

**OAK PARK UNIFIED SCHOOL DISTRICT
5801 E. CONIFER STREET
OAK PARK, CALIFORNIA 91377
(818) 735-3206**

NOTICE OF SPECIAL BOARD MEETING- AGENDA #844

Written notice is hereby given in accordance with Education Code Section 54957 that a special Board Meeting of the Board of Education of Oak Park Unified School District will be held:

DATE: Tuesday, June 30, 2011
TIME: 6:00 p.m. Open Session
PLACE: Oak Park High School
899 N. Kanan Road
Oak Park, CA 91377
Presentation Room – G9

**Call to Order
Pledge of Allegiance
Roll Call
Public Comments**

OPEN SESSION

- 1. Administer Oath of Office to Sepideh Yeoh**
In order to assume Board responsibilities, Oath of Office must be administered to new Board Member
- 2. Approve Change Order #1, Project 11-01R, Science Lab Rehabilitation at Oak Park High School**
Board approval required for change orders
- 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)**
Board approval required for change orders
- 4. Approve Expulsion of Student in Disciplinary Case #05-10/11**
Education Code requires Board approval for Student Expulsion
- 5. Approve Annual Certification of Signatures for 2011-12**
Education Codes 42632 and 42633 requires annual Certification of Signatures
- 6. Approve Authorization to Establish New Classified Service Position – Senior Accountant**
Board approval required to Establish New Classified Service Position

- 7. Approve Resolution #11-16 – Reducing or Discontinuing Particular Kinds of Service for Classified Employees**
Board approval required for Reduction in Force
- 8. Approve Interdistrict Transfer Memorandum of Understanding**
Board is asked to approve this Memorandum of Understanding with other Districts within Ventura County
- 9. Reassign Board Representation on District Committees**
Board will look at Board Representation on District Committees

Date: June 27, 2011

Anthony W. Knight, Ed.D.

Superintendent and Secretary to the
Board of Education

OATH OF OFFICE

I, Sepideh Yeoh, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Signature

6028 Alexandra Court

Address

Oak Park, CA 91377

City

State

Zip

Subscribed and sworn to before me
this 30th day of June, 2011.

Signature

Notary Public

Title

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 30, 2011
SUBJECT: 2. APPROVE CHANGE ORDER #1, PROJECT 11-01R, SCIENCE LAB REHABILITATION AT OAK PARK HIGH SCHOOL

ACTION

ISSUE: Shall the Board approve Change Order #1 to the contract with Viola Construction, Inc. for Project 11-01R, Science Lab Rehabilitation at Oak Park High School?

BACKGROUND: At its meeting on April 12, 2011, the Board awarded a contract for Project 11-01R, Science Lab Rehabilitation at Oak Park High School, to Viola Construction, Inc. During the course of the project, District staff and construction manager Barnhart, Inc. have recommended changes to the project's scope for conditions unforeseen at the time the contract was awarded. Change Order #1 includes the following changes in scope and cost to the original contract:

Description	Cost
Install additional exterior lighting at classroom entrances and walkways areas due to security and safety concerns	\$ 7,668.09
Change exterior door hardware to comply with the new district standard for all door hardware	\$ 14,395.65
Total Cost of Change Order #1	\$ 22,063.74

The total amount of Change Order #1 is \$22,063.74, which will increase the original contract from \$989,000.00 to \$1,011,063.74. It is recommended by Barnhart and District staff that the Board approve Change Order No. 1.

ALTERNATIVES:

1. Approve Change Order #1 to the contract with Viola Construction, Inc. for Project 11-01R, Science Lab Rehabilitation at Oak Park High School.
2. Do not approve Change Order #1.

RECOMMENDATION: Alternative 1.

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

Respectfully submitted,



Anthony W. Knight, Ed.D.
Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JUNE 30, 2011

SUBJECT: 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 AND RED OAK ELEMENTARY SCHOOLS), AND BID 10-01R-C (MEDEA CREEK MIDDLE SCHOOL, OAK VIEW HIGH SCHOOL AND DISTRICT OFFICE).

ACTION

ISSUE: Shall the Board approve Change Order #1 to the each of the contracts with Brannon Inc./dba Smith Electric Service for Bid 10-01R-A (Oak Park High School and Oak Hills Elementary School), Bid 10-01R-B (Brookside and Red Oak Elementary Schools), and Bid 10-01R-C (Medea Creek Middle School, Oak View High School and District Office)?

BACKGROUND: At its meeting in January 2010, the Board authorized Project #10-01R for the replacement of aging fire alarm systems at all district sites. This project was divided into three separate bids, pairing district schools as follows: Bid 10-01R-A (Oak Park High School and Oak Hills Elementary School), Bid 10-01R-B (Brookside and Red Oak Elementary Schools), and Bid 10-01R-C (Medea Creek Middle School, Oak View High School and District Office). At its meeting on March 15, 2011, the Board awarded the bids for each of these projects to Brannon Inc./dba Smith Electric Service as lowest responsive and responsible bidder.

