

OAK PARK UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION  
AGENDA #839

DATE: May 17, 2011

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

TIME: 4:00 p.m. Closed Session **Please Note Earlier Start Time**  
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**

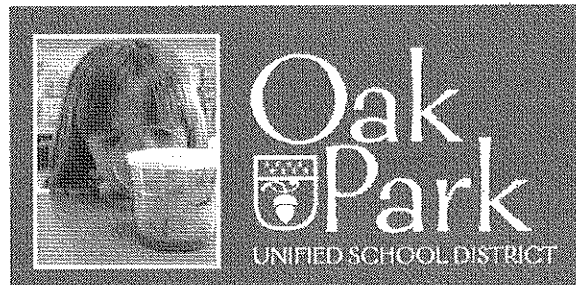
**Barbara Laifman, President**

**Jan Iceland, Vice President**

**Mary Pallant, Member**

**Allen Rosen, Member**

**Briana Mackey, 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, June 21, 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](http://www.oakparkusd.org)

# **OAK PARK UNIFIED SCHOOL DISTRICT**

## **AGENDA – REGULAR BOARD MEETING #839**

**May 17, 2011**

**CALL TO ORDER - Followed by Public Comments/ 4:00 p.m.**

**CLOSED SESSION: 4:00 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. SUPERINTENDENT EVALUTION**

**B. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**

**C. PUBLIC EMPLOYEE EMPLOYMENT: Guest Teacher, Instructional Assistant II, Instructional Assistant II Sub, Custodial Sub**

**D. 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. Partners In Education Award – Barry Myerson
2. MCMS Science Fair Students
3. Presentation to Oak Park High School Academic Decathlon Team
4. Presentation to Oak Park High School Mock Trial Team
5. Remarks from Board Members
6. Remarks from Student Board Representative
7. Remarks from Superintendent
8. Report from School Site Councils

9. 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)

- a. Oak Park Independent School Recruitment Plan
- b. DSA Project Certification Update
- c. Governor's May Budget Revision Proposal

**C. BUSINESS SESSION:**

**1. CONSENT AGENDA**

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

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

- a. Approve Minutes of Regular Board Meeting April 12, 2011
- b. Public Employee/Employment Changes 01CL21591-01CL21607 & 01CE05137-01CE05192 1
- c. Approve Purchase Orders – April 1 – April 30, 2011 4  
*Board Policy 3300 requires Board approval of Purchase Orders*
- d. Approve Designation of Julie Kerns as Representative to Ventura County Special Education Local Plan Area (SELPA) Community Advisory Committee 7  
*Each school district must designate and approve a candidate to serve on the Special Education Local Plan (SELPA) Community Advisory Committee*
- e. Approve Overnight Trip for Oak Park High School Boys' Basketball Team – June 24-25, 2011 8  
*Board Policy 6153 requires Board approval for student overnight trips*
- f. Approve Student Teaching Agreement with Azusa Pacific University 9  
*Board Policy 3312 requires Board approval for contracts for services.*
- g. Approve Designation of the 2011-2012 District/School Representatives to California Interscholastic Federation Leagues 14  
*CIF By-Laws requires Board approval of District/School Representatives to CIF Leagues*
- h. Approve Quarterly Report on Williams Uniform Complaints – April 2011 16  
*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*
- i. Approve Contract Renewal for 2011-12 Crossing Guard Services 18  
*Board Policy 3312 requires Board approval for contracts for services.*
- j. Approve Resolution #11-13 – Year End Budget and Interfund Transfer for Fiscal Year 2010-11 20  
*Resolution authorizes Director of Accounting and Risk Management to make any and all necessary budget transfers as required permitting the payment of obligations incurred by the District for the fiscal year ending June 30, 2011*
- k. Approve Resolution #11-14 – Temporary Loans Between District Funds for Fiscal Year 2011-12 22  
*Resolution authorizes temporary loans between funds during times when cash flow suffers prior to receipt of tax deposits or State revenues*
- l. Approve Resolution #11-15 – Appropriation and Budgeted Transfers for Fiscal year 2011-12 24  
*Resolution authorizes transfers of budget appropriations and budgeted transfer to monies between funds as needed during the fiscal year in order to balance expenditure classifications or to meet the budgeted obligations of one fund to another*

- m. **Approve Overnight Trip for Oak Park High School QuikScience Group Winners – June 6-13, 2011** 26  
*Board Policy 6153 requires Board approval for student overnight trips*

## **ACTION**

### **2. BUSINESS SERVICES**

- a. **Approve Award of Bid #11-15R, Door and Window Replacement at Red Oak Elementary School and Medea Creek Middle School** 27  
*Board Policy 3312 Requires Board approval for contract for services*
- b. **Approve Award of Bid #11-16R, Exterior Stucco Repair and Painting at Medea Creek Middle School** 29  
*Board Policy 3312 Requires Board approval for contract for services*
- c. **Approve Ratification of Award of Bids for Brookside Elementary School Modernization Projects** 31  
*Board Policy 3312 Requires Board approval for contract for services*
- d. **Approve Ratification of Award of Contract for Financial and Bond Audit Services** 33  
*Board Policy 3312 Requires Board approval for contract for services*
- e. **Approve Safe School Plans** 35  
*The District must annually review and update the Safe School Plans in order to remain in compliance with Education Code 35294.2*

### **3. CURRICULUM**

- a. **Approve 2011-2012 Bell Schedules** 37  
*Education Code 46210 requires Board approval of the minimum number of instructional minutes each school year*
- b. **Approve Revised 2012-2013 Student/Teacher Calendar** 45  
*Board Policy 6111 requires Board approval of School Year Calendar upon recommendation from Superintendent after development with the Calendar Committee*
- c. **Approve 2011-12 School Handbooks** 47  
*Board approval of School Handbooks/Discipline Plans*

### **4. HUMAN RESOURCES**

- a. **Approve Provisional Internship Permit (PIP)** 49  
*CCTC requires Board approval in public session of Provisional Internship Permit (PIP)*
- b. **Approve Authorization to Establish New Classified Service Job Description – Instructional Assistant II (Special Education)** 53  
*Board approval required to Establish New Classified Job Description*
- c. **Approve Authorization to Establish New Classified Service Position – Instructional Assistant III (Behavior, Special Education)** 55  
*Board approval required to Establish New Classified Job Description*
- d. **Receive OPTA Proposal for 2011-12 Negotiations and Approve the District's Initial Response for Collective Bargaining Negotiations with OPTA** 59  
*Government Code 3547.5 requires public disclosure of the provisions of all collective bargaining agreements*
- e. **Approve Authorization to Replace Two Part Time Tech Positions with One Full Time Position** 63  
*Board approval requested to establish a new Classified position*

### **5. BOARD**

- a. **Discuss and Approve Process for Provisional Appointment of School Board Member** 65  
*Board will discuss and approve process for provisional appointment of School Board Member*

- b. **Election of Clerk of the Board of Education** 67  
*Board will appoint a Board Clerk*
6. **BOARD POLICIES**
- a. **Approve Amendment to Board Policy 1100 – Communication with the Public – First 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 – First 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 – First 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 – First 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 – First 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.*

## **VII. INFORMATION ITEMS**

## **VIII. OPEN DISCUSSION**

## **IX. ADJOURNMENT:**

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

## **SCHOOL REPORTS/SCHOOL SITE COUNCIL REPORTS**

- |   |     |
|---|-----|
| 1. Brookside Elementary School Report               | 95  |
| 2. Oak Hills Elementary School Report               | 96  |
| 3. Red Oak Elementary School Report                 | 97  |
| 4. Medea Creek Middle School Report                 | 98  |
| 5. Oak Park High School Report                      | 100 |
| 6. Oak View High School/Oak Park Independent School | 101 |
| 7. Oak Park Neighborhood School                     | 102 |

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

**4-12-11**

**#838**

**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, Dr. Marie Panec, Clerk, Ms. Mary Pallant, Member and Mr. Allen Rosen, Member

**BOARD ABSENT**

Ms. Jan Iceland, Vice President

**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 6:05 p.m. in the Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

**BOARD PRESENT**

Ms. Barbara Laifman, President, Dr. Marie Panec, Clerk, Ms. Mary Pallant, Member, and Mr. Allen Rosen, Member

**BOARD ABSENT**

Ms. Jan Iceland, Vice President and Brianna Mackay, Student Board Rep

**STAFF PRESENT**

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

**FLAG SALUTE**

Kevin Lu led the Pledge of Allegiance to the Flag

**REPORT ON CLOSED SESSION**

The Board took no action in Closed Session.

**ADOPTION OF AGENDA**

On motion of Barbara Laifman, seconded by Mary Pallant, the Board of Education adopted the agenda except to table items C.2.f. and the Academic Decathlon team will be on the May Agenda. Motion carried 4-0-1 Absent.

**PUBLIC SPEAKERS**

None

## **PRESENTATION**

Dr. Knight and the Board of Education presented Kevin Lu, Medea Creek Middle School student, with a Certificate of Recognition.

Dr. Knight and the Board of Education presented Victor Ha, Pam Chang, Jee (Jinny)Yoo, Max Wang, Eric Pai, Dayton Martindale, Stephen Liu, Oak Park High School students who are National Merit Finalists with Certificates of Recognition.

## **REPORT FROM BOARD MEMBERS**

Board Member Marie Panec reported the Park District meeting is this Thursday and the Facilities meeting is off by a week because of Spring Break. She attended the Ventura County School Boards Dinner Meeting and encouraged all Board Members to attend to get to know other Board members throughout the County. Board Member Allen Rosen reported he attended the GATE meeting and the Safe Kids Task Force meeting where they talked about proper use of school electronic equipment. Board Member Mary Pallant reported she attended the MAC meeting where she introduced herself to each member of the MAC. At this meeting they honored the sheriff who has been covering our area who is retiring. Board Member Barbara Laifman reported she

## **REPORT FROM STUDENT REPRESENTATIVE**

None

## **REPORT FROM SUPERINTENDENT**

Dr. Knight reported last years OPUSD high school completion rate was 99.13% which is up from 99.01% from the year before. This is one of the highest high school completion rates in the state and nation. We hope to have 100% in 2010. It is a credit to the staff, students, parents and Board who all work so hard that this happens in our district. Dr. Knight invited everyone to the Earthfest this Saturday, April 16 from 10-2 on the Great Lawn at OPHS. Next week is EarthWeek and the EEAC has been working hard to plan interesting and engaging activities for students at all levels. The QuikSCience and Ideas To Impact winters were announced in the last two weeks. OPHS teams took first place in each of the two programs and MCMS took first place in the I21 Junior Division. These programs are a fine example of project bases/authentic learning in our schools and they wouldn't be happening without Debby West our science specialist and the support of Friends of Oak Park Schools. Dr. Knight report he went along with Brookside Elementary School field trip to Riley's Farm the Friday before Spring Break and they had a terrific time. He wanted to acknowledge how organized the teachers were and how hard they worked to make these wonderful field trips for our students.

Finally, Dr. Knight reported he attended the funeral of MCMS 6<sup>th</sup> grader Lara DeCosta last week. It was very heartening to hear so many MCMS students who spoke at Lara's funeral to tell about what a happy, special and enlightened young girl Lara was. It was also gratifying to hear how much Lara's parents and family appreciated all the people of OPUSD who made Lara's life so positive and productive.

## **School Site Council Reports**

Medea Creek Middle School and Oak Park High School gave School Site Council Reports

## **Report from Facilities Planning Committee**

Peter Kristensen reported on the continuing work of the Committee.

## **DISCUSSION ITEMS**

None



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

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

- a. Approve Minutes of Regular Board Meeting March 15, 2011
- b. Public Employee/Employment Changes 01CL21570-01CL21590 & 01CE05116-01CE05136
- c. Approve Purchase Orders – March 1 – March 31, 2010
- d. Approve Overnight Trip for Oak Park High School Teams Who Qualify for Spring CIF Playoffs
- e. Approve Overnight Trip for Oak Park High School Girl's Basketball Summer Tournament – July 14-17, 2011
- f. Approve Overnight Trip for Oak Park High School Rocket Club – May 13-16, 2011
- g. Approve Overnight Trip for Oak Park High School Solar Boat Team – May 12-15, 2011
- h. Approve Expulsion Student #03-10/11

### **ACTION**

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

- a. **Approve Change Order #1, Project 10-12R, Roof Replacement at Oak Park High School Gymnasium**

On motion of Marie Panec, seconded by Allen Rosen, the Board of Education approved Change Order #1, Project 10-12R, Roof Replacement at Oak Park High School Gymnasium. Motion carried 4-0-1 Absent.

- b. **Approve Change Order #4, Project 10-05R, New HVAC at Oak Park High School Gymnasium**

On motion of Marie Panec, seconded by Allen Rosen, the Board of Education approved Change Order #4, Project 10-05R, New HVAC at Oak Park High School Gymnasium. Motion carried 4-0-1 Absent.

- c. **Approve Change Order #2, Project 10-06R, New HVAC at Medea Creek Middle School Gymnasium**

On motion of Marie Panec, seconded by Mary Pallant, the Board of Education approved Change Order #2, Projection 10-06R, New HVAC at Medea Creek Middle School Gymnasium. Motion carried 4-0-1 Absent.

- d. **Approve Award of Bid #11-01R, Science Lab Rehabilitation at Oak Park High School**

On motion of Marie Panec, seconded by Mary Pallant, the Board of Education approved Award of Bid #11-01R, Science Lab Rehabilitation at Oak Park High School to Viola Construction, Inc., in the amount of \$989,000.00, as the lowest responsive and responsible bidder. Motion carried 4-0-1 Absent.

- e. **Approve Proposal for Traffic Engineering Services at Brookside Elementary School and Medea Middle School**

On motion of Marie Panec, seconded by Mary Pallant, the Board of Education approved award of Contract for Traffic Engineering Services at Brookside Elementary School and Medea Creek Middle School at Crain & Associates in the amount of \$20,500 for Brookside and \$19,500 for Medea. Motion carried 4-0-1 Absent.

- g. **Approve Acceptance of Donations**

On motion of Mary Pallant, seconded by Barbara Laifman, the Board of Education approved Acceptance of Donations. Motion carried 4-0-1 Absent.

**h. Approve Architectural Services for Stadium Repairs at Oak Park High School**

On motion of Marie Panec, seconded by Allen Rosen, the Board of Education approved Architectural Services for Stadium Repairs at Oak Park High School. Motion carried 4-0-1 Absent.

