

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 21, 2011
SUBJECT: C.2.a **APPROVE RATIFICATION OF AWARD OF BID 11-09R,
PLAYGROUND REPAIR AND REPLACEMENT AT OAK HILLS
ELEMENTARY SCHOOL**

ACTION

ISSUE: Shall the Board approve ratification of the award of Bid 11-09R, Playground Repair and Replacement at Oak Hills Elementary School?

BACKGROUND: In order to maintain the aggressive summer schedule for Measure R modernization projects, at its June 14, 2011 meeting the Board delegated the authority to award Bid 11-09R, Playground Repair and Replacement at Oak Hills Elementary School to the Superintendent as permitted by Education Code Section 17604.

The June 14, 2011 bid opening for this project occurs after this agenda has gone to press. After bids are received, opened, and analyzed by staff and the District's construction manager, Barnhart Balfour Beatty, it is anticipated that a recommendation will be made to the Superintendent, who will then award a contract to the lowest responsive and responsible bidder, as authorized by the Board. As the awards are made the information will be provided to the Board under separate cover. The Board is asked to ratify the award of Bid 11-09R, Playground Repair and Replacement at Oak Hills Elementary School at this evening's meeting.

ALTERNATIVES:

1. Approve ratification of the Superintendent's award of Bid 11-09R, Playground Repair and Replacement at Oak Hills Elementary School.
2. Do not approve ratification of the award of bid.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight
 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: JUNE 21, 2011
SUBJECT: C.2.b

**REVIEW AND EVALUATION OF OAK PARK CITIZENS'
 OVERSIGHT COMMITTEE STRUCTURE AND APPROVE
 ALIGNING MEMBERSHIP TERM TO FISCAL YEAR**

DISCUSSION/ ACTION

ISSUE: Shall the Board review and evaluate the structure of the Oak Park Citizens' Oversight Committee and approve aligning membership to fiscal year?

BACKGROUND:

At its regular meeting in November 2009, the Board acted to consolidate the District's three citizens' oversight committees for Measure C, Measure C6, and Measure R, into a single committee, the Oak Park Citizens' Oversight Committee (OPCOC), comprised of twelve community members. Under the by-laws adopted by the Board, each member is appointed for a two-year term. The newly restructured OPCOC was comprised of seven members (originally selected to serve on the Measure R committee) whose terms end on June 30, 2011, and five members (first seated in January 2010) whose terms expire on January 31, 2012. Adding complexity to the terms of the OPCOC members, in November 2010 four members resigned, and were replaced with four new members who joined the Committee in January 2011. These four newest members term out in January 2013.

Membership terms beginning and ending in January has been problematic for the Committee's members. This dilemma is created by the fact that the OPCOC operates on a calendar year (January 1-December 31), while the financial data for the bond measures is reported on a fiscal year (July 1-June 30) basis. The Committee finds this to be especially difficult in reconciling the financial and performance audits to the actual bond projects in progress or completed. Accordingly, the members of the Committee are requesting that the Board amend the OPCOC by-laws re-establishing the membership terms to align with the fiscal year, July 1-June 30.

In order to achieve this realignment, it recommended that the Board request that the OPCOC members whose terms expire in January of 2012 and 2013 extend their terms to June 30 of those years. Those members whose terms end June 30, 2011 will have completed their service and will be welcomed to reapply for another two year term if they so choose. Once the vacancies are identified, staff will begin the application process immediately to secure replacement members, with a goal of seating a full twelve member Committee in September 2011.

ALTERNATIVES:

1. Approve aligning membership terms to fiscal year.
2. Do not approve aligning membership terms to fiscal year.

BOARD MEETING, NOVEMBER 16, 2010
Review and Evaluation of Oak Park Citizens'
Oversight Committee Structure
Page 2

RECOMMENDATION: Alternative #1. Citizen Oversight Committee Members have expressed their support of this alternative.

Respectfully submitted,

AWK for
Anthony W. Knight, Ed.D.
Superintendent

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 21, 2011
SUBJECT: C.2.c APPROVE AUTHORIZATION TO ESTABLISH NEW CLASSIFIED
 SERVICE POSITION – SENIOR ACCOUNTANT ACTION

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

BACKGROUND:

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

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

After comparison of similar positions in Ventura County school districts, it is recommended that the five step salary range be benched at \$55,340-\$70,000 annually. Two funding sources have been identified, each contributing 50% toward the new position. The first source is the charge of indirect costs to the District's federal and state categorical programs as authorized by law. This is appropriate as the position will be responsible for overseeing the complex funding and reporting of these programs. The second source is charging Measure R for the documented time legitimately spent on Measure R projects by both the Director, Business Operations, and Assistant Superintendent, Business and Administrative Services. This shift in funding will provide the necessary General Fund dollars to fund the balance of the new position. Bond counsel has previously provided written opinion on both the legality and appropriateness of this practice.

BOARD MEETING, JUNE 21, 2011

Approve Authorization to Establish New
Classified Service Position – Senior Accountant
Page 2

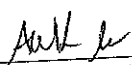
ALTERNATIVES:

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

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,



Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT SENIOR ACCOUNTANT

DEFINITION

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

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

ESSENTIAL DUTIES

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

EMPLOYMENT STANDARDS

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

Oak Park Unified School District
Job Description - Senior Accountant
Page 2

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

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

WORKING CONDITIONS

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 21, 2011
SUBJECT: C.2.d PUBLIC HEARING AND APPROVE ADOPTION OF 2011-12 BUDGET

PUBLIC HEARING/ACTION

ISSUE: Shall the Board conduct a public hearing and adopt the 2011-12 Budget and review the Criteria and Standards?

BACKGROUND: Education Code sections 42103 and 42127 specify the timeline and procedures for the adoption of school district budgets. In 1991, in accordance with the Education Code, and as allowed by the California Department of Education, the Board authorized the single budget adoption process, requiring the adoption of the District's final budget by July 1. One of the requirements of the process is that prior to July 1, the District must hold a public hearing and adopt the budget subsequent to the hearing. Additionally, in accordance with Chapter 1462, Statutes of 1988, the State Board of Education has adopted Criteria and Standards to be used by local educational agencies (LEAs) in developing their budgets. These Criteria and Standards must be reviewed by the LEA's Board of Education at the time of final budget adoption. Additionally, one of the most recent pieces of legislation regarding the adoption of school district budgets, AB 1200, makes the July 1 adoption timeline and Criteria and Standards reporting mandatory.

At special meetings on June 7, 2011 and June 14, 2011, the Board of Education conducted budget study sessions. After review of the Governor's May Revision Budget Proposal, data, information and assumptions presented by staff, the Board provided direction to staff in the to complete the development of the 2011-12 Adopted Budget, including its priorities for cost reductions.. The proposed Adoption Budget presented at today's meeting complies with the Board's direction. As required, the Adoption Budget will also include 2010-11 budgets for the Reserve Fund, the Foundation Permanent Fund, Capital Facilities Fund, Building Funds, Deferred Maintenance Fund, and Cafeteria Fund.