During the course of the project, the District's staff and construction manager, Barnhart, Inc., have recommended changes to each project's scope for conditions unforeseen at the time the contracts were awarded. Change Order #1 for each project includes the following changes in scope, contract period, and cost to the original contract:

Bid 10-01R-A (Oak Park High School and Oak Hills Elementary School)

Description	Cost
Per DSA, furnish and install fire smoke dampers in existing HVAC ductwork passing through fire-rated walls in Building C at Oak Park High School	\$ 35,410.00
Extend contract completion date to 08/12/11 to allow coordination of tie-in for fire alarm system with OPHS Science Lab project	\$ 0.00
Total Cost of Change Order #1	\$ 35,410.00

The total amount of Change Order No. 1 is \$35,410.00, increasing the original contract from \$740,389.00 to \$775,799.00. It is recommended by Barnhart and staff that the Board approve Change Order No. 1.

Bid 10-01R-B (Brookside and Red Oak Elementary Schools)

Description	Cost
No-cost extension of contract completion date to 08/12/11 to allow sufficient time to complete project	\$ 0.00
Total Cost of Change Order #1	\$ 0.00

BOARD MEETING, JUNE 30, 2011

Approval of Change Order No. 1, Project 10-01R, Fire Alarm System Replacement

Bids 10-01R-A, 10-01R-B, and Bid 10-01R-C

Page 2

Change Order No. 1 is a no-cost change, leaving the original contract amount unchanged at \$393,310.00. It is recommended by Barnhart and staff that the Board approve Change Order No. 1.

Bid 10-01R-C (Medea Creek Middle School, Oak View High School and District Office).

Description	Cost
No-cost extension of contract completion date to 08/12/11 to allow sufficient time to complete project	\$ 0.00
Total Cost of Change Order #1	\$ 0.00

Change Order #1 is a no-cost change, leaving the original contract amount unchanged at \$454,964.00. It is recommended by Barnhart and staff that the Board approve Change Order #1.

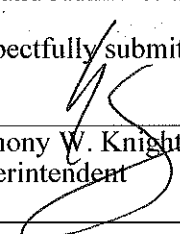
ALTERNATIVES:

1. Approve Change Order #1 to the each of the contracts with Brannon Inc./dba Smith Electric Service for Bid 10-01R-A (Oak Park High School and Oak Hills Elementary School), Bid 10-01R-B (Brookside and Red Oak Elementary Schools), and Bid 10-01R-C (Medea Creek Middle School, Oak View High School and District Office) as recommended.
2. Do not approve Change Order #1 for Bids 10-01R-A, Bid 10-01R-B, and Bid 10-01R-C.

RECOMMENDATION: Alternative 1.

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

Respectfully submitted,



Anthony W. Knight, Ed.D.
Superintendent

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

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

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

CHANGE ORDER 10-01RA -1

6-14-11

PROJECT NO: 10-01RA

CHANGE ORDER NO: 1

PROJECT NAME: Fire Alarm Replacement at Oak Park High School and Oak Hills Elementary School

CONTRACTOR: Smith Electric

SCOPE OF WORK: SEE ATTACHED

COST:

Original Contract Amount	\$ 740,389.00
Previous Approved Change Orders	\$ -
This Change Order	\$ 35,410.00
Adjusted Contract Amount	\$ 775,799.00

TIME:

Original Contract Completion Date	June 30, 2011
Previous Approved Completion Extension Days	0
Completion Days Extension this Change Order	42
Adjusted Contract Completion Date	August 12, 2011

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

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

OAK PARK UNIFIED SCHOOL DISTRICT

CONTRACTOR: Smith Electric

By _____

By _____

Date _____

Date _____

ARCHITECT; KPI Architects

DISTRICT PM/CM; Barnhart -- Balfour Beatty

By _____

By _____

Date _____

Date _____

Bid No 10-01RA

Fire Alarm Replacements at Oak Park High School and Oak Hills Elementary School
Smith Electric

Item No.	GC No.	Description	Reason	Cost
1	1	Oak Park High School - Furnish and install fire/smoke dampers in existing HVAC duct work which passes thru fire rated walls in Building "C" per KPI Architects Field Change Document No. 1, item #3, dated May 31, 2011.	The existing HVAC duct work which passes thru existing fire rated walls does not have code required fire smoke dampers. Added fire/smoke dampers were indicated in the DSA approved modernization plans and would have been scheduled to be installed during future modernization work, however, in order to complete the current fire alarm upgrades and provide for a fully functional code compliant fire alarm system, it is necessary to furnish and install the fire smoke dampers during the current fire alarm upgrade project.	\$ 35,410
2		Extend contract completion date to August 12, 2011. See attached schedule.	No cost time extension to allow coordination of fire alarm system tie-in to project 11-01R Building E Science Lab Rehab.	\$ -

Total	\$ 35,410
Original Contract	\$ 740,389
Revised Contract	\$ 775,799

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

CHANGE ORDER 10-01RB -1

6-14-11

PROJECT NO: 10-01RB

CHANGE ORDER NO: 1

PROJECT NAME: Fire Alarm Replacement at Brookside Elementary School and Red Oak Elementary School

