

OAK PARK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA #925

DATE: May 17, 2016

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

TIME: **5:00 p.m. Closed Session**
6:00 p.m. Open Session – G9

The Mission of the Oak Park Unified School District is to provide students with a strong foundation for learning, which meets the challenge of the present and of the future through a balanced education, that includes academic achievement, personal growth and social responsibility.

BOARD OF EDUCATION

Allen Rosen, President
Drew Hazelton, Vice President
Derek Ross, Clerk
Denise Helfstein, Member
Barbara Laifman, Member
Josh Weisberg, Student Board Representative



EDUCATING TOMORROW'S LEADERS

ADMINISTRATION

Dr. Anthony W. Knight, Superintendent
Ragini Aggarwal, Executive Assistant
Martin Klauss, Assistant Superintendent, Business & Administrative Services
Dr. Leslie Heilbron, Assistant Superintendent, Human Resources
Cliff Moore, Consultant
Enoch Kwok, Director, Educational Technology
Susan Roberts, Director, Pupil Services

COPY OF ENTIRE AGENDA ON WEB SITE
WWW.OPUSD.ORG

INDIVIDUALS WHO REQUIRE SPECIAL ACCOMMODATION TO PARTICIPATE IN A BOARD MEETING, INCLUDING BUT NOT LIMITED TO AN AMERICAN SIGN LANGUAGE INTERPRETER, ACCESSIBLE SEATING OR DOCUMENTATION IN ACCESSIBLE FORMATS, SHOULD CONTACT THE SUPERINTENDENT'S OFFICE 72 HOURS PRIOR TO THE MEETING TO ENABLE THE DISTRICT TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCOMODATION AND ACCESSIBILITY TO THIS MEETING. PHONE (818) 735-3206 OR FAX (818) 879-0372 or e-mail: raggarwal@opusd.org.

Welcome to a meeting of the Oak Park Unified School District Board of Education. Routine items are placed under the Consent Calendar and are approved by a single vote of the Board. When the agenda is adopted, a member of the Board may pull an item from the Consent Calendar and transfer the item to an appropriate place on the agenda for discussion.

The President of the Board shall inquire if there is anyone in the audience who desires to address the board with respect to any items appearing on the closed session agenda, regular session agenda, or on any issue within the subject matter jurisdiction of the Governing Board. The speaker cards are available in the Board Room and must be completed and handed to Ragini Aggarwal, Executive Assistant, prior to the beginning of the meeting. All comments for either agenda items or non-agenda items must be limited to three minutes or less.

Your comments are greatly appreciated. However, the Board cannot enter into a formal discussion at this time, nor can a decision be made. Matters warranting discussion will be placed on a future agenda. The information on the speaker card is voluntary but will assist the Board President in conducting the meeting. Thank you for your cooperation and compliance with these guidelines

All Board Actions and Discussion are electronically recorded and maintained for thirty days.

Interested parties may review the recording upon request.

Agenda and supporting documents are available for review prior to the meeting at the District Office located at 5801 Conifer Street, Oak Park, CA 91377

NEXT REGULAR MEETING

Wednesday, June 15, 2016

Closed Session at 5:00 p.m. Open Session at 6:00 p.m.

Oak Park High School, Presentation Room, G9

AGENDA IS POSTED AT THE FOLLOWING LOCATIONS IN OAK PARK:

District Office, 5801 Conifer St.

Brookside Elementary School, 165 N. Satinwood Ave.

Oak Hills Elementary School, 1010 N. Kanan Rd.

Red Oak Elementary School, 4857 Rockfield St.

Medea Creek Middle School, 1002 Double Tree Rd

Oak Park High School, 899 N. Kanan Rd.

Oak View High School, 5701 East Conifer St

Oak Park Library, 899 N. Kanan Rd.

Internet Home Page: www.opusd.org

OAK PARK UNIFIED SCHOOL DISTRICT

AGENDA – REGULAR BOARD MEETING #925

May 17, 2016

CALL TO ORDER - Followed by Public Comments/5:00 p.m.

CLOSED SESSION: 5:00 p.m.

OPEN SESSION: 6:00 p.m.

The Oak Park Unified School District Board of Education will meet in Regular Session at the **Oak Park High School Presentation Room – G-9**, Oak Park, California.

I. CALL TO ORDER: _____ p.m.

II. PUBLIC SPEAKERS – CLOSED SESSION AGENDA ITEMS

III. RECESS TO CLOSED SESSION FOR DISCUSSION AND/OR ACTION ON THE FOLLOWING ITEMS:

A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

B. PUBLIC EMPLOYEE EMPLOYMENT : High School Chemistry Teacher, Middle School PE Teacher, Woodshop Architecture Teacher, Kindergarten Teacher, Discovery Kindergarten Teacher, Pre-school Special Ed Teacher, Instructional Assistant 11-Special Ed, Food Service Workers

C. CONFERENCE WITH LABOR NEGOTIATORS:

Agency designated representatives: Leslie Heilbron and Martin Klauss

Employee organizations: Oak Park Teachers Association and Oak Park Classified Association

D. COFERENCE WITH LEGAL COUNCIL ON UNIFORM COMPLAINT INVESTIGATION ED CODE [35146, 48912 AND 48918]

E. SUPERINTENDENT EVALUATION

F. SUPERINTENDENT CONTRACT

IV: CALL TO ORDER – RECONVENE IN OPEN SESSION AT: _____ p.m.

A. ROLL CALL

B. FLAG SALUTE

C. REPORT OF CLOSED SESSION ACTIONS TAKEN

D. ADOPTION OF AGENDA

V. PUBLIC SPEAKERS: SPEAKERS ON AGENDA AND NON-AGENDA ITEMS

VI. OPEN COMMUNICATIONS/PRESENTATIONS

A. BOARD REPORTS/DISCUSSION/COMMUNICATIONS

1. Presentation of Recognition to Erik Amerikaner - 2016 Pathfinder Award Recipient

5/11/2016

2. Presentation of the Marie Panec Educating Compassionate and Creative Global Citizens Award to graduating seniors from Oak Park High School and Oak Park Independent School
3. Presentation of Retirement Recognition to Lynn Moderhak, Neva Fast, Toni Paulson, Ken Paulson, and Patrick Quinn
4. Remarks from Board Members
5. Remarks from Student Board Member
6. Remarks from Superintendent
7. Report from School Site Councils

B. BUSINESS SESSION:

1. CONSENT AGENDA

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

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

- a. [Approve Minutes of Regular Board Meeting April 19, 2016](#)
- b. [Public Employee/Employment Changes CL23048-CL23085 & 01CE07776-01CE07818](#)
- c. [Approve Purchase Orders – April 1 - 30, 2016](#)
Board Policy 3300 requires Board approval of Purchase Orders
- d. [Approve Overnight Trip for Oak Park High School Boys Basketball Team June 10-12, 2016](#)
Board Policy 6153 requires Board approval for student overnight trips
- e. [Approve Overnight Trip for Student President of Oak Park High School's Future Business Leaders of America for a Leadership Summit - June 24-25, 2016](#)
Board Policy 6153 requires Board approval for student overnight trips
- f. [Approve Overnight Trip for Oak Park High School Cross Country Team July 24-29, 2016](#)
Board Policy 6153 requires Board approval for student overnight trips
- g. [Approve Overnight Trip for Oak Park High School ASB Retreat August 6-7, 2016](#)
Board Policy 6153 requires Board approval for student overnight trips
- h. [Approve Overnight Trip for Oak Park High School OPHS Choir to Carnegie Hall March 24-31, 2017](#)
Board Policy 6153 requires Board approval for student overnight trips
- i. [Approve Designation of the 2016-17 District/School Representatives to California Interscholastic Federation Leagues](#)
Education Code 33353(a)(1) requires Board approval for designation of CIF reps
- j. [Accept 2015-2016 Second Period Attendance Report](#)
Board approval required for Second Period Attendance Report

ACTION

2. BUSINESS SERVICES

- a. [Accept Oak Park Citizens' Oversight Committee Annual Reports for Measure C, C6 and R](#)
NOTE: TIME-CERTAIN @ 7:00 PM
Board acceptance required for OPCOC Annual Reports
- b. [Approve District of Choice Reporting Requirements](#)
Board Approval required for District of Choice Reporting Requirements
- c. [Governor's 2016-2017 Budget Proposal – May Revision](#)
Board will receive an update on the May Revision
- d. [Board Review of Draft 2016-17 Oak Park Unified School District Local Control and Accountability Plan](#)
Board will review Draft of LCAP

- e. [Approve the District's Three-Year Educator Effectiveness Spending Plan](#)
Board approval required for Three-Year Educator Effectiveness spending plan
- f. [Approve Measure C6 Bond Fund Equipment Purchase – District-Wide Emergency Radio System Upgrades](#)
Board approval required to approve Equipment Purchase
- g. [Approve Amendment to Architect Services Agreement for Shade Sail Project \(Phase 2\)](#)
Board approval required to approve service agreement contract
- h. [Approve Amendment to Landscape Architect Services Agreement for Outdoor Classrooms at Brookside Elementary School and Oak Park Neighborhood School](#)
Board approval required to approve service contract
- i. [Approve Donation](#)
Board approval required for donations

3. CURRICULUM

- a. [Approve Proposal for Girls Sand Volleyball Program and Related Facilities](#)
Board approval required for new sports program at Oak Park High School
- b. [Approval of Additional Ventura County Innovates Courses for Oak View High School Health Science Emergency Medicine; Child Development; and Sound Engineering.](#)
Board approval required for new courses at Oak View High School
- c. [Approval of Additional Textbook for Oak Park High School to its program for English III/AP-Language and Composition](#)
Board approval required for new textbooks at Oak Park High School

4. HUMAN RESOURCES

- a. [Approve the District's Initial Proposal for Collective Bargaining Negotiations with Oak Park Teachers Association](#)
Government Code 3547.5 requires public disclosure of the provisions of all collective bargaining agreements
- b. [Approve the District's Initial Proposal for Collective Bargaining Negotiations with Oak Park Classified Association](#)
Government Code 3547.5 requires public disclosure of the provisions of all collective bargaining agreements