Also included for the Board's review is the Criteria and Standards document. The premise of this document is the establishment of statewide standards to serve as a basis for LEA budget review and approval, as well as triggering discussion of certain aspects of the District budget by the Board and the County Superintendent of Schools.

The complete 2011-12 Adopted Budget has been forwarded to the Board under separate cover, and is also available for public inspection in the District administrative offices. Included in the Board's transmittal is a summary of the Adopted Budget, as well as budget assumptions, enrollment projections, and other background information

The annual budget is a significant part of the overall planning process for a school district. The budget is not merely an accounting tool; it is the educational program expressed in dollars and cents. The Adopted Budget, which is an estimate of revenues and expenditures for the 2011-12 school year, will serve many important functions. Among the major functions are:

BOARD MEETING, JUNE 21, 2011
 Public Hearing and Adoption of 2011-12 Budget
 Page 2

1. Compliance with all financial regulations while maximizing the limited use of resources available.
2. Describes the planned District educational program, including all support services.
3. Provides a vehicle for fiscal controls that will employ monitoring of District expenditures as compared to the budget.
4. Informs the public of the educational program and the funds needed for program operation.

The 2011-12 Adopted Budget was developed utilizing the most reliable information available and reflects the proposed spending plan based on current information and assumptions. As these change, the budget will be amended. Therefore, throughout the 2011-12 fiscal year, amendments and augmentations will be presented to the Board for action as appropriate and when necessary. Should the District receive a difference in funding level due to Budget changes at the State level or through other means, revisions to this budget must be made within 45 days after the passage and Governor's approval of the State Budget.

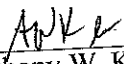
ALTERNATIVES:

1. a) Conduct a Public Hearing, and
 b) Adopt the 2011-12 Budget, Staffing Allocation, and Criteria and Standards, as presented.
2. Do not conduct the Public Hearing/Budget Adoption at this time.

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: JUNE 21, 2011
SUBJECT: C.3.a APPROVE 2012-2013 CLASSIFIED EMPLOYEES HOLIDAY CALENDAR **ACTION**

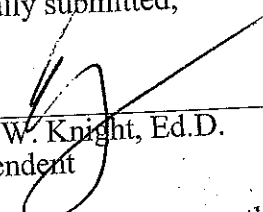
ISSUE: Should the Board of Education approve the 2012-2013 Classified Employees Holiday Calendar?

BACKGROUND: The Board of Education adopted the recommended 2012-2013 School Calendar Student/Teacher at the Regular Board Meeting on May 17, 2011. We are now bringing the Classified Employees Holiday Calendar for Board approval, showing the 15 contractual holidays that coincide with the Student/Teacher Calendar.

RECOMMENDATION:

1. Approve the recommended 2012-2013 Classified Employees Holiday Calendar.
2. Do not approve the recommended 2012-2013 Classified Employees Holiday Calendar.

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

July 2012 - June 2013 – Classified Employee Holiday Calendar

July 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

4 - Independence Day

August 2012

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2012

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3 - Labor Day
17 - Local Holiday

October 2012

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2012

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

12 - Veterans' Day
22 - Thanksgiving Day - Lincoln's Day
23 - Local Holiday

December 2012

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

24 - Local Holiday
25 - Local Holiday
26 - Local Holiday
31 - Local Holiday

January 2013

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1 - Local Holiday
21 - Martin Luther King Day

February 2013

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

18 - Washington's Day

March 2013

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

29 - Local Holiday

April 2013

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2013

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

27 - Memorial Day

June 2013

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 21, 2011
SUBJECT: C.4.a APPROVE CALIFORNIA SCHOOL BOARDS ASSOCIATION
 MEMBERSHIP DUES (\$6,723) AND EDUCATION LEGAL
 ALLIANCE MEMBERSHIP DUES (\$1,681) FOR 2011-2012
Action

ISSUE: Shall the Board of Education approve California School Boards Association Membership Due and Education Legal Alliance Membership Dues for 2011-2012?

STATEMENT: The Oak Park Unified School District has been a member of the California School Boards Association for many years. As an additional part of membership in CSBA, OPUSD is a member in the Education Legal Alliance at an additional cost. The cost of CSBA and Education Legal Alliance membership has increased \$112 and Education Legal Alliance Membership Dues has increased \$28 from last year.

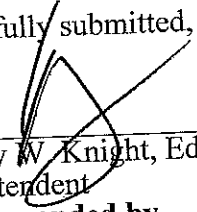
ALTERNATIVES:

1. Approve California School Boards Association Membership and Education Legal Alliance Membership Dues for 2011-2012.
2. Approve only the California School Boards Association Membership for 2011-2012.
3. Do not approve California School Boards Association Education Legal Alliance Membership Dues for 2011-2012.

RECOMMENDATION: At the Board's discretion

RATIONALE: Membership in the Education Legal Alliance is optional. Jan Iceland is the representative to the CSBA Delegate Assembly and strongly recommends that the District support the Education Legal Alliance by renewing membership.

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	_____	_____	_____	_____



Membership Billing

California School Boards Association

3100 Beacon Boulevard, P.O. Box 1660
West Sacramento, CA 95691
(916) 371-4691 FAX (916) 371-3407

78
Please refer to your billing number in all communications regarding this billing.

Billing Date

5/19/2011

Billing No.

101072-12

Sold Oak Park USD
To: 5801 East Conifer Street
Oak Park, CA 91377-1002

ITEM NO.	DESCRIPTION	BILLED AMT	PAYMENT RCVD	BALANCE DUE
	CSBA Membership Dues 2011-12 *	\$6,723.00	\$0.00	\$6,723.00
	Education Legal Alliance Membership Dues 2011-12	\$1,681.00	\$0.00	\$1,681.00
* \$4 of your CSBA annual membership dues is used to pay for a subscription to California School News for each board member and superintendent.				
* \$2 of your CSBA annual membership dues is used to pay for a subscription to California Schools magazine for each board member and superintendent.				
		BILLED AMT	PAYMENT RCVD	TOTAL DUE
		\$ 8,404.00	\$ 0.00	\$ 8,404.00

PLEASE DETACH HERE AND RETURN BOTTOM STUB WITH PAYMENT

PAYMENT RCVD	TOTAL DUE
\$ 0.00	\$ 8,404.00



California School Boards Association

3100 Beacon Boulevard, P.O. Box 1660
West Sacramento, CA 95691
(916) 371-4691 FAX (916) 371-3407

Billing No.

101072-12

Billing Date

5/19/2011

Make checks payable to:

California School Boards Association
c/o Westamerica Bank
P.O. Box 1450
Suisun City, CA 94585-4450

Sold to:

Oak Park USD
5801 East Conifer Street
Oak Park, CA 91377-1002

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 21, 2011
SUBJECT: C.4.b. RECEIVE AND DISCUSS GRAND JURY REPORT – SCHOOL BUS SAFETY

ACTION

ISSUE: Shall the Board receive and discuss the Grand Jury Report – School Bus Safety?