CONTRACTOR: Smith Electric

SCOPE OF WORK: SEE ATTACHED

COST:

Original Contract Amount	\$ 393,310.00
Previous Approved Change Orders	\$ -
This Change Order	\$ -
Adjusted Contract Amount	\$ 393,310.00

TIME:

Original Contract Completion Date	June 30, 2011
Previous Approved Completion Extension Days	0
Completion Days Extension this Change Order	42
Adjusted Contract Completion Date	August 12, 2011

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

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

OAK PARK UNIFIED SCHOOL DISTRICT

CONTRACTOR: Smith Electric

By _____

By _____

Date _____

Date _____

ARCHITECT; KPI Architects

DISTRICT PM/CM; Barnhart – Balfour Beatty

By _____

By _____

Date _____

Date _____

Bid No 10-01RB

Fire Alarm Replacements at Brookside Elementary School and Red Oak Elementary
Smith Electric

Item No.	GC No.	Description	Reason	Cost
1		Extend contract completion date to August 12, 2011. See attached schedule.	No cost time extension to provide sufficient time for installation of fire alarm system. Original anticipated notice to proceed date of February 2011 was postponed to May 2011.	\$ -

Total

\$ -

Original Contract

\$ 393,310

Revised Contract

\$ 393,310

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

CHANGE ORDER 10-01RC -1
6-14-11

PROJECT NO: 10-01RC

CHANGE ORDER NO: 1

PROJECT NAME: Fire Alarm Replacement at Medea Creek Middle School, Oak View High School and District Office

CONTRACTOR: Smith Electric

SCOPE OF WORK: SEE ATTACHED

COST:

Original Contract Amount	\$ 454,964.00
Previous Approved Change Orders	\$ -
This Change Order	\$ -
Adjusted Contract Amount	\$ 454,964.00

TIME:

Original Contract Completion Date	June 30, 2011
Previous Approved Completion Extension Days	0
Completion Days Extension this Change Order	42
Adjusted Contract Completion Date	August 12, 2011

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

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

OAK PARK UNIFIED SCHOOL DISTRICT

CONTRACTOR: Smith Electric

By _____

By _____

Date _____

Date _____

ARCHITECT; KPI Architects

DISTRICT PM/CM; Barnhart – Balfour Beatty

By _____

By _____

Date _____

Date _____

Bid No 10-01RC

Fire Alarm Replacements at Medea Creek Middle School, Oak View High School and
District Office
Smith Electric

Item No.	GC No.	Description	Reason	Cost
1		Extend contract completion date to August 12, 2011. See attached schedule.	No cost time extension to provide sufficient time for installation of fire alarm system. Original anticipated notice to proceed date of February 2011 was postponed to May 2011.	\$ -

Total
Original Contract
Revised Contract

\$ -
\$ 454,964
\$ 454,964

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 30, 2011
SUBJECT: 4. APPROVE EXPULSION OF STUDENT IN DISCIPLINARY CASE #05-10/11

Consent

ISSUE: Should the Board of Education expel student in Disciplinary Case #5-10/11?

BACKGROUND: On June 15, 2011, an Oak Park High School student was in violation of Education Codes 48900 (b), 48900(k), 48915(a)(2) and 48915(c)(2), by possessing and brandishing a knife at a student on the Medea Creek Middle School campus. As required by Education Code 48915, the principal has recommended expulsion of this student.

A meeting was held with the parent on June 21, 2011 to review the incident, the suspension, the recommendation for expulsion and interim educational alternatives. An agreement was reached with the parent for "Voluntary Consent to Discipline" to suspend the expulsion if conditions were met. If any of the conditions are violated the students will receive an immediate expulsion with placement to the Gateway Community School.

ALTERNATIVES:

1. Expel student in Disciplinary Case #5-10/11 from the Oak Park Unified School District effective through the last day of the spring 2012 semester, pursuant to the conditions described in the "Voluntary Consent to Discipline" signed and dated June 21, 2011.
2. Do not expel of student in Disciplinary Case #5-10/11.
3. Suspend expulsion to allow student to attend Oak Park Independent School under a contract.

RECOMMENDATION: Alternative #3

Prepared by: Lou Tabone, Director of Alternative Education

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	_____	_____	_____	_____

AMENDED

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 30, 2011
SUBJECT: 5. APPROVE ANNUAL CERTIFICATION OF SIGNATURES FOR 2011-2012

Consent

ISSUE: Shall the Board of Education approve the annual Certification of Signatures for the 2011-2012?

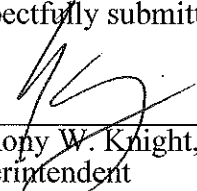
STATEMENT: The school district must annually file a Certification of Signatures at the beginning of each fiscal year as required by the Ventura County Schools Business and Advisory Services Office and in accordance with provisions of Education Code. These authorizations will be valid through December 6, 2011, unless revisions to staff responsibilities are made during the school year or new members are elected or appointed to the Board.

