Freedom from violence or intimidation

CODE OF CIVIL PROCEDURE

527.8 Workplace violence safety act

GOVERNMENT CODE

995-996.4 Defense of public employees

3543.2 Scope of representation

PENAL CODE

71 Threatening public officers and employees and school officials

240-246.3 Definition of assault

~~241.2 Assault on school or park property against any person~~

241.3 Assault against school bus drivers

241.6 Assault on school employee includes board member

~~242 Definition of battery~~~~243 Battery; definition of "injury" and "serious bodily injury"~~~~243.2 Battery on school or park property against any person~~

243.3 Battery against school bus drivers

243.6 Battery against school employee includes board member

245.5 Assault with deadly weapon; school employee includes board member

290 Registration of sex offenders

601 Trespass by person making credible threat

~~626.9 Gun-Free School Zone Act of 1995~~~~626.10 Exceptions to bringing weapons on school grounds~~

626-626.11 School crimes

646.9 Stalking

12403.7 Weapons approved for self defense

WELFARE AND INSTITUTIONS CODE

827 Juvenile court proceedings; reports; confidentiality

828.1 District police or security department, disclosure of juvenile records

COURT DECISIONS*City of San Jose v. William Garbett, (2010) 190 Cal.App.4th 526*

Management Resources:

CDE CORRESPONDENCE~~0401.01 Protecting Student Identification in Reporting Injurious Objects~~**WEB SITES**CDE, Safe Schools and Violence Prevention Office: <http://www.cde.ca.gov/spbranch/safety/safetyhome>CSBA: <http://www.csba.org>

Adopted: 1-25-78

Amended: 2-14-79, 11-17-82, 7-23-85, 1-21-92, 9-17-02

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: AUGUST 16, 2011

**SUBJECT: C.4.i. APPROVE AMENDMENT OF BOARD POLICY 5131.62 –
TOBACCO – First Reading**

ISSUE: Should the Board of Education approve amendment of Board Policy 5131.62 – Tobacco?

BACKGROUND: Board Policy 5131.62 is revised to provide examples of prohibited tobacco products in accordance with law and add prohibition of nicotine delivery devices such as electronic cigarettes, consistent with new law, SB 882, which make it unlawful for a person to sell or furnish an electronic cigarette to a minor. Board Policy 5131.62 is being submitted with recommended changes from CSBA.

ALTERNATIVES: 1. Approve the amendment of Board Policy 5131.62 – Tobacco.
2. Do not approve the amendment Board Policy 5131.62 – Tobacco.

RECOMMENDATION:
Approval of Alternative #1.

Respectfully submitted,



Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5131.62(a)

Tobacco

The Governing Board recognizes that tobacco use presents serious health risks and desires to provide support and assistance in ***reducing the number of students who begin or continue to use tobacco. The Superintendent or designee shall establish a comprehensive program that includes consistent enforcement of laws prohibiting tobacco possession and use by students, tobacco-use prevention education, and intervention and cessation activities and/or referrals.*** ~~the prevention and intervention of tobacco use among youth.~~

(cf. 5131.6 – Alcohol and Other Drugs)

(cf. 5141.23 – Asthma Management)

Prohibition Against Tobacco Use

Students shall not smoke or use tobacco, or any product containing tobacco or nicotine, while on campus, while attending school-sponsored activities, or while under the supervision and control of district employees. ***Prohibited products include, but are not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.*** (Education Code 48900, 48901)

(cf. 3513.3 - Tobacco-Free Schools)

(cf. 5131 – Conduct)

(cf. 5144 - Discipline)

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

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Prevention Instruction

The district's ***shall*** provide developmentally appropriate tobacco-use prevention instruction for students ***at selected*** grade levels from K-12. ***Such instruction shall be aligned with state content standards and the state curriculum framework for health education and with any requirements of state and/or federal grant programs in which the district participates.*** ~~comprehensive prevention/intervention program shall be based on an ongoing assessment of objective data regarding tobacco use in the schools and community and on research identifying strategies that have proven effective in preventing or reducing tobacco use among youth. The program shall be designed to meet a set of measurable goals and objectives and shall be periodically evaluated to assess progress.~~

(cf. 0500 – Accountability)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6143 - Courses of Study)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5131.62(b)

Intervention/Cessation Services

The district may provide or refer students to counseling, intensive education, and other intervention services to assist in the cessation of tobacco use. When appropriate, such intervention services may be provided as an alternative to suspension for tobacco possession.