**i. Approve Architectural Services for Restroom Facilities at Oak View High School**

On motion of Marie Panec, seconded by Mary Pallant, the Board of Education approved Architectural Services for Restroom Facilities at Oak View High School. Motion carried 4-0-1 Absent.

**j. Approve Authorization of Superintendent to Award Bids for Brookside Elementary School Modernization Projects**

On motion of Marie Panec, seconded by Mary Pallant, the Board of Education approved Authorization of the Superintendent to Award Bids for Brookside Elementary Modernization Projects. Motion carried 4-0-1 Absent.

**k. Approve Authorization of Superintendent to Award Contract for Financial and Bond Audit Services**

On motion of Marie Panec, seconded by Mary Pallant, the Board of Education approved Authorization of the Superintendent to Award Contract for Financial and Bond Audit Services. Motion carried 4-0-1 Absent.

Allen Rosen and Marie Panec will service on the Committee to interview audit firms under consideration.

**l. Approve Disposal of Obsolete Personal Property**

On motion of Mary Pallant, seconded by Allen Rosen, the Board of Education approved Disposal of Obsolete Personal Property. Motion carried 4-0-1 Absent.

**3. CURRICULUM**

**a. Approve Local Education Agency Plan 2011-2015**

On motion of Marie Panec, seconded by Allen Rosen, the Board of Education approved the Local Education Agency Plan 2011-2015. Motion carried 4-0-1 Absent.

**4. HUMAN RESOURCES**

**a. Approve Participation in the CALSTRS Reduced Workload Program**

On motion of Mary Pallant, seconded by Marie Panec, the Board of Education approved Participation in the CALSTRS Reduced Workload Program. Motion carried 4-0-1 Absent.

**b. Approve 2011-2012 Classified Employee Holiday Calendar**

On motion of Marie Panec, seconded by Mary Pallant, the Board of Education approved the 2011-2012 Classified Employee Holiday Calendar. Motion carried 4-0-1 Absent.

**5. BOARD**

**a. Approve Resolution #11-12 – In Support of SCA 5 – Reducing Two-Thirds Vote Requirement on Parcel Taxes**

On motion of Mary Pallant, seconded by Marie Panec, the Board of Education approved Resolution #11-12 – In Support of SCA 5 – Reducing Two-Thirds Vote Requirement on Parcel Taxes. Motion carried 4-0-1 Absent.

**b. Approve Board Goals Written at Board Retreat on March 24, 2011**

On motion of Mary Pallant, seconded by Marie Panec, the Board of Education approved Board Goals Written at Board Retreat on March 24, 2011. Motion carried 4-0-1 Absent.

**6. BOARD POLICIES**

**a. Approve Amendment of Board Policy 4020 – Drug and Alcohol-Free Workplace – Second Reading**

On motion of Marie Panec, seconded by Mary Pallant, the Board of Education approved the amendment of Board Policy 4020 – Drug and Alcohol-Free Workplace. Motion carried 4-0-1 Absent.

**b. Approve Amendment of Board Policy 5113.1 - Chronic Absence and Truancy – Second Reading**

On motion of Allen Rosen, seconded by Mary Pallant, the Board of Education approved the amendment of Board Policy 5113.1 – Chronic Absence and Truancy. Motion carried 4-0-1 Absent.

**c. Approve Amendment of Board Policy 6164.4 – Identification of Individuals For Special Education – Second Reading**

On motion of Marie Panec, seconded by Allen Rosen, the Board of Education approved the amendment of Board Policy 6164.4 – Identification of Individuals for Special Education. Motion carried 4-0-1 Absent.

**d. Approve Amendment of Board Policy 6161.1 – Selection and Evaluation of Instructional Materials – Second Reading**

On motion of Marie Panec, seconded by Mary Pallant, the Board of Education approved the amendment of Board Policy 6161.1 – Selection and Evaluation of Instructional Materials. Motion carried 4-0-1 Absent.

**VII. INFORMATION ITEMS**

**VIII. OPEN DISCUSSION**

1. Schedule Summer Board Meeting re: District Goals – bring calendar info to May meeting
2. Calendar Committee Rep
3. Superintendent's Evaluation – May meeting

Jean Gilbert Hawkins, College & Career Counselor, invited the Board to the Mini College Fair for Out of State Colleges on April 26 at 6:30 p.m.

There being no further business before this Board, the meeting is declared adjourned at 7:50 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: MAY 17, 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 Source	Site/Grade
01CE05137	Monica Ibanez	Guest Teacher	4/28/11	General	DO

**AUTHORIZATION TO PAY STIPEND**

Number	Name	Assignment	Effective	Fund	Amount	Site
01CE05138	Jessica Curtis	Webmaster	8/2010 – 4/2011	Tech	615.00	MCMS
01CE05139	Erik Amerikaner	Webmaster	8/2010 – 4/2011	Tech	720.00	OPHS
01CE05140	Heather Sloan	21 <sup>st</sup> Cent Class Mentor	2010-2011	EETT	1000.00	OHES
01CE05141	Kathy Strong	21 <sup>st</sup> Cent Class Mentor	2010-2011	EETT	500.00	ROES
01CE05142	Grace McKeegan	21 <sup>st</sup> Cent Class Mentor	2010-2011	EETT	500.00	ROES
01CE05143	Michelle Schlatter	21 <sup>st</sup> Cent Class Mentor	2010-2011	EETT	1000.00	BES
01CE05144	Tris Wenker	21 <sup>st</sup> Cent Class Mentor	2010-2011	EETT	1000.00	MCMS
01CE05145	Kim Johnson	21 <sup>st</sup> Cent Class Mentor	2010-2011	EETT	1000.00	MCMS
01CE05146	Cathy Lory	21 <sup>st</sup> Cent Class Mentor	2010-2011	EETT	1000.00	OPHS
01CE05147	Winnie Litten	21 <sup>st</sup> Cent Class Mentor	2010-2011	EETT	1000.00	OPHS
01CE05148	Heather Sloan	Tech Committee	2010-2011	Tech	180.00	OHES
01CE05149	Barbara Jones	Tech Committee	2010-2011	Tech	180.00	ROES
01CE05150	Michelle Schlatter	Tech Committee	2010-2011	Tech	180.00	BES
01CE05151	Michelle Schlatter	Tech Committee Sec'y	2010-2011	Tech	270.00	BES
01CE05152	Barbara Wechter	Tech Committee	2010-2011	Tech	180.00	MCMS
01CE05153	Patti Pawloski	Tech Committee	2010-2011	Tech	180.00	OPHS
01CE05154	Jim Benton	JV Baseball Coach	2/26-5/13/2011	Site	1400.00	OPHS
01CE05155	Becky Koch	Safety & Disaster	2010-2011	Site	129.60	BES
01CE05156	Becky Koch	Lead Teacher	2010-2011	Site	810.00	BES
01CE05157	Jackie Greenhill	Safety & Disaster	2010-2011	Site	129.60	BES
01CE05158	Kathy Grossman	SST/504	2010-2011	Site	729.00	BES
01CE05159	Beth Barber	SST/504	2010-2011	Site	729.00	BES
01CE05160	Paula Stromquist	Student Council	2010-2011	Site	486.00	BES
01CE05161	Cindy Stephens	Student Council	2010-2011	Site	486.00	BES
01CE05162	Kim Annino	Grade Level Lead	2010-2011	Site	129.60	BES
01CE05163	Sandy Hirano	Grade Level Lead	2010-2011	Site	129.60	BES
01CE05164	Patti Kolb	Grade Level Lead	2010-2011	Site	129.60	BES
01CE05165	Linda Glander	Grade Level Lead	2010-2011	Site	129.60	BES
01CE05166	Cindy Hicks	Grade Level Lead	2010-2011	Site	129.60	BES
01CE05167	Jenn Sorensen	Leadership Team	2010-2011	Site	72.50	ROES
01CE05168	Patti Holland	Leadership Team	2010-2011	Site	145.00	ROES
01CE05169	Jan Sloane	Leadership Team	2010-2011	Site	145.00	ROES
01CE05170	Marjorie Cohen	Leadership Team	2010-2011	Site	145.00	ROES
01CE05171	Karen Kovisto	Leadership Team	2010-2011	Site	145.00	ROES
01CE05172	Barb Jones	504 Coordinator	2010-2011	Site	243.00	ROES
01CE05173	Nicole LoBianco	Sunshine Coordinator	2010-2011	Site	162.00	ROES

01CE05174	Nicole LoBianco	Leadership Team	2010-2011	Site	72.50	ROES
01CE05175	Jamie Brown	Emergency Coordinator	2010-2011	Site	255.00	ROES
01CE05176	Pennie Sullivan	Student Council	2010-2011	Site	243.00	ROES
01CE05177	Pennie Sullivan	Leadership Team	2010-2011	Site	145.00	ROES
01CE05178	Kathy Strong	Teacher-In-Charge	2010-2011	Site	162.00	ROES
01CE05179	Erica Panis	Student Council	2010-2011	Site	243.00	ROES
01CE05180	Grace McKeegan	SST Co-Coordinator	2010-2011	Site	280.00	ROES
01CE05181	Nina Johnson	SST Co-Coordinator	2010-2011	Site	280.00	ROES
01CE05182	Nina Johnson	Leadership Team	2010-2011	Site	145.00	ROES
01CE05183	Jim Barnett	Track Coach	2/26-5/13/2011	Site	1458.00	OPHS
01CE05184	Victor Anderson	AED District Coord.	2010-2011	DO	1250.00	DO
01CE05185	Erik Amerikaner	ROP Advisory Comm.	2010-2011	ROP	220.00	OPHS
01CE05186	Denise Keane	GATE Coordinators	2010-2011	Curr	900.00	BES
01CE05187	Stephanie Love	GATE Coordinators	2010-2011	Curr	900.00	BES
01CE05188	Enid Miller	GATE Coordinators	2010-2011	Curr	900.00	BES
01CE05189	Sharon Lavene	GATE Coordinators	2010-2011	Curr	900.00	BES
01CE05190	Debi Fries	GATE Coordinators	2010-2011	Curr	900.00	BES

**IN-SERVICE CHANGE**

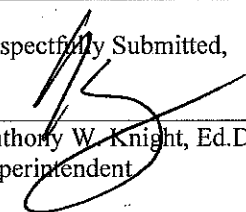
Number	Name	Change	Effective	Fund	Site
01CE05191	Liz Blum	Medical Leave	4/27-6/7/2011	General	OPHS

**SEPARATION**

Number	Name	Position	Separation	Effective Date	Site
01CE05192	Rick Lopez	Guest Teacher/Coach	Termination	4/27/11	OPHS

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: MAY 17, 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
CL21591	Jennifer MacKinnon	Instructional Assistant II Sub	\$14.46	PS	4/14/11	DO
CL21592	Cathy Norton	Instructional Assistant II	\$14.46	PS	4/14/11	BES
CL21593	Oscar Romero	Sub Custodian	\$12.99	General	4/19/11	DO

**AUTHORIZATION TO PAY STIPEND**

Number	Name	Assignment	Effective	Fund	Amount	Site
CL21594	Justin Burrige	B. Volleyball Asst. Coach	2/26/11-5/6/11	ASB	\$600.00	OPHS
CL21595	Colin Ozar	Baseball JV Asst. Coach	2/26/11-5/13/11	ATH	\$1000.00	OPHS
CL21596	Rick Lopez	Baseball JV Asst. Coach	2/26/11-5/13/11	ATH	\$1000.00	OPHS
CL21597	Jan Rosen	Webmaster	8/1/10-4/29/11	Tech	\$510.00	BES
CL21598	Marc Minasian	Boys Head Track Coach	2/26/11-5/13/11	ATH	\$2043.00	OPHS
CL21599	Marc Minasian	Girls Head Track Coach	2/26/11-5/13/11	ATH	\$1043.00	OPHS
CL21600	Marc Minasian	Girls Head Track Coach	2/26/11-5/13/11	ASB	\$1000.00	OPHS
CL21601	Michelle Zeolla	Asst. Track Coach	2/26/11-5/13/11	ASB	\$500.00	OPHS
CL21602	Greg Parrone	Track Coach	2/26/11-5/13/11	ATH	\$1458.00	OPHS
CL21603	Eric Holcomb	Track Coach	2/26/11-5-13/11	ATH	\$1458.00	OPHS
CL21604	Steve Ostrove	Track Coach	2/26/11-5/13/11	ATH	\$1458.00	OPHS

**IN-SERVICE CHANGE**

Number	Name	Change	Effective Date	Site
CL21605	Karin Lee	Reclassification from Sub. to Reg. Inst. Asst. II	3/1/11	OHES

**SEPARATION**

Number	Name	Position	Separation Type	Effective Date	Site
CL21606	Judy Oestreicher	Instructional Assistant III	Resignation	4/11/11	BES
CL21607	Cindy Gaske	Campus Supervisor	Resignation	5/13/11	MCMS

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:** MAY 17, 2011  
**SUBJECT:** C.1.c APPROVE PURCHASE ORDERS – APRIL 1-30, 2011

CONSENT

**ISSUE:** Shall the Board approve the attached purchase orders issued April 1, 2011 through April 30, 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	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