ALTERNATIVES: 1. Approve Certification of Signatures for 2011-2012.
2. Do not approve Certification of Signatures for 2011-2012 as submitted.

RECOMMENDATION: Alternative #1.

RATIONALE: Education Code mandates that we certify these authorizations annually at the beginning of each fiscal year or after any reorganization or staff change.

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	_____	_____	_____	_____

CERTIFICATION OF SIGNATURES

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

These approved signatures will be considered valid for the period of 7-1-11 to 12-6-11.

Date of Board Action: 6-21-11 Signature: _____
Secretary of the Board

PART I

Signatures of Members of the Board:

Signature: _____
Print/Type: Barbara Laifman
President of the Board of Education

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

Signature: _____
Print/Type: Allen Rosen
Clerk of the Board of Education

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

Signature: _____
Print/Type: Jan Iceland
Vice President of the Board of Education

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

K-12 Districts*Community College Districts**

42632

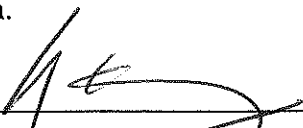
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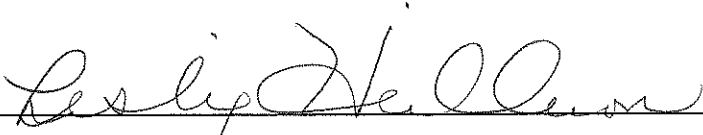
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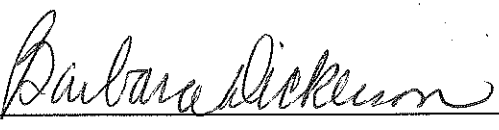
PART 2

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

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

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

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

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

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

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

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

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

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

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

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JUNE 30, 2011

SUBJECT: 6. APPROVE AUTHORIZATION TO ESTABLISH NEW CLASSIFIED SERVICE POSITION – SENIOR ACCOUNTANT

ACTION

ISSUE: Shall the Board authorize the establishment of a new classified service position, Senior Accountant?

BACKGROUND: In recent years the District's audit reports have expressed concerns regarding understaffing of the Business Services department, particularly in the area of fiscal services, budget, and accounting. The increasing demands of the Measure R facilities improvement program have significantly impacted the Business Services Department, particularly in the area of financial and budgetary oversight responsibilities, effectively leaving the Director of Fiscal Services as the sole accountant for the District. The understaffing has strained the accuracy and timeliness of vital financial information, and the meeting of critical deadlines for ever increasing federal and state reporting, and jeopardizes credibility. It is critical that this staffing shortfall be addressed, particular in these perilous financial times.

The proposed new classified service position of Senior Accountant is a full time position with a 12 month work year, expected to perform professional level accounting and complex professional accounting duties related to financial analyses and preparation of required financial reports; assist in budget development and control; review and implement laws and District policies; train department personnel and perform a variety of other duties relative to assigned area of responsibility. The proposed job description is included with this agenda.

After comparison of similar positions in Ventura County school districts, it is recommended that the five step salary range be benched at \$55,340-\$70,000 annually. The proposed funding source for the new position is Measure R for the documented time legitimately spent on bond projects by the newly created position and by the Director of Business Operations.

It is estimated that 33% of the time of the Senior Accountant will be spent in support of bond project activities. It is proposed that a corresponding percentage of the position's compensation, based on documented time legitimately spent on Measure R projects, be charged to Measure R. Services in support of the bond projects will include processing and accounting of payment applications, preparation of regular financial reports for the Administration, Board, Facility Planning Committee, and community, and as required by State and Federal regulations.

BOARD MEETING, JUNE 30, 2011

Approve Authorization to Establish New

Classified Service Position – Senior Accountant

Page 2

The Director of Business Operation is funded 90% by the General Fund and 10% from the Cafeteria Fund. It is currently estimated that 55% of the work load of the Director is devoted to support of Measure R projects in the form of administrative oversight and on-site direction. It is proposed that a proportionate percentage of the Director's compensation, based on documented time legitimately spent on Measure R projects, be shifted to Measure R. This shift in funding will provide the necessary General Fund dollars to fund the balance of the new Senior Accountant position. Bond counsel has previously provided written opinion on both the legality and appropriateness of this practice.

ALTERNATIVES:

1. Approve the establishment of a new classified service position, Senior Accountant.
2. Do not approve the establishment of a new classified service position, Senior Accountant.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,



Anthony W. Knight, Ed.D.
Superintendent

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

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

**OAK PARK UNIFIED SCHOOL DISTRICT
SENIOR ACCOUNTANT**

DEFINITION

This is an 8 hour per day, twelve (12) month position
Salary: Range 28 of the classified salary schedules

Under the direction of the Director of Fiscal Services and/or the Assistant Superintendent of Business and Administrative Services, performs highly-skilled and complex professional level accounting and complex professional accounting duties related to financial analyses and preparation of required financial reports; assists in budget development and control; monitors cash and prepares cash flow statements; monitors and updates the position control system; reviews and implements laws and District policies; trains department personnel and perform a variety of other duties relative to assigned area of responsibility.

