

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

**NOTICE OF SPECIAL BOARD MEETING- AGENDA #840**

**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 7, 2011  
TIME: 5:00 p.m. Closed Session  
6:00 p.m. Open Session  
PLACE: Oak Park Unified School District Office  
5801 E. Conifer Street  
Oak Park, CA 91377  
Conference Room

Call to Order  
Pledge of Allegiance  
Roll Call  
Public Comments

**CLOSED SESSION**

**Superintendent Evaluation**

**OPEN SESSION**

**ACTION**

- 1. Approve Notice of Completion, Project 10-05R, New HVAC in Gymnasium at Oak Park High School**  
*Board approval required for job completion*
- 2. Approve Notice of Completion, Projection 10-06R, New HVAC in Gymnasium at Medea Creek Middle School**  
*Board approval required for job completion*
- 3. Approve Authorization of Superintendent to Award of Bid 11-09R, Playground Repair and Replacement at Oak Hills Elementary School**  
*Board Policy 3312 Requires Board approval for contract for services*

**BUDGET STUDY SESSION**

Date: June 3, 2011

Anthony W. Knight, Ed.D.

Superintendent and Secretary to the  
Board of Education

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: JUNE 7, 2011**

**SUBJECT: 1. APPROVE NOTICE OF COMPLETION, PROJECT 10-05R, NEW HVAC IN GYMNASIUM AT OAK PARK HIGH SCHOOL**

ACTION

**ISSUE:** Shall the Board approve the Notice of Completion for Project 10-05R, New HVAC in Gymnasium at Oak Park High School, contracted with Environmental Heating and Air Conditioning, Inc.?

**BACKGROUND:** At it's meeting on September 21, 2010, the Board of Education authorized the award of Bid 10-05R, New HVAC in Gymnasium at Oak Park High School, to Environmental Heating and Air Conditioning, Inc.

The work under 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.

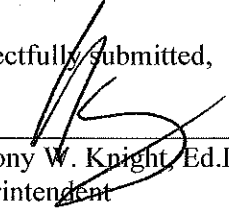
**ALTERNATIVES:**

1. Approve the Notice of Completion for Project 10-05R, New HVAC in Gymnasium at Oak Park High School, contracted with Environmental Heating and Air Conditioning, Inc.
2. Do not approve the Notice of Completion.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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

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

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Iceland	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
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 September 21, 2010 the said Oak Park Unified School District of Ventura County entered into a contract with Environmental Heating and Air Conditioning, Inc. of Oxnard, California, for Bid 10-05R, New HVAC in Gymnasium at Oak Park High School on certain real property hereinbefore described: that said building and improvements were actually completed on June 7, 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

April 25, 2011

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

Re: Project #10-05R New HVAC in Gymnasium at Oak Park High School  
Recommendation to Request Board approval for issuance of Notice of Completion

Dear Mr. Klauss,

Please accept this letter as recommendation to request Board approval for issuance of the Notice of Completions for work related to OPUSD Bid #10-05R New HVAC in Gymnasium at Oak Park High School. All contract installation requirements have been satisfied by Environmental Heating and Air Conditioning. The final contract amount is as follows;

Original Contract	\$ 447,000
Change Orders – 1-4	\$ 129,911
Final Contract Amount	\$ 576,911

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: JUNE 7, 2011**

**SUBJECT: 2. APPROVE NOTICE OF COMPLETION, PROJECT 10-06R, NEW HVAC IN GYMNASIUM AT MEDEA CREEK MIDDLE SCHOOL**

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ACTION

**ISSUE:** Shall the Board approve the Notice of Completion for Project 10-06R, New HVAC in Gymnasium at Medea Creek Middle School, contracted with United Mechanical Contractors, Inc.?

**BACKGROUND:** At it's meeting on September 21, 2010, the Board of Education authorized the award of Bid 10-06R, New HVAC in Gymnasium at Medea Creek Middle School, to United Mechanical Contractors, Inc.

The work under 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.

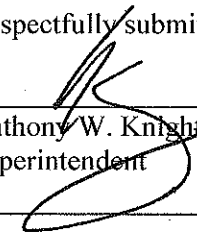
**ALTERNATIVES:**

1. Approve the Notice of Completion for Project 10-06R, New HVAC in Gymnasium at Medea Creek Middle School, contracted with United Mechanical Contractors, Inc.
2. Do not approve the Notice of Completion.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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

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

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

### Notice of Completion

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

Description: Medea Creek Middle School, 1002 Doubletree Avenue, Oak Park, CA 91377

That on or about September 21, 2010 the said Oak Park Unified School District of Ventura County entered into a contract with United Mechanical Contractors, Inc. of Simi Valley, California, for Bid 10-06R, New HVAC in Gymnasium at Medea Creek Middle School on certain real property hereinbefore described: that said building and improvements were actually completed on June 7, 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

April 25, 2011

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

Re: Project #10-06R New HVAC in Gymnasium at Medea Creek Middle School  
Recommendation to Request Board approval for issuance of Notice of Completion

Dear Mr. Klauss,

Please accept this letter as recommendation to request Board approval for issuance of the Notice of Completions for work related to OPUSD Bid #10-06R New HVAC in Gymnasium at Medea Creek Middle School. All contract installation requirements have been satisfied by United Mechanical Contractors. The final contract amount is as follows;

Original Contract	\$ 274,000
Change Orders 1-2	\$ 41,257
Final Contract Amount	\$ 315,257

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: JUNE 7, 2011**  
**SUBJECT: 3. APPROVE AUTHORIZATION OF SUPERINTENDENT TO AWARD BID 11-09R, PLAYGROUND REPAIR AND REPLACEMENT AT OAK HILLS ELEMENTARY SCHOOL**

**ACTION**

**ISSUE:** Shall the Board approve to authorize the Superintendent to award Bid 11-09R, Playground Repair and Replacement at Oak Hills Elementary School?

**BACKGROUND:** At its meeting in March 2011, the Board approved the District's updated Facility Master Plan, which included a construction schedule to complete playground repairs and replacement at Oak Hills Elementary School by the start of school in September 2011. These projects include:

In order to maintain the aggressive summer schedule for this project, the award of contract must occur as soon as possible after bids are opened and analyzed. As the Board's next regular meeting occurs in the third week of June, after the set bid opening dates for these projects, it is requested that the Board delegate the authority to award a contract for this project to the Superintendent as permitted by Education Code (EC) Section 17604. In particular, the Board is asked to delegate limited authority to the Superintendent to award a contract under the following conditions: 1) any contract will be limited to the projects identified above; 2) the contract will be awarded in strict conformance with the requirements of Education Code, Public Contract Code, and all other applicable law; 3) proposed contracts will be reviewed by staff, Barnhart, and the Facility Planning Subcommittee, considering price, quality, value and needs of the District, and shall recommend award of contract to the Superintendent, who shall make the final determination and award; 4) the dollar amount of any award may not exceed the estimated budget figure authorized by the Board at its March 15, 2011 meeting by greater than 10%; and 5) any contract awarded shall be presented for Board approval at its June 2011 meeting.

**ALTERNATIVES:**

1. Authorize the Superintendent to award a contract Bid 11-09R, Playground Repair and Replacement at Oak Hills Elementary School?, as specified above.
2. Do not delegate limited authority to the Superintendent and call a special Board meeting for the award of bids.

**RECOMMENDATION:** Alternative No. 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	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____