## ReqPay11c

## Board Report with Fund

Includes 04/01/2011 - 04/30/2011

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B11-00190	Document Systems	Open Purchase order for toner and ink	Brookside School	010	500.00
B11-00202	Construction Testing & Enginee	DSA Inspector Services OPHS Turf Replace	Business Administration	010	13,112.00
B11-00203	Richard Miller Plumbing	2010-2011 Open PO Plumbing	Business Administration Business Administration	010 213	3,165.00
P11-00470	American Ceramic Society	Donation/PFC/Art Mat & supp	Oak Park High School	010	486.91
P11-00474	VENTURA COUNTY STAR	STAR Scholar Banquet	Home Independent Study Program	010	50.00
P11-00486	Classroom Direct.Com	replace carpet damaged in flood	Oak Hills Elementary School	010	725.82
P11-00487	Really Good Stuff	replace white boards	Oak Hills Elementary School	010	151.84
P11-00488	Department Code DE1168 Benner & Carpenter, Inc	damaged in flood Topo Survey & Grading Plan	Business Administration	213	9,800.00
P11-00489	Riverside Publishing	OHES Proj 11-09R MCMS Protocols Order	Pupil Services/Special Ed.	010	219.95
P11-00490	Pro-Ed	Pro-Ed / Protocols Order - OT	Pupil Services/Special Ed.	010	270.79
P11-00491	Bruce Wilkoff	Peer Counseling/oth operating exp	Oak Park High School	010	800.00
P11-00492	VENTURA COUNTY STAR	Legal advertisement for Bid R11-03 Roof BES	Business Administration	213	975.78
P11-00493	VENTURA COUNTY STAR	Legal advertisement for Bid R11-04 Stucco BES	Business Administration	213	845.12
P11-00494	Main Street Tours	Parent funded field trip	Red Oak Elementary School	010	1,450.00
P11-00495	Town & Country Printing	Student release slips	Red Oak Elementary School	010	150.40
P11-00496	Gregary Gam dba Gam Graphics	OPIS Brochure	Home Independent Study Program	010	169.34
P11-00497	Coast to Coast Computer Prod	Toner for printers	Oak View High School	010	933.10
P11-00498	Bridges Academy, Inc.	Twice Exceptional Buyback Days	Curriculum	010	1,750.00
P11-00499	MD Designs	OPHS Recognition Display	Business Administration	010	7,520.76
P11-00500	Pearson Education, Inc	DISC: Writing & Grammar Answer Key	Medea Creek Middle School	010	28.70
P11-00501	Shiffler Equipment Sales, Inc	OPHS lockers due to growth	Business Administration	212	2,864.01
P11-00502	Malcolite Corporation	Diffusers for Light Fixtures	Business Administration	010	350.00
P11-00503	Morales Exterminating Co. Inc	OPHS Wood Destroying Pests Exterminating	Business Administration	010	685.00
P11-00504	Social Studies School Services	Donation/PFC/mat & supp	Oak Park High School	010	43.25
P11-00505	Leukemia & Lymphoma Society	DON: Leukemia & Lymphoma Soc. fundraiser	Medea Creek Middle School	010	1,503.29
P11-00507	School & Youth Programs Wildlife Experience	Donation - 1st field trip	Brookside School	010	319.34

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 04/01/2011 - 04/30/2011					
PO Number	Vendor Name	Description	Location	Fund	Account Amount
P11-00508	Ventura County Graphic Service	Health and Cum Files	Brookside School	010	121.78
P11-00509	Ventura County office of Educa tion	Autism training, Pedretti, Custodio & Williams	Human Resources	010	3,300.00
P11-00510	Karen Kennedy dba Camino Real Naturalist & Historical Interp	Parent funded field trip	Red Oak Elementary School	010	780.00
P11-00511	Santa Barbara Museum Of Natural History	Parent funded field trip	Red Oak Elementary School	010	330.00
P11-00512	Cambium Learning Technologies Sopris West Educational Svs	Kurzweil Webex Training - Derek Ihori	Pupil Services/Special Ed.	010	750.00
P11-00513	PEARSON ASSESSMENTS ORDER PROCESSING	Protocol Order - Margie Puryear (S&L Group)	Pupil Services/Special Ed.	010	139.84
P11-00514	Pro-Ed	Protocol Order - Margie Puryear (S&L Group)	Pupil Services/Special Ed.	010	968.47
P11-00515	Riverside Publishing	Protocol Order - K. Kovisto / J. Greenhill	Pupil Services/Special Ed.	010	219.95
P11-00516	Disneyland Ticket Mail Order Services	DON: 8th Gr. Disneyland trip 6/13/11	Medea Creek Middle School	010	22,320.00
P11-00517	Coach Usa-Los Angeles	Donation - bus for Riley's Farm	Brookside School	010	3,615.00
P11-00518	Trees & Things	Tree Removal - OHES rain strom damage	Business Administration	010	4,300.00
P11-00519	Maureen Hamilton	CPR/First Aid Training for Teachers	Human Resources	010	480.00
P11-00520	Golf n Stuff	fifth grade end of year field trip	Oak Hills Elementary School	010	1,660.00
P11-00521	Southwinds Transportation	buses for fifth grade end of year field trip	Oak Hills Elementary School	010	831.20
P11-00522	Aztec Technology	Measure R/rental	Oak Park High School	213	1,921.44
P11-00523	University of Oregon	DIBELS Assessment Data	Curriculum	010	876.00
T11-00052	318 Inc	50 hr.Block Contract 040511	Technology Coordinator	010	8,750.00
T11-00053	Greenwire, Inc	Nimbus Technology Training Resources	Technology Coordinator	010	189.44
T11-00054	Compuwave Inc.	Printers for OPHS PE	Technology Coordinator	212	560.74
T11-00055	CA Interactive Technologies	Smart Response XE for 2009-10/2010-11	Technology Coordinator	212	94,462.30
Total				46	195,446.56

Fund Summary			
Fund	Description	PO Count	Amount
010	General Fund	39	84,017.17
212	Measure C6 Technology Bond Fun	3	97,887.05
213	Measure R FACILITIES Bond Fund	5	13,542.34
Total		46	195,446.56

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

ESCAPE ONLINE

**TO:** MEMBERS, BOARD OF EDUCATION  
**FROM:** DR. ANTHONY W. KNIGHT, SUPERINTENDENT  
**DATE:** MAY 17, 2011  
**SUBJECT:** C.1.d APPROVE DESIGNATION OF JULIE KERNS AS  
 REPRESENTATIVE TO VENTURA COUNTY SPECIAL  
 EDUCATION LOCAL PLAN AREA (SELPA) COMMUNITY  
 ADVISORY COMMITTEE

Consent

**ISSUE:** Shall the Board of Education approve the appointment of Julie Kerns as the Oak Park Unified School District representative to the Ventura County Special Education Local Plan Area Community Advisory Committee?

**STATEMENT:** Each local school district Board of Education must approve the appointment of a representative to this advisory Committee. Julie Kerns has volunteered to continue serving as the District's representative for the next two-year term.

**ALTERNATIVES:** 1. Approve the appointment of Julie Kerns as the Oak Park Unified School District representative to the Ventura County Special Education Local Plan Area Community Advisory Committee.  
 2. Do not approve the appointment Julie Kerns as the Oak Park Unified School District representative to the Ventura County Special Education Local Plan Area Community Advisory Committee.

**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	_____	_____	_____	_____
Student Member	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MAY 17, 2011**  
**SUBJECT: C.1.e APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL BOYS' BASKETBALL TEAM – JUNE 24-26, 2011**

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**CONSENT**

**ISSUE:** Shall the Board approve an overnight trip for the Oak Park High School Boys' Basketball Team?

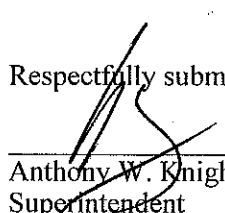
**BACKGROUND:** Principal, Kevin Buchanan, requests approval for the Westmont College Summer Tournament scheduled for June 24-26, 2011 in Santa Barbara, CA. Approximately 14 athletes and two-three OPHS coaches will travel by district approved drivers in private and/or district vehicles. The group will depart the afternoon of June 24<sup>th</sup> and return Sunday afternoon. Team and chaperones will stay on the Westmont campus in the residence halls/dorms and eat their meals in the Westmont Dining Commons. The cost will be approximately \$150 per athlete to cover the cost of transportation, meals, and lodging. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved *Field Trip Planning Guide/Checklist* have been met.

**ALTERNATIVES:** 1. Approve field trip as presented.  
 2. Do not approve field trip as presented.

**RECOMMENDATION:** Alternative #1.

Prepared by: Geri Sterling  
 Certified by: Kevin Buchanan

Respectfully submitted

  
 Anthony W. Knight, Ed.D.  
 Superintendent

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

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

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MAY 17, 2011**

**SUBJECT: C.1.f APPROVE STUDENT TEACHING AGREEMENT WITH AZUSA  
PACIFIC UNIVERSITY**

CONSENT

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

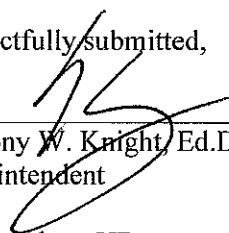
**STATEMENT:** Education Code section 11006 authorizes the Governing Board of any school district to enter into agreements with a state college/university or private college/university accredited by the State Board of Education as a teacher education institution, to provide supervised student teaching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

**ALTERNATIVES:**

1. Approve Student Teaching Agreement with Azusa Pacific University 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 Azusa Pacific University.

**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	_____	_____	_____	_____
Student Rep.	_____	_____	_____	_____

**STUDENT TEACHER  
AGREEMENT**

**THIS AGREEMENT** entered into by and between **Azusa Pacific University**, hereinafter called the **UNIVERSITY** and the **Oak Park Unified** hereinafter called the **DISTRICT**:

**WITNESSETH**

**WHEREAS**, the governing board of a school district may enter into agreements with a college or university approved by the Commission on Teacher Credentialing as a teacher education institution (Ed. Code Section 44227), to provide student teaching experience and to provide supervised field experience as may be called for in the requirements of the various authorized credentials for public school service; and

**WHEREAS**, any such agreement may provide for the payment in money or in services for the services rendered by the school district of an amount not to exceed the actual cost to the school 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;

**NOW, THEREFORE**, it is mutually agreed between the parties hereto as follows:

**I.**

The District shall provide teaching experience through student teaching in schools and classes of the District for students of the University who possess a valid certificate of clearance and are assigned by the University to student teaching in schools or classes of the District. Such student 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 University through their duly authorized representatives may agree upon.

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

"Student 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 credentials issued by the Commission on Teacher Credentialing, other than emergency or intern credentials, authorizing them to serve as classroom teachers in the schools or classes in which the student teaching is provided.

## II.

### Student Teaching

"Full-time student teaching" is an assignment for the regular school day for the full 18-week public school semester, including all adjunct duties normally performed by a teacher.

At the secondary level, a full-time assignment is four periods of student teaching, one period of planned observation, and one preparation period for eighteen weeks. For this, the University will pay the District for performance by the District of all services required at the rate of two hundred dollars (\$200) for each full-time student teacher. For the summer internship program, a full-time assignment is four periods of student teaching for six weeks.

For special education, a full-time assignment is a full school day in an appropriate mild/moderate or moderate/severe setting for eighteen weeks. For this, the University will pay the District for performance by the District of all services required at the rate of two hundred dollars (\$200) for each full-time student teacher.

At the elementary level a full-time assignment is nine weeks in a primary (K-3) classroom and nine weeks in an intermediate (4-6) classroom. For this, the University will pay the District for performance by the District of all services required at a rate of one hundred dollars (\$100) for each nine-week assignment for each full-time student teacher.

## III.

An assignment of a student of the University to student teaching in schools or classes of the District shall be, at the discretion of the University for approximately one semester and, as much as possible, shall begin on the first day of the District semester and continue through the last day of the District semester.

## IV.

Within a reasonable time following the close of each semester of the University, the University will send a letter to the District requesting an invoice for master teacher payment. The

District shall submit an invoice, in duplicate, to the University for payment, at the rate provided herein, for all student teaching assignments provided by the District under and in accordance with this agreement during said semester. University is responsible for workers' compensation coverage for all University students assigned to District.

**Additional Information Specific to District  
(if any)**

## V.

The term of this agreement shall commence on **July 1, 2011**, and terminate on **June 30, 2014**.

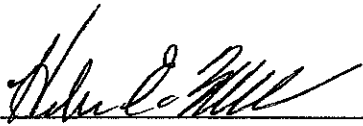
## VI.

Notwithstanding anything herein contained to the contrary, this agreement may be terminated and the provisions of this agreement may be altered, changed, or amended, by mutual consent of the parties hereto.

Approval of this contract is hereby indicated by the following signatures:

Azusa Pacific University

Oak Park Unified

By   
Helen Easterling Williams, Ed.D.  
Dean, School of Education

By \_\_\_\_\_

Date 3-31-2011

Title \_\_\_\_\_

Date \_\_\_\_\_

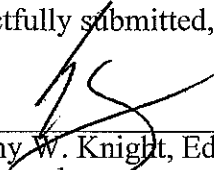


**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MAY 17, 2011**  
**SUBJECT: C.1.g APPROVE DESIGNATION OF THE 2011-2012 DISTRICT/  
 SCHOOL REPRESENTATIVES TO CALIFORNIA  
 INTERSCHOLASTIC FEDERATION LEAGUES**

Consent

- ISSUE:** Shall the Board of Education appoint a representative and alternates for Oak Park High School to the California Interscholastic Federation (CIF) Leagues for the 2011-2012 school year?
- BACKGROUND:** Education Code 33353(a)(1) requires the Board of Education to approve the appointment of individuals and alternates by name or by title who will be school representatives to the athletic leagues for the upcoming year. If a governing board does not take appropriate action to designate representatives, CIF is required to suspend voting privileges for the affected schools.
- ALTERNATIVES:**
1. Approve appointment of Stewart McGugan as representative and Ann Pettit and Dick Billingsley as alternates for Oak Park High School to California Interscholastic Federation (CIF) Leagues for the 2011-2012 school year.
  2. Do not approve appointment of Stewart McGugan as representative and Ann Pettit and Dick Billingsley as alternates for Oak Park High School to California Interscholastic Federation (CIF) Leagues for the 2011-2012 school year.
  3. Board of Education can approve appointment of an alternative representative of their choice.
- 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	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____



MARIE M. ISHIDA, EXECUTIVE DIRECTOR

# CALIFORNIA INTERSCHOLASTIC FEDERATION

CIF STATE OFFICE • 4658 DUCKHORN DRIVE • SACRAMENTO, CA 95834 • (916) 239-4477 • FAX (916) 239-4478 • CIFSTATE.ORG

## 2011-2012 Designation of CIF Representatives to League

Please complete the form below for each school under your jurisdiction and **RETURN TO THE CIF SECTION OFFICE (ADDRESSES ON REVERSE SIDE)** no later than July 1, 2011.

Oak Park Unified School District/Governing Board at its May 17, 2011 meeting,  
(Name of school district/governing board) (Date)

appointed the following individual(s) to serve for the 2011-2012 school year as the school's league representative:

### PHOTOCOPY THIS FORM TO LIST ADDITIONAL SCHOOL REPRESENTATIVES

NAME OF SCHOOL Oak Park High School

NAME OF REPRESENTATIVE Stewart McGugan POSITION Assistant Principal  
ADDRESS 899 N. Kanan Road CITY Oak Park ZIP 91377  
PHONE 818-735-3000 FAX 818-707-7970 E-MAIL smcgugan@oakparkusd.org

\*\*\*\*\*

NAME OF SCHOOL Alternate

NAME OF REPRESENTATIVE Dick Billingsley POSITION Athletic Director  
ADDRESS CITY ZIP  
PHONE FAX E-MAIL dbillingsley@oakparkusd.org

\*\*\*\*\*

NAME OF SCHOOL Alternate

NAME OF REPRESENTATIVE Ann Pettit POSITION Athletic Director  
ADDRESS CITY ZIP  
PHONE FAX E-MAIL apettit@oakparkusd.org

\*\*\*\*\*

NAME OF SCHOOL

NAME OF REPRESENTATIVE POSITION  
ADDRESS CITY ZIP  
PHONE FAX E-MAIL

If the designated representative is not available for a given league meeting, an alternate designee of the district governing board may be sent in his/her place. **NOTE:** League representatives from public schools and private schools must be designated representatives of the school's governing boards in order to be eligible to serve on the section and state governance bodies.