ESSENTIAL DUTIES

Compiles data for financial reports requiring application of accounting principles and judgment; computes projected income for annual budget and revisions to budget; ensures that revenues are recorded and expenses managed on a timely basis; monitors fund balances and produces variance reports to inform program management of financial performance; gathers, reviews and analyzes data pertinent to problem areas assigned for study such as use of salary savings, projected budgetary impact of proposed course of action, compliance of fiscal procedures with applicable statutes and regulations; analyzes and interprets new state and Federal legislation pertaining to numerous income schedules to determine impact on new or existing programs; assists in administrative and financial analyses and verification of fiscal reports and statements, expenditures, revenues and other financial transactions; analyzes documents, reports and records concerned with various state apportionments, tax rates, reimbursements and expenditures; assists in facilitating the budget development process; researches and gathers information about FTEs, revenue limits, projected classroom usage for overhead computations, and details for expenditures within various funds; maintains up-to-date knowledge of tax reporting requirements; prepares tax returns and forms to the IRS, state, and local governments; assists with, and coordinates activities connected with audits performed by independent auditors; coordinates documents, answer questions, prepare requested reports; performs internal audits of income and expenditures and checks and reviews all district accounts including student body funds that may have a major impact on the financial status of various programs; prepares profit and loss statements applicable to special programs; prepares, analyzes, and prepares a variety of reports for management, County, State, and Federal agencies; ensures compliance with accounting and legal requirements; monitors cash and prepares cash flow statement monthly; monitors and reconciles financial information for grant and/or categorically funded programs and converts to other record formats such as those used by external agencies; reviews, analyzes and reconciles transactions processed by others for accuracy, proper account coding and classification and allocation; working in conjunction with Personnel Services and Business Services, monitors and updates District's position control system to ensure accurate budgeting of positions and costs; performs related duties as required.

EMPLOYMENT STANDARDS

Knowledge of: Principles, methods, and generally accepted accounting practices and procedures for educational entities; principles of budget preparation, control and analysis; methods and procedures of financial analysis and research; principles and procedures of financial record keeping; automated accounting systems and procedures and operation of personal computers; modern office procedures, methods and equipment, including computers; pertinent Federal, state and local laws, codes and regulations including California school district accounting and financial rules.

Ability to: Prepare clear and accurate financial statements and reports; prepare, maintain and control budgets; make arithmetic calculations with speed and accuracy; interpret and implement codes, statutes and legislative enactments; communicate effectively orally and in writing; understand and carry out oral and written instructions; work with a minimum of supervision; operate a computer and modern software to develop, direct and maintain a computerized finance program; 10-key proficiency; provide information and assistance to parents, the general public and other staff members in a helpful, courteous and timely manner; conduct meetings and instruct groups or individuals in financial record keeping work;

Education and Work Experience: Graduation from college with a major in accounting, business administration or related field (additional qualifying experience may be substituted on a year-for-year basis up to a maximum of two years.); Three years of full time, paid professional level experience in the field of auditing and accounting involving preparation and analytical examination of financial statements and reports; school financial accounting experience highly desirable.

WORKING CONDITIONS

Work is performed in an office environment with demanding timelines, and subject to frequent interruptions.

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUEPRINTENDENT

DATE: JUNE 30, 2011

**SUBJECT: 7. APPROVE RESOLUTION #11-16 – REDUCING OR
DISCONTINUING PARTICULAR KINDS OF SERVICE FOR
CLASSIFIED EMPLOYEES**

ACTION

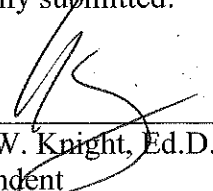
ISSUE: Should the Board of Education approve Resolution #11-16 – Reducing or Discontinuing Particular Kinds of Service for Classified Employees?

BACKGROUND: As a result of budget cuts to the district, it has been determined that staffing must be reduced for particular kinds of classified service. Additional information related to the reduction and discontinuance is described in the resolution.

ALTERNATIVES: 1. Approve Resolution #11-16 – Reducing or Discontinuing Particular Kinds of Service for Classified Employees.
2. Do not approve Resolution #11-16 – Reducing or Discontinuing Particular Kinds of Service for Classified Employees.

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	_____	_____	_____	_____

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

RESOLUTION #11-16

**REDUCING OR DISCONTINUING PARTICULAR KINDS OF SERVICE FOR
CLASSIFIED EMPLOYEES**

BE IT RESOLVED that the Board of Education of the Oak Park Unified School District hereby determines that the following positions be reduced for lack of work and/or lack of funds.

Reduce one (1) Middle School Library/Media Technician position from 8 hours to 4 hours daily

Reduce three (3) Elementary School Library/Media Technician positions from 3.75 hours to 1.88 hours daily

BE IT FURTHER RESOLVED by the Board of Education as follows:

1. That due to a lack of funds and/or lack of work, the number of classified employees and the amount of service rendered shall be reduced by layoff as specified above, pursuant to Education Code Section 45308.
2. That the Superintendent is directed to give notice of layoff to the affected classified employees pursuant to the requirements of law, and notify such employees of any displacement rights.
3. That said layoff shall become effective on August 17, 2011, subject to negotiations to the extent required by law.
4. That the employees laid off pursuant to this Resolution shall be eligible for reemployment pursuant to Education Code Section 45298.