5. BOARD

- a. [Approve Resolution #16-11 Ordering a Regular Governing Board Member Election, Ordering Consolidation with other Elections and Constituting "Specification of the Election Order" to be held on November 8, 2016](#)
Education Code 1302(b) and 5340 requires a consolidated election to be held for Governing Board Members whose terms expire on the first Friday in December
- b. [Approve 2016-2017 School Handbooks/Discipline Plans](#)
Board approval required for school handbooks/discipline plans

6. BOARD POLICIES

- a. [Review and Approve Amendment to Board Policy and Administrative Regulation 1312.3 – Uniform Complaint Procedures - First Reading](#)
Policy is being updated to reflect new laws which authorize the use of uniform complaint procedures to resolve complaints of noncompliance with requirements related to accommodations for lactating students (AB 302, 2015), educational rights of foster youth and homeless students (AB 379, 2015), assignment of students to courses without educational content for more than one week per semester or to courses they have previously completed (AB 1012, 2015), and physical education instructional minutes in elementary schools (AB 1391, 2015).

b. [Review and Approve Amendment to Board Policy and Administrative Regulation 3553 – Free and Reduced Price Meals – First Reading](#)

Policy is being updated to reflect the timeline for submitting a request to the State Board of Education for a waiver of the requirement to provide free and reduced-price meals during summer session. Policy also revised to reflect law authorizing sharing of students' free and reduced-price meal eligibility information with another local educational agency serving another child living in the same household as the student and with the Superintendent of Public Instruction for purposes of determining local control funding formula allocations.

c. [Review and Approve Amendment to Board Policy and Administrative Regulation 3515.2 – Disruptions First Reading](#)

Policy is being updated to add optional components that may be addressed in district plans to prevent or respond to disruptions. Material on gun-free school zones deleted since possession of firearms and/or ammunition on school grounds is now addressed in BP 3515.7 - Firearms on School Grounds. Regulation updated to authorize the principal or designee to remove from school grounds or a school activity any person who threatens the immediate physical safety of a student, staff, or others. Regulation also reflects law allowing a person who has been directed to leave school facilities to reenter a location where the superintendent's or board's office is located for the purpose of filing an appeal.

d. [Adopt and Approve New Board Policy 3515.7 – Firearms on School Grounds Instruction – First Reading](#)

New Policy reflects New Law (SB 707, 2015) which eliminates the exception that had allowed persons with a Carry Concealed Weapon (CCW) license to possess a firearm on campus. The law now requires such persons to obtain written permission of the Superintendent or designee in order to possess a firearm and/or ammunition on school grounds. Policy contains options for the Board either to prohibit any person from possessing a firearm on campus, unless that person is specifically allowed such possession by law, or to authorize the Superintendent or designee to use his/her legal authority to permit persons with a CCW license to possess a firearm and/or ammunition on campus.

e. [Approve Amendment to Board Policy 6146.1 – High School Graduation Requirements – Second Reading](#)

Policy is being updated to reflect new law (SB 172) which suspends, through the 2017-18 school year, the requirement that each student completing grade 12 successfully pass the high school exit exam as a condition of receiving a diploma or graduating from high school and requires districts to retroactively grant a diploma to any student who met all graduation requirements other than the exit exam requirement since the 2003-04 school year.

VII. INFORMATION ITEMS

1. [Monthly Enrollment and Attendance Report](#)
2. [Monthly Cash Flow Report](#)

VIII. OPEN DISCUSSION

IX. ADJOURNMENT:

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

X. SCHOOL REPORTS/SCHOOL SITE COUNCIL REPORTS

1. [Brookside Elementary School Report](#)
2. [Oak Hills Elementary School Report](#)
3. [Red Oak Elementary School Report](#)
4. [Medea Creek Middle School Report](#)
5. [Oak Park High School Report](#)
6. [Oak View High School/Oak Park Independent School](#)

7. [Oak Park Neighborhood School](#)

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

4-19-16

#924

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Allen Rosen, called the regular meeting to order at 5:10 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

BOARD PRESENT

Mr. Allen Rosen, President, Mr. Drew Hazelton, Vice President, Mr. Derek Ross, Clerk, Ms. Denise Helfstein, Member, and Ms. Barbara Laifman, Member

PUBLIC COMMENTS

None

ADJOURN TO CLOSED SESSION

The Board adjourned to Closed Session at 5:11 p.m.

CALL TO ORDER/MEETING PLACE

The Board of Education Vice President, Mr. Drew Hazelton, called the regular meeting to order at 6:03 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

BOARD PRESENT

Mr. Drew Hazelton, Vice President, Mr. Derek Ross, Clerk, Ms. Denise Helfstein, Member, Ms. Barbara Laifman Member, and Josh Weisberg Student Board member.

BOARD ABSENT

Allen Rosen, Board President

STAFF PRESENT

Dr. Tony Knight, Superintendent, Mr. Martin Klauss, Assistant Superintendent, Business Services, Dr. Leslie Heilbron, Assistant Superintendent, Human Resources, Mr. Enoch Kwok, Director Technology, and Mrs. Ragini Aggarwal, Executive Assistant

FLAG SALUTE

Ms. Sara Ahl led the Pledge of Allegiance to the Flag

REPORT ON CLOSED SESSION

Dr. Knight reported that in closed session the Board took no action.

ADOPTION OF AGENDA

On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education adopted the agenda. Motion carried Aye: Hazelton, Helfstein, Laifman, Ross, Weisberg. No - 0.

PUBLIC SPEAKERS

None

PRESENTATIONS

The Board presented the Partners in Education Award to Tina Wang.

The Board recognized the Oak Park Academic Decathlon Team and their coaches for their 2nd place finish at the Ventura County Academic Decathlon Competition.

REPORT FROM BOARD MEMBERS

Board Member Barbara Laifman reported she attended the Wellness Council meeting, the Community Outreach Committee meeting and is thankful to the Wellness Council for coordinating the Big Sunday breakfast. She also attended the Nottingham Festival, for next year the Community Outreach Committee will be working to improve student participation at the Nottingham Festival. Barbara attended the Oak Hills Elementary School 5th Grade persuasive writing presentation, the OPNS simple machine demonstration. She is a member of the Marie Panec Scholarship Selection committee and they selected their winner last night.

Board Member Denise Helfstein reported that the Curriculum Council meeting was cancelled. She attended the Oak Hills persuasive writing to permit cell phones in school and was very impressed with the arguments presented by the students, attended the International Festival at OPHS and felt it was very well organized and was well attended. Denise attended the Music festival at Medea on Sunday and thought it was really great.

Board Member Derek Ross reported that the Oak Park Music Festival was great and is looking forward to seeing it grow year after year. Derek reported on the Oak Park Recreation and Park Committee that the Mae Boyar recreation proposal has finally passed and will be going for approval to the Simi Valley Recreation Board. He is on the Oak Park 50th anniversary Committee and asked that people let him know if they would like to be involved in the planning of the event. Congrats to all three elementary schools for getting the Gold Ribbon Award. Derek attends the Red Oak Elementary PFA meeting and he finds them very informative and well organized.

Board Member Drew Hazelton reported that he went to the Oak Park Music Festival and thought it was a great event. Drew called into the Technology Committee meeting. He attended the Needs Assessment Committee meeting last night. He spoke about the Measure R and C6 website which is in its final stages before being launched. Thanked Julie Suarez, Annette Seigel, and Martin Klauss on their work with the website.

Student Board Representative Josh Weisberg reported two week ago was election week. September 14th is Homecoming Day. This week is Spirit Week and the senior rally is planned for this Friday. They are looking at prom sites for next year. May 19th is Powder Puff the last fundraiser for the year. He spoke about the new Marquee board that was recently installed on the Gym wall. Josh has been elected ASB President for 2016-17. New student Board representative for 2016-17 is Meghan Cleary.

REPORT FROM SUPERINTENDENT

This week is Earth week in all schools. Main focus is pollinator and beneficial insects and Big Sunday all three elementary schools and the OP Neighborhood preschool will be installing pollinator gardens. He is working with organizations to support Monarch butterfly restoration. Recently ordered 15,000 ladybugs, which will be released at all three elementary schools. Dog walk is this Saturday 10 am at OPHS and hopefully there will be a lot of people who will join us with their dogs.

Report from School Site Councils

The Board received a School Site Council report from Brookside Elementary School and Oak Park High School.

C.1. CONSENT AGENDA

On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education approved the Consent Agenda. Motion carried Aye: Hazelton, Helfstein, Laifman, Ross. No - 0.