Superintendent's or Principal's Name Anthony W. Knight Signature

Address 5801 E. Conifer Street City Oak Park Zip 91377

Phone 818-735-3206 Fax 818-879-0372

**PLEASE MAIL OR FAX THIS FORM DIRECTLY TO THE CIF SECTION OFFICE. SEE REVERSE SIDE FOR CIF SECTION OFFICE ADDRESSES.**

**TO: BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MAY 17, 2011**  
**SUBJECT: C.1.h APPROVE QUARTERLY REPORT ON WILLIAMS UNIFORM COMPLAINTS – APRIL 2011**

Consent

**ISSUE:** Shall the Board of Education approve the Quarterly Report on Williams Uniform Complaints – April 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 – April 2011  
 2. Do not approve the Quarterly Report on Williams Uniform Complaints – April 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:

<b>VOTE:</b>	<b>AYES</b>	<b>NOES</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
<b>Iceland</b>	_____	_____	_____	_____
<b>Laifman</b>	_____	_____	_____	_____
<b>Pallant</b>	_____	_____	_____	_____
<b>Rosen</b>	_____	_____	_____	_____
<b>Student Rep.</b>	_____	_____	_____	_____

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: ☐ October 2010 (7/1/10 to 9/30/10)  
(check one) ☐ 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: November 16, 2010

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: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MAY 17, 2011**  
**SUBJECT: C.1.i APPROVE CONTRACT RENEWAL FOR 2011-12 CROSSING GUARD SERVICES**

CONSENT

**ISSUE:** Shall the Board approve an amendment to the agreement with All City Management Services, Inc. for crossing guard services for the 2009-10 school year?

**BACKGROUND:** All City Management, Inc. has provided crossing guard services for Oak Park Schools since October 1993. The District pays All City for these services, and the County of Ventura reimburses the District for the expense. All City has proposed an amendment to extend its current contract with Oak Park schools for the 2011-12 school year, maintaining current levels of service with no rate increase. A copy of the proposed amendment is attached for the Board's review. The anticipated annual cost is \$64,998, which is within the \$70,000 budget approved by the County of Ventura. The District is satisfied with the service, and staff is recommending approval.

**ALTERNATIVES:**

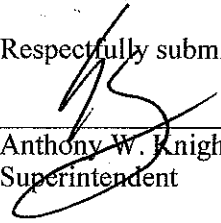
1. Approve the proposed amendment with All City Management Services, Inc. for the 2011-12 school year.
2. Do not approve the amendment.

**RECOMMENDATION:** Alternative No. 1.

**FISCAL IMPACT:** None – The District is reimbursed by the County of Ventura for the expense of the crossing guard services.

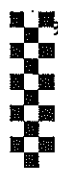
Prepared by: Martin Klauss, Assistant Superintendent, Business and Administrative Services

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	_____	_____	_____	_____



## ALL CITY MANAGEMENT SERVICES

### Amendment to Agreement between All City Management Services, Inc. and the Oak Park Unified School District for providing School Crossing Guard Services


The Oak Park Unified School District hereinafter referred to as the "District", and All City Management Services, Inc., located at 1749 S. La Cienega Blvd., Los Angeles, CA 90035, hereinafter referred to as the "Contractor", mutually agree to amend the existing Agreement entered into on September 7, 1993 as follows:

1. **Item #1** The District and the Contractor agree to extend the term of this Agreement for the 2011-2012 school year beginning July 1, 2011 through June 30, 2012.
2. **Item #17** The District agrees to pay Contractor for services rendered pursuant to the Agreement the sum of Fourteen Dollars and Eighty-Five Cents (\$14.85) per hour of guard service provided. It is understood that the cost of providing Four Thousand, Three Hundred and Seventy-Seven (4,377) hours of service shall not exceed Sixty-Four Thousand Nine Hundred and Ninety-Eight Dollars (\$64,998.00).
3. Except as provided for in Item #1 and Item #17, all other terms and conditions of the original Agreement and Amendments thereto between the District and the Contractor remain in effect.

**Oak Park Unified School District**

**All City Management Services, Inc.**

By \_\_\_\_\_  
Signature

By   
Demetra Farwell, Corporate Secretary

\_\_\_\_\_  
Print Name and Title

Date \_\_\_\_\_

Date March 28, 2011

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MAY 17, 2011**  
**SUBJECT: C.1.j APPROVE RESOLUTION #11-13, YEAR END BUDGET AND INTERFUND TRANSFERS FOR FISCAL YEAR 2010-11**

CONSENT

**ISSUE:** Shall the Board of Education authorize the Director of Fiscal Services to make any and all necessary budget transfers as required to permit the payment of obligations incurred by the District for the fiscal year ending June 30, 2011?

**BACKGROUND:** As the District closes its 2010-11 financial books, certain budget transfers must occur to permit the payment of obligations incurred during the fiscal year. Much of the work closing the books occurs during summer months when the Board is not in session. It is therefore necessary for the Board to authorize an employee to make these budget transfers. Accordingly, the Administration recommends that the Board adopt Resolution #11-13, authorizing the Director of Fiscal Services to make any and all necessary budget transfers to permit the payment of obligations incurred by the District for the fiscal year ending June 30, 2011.

**FINANCIAL IMPACT:** None.

**ALTERNATIVES:**

1. Adopt Resolution #11-13, Year End Budget and Interfund Transfers for fiscal year 2008-09.
2. Do not adopt Resolution #11-13.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted:

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

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

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

**OAK PARK UNIFIED SCHOOL DISTRICT****RESOLUTION #11-13****YEAR END BUDGET AND INTERFUND TRANSFERS FISCAL YEAR 2010-11**

**BE IT RESOLVED** that the Oak Park Unified School District Board of Education does hereby authorize the Director of Fiscal Services to make any and all necessary budget transfers between the designated fund balance or the unappropriated fund balance and any expenditure classification or classifications or balance any expenditure classification of the budget of the district for the year ending June 30, 2011, as necessary to permit the payment of obligations incurred by the District.

**PASSED AND ADOPTED** this 17th day of May 2011, by the governing board of the Oak Park Unified School District of Ventura County, California by the following vote:

AYES:

NOS:

ABSTAIN:

ABSENT:

**THIS IS TO CERTIFY** that the above resolution was adopted by the Board of Education at a regular meeting of the board.

---

Clerk/Secretary of the Board



**TO:** MEMBERS, BOARD OF EDUCATION  
**FROM:** DR. ANTHONY W. KNIGHT, SUPERINTENDENT  
**DATE:** MAY 17, 2011  
**SUBJECT:** C.I.k APPROVE RESOLUTION #11-14, TEMPORARY LOANS BETWEEN DISTRICT FUNDS FOR FISCAL YEAR 2011-12

CONSENT

**ISSUE:** Shall the Board of Education adopt Resolution #11-14 to authorize temporary loans between funds during times when cash flow suffers prior to receipt of tax deposits or State revenues?

**BACKGROUND:** In the past, it has been necessary for the General Fund to borrow from one of the other District funds in order to meet financial obligations. The General Fund receives its major tax receipt deposits in December and April, and the temporary loans permitted payments to retail vendors and for employee payroll to continue during the low cash flow months.

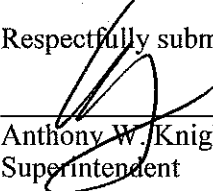
During the 2011-12 fiscal year, the District will be participating in a Revenue and Tax Anticipations Note (TRAN) program, which helps alleviate cash flow problems. As the Legislature has enacted laws allowing the State to defer of funding apportionments to school districts, it is prudent to have the resolution on file should the need arise. This resolution will enable the Administration to transfer the necessary funds to ensure continued business as usual. The resolution allows temporary loans between the General Fund and other funds, such as the Deferred Maintenance or Cafeteria Funds, until State revenues are received.

**ALTERNATIVES:** 1. Adopt Resolution #11-14, Temporary Loans Between District Funds.  
 2. Do not adopt Resolution #11-14.

**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	_____	_____	_____	_____

**OAK PARK UNIFIED SCHOOL DISTRICT****RESOLUTION #11-14****TEMPORARY TRANSFER OF FUND MONIES FISCAL YEAR 2011-12**

**WHEREAS**, pursuant to Education Code section 42603, the governing board of any school district may direct that monies held in any fund or account may be temporarily transferred to another fund or account of the district for payment of obligations. The transfer shall be accounted for as temporary borrowing between funds or accounts and shall not be available for appropriation or be considered income to the borrowing fund or account. Amounts transferred shall be repaid either in the same fiscal year, or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year. Borrowing shall occur only when the fund or account receiving the money will earn sufficient income, during the current fiscal year, to repay the amount transferred. No more than 75 percent of the maximum of monies held in any fund or account during a current fiscal year may be transferred.

**WHEREAS**, when there are insufficient funds to meet district obligations in the fund, and

**WHEREAS**, funds can be temporarily transferred from one or more funds to another fund of the district to be used for the payment of district obligations, and

**WHEREAS**, repayment of the temporary loan will be made from income received,

**THEREFORE, BE IT RESOLVED** that the Board of Education of the Oak Park Unified School District authorizes the temporary transfer of cash from one district fund to another in order to meet the financial obligations of the District as the need may arise during the 2011-12 fiscal year.

**ADOPTED** this 17th day of May 2011, by the governing board of the Oak Park Unified School District of Ventura County, California by the following vote:

AYES:

NOS:

ABSTAIN:

ABSENT:

**THIS IS TO CERTIFY** that the above resolution was adopted by the Board of Education at a regular meeting of the board.

---

Clerk/Secretary of the Board

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MAY 17, 2011**  
**SUBJECT: C.1.I APPROVE RESOLUTION #11-15, APPROPRIATION AND BUDGETED TRANSFERS FISCAL YEAR 2011-12**

CONSENT

**ISSUE:** Shall the Board of Education authorize transfers of budget appropriations and budgeted transfers of monies between funds as needed during the fiscal year in order to balance expenditure classifications or to meet the budgeted obligations of one fund to another?

**BACKGROUND:** Certain interfund transfers are budgeted each year such as deferred maintenance, or District contributions for technology. This resolution authorizes the business office to make transfers when the funds are needed. During the year, as expenditures are made and income received, it is often necessary to make revisions to line item budgets. These revisions are generally a shifting of appropriations from one major object code to another without increasing the site or program allocation. These types of revisions keep the line item budget appropriation and expenditures in balance.

**FINANCIAL IMPACT:** None

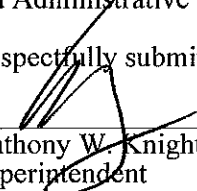
**ALTERNATIVES:**

1. Adopt Resolution #11-15 Appropriation and Budgeted Transfers for 2011-12.
2. Do not adopt Resolution #11-15.

**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	_____	_____	_____	_____

**OAK PARK UNIFIED SCHOOL DISTRICT****RESOLUTION #11-15****APPROPRIATION AND BUDGETED TRANSFERS FISCAL YEAR 2011-12**

**WHEREAS**, the Oak Park Unified School District budgets certain transfers and revises its appropriation budgets periodically to permit the payment of obligations of the district, and

**WHEREAS**, the District may authorize a district employee to make such transfers between the budgeted classifications and/or funds in order to balance expenditure classifications or to meet the budgeted obligations of one fund to another,

**THEREFORE, BE IT RESOLVED** that the Oak Park Unified School District authorizes the transfers necessary to permit business as usual during the 2011-12 fiscal year. These transfers are to be presented to the Governing Board for ratification at the next regularly scheduled board meeting.

**ADOPTED** this 17th day of May 2011, by the governing board of the Oak Park Unified School District of Ventura County, California by the following vote:

AYES:

NOS:

ABSTAIN:

ABSENT:

**THIS IS TO CERTIFY** that the above resolution was adopted by the Board of Education at a regular meeting of the board.

---

Clerk/Secretary of the Board

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MAY 17, 2011**

**SUBJECT: C.1.m APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL  
QUIKSCIENCE GROUP WINNERS- JUNE 6-13, 2011**

**Consent**

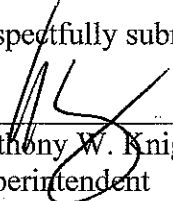
**ISSUE:** Should the Board of Education approve an overnight trip for Oak Park High School QuikScience winners?

**BACKGROUND:** The principal, Kevin Buchanan, requests approval for an overnight trip for the Oak Park High School QuikScience Group winners to Wrigley Marine Science Institute. The seven students will be transported by District van and boat. The students will be supervised by Debby West. The trip is sponsored by and paid for by the QuikScience Challenge grant as part of the prize won by the group.

**ALTERNATIVES:** 1. Approve the overnight trip as presented.  
2. Do not approve the overnight trip as presented.

**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	_____	_____	_____	_____
Student Board Rep.	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MAY 17, 2011**

**SUBJECT: C.2.a APPROVE AWARD OF BID #11-15R, DOOR AND WINDOW REPLACEMENT AT RED OAK ELEMENTARY SCHOOL AND MEDEA CREEK MIDDLE SCHOOL**

ACTION

**ISSUE:** Shall the Board award Bid #11-15R, Door and Window Replacement at Red Oak Elementary School and Medea Creek Middle School?

**BACKGROUND:** At its meeting in January 2010, the Board authorized the replacement of doors and windows at Red Oak Elementary School and Medea Creek Middle School as a component of the Measure R Master Plan. At its meeting on March 15, 2011, the Board authorized staff to proceed with this work, to be performed during the summer of 2011. As specified in the Master Plan, this project is necessary as the specified windows and doors at both schools are badly deteriorated and in need of rehabilitation.

Bids for this work are scheduled to be received and opened on May 4, 2011. After review and analysis of the bids by Barnhart and District staff, a recommendation for award will be prepared and forwarded to the Board in advance of this evening's meeting.