(cf. 1020 – Youth Services)
(cf. 5146 – Married/Pregnant/Parenting Students)
(cf. 5141.6 – School Health Services)
(cf. 6164.2 – Guidance/Counseling Services)

Program Planning

The district's tobacco-use prevention and intervention program shall be based on an assessment of tobacco-use problems in district schools and the community, an examination of existing services and activities in the community, and a determination of high-risk student population that are most in need of district services.

The Superintendent or designee shall coordinate with the local health department and county office of education in program planning and implementation. He/she may establish an advisory council including students, parents/guardians, district staff, representatives of the local health department and community organizations, law enforcement professional, and/or others with demonstrated expertise in tobacco prevention and cessation.

(cf. 1230 – Citizen Advisory Councils)
(cf. 1400 – Relations Between Other Governmental Agencies and the Schools)

The Superintendent or designee shall also coordinate the district's tobacco-use prevention and intervention program with other district efforts to reduce students' use of illegal substances and to promote student wellness.

(cf. 5030 – Student Wellness)
(cf. 5131.6 – Alcohol and Other Drugs)
(cf. 5131.63 – Steroids)

The Superintendent or designee shall select anti-tobacco programs based on the model program designs identified by the California Department of Education (CDE) and may modify the model to meet district needs. (Health and Safety Code 104420)

The Superintendent or designee shall not accept for distribution any materials or advertisements that promote the use or sale of tobacco products. He/she also shall not accept tobacco-use prevention or intervention funds or materials from the tobacco industry or from

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5131.62(c)

any entity which has received funding from the tobacco industry.

(cf. 1325 – Advertising and Promotion)

(cf. 3290 – Gifts, Grants and Bequests)

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

Program Evaluation

To evaluate the effectiveness of the district's program and ensure accountability, the Superintendent or designee shall biennially administer the California Healthy Kids Survey or other appropriate student survey at selected grade levels in order to assess student attitudes toward tobacco and student use of tobacco. He/she shall annually report to the Board, and to the CDE if required, the data specified in Health and Safety Code 104450.

(cf. 0500 – Accountability)

(cf. 5022 – Student and Family Privacy Rights)

(cf. 6162.8 – Research)

The results of program evaluations shall be used to refine program goals and objectives and make changes as needed to strengthen program implementation.

~~The Superintendent or designee also may provide students with counseling and other support services to assist in the prevention or reduction of tobacco use.~~

~~*(cf. 6164.2 – Guidance/Counseling Services)*~~

~~Because of the additional health risks of tobacco use for prenatal development, the district shall provide outreach, motivational and other support services to prevent or reduce tobacco use among pregnant and parenting minors.~~

~~*(cf. 5146 – Married/Pregnant/Parenting Students)*~~

~~Information about smoking cessation programs shall be made available and encouraged for students and staff. (Health and Safety Code 104420)~~

~~*(cf. 4159/4259/4359 – Employee Assistance Programs)*~~

~~The Superintendent or designee shall coordinate prevention and cessation efforts with the local health department, other local agencies and community organizations and shall involve students, parents/guardians, families and the community in support of school-based programs.~~

~~*(cf. 1020 – Youth Services)*~~

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5131.62(d)

~~(cf. 1400—Relations Between Other Governmental Agencies and the Schools)~~

Legal Reference:

EDUCATION CODE

48900 Suspension or expulsion (grounds)

48900.5 Suspension, limitation on imposition; exception

48901 Smoking or use of tobacco prohibited

51202 Instruction in personal and public health and safety

60041 Instructional materials, portrayal of effects of tobacco use

HEALTH AND SAFETY CODE

104350-104495 Tobacco use prevention education

119405 Unlawful to sell or furnish electronic cigarettes to minors

PENAL CODE

308 Minimum age for tobacco possession

CODE OF REGULATIONS, TITLE 17

6800 Definition, health assessment

6844-6847 Child Health and Disability Prevention program; health assessments

UNITED STATES CODE, TITLE 20

7111-7117 Safe and Drug-Free Schools and Communities Act

CODE OF FEDERAL REGULATIONS, TITLE 21

1140.1-1140.34 Unlawful sale of cigarettes and smokeless tobacco to minors

ATTORNEY GENERAL OPINIONS

88 Ops. Cal. Atty. Gen. 8 (2005)

Management Resources:

CDE PUBLICATIONS

Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008

Health Framework for California Public Schools: Kindergarten Through Grade Twelve, 2003

Getting Results: Part II California Action Guide To Tobacco Use Prevention Education, 2000

Getting Results: Developing Safe and Healthy Kids, 1998-99

CENTERS FOR DISEASE CONTROL PUBLICATIONS

Guidelines Related to School Health Programs to Prevent Tobacco Use and Addiction, 1994

NATIONAL ASSOCIATION OF STATE BOARDS OF EDUCATION PUBLICATIONS

Fit, Healthy, and Ready to Learn: A School Health Policy Guide, 2000

WEST ED PUBLICATIONS

Guidebook for the California Healthy Kids Survey

WEB SITES

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

California Department of Health Services: <http://www.dhs.ca.gov>

California Department of Public Health, Tobacco Control: <http://www.cdph.ca.gov/programs/tobacco>

California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

California Healthy Kids Survey: <http://www.wested.org/hks>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Safe and Healthy Kids Annual Report: <http://hk.duerrevaluation.com>

U.S. Department of Education: <http://www.ed.gov>

U.S. Surgeon General: <http://www.surgeongeneral.gov>

National Association of State Boards of Education: <http://www.nasbe.org>

Adopted: 9-17-02

Amended: 5-18-04

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: AUGUST 16, 2011

**SUBJECT: C.4.j APPROVE AMENDMENT OF BYLAWS OF THE BOARD 9123 – CLERK
– First Reading**

ISSUE: Should the Board of Education approve the proposed amendment to Bylaws of the Board 9123 – Clerk?

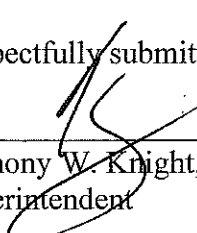
BACKGROUND: Board Bylaw 9124 is revised to clarify which boards are required by law to appoint a clerk from along their members at the annual organizational meeting, and to clarify duties of the clerk. Board Bylaw 9124 is being submitted with recommended language from CSBA.

ALTERNATIVES:

1. Approve the amendment of Bylaws of the Board 9123 – Clerk.
2. Do not approve the amendment Bylaws of the Board 9123 – Clerk.
3. Adopt a modified version of the amendment to Bylaws of the Board 9123 – Clerk.

RECOMMENDATION:
Approval of Alternative #1.

Respectfully submitted,



Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9123

Clerk

At the annual organizational meeting, the Governing Board shall elect a clerk from its own membership. (Education Code 35143)

(cf. 9100 - Organization)

The duties of the clerk shall be to:

1. Certify or attest to actions taken by the Board when required
2. Maintain such other records or reports as required by law
3. ~~Sign the minutes of Board meetings following their approval~~

(cf. 9324 - Minutes and Recordings)

- 4.3. Sign documents on behalf of the district as directed by the Board
- 5.4. Serve as presiding officer in the absence of the president and vice president

(cf. 9121 - President)

5. Notify Board members and members-elect of the date and time for the annual organizational meeting

6. Perform any other duties assigned by the Board

Legal Reference:

EDUCATION CODE

17593 Repair and supervision of property (duty of district clerk)
 35038 Appointment of clerk by county superintendent of schools
 35039 Dismissal of clerk
 35121 Appointment of clerk in certain city and high school districts
 35143 Annual organizational meetings
 35250 Duty to keep certain records and reports
 38113 Duty of clerk (re provision of school supplies)