- a. [Approve Minutes of Special Board Meeting March 10, 2016](#)
- b. [Approve Minutes of Regular Board Meeting March 14, 2016](#)
- c. [Public Employee/Employment Changes 01CL23042-01CL23047 & 01CE07735-01CE07775](#)
- d. [Approve Purchase Orders – March 1 - 31, 2016](#)
- e. [Approve Out of State Travel for Certificated Employees – Columbia, NYC](#)
- f. [Ratify Overnight Trip for Oak Park High School Journalism Team April 15-16, 2016](#)
- g. [Approve Trip for Oak Park High School SPAE Club April 27, 2016](#)
- h. [Approve Out of State Overnight Trip for Oak Park High School Rocket Team May 12-15, 2016](#)
- i. [Approve Overnight Trip for Oak Park High School Cheerleading Team July 14-17, 2016](#)
- j. [Approve Quarterly Report on Williams Complaint – April 2016](#)

ACTION

2. BUSINESS SERVICES

- a. [Approve Resolution #16-10, Authorizing the Issuance of Oak Park Unified School District \(Ventura County, California\) 2016 General Obligation Refunding Bonds?](#)
On motion of Barbara Laifman, seconded by Derek Ross, the Board of Education approved Authorizing the Issuance of Oak Park Unified School District (Ventura County, California) 2016 General Obligation Refunding Bonds. Motion carried Aye: Hazelton, Helfstein, Laifman, Ross. No – 0.
- b. [Approve Final Needs Assessment and Implementation Plan](#)
On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved Final Needs Assessment and Implementation Plan. Motion carried Aye: Hazelton, Helfstein, Laifman, Ross. No – 0
- c. [Approve the District's Updated Three-year Technology Plan](#)
On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education approved the District's Updated Three-year Technology Plan. Motion carried Aye: Hazelton, Helfstein, Laifman, Ross. No – 0
- d. [Approve the Award of a Contract for RFP 16-03C, Network Switches](#)
On motion of Denise Helfstein, seconded by Barbara Laifman, the Board of Education approved the Award of a Contract for RFP 16-03C, Network Switches Motion carried Aye: Hazelton, Helfstein, Laifman, Ross. No – 0
- e. [Approve the Award of a Contract for RFP 16-04C, Wireless Network Expansion](#)
On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved the Award of a Contract for RFP 16-04C, Wireless Network Expansion Switches Motion carried Aye: Hazelton, Helfstein, Laifman, Ross. No – 0
- f. [Ratify Agreement with Hughes General Engineering for Construction Services in Connection with Project 15-15F, Relocatable Classroom at Oak Hills Elementary School](#)
On motion of Barbara Laifman, seconded by Derek Ross, the Board of Education approved Ratify Agreement with Hughes General Engineering for Construction Services in Connection with Project 15-15F, Relocatable Classroom at Oak Hills Elementary School. Motion carried Aye: Hazelton, Helfstein, Laifman, Ross. No – 0

- g. [Approve Public Hearing and Discuss the District's Proposed Three-year Educator Effectiveness Spending Plan](#)

Drew Hazelton 8:02 pm opened the public hearing. No comments Closed public hearing. 8:03 pm

3. HUMAN RESOURCES

- a. [Approve the District's Initial Proposal for Collective Bargaining Negotiations with Oak Park Teachers Association](#)
b. [Approve the District's Initial Proposal for Collective Bargaining Negotiations with Oak Park Classified Association](#)

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved to table Agenda items B3a and B3b to the next meeting. Motion carried Aye: Hazelton, Helfstein, Laifman, Ross. No – 0

- c. [Approve Resolution #16-09 Regarding Reduction in Services of Certificated Employees in Particular Kinds of Service](#)

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved the reductions in services of certificated employee in particular kinds of service. Motion carried Aye: Hazelton, Helfstein, Laifman, Ross. No – 0

4. BOARD POLICIES

- a. [Review and Approve Amendment to Board Policy and Administrative Regulation 6142.1 – Sexual Health and HIV/AIDS Prevention Instruction - First Reading](#)

On motion of Barbara Laifman, seconded by Derek Ross , the Board of Education approved the Amendment to Board Policy 6142.1 Sexual Health and HIV/AIDS Prevention Instruction Motion carried Aye: Hazelton, Helfstein, Laifman, Ross. No: 0.

- b. [Approve Amendment to Board Policy 6146.1 – High School Graduation Requirements – First Reading](#)

On motion of Denise Helfstein, seconded by Derek Ross, the Board of Education approved to table the Board Policy 6146.1 - High School Graduation Requirement for next month Motion carried Aye: Hazelton, Helfstein, Laifman, Ross. No: 0.

- c. [Approve Amendment to Board Policy and Administrative Regulation 6173 – Education for Homeless Children – First Reading](#)

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved the Amendment to Board Policy 6173 Education for Homeless Children. Motion carried Aye: Hazelton, Helfstein, Laifman, Ross. No: 0.

- d. [Adopt and Approve Amendment to Board Policy 6179 – Supplemental Instruction – First Reading](#)

On motion of Denise Helfstein, seconded by Barbara Laifman, the Board of Education approved the Amendment to Board Policy 6179 Supplemental Instruction Motion carried Aye: Hazelton, Helfstein, Laifman, Ross. No: 0.

- e. [Approve Amendment to Board Bylaw 9150 – Student Board Members – First Reading](#)

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved the Amendment to Board Policy 9150 Student Board Members Motion carried Aye: Hazelton, Helfstein, Laifman, Ross. No: 0.

- f. [Adopt Board Policy 6152.1 – Placement in Mathematics Courses – First Reading](#)

On motion of Barbara Laifman, seconded by Drew Hazelton, the Board of Education approved the Amendment to Board Policy 9150 Placement in Mathematics Courses Motion carried Aye: Hazelton, Helfstein, Laifman, Ross. No: 0.

V. OPEN DISCUSSION

There being no further business before this Board, the Regular meeting is declared adjourned at 9:00 p.m.

Date

President of the Board

Date

Clerk or Secretary of the Board

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MAY 17, 2016
SUBJECT: B.1.c. APPROVE PURCHASE ORDERS – APRIL 1-30, 2016

CONSENT

ISSUE: Shall the Board approve the attached purchase orders issued for the period April 1-30, 2016?

BACKGROUND: Attached is the Purchase Order Report listing all purchase orders issued during the reporting period. All purchase orders have been approved by an administrator as a necessary expense and are budgeted for and within the budget authorization of the account.

ALTERNATIVES:

1. Approve the attached Purchase Order Report as submitted.
2. Do not approve the Purchase Order Report.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

Includes Purchase Orders dated 04/01/2016 - 04/30/2016

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B16-00008	Compuwave Inc.	Open PO for computer/printer supplies	Medea Creek Middle School	010	3,500.00
B16-00082	Southwest School Supply	Custodial supplies	Red Oak Elementary School	010	4,250.00
B16-00087	Southwest School Supply	Open PO for Custodial supplies	Medea Creek Middle School	010	7,600.00
B16-00106	Farmer Bros. Co.	2015-2016 Coffee Supplies	Business Administration	010	2,550.00
B16-00128	Cedar Valley Plumbing Supply	2015 - 2016 Plumbing Supplies & Tools	Business Administration	010	8,000.00
B16-00130	Clark Security/Anixter, Inc	Open PO for Security Parts & Supplies	Business Administration	010	3,000.00
B16-00152	Roadside Lumber & Hardware,	Open PO 2015-2016 for Lumber and supplies	Business Administration	010	7,000.00
B16-00187	Home Depot	2015-2016 Maintenance Supplies and Tools	Business Administration	010	14,000.00
B16-00188	Johnstone Supply	2015-2016 for Plumbing Supplies	Business Administration	010	13,500.00
B16-00192	AT & T Mobility	Open PO for 2015-2016 Cell Phones & Svs	Business Administration	010	20,100.00
B16-00276	Tri-Valley Supply	Custodial/rnt lse rpr	Oak Park High School	010	200.00
B16-00277	Airgas West	Open PO for Welding Supplies	Business Administration	010	500.00
B16-00278	Brian David Broderson DBA Brod erson Associates	Pro 16-02F Landscape Architectural Svs at MCMS	Business Administration	010	5,500.00
B16-00279	Tri-Valley Supply	Floor cleaning machine repair	Red Oak Elementary School	010	300.00
B16-00280	Brian David Broderson DBA Brod erson Associates	Landscape Architectural Services at OPNS	Business Administration	010	28,650.00
B16-00281	Carlson's Building Materials	Masonry Materials & Supplies - MCMS Amphitheater	Business Administration	010	9,000.00
B16-00282	Brian David Broderson DBA Brod erson Associates	Landscape Architectural Services at BES	Business Administration	010	17,350.00
P16-00451	Worthington Direct	PFA: Approved Wish List Items-Tables & Chairs	Medea Creek Middle School	010	6,302.85
P16-00652	Studenttreasures Acquisition	35 copies of published book by Room 17 children	Neighborhood Pre-School Progm	010	750.62
P16-00653	Cutcrete Sawing	Stripe MCMS Parking Lot and ROES Playground	Business Administration	010	2,800.00
P16-00654	HEINEMANN	PFA:Supplementary Resource-History Books	Medea Creek Middle School	010	202.69
P16-00655	Thomson West	Education Code Books	Superintendent	010	354.11
P16-00656	Maxon Computer, Inc	ROP - Multimedia Cinema 4D Studio License	Oak Park High School	010	2,150.00
P16-00657	Compuwave Inc.	VCI Grant Dell Latitude Laptops	Oak Park High School	010	59,627.15
P16-00658	NWN Corporation	VCI Grant - Servers OPHS	Oak Park High School	010	11,933.58
P16-00659	Ventura County Library	OP Library Shared Cost 08-09, 09-10, 14-15	Accounting & Payroll	010	51,153.22
P16-00660	Las Virgenes School Dist	Autism Training - Las Virgenes	District-wide	010	1,100.00
P16-00661	Pro-Ed	SpEd - OPHS protocols order for 2016-17	District-wide	010	70.50