The foregoing Resolution was adopted by the Governing Board of the Oak Park Unified School District on the 30th day of June, 2011, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

Clerk of the Board of Education of Oak Park
Unified School District

06/27/11

TO: MEMBERS, BOARD OF EDUCATION
FROM DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 30, 2011
**SUBJECT: 8. APPROVE VENTURA COUNTY INTERDISTRICT TRANSFER
MEMORANDUM OF UNDERSTANDING**

Action

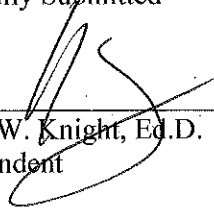
ISSUE: Shall the Board of Education approve the Ventura County Interdistrict Transfer Memorandum of Understanding?

BACKGROUND: Most of the school districts in Ventura County are in the process of approving the Interdistrict Transfer Memorandum of Understanding. Oak Park is the only district in the county that operates as a District of Choice. The Memorandum of Understanding will provide an additional process for students to attend Oak Park Schools beyond the DOC process. All caps for interdistrict transfer approved by the Board would apply to students admitted under either process.

ALTERNATIVES: 1. Approve Ventura County Interdistrict Transfer Memorandum of Understanding.
2. Do not approve Ventura County Interdistrict Transfer Memorandum of Understanding.

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	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____

SCHOOL DISTRICT

Interdistrict Transfer Memorandum of Understanding May 2011

The Governing Boards of each of the following districts: Briggs Elementary School District, Conejo Valley Unified School District, Fillmore Unified School District, Hueneme Elementary School District, Las Virgenes Unified School District, Mesa Union Elementary School District, Moorpark Unified School District, Mupu Elementary School District, Oak Park Unified School District, Ocean View Elementary School District, Ojai Unified School District, Oxnard Elementary School District, Oxnard Union High School District, Pleasant Valley School District, Rio Elementary School District, Santa Clara Elementary School District, Santa Paula Elementary School District, Santa Paula Union High School District, Simi Valley Unified School District, Somis Union School District and Ventura Unified School District (jointly referred to as "the Districts") hereby agree to permit pupils who reside in one of the Districts to attend in the other based on the following terms and conditions:

1. This MOU shall be for a term of five (5) school years commencing with the 2011-2012 school year and ending at the conclusion of the 2015-2016 school year.
2. The Districts understand and agree that each parent/guardian who resides within one of the participating districts but desires for their child to attend in the other district shall be required to sign a one-year Interdistrict Transfer Agreement ("Agreement"). The form of that Agreement is attached as Exhibit A and is incorporated by reference as though fully set forth herein. The district of attendance will determine on a year-to-year basis whether to renew the pupil's Agreement.
3. The Districts agree that once the Districts sign the Agreement for a particular pupil, the district of residence will not be required to sign the Agreement for that pupil for the subsequent 4 school years. By signing the Agreement in Year 1, the district of residence intends to release the student from attendance in that district for 5 school years.
4. The Districts shall establish appropriate internal controls for the issuance and acceptance of Agreements. At a minimum the district of residence shall provide the district of attendance a copy of all transfer Agreements issued, and the district of attendance shall notify the district of residence upon its acceptance of pupils with valid Agreements.
5. The Districts understand and agree that a pupil who is granted an interdistrict transfer to another district who is a party to this Memorandum of Understanding shall be subject to the terms and conditions set forth in the Interdistrict Transfer Agreement attached hereto as Exhibit A and may have his/her attendance revoked during the school year, or non-renewed for the following school year, based on any of the reasons set forth in Exhibit A.
6. Students with Disabilities being served under the SELPA Local Plan Interdistrict Charts are not subject to this agreement.

Interdistrict Transfer Memorandum of Understanding

IN WITNESS WHEREOF, the parties hereto set their hands.

Briggs Elementary S.D.

Conejo Valley Unified S.D.

Fillmore Unified S.D.

Hueneme Elementary S.D.

Las Virgenes Unified S.D.

Mesa Union S.D.

Moorpark Unified S.D.

Mupu Elementary S.D.

Oak Park Unified S.D.

Ocean View S.D.

Ojai Unified S.D.

Oxnard Elementary S.D.

Oxnard Union High SD

Pleasant Valley S.D.

Rio Elementary S.D.

Santa Clara Elementary S.D.

Santa Paula Elementary S.D.

Santa Paula Union High S.D.

Simi Valley Unified S.D.

Somis Union S.D.

Ventura Unified S.D.