BACKGROUND: On June 2, 2011, the 2010-2011 Ventura County Grand Jury delivered a Final Report entitled "School Bus Safety" dated June 3, 2011 requesting a response within 90 days. Attached is the report. At this time we only request that we discuss this report.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

Ventura County Grand Jury 2010 - 2011



Final Report School Bus Safety June 3, 2011

School Bus Safety

Summary

Following a fatal school bus accident in Missouri, the 2010-2011 Ventura County Grand Jury (Grand Jury) began an investigation into school bus safety within Ventura County (County). The Grand Jury also considered the issue of seat belts on school buses. [Ref-01]

School bus safety is a serious issue. A study by the National Highway Traffic Safety Administration (NHTSA) revealed that, during the eleven-year period from 1998 through 2008, an average of 19 school-age children died in school transportation-related traffic crashes each year. The majority of people killed in school transportation-related crashes are not school-age bus riders, but are occupants of other vehicles involved or pedestrians. [Ref-02]

The Grand Jury reviewed school bus-related information provided by all 21 school districts (Districts) within the County, including the Ventura County Office of Education (VCOE). The information provided to the Grand Jury by the Districts appears to indicate that school bus travel in the County is safe. The Grand Jury estimated that the number of daily student bus riders in the County for the 2009-2010 school year was 16,167. The Grand Jury found that there were a total of 41 school bus-related accidents in that school year, resulting in four injuries to student bus riders. However, the Grand Jury found that there is a lack of comparable, consistent data between Districts which makes objective measure of school bus safety difficult. The Grand Jury searched the websites of all 21 Districts and a representative sample of individual school websites and was unable to find school bus safety statistics. The Grand Jury was unable to identify any agency with the responsibility for collecting and reporting County school bus safety information at the County level.

The Grand Jury recommends that the VCOE assumes responsibility for the collection and reporting of school bus safety information within the County and develop a standard form for the collection of such information from the Districts. The Grand Jury recommends that the Districts use this standard form to collect school bus safety information, report this information to the VCOE, and post it on District websites. The Grand Jury recommends that the VCOE reports District school bus safety information on its website for the County as a whole.

After a study of the issues surrounding seat belts on school buses, the Grand Jury found that it is unclear whether seat belts on school buses significantly increase school bus safety.

Background

News reports of a fatal school bus accident in Missouri prompted the Grand Jury to initiate an investigation into school bus safety within Ventura County. [Ref-01]

Student transportation systems date to the end of the 19th century. In 1900, 17 states had student transportation systems and by 1910, 30 states had such systems in place. At first, students were transported to school in horse-drawn carriages, wagons, and carts. In 1914, the first motorized carriage was developed, a predecessor to the modern school bus. [Ref-03 and Ref-04]

With the expansion of the nation's system of roads in the 1920s and 1930s, came a greater need for vehicles to transport children to school, prompting the manufacture of school buses. The first all-steel body school bus was built in 1927. [Ref-03 and Ref-04]

Following several events resulting in student deaths, school officials recognized the serious need for safety regulations for school buses. In 1939, representatives from all 48 states met at the first National Conference on School Transportation to propose uniform minimum standards for school bus construction. At that Conference, it was determined that school buses would be painted "school bus yellow" for visibility. [Ref-03 and Ref-04]

In 1964, the first major test of school bus crashworthiness was conducted and pointed out weaknesses in school bus design. In 1967, the National Transportation Safety Board (NTSB) was established and NTSB school bus highway accident reports brought national attention to the issue of school bus safety. In 1974, the United States (U.S.) government published Federal School Bus Standard 17, which described the federal government's role in student transportation. A revised version, renamed Guideline 17, is still in force. In 1977, Federal Motor Vehicle Standards for school buses were adopted. In 1987, additional Federal Motor Vehicle Safety Standards for all school buses were introduced. [Ref-03 and Ref-04]

Over the years, concerns for student safety have prompted exhaustive study and regulation of all facets of student transportation. Federal regulations govern the safety performance and manufacture of school buses and establish minimum recommendations for pupil transportation safety programs. State and local regulations and industry guidelines also govern aspects of school bus safety.

Methodology

The Grand Jury conducted internet and newspaper searches on the topic of school bus safety. The Grand Jury searched the websites of all 21 County Districts and the websites of a representative sample of individual schools for information on school bus safety. The Grand Jury searched a representative sample of individual School Accountability Report Cards for information on school bus safety.

The Grand Jury studied government, scientific, and industry publications. The Grand Jury reviewed California State (State), County, and District policies and administrative regulations regarding school buses, school bus drivers, and student school bus riders. The Grand Jury reviewed information received from all school districts within the County and from the VCOE, regarding student enrollment, numbers of student school bus riders, school bus-related accidents and injuries, school bus-related behavioral incident reports, round trips traveled, and passenger miles.

The Grand Jury spoke with representatives of the California Highway Patrol (CHP). The Grand Jury reviewed CHP documents and studied statistics of school bus-related accidents and injuries in Ventura County.

Facts

FA-01. Every weekday during the school year, transportation systems in the U.S. operate approximately 440,000 school buses to provide transportation for more than 24 million school-aged children, according to a report by the Transportation Research Board of the National Research Council (TRB). [Ref-05]

FA-02. A study by the NHTSA revealed that, during the eleven-year period from 1998 through 2008, an average of 19 school-age children died in school transportation-related traffic crashes each year in the U.S.; 5 were occupants of school transportation vehicles and 14 were pedestrians.

During that same time period, the NHTSA study showed that an average of 142 total fatalities per year occurred due to school transportation-related crashes; 72% were occupants of other vehicles involved, 20% were non-occupants, including pedestrians and bicyclists, and 8% were occupants of school transportation vehicles. [Ref-02]

FA-03. In 2007, the national school bus accident rate was 0.01 per 100 million miles traveled, compared to 0.04 for trains, 0.06 for commercial aviation, and 0.96 for other passenger vehicles, according to the National Safety Council. The National Safety Council no longer estimates the annual number of school bus injuries because of inadequate, inconsistent reporting by the states. [Ref-06 and Ref-07]

FA-04. A 2002 TRB report studied safety issues relating to the transportation of students to and from both school and school-related activities by various modes of transportation for the time period 1991 through 1999.

The TRB report indicated that, during the period studied, 25% of student trips and 28% of student miles traveled were made on school buses. However, only 4% of all injuries and 2% of all student deaths were associated with school buses. In comparison, passenger

vehicles with a teen driver made up 14% of student trips and 16% of student miles traveled. However, 51% of injuries and 55% of fatalities were associated with this mode of travel. [Ref-08]

FA-05. According to the information provided by the Districts, aspects of pupil transportation and school bus safety are governed by sections of the: California (CA) Education Code, CA Government Code, CA Health and Safety Code, CA Penal Code, CA Vehicle Code, CA Welfare and Institutions Code, CA Administrative Code, CA Code of Regulations, U.S. Code, and Code of Federal Regulations, as well as by court decisions.