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

ESCAPE ONLINE

Page 1

Includes Purchase Orders dated 04/01/2016 - 04/30/2016

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P16-00662	Houghton Mifflin Harcourt	SpEd - OPHS protocols order for 2016-17	District-wide	010	200.81
P16-00663	Houghton Mifflin Harcourt	SpEd - ELEMENTARY protocols order for 2016-17	District-wide	010	1,077.89
P16-00664	Pro-Ed	SpEd - ELEMENTARY protocols order for 2016-17	District-wide	010	273.20
P16-00665	PEARSON ASSESSMENTS ORDER PROC ESSING	SpEd - ELEMENTARY protocols order for 2016-17	District-wide	010	207.04
P16-00666	Pro-Ed	SpEd - MCMS protocols order for 2016-17	District-wide	010	206.80
P16-00667	Houghton Mifflin Harcourt	SpEd - MCMS protocols order for 2016-17	District-wide	010	100.41
P16-00668	Handwriting Without Tears	SpEd - OT protocols order for 2016-17	District-wide	010	222.43
P16-00669	Achievement Products	SpEd - OT's protocols order for 2016-17	District-wide	010	111.35
P16-00670	PEARSON ASSESSMENTS ORDER PROC ESSING	SpEd - OT's protocols order for 2016-17	District-wide	010	527.58
P16-00671	Creative Notebook Solutions	VCI Grt/workbooks/mat & supp	Oak Park High School	010	316.38
P16-00672	Therapro	SpEd - OT protocols order for 2016-17	District-wide	010	294.85
P16-00673	PEARSON ASSESSMENTS ORDER PROC ESSING	SpEd - Speech protocols order for 2016-17	District-wide	010	1,242.56
P16-00674	Pro-Ed	SpEd - Speech protocols order for 2016-17	District-wide	010	872.85
P16-00675	Linguistics	SpEd - Speech protocols orders for 2016-17	District-wide	010	51.65
P16-00676	Department of Industrial Rela/ Payment Processing Center	Elevator Compliance at OPHS	Business Administration	010	675.00
P16-00677	Guided Discoveries Inc.	DON: Dep Cherry Cove 2016-17	Medea Creek Middle School	010	6,400.00
P16-00678	Guided Discoveries Inc.	DON: Deposit CIMI Fox Landing 2016-17	Medea Creek Middle School	010	6,400.00
P16-00679	Vista Higher Learning	OPHS Textbooks Spanish	Curriculum	010	104,519.81
P16-00680	MPS	OPHS Textbooks AP Economics	Curriculum	010	15,595.23
P16-00681	Cengage Learning Inc c/o AMEX	OPHS Textbooks AP US History	Curriculum	010	35,791.50
P16-00682	Pacificom	Proj 15-08F Tech Office Data Installation	Business Administration	010	11,451.79
P16-00683	Western Psychological Services	SpEd - Psychs protocols orders for 2016-17	District-wide	010	688.81
P16-00684	Multi-Health Systems Inc,	SpEd - Psychs protocols order for 2016-17	District-wide	010	2,867.46
P16-00685	Pro-Ed	SpEd - Psychs protocols ordered for 2016-17	District-wide	010	314.90
P16-00686	PEARSON ASSESSMENTS ORDER PROC ESSING	SpEd - Psychs protocols order for 2016-17	District-wide	010	6,381.54
P16-00687	Houghton Mifflin Harcourt	SpEd - Psychs protocol order for 2016-17	District-wide	010	1,151.80

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

ESCAPE ONLINE

Includes Purchase Orders dated 04/01/2016 - 04/30/2016

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P16-00688	Southwest School Supply	Pencils for Testing CAASPP	Curriculum	010	223.25
P16-00689	New Haven Youth & Family Serv	NPS - New Haven - school year Feb 2016-Dec 2016	District-wide	010	134,949.00
P16-00690	ChargePoint, Inc.	ChargePoint Network Service Plan Renewal	Business Administration	010	8,096.49
P16-00691	SDSU Research Foundation	VCI Gnt/IED Train for PLTW	Oak Park High School	010	3,700.00
P16-00692	Eyedentity Graphics Inc.	Signage for OPUSD Vehicles	Business Administration	010	470.63
P16-00693	Flinn Scientific, Inc	Sci Don/mat & supp	Oak Park High School	010	1,335.38
P16-00694	C.C. Imex dba Embi Tec	Sci Don/mat & supp	Oak Park High School	010	437.80
P16-00695	M/M Mechanical, Inc	Emergency Plumbing Repair at OPHS Water Vault	Business Administration	010	13,726.36
P16-00696	M/M Mechanical, Inc	Water Heater Repair at OPHS	Business Administration	010	525.00
P16-00697	M/M Mechanical, Inc	Replace Pressure Regulator at OHES	Business Administration	010	530.88
P16-00698	CASBO Santa Barbara/Ventura	SACS Workshops May 16 & 17 2016	Business Administration	010	1,050.00
P16-00699	Conejo Rental Center	Tent for OPIS 8th Grade Culmination	Home Independent Study Program	010	453.11
P16-00700	Conejo Rental Center	Tent for OVHS Graduation	Oak View High School	010	312.83
P16-00701	Hertz Furniture Systems Corp.	PFA: computer task chairs	Medea Creek Middle School	010	295.19
P16-00702	Perma-Bound	Earth Week Books	Superintendent	010	243.81
P16-00703	Southwinds Transportation	donation 4th grade buses to Mission	Brookside School	010	1,346.80
P16-00704	Southwinds Transportation	Donation 1st grade bus trip	Brookside School	010	1,321.80
P16-00705	Herff Jones	Honor Cords	Oak View High School	010	65.67
P16-00706	Main Street Tours	Parent funded field trip, 1st gr. Zoo	Red Oak Elementary School	010	3,045.00
P16-00707	Karen Kennedy dba Camino Real Naturalist & Historical Interp	Parent funded field trip, 4th gr.	Red Oak Elementary School	010	1,060.00
P16-00708	Fun Raising School Gear	Sticker -- Logos for Graduation	Oak View High School	010	60.20
P16-00709	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	Donation 4th grade -- 3/4 and 3/11 bus trips	Brookside School	010	791.00
P16-00710	ASLTA	ASL Awards/Disc/mat & supp	Oak Park High School	010	117.00
P16-00711	School Health Corporation	Health Office/mat & supp	Oak Park High School	010	410.45
P16-00712	Advantra Graphics	NGSS Posters for Classrooms	Curriculum	010	464.40
P16-00713	Zangle National User Group	QUE Conference	Business Administration	010	150.00
P16-00714	Conejo Rec & Parks District	Parent funded field trip--1st grade	Red Oak Elementary School	010	120.00
P16-00715	Lightning Brothers Constructio	PFA: Backpack Hooks	Medea Creek Middle School	010	1,620.00
P16-00716	Southwinds Transportation	Donation -- Bus - field trip	Brookside School	010	1,462.40
P16-00717	CITY OF VENTURA COMM SVCS DEPT INTERPRETIVE OUTREACH PROGRA	Donation - 4th grade Geology	Brookside School	010	440.00

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

ESCAPE ONLINE

Page 3

Includes Purchase Orders dated 04/01/2016 - 04/30/2016

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P16-00718	Hughes General Engineering	Proj 15-15F ADA Parking/Access Ramp at OHES	Business Administration	010	31,877.50
P16-00719	Signature Signs	Proj 14-08F ADA Signage for OPHS Field House	Business Administration	010	232.50
P16-00720	Dr. Lauren Stevenson	SpEd Student Independent Educational Evaluation	District-wide	010	6,000.00
P16-00721	Gabriel Botsford	Band Coach/OPIMA/oth exp/ASB	Oak Park High School	010	400.00
P16-00722	Barcodes Inc.	Textbook Scan/disc/mat & supp	Oak Park High School	010	900.19
P16-00723	SDSU Research Foundation	VCI Gnt/IED Train for PLTW	Oak Park High School	010	3,700.00
P16-00724	California Civil Design Group	Proj 16-01F Outdoor Classrooms Topography MCMS	Business Administration	010	2,200.00
P16-00725	Environmental Testing Associa	Investigation & Report TO-15 Canisters MCMS	Business Administration	010	3,225.00
P16-00726	PEARSON ASSESSMENTS ORDER PROC ESSING	SpEd - Speech Group / Test kit	District-wide	010	432.40
T16-00049	Apple Computer, Inc. Ms:198-3E D	iPad Order Winter 2016 per Apple Quote #2203003705	Technology Coordinator	212	204,528.47
T16-00056	Border LAN Security	Deep Freeze for HS Lab	Technology Coordinator	010	1,153.00
T16-00057	Uzibull	Uzibull iPad Air2 Folio Covers 200	Technology Coordinator	212	7,095.00
T16-00058	Maxon Computer, Inc	Computer Class/CEC/ROP Gnt/mat & supp	Oak Park High School	010	2,150.00
T16-00059	Compuwave Inc.	Yearbook Desktop Computers Dell AIO	Technology Coordinator	212	27,881.73
Total Number of POs			98	Total	949,988.60

Fund Recap

Fund	Description	PO Count	Amount
010	General Fund	95	710,483.40
212	Measure C6 Technology Bond Fun	3	239,505.20
Total			949,988.60

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

ESCAPE ONLINE

Page 4

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: May 17, 2016
SUBJECT: B.1.d. APPROVE OVERNIGHT TRIP FOR: OAK PARK HIGH SCHOOL BOYS BASKETBALL TEAM TRIP TO SAN DIEGO – JUNE 10-12, 2016

CONSENT

ISSUE: Shall the Board approve an overnight trip for the OPHS Basketball Team to San Diego for a training camp?

BACKGROUND: Principal, Kevin Buchanan, requests approval for this camp scheduled for June 10-12, 2016 at San Diego State University in San Diego, CA. Approximately 15 athletes and 3 OPHS basketball coaches will travel by district approved drivers in private vehicles. They will depart around noon on June 10 and return back to Oak Park early evening on Thursday, June 14th. They will stay in the dorms/residence halls at the university. Athletes will pay approximately \$150 for room and board with camp fee being paid out of the team ASB account. Please accept this as certification that the Principal has reviewed and verified that all the required components of the approved *Field Trip Planning Guide/Checklist* have been met.

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

RECOMMENDATION: Alternative #1.

Prepared by: Geri Sterling
Certified by: Kevin Buchanan

Respectfully submitted

Anthony W. Knight, Ed.D.
Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: Dr. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MAY 17, 2016
SUBJECT: B.1.e, APPROVE OVERNIGHT TRIP FOR THE STUDENT PRESIDENT OF OAK PARK HIGH SCHOOL'S FUTURE BUSINESS LEADERS OF AMERICA CLUB FOR A LEADERSHIP SUMMIT – JUNE 24-25, 2016

CONSENT

ISSUE: Shall the Board approve an overnight trip for the OPHS FBLA Club president for a leadership summit?

BACKGROUND: Principal, Kevin Buchanan, requests approval for this conference scheduled for June 24-25, 2016 at Los Osos High School in Rancho Cucamonga, CA. The club advisor will drive the president of the club in his private vehicle. They will depart at noon on Friday June 24th and return at 4:30 pm on Saturday, June 25th. Both student and advisor will stay at the Four Points Sheraton in Rancho Cucamonga. The student member will be rooming with multiple state and section officers from other high schools. All costs of conference will be covered by CA FBLA. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved *Field Trip Planning Guide/Checklist* have been met.

