

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

**NOTICE OF SPECIAL BOARD STUDY SESSION AND MEETING - AGENDA #914**

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

DATE: Tuesday, September 1, 2015  
TIME: 5:00 p.m. Open Session  
PLACE: Oak Park Unified School District Office – Conference Room  
5801 E. Conifer Street  
Oak Park, CA 91377

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

**CONSENT AGENDA**

**1. Approve Resolution #15-15, Declaration of Employee's Salaries as Indefinite After July 1, 2015**

*Education Code 45032 requires Board approval of declaration of employee's salaries as indefinite after July 1, 2015 for employees*

**2. Approve Certification of Signatures for 2015-16 School Year**

*Education Codes 42632 and 42633 require annual Certification of Signatures*

**STUDY SESSION**

**Technology Study Session**

Date: August 27, 2015

Anthony W. Knight, Ed.D.  
Superintendent and Secretary to the  
Board of Education

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: ANTHONY W. KNIGHT, Ed.D., SUPERINTENDENT**  
**DATE: SEPTEMBER 1, 2015**  
**SUBJECT: 1. APPROVE RESOLUTION NO. 15-15, DECLARATION OF EMPLOYEES' SALARIES AS INDEFINITE AFTER JULY 1, 2015**

CONSENT

**ISSUE:** Shall the Board adopt Resolution No. 15-15, reserving the right to grant future salary and benefit adjustments to employees not covered by labor contracts?

**BACKGROUND:** The Governing Board can set management and other unrepresented employee salaries by unilateral actions without bargaining. As a result, long standing Attorney General opinion applies, which precludes retroactive pay, except in instances where salaries are specified as indefinite. Education Code Section 45032 provides salaries can be set at any time during the year. This does not permit retroactivity. The Constitution (Article XI, Section 10) prohibits officers or employees from receiving additional compensation for services already rendered. However, if the Board declares that salaries for management, confidential or unrepresented employees are indefinite, such action will suffice to permit retroactive salary finalization. When retroactive payment is made, it does not amount to payment of additional compensation, but payment of salaries, which have been finally set by the Governing Board. Salaries in such circumstances can be effective to a prior date, but not earlier than when the salaries were indefinite.

The resolution provides maximum flexibility to review salary schedules for non-represented employees following final State budget decisions.

**ALTERNATIVES:**

1. Adopt Resolution No. 15-15 declaring salaries indefinite.
2. Do not adopt Resolution No. 15-15.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted:

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

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

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

**OAK PARK UNIFIED SCHOOL DISTRICT**

**RESOLUTION NO. 15-15**

**DECLARING SALARIES INDEFINITE TO AUTHORIZE RETROACTIVE PAY**

**THE BOARD OF EDUCATION OF THE OAK PARK UNIFIED SCHOOL DISTRICT HEREBY RESOLVES** the right to grant to those employees who are members of the confidential, supervisory, and management groups, and as such are not covered by labor contracts, the right to salary and benefits improvements. This resolution would remove any doubt that the Board of Education has the right to improve salaries and benefits to non-represented employees on or after July 1, 2015, and to set the amounts and effective date of any such improvements.

**WHEREAS**, employees who are in confidential, supervisory, or management positions, whether certificated or classified, and as such, not members of collective bargaining units, and their salaries and benefits are not negotiated in labor contracts; and,

**WHEREAS**, the Board of Education believes that salary and benefits consideration should be given to employees in confidential, supervisory, or management positions,

**THEREFORE BE IT RESOLVED** that the Board of Education of the Oak Park Unified School District reserves the right to consider and to improve salaries and benefits of one or all of the unrepresented groups being the confidential, supervisory or management employees in Fiscal Year 2015-16 and to make any such salary and benefits improvements effective July 1, 2015, or at any date thereafter during Fiscal Year 2015-16.

**ADOPTED** this 1st day of September 2015, by the governing board of the Oak Park Unified School District of Ventura County, California by the following vote:

AYES:

NOS:

ABSTAIN:

ABSENT:

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

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Clerk/Secretary of the Board

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 1, 2015**  
**SUBJECT: 2. APPROVE ANNUAL CERTIFICATION OF SIGNATURES FOR 2015-2016**

Consent

**ISSUE:** Shall the Board of Education approve the annual Certification of Signatures for the 2015-2016?

**STATEMENT:** The school district must annually file a Certification of Signatures at the beginning of each fiscal year as required by the Ventura County Schools Business and Advisory Services Office and in accordance with provisions of Education Code. These authorizations will be valid through December 8, 2015, unless revisions to staff responsibilities are made during the school year or new members are elected or appointed to the Board.

**ALTERNATIVES:** 1. Approve Certification of Signatures for 2015-2016.  
 2. Do not approve Certification of Signatures for 2015-2016 as submitted.

**RECOMMENDATION:** Alternative #1.

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

Respectfully submitted,

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

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

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

OAK PARK UNIFIED SCHOOL DISTRICT  
CERTIFICATION OF SIGNATURES

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

These approved signatures will be considered valid for the period of JUNE 30, 2015 to DECEMBER 8, 2015

Date of Board Action: 9-15-15 Signature: \_\_\_\_\_  
Secretary of the Board

**PART I**

Signatures of Members of the Board

Signature: \_\_\_\_\_  
Print/Type: BARBARA LAIFMAN  
President of the Board of Education

Signature: \_\_\_\_\_  
Print/Type: DENISE HELFSTEIN  
Member of the Board of Education

Signature: \_\_\_\_\_  
Print/Type: ANDREW HAZELTON  
Clerk of the Board of Education

Signature: \_\_\_\_\_  
Print/Type: DEREK ROSS  
Member of the Board of Education

Signature: \_\_\_\_\_  
Print/Type: ALLEN ROSEN  
Member of the Board of Education

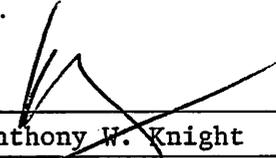
Signature: \_\_\_\_\_  
Print/Type: \_\_\_\_\_  
Member of the Board of Education

Signature: \_\_\_\_\_  
Print/Type: \_\_\_\_\_  
Member of the Board of Education

\*K-12 Districts  
42632  
42633

PART 2

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

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

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

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

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

Signature: \_\_\_\_\_  
Print/Type: \_\_\_\_\_  
Title: \_\_\_\_\_  
Authorized to Sign: \_\_\_\_\_

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

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

- A. Authorization to sign reports, budgets, and all documents requiring signature of Secretary or Clerk.
- B. Authorization to approve payroll orders.
- C. Authorization to approve commercial check orders.
- D. Authorization to sign collection reports to the county.
- E. Authorization to sign board approved budget transfers.
- F. Authorization to sign Interfund and Intrafund Transfers.
- G. Authorization to sign Contracts after Board Approval.

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

- 1. Authorization to sign Employment Contracts.
- 2. Appointment of authorized agents, for federal and state applications.
- 3. Appointment of representatives to acquire surplus property.
- 4. Authorization to sign cafeteria reports.
- 5. Authorization to sign checks on district bank accounts, i.e., cafeteria; clearing account.

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