FA-06. In addition to government regulations, student transportation systems are guided by standards such as the "National School Transportation Specifications and Procedures" adopted in 2010 by the Fifteenth National Congress on School Transportation which makes recommendations for school buses and their operation at the state and school district levels, but not at the county level. [Ref-09]

FA-07. The County includes 21 school districts: Briggs Elementary, Conejo Valley Unified, Fillmore Unified, Hueneme Elementary, Mesa Union Elementary, Moorpark Unified, Mupu Elementary, Oak Park Unified, Ocean View Elementary, Ojai Unified, Oxnard Elementary, Oxnard Union High, Pleasant Valley Elementary, Rio Elementary, Santa Clara Elementary, Santa Paula Elementary, Santa Paula Union High, Simi Valley Unified, Somis Union Elementary, Ventura Unified, and the VCOE.

Of these Districts, four do not offer transportation to and from school for their students, but contract for bus services for field trips or special events. Districts providing school transportation either own, operate, and maintain their own school buses and employ their school bus drivers, or contract for some or all of these services.

FA-08. Each District within the County operating a school transportation program has extensive board policies, administrative regulations, procedures, and rules regarding school buses, school bus drivers, and student school bus riders.

FA-09. Information on school bus safety statistics is not available on District websites. Examination of a representative sample of individual school websites revealed that none contained such information.

FA-10. The Grand Jury requested school bus-related data for the 2009-2010 school year from the Districts, including: the number of student school bus riders, the number of school bus-related accidents and injuries, and total school bus passenger miles.

Many school districts responded with clear, thorough answers. Some responses appeared incomplete and some were ambiguous and difficult to understand. The information was not provided in a comparable, consistent manner.

Three school districts stated that they do not maintain passenger mile information. Two school districts said that they do not keep statistics on school bus accidents or injuries.

One school district referred the Grand Jury to private, contracted school bus companies, to the VCOE, and to the CHP for information this district does not maintain.

- FA-11.** The Grand Jury was only able to estimate the number of student school bus riders from the information provided by the Districts because of inconsistent reporting of data. For the 2009-2010 school year, the estimated average number of daily student bus riders in the County was 16,167.
- FA-12.** The 20 County school districts that do keep information on school bus-related accidents and injuries recorded a total of 41 school bus accidents in the 2009-2010 school year, resulting in four injuries to student bus riders, the only injury statistic studied by the Grand Jury. Eleven school districts reported zero accidents during that school year.
- FA-13.** The Grand Jury was unable to calculate a school bus accident rate, i.e., the number of accidents per passenger mile, for the 2009-2010 school year since mileage figures provided by the Districts were not comparable.
- FA-14.** The VCOE stated that each District is a Local Educational Agency and a self-governing governmental entity. Therefore, the VCOE does not collect countywide school bus safety data. According to the VCOE, the only County school bus-related information they collect is financial in nature.
- FA-15.** All public schools in the State are required to complete a Student Accountability Report Card annually containing information required by State and federal laws. Student Accountability Report Cards are intended to provide the public, including parents of school children, with important information about each public school and to communicate a school's progress in achieving its goals. Schools have the option to supplement the required data. However, school bus safety statistics are not a requirement. [Ref-10 and Ref-11]
- FA-16.** An examination of a representative sample of Student Accountability Report Cards for schools within the County revealed that none contained information on school bus safety statistics.
- FA-17.** In 1959, the State Legislature designated the CHP as the department responsible for supervision of the school pupil transportation industry. The CHP adopts and enforces rules and regulations relating to the equipment, maintenance, construction, design, color, and operation of school buses.

Among CHP responsibilities are:

- inspecting and certifying all school buses at least once each school year
- inspecting and licensing private school bus contractors
- inspecting driver records and school bus preventive maintenance and inspection records
- investigating school bus accidents
- administering written and driving tests for applicants seeking to renew or obtain school bus driver certificates
- fingerprinting applicants for an original certificate to drive a school bus

[Ref-12 and Ref-13]

FA-18. The CHP Statewide Integrated Traffic Records System is a database that serves as a means to collect and process data from collision scenes. School bus-involved collision data is available by California county, but not by school district. [Ref-14]

The data available for the County includes all school bus accidents occurring within the County, whether or not the school buses involved were County school buses or from other jurisdictions.

FA-19. According to the CHP, it does not gather information on County school bus passenger miles.

FA-20. Effective April 1, 1977, Federal Motor Vehicle Standard 222, "School Bus Passenger Seating and Crash Protection," established occupant protection requirements for school bus passenger seating and restraining barriers. Standard 222 requires that:

- all newly manufactured small buses (with a gross vehicle weight under 10,000 pounds) be equipped with lap belts
- all newly manufactured large buses (with a gross vehicle weight over 10,000 pounds) be required to protect riders through compartmentalization, which utilizes higher, padded seat backs, narrow seat spacing, and stronger seat structure to protect passengers from crash impact

[Ref-15 and Ref-16]

FA-21. A 1989 TRB report concluded that the potential benefits of requiring seat belts on large school buses were insufficient to justify a federal requirement. [Ref-17]

FA-22. In 2008, the NHTSA ruled that all new small school buses manufactured on or after September 1, 2011 be equipped with three-point, lap/shoulder belt systems. [Ref-15]

- FA-23.** The California Vehicle Code requires three-point lap/shoulder belts on all school buses manufactured after July 1, 2005. [Ref-18]
- FA-24.** The California Code of Regulations requires that all school bus passengers use seat belts, if provided, and that all pupils be taught how to use seat belts in an age-appropriate manner. [Ref-18]
- FA-25.** State requirements for three-point lap/shoulder belts on small and large school buses exceed federal standards. No national consensus exists on the benefits of seat belts on all school buses. [Ref-15 through Ref-21]
- FA-26.** Advocates of school bus seat belts, including the American Academy of Pediatrics and the National Coalition for School Bus Safety, recommend that all newly manufactured school buses be equipped with three-point lap/shoulder belts. They argue that seat belts would reduce injuries or deaths. They maintain that the use of seat belts would also improve student behavior, reduce bullying, and decrease behavior that might be a distraction to school bus drivers. [Ref-19 and Ref-20]
- FA-27.** Other organizations, including the National Association of State Directors of Pupil Transportation Services and the National Association of School Transportation, assert that school buses are already the safest way for students to travel to and from school. They contend that seat belts on school buses would result in little or no improvement in school bus safety at significant expense. [Ref-20]
- FA-28.** A 2010 Summary Report of a University Transportation Center for Alabama investigation into the implementation of seat belts on school buses reached the following conclusions: seat belt use on school buses is extremely variable, school bus seat belts reduce capacity, and the costs of school bus seat belts "far exceed" the benefits. [Ref-21]