INTERDISTRICT TRANSFER AGREEMENT FOR SCHOOL DISTRICTS IN VENTURA COUNTY

EXHIBIT A

STEP 1: To be completed by parent/guardian (Please print)		<input type="checkbox"/> New Application	<input type="checkbox"/> Renewal
School Year: <input type="checkbox"/> Current year <input type="checkbox"/> Future year 20____ — 20____		Grade Requested	Date of Request
Student Name (Last, First)		Birth Date	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Current or Last School of Attendance		Current or Last District of Attendance	
School of Residence		District of Residence	
School Requested		District Requested	
Parent/Guardian Name		Contact Numbers:	
Address		Home: _____	
		Work: _____	
City/Zip		Cell: _____	
		Email Address: _____	
Is the student currently pending disciplinary action or under an expulsion order? <input type="checkbox"/> Yes <input type="checkbox"/> No			
What special services has the student received? (Check all that apply and attach proof of enrollment in the special program.)			
<input type="checkbox"/> Gifted (GATE)	<input type="checkbox"/> Section 504	<input type="checkbox"/> Special Education	<input type="checkbox"/> English Language Learner
If the student is receiving Special Education services, what is their current placement? (Please attach IEP.)			
<input type="checkbox"/> Special Day (SDC)	<input type="checkbox"/> Resource (RSP)	<input type="checkbox"/> Non-Public School (NPS)	<input type="checkbox"/> Pending Assessment
What is/are the reason(s) for the request? (Check all that apply. See section on "Documentation Required" for a listing of proof/evidence required to support each reason checked.)			
<input type="checkbox"/> Child Care	<input type="checkbox"/> Parent Employment	<input type="checkbox"/> Sibling	<input type="checkbox"/> Health & Safety
<input type="checkbox"/> Specialized Program	<input type="checkbox"/> Continuing Enrollment	<input type="checkbox"/> Complete Final Year at Current School	<input type="checkbox"/> Proposed Change in Residence
<input type="checkbox"/> Other (Please specify in a letter)			

I have read the terms and conditions and understand the regulations and policies governing interdistrict attendance permits and hereby submit my application. I declare under penalty of perjury that the information provided above is true and accurate. I understand that the information provided is subject to verification and that the mere act of completing this application and providing all the required documentation **DOES NOT** guarantee that the request will be approved.

Parent/Guardian Signature: _____ Relationship to Student: _____

STEP 2: District of Residence

STEP 3: Proposed District of Attendance

Decision: ☐ Approved ☐ Denied Date: _____

Decision: ☐ Approved ☐ Denied Date: _____

Comments: _____

Comments: _____

Authorizing Signature: _____

Authorizing Signature: _____

Title: _____

Title: _____

District: _____

District: _____

IMPORTANT: If the interdistrict transfer request is approved by the district of residence (Step 2), the parent/guardian is responsible for submitting a copy of the approved agreement AND the actual release permit along with all documentation submitted in Step 2 to the proposed district of attendance (Step 3).

All applications must include a copy of the most current transcript and/or report card and the documentation requested to support each reason provided. Below is a chart of documentation that must be attached to the application at the time of submission. Additional documentation may be required. Please note that incomplete applications will not be processed. Requests will be considered based on local board policies.

Reason for Request	Documentation Required
Child Care	<ul style="list-style-type: none"> ▪ Proof of employment of all parents/guardians who are involved in the student's life on a day-to-day basis <ul style="list-style-type: none"> - Copy of a recent pay stub; and - Letter on the employer's stationery verifying schedule (hours and days) and location of employment; or - If self-employed, letter stating schedule (hours and days) and location of employment ▪ Letter from the adult, center or organization providing child care <ul style="list-style-type: none"> - Name, address and contact information of the adult, center or organization - Child care license number and fees, if applicable - Hours of operation for the center or organization, or hours that the student is under care - Length of time student has been under care by the adult, center or organization ▪ Letter from parent/guardian explaining the circumstances that an interdistrict permit is necessary for child care reasons
Parent Employment	<ul style="list-style-type: none"> ▪ Proof of employment of all parents/guardians working within the proposed district of attendance boundaries who are involved in the student's life on a day-to-day basis <ul style="list-style-type: none"> - Copy of a recent pay stub; and - Letter on the employer's stationery verifying schedule (hours and days) and location of employment; or - If self-employed, letter stating schedule (hours and days) and location of employment ▪ Letter from parent/guardian explaining the circumstances that an interdistrict permit is necessary for parent employment reasons
Sibling	<ul style="list-style-type: none"> ▪ Name, grade and school where the sibling attends (sibling must already attend the proposed district of attendance) ▪ Copy of the sibling's last report card ▪ Copy of the sibling's release permit from the district of residence
Health & Safety	<ul style="list-style-type: none"> ▪ Letter or report from a doctor, psychologist, or other appropriate person verifying health-related issues (if applicable) ▪ Police or school report supporting safety-related issues (if applicable) ▪ Letter from parent/guardian explaining the circumstance that an interdistrict permit is necessary for health and safety reasons
Specialized Program	<ul style="list-style-type: none"> ▪ Copy of the flyer, brochure, or other informational material detailing the specialized program in which the student is interested ▪ Letter from parent/guardian expressing the extent of the student's interest in the specialized program, and how the program is either unavailable or not comparable at the district of residence
Continuing Enrollment	<ul style="list-style-type: none"> ▪ Copy of the student's last report card ▪ Letter from parent/guardian stating the enrollment history (grade and school/district) of the student since kindergarten <p>Please note: Continuing enrollment applies to students who move during the summer or during the school year and wish to continue at the last school of enrollment. This reason for a request can also apply to those districts that request that a student returns for a release permit when they are matriculating from one grade span and wish to continue on through the next grade span in the proposed district of attendance (such as from elementary to middle or from middle to high).</p>
Final Year	<ul style="list-style-type: none"> ▪ Copy of the student's last report card <p>Please note: Final Year is the highest grade served by the school. This reason for a request applies to students who move during the summer or during the school year and wish to continue at the last school of enrollment.</p>
Change in Residence	<ul style="list-style-type: none"> ▪ Copy of escrow documents; or ▪ Rental Agreement
TERMS AND CONDITIONS	