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

RECOMMENDATION: Alternative #1.

Prepared by: Geri Sterling
Certified by: Kevin Buchanan

Respectfully submitted

Anthony W. Knight, Ed.D.
Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MAY 17, 2016
SUBJECT: B.1.f. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL CROSS COUNTRY TEAM TO MAMMOTH LAKES – JULY 24-31, 2016

CONSENT

ISSUE: Shall the Board approve an overnight trip for the OPHS Cross Country Athletes Team for Team Building to Mammoth lakes from July 24-31, 2016?

BACKGROUND: Principal, Kevin Buchanan, requests approval for this teambuilding trip scheduled for July 24-29, 2016 at Mammoth Lakes, CA. Approximately 100 athletes, 5 OPHS coaches and 20 volunteer chaperones will travel by district approved drivers in district and private vehicles. They will depart at 7 a.m. on Sunday July 24 and return by 5 p.m. on Friday, July 31. Team and chaperones will stay at the Mammoth Mountain Inn. Students will pay approximately \$400-\$475 to cover the cost of meals, transportation and lodging. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved *Field Trip Planning Guide/Checklist* have been met.

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

RECOMMENDATION: Alternative #1.

Prepared by: Geri Sterling
Certified by: Kevin Buchanan

Respectfully submitted

Anthony W. Knight, Ed.D.
Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: May 17, 2016
**SUBJECT: B. 1. g. APPROVE OVERNIGHT TRIP FOR: OAK PARK HIGH SCHOOL ASB
TO PACIFIC PALISADES – AUGUST 6-7, 2016**

CONSENT

ISSUE: Shall the Board approve an overnight trip for the OPHS ASB Retreat to Pacific Palisades from August 6-7, 2016?

BACKGROUND: Principal, Kevin Buchanan, requests approval for this retreat scheduled for August 6-7, 2016 at Temescal Canyon in Pacific Palisades, CA. Approximately 35 ASB student members, 2-3 OPHS Staff/Advisors and 2 parent chaperones will travel by district approved drivers in district vehicles. They will depart on Saturday, Aug. 6th and return the afternoon of August 7th. They will stay in the bungalows attached to the Temescal Canyon Center. Students will pay approximately \$100 to cover the cost of registration, meals, transportation and lodging. ASB funds will cover the remaining costs. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved *Field Trip Planning Guide/Checklist* have been met.

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

RECOMMENDATION: Alternative #1.

Prepared by: Geri Sterling
Certified by: Kevin Buchanan

Respectfully submitted

Anthony W. Knight, Ed.D.
Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MAY 17, 2016
SUBJECT: B.1.h. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL CHOIR MEMBERS TO CARNEGIE HALL, NEW YORK – MARCH 24-28, 2017

CONSENT

ISSUE: Shall the Board approve a field trip for the OPHS Choir to Carnegie Hall, NYC from March 24-28, 2017?

BACKGROUND: Principal, Kevin Buchanan, requests approval for this performance at Carnegie Hall, New York on March 27, 2017. Approximately 25-30 students, OPHS Choir director and 6 parent chaperones will travel by air on Friday, March 24 and return Tuesday, March 28. They will stay at the Grand Hyatt on Park Ave. Trip arrangements will be through Midamerica Productions, and travel arrangements will be through Tzell Travel & Tours. Each person will pay \$1399, plus airfare. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved *Field Trip Planning Guide/Checklist* have been met.

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

RECOMMENDATION: Alternative #1.

Prepared by: Geri Sterling
Certified by: Kevin Buchanan

Respectfully submitted

Anthony W. Knight, Ed.D.
Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: MAY 17, 2016

**SUBJECT: B.1.i APPROVE DESIGNATION OF THE 2016-2017 DISTRICT/
SCHOOL REPRESENTATIVES TO CALIFORNIA
INTERSCHOLASTIC FEDERATION LEAGUES**

Consent

ISSUE: Shall the Board of Education appoint a representative and alternates for Oak Park High School to the California Interscholastic Federation (CIF) Leagues for the 2016-2017 school year?

BACKGROUND: Education Code 33353(a)(1) requires the Board of Education to approve the appointment of individuals and alternates by name or by title who will be school representatives to the athletic leagues for the upcoming year. If a governing board does not take appropriate action to designate representatives, CIF is required to suspend voting privileges for the affected schools.

ALTERNATIVES:

1. Approve appointment of Ann Pettit and Dick Billingsly as representatives for Oak Park High School to California Interscholastic Federation (CIF) Leagues for the 2016-2017 school year.
2. Do not approve appointment of Ann Pettit and Dick Billingsly as representative for Oak Park High School to California Interscholastic Federation (CIF) Leagues for the 2016-2017 school year.
3. Board of Education can approve appointment of an alternative representative of their choice.

RECOMMENDATION: Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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



TO: SUPERINTENDENT OF PUBLIC SCHOOLS
PRINCIPAL OF PRIVATE SCHOOLS

FROM: ROGER L. BLAKE

RE: FORM TO RECORD DISTRICT AND/OR SCHOOL REPRESENTATIVES TO LEAGUES

DATE: APRIL 22, 2016

Enclosed is a form upon which to record your district and/or school representatives to leagues for **next year, 2016-2017**. It is a form sent every year to you in order to obtain the names of league representatives to every league in the state and to make sure that the league representatives are designated by school district or school governing boards. **It is a legal requirement that league representatives be so designated.**

The education code gives the authority for high school athletics to high school governing boards. The code also requires that the boards, after joining CIF, designate their representatives to CIF leagues. This is a necessity! (Ed. Code 33353 (a) (1))

We are asking that, after action by the governing board, you **send the names of league representatives to your CIF Section office**. Obviously, the presumption behind this code section is that the representatives of boards are the only people who will be voting on issues, at the league and section level, that impact athletics.

If a governing board does not take appropriate action to designate representatives or this information is not given to Section offices within the required time frame, CIF is required to suspend voting privileges (CIF Constitution, Article 2, Section 25, p.17) for the affected schools.

At the State Federated Council level we will be asking that Sections verify that their representatives are designated in compliance with this Ed. Code section.

I hope this gives you a bit of background. Thank you for all you do to help support high school athletics. It is a valuable program in all high schools and we appreciate the support you give to the program and to CIF.

Please return the enclosed form no later than June 29, 2016 directly to your CIF Section Office. Addresses of each section are listed on the back of the form. Please contact us if we can give you further information.

2016-2017 Designation of CIF Representatives to League

Please complete the form below for each school under your jurisdiction and **RETURN TO THE CIF SECTION OFFICE (ADDRESSES ON REVERSE SIDE) no later than June 29, 2016.**

Oak Park Unified School District/Governing Board at its 5-17-16 meeting,
(Name of school district/governing board) (Date)

appointed the following individual(s) to serve for the 2016-2017 school year as the school's league representative:

PHOTOCOPY THIS FORM TO LIST ADDITIONAL SCHOOL REPRESENTATIVES

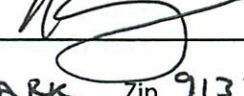
NAME OF SCHOOL Oak Park High School
NAME OF REPRESENTATIVE ANN PETTIT POSITION GIRLS' ATHLETIC DIRECTOR
ADDRESS 899 N. KANAN RD. CITY OAK PARK ZIP 91377
PHONE 818-735-3303 FAX 818-707-7770 E-MAIL APETTIT@OPUSD.ORG

NAME OF SCHOOL Oak Park High School
NAME OF REPRESENTATIVE DICK BILLINGSLEY POSITION BOYS' ATHLETIC DIRECTOR
ADDRESS 899 N. KANAN ROAD CITY OAK PARK ZIP 91377
PHONE 818-735-3303 FAX 818-707-7770 E-MAIL DBILLINGSLEY@OPUSD.ORG

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

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

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

Superintendent's or Principal's Name Anthony W. Knight signature 
Address 5801 CONIFER ST. City OAK PARK Zip 91377
Phone 818-735-3206 Fax 818-879-0372

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

CIF SECTION OFFICES

CIF CENTRAL SECTION

Jim Crichlow, Commissioner
P.O. Box 1567
Porterville, CA 93258
Phone: (559) 781-7586
Fax: (559) 781-7033

CIF CENTRAL COAST SECTION

Duane Morgan, Commissioner
6830 Via Del Oro, Suite 103
San Jose, CA 95119
Phone: (408) 224-2994
Fax: (408) 224-0476

CIF LOS ANGELES SECTION

John Aguirre, Commissioner
10660 White Oak Avenue, Suite 216
Granada Hills, CA 91344
Phone: (818) 767-0800
Fax: (818) 767-0802

CIF NORTH COAST SECTION

Gil Lemmon, Commissioner
5 Crow Canyon Court, Suite 209
San Ramon, CA 94583
Phone: (925) 263-2110
Fax: (925) 263-2120

CIF NORTHERN SECTION

Elizabeth Kyle, Commissioner
2241 St. George Lane, Suite 2
Chico, CA 95926
Phone: (530) 343-7285
Fax: (530) 343-5619

CIF OAKLAND SECTION

Alphonso Powell, Commissioner
900 High Street
Oakland, CA 94601
Phone: (510) 434-2218
Fax: (510) 434-3351

CIF SAC-JOQUIN SECTION

Michael Garrison, Commissioner
P.O. Box 289
Lodi, CA 95241
Phone: (209) 334-5900
Fax: (209) 334-0300

CIF SAN DIEGO SECTION

Jerry Schniepp, Commissioner
2131 Pan American Plaza
San Diego, CA 92101
Phone: (858) 292-8165
Fax: (858) 292-1375

CIF SAN FRANCISCO SECTION

Don Collins, Commissioner
555 Portola Drive, Bungalow 2
San Francisco, CA 94131
Phone: (415) 920-5185
Fax: (415) 920-5189

CIF SOUTHERN SECTION

Rob Wigod, Commissioner
10932 Pine Street
Los Alamitos, CA 90720
Phone: (562) 493-9500
Fax: (562) 493-6266

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: MAY 17, 2016

SUBJECT: B.1.j. ACCEPT 2015-16 SECOND PERIOD ATTENDANCE REPORT

CONSENT

ISSUE: Shall the Board receive and review the Second Period (P-2) Attendance Report on the status of the District's Average Daily Attendance (ADA) ending with the eighth school month?