Findings

- FI-01.** School transportation systems have been studied extensively at the national level, and that information indicates that school buses are one of the safest modes of transportation. (FA-01 through FA-04)
- FI-02.** Nationally, the majority of people killed in school transportation-related crashes are not school-age bus riders, but are occupants of other vehicles involved or pedestrians. Students are safer as passengers on school buses than they are as passengers in cars involved in crashes with school buses, or as pedestrians in school bus crashes. (FA-02)
- FI-03.** Not all Districts maintain information on school bus safety statistics. Some Districts do not track this information at all, while others rely on their contracted bus companies to do so. (FA-10)

- FI-04.** Due to the lack of comparable, consistent school bus safety statistics provided by the Districts, it is not possible to determine objective measures of school bus safety, such as accident rates. Thus, it is difficult to conclude that school bus transportation in the County is safe, as previously demonstrated at the national level. It is only possible to infer that school bus transportation in the County is safe from the information provided by the Districts.
(FA-03, FA-10 through FA-13)
- FI-05.** School bus safety statistics, for Districts or for individual schools, are not readily available to the public. (FA-09, FA-15 and FA-16)
- FI-06.** The efforts of the CHP, including certifying school bus drivers, investigating school bus accidents, and inspecting school buses, contribute significantly to ensuring school bus safety in California. However, the CHP does not collect information at the school district level. (FA-17 through FA-19)
- FI-07.** The Grand Jury was unable to identify any single local agency responsible for collecting, collating, and reporting County school bus safety information on a countywide basis. (FA-14, FA-18, and FA-19)
- FI-08.** It is unclear whether seat belts on school buses significantly increase school bus safety. (FA-21, FI-25 through FA-28)

Recommendations

- R-01.** The VCOE should assume responsibility for the collection, collating, and reporting of County school bus safety information. (FI-07)
- R-02.** The VCOE should develop a standard form for the annual collection of school bus safety information from the Districts. This information should include: the total number of students who ride the bus to and from school on a daily basis; the total number of students who are transported for field trips, special events, or athletic events; total miles ridden by students; and total number of school bus-related accidents and injuries resulting from those accidents.
(FI-04)
- R-03.** The Districts should use the VCOE standard form recommended in R-02, above, to collect school bus safety information, report this information to the VCOE, and post it on District websites. (FI-03 through FI-05)
- R-04.** The VCOE should use the forms provided by the Districts to collate school bus safety information for the County and post it on its website. (FI-05 and FI-07)

Responses

Responses Required From:

County Board of Education, Ventura County Office of Education
(FI-03 through FI-05 and FI-07) (R-01 through R-04)

Board of Trustees, Briggs Elementary School District
(FI-03 through FI-05) (R-03)

Board of Education, Conejo Valley Unified School District
(FI-03 through FI-05) (R-03)

Board of Education, Fillmore Unified School District
(FI-03 through FI-05) (R-03)

Board of Trustees, Hueneme Elementary School District
(FI-03 through FI-05) (R-03)

Board of Trustees, Mesa Union Elementary School District
(FI-03 through FI-05) (R-03)

Board of Education, Moorpark Unified School District
(FI-03 through FI-05) (R-03)

Board of Trustees, Mupu Elementary School District
(FI-03 through FI-05) (R-03)

Board of Education, Oak Park Unified School District
(FI-03 through FI-05) (R-03)

Governing Board, Ocean View Elementary School District
(FI-03 through FI-05) (R-03)

Board of Education, Ojai Unified School District
(FI-03 through FI-05) (R-03)

Board of Trustees, Oxnard Elementary School District
(FI-03 through FI-05) (R-03)

Board of Trustees, Oxnard Union High School District
(FI-03 through FI-05) (R-03)

Board of Trustees, Pleasant Valley Elementary School District
(FI-03 through FI-05) (R-03)

Board of Trustees, Rio Elementary School District
(FI-03 through FI-05) (R-03)

Board of Trustees, Santa Clara Elementary School District
(FI-03 through FI-05) (R-03)

Board of Trustees, Santa Paula Elementary School District
(FI-03 through FI-05) (R-03)

Board of Trustees, Santa Paula Union High School District
(FI-03 through FI-05) (R-03)

Board of Education, Simi Valley Unified School District
(FI-03 through FI-05) (R-03)

Board of Trustees, Somis Union Elementary School District
(FI-03 through FI-05) (R-03)

Board of Education, Ventura Unified School District
(FI-03 through FI-05) (R-03)

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Glossary

TERM

DEFINITION

CA

California

CHP

California Highway Patrol

County

Ventura County

Districts

The 21 school districts in Ventura County,
including the Ventura County Office of
Education

Grand Jury

2010–2011 Ventura County Grand Jury

NHTSA

National Highway Traffic Safety
Administration

NTSB

National Transportation Safety Board

State

State of California

TRB

Transportation Research Board of the
National Research Council

U.S.

United States

VCOE

Ventura County Office of Education

Response to Grand Jury Report Form

Report Title: _____

Report Date: _____

Response by: _____ Title: _____

FINDINGS

- I (we) agree with the findings numbered: _____
- I (we) disagree wholly or partially with the findings numbered: _____
(Attach a statement specifying any portions of the findings that are disputed; include an explanation of the reasons therefor.)

RECOMMENDATIONS

- Recommendations numbered _____ have been implemented.
(Attach a summary describing the implemented actions.)
- Recommendations numbered _____ have not yet been implemented, but will be implemented in the future.
(Attach a timeframe for the implementation.)
- Recommendations numbered _____ require further analysis.
(Attach an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or director of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of publication of the grand jury report.)
- Recommendations numbered _____ will not be implemented because they are not warranted or are not reasonable.
(Attach an explanation.)

Date: _____ Signed: _____

Number of pages attached _____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: ~~MAY 17, 2011~~ JUNE 21, 2011
**SUBJECT: C.5.a. APPROVE AMENDMENT TO BOARD POLICY 1100-
 COMMUNICATION WITH THE PUBLIC —First Reading**

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

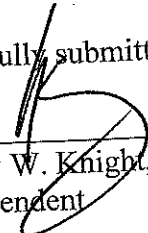
BACKGROUND: Board Policy 1100 is being updated to expand possible methods of communication. Section on "Prohibition Against Mass Mailings at Public Expense" expanded to including definition of mass mailing related to ballot measures, candidates, legislative activities, and other campaign activities.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

ALTERNATIVES:

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

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,



 Anthony W. Knight, Ed.D.
 Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1100(a)

Communication with the Public

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

(cf. 1000 – *Concepts and Roles*)

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

(cf. 9000 – *Role of the Board*)

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

(cf. 1112 – *Media Relations*)

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

(cf. 2111 – *Superintendent Governance Standards*)

(cf. 3580 – *District Records*)