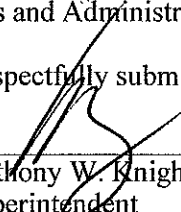
**ALTERNATIVES:**

1. Award Bid #11-15R, Door and Window Replacement at Red Oak Elementary School and Medea Creek Middle School 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	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MAY 17, 2011**  
**SUBJECT: C.2.b APPROVE AWARD OF BID #11-16R, EXTERIOR STUCCO REPAIR AND PAINTING AT MEDEA CREEK MIDDLE SCHOOL**

ACTION

**ISSUE:** Shall the Board award Bid #11-16R, Exterior Stucco Repair and Painting Medea Creek Middle School?

**BACKGROUND:** At its meeting in January 2010, the Board authorized exterior stucco repairs and painting at Medea Creek Middle School as a component of the Measure R Master Plan. At its meeting on March 15, 2011, the Board authorized staff to proceed with this work, to be performed during the summer of 2011. As specified in the Master Plan, this project is necessary as some areas of the stucco are failing and the exterior of the school has not been painted since it was built in 1992.

Bids for this work are scheduled to be received and opened on May 5, 2011. After review and analysis of the bids by Barnhart and District staff, a recommendation for award will be prepared and forwarded to the Board in advance of this evening's meeting.

**ALTERNATIVES:**

1. Award Bid #11-16R, Exterior Stucco Repair and Painting at Medea Creek Middle School 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	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MAY 17, 2011**  
**SUBJECT: C.2.c APPROVE RATIFICATION OF AWARD OF BIDS FOR  
 BROOKSIDE ELEMENTARY SCHOOL MODERNIZATION  
 PROJECTS**

ACTION

**ISSUE:** Shall the Board ratify the award of bids for specific modernization construction contracts at Brookside Elementary School?

**BACKGROUND:** In order to maintain the aggressive summer schedule for Measure R modernization projects at Brookside Elementary School, at its April meeting the Board delegated the authority to award a contract for specified projects the Superintendent as permitted by Education Code (EC) Section 17604. . These projects include:

- Bid 11-03R, Roof Replacement at Brookside Elementary School (Bid opening date April 19, 2011)
- Bid 11-04R, Exterior Repairs and Painting at Brookside Elementary School (Bid opening date April 21, 2011)
- Bid 11-05R Door Replacements at Brookside Elementary School (Bid opening date April 28, 2011)

As this agenda was going to press, bids received were being reviewed and analyzed by the District's construction manager, Barnhart Balfour Beatty. Upon receipt of Barnhart's recommendation, it is anticipated that the Superintendent will award contracts to the lowest responsive and responsible bidder, as authorized by the Board. As the awards are made the information will provided to the Board under separate cover. The Board is asked to ratify the award of these specified contracts at this evening's meeting.

**ALTERNATIVES:**

1. Ratify the Superintendent's award of contracts for Brookside modernization projects Bid 11-03R, Roof Replacement, Bid 11-04R, Exterior Repairs and Painting, and Bid 11-05R Door Replacements.
2. Do not ratify the award of contracts.

**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	_____	_____	_____	_____



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MAY 17, 2011**  
**SUBJECT: C.2.d APPROVE RATIFICATION OF THE AWARD OF CONTRACT FOR FINANCIAL AND BOND AUDIT SERVICES**

ACTION

**ISSUE:** Shall the Board ratify the award of a contract for financial and bond audit services?

**BACKGROUND:** Education Code Section 41020 requires that the Board of Education employ an independent accounting firm to audit all District financial records. At the Board's direction a Request for Proposal (RFP) for these services was issued and four qualified firms responded on April 15, 2011

At its April meeting, the Board appointed a subcommittee of its members to assist the Superintendent, Assistant Superintendent of Business Services, and Director of Fiscal Services in the evaluation of RFP responses and a recommendation for the award of a contract. The Board also authorized the Superintendent to award a contract for audit services based on the recommendation of the evaluation committee. On April 28, 2011 the subcommittee interviewed three audit firms, and after evaluation of all candidates, recommended that a contract for audit services be awarded to Christy White Accountancy. Based on the recommendation, the Superintendent awarded a one year contract, with option to renew for two additional years, to Christy White Accountancy, in the amount of \$37,500 for each year of the agreement.

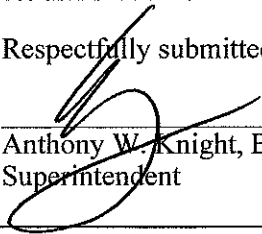
**ALTERNATIVES:**

1. Ratify the award of a contract for financial and bond audit services, to Christy White Accountancy in the amount of \$37,500.
2. Do not ratify the award of contract.

**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	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MAY 17, 2011**

**SUBJECT: C.2.e APPROVE SAFE SCHOOL PLANS**

ACTION

**ISSUE:** Shall the Board review and approve the Safe School Plan for each District school as required by Education Code 35294.2?

**BACKGROUND:** The Oak Park Unified School District must annually review and update its Safe School Plans in order to remain in compliance with EC 35294.2. This year the each of the District's schools has updated their plans, providing specific site information to update the District master copy. These updates include specific names and responsibilities in the event of disaster or emergency. EC 35294.2 requires that the revised plans be approved by the Board of Education and be available for public display each school year. Each site's certification of compliance will be provided to the Board under separate cover before this evening's meeting and each school will have their plan displayed in a prominent place at their site for public review.

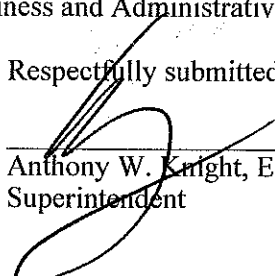
**ALTERNATIVES:**

1. Approve the amended Safe School Plans as presented.
2. Do not approve the amended Safe School Plans.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Lou Tabone, Director, Alternative Education  
 Julie Suarez, Director, Business Operations  
 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	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MAY 17, 2011**  
**SUBJECT: C.3.a APPROVE 2011-2012 SCHOOL BELL SCHEDULES**

ACTION

**ISSUE:** Should the Board of Education approve 2011-12 School Bell Schedules?

**BACKGROUND:** Each district is required to certify that each school site and school level has met the minimum number of instructional minutes as described in Education Code 46201 and meets the intent of the longer school day provisions in SB813. Once a year, as part of the district's financial audit, compliance with instructional time is reviewed.

Bell schedules must provide for the minimum number of instructional minutes as described in Education Code 46201.5. There are severe penalties for a program with less than the required number of minutes.

K	= 36,000	4-8	= 54,000
1-3	= 50,400	9-12	= 64,800

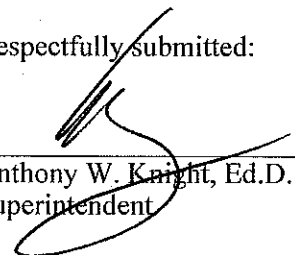
The bell schedules submitted by each site for this school year will be reviewed by an expert in the field and the auditors for the district for accuracy and compliance. This will be done during the month of September to allow for any modification or alterations.

**ALTERNATIVES:** 1. Approve the 2011-12 Bell Schedules for all sites pending final audit for compliance.  
 2. Do not approve the 2011-12 Bell Schedules as submitted.  
 3. Modify the Bell Schedules.

**RECOMMENDATION:** Alternate #1.

**RATIONALE:** These schedules meet all of the known requirements and will provide an appropriate educational structure for classroom instruction in Oak Park.

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	_____	_____	_____	_____	

**BROOKSIDE ELEMENTARY SCHOOL  
BELL SCHEDULE  
2011-2012**

**Grades 1 – 3**

Line-up Bell	8:17
Start Bell	8:20
Recess	10:10 – 10:30
Lunch	12:00 – 12:45
Dismissal	2:30

**Grades 4 - 5**

Line-up Bell	8:17
Start Bell	8:20
Recess	10:35 – 10:55
Lunch	12:30 – 1:15
Dismissal	2:56

**Grades 1-5 – Wednesday Early Release Schedule**

Line-up Bell	8:17
Start Bell	8:20
Recess grades 1-3	10:10 – 10:30
Recess grades 4-5	10:35 – 10:55
Dismissal	12:40

**Discovery Kindergarten – September through June**

Start Time	8:15
Recess	9:40 – 10:00
Dismissal	12:15

**Kindergarten – September through December**

Start Time	8:15
Recess	9:40 – 10:00
Dismissal	12:15

**Kindergarten – January through June**

Start Time	8:15
Recess	9:40 – 10:00
Lunch	11:15-12:00
Dismissal	1:15

**Kindergarten – Wednesday Schedule – September through June**

Start Time	8:15
Recess	9:40
Dismissal	12:15

# OAK HILLS BELL SCHEDULE

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2011 - 2012



## Kindergarten

	Regular	Minimum Day
Instruction	8:27 - 9:45	8:27 - 9:45
Nutrition/Recess	9:45 - 10:05	9:45 - 10:05
Instruction	10:05 - 12:30	10:05 - 12:00

## Kindergarten

After winter break

(Except Wednesdays which will follow the above regular schedule)

Instruction	8:27 - 9:45	8:27 - 9:45
Nutrition/Recess	9:45 - 10:05	9:45 - 10:05
Instruction	10:05 - 11:15	10:05 - 12:00
Lunch	11:15 - 12:00	
Instruction	12:00 - 1:30	

## GRADES 1-3

Instruction	8:27 - 9:55	8:27 - 9:55
Recess	9:55 - 10:15	9:55 - 10:15
Instruction	10:15 - 11:45	10:15 - 12:00
Lunch	11:45 - 12:30	
Instruction	12:30 - 2:25	

## GRADES 4-5

Instruction	8:27 - 10:15	8:27 - 10:15
Recess	10:20 - 10:40	10:20 - 10:40
Instruction	10:40 - 12:25	10:40 - 12:00
Lunch	12:25 - 1:10	
Instruction	1:10 - 2:45	

The following dates will be MINIMUM DAY SCHEDULE: (11 days)

November 14 - 21, 2011

March 13 - 16, 2012

June 15, 2011

**Red Oak Elementary School**  
**Fall Daily Schedule**  
**2011-2012**

**September 2011 through December 2012**

**Discovery Kindergarten and  
Traditional Kindergarten**

8:15-9:40	Instruction
9:40-10:00	Recess
10:00-12:15	Instruction
12:15	Dismissal

**1<sup>st</sup> through 3<sup>rd</sup> Grades**

8:15-10:00	Instruction
10:00-10:20	Recess
10:20-12:00	Instruction
12:00-12:45	Lunch
12:45-2:25	Instruction
2:25	Dismissal (Dismissal time is 12:35 on Wed. and 12:15 on minimum days)

**4<sup>th</sup> and 5<sup>th</sup> Grades**

8:15-10:25	Instruction
10:25-10:45	Recess
10:45-12:30	Instruction
12:30-1:15	Lunch
1:15-2:50	Instruction
2:50	Dismissal (Dismissal time is 12:35 on Wed. and 12:15 on minimum days)

**Red Oak Elementary School**  
**Spring Daily Schedule**  
**2011-2012**  
**January 2011 through June 2012**

**Discovery Kindergarten**

8:15-9:40	Instruction
9:40-10:00	Recess
10:00-12:15	Instruction
12:15	Dismissal

**Traditional Kindergarten**

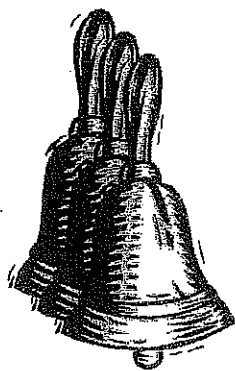
8:15-9:40	Instruction
9:40-10:00	Recess
10:00-11:30	Instruction
11:30-12:15	Lunch (students will eat from 11:30-11:45; 11:45-12:15 playtime)
12:15-1:15	Instruction
1:15	Dismissal (Dismissal time is 12:15 every Wednesday and on minimum days)

**1<sup>st</sup> through 3<sup>rd</sup> Grades**

8:15-10:00	Instruction
10:00-10:20	Recess
10:20-12:00	Instruction
12:00-12:45	Lunch
12:45-2:25	Instruction
2:25	Dismissal (Dismissal time is 12:35 every Wednesday and 12:15 on minimum days)

**4<sup>th</sup> and 5<sup>th</sup> Grades**

8:15-10:25	Instruction
10:25-10:45	Recess
10:45-12:30	Instruction
12:30-1:15	Lunch
1:15-2:50	Instruction
2:50	Dismissal (Dismissal time is 12:35 every Wednesday and 12:15 on minimum days)



## MCMS BELL SCHEDULE

Period 1	8:23 – 9:15
Period 2	9:20 – 10:10
Nutrition	10:10 – 10:20
Period 3	10:25 – 11:15
Period 4	11:15 – 11:55 (lunch-6 gr)
Period 4	11:20 – 12:10 (class)
Period 5	12:10 – 12:50 (lunch-7 <sup>th</sup> /8 <sup>th</sup> gr)
Period 5	12:00 – 12:50 (class)
Period 6	12:55 – 1:45
Period 7	1:50 – 2:40

### Minimum Day Schedule

Period 1	8:23 - 9:00
Period 2	9:05 - 9:40
Period 3	9:45 - 10:20
Nutrition	10:20 - 10:35
Period 4/5	10:40 - 11:15
Period 6	11:20 - 11:55
Period 7	12:00 - 12:35



## OAK PARK HIGH SCHOOL BELL SCHEDULES

- 0 period daily except Mondays.
- Periods 1-6 on alternating Block schedule.
- 7<sup>th</sup> period Academic Support Daily.