BACKGROUND: The District's Revenue Limit funding is based on its ADA, which is reported to the State three times annually. The First Period Attendance Report, commonly referred to as P-1, is filed with the State at the end of the fourth school month. The Second Period Attendance Report, typically called P-2, reports the average of month one through the last school month that ends on or before April 15th of the current school year. The District's actual Local Control Funding Formula revenue is based on the P-2 Report. The third and final report, the Annual Report, is filed at the conclusion of the fiscal year. The second reporting period has concluded and the District's P-2 Report is attached for the Board's review.

RECOMMENDATION: None - information only.

Prepared by: Barbara Dickerson, Director, Fiscal 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	_____	_____	_____	_____

Certification

County: Ventura

Fiscal Year: FY 2015-16

District: Oak Park Unified

P-2

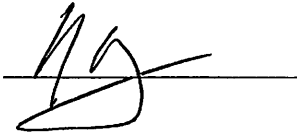
CDS CODE 56 73874

BEC8368C

Attendance School District

I hereby certify that, to the best of my knowledge, all data have been compiled and reported in accordance with all applicable laws, regulations and instructions.

School District Superintendent: _____



Date: 4/12/16

County Superintendent of Schools: _____

Date: _____

Any inquiries concerning this report should be directed to:

CONTACT NAME Shannan Kaesberg

PHONE (818) 735-3244 *

FAX (818) 865-8467

E-Mail skaesberg@opusd.org

Certification

County: Ventura

Fiscal Year: FY 2015-16

District: Oak Park Unified

P-2

CDS CODE 56 73874

D14F6DD1

Class Size Penalties

I hereby certify that, to the best of my knowledge, all data have been compiled and reported in accordance with all applicable laws, regulations and instructions.

School District Superintendent: _____

Date: 4/12/16

County Superintendent of Schools: _____

Date: _____

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Attendance School District

County: Ventura

Fiscal Year: 2015-16

District: Oak Park Unified

P-2

CDS CODE 56 73874

Certificate Number: BEC8368C

Regular ADA		TK/K-3	Grades 4-6	Grades 7-8	Grades 9-12	Total
Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	A-1	1,043.18	1,000.97	779.81	1,644.68	4,468.64
Extended Year Special Education [EC 56345 (b)(3)] (Divisor 175)	A-2	0.53	0.00	0.18	0.35	1.06
Special Education - Nonpublic, Nonsectarian Schools [EC 56366 (a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions	A-3	0.94	0.97	1.91	0.00	3.82
Extended Year Special Education - Nonpublic, Nonsectarian Schools [EC 56366 (a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions (Divisor 175)	A-4	0.13	0.02	0.04	0.00	0.19
Community Day School [EC 48660] (Divisor 70/135/180)	A-5	0.00	0.00	0.00	0.00	0.00
ADA Totals (Sum of A-1 through A-5)	A-6	1,044.78	1,001.96	781.94	1,645.03	4,473.71
Other						
Full-Time Traditional Independent Study ADA, pursuant to EC 51747, included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-1	7.12	16.62	60.75	133.64	218.13
Full-Time Traditional Independent Study ADA not eligible for general funding, pursuant to EC 51745.6, and not included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-2	0.00	0.00	0.00	0.00	0.00

Attendance School District

County: Ventura

Fiscal Year: 2015-16

District: Oak Park Unified

P-2

CDS CODE 56 73874

Certificate Number: BEC8368C

Course Based Independent Study ADA, pursuant to EC 51749.5, included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-3	0.00	0.00	0.00	0.00	0.00
Course Based Independent Study ADA not eligible for general funding, pursuant to EC 51745.6, and not included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-4	0.00	0.00	0.00	0.00	0.00
ADA for Students in Transitional Kindergarten pursuant to EC 46300 included in Section A (Lines A-1 through A-5, TK/K-3 Column, First Year ADA Only)	B-5	65.78				65.78
ADA for Students in Continuation Education included in Section A (Line A-1, Grades 9-12 Column)	B-6				39.34	39.34
ADA for Students in Opportunity Classes included in Section A (Line A-1, Total Column)	B-7					0.00

Attendance School District

County: Ventura

Fiscal Year: 2015-16

District: Oak Park Unified

P-2

CDS CODE 56 73874

Certificate Number: BEC8368C

Prior Year ADA Adjustment (P-1 and P-2 only)		TK/K-3	Grades 4-6	Grades 7-8	Grades 9-12	Total
<p>Prior Year P-2 ADA for pupils attending a charter school sponsored by the district in the current year who attended a non-charter school of the district in the prior year [EC 42238.051(a) (2) (B)].</p>						
Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	C-1	0.00	0.00	0.00	0.00	0.00
Extended Year Special Education [EC 56345 (b) (3)] (Divisor 175)	C-2	0.00	0.00	0.00	0.00	0.00
ADA Totals (C-1 + C-2)	C-3	0.00	0.00	0.00	0.00	0.00
<p>Prior Year P-2 ADA for pupils attending a non-charter school in the current year who attended a charter school sponsored by the district in the prior year [EC 42238.051(a) (2) (C)].</p>						
Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	C-4	0.00	0.00	0.00	0.00	0.00
Extended Year Special Education [EC 56345 (b) (3)] (Divisor 175)	C-5	0.00	0.00	0.00	0.00	0.00
ADA Totals (C-4 + C-5)	C-6	0.00	0.00	0.00	0.00	0.00

Attendance School District

County: Ventura

Fiscal Year: 2015-16

District: Oak Park Unified

P-2

CDS CODE 56 73874

Certificate Number: BEC8368C

Prior Year P-2 ADA attributable to district
resident pupils attending a non-charter school
[EC 42238.052].

Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	C-7	0.00	0.00	0.00	0.00	0.00
Extended Year Special Education [EC 56345 (b) (3)] (Divisor 175)	C-8	0.00	0.00	0.00	0.00	0.00
ADA Totals (C-7 + C-8)	C-9	0.00	0.00	0.00	0.00	0.00
Gain or Loss of ADA due to a Reorganization or Transfer of Territory [EC 42238.05 (a) (3)]. If the ADA adjustment is a loss, report the loss as a negative number in Line C-10 or C-11.						
Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	C-10	0.00	0.00	0.00	0.00	0.00
Extended Year Special Education [EC 56345 (b) (3)] (Divisor 175)	C-11	0.00	0.00	0.00	0.00	0.00
ADA Totals (C-10 + C-11)	C-12	0.00	0.00	0.00	0.00	0.00

Class Size Penalties

County: Ventura

Fiscal Year: 2015-16

District: Oak Park Unified

P-2

CDS CODE 56 73874

Certificate Number: D14F6DD1

Kindergarten

Classes Maintained for the Full Second Period

A-1	A-2	A-3	A-4	A-5
22	1	22	33	0
23	1	23	33	0
24	5	120	165	0
25	4	100	132	0
26	1	26	33	0
Total	12	291	396	

Kindergarten

Classes Maintained for Less than the Full Second Period

B-1	B-2	B-3	B-4	B-5	B-6	B-7
Total						

Grades 1-3

Classes Maintained for the Full Second Period

C-1	C-2	C-3	C-4	C-5
22	4	88	120	0
23	4	92	120	0
24	3	72	90	0
27	3	81	90	0
28	11	308	330	0
29	4	116	120	0
30	1	30	30	0
Total	30	787	900	

Grades 1-3

Classes Maintained for Less than the Full Second Period

D-1	D-2	D-3	D-4	D-5	D-6	D-7
Total						

Kindergarten Excess Enrollment Calculation

E-1: Total Classes (A-2 + B-2)	12
E-2: Total Pupils Enrolled (A-3 + B-3)	291
E-3: Average Number of Pupils per Class (E-2 / E-1)	24.3
E-4: Total Excess Enrollment (A-5 + B-7)	0

Grades 1-3 Excess Enrollment Calculation

E-5: Total Classes (C-2 + D-2)	30
E-6: Total Pupils Enrolled (C-3 + D-3)	787
E-7: Average Number of Pupils per Class (E-6 / E-5)	26.2
E-8: Total Excess Enrollment (C-5 + D-7)	0

California Department of Education

Principal Apportionment Data Collection Software

2015-15.00

Class Size Penalties

County: Ventura

Fiscal Year: 2015-16

District: Oak Park Unified

P-2

CDS CODE 56 73874

Certificate Number: D14F6DD1

Grades 4-8 Average Enrollment Calculation

F-1: Total Number of Pupils Enrolled	1,758
F-2: Total Number of Full Time Equivalent Classroom Teachers	64.4
F-3: Average Number of Pupils Enrolled Per Full-Time Equivalent Classroom Teacher (F-1 / F-2)	27.3

Kindergarten Full Second Period

A-1: Average Class Enrollment Size
A-2: Number of Classes of this Size
A-3: Total Pupils Per Class Size (A-1 * A-2)
A-4: Approved Limit of Enrollment (A-2 * 33)
A-5: Excess Enrollment (If A-3 > A-4 then A-3 - A-4, else 0)

Kindergarten Less Than Full Second Period

B-1: Average Class Enrollment Size
B-2: Number of Classes of this Size
B-3: Total Pupils Per Class Size (B-1 * B-2)
B-4: Approved Limit of Enrollment (B-2 * 33)
B-5: Excess Enrollment (If B-3 > B-4 then B-3 - B-4, else 0)
B-6: Fraction of Period in Session (ex: 4/7 = .57)
B-7: Modified Excess Enrollment (B-5 * B-6)

Grades 1-3 Full Second Period

C-1: Average Class Enrollment Size
C-2: Number of Classes of this Size
C-3: Total Pupils Per Class Size (C-1 * C-2)
C-4: Approved Limit of Enrollment (C-2 * 30)
C-5: Excess Enrollment (If C-3 > C-4 then C-3 - C-4, else 0)

Grades 1-3 Less Than Full Second Period

D-1: Average Class Enrollment Size
D-2: Number of Classes of this Size
D-3: Total Pupils Per Class Size (D-1 * D-2)
D-4: Approved Limit of Enrollment (D-2 * 30)
D-5: Excess Enrollment (If D-3 > D-4 then D-3 - D-4, else 0)
D-6: Fraction of Period in Session (ex: 4/7 = .57)
D-7: Modified Excess Enrollment (D-5 * D-6)

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: MAY 17, 2016

**SUBJECT: B. 2. a. ACCEPT OAK PARK CITIZENS' OVERSIGHT COMMITTEE
ANNUAL REPORTS FOR MEASURES C, C6, AND R
(TIME CERTAIN – 7:00 P.M.)**

ACTION

ISSUE: Shall the Board receive and accept the annual report of the Oak Park Citizens' Oversight Committee for Measures C, C6 and R?