(cf. 5125 – *Student Records*)

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

(cf. 9005 – *Governance Standards*)

(cf. 9010 – *Public Statements*)

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1100(b)

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

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

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

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

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

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

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

Prohibition Against Mass Mailings at Public Expense

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1100(c)

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

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

(cf. 1160 – Political Processes)

Comprehensive Communications Plan

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

(cf. 0200 – Goals for the School District)

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

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

(cf. 0450 – Comprehensive Safety Plan)

(cf. 3516 – Emergencies and Disaster Preparedness Plan)

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

Legal Reference:
EDUCATION CODE

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1100(d)

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

35145.5 Board meetings, public participation

35172 Promotional activities

38130-38138 Civic Center Act

48980-48985 Parental notifications

GOVERNMENT CODE

54957.5 Meeting agendas and materials

82041.5 Mass mailing

89001 Newsletter or mass mailing

CODE OF REGULATIONS, TITLE 2

18901 Mass mailings sent at public expense

18901.1 Campaign-related mailings sent at public expense

CODE OF REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

Management Resources:

CSBA PUBLICATIONS

~~Mass Mailings at Public Expense, Legal Advisory, January 2007~~

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

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

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

WEB SITES

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

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

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

Adopted: 5-28-80

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: ~~MAY 17, 2011~~ JUNE 21, 2011
**SUBJECT: C.5.b. APPROVE AMENDMENT TO BOARD POLICY 1160-
 POLITICAL PROCESSES –First Reading**

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

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

ALTERNATIVES:

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

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

 Anthony W. Knight, Ed.D.
 Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1160(a)

Political Processes

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

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

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

(cf. 9000 - Role of the Board)

(cf. 9010 - Public Statements)

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

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

Ballot Measures/Candidates

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

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

(cf. 9320 - Meetings and Notices)

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1160(b)

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

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

(cf. 1100 - Communication with the Public)

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

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

(cf. 1325 - Advertising and Promotion)

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

1. The Superintendent or designee may research, draft and prepare a bond measure or other initiative for the ballot, but shall not use district resources to **influence voters or otherwise campaign for the measure.** ~~secure signatures in order to qualify the measure for the ballot.~~

2. Upon request, Board members and district administrators may appear at any time before a citizens' group to explain why the Board called for an election on a bond measure and to answer questions. (Education Code 7054.1)

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

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1160(c)

Legislation

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

(cf. 1020 - Youth Services)

(cf. 1112 - Media Relations)

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

(cf. 7131 - Relations with Local Agencies)

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

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

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

(cf. 1100 - Communication with the Public)

(cf. 1112 - Media Relations)

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1160(d)

Legal Advocacy

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

(cf. 9124 - Attorney)

(cf. 9321 - Closed Session Purposes and Agendas)

Political Forums

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

(cf. 1330 - Use of School Facilities)

Legal Reference:

EDUCATION CODE

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

7054 Use of district property

7054.1 Requested appearance

~~7055 Local rules~~

7056 Soliciting or receiving political funds

~~7058 Use of forum~~

35160 Authority of governing boards

35172 Promotional activities

ELECTIONS CODE

9501 School district elections, arguments for or against a measure

GOVERNMENT CODE

8314 Unlawful use of state resources

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

53060.5 Attendance at legislative body; expenses

54953.5 Right to record proceedings

54953.6 Broadcasts of proceedings

81000-91015 Political Reform Act

82031 Definition of independent expenditure

CODE OF REGULATIONS, TITLE 2

18600-18640 Lobbyists

18901.1 Campaign related mailings sent at public expense

COURT DECISIONS

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

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

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

250 Cal. Rptr. 161, rev.den.

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1160(e)

Choice-in-Education League et al v. Los Angeles Unified School District, (1993) 17 Cal.App.4th 415
 Yes on Measure A v. City of Lake Forest (1997) 60 Cal.App.4th 620
 Scherer v. Buchanan, First Appellate District, Civil No. A076648
Santa Barbara County Coalition Against Automobile Subsidies v. Santa Barbara County Association of Governments, (2008) 167 Cal.App.4th 1229
Vargas v. City of Salinas, (2009) 46 Cal.4th 1
 ATTORNEY GENERAL OPINIONS
 88 Ops. Cal. Atty. Gen. 46 (2005)
 73 Ops. Cal. Atty. Gen. 255 (1990)

Management Resources:

OFFICE OF LEGISLATIVE COUNSEL

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

FAIR POLITICAL PRACTICES COMMISSION

FPPC No. 93/345 (1996)

CSBA PUBLICATIONS

Political Activities of School Districts: Legal Issues, 1998

Maximizing School Board Leadership: Community Leadership, 1996

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

Legal Guidelines for Lobbying Activity, Fact Sheet, February 2011

INSTITUTE FOR LOCAL GOVERNMENT PUBLICATIONS

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

WEB SITES

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

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

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

Adopted: 9-17-02

Amended: 10-21-03

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MAY 17, 2011 JUNE 21, 2011
SUBJECT: C.5.c APPROVE AMENDMENT TO BOARD POLICY 3550 – FOOD SERVICE/CHILD NUTRITION PROGRAM –First Reading

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

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

ALTERNATIVES:

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

RECOMMENDATION:
 Approval of Alternative #1.

Respectfully submitted,

 Anthony W. Knight, Ed.D.
 Superintendent

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

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Iceland	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
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 service, provided all food items meet nutrition standards and all students are given an opportunity to select any food item.**

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

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

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

(cf. 1312.4 – Williams Uniform Complaint Procedures)

(cf. 3517 – Facilities Inspection)

(cf. 7110 – Facilities Master Plan)

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

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

(cf. 0500 – Accountability)

(cf. 3555 – Nutrition Program Compliance)

Legal Reference:

EDUCATION CODE

- 35182.5 Contracts, non-nutritious beverages
- 38080-38103 Cafeteria, establishment and use
- 45103.5 Contracts for management consulting services; restrictions
- 49430 -49436 Pupil Nutrition, Health, and Achievement Act of 2001
- 49490-49493 School breakfast and lunch programs
- 49500-49505 School meals
- 49510-49520 Nutrition
- 49530-49536 Child Nutrition Act

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3550(c)

49540-49546 Child care food program
 49547-48548.3 Comprehensive nutrition services
 49550-49560 Meals for needy students
 49565-49565.8 California Fresh Start pilot program
 49570 National School Lunch Act
51795-51797 School gardens
HEALTH AND SAFETY CODE
 113700-114455 California Uniform Retail Food Facilities Law
CODE OF REGULATIONS, TITLE 5
 15510 Mandatory meals for needy students
 15530-15535 Nutrition education
 15550-15565 School lunch and breakfast programs
 15566-15568 California Fresh State Pilot Program
15575-15578 Requirements for foods and beverages outside federal meal programs
UNITED STATES CODE, TITLE 42
 1751-1769j School lunch programs, *National School Lunch Program*, including:
 1751 Note Local wellness policy
1758b Local wellness policy
 1771-1793 Child nutrition, especially:
1772 Special Milk 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)

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

WEB SITES

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

Adopted: 1-11-78

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MAY 17, 2011 JUNE 21, 2011
SUBJECT: C.5.d APPROVE AMENDMENT TO BOARD POLICY 3551 – FOOD SERVICE OPERATIONS/CAFETERIA FUND– First Reading

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

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

ALTERNATIVES:

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

RECOMMENDATION:
Approval of Alternative #1.