GOVERNMENT CODE

54950-54963 Ralph M. Brown Act

Management Resources:

CSBA PUBLICATIONS

CSBA Professional Governance Standards, 2000
 Maximizing School Board Leadership: Boardmanship, 1996

WEB SITES

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

Adopted: 10-19-77

Amended: 11-6-84, 9-11-90, 3-12-02, 9-17-02

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: AUGUST 16, 2011

SUBJECT: C.4.k APPROVE AMENDMENT OF BYLAWS OF THE BOARD 9140 – BOARD REPRESENTATIVES - First Reading

ISSUE: Should the Board of Education approve the proposed amendment to Bylaws of the Board 9140 – Board Representatives?

BACKGROUND: Board Bylaw 9140 is revised to recognize that participation of Board members on district or community committees supports the Board's community leadership role. Bylaw also adds responsibility of Board representative to report back to the Board regarding committee activities and/or actions, and clarifies which board must designate a voting representative to elect members of the county committee on school district organization. Board Bylaw 9140 is being submitted with recommended language from CSBA.

ALTERNATIVES:

1. Approve the amendment of Bylaws of the Board 9140 – Board Representatives.
2. Do not approve the amendment Bylaws of the Board 9140 – Board Representatives.
3. Adopt a modified version of the amendment to Bylaws of the Board 9140 – Board Representatives.

RECOMMENDATION:
Approval of Alternative #1.

Respectfully submitted,



Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9140(a)

Board Representatives

The Governing Board recognizes that effective performance of its community leadership responsibilities may require its participation in district or community committees on matters of concern to the district and its students. As needed, the Governing Board may appoint any of its members to serve as its representatives on district committees or on a committee or another advisory committee of other public agency ies or organizations of which the Bord or district is a member or to which the Board is invited to participate. Due to open meeting law requirements, a majority of the Board shall not be appointed to serve on the same committee.

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

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

(cf. 9000 – Role of the Board)

(cf. 9130 – Board Committees)

(cf. 9270 - Conflict of Interest)

(cf. 9320 - Meetings and Notices)

When making such appointments, the Board shall clearly specify, ~~on a case-by-case basis, what~~ ***the authority and responsibilities of the representative(s), including, but not limited to, reporting back to the Board regarding committee activities and/or actions.*** ~~are involved.~~ Board representatives shall not ~~grant district support or endorsement for any activity~~ ***exercise the authority of the Board*** without prior Board approval.

(cf. 9005 – Governance Standards)

(cf. 9200 – Limits of Board Member Authority)

If a committee discusses a topic on which the Board has taken a position, the Board member may express ~~the~~ that position as a representative of the Board. When contributing individual ***his/her own*** ideas or opinions on other topics, he/she ~~the representative~~ shall ***clearly indicate*** ~~make it clear that he/she is expressing his/her speaking as an individual~~ ***idea or opinion.*** ~~not on behalf of the Board.~~

(cf. 1220 - Citizen Advisory Committees)

(cf. 9010 - Public Statements)

(cf. 9130 – Board Committees)

Board Representative to Elect Members of County Committee on School District Organization

At its annual organizational meeting, the Board shall designate one Board member as its representative to elect members to the county committee on school district organization. (Education Code 35023)

~~The Board shall provide the representative with nominees to this committee.~~

OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9140(b)

~~A Board member is eligible serve as a member of the county committee on school district organization. (Education Code 4007)~~

(cf. 9100 - Organization)

Legal Reference:

EDUCATION CODE

4000-4014 County committees on school district organization

35020-35046 School district officers and agents (power of governing board to employ or appoint)

35160 Authority of governing boards

GOVERNMENT CODE

54952.2 Meetings

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California Department of Education District Organization Handbook, 2010

Adopted: 11-6-84

Amended: 9-11-90, 3-12-02, 9-17-02

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: AUGUST 16, 2011

SUBJECT: C.4.I. APPROVE AMENDMENT OF BYLAWS OF THE BOARD 9323.2 – ACTIONS BY THE BOARD - First Reading

ISSUE: Should the Board of Education approve the proposed amendment to Bylaws of the Board 9323.2 – Actions by the Board?