BACKGROUND: A major provision of Bond Measures C6 and R, and Parcel Tax Measure C, was the establishment of a citizen's oversight committee to monitor the use of monies expended from these sources. As required by its bylaws, the full membership of the Board-appointed committee met four times, with two subcommittees for Measure C6 and for Measure R each meeting on multiple occasions. On May 2, 2016 the full Committee met to complete its annual reports for Measures C, C6 and R. The written reports are included with this agenda, and it is anticipated that members of the Oak Park Citizens' Oversight Committee will present its reports at this evening's meeting.

ALTERNATIVES:

1. Review and accept the reports from the Oak Park Citizens' Bond Oversight Committee, with thanks for its service.
2. Do not accept the report.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

Oak Park Citizens' Oversight Committee

2014-15 Fiscal Year Annual Report on Measure C (Parcel Tax)

Background

On June 3, 2008 Oak Park voters approved Measure C (the "Measure") by more than the required two-thirds majority. Measure C authorized, for eight years commencing July 1, 2009, an annual \$197 parcel tax to raise funds for the Oak Park Unified School District (the "District"). Measure C was a renewal of a previous, five-year, \$197 annual per parcel tax originally approved by the voters in 2004. Per Measure C, proceeds of the 2008 parcel tax are to be specifically used to provide financial support to school programs as follows:

- To protect neighborhood schools' academic excellence
- To enhance student success
- To reduce impacts of State budget cuts
- To help retain qualified teachers
- To limit class size increases
- To preserve academic programs
- To provide up-to-date instructional materials (although allowed, no funds in this period were used for this purpose)

In order to provide tax relief to senior citizens, any parcel owned and occupied by a person 65 years of age or older is exempt from the parcel tax upon proper application to the District.

An accountability provision in the ballot measure requires the School Board of Trustees to establish an independent Citizens' Oversight Committee (the "Committee") to ensure that proceeds of the parcel tax are spent wisely and only for the purposes named in the Measure.

Oversight Committee Purpose

The Committee is charged with the following purposes:

1. To promptly alert the public to any waste or improper expenditure of parcel tax money.
2. To inform the public concerning the expenditure of parcel tax revenues.
3. To ensure that parcel tax revenues are expended only for the purposes described in Resolution Number 08-01 which authorized the June, 2008 Measure C Parcel Tax election.

During the period August 2015 through May 2014 and within these parameters the Committee performed its functions for the Fiscal Year ending June 30, 2015.

Annual Audits

The Superintendent of the District shall cause a report to be filed with the Board of Trustees no later than December 31 of each year stating (1) the amount of parcel tax revenues received and expended in such year, and (2) the status of any projects or description of any programs funded from proceeds of the tax.

Committee Findings

The Oak Park Unified School District's Citizens' Oversight Committee met on September 8, 2015, December 1, 2015, January 12, 2016, January 20, 2016, February 23, 2016, and May 2, 2016.

The Committee received a review of the annual audit conducted by Christy White Accountancy Corporation, an independent CPA firm. The firm found no irregularities in the District's financial audit of which the parcel tax is part.

The Committee finds the District to be in compliance with the requirements of the Parcel Tax Resolution for the Fiscal Year 2014-2015. The Committee's findings are as follows:

According to The Oak Park Unified School District, The District received \$890,662.20 in parcel tax funds for Fiscal Year 2014-15, a decrease of \$12,756.65 from Fiscal Year 2013-14. An ending deficit balance brought forward from the 2013-14 Fiscal Year totaled \$14,502.59. Permissible expenditures totaled \$861,415.90 for a June 30, 2015 ending balance brought forward of \$14,743.71.

The 2014-15 funds were expended as follows:

\$351,734.80 for elementary school salaries and **\$94,696.34** for elementary school benefits. This translated into **4.5** Full-Time-Equivalent (**FTE**) teachers. Average salary and benefits per FTE were \$78,163.29 and \$21,043.63, respectively.

\$143,070.95 for middle school salaries and **\$41,853.13** for middle school benefits. This translated into **2.2** Full-Time-Equivalent (**FTE**) teachers. Average salary and benefits per FTE were \$65,032.25 and \$19,024.15, respectively.

\$183,536.78 for high school salaries and **\$46,523.90** for High School Benefits. This translated into **2.0** Full-Time-Equivalent (**FTE**) teachers. Average salary and benefits per FTE were \$91,768.39 and \$23,261.95, respectively.

Benefits include 12.3% for statutory benefits (Medicare, Retirement, Unemployment & Workers Compensation) in addition to health insurance costs (approx. \$11,000 per teacher).

The OPCOC noted that the Oak Park Parcel Tax is due to expire in June 2017. The Committee would respectfully request that the Board of Education advise the community at large on future plans to replace this parcel tax, if any.

Reports related to the Citizens' Oversight Committee are within the website for the Oak Park Unified School District: www.oakparkusd.org.

Respectfully submitted,

OAK PARK CITIZENS' OVERSIGHT COMMITTEE

Committee Members

Keith Caruso

Daniel Cohen
Jim Faul
Adam Findley
Steven Golove
Grant Meikle
Audrey Israel
Ron Movich
Michael Schneider
Marc Shapiro
Shary Trux, Chair
Bing Xu

Oak Park Citizens' Oversight Committee 2015 Measure C-6 Annual Report May, 2016

Background

On June 6, 2006 the Oak Park Unified School District (the "District") was authorized to issue and sell bonds up to \$17,500,000 in aggregate principal to provide financing for the following school facilities projects and equipment:

- Educational technology;
- Classroom furniture and equipment;
- Playground equipment;
- District vehicles;
- Food preparation and kitchen equipment;
- Equipment replacement

Measure C6 was approved by at least 55% of the voters of the District pursuant to the provisions of the Strict Accountability in Local School Construction Bonds Act of 2000, codified under Sections 15264 et seq. of the Education Code (Proposition 39). The Act requires the Board of Trustees (the "Board") to appoint a Citizens' Oversight Committee (the "Committee") after the successful bond election. Legal authority for formation and duties of the Committee is found in Sections 15264 and 15278 to 15282 of the Education Code.

Committee Purpose

The Committee is charged by statute with the following purposes:

1. To promptly alert the public to any waste or improper expenditure of school construction bond money. *Educ. Code §15264(c)*;
2. To inform the public concerning the expenditure of bond revenues. *Educ. Code §15278(b)*;
3. To ensure that bond revenues are expended only for the purposes described in the Constitution; that is, for the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities. *Calif. Const. art. XIII A, §1(b)(3)*; *Educ. Code §15278(b)(1)*;
4. To ensure that no funds are used for any teacher or administrative salaries or other school operating expenses. *Calif. Const. art. XIII A, §1(b)(3)(A)*; *Educ. Code §15278(b)(2)*.

Committee Jurisdiction and Authorized Activities

In furtherance of its purposes, the Committee is authorized by statute to engage in the following activities:

1. Receive and review copies of the annual, independent **performance** audit required by the California Constitution;

Oak Park Citizens' Oversight Committee Measure C6 Annual Report

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2. Receive and review copies of the annual, independent **financial** audit required by the California Constitution;
3. Inspect school facilities and grounds to ensure that bond revenues are expended in compliance with the requirements of paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution;
4. Review efforts by the District to maximize bond revenues by implementing cost saving measures, including, but not limited to, all of the following:
 - a. Mechanisms designed to reduce the costs of professional fees;
 - b. Mechanisms designed to reduce the cost of site preparation;
 - c. Recommendations regarding the joint use of core facilities;
 - d. Mechanisms designed to reduce costs by incorporating efficiencies in school site design;
 - e. Recommendations regarding the use of cost-effective and efficient reusable facility plans.

It is also important to note that this Committee is specifically not responsible for, and has no jurisdiction over, the approval of contracts, the approval of change orders, the appropriation of funds, the handling of any legal matters, the approval of any plans or schedules, the approval of deferred maintenance plans, or the approval of the sale of bonds. The Committee is also not responsible for the creation or approval of technology plans or the recommendation or approval of any specific technologies.

It is within these parameters that the Committee performed its functions during the calendar year ended December 31, 2015.

Audits

California State law requires that the sponsoring school district of an approved measure conduct an annual independent **performance** audit to ensure that bond funds have been expended only on the specific projects included on the list of projects the district presented to voters prior to approval of Measure C6.

Proposition 39 requires that the school district conduct an annual independent **financial audit** of the proceeds from the sale of the bonds until all of the proceeds have been expended for approved projects.

The annual financial and performance audits of OPUSD Measure C6 bond expenditures were conducted by Christy White Associates, A Professional Accountancy Corporation, an independent CPA firm. In the firm's report of the audits, they note: "We found the expenditures and transfers tested to be in compliance with the terms of the Measure C6 ballot measure, Facilities Plan, and applicable state laws and regulations without exception."

Special note: The Committee report includes expenditures from July 2014 through June 2015 (school fiscal year basis – subject of the independent auditors report). The Committee report also includes expenditures between July 2015 and December 2015 that have not as yet been audited. The 6 month period between July 2015 through

Oak Park Citizens' Oversight Committee Measure C6 Annual Report

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December 2015 will be included in the Fiscal Year Ended June 30, 2016 independent audit report.