Respectfully submitted,

 Anthony W. Knight, Ed.D.
 Superintendent

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

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

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

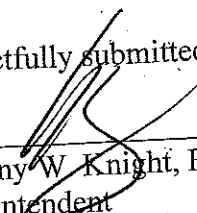
BACKGROUND: Board Policy 3553 adds new language re: providing free milk through federal Special Milk Program and releasing information from the free and reduced-price meal application when eligible students transfer to another district or private school.. Board Policy 3553 is being submitted with recommended 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 under~~ **as a** Title I program improvement ~~of the No Child Left Behind Act~~ **school pursuant to 20 USC 6316**, identification of students eligible for school choice and supplemental educational services

(cf. 0520.2 – Title I Program Improvement Schools)
 (cf. 5125 - Student Records)
 (cf. 6162.51 - Standardized Testing and Reporting Program)
 (cf. 6171 - Title I Programs)

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

(cf. 5141.6 – Student Health and Social Services)

Legal Reference:

EDUCATION CODE

48980 Notice at beginning of term
 49430-49436 Pupil Nutrition, Health, and Achievement Act of 2001
 49490-49494 School breakfast and lunch programs
 49500-49505 School meals
 49510-49520 Nutrition
 49530-49536 Child Nutrition Act of 1974
 49547-49548.3 Comprehensive nutrition service
 49550-49560 Meals for needy students

CODE OF REGULATIONS, TITLE 5

15510 Mandatory meals for needy students
 15530-15535 Nutrition education
 15550-15565 School lunch and breakfast programs

UNITED STATES CODE, TITLE 20

1232g Federal Educational Rights and Privacy Act
 6301-6514 Title I programs

UNITED STATES CODE, TITLE 42

1751-1769j National lunch programs
 1771-1791 Child nutrition, especially:
 1773 School breakfast program

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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BP 3553(c)

220.10-220.21 National School Breakfast Program

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

Management Resources:**CSBA PUBLICATIONS**

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

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

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

CDE MANAGEMENT BULLETINS**USDA-SNP-07-2010 Change in Free and Reduced-Price Meal Application Approval Process, September 2010****NSD-SNP-12-2010 Clarification Regarding the Ability to Share Student Meal Program Eligibility Information Between School Food Authorities, April 2010**

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

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

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

CDE PUBLICATIONS

Feed More Kids, Improve Program Participation

Direct Certification Implementation Checklist, May 2008**USDA PUBLICATIONS**

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

Eligibility Guidance for School Meals Manual, August 2004

Eligibility Manual for School Meals: Federal Policy for Determining and Verifying Eligibility, January 2008**WEB SITES**CSBA: <http://www.csba.org>CDE, Nutrition Division: <http://www.cde.ca.gov/ls/nu>California Project LEAN (Leaders Encouraging Activity and Nutrition): <http://www.californiaprojectlean.org>California Healthy Kids Resource Center: <http://www.californiahealthykids.org>U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov/cnd>

Adopted: 1-11-78

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: JUNE 21, 2011
**SUBJECT: C.5.f APPROVE AMENDMENT OF BYLAWS OF THE BOARD 9223–
 FILLING VACANCIES- First Reading**

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

BACKGROUND: The suggested amendment of Board Bylaw 9223 is to ask a former Board Member to fill a vacancy without conducting a search for any other candidates to fill the vacancy until the next regularly scheduled Board election or the term is completed, whichever comes first. The Board will write the amended language to insert into the Bylaw of the Board.

ALTERNATIVES:

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

RECOMMENDATION: At the discretion of the Board.

Respectfully submitted,

 Anthony W. Knight, Ed.D.
 Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9223(a)

Filling Vacancies

Events Causing a Vacancy

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

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

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

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

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

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9223(b)

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

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

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

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

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

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

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

(cf. 9224 - Oath or Affirmation)

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

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Bylaws of the Board

BB 9223(c)

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

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

Timelines for Filling a Vacancy

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

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

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

Provisional Appointments

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

(cf. 9130 - Board Committees)

(cf. 9323.2 - Actions by the Board)

OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9223(d)

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

(cf. 9220 - Governing Board Elections)

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

The notice shall contain: (Education Code 5092)

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

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

Appointment Due to Failure to Elect

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

(cf. 9100 - Organization)

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

OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9223(e)

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

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

Legal Reference:

EDUCATION CODE

5000-5033 Elections

5090-5095 Vacancies

5200-5208 Districts governed by boards of education

5300-5304 Elections

5320-5329 Order and call of election

5340-5345 Consolidation of elections

5360-5363 Election notice

5420-5426 Cost of elections

5440-5442 Miscellaneous provisions, elections

35107 Eligibility

35178 Resignation with deferred effective date

ELECTIONS CODE

10600-10604 School district elections

11381-11386 Candidates for recall

GOVERNMENT CODE

1064 Absence from state

1770 Vacancies: definition

3060-3075 Removal other than by impeachment

6061 One time notice

54950-54963 The Ralph M. Brown Act

PENAL CODE

88 Bribery, forfeiture from office

UNITED STATES CODE, TITLE 18

704 Military medals or decorations

ATTORNEY GENERAL OPINIONS

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

Management Resources:

CSBA PUBLICATIONS

Filling a Board Vacancy, rev. January 2008

WEB SITES

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

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

Adopted: 10-19-77

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

TO: MEMBERS, BOARD OF EDUCATION

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

DATE: June 21, 2011

SUBJECT: Brookside Elementary School, Monthly Board Report

SCIENCE FAIR & SCIENCE EXPLORATORY: May 31 – June 2, students rotate through science activities to explore: the nervous system, chemical reactions, conductors and insulators, roller coasters, tornados and the moon's rotation around the Earth. Student science projects were displayed on the morning of June 3rd in the MPR. BES parent Vida Jatulis organized the event that included 80 parent volunteers.

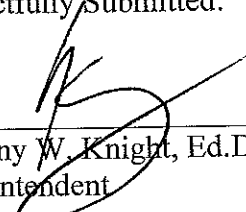
PROFESSIONAL DEVELOPMENT: Brookside teachers Kim Annino (K) and Beth Barber will attend the Teacher's College Reading and Writing Project at Columbia University this summer. Lynn Moderhak (1st), Beth Barber (K), and Shannon Rodarte (K) will be getting 21st Century classroom technology and training this summer. Teachers on the Oak Park summer writing committee are Barbie Lee, Kim Annino and Denise Keane.