### Regular Schedule (Tuesday – Friday)

Period	Time	Minutes
Period 0	7:20 to 8:20	60
Passing	8:20 to 8:30	10
Block 1 (1/2)	8:30 to 10:05	95
Nutrition	10:05 to 10:15	10
Passing	10:15 to 10:25	10
Block 2 (3/4)	10:25 to 12:05	100
Lunch	12:05 to 12:40	35
Passing	12:40 to 12:50	10
Block 3 (5/6)	12:50 to 2:25	95
Support (7)	2:25 to 3:10	45

### Monday / Late Start Schedule

Period	Time	Minutes
Meeting	7:30 to 8:20	50
Passing	8:20 to 8:30	10
Block 1 (1/2)	8:30 to 10:05	95
Nutrition	10:05 to 10:15	10
Passing	10:15 to 10:25	10
Block 2 (3/4)	10:25 to 12:05	100
Lunch	12:05 to 12:40	35
Passing	12:40 to 12:50	10
Block 3 (5/6)	12:50 to 2:25	95
Support (7)	2:25 to 3:10	45

### Minimum Day/Final Schedule

Period	Time	Minutes
Period 0	7:30 to 8:20	50
Passing	8:20 to 8:30	10
Block 1	8:30 to 10:10	100
Nutrition	10:10 to 10:20	10
Passing	10:20 to 10:30	10
Block 2	10:30 to 12:10	100

### Activity Schedule 20 minutes

Period	Time	Minutes
Period 0	7:20 to 8:20	60
Passing	8:20 to 8:30	10
Block 1 (1/2)	8:30 to 10:00	90
Nutrition	10:00 to 10:10	10
Passing	10:10 to 10:20	10
Activity (Block 2)	10:20 to 10:40	20
Block 2 (3/4)	10:40 to 12:10	90
Lunch	12:10 to 12:45	35
Passing	12:45 to 12:55	10
Block 3 (5/6)	12:55 to 2:25	90

### Assembly Schedule 45 minutes

Period	Time	Minutes
Period 0	7:20 to 8:20	60
Passing	8:20 to 8:30	10
Block 1 (1/2)	8:30 to 9:50	80
Nutrition	9:50 to 10:00	10
Passing	10:00 to 10:10	10
Block 2 (3/4)	10:10 to 11:35	85
Assembly	11:35 to 12:20	45
Lunch	12:20 to 12:55	35
Passing	12:55 to 1:05	10
Block 3 (5/6)	1:05 to 2:25	80
Support (7)	2:25 to 3:10	45

### All Periods (0-6)

Period	Time	Minutes
Period 0	7:30 – 8:20	50
Period 1	8:30 – 9:12	42
Period 2	9:22 – 10:04	42
Nutrition	10:04 – 10:14	10
Period 3	10:24 – 11:14	50
Period 4	11:24 – 12:06	42
Lunch	12:06 – 12:41	35
Period 5	12:51 – 1:33	42
Period 6	1:43 – 2:25	42

## OAK PARK HIGH SCHOOL BLOCK SCHEDULE

Our block schedule is posted on our web site at [www.oakparkusd.org/ophs](http://www.oakparkusd.org/ophs).

## **Oak View High Bell Schedule 2011-2012**

<b>Period 1*</b>	<b>8:35 - 9:20 (Math)</b>
<b>Period 2-3</b>	<b>9:25 - 10:55 (90 minute block)</b>
<b>Break</b>	<b>10:55 - 11:15</b>
<b>Period 4-5</b>	<b>11:20 - 12:50 (90 minute block)</b>
<b>Period 6</b>	<b>12:55 - 1:40 (Electives)</b>

**NOTE: Each Thursday is LATE start.** The daily schedule is changed to accommodate the staff's need to meet on a regular basis at a time when all teachers can be available for the meeting. Thursday's schedule is as follows:

<b>Staff Meeting</b>	<b>7:45 - 9:25</b>
<b>Period 1*</b>	<b>9:30 - 10:05</b>
<b>Period 2-3</b>	<b>10:10 – 11:25</b>
<b>Break</b>	<b>11:25 - 11:45</b>
<b>Period 4-5</b>	<b>11:50 – 1:05</b>
<b>Period 6</b>	<b>1:10 – 1:40</b>

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MAY 17, 2011**  
**SUBJECT: C.3.b APPROVE REVISED DISTRICT INSTRUCTIONAL CALENDAR FOR SCHOOL YEAR 2012-2013**

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**Action**

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**ISSUE:** Shall the Board of Education approve the revised district instructional calendar for 2012-2013?

**BACKGROUND:** The 2012-2013 Instructional Calendar is being revised to reflect the omission of the Veteran's Day Holiday on November 12, 2012. The calendar committee met to discuss the omission and options were presented to committee to come up with a solution. The recommended calendar was sent to the Oak Park Teacher's Association and Oak Park Classified Association for a membership vote.

**ALTERNATIVES:** 1. Approve the revised 2012-2013 school year calendar as presented.  
 2. Do not approve the revised 2012-2013 school year calendar as presented.

**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	_____	_____	_____	_____
Student	_____	_____	_____	_____

**TO: BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MAY 17, 2011**  
**SUBJECT: C.3.c APPROVE 2011-2012 SCHOOL HANDBOOKS/DISCIPLINE PLANS**

**ACTION**

**ISSUE:** Shall the Board of Education review and approve the Handbooks/  
Discipline Plans?

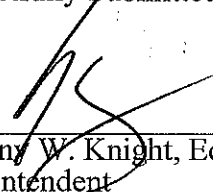
**BACKGROUND:** Education Code 35291.5 requires each public school to adopt rules and procedures on school discipline applicable to the school. In developing the rules and procedures, each school is to solicit the participation, views, and advice of parents, teachers, school administrators, and in some cases, students.

Each year the schools review their handbooks to make sure they match practices and that there is uniformity within the District. Some of the school handbooks will be included in the April Board packet and some in the May Board packet. (Copies were sent to the Board under separate cover.)

**ALTERNATIVES:** 1. Review and approve 2011-2012 Handbook/Discipline Plans as presented.  
2. Do not approve 2011-2012 Handbook/Discipline Plans.

**RECOMMENDATION:** Alternative # 1.

Respectfully Submitted:

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

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

<b>VOTE:</b>	<b>AYES</b>	<b>NOES</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
<b>Iceland</b>	_____	_____	_____	_____
<b>Laifman</b>	_____	_____	_____	_____
<b>Pallant</b>	_____	_____	_____	_____
<b>Rosen</b>	_____	_____	_____	_____
<b>Student Rep.</b>	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MAY 17, 2011**

**SUBJECT: C.4.a. APPROVE PROVISIONAL INTERNSHIP PERMIT (PIP)**

**ACTION**

**ISSUE:** Shall the Board of Education approve a request for a Provisional Internship Permit from the California Commission on Teacher Credentialing for an American Sign Language (ASL) teacher's Subject Matter Program Waiver for the 2011/2012 school year?

**STATEMENT:** The California Commission on Teacher Credentialing (CCTC) provides a process whereby a district under an approved Provisional Internship Permit may employ a teacher. These permits are reviewed by the Commission staff and acted upon by the Commission to provide an employee the time to complete credential requirements. During this next year Stephanie Pope, at Oak Park High School will be taking the last of three (3) CSET (California Subject Examinations for Teachers) exams for ASL. This candidate has a BA in Deaf Studies and completed a 1 ½ years of credential coursework.

**ALTERNATIVES:**

1. Approve the Provisional Internship Permit request
2. Do not approve the Provisional Internship Permit request

**RECOMMENDATION:** Alternative #1

Respectfully submitted,

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

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

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

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



State Of California  
California Commission On Teacher Credentialing  
Certification, Assignment, and Waivers Division  
1900 Capitol Avenue  
Sacramento, CA 95811-4213

Telephone: (888) 921-2682  
Email: [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov)  
Web site: [www.ctc.ca.gov](http://www.ctc.ca.gov)

## VERIFICATION OF REQUIREMENTS

For the Provisional Internship Permit - *Renewal*

This form must be completed by the employing agency and submitted with each application for a Provisional Internship Permit.

Name of Applicant Stephanie E Rope (McCluskey)

SSN \_\_\_\_\_

Name of Employing Agency Oak Park Unified School District

County/District/CDS Code 56-73874

☐ Multiple Subject

☒ Single Subject - Specify subject(s): American Sign Language

☐ Education Specialist - Specify disability area(s): \_\_\_\_\_

By submitting this form, the employing agency named above verifies that items 1-6 have been completed.

1. A diligent search has been conducted for a suitable credentialed teacher or qualified intern teacher by the following methods and verification of such recruitment efforts is attached:

**Required** recruitment methods (provide photocopies of **all** of the following):

- ☒ Distributed job announcements
- ☒ Contacted college or university placement centers
- ☒ Advertised on the Internet

**Optional** recruitment methods (in addition to the required methods above):

- ☐ Advertised in professional journals
- ☐ Attended job fairs in California
- ☐ Attended recruitment out-of-state
- ☐ Contacted California teacher recruitment centers
- ☐ Advertised in local/national newspapers
- ☐ Other (explain) \_\_\_\_\_

2. The permit holder will be provided orientation, guidance and assistance during the valid period of the permit
3. Public notice of intent to employ the applicant in the identified position has been given and meets the following criteria (check the box that applies):

☒ **Public School District**

Public notice was presented as an action item on the governing board agenda and acted upon favorably. A copy of the agenda item is attached.

(continued)

The agenda item included the applicant's name, assignment, including subject(s) grade level(s), school site, and a statement that the applicant will be employed on the basis of a Provisional Internship Permit.

☐ **County Offices of Education, Nonpublic Schools, Statewide Agencies, and Charter Schools**

Public notice was posted at least 72 hours before the position was filled. A copy of the dated notice is attached.

Public notice included the applicant's name, assignment, including subject(s) grade level(s), school site, and a statement that the applicant will be employed on the basis of a Provisional Internship Permit.

Public notice included a signed statement from the superintendent or administrator confirming there were no objections to the issuance of the permit.

4. The permit holder will be provided assistance in developing a personalized plan through an agency-defined assessment that would lead to meeting subject matter competence related to the permit
5. The permit holder will be provided assistance to seek and enroll in subject matter training, such as workshops or seminars and site-based courses along with training in test-taking strategies and will assist the permit holder in meeting subject matter competence related to the permit
6. The candidate has been apprised of the steps required to earn a credential and enroll in an intern program

- ☒ I certify under penalty of perjury that I need to complete NCLB core area subject matter to enroll in an intern program for the education specialist preliminary credential

Applicant Signature

*[Handwritten Signature]*

**Employing Agency Certification**

This form must be signed by the District/County Superintendent, Personnel Administrator, NPS/NPA Administrator, or Designee.

I certify under penalty of perjury that the information provided on this form is true and correct.

Signature

Title Assistant Superintendent - HR

Date April 26, 2011

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MAY 17, 2011**  
**SUBJECT: C.4.b APPROVE AUTHORIZATION TO ESTABLISH NEW CLASSIFIED SERVICE JOB DESCRIPTION – INSTRUCTIONAL ASSISTANT II - (SPECIAL EDUCATION)**

ACTION

**ISSUE:** Shall the Board authorize the establishment of a new classified service job description, Instructional Assistant II (Special Education)?

**BACKGROUND:** This is a part time/full time position working with special education students between the ages of 3 and 21, with the specific assignment based on the needs of the student(s) and program. Please see the attached job description.

**ALTERNATIVES:**

1. Approve the establishment of a new classified service job description, Instructional Assistant II (Special Education)?
2. Do not approve the establishment of a new classified service job description, Instructional Assistant II (Special Education)

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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

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

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



OAK PARK UNIFIED SCHOOL DISTRICT  
INSTRUCTIONAL ASSISTANT II (SPECIAL EDUCATION)

**DEFINITION**

*This is a part time position/full time position working with special education students between the ages of 3 and 21, with the specific assignment based on the needs of the student and program.*

**SALARY:** See current classified salary schedules

Under the supervision of a Principal and the direction of certificated staff, assist in providing and reinforcing instruction to individual or small groups of students with special needs and identified disabilities in general or special education environments; prepare instructional materials; provide assistance with self help skills and personal hygiene; and perform clerical duties in support of student performance and behavior.

**ESSENTIAL DUTIES**

Assist a certificated teacher in providing academic instruction to individual or small groups of students with special needs and identified disabilities in special or general education environments; provide support to special education students in areas including social skills, motor skills, behavior management, personal hygiene, independence, and self help skills; maintain order in the absence of the teacher; administer individual and group tests; score objective tests and student assignments; maintain student attendance and progress records; collect specific data under the direction of the teacher; escort students to other areas on campus as needed to assist them and monitor their behavior; operate audio-visual equipment and other instructional equipment; communicate with teachers regarding individual student progress and behavior; recommend to teachers modified instructional materials to meet individual student needs; utilize approved behavior management techniques under the direction of the teacher; perform clerical duties in support of classroom activities such as duplicating and filing instructional materials; inventory and order supplies; perform related duties as assigned.

**EMPLOYMENT STANDARDS**

**Knowledge of:** Basic principles of child guidance and early childhood development; special needs and problems of students with disabilities; basic subjects taught; oral and written communication skills; record keeping methods; effective interpersonal skills.

**Ability to:** Assist a certificated teacher in an assigned learning environment; tutor students with disabilities in a general or special education setting; reinforce materials presented by the teacher; relate effectively to students with special needs; perform clerical support duties including data collection and progress monitoring; work effectively and cooperatively with teachers, students, parents, and administrators; learn the methods, procedures and limitations of the assignment; monitor students in the classroom and in other locations on campus.

**Education and Work Experience:** A high school diploma (or its equivalent, one year of experience working with students in an organized setting, AND two years of college (48 units) OR an AA degree (or higher).

**WORKING CONDITIONS**

General or special education learning environments; other locations on campus as appropriate to support students with special needs.

**APPLICATION PROCEDURES**

Contact the Personnel Office for application form: 5801 E. Conifer Street, Oak Park, CA 91377

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MAY 17, 2011**

**SUBJECT: C.4.c APPROVE AUTHORIZATION TO ESTABLISH NEW CLASSIFIED SERVICE POSITION – INSTRUCTIONAL ASSISTANT III (BEHAVIOR, SPECIAL EDUCATION)**

ACTION

**ISSUE:** Shall the Board authorize the establishment of a new classified service position, Instructional Assistant III (Behavior, Special Education)?

**BACKGROUND:** This is a 4.5 to 6 hour position working with special education students between the ages of 3 and 21, with the specific assignment based on the needs of the student(s) and program. Under the direction of a behavior specialist, certificated teacher and/or other appropriate certificated personnel, implement intensive behavioral intervention to select individual or small groups of students with exceptional needs; provide support to specialists and other educators by implementing visual, behavioral, social, and/or communication strategies that enhance student behavior and performance; prepare and develop age/grade appropriate instructional materials to support the intervention and subject matter being taught; participate as appropriate in consultation with educational teams to develop and refine behavior intervention strategies; provide input to special education specialists on student performance, progress, and behavior; alert appropriate team members of any special problems or information concerning student(s); observe, monitor, control, and redirect behavior of students within approved guidelines and established behavior plans; use approved techniques for responding to students whose behavior may escalate to self injurious or physically aggressive; develop and use incentives as positive reinforcement; demonstrate knowledge of prompting hierarchies to avoid prompt dependence; facilitate the development of independence and generalization of learned behaviors and skills to multiple settings; maintain confidentiality; respond to student behaviors in a discreet manner that maintains the student's integrity; remain current in the knowledge and application of applied behavior analysis by participation in on-going trainings, workshops, and seminars provided by the District, Ventura County SELPA, or other approved agencies; perform other duties as assigned that support the overall objectives of the position.