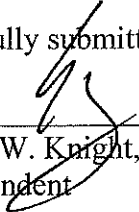
BACKGROUND: Board Bylaw 9323.2 is updated and reorganized to clarify the circumstances under which the Brown Act permits the Board to discuss or take action on items that are not on the posted agenda. By law also revised to delineate the Board's options upon a receipt of a demand to "cure and correct" an alleged Brown Act violation. Board Bylaw 9323.2 is being submitted with recommended language from CSBA.

ALTERNATIVES:

1. Approve the amendment of Bylaws of the Board 9323.2 – Actions by the Board.
2. Do not approve the amendment Bylaws of the Board 9323.2 – Actions by the Board.
3. Adopt a modified version of the amendment to Bylaws of the Board 9323.2 – Actions by the Board.

RECOMMENDATION:
Approval of Alternative #1.

Respectfully submitted,



Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9323.2(a)

Actions By The Board

The Governing Board shall act by a majority vote of all of the membership constituting the Board, unless otherwise required by law. (Education Code 35164)

An "action" by the Board means: (Government Code 54952.6)

1. A collective decision by a majority of the Board members
2. A collective commitment or promise by a majority of the members to make a positive or negative decision
3. A vote by a majority of the members when sitting as the Board upon a motion, proposal, resolution, order or ordinance

The Board shall not take action by secret ballot, whether preliminary or final. (Government Code 54953)

Actions taken by the Board in open session shall be recorded in the Board minutes. (Education Code 35145)

(cf. 9324 - Minutes and Recordings)

Action on Non-Agenda Items

After publicly identifying the item, the Board may take action ~~in a regular meeting~~ on a subject not listed ~~appearing~~ on the published ***posted meeting*** agenda ~~only when it publicly identifies the item to be acted upon in conjunction with one of the~~ ***under any of the*** following circumstances: (Government Code 54954.2)

1. ***When a majority of the Board determines that an emergency situation exists, as defined for emergency meetings pursuant to Government Code 54956.5.*** The Board, by majority vote of its members, ~~determines that the action responds to an emergency situation.~~
2. ***When two-thirds of the members present, or if less than two-thirds of the members are present then by a unanimous vote of all members present, determine that the need to take immediate action came to the district's attention after the agenda was posted.*** The Board determines, either by a two-thirds majority vote of the members present at the meeting or, if less than two-thirds of the members are present, by a unanimous vote of all members present,

OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9323.2(b)

~~that the need to take immediate action came to the district's attention after the posting of the agenda.~~

3. ***When an item appeared on the agenda of, and was continued from, a meeting that occurred*** ~~The matter was properly posted for a previous meeting occurring not more than five days earlier and was continued to the meeting at which action is being taken.~~

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

Challenging Board Actions

Any interested person or ~~the~~ district attorney's office ***may present a demand that the Board cure and to correct a Board action which he/she alleges is in violation of Government Code 54954.2 (agenda posting), Government Code 54953 (open meeting and teleconferencing), Government Code 54954.5 (closed session item descriptions), Government Code 54954.6 (new or increased tax assessments), Government Code 54956 (special meetings), or Government Code 54956.5 (emergency meetings).*** (Government Code 54960.1)

Any demand to "cure and correct" an alleged violation shall clearly describe the challenged action and the nature of the alleged violation ***and*** shall be presented to the Board in writing within 90 days of the date when the action was taken. If the alleged violation concerns action taken in an open session but in violation of Government Code 54954.2 (agenda posting), the written demand must be made within 30 days of the date when the alleged action took place. (Government Code 54960.1)

~~Such demand shall allege a violation of any of the following:~~ (Government Code 54960.1)

- ~~1. Government Code 54953, regarding open meeting and teleconferencing~~
- ~~2. Government Code 54954.5, regarding closed session item descriptions~~
- ~~3. Government Code 54954.6, regarding new or increased tax assessments~~
- ~~4. Government Code 54956, regarding special meetings~~
- ~~5. Government Code 54956.5, regarding emergency meetings~~

Within 30 days of receiving the demand, the Board shall ***do one of the following:*** (Government Code 54960.1)

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1. Cure or correct the challenged action and inform the demanding party in writing of its actions to cure or correct.