TEACHING AND LEARNING: Fifth Graders traveled to California Lutheran University on May 31st for a Mock Congressional Hearing, based on the *We the People Program*. Thank you to our distinguished judges for spending their morning asking questions about the Constitution and evaluating student knowledge.

OPEN HOUSE: Brookside's annual Open House was on May 26th. The evening included a bake sale, PTA meeting, Principal's Message, live Auction and classroom visits. Thank you to our visiting dignitaries and prospective parents for attending this very special evening to celebrate a great year of learning.

CHORUS ASSEMBLIES & EVENING CONCERT: June 9th there were two chorus assemblies for students at 8:45 and 9:30 in the MPR. An evening concert was at 7:00 p.m., also on June 9th. Students performed under the direction of Mrs. Darlynn Wilhelm.

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: June 21, 2011

SUBJECT: Monthly Board Report

As the year is winding down, the events just keep coming. This is a busy and exciting time of year at Oak Hills. On June 1st, our students were treated to a special Chinese Cultural Assembly, featuring performances by OPHS students as well our 5th graders, directed by Mrs. Shih. Later in the afternoon, the MCMS Student Council students joined our 4th and 5th graders for lunchtime Spirit Assembly to give them a taste of middle school fun. On Friday June 10th, our very own Oak Hills student council will wrap up the year with a "Minute to Win It" event on the playground.

The Oak Hills Junior and Senior Chorus presented a combined performance to students during the day and parents in the evening. It was an impressive show with a wide variety of musical selections. Our fabulous fourth graders, led by Mrs. Mendeville, Mrs. Rossiter, and Mr. Warren, gathered together after school on June 7th for an afternoon hike up the Dead Cow trail to China Flat. About twenty students and several family members participated in this challenging hike and were rewarded with a spectacular view from the summit. Stay tuned, as plans are underway for more after-school hikes in the future.

On Friday, June 10th, the second graders from Mrs. Levine's class will join Dr. Knight to explore the western end of Santa Cruz Island in search of fascinating marine life. This reward was earned for their efforts to support sick and injured marine mammals as a part of our Earth Week celebration. If the charismatic mega-fauna cooperate, this should be the experience of a lifetime!

The Oak Hills Family celebrated the retirement of 5th grade teacher, Sandy Hindy. Family and friends as well as current and former students and colleagues all surrounded Mrs. Hindy as Dr. Knight and Dr. Heilbron presented her with a beautiful painting. The fifth graders presented a memory book and Mr. Warren and Ms. Melville offered hearty congratulations.

A team of four teachers along with Mr. Warren has been very busy searching for a few great teachers to join the Oak Hills family. After two days of interviews and two days of on-campus demonstration lessons, we were absolutely impressed with the quality of candidates that have been attracted to the Oak Park School District. It has been extremely challenging to choose the best fit from such a talented pool, but the team is confident that we will be able to select the stars among stars to join our dedicated faculty.

On Monday, June 13th, 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. Our community has come out in force to support one of our own. This has been just one more example of the incredible generosity of the greater Oak Park family.

Respectfully Submitted;

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION

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

DATE: June 21, 2011

SUBJECT: Monthly Board Report

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 4th 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 10 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.

Track and Field Day

On April 23, at recess and lunch we had our annual Track and Field Day for third, fourth and fifth grade students. Students signed up to race in individual distance and/or team relay races. The races were divided and run by grade level. All participating students were cheered on by their fellow students and our students showed that Red Oak has a lot of fast students.

Open House

On May 26, Red Oak Elementary School had our Open House. The evening started out at 6:30 with our sixth annual Chalk Walk. Students drew pictures on the sidewalks using colored chalk. The upper grade classrooms were open starting at 6:30 and the lower grades at 7:00. Student artwork was displayed in our Multi-purpose Room art gallery and our library had an exhibit of themed books assembled for parents and students to view.

Red Oak School Carnival

Our annual school Carnival was held on Sunday, June 5 on the Red Oak campus. This event included food, rides, games and family entertainment for our Red Oak community.

Sincerely,


Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: BRAD BENIOFF, PRINCIPAL, MEDEA CREEK MIDDLE SCHOOL
DATE: JUNE 21, 2011
SUBJECT: MONTHLY SCHOOL REPORT

Fifth Graders Visit MCMS June 3rd:

OPUSD's 5th graders come for their annual orientation and tour of MCMS, hosted by ASB.

Spring Concert June 2nd:

Our marvelous Band Director, Elana Levine, invited us all to another evening of beautiful music, featuring MCMS students. This year, the bands were also directed by Dan O'Brian and Charlotte Shih.

Schools To Watch/Leadership Matters Visitation to MCMS June 7th: 25 LAUSD principals and key staff members visited MCMS to learn about differentiated instruction and imbedding technology within and across the curriculum.

Ceiling Tile Art Celebration June 9th:

Ms. Cadle's Art Showcase students unveiled their masterpieces.

8th Grade Dance June 10th:

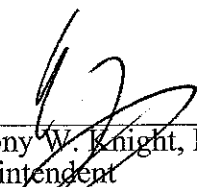
6:30-8:30 in the MCMS Gym: Dinner and dancing!

8th Grade Disneyland Trip June 13th

8th Grade Breakfast and Awards June 14th

Culmination June 15th, Civic Arts Plaza 11:30

Respectfully submitted,



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: June 21, 2011

SUBJECT: Monthly Board Report

Oak View

Open House on held on Thursday, May 5th at 6-7:30 PM. Parents had the opportunity to have some quality time with our teachers.

STAR Testing was conducted from May 16 to 20, 2011. We hope to see small steps of improvement in our scores.

We enjoyed our annual Senior Breakfast on May 16th at the Agoura Deli. We have 22 candidates for a diploma this year.

Senior pictures and the annual dinner were held on May 19th. Again, the Westlake Inn proved to be a wonderful setting for the dinner event.

We are looking forward to Commencement 2011 on Friday, June 17th at 6:00 pm in the high school pavilion.

Independent School

Parents enjoyed a really nice Open House on May 3rd. We also invited new families considering our school for fall enrollment. It was very worthwhile having new parents and students join us.

OPIS placed ads in the *Acorn* and the *Malibu Times* to announce our annual meeting for prospective new families

We held our annual New Family Orientation Meeting on June 2nd. All staff members were on hand to explain our program, answer questions and begin the enrollment process for fall 2011.

We are looking forward to our 8th Grade Culmination on Thursday, June 9th at Oak Canyon Park Pavilion.

We have 15 candidates for graduation and 10 of these participating in the Commencement Ceremony at OPHS on June 16th.

Kevin Buchanan and I have worked out expanded access for OPIS students in regards to participation in Oak Park High activities and publications. The policy is more inclusionary and we are both pleased with the direction we are going in.

Respectfully submitted,



Anthony W. Knight, Ed.D.
Superintendent