- An interdistrict permit is granted or denied based on the terms and conditions stated in board policy.
- Once an interdistrict permit has been granted, a student is not required to reapply unless an agreement between the governing boards of the district of residence and the district of attendance states otherwise.
- A permit may be revoked at any time by the district of attendance for the following reasons:
 - Student is excessively tardy or absent from school, or student is brought to school excessively early or picked-up excessively late.
 - Student fails to uphold appropriate behavior standards.
 - Student fails to make appropriate academic efforts.
 - False or misleading information was provided on the Interdistrict Transfer Agreement and/or accompanying documentation.
 - Other conditions that occur that would render continuance inadvisable.
- Students entering grades 11 and 12 shall not have their permits rescinded by either district.
- Approval is subject to space availability in the district and may not be at the site requested.
- If the student participates in any athletic program governed by the California Interscholastic Federation (CIF), he/she may not be eligible to participate at the new school. Parent/guardian should check the CIF rules before submitting this application.
- Students who are either moving to or from the Ventura County SELPA and the Los Angeles County SELPA will be asked to obtain an Inter-SELPA Agreement for Individuals with Exceptional Needs.
- No financial obligation shall be incurred by the district of residence for services rendered under this agreement.
- The parent/guardian is responsible for providing transportation to and from school.

BOARD REPRESENTATIVES TO DISTRICT COMMITTEES – 2010-2011

Jan Iceland as representative to Benefits Committee
Jan Iceland as representative to Technology Committee
Jan Iceland as representative to Curriculum Committee
 Jan Iceland as alternate to Safe Kids Task Force/Disaster Preparedness Committee
 Jan Iceland as alternate representative to Friends of Oak Park Schools
 Jan Iceland as alternate representative to Calendar Committee
 Jan Iceland as alternate representative to DELAC/English Learner

<u>Curriculum Committee</u>	<u>Benefits Committee</u>	<u>Technology Committee</u>
1 st Tuesday of the month	Meet as needed – TBD	2 nd Monday of the month

Barbara Laifman as representative to Friends of Oak Park Schools
Barbara Laifman as representative to Wellness Committee
Barbara Laifman as representative to DELAC/English Learner Advisory Committee
Barbara Laifman as representative to EEAC
 Barbara Laifman as alternate representative to Oak Park MAC

<u>Friends of Oak Park Schools</u>	<u>Wellness Committee</u>	<u>EL Committee</u>
3 rd Monday of the month	1 st Tuesday of the month	Quarterly

EEAC
2nd Tuesday of the month

* as representative to Calendar Committee
Allen (Tues. a.m.)/Jan (1st Wed. month meeting) as representative to Facilities Planning Committee
* as representative to Rancho Simi Recreation and Parks
* as representative to SEAC
 * as alternative representative to GATE DAC Advisory Committee

<u>Calendar Committee</u>	<u>Facilities Planning Committee</u>
Meet as needed – TBD	1 st Wednesday of the month

<u>Rancho Simi Rec & Parks</u>	<u>SEAC</u>
2 nd Thurs. Jan, Apr., Jul, Oct.	TBD

Mary Pallant as representative to Oak Park MAC
Mary Pallant as representative to Finance Committee
Mary Pallant as representative to Rep to the County Committee on School District Organization
 Mary Pallant as alternate representative to Curriculum Council Committee
 Mary Pallant as alternate representative to GATEDAC
 Mary Pallant as alternate representative to Rancho Simi Recreation & Parks
 Mary Pallant as alternate representative to DLAC/EL Committee
 Mary Pallant as alternate representative to Wellness Council

Finance Committee
TBD

Oak Park MAC
4th Tuesday, 7:00 p.m.

Allen Rosen as representative to GATE DAC Committee
Allen Rosen as representative to Safe Kids Task Force
 Allen Rosen as alternate representative to Facilities Planning Committee
 Allen Rosen as alternate representative to Finance Committee

Safe Kids Task Force
4th Thursday of month

GATE DAC Committee
3rd Thursday of month

- Need Alternate to Tech Committee
- Need Alternate to EEAC