**ALTERNATIVES:** 1. Approve the establishment of a new classified service position, Instructional Assistant III (Behavior, Special Education)?  
2. Do not approve the establishment of a new classified service position, Instructional Assistant III (Behavior, Special Education)

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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

Board Action: On motion of _____, seconded by _____, the Board of Education:				
VOTE:	AYES	NOES	ABSTAIN	ABSENT
Iceland	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

OAK PARK UNIFIED SCHOOL DISTRICT  
INSTRUCTIONAL ASSISTANT III (BEHAVIOR - SPECIAL EDUCATION)

**DEFINITION**

*This is a full time position working with special education students between the ages of 3 and 21, with the specific assignment based on the needs of the student(s) and program.*

***SALARY:***     *See current classified salary schedules*

Under the supervision of a Principal and the direction of a behavior specialist, certificated teacher and/or other certificated personnel, assist educators in providing intensive behavior intervention (as well as academic and other support) to individual or small groups of students with special needs and identified disabilities, in general or special education environments; utilize knowledge of applied behavior analysis and methodology; prepare instructional materials; and perform clerical duties including data collection and progress monitoring in support of student performance and behavior.

**ESSENTIAL DUTIES**

Under the direction of a behavior specialist, certificated teacher and/or other appropriate certificated personnel, implement intensive behavioral intervention to select individual or small groups of students with exceptional needs; provide support to specialists and other educators by implementing visual, behavioral, social, and/or communication strategies that enhance student behavior and performance; prepare and develop age/grade appropriate instructional materials to support the intervention and subject matter being taught; participate as appropriate in consultation with educational teams to develop and refine behavior intervention strategies; provide input to special education specialists on student performance, progress, and behavior; alert appropriate team members of any special problems or information concerning student(s); observe, monitor, control, and redirect behavior of students within approved guidelines and established behavior plans; use approved techniques for responding to students whose behavior may escalate to self injurious or physically aggressive; develop and use incentives as positive reinforcement; demonstrate knowledge of prompting hierarchies to avoid prompt dependence; facilitate the development of independence and generalization of learned behaviors and skills to multiple settings; maintain confidentiality; respond to student behaviors in a discrete manner that maintains the student's integrity; remain current in the knowledge and application of applied behavior analysis by participation in on-going trainings, workshops, and seminars provided by the District, Ventura County SELPA, or other approved agencies; perform other duties as assigned that support the overall objectives of the position.

**EMPLOYMENT STANDARDS**

**Knowledge of:** Working knowledge of the principles and practices of applied behavior analysis and positive behavior support; knowledge of autism and other developmental disabilities; basic knowledge of document requirements for special education students and programs; knowledge of and skills at using computers and other equipment to support learning, record information, adapt materials, and send communications; effective interpersonal skills; effective oral and written communication skills; proficiency with data collection methods.

**Ability to:** Work successfully with students with severe developmental delays and/or behavior challenges; apply principles of reinforcement and applied behavior analysis; interact cooperatively with certificated and classified staff, students, parents, and administrators.

**Education and Work Experience:**

- A high school diploma (or its equivalent)
- One year of experience working with students in an organized setting
- Two years of college (48 units) **OR** an AA degree (or higher)
- Completion of Crisis Prevention Intervention (CPI) training
- Minimum of 20 hours of specialized training in the area of autism/applied behavior analysis
- Minimum of 10 hours of supervision by a behavior specialist, school psychologist, or other appropriate personnel.

**WORKING CONDITIONS**

General or special education learning environments; other locations on campus as appropriate to support students with special needs.

**APPLICATION PROCEDURES**

Contact the Personnel Office for application form: 5801 E. Conifer Street, Oak Park, CA 91377

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MAY 17, 2011**

**SUBJECT: C.4.d RECEIVE THE OPTA PROPOSAL FOR 2011-2012 NEGOTIATIONS AND APPROVE THE DISTRICT'S INITIAL RESPONSE FOR COLLECTIVE BARGAINING NEGOTIATIONS WITH THE OAK PARK TEACHER'S ASSOCIATION**

**PUBLIC HEARING/ACTION**

**ISSUE:** Should the Board receive the Oak Park Teacher Association's (OPTA) initial proposal for collective bargaining for 2011-2012 and adopt the Oak Park Unified School District's initial response to the proposal and authorize the Superintendent to initiate negotiations on behalf of the Board?

**BACKGROUND:** The current Contract of Agreement between the Oak Park Unified School District and the Oak Park Teachers Association expires on June 30, 2013. As such, the only articles open to negotiations are Article 9 – Salaries and Compensation Regulations and Article 10 – Health and Welfare Benefits and two additional articles from each side. Each side is required to sunshine the articles that it proposes to open for discussion. Pursuant to California Government Code 3547, the Board of Education must formally receive the OPTA proposal, conduct a public hearing to receive input from the community on the proposal, and adopt the District's initial response to the teacher's proposal prior to the initiation of negotiations.

**RATIONALE:** A copy of the OPTA proposal and the Oak Park Unified School District's initial response to the 2011-2012 proposal for collective bargaining negotiations is attached. Following the public hearing, the Board will be asked to adopt, or revise, and approve the District's initial response to the OPTA proposal, and authorize the Superintendent to initiate negotiations on behalf of the Board.

**ALTERNATIVES:**

1. Receive OPTA's proposal and adopt the District's initial response, authorizing the Superintendent to initiate negotiations with OPTA.
2. Receive OPTA's proposal and revise and adopt the District's initial response, authorizing the Superintendent to initiate negotiations with OPTA.
3. Do not adopt the District's initial response.

**RECOMMENDATION:** Approve 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	_____	_____	_____	_____
Student Member	_____	_____	_____	_____



President Joyce Thomas

[jthomas@opusd.k12.ca.us](mailto:jthomas@opusd.k12.ca.us)

[mteach2@aol.com](mailto:mteach2@aol.com)

To: Oak Park Unified School District and Leslie Heilbron

From: Joyce Thomas, OPTA President  
Tim Roesner, Bargaining Chair

Date: May 17, 2011

Oak Park Teachers Association Sunshine Proposal for 2011-2012 Negotiations

Article 9 – Salaries and Compensation Regulations

Article 10 – Health and Welfare Benefits - Improvements/amendments to the current Health Benefits package.

Article 26 - Retirement – OPTA proposes to discuss the effective date of the Reduced Workload Program and possible retirement incentives.

OAK PARK UNIFIED SCHOOL DISTRICT  
OFFICE OF HUMAN RESOURCES

To: Oak Park Teacher's Association and the Oak Park Unified Board of Education

From: Dr. Leslie Heilbron, Assistant Superintendent

Subject: OPUSD Initial Response to the OPTA Proposal for 2011-2012 Negotiations

Date: May 6, 2011

In response to the Oak Park Teacher's Association Proposal, the District proposes to discuss the following articles during the 2011-2012 negotiations with the Oak Park Teacher's Association.

Article 9 – Salaries and Compensation Regulations – The District proposes to discuss the issue of salaries based on a total compensation package that reflects the current state and district financial conditions.

Article 10 – Health and Welfare Benefits – The District proposes to discuss the current health benefits package as it relates to the recommendations from the Health Benefits Committee.

Article 11 – Work Year and Working Hours – As a result of the State's financial situation, the District proposes to discuss this article as it relates to work year, working hours and buy back days.

Article 12 – Class Size – As a result of the State's financial situation, the District proposes to discuss class size at grades K-12 and in the Independent Study Program to determine the impact of class size on the district's budget.

Cc:

Joyce Thomas, OPTA President

Tim Roesner, OPTA Negotiations Chair

Dr. Anthony Knight, Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MAY 17, 2011**  
**SUBJECT: C.4.e APPROVE AUTHORIZATION TO REPLACE TWO PART TIME TECH POSITIONS WITH ONE FULL TIME POSITION**

ACTION

**ISSUE:** Shall the Board authorize the replacement of two part time tech positions with one full time position?

**BACKGROUND:** The Tech Department services every department and function within our organizational structure. The Tech Department supports all hardware, software and all related network functions, most importantly, teaching and learning. The support model would be greatly improved in regard to support training and continuity of service by replacing the two part time positions with one FTE. In our current model, the part time techs do not remain in the positions because they are offered more lucrative opportunities. This is problematic because the district has invested time and resources in their training and the continuity of service and support to our staff is impacted.

**ALTERNATIVES:**

1. Approve the replacement of two part time tech positions with one full time tech position.
2. Do not approve the replacement of two part time tech positions with one full time tech position.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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

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

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



**TO: BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MAY 17, 2011**  
**SUBJECT: C.5.a DISCUSS AND APPROVE PROCESS FOR PROVISIONAL  
 APPOINTMENT OF SCHOOL BOARD MEMBER**  
**ACTION**

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**ISSUE:** Shall the Board of Education approve the process for Provisional Appointment of School Board Member?

**BACKGROUND:** The Board will discuss the options, process, and timelines for replacing a school board member.

**ALTERNATIVES:**

1. Approve the recommendations of staff for a provisional appointment.
2. Do not approve the recommendations of staff for a provisional appointment.
3. Amend the recommendation of staff for a provisional appointment.

**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:**

<b>VOTE:</b>	<b>AYES</b>	<b>NOES</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
<b>Iceland</b>	_____	_____	_____	_____
<b>Laifman</b>	_____	_____	_____	_____
<b>Pallant</b>	_____	_____	_____	_____
<b>Rosen</b>	_____	_____	_____	_____
<b>Student Rep.</b>	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT; SUPERINTENDENT**  
**DATE: MAY 17, 2011**  
**SUBJECT: C.5.b ELECTION OF CLERK OF THE BOARD OF EDUCATION**  
Action

**ISSUE:** To nominate and elect Clerk of the Board of Education.

Approve the nomination and election of \_\_\_\_\_ as the Clerk of the Board of Education.

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

Respectfully submitted

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

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MAY 17, 2011**

**SUBJECT: C.6.a. APPROVE AMENDMENT TO BOARD POLICY 1100–  
COMMUNICATION WITH THE PUBLIC –First Reading**

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

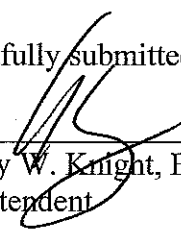
**BACKGROUND:** Board Policy 1100 is being updated to expand possible methods of communication. Section on “Prohibition Against Mass Mailings at Public Expense” expanded to including definition of mass mailing related to ballot measures, candidates, legislative activities, and other campaign activities. 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	_____	_____	_____	_____
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**

**SUBJECT: C.6.b. APPROVE AMENDMENT TO BOARD POLICY 1160–  
POLITICAL PROCESSES –First Reading**

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**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	_____	_____	_____	_____
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 community 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.4<sup>th</sup> 1229  
*Vargas v. City of Salinas*, (2009) 46 Cal.4<sup>th</sup> 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**

**SUBJECT: C.6.c APPROVE AMENDMENT TO BOARD POLICY 3550 – FOOD SERVICE/CHILD NUTRITION PROGRAM –First Reading**

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**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	_____	_____	_____	_____
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 development 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 services, 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 programs 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)

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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 Program**  
 1773 *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)*

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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**

**SUBJECT: C.5.d APPROVE AMENDMENT TO BOARD POLICY 3551 – FOOD SERVICE OPERATIONS/CAFETERIA FUND– First Reading**

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**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	_____	_____	_____	_____
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**

**SUBJECT: C.5.e APPROVE AMENDMENT TO BOARD POLICY 3553 – FREE AND REDUCED PRICE MEALS – First Reading**

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

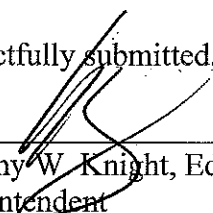
**BACKGROUND:** Board Policy 3553 adds new language re: providing free milk through federal Special Milk Program and releasing information from the free and reduced-price meal application when eligible students transfer to another district or private school.. Board Policy 3553 is being submitted with 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	_____	_____	_____	_____
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 program improvement until Title I of the No Child Left Behind Act, 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

220.10-220.21 National School Breakfast Program



## OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3553(c)

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

**DATE: May 17, 2011**

**SUBJECT: Brookside Elementary School, Monthly Board Report**

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**SCHOOL SITE COUNCIL:** At the May 10<sup>th</sup> site council meeting the following agenda items were discussed: Handbook updates, No equipment check out on Mondays, New SSC members for 2011-12, summer work planned for Brookside, API Press Release from CDE.

**TEACHING AND LEARNING:** Kindergarteners had a successful Science Olympiad on April 1. They have been writing Small Moments stories to give to moms at the Mother's Day Tea. In Reader's Workshop, kinders are reading to partners with expression. In math kinders are learning about 3-D shapes. Student watercolors in the style of Claude Monet will be decorations for Open House. First graders are learning about the rainforest. Students use the internet and library resources for research reports about rain forest animals. Second graders are researching and writing about animals as part of the Life Cycles and Zooland Units. Third grade is "spaced out" as they study our solar system (lessons integrated with technology) and create poems in Writer's Workshop. Fourth grade students are reading *Pioneers Go West*. Trips to Malibu Lagoon gave students the opportunity to see native birds and test the water for salinity. Fifth grade students are preparing for a Mock Congressional Debate at the Reagan Library on May 31.

**HAPPENINGS:**

May 2-9 STAR testing

May 5 Mother's Day Tea - Kindergarten

May 26 Open House: Meeting & Auction @6:00 -7:00 and Classrooms Open 7:00-8:00

May 24 Prospective Parent Tour 9:00 a.m.

May 31 5<sup>th</sup> Grade Mock Congressional Trial at Reagan Library 9:00 am

May 31-June 3 Science Fair and Science Exploratory grades 1-5

Respectfully Submitted,

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

**TO:** Members of the Oak Park Unified School District Board of Education

**FROM:** Erik Warren, Principal, Oak Hills Elementary School

**DATE:** May 17, 2011

**SUBJECT:** Monthly Board Report

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April 15<sup>th</sup> Oak Hills held our annual Dance-A-Thon fundraiser. The entire school gathered on the playground and danced all afternoon. Not only was this a fun break from academic work, it was also great exercise and generated over \$9,000 to support our outstanding programs. A total of fifty students earned a special breakfast with Mr. Warren in the staff lounge for their successful fundraising efforts. A good time was had by all!