Committee Findings

The Oak Park Unified School District's Citizens' Oversight Committee met on September 8, 2015, December 1, 2015, January 12, 2016, January 20, 2016, February 23, 2016, and May 2, 2016. The Measure C-6 Subcommittee independently met on February 16, 2016 and March 3, 2016. The Committee has reviewed the audits of C6 bond expenditures conducted by Christy White Associates for the Fiscal Year ended June 30, 2015, as well as unaudited expenditures through December 31, 2015, as reported by District staff. This report and more information regarding the Citizens' Oversight Committee can be found on the Oak Park School District's website (www.oakparkusd.org). C6 expenditures during the calendar year 2015 reporting period were \$2,335,723. Cumulative C6 bond expenditures total \$13,100,381.59 from inception through June 30, 2015. An additional \$679,322.46 of bond expenditures were made from July 1, 2015 to December 31, 2015 (unaudited – a component of subsequent fiscal reporting periods). The Committee finds and notes the following:

1. During 2015, the Bond Proceeds were expended only for the purposes set forth in Measure C6.
2. In its annual report for 2015, the Committee recommended the ***continued monitoring of the use of new technology purchases*** as an appropriate cost-saving measure. Specifically, it was noted that continued monitoring would enable the district to (A) Measure the effectiveness of C6 funds expended, and avoid the unnecessary-purchasing of new technology when existing technology is not fully utilized; (B) Better match the pace of new technology investments with the adoption of technology in the classroom; (C) Use data compiled from the existing on-line checkout system to guide future purchase decisions; and (D) Provide transparency related to the actual use of technology in the classroom, and ensure that technology is being used to supplement instruction and not replace it.

For the benefit of the 2016 report, the Committee wishes to re-affirm these observations and recommendations.

3. In its Annual Report for 2013, the Committee noted its concern regarding the rate at which the bonds were being spent and the bond payback periods. The Oak Park Unified School District issued a response to the Committee on October 15, 2013.

The Committee reaffirmed this concern in the 2014 Annual Report, noting that at the at the current pace of expenditures, the District is paying for technology that lasts, conservatively 5-10 years, with bond proceeds that will be paid back over a 21, 24 or 14 year period. The Oak Park Unified School District did not issue a response to this statement. In the 2015 report, the Committee

again noted that of the \$17,500,000 Measure C-6 aggregate principal, 68% of the principal was spent during years 1-8 (averaging \$1.5 million per year), with only 32% of the aggregate principal remaining available for years 9-26 (averaging \$330,000 per year).

Upon review of the expenditures for the 2016 report, the Committee further re-affirms our concern related to the rate of expenditures, noting specifically that a substantive component of bond expenditures relate to the "Apple Desktop Refresh" and "Dell Chromebook Refresh". The Committee inquired as to the nature of these costs, and was informed that the "Refresh" of desktop computers is required every 7-8 years as the machines reach the end of their useful life. ***At the current rate of expenditures, there will be no bond proceeds remaining to capitalize the next required "Refresh".*** Similar concerns are noted for the Firewall and Network Switches, which have an 8-10 year lifespan and also require a periodic "Refresh".

4. Servicing & Support: The Committee notes that \$78,333 was spent in 2014/2015 and \$43,971 in the first half of the 15/16 period (unaudited) for the IT Director salary. Per the Bond Counsel Opinion (issued on 10/10/08 regarding the Use of Measure C-6 Bond Proceeds), these expenditures are permissible under the provision of the law. Furthermore, C-6 Bond Proceeds are relied upon to fund 50% of the IT Director salary. The IT Director is relied upon to create a roadmap for technology expenditures across the district, and is responsible for the implementation of the roadmap and support of the technology purchased to date. Upon the depletion C6 Bond funds, the Committee questions how the IT Director will be retained and by what means will the existing technology and recent investments be supported.
5. The OPCOC met with Tim Carty on February 25, 2016 to review the OPUSD Bond obligations as it relates to Measure C-6. Documentation was provided to the Committee with regard to the general bond obligations for Measure C-6. The committee, after reviewing the Actual/Projected Tax Rates attributed to C-6, is concerned that the projected tax rates for bond servicing is unrealistic and understated. Specifically, the projections are predicated on an annual projected increase in the assessed property values of 5%.

These numbers do not appear to be consistent with the historical data provided. Over the life of the bond servicing between 2008 and 2016, there was only one year that the assessed property values in Oak Park grew at a rate of 5%. The remaining years the growth was substantially less, and in some years the assessed value of the properties decreased.

The District's use of these figures may understate the actual future property tax obligations incurred by Oak Park property owners directly attributed to bond servicing for Measure C-6. In reality, the future tax rate attributed to servicing Measure C-6 to the residents of Oak Park will likely be substantially

higher. The projections should be run with a more realistic growth rate of 3% rather than 5%. A more pragmatic projection would be beneficial to the members of the community in order to see the true impact of the costs of Measure C-6 on Oak Park taxpayers.

Citizens' Bond Oversight Committee Members

Keith Caruso
Daniel Cohen
James Faul
Adam Findley
Steve Golove
Grant Meikle
Ronald Movich
Michael Schneider
Marc Shapiro
Shary Trux
Bin Xu

Respectfully submitted,
OAK PARK CITIZENS' OVERSIGHT COMMITTEE, MEASURE C6
Shary Trux, Committee Chair
Steve Golove, Measure C6 Subcommittee Chair

Oak Park Citizens' Oversight Committee Measure C6 Annual Report

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OAK PARK BONDS ISSUED FOR MEASURE C6

Issued	September 2007 for 21 years			April 2009 for 25 years			October 2013 for 14 years			Cumulative			
	\$	\$	% of Debt	\$	\$	% of Debt	\$	\$	% of Debt	\$	\$	Prin+Int	% of Debt
	Principle	Interest		Principle	Interest		Principle	Interest		Principle	Interest		
2007	-	-	-	-	-	-	-	-	-	290,000	167,640	457,640	2%
2008	290,000	167,640	6%	-	-	-	-	-	-	340,000	218,131	558,131	2%
2009	280,000	191,600	6%	60,000	26,331	1%	-	-	-	260,000	281,300	541,300	2%
2010	260,000	180,400	6%	-	100,900	1%	-	-	-	290,000	270,900	560,900	2%
2011	230,000	170,000	6%	-	100,900	1%	-	-	-	300,000	261,323	561,323	2%
2012	300,000	160,625	6%	-	100,900	1%	-	-	-	325,000	249,323	574,323	2%
2013	280,000	148,625	6%	40,000	100,900	1%	-	-	-	365,000	349,703	714,703	3%
2014	285,000	137,425	6%	80,000	99,100	1%	-	113,180	2%	410,000	361,463	771,463	3%
2015	295,000	126,025	6%	115,000	95,900	2%	-	139,338	3%	460,000	343,063	803,063	3%
2016	305,000	114,225	6%	155,000	91,300	2%	-	139,338	3%	515,000	322,850	837,850	3%
2017	315,000	98,213	6%	200,000	83,100	2%	-	139,338	3%	990,000	298,313	1,288,313	3%
2018	320,000	81,675	5%	270,000	77,100	3%	-	139,338	3%	675,000	274,713	949,713	4%
2019	300,000	68,875	5%	295,000	66,300	3%	80,000	139,338	4%	800,000	348,313	1,048,313	4%
2020	100,000	56,875	2%	365,000	54,300	3%	335,000	137,138	9%	795,000	220,723	1,015,723	4%
2021	105,000	52,875	2%	325,000	38,250	3%	365,000	129,600	10%	925,000	183,673	1,108,673	4%
2022	110,000	48,675	2%	400,000	20,000	3%	415,000	115,000	10%	777,038	390,300	1,167,338	4%
2023	115,000	44,138	2%	192,038	247,962	3%	470,000	98,400	11%	827,000	396,994	1,223,994	5%
2024	120,000	39,394	2%	187,000	278,000	3%	520,000	79,600	12%	886,290	401,954	1,288,244	5%
2025	120,000	34,444	2%	181,290	308,710	4%	585,000	58,800	13%	940,262	400,632	1,340,894	5%
2026	120,000	29,484	2%	174,262	333,738	4%	635,000	35,400	13%	993,760	399,983	1,393,743	5%
2027	595,000	24,544	8%	168,760	366,239	4%	230,000	9,200	5%	481,005	1,248,995	1,730,000	7%
2028	146,137	433,863	8%	334,869	815,132	8%	-	-	-	324,627	880,373	1,205,000	5%
2029	-	-	-	324,627	880,373	9%	-	-	-	315,453	934,543	1,250,000	5%
2030	-	-	-	315,453	934,543	9%	-	-	-	304,783	1,023,217	1,330,000	5%
2031	-	-	-	304,783	1,023,217	10%	-	-	-	295,852	1,099,148	1,395,000	5%
2032	-	-	-	295,852	1,099,148	10%	-	-	-	210,751	1,249,249	1,460,000	6%
2033	-	-	-	210,751	1,249,249	11%	-	-	-				
Totals	5,011,137	2,409,629	7,420,765	4,999,686	8,617,994	13,617,680	3,655,000	1,474,005	5,129,005	13,645,823	12,501,628	26,167,451	100%

**Oak Park Unified School District Citizens' Oversight Committee
2015 Measure R Annual Report
May 2016**

Summary

- The District's auditor reported that the District spent \$4,283,915 of Measure R bond funds on facilities acquisition and maintenance during the *fiscal* year July 1, 2014 and June 30, 2015.
- The District's auditor found that the District's expenditures from, and accounting for, Measure R bond funds was in compliance with Generally Accepted Accounting Principles and the relevant statutes and regulations.
- The District reported to the Citizens' Oversight Committee that projected spending for Measure R bond funds on facilities acquisition and maintenance during *calendar* year 2015 was \$1,829,355.
- The Citizens' Oversight Committee finds