2. **Determine** ~~If the Board decides to not~~ **to** cure or correct the challenged **violation and inform the demanding party** ~~action, the demanding party shall be informed in writing of its decision to not cure or correct. that decision.~~

3. ~~If the Board~~ **Takes** no action. **If the Board takes no action** within the 30-day review period, its inaction shall be considered a decision not to cure or correct the action. (Government Code 54960.1)

Legal Reference:

EDUCATION CODE

15266 School construction bonds
17466 Declaration of intent to sell or lease real property
17481 Lease of property with residence for nondistrict purposes
17510-17511 Resolution requiring unanimous vote of all members constituting board
17546 Private sale of personal property
17556-17561 Dedication of real property
17582 District deferred maintenance fund
17583 Deferred maintenance fund; transfer of excess local funds
~~35144 Special meeting~~
~~35145 Public meetings~~
35140-35149 Meetings
35160-35178.4 Powers and duties
~~35164 Majority vote of all members constituting board for board action~~
~~35165 Vacancies, effect on majority and unanimous vote~~
~~48660-48661 Establishment of Community day schools~~ **establishment and restrictions**
~~48661 School site restrictions for community day schools~~

CODE OF CIVIL PROCEDURE

425.16 Special motion to strike in connection with a public issue
1245.240 Eminent domain vote requirements
1245.245 Eminent domain, resolution adopting different use

GOVERNMENT CODE

53090-53097.5 - Regulation of local agencies by counties and cities
~~53094 Authority to render zoning ordinance inapplicable~~
~~53097 Compliance with ordinances~~
~~53097.3 Charter school ordinances~~
~~53790-53792 Exceeding the budget~~
~~53820-53833 Temporary borrowing~~
~~53850-53858 Temporary borrowing~~
~~54950 Meetings: declaration; intent; sovereignty~~
~~54952.6 Action taken, definition~~
~~54953 Meetings to be open and public; attendance; secret ballots~~
~~54953.5 Right to record proceedings; conditions~~

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BB 9323.2(d)

~~54954.2 Agenda posting requirements; board actions~~~~54954.5 Closed session item descriptions~~~~54954.6 New or increased taxes or assessments; hearings; notice~~~~54956 Special meetings; call; notice~~~~54956.5 Emergency meetings in emergency situations~~

54960 Action to prevent violations

~~54960.1 Challenge of governing board actions~~~~54960.5 Costs and attorney fees~~

65352.2 Coordination with planning agency

PUBLIC CONTRACT CODE

3400 Bid specifications

20111 Contracts over \$50,000; contracts for construction; award to lowest responsible bidder

20113 Emergencies, award of contracts without bids

COURT DECISIONS***Los Angeles Times Communications LLC v. Los Angeles County Board of Supervisors, (2003) 112 Cal.App.4th 1313******McKee v. Orange Unified School District, (2003) 110 Cal.App.4th 1310***

Bell v. Vista Unified School District, (2002) 82 Cal.App.4th 672

Boyle v. City of Redondo Beach, (1999) 70 Cal.App.4th 1109

Management Resources:**CSBA PUBLICATIONS**

The Brown Act: School Boards and Open Meeting Laws, 1999-2009

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Legislative Bodies, California Attorney General's Office, 2002-2003

LEAGUE OF CALIFORNIA CITIES PUBLICATIONS**CALIFORNIA CITY ATTORNEY PUBLICATIONS**

Open and Public III IV: A User's Guide to the Ralph M. Brown Act, 2000-2007

WEB SITESCSBA: <http://www.csba.org>California Attorney General's Office: <http://www.caag.state.ca.us>Institute of Local Government: <http://www.ca-ilg.org>

Adopted: 10-19-77

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