We had a great celebration of Earth Week at Oak Hills. Our students practiced their zero-waste lunch skills and created artwork out of recyclable materials. We got our exercise walking to school on Wednesday, joined by several energetic teachers. Many students took on the Go Green challenge, and collected coins to benefit the Channel Islands Marine Wildlife Institute. I am proud to share that the Oak Hills class that collected the most was Mrs. Levine's 2nd grade, followed closely by Mrs. Rossiter's 4th grade. When the student council finished rolling the coins and counting up all the collections, the boxes were so heavy they could barely be moved! The total combined effort resulted in a school-wide total of \$1,423.65. Way to go Oak Hills! We are anxiously waiting to hear if one of our classes will have the honor of naming rescued animal, or even have a chance to visit the institute.

As a special celebration of Earth Week, Oak Hills added a pomegranate tree to our school campus. The tree was donated by The Four Seasons and the Longevity Center, and several representatives from that organization attended our special tree planting ceremony. They were joined by our Student Council, who worked hard to promote Earth Week, and our fifth-grade Botanical Society, who will care for the tree. Our Board President, Barbara Laifman joined in the festivities, along with Dr. Knight, who taught our inquisitive students about these unique trees, their historical significance, and health benefits. The students enjoyed tasting pomegranate seeds and juice, and are eager to see our new tree bear fruit.

The students in our Botanical Society harvested the remainder of our lettuce crop this week and we had more than enough for the cafeteria to serve salad for a few days. The fresh, organically grown, gourmet lettuce made a beautiful and delicious and nutritious treat. The Botanical Society students have also been enjoying turnips, broccoli, green onions, and carrots right out of our garden.

The STAR test was completed this month and went very smoothly. Our students were excited to show the world how much they have learned! They have been well prepared and put forth their best effort each day.

On Monday, June 13<sup>th</sup>, between 11:30 and 4:30, there will be a blood drive here at Oak Hills Elementary to benefit Josh Rosenberg. Josh is battling a rare form of cancer called Burkett's Lymphoma. Josh attended Oak Park schools and is the son of our very own Nurse Lisa. Details to follow but the office will start taking reservations for donors after next week.

Respectfully Submitted;

  
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Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: May 17, 2011**

**SUBJECT: Monthly Board Report**

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**Fourth Grade Geography Bee**

Our sixth annual Fourth Grade Geography Bee was on Friday, April 15th in our Multi-purpose Room. Students answered questions specifically about California Geography. Instead of one winner, students were deemed "Finalists" if they could answer a set number of questions correctly. We had six Finalists this year. They received certificates and a small gift card.

**Earth Week Observations**

Many events were planned for Earth Week starting on April 18. This year the event had an ocean theme. On Wednesday, we observed Walk-to-School Day. Students, teachers and parents gathered at five predetermined gathering spots to walk together as a group. At 7:45, each group began walking to school. About half of our school population participated in this event. All week we encouraged students to bring zero trash lunches and offered prizes for those who did. All week we collected used clothing to recycle, pledges to add to our recycle ocean mural in our MPR and collecting change to benefit marine animals.

**Fifth Grade Science Bee**

On April 30th, we conducted our third annual Fifth Grade Science Bee. We used the same format as the 4<sup>th</sup> Grade Geography Bee. In this competition, students were given three weeks to study science questions that were taken from the third, fourth and fifth grade curriculum. There were ten Finalists.

**Staff Appreciation Week**

The week of April 25 was our Staff Appreciation Week. Our PFA organization organized daily appreciation events to honor our staff. Students were encouraged to express their appreciation to staff members in such ways as bringing flowers, writing letters and being extra attentive to their studies. Staff members were treated to small tokens of gratitude such as morning bagels and flower bulbs. The highlight of the observation was the grand luncheon feast on Wednesday. The feast featured many homemade foods created with special love and attention.

Respectfully Submitted:

  
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Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: BRAD BENIOFF, PRINCIPAL, MEDEA CREEK MIDDLE SCHOOL**  
**DATE: MAY 17, 2011**  
**SUBJECT: MONTHLY SCHOOL REPORT**

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**MCMS Band Festival April 30<sup>th</sup>, Culminating at Magic Mountain:** Our students were great ambassadors for our District, and they worked very hard to earn these prestigious awards.

1st Prize Panther Jazz Band (Superior)

1st Prize Choir (Superior)

4th Prize Concert Band (Good)

Overall 1st Prize Ensemble out of all participating schools – Panther Jazz Band

Overall Jazz Soloist Award – Connor Rosenberg

Many thanks to our students, parents, and teachers!

**STAR Testing May 10-12<sup>th</sup>:** MCMS will have minimum days (12:35 dismissal) on these days of State academic testing.

**May 13<sup>th</sup> 6:00-8:00:** The ASB Dance is the last all-school Dance of the year, complete with In –And-Out truck!

**Culmination Photographs May 10-12<sup>th</sup>:** 8<sup>th</sup> graders will have their pictures taken after school on these days, from 12:45-3:00. Pictures are free by Herff-Jones and will appear, with the Culmination Certificate, in a beautiful folio at Culmination in June.

**8<sup>th</sup> Grade Softball at MCMS:** Medea and Lindero Middle School play their last competition of the year at 3:00 p.m.

**Volunteer Appreciation Week May 23-27:** MCMS has a bounty of AMAZING volunteers who help to make our school an accessible, enriched and wonderful place to learn and grow. Come by the Office this week to allow us to share our gratitude to our volunteers!

**Read 180 Orientation Meeting May 26<sup>th</sup> 3:00 p.m. in Room C-3:** Parents of students who have been recommended to this program will have the chance to see the Reading Lab, meet the teacher and see some students demonstrating what they do in the class.

**Open House May 19<sup>th</sup> 6:00-8:00:** Come for dinner and other treats, visit classrooms and behold the fruits of joyful learning!!

**Science Faire:** Many of our students participated in the Ventura County Science Faire, and distinguished themselves in various categories!!! Outstanding job! Thanks to Ms. Ligeti for her encouragement and hard work helping to make this event happen!

**Ventura County Science Fair 2011 Winners**

**Special Awards:**

Billy Follett (6<sup>th</sup> grade) - Air and Waste Management Association (\$75.00)

Jonah Li-Paz (7<sup>th</sup> grade) – American Petroleum Institute (\$100.00)

Roopa Chandra – Society of Women Engineers (Honorable Mention)

**Division Awards**

Emily Markarian (7<sup>th</sup> grade) - 3<sup>rd</sup> Place – Animal Behavioral and Social Sciences

Emma Berns (8<sup>th</sup> grade) – 1<sup>st</sup> place – Human Behavioral and Social Sciences

Shruti Aggarawl (8<sup>th</sup> grade) – 2<sup>nd</sup> place - Human Behavioral and Social Sciences. Shruti went to the State Science Fair. She won Second place in the state science fair and a cash award of \$125. The UCLA Brain Research Department presented her with a Special Award (the only special award given by them in the Junior division) for \$500.

Anthony Lanuza (7<sup>th</sup> grade) – 3<sup>rd</sup> place - Amgen Biochemistry

Raju Ivaturi (7<sup>th</sup> grade) – 2<sup>nd</sup> place – Amgen Biochemistry

Jacob Speerts (7<sup>th</sup> grade) – 4<sup>th</sup> place - Amgen Biochemistry

Amanda Reilly – (7<sup>th</sup> grade) – 1<sup>st</sup> place – Chemistry

Juliana Furgala (8<sup>th</sup> grade) – 4<sup>th</sup> place - Time Warner - Earth, Space and Environmental Sciences

Jonah Li-paz (7<sup>th</sup> grade) – 1<sup>st</sup> place – Vintage Engineering

Caitlin Takeda (7<sup>th</sup> grade) – 3<sup>rd</sup> place - Microbiology

Noah Fischer (7<sup>th</sup> grade) – 1<sup>st</sup> place – Product Science: Biological

Sarah Lee (7<sup>th</sup> grade) – 3<sup>rd</sup> place – Product Science: Biological

Hayla Angha (8<sup>th</sup> grade) – 2<sup>nd</sup> place – Product Science: Physical

Respectfully submitted,

  
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Anthony W. Knight, Ed.D.  
Superintendent

**TO: Members of the Oak Park Unified Board of Education**

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**FROM: Kevin Buchanan, Principal, Oak Park High School**

**DATE: May 17, 2011**

**SUBJECT: Monthly Board Report**

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**NATIONAL MERIT SCHOLARSHIP**

Twenty-two Oak Park High School juniors were recently informed that they had achieved high enough scores on the PSAT exam to qualify for the next round in the competition for a 2012 National Merit Scholarship. These students are among the top 50,000 highest-scoring participants of over one million that took the test. Congratulations to James Anderson, Brandon Camhi, Emily Dinino, Allison Dodds, Tiffany Fong, Drew Gregory, Raam Harharan, Samuel Hirsch, Brianna Kaplan, Amanda Katz, Steffan Kim, Neil Koons, Ethan Levin, Angela Lin, Amir Mohammadzadeh, Isabella Sayyah, Moe Scott, Amos Too, Daniella Torres, Megan Wagoner, and Jenna Wall. Students will be notified during the month of September as to their status as either a commended student or a semi-finalist student.

**20011 RONALD REAGAN PRESIDENTIAL LIBRARY SCHOLARS**

Eight students from OPHS have been recognized as Ronald Reagan Presidential Library Scholars. These students are Robert Almada, Jordan Anderson, Xiaokun (Pam) Chang, Samantha Galvin, Alex Kraus, Lillian Poe, Nicholas Wang, and Yiyang Wang. This distinction is bestowed upon our students in recognition of their academic achievement, leadership ability and outstanding character. They will be honored at a special dinner on May 18 at the Ronald Reagan Presidential Library.

**STAR SCHOLAR AWARDS BANQUET**

On April 26, the Ventura County Star honored Dayton Martindale and Pam Chang as top students in the Class of 2011. These students were selected as representative of the top seniors at OPHS based on GPA, attendance and school and community service.

**STAR TESTING**

OPHS 9<sup>th</sup>-11<sup>th</sup> grade students participated in the STAR tests on May 13 through May 17. Special events were held for our seniors. Jerry Block organized the testing sessions with help from Cheryl DiSpaltro and Ellen Kinberg.

**WESTLAKE VILLAGE ART GUILD SENIOR ART SHOW WINNERS**

Congratulations to Patrick Borghei, James Anderson, Lindsay Townley, Jenna Bock, and Anya Simmons who all received awards for their work at the Westlake Village Art Guild Senior Art Show. This show was for all Conejo Valley high schools. Congratulations also go to Lindsay Townley for winning the Art Show Memorial Scholarship

**Life is Too Important**

OPHS Safe School Ambassadors and Peer Counseling are organizing a week of events surrounding the issues of teen drinking and driving. The events will include an evening parent presentation from the Ventura County Sheriff Department and Straight UP, a non-profit organization that stages simulated teen parties to focus attention on the activities our teens are exposed to during parties. Teachers will also screen the DVD *Life is Too Important* in all classrooms, and a display of a car totaled in a fatal accident surrounded by a memorial to teens who lost their lives in alcohol related accidents will be staged on the great lawn throughout the week.

Respectfully Submitted,

  
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Anthony W. Knight, Ed.D.  
Superintendent

**TO:** Members of the Oak Park Unified Board of Education

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

**DATE:** May 17, 2011

**SUBJECT:** Monthly Board Report

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Oak View

*Oak View Acres* students harvested lettuce and flowers, as gifts to our district office staff-complete with our own label:



We are completing our WASC annual report that details progress towards our goals. The faculty and staff are really doing a nice job with this project.

On April 26<sup>th</sup>, we attended the Star Scholar Dinner to honor Jenny Kaidin, Oak View standout. Tony and Randi Liepman joined in the festivities.

We had a very nice luncheon for our clerical staff, Linda Roberts and Yoko Mimori.

On Line classes for a few electives is moving forward, with Susan Allen coordinating the project. We hope to offer two students one of the classes for credit recovery for their final semester.

Independent School

Brianna Von Schneidau, OPIS senior, was honored at the Star Awards Dinner on April 26<sup>th</sup>.

OPIS families and staff enjoyed a picnic night at Oak Canyon Park on April 14<sup>th</sup>. It's really a nice component of program as we can relax and enjoy casual time together.

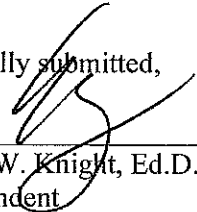
Our STAR planning is now implemented as OPIS tests from May 2-13, 2011.

Faculty and staff are completing the required annual progress report for the WASC process.

OPIS students created bracelets using recycled newspaper and yarn and presented them to a Kindergarten class at Red Oak. The kids loved them.

A very interesting trip to Port of Hueneme was enjoyed by our upper elementary and middle school students on April 19<sup>th</sup>.

Respectfully submitted,

  
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Anthony W. Knight, Ed.D.  
Superintendent



**TO: Members of the Oak Park Unified School District Board of Education**  
**FROM: Kim Gregorchuk, Director, Oak Park Neighborhood School**  
**DATE: May 17, 2011**  
**SUBJECT: Monthly Board Report**

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Our preschoolers have been working on their Mother's Day gifts, card, and tea. They glazed teacups and saucers to give to their moms during their Mother's Day Tea, they wrote poems about their moms for their cards, and they used watercolors to paint beautiful Mother's Day cards. The tea was lovely and the moms were very impressed.

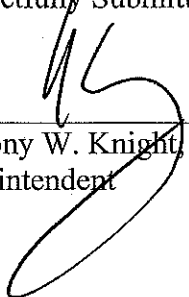
On Saturday, April 30<sup>th</sup>, a group of parents, volunteers, and a general contractor met to begin the installation of our ShipAhoy play structure. This turned out to be more work than we had anticipated, so it may require two more Saturdays. This will be a wonderful addition to the preschool/Oak Hills kindergarten playground.

As we finish up our school year, we will be having a BBQ on the playground on June 11, from 5:00 to 7:00pm. We will have some very unsavory pirates in attendance, but they will be promoting reading and early literacy. Please stop by if you are able.

The end of the year concert will be on Wednesday, June 15<sup>th</sup> at 9:30am. The children who are moving on to kindergarten will be recognized. We have twelve children leaving for kindergarten. Again, all are welcome to attend our concert.

Our last day of school will be June 17, the same as the rest of OPUSD. This is the first time we have had the same last day as the other schools, so we will see how this works.

Respectfully Submitted;



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Anthony W. Knight, Ed.D.  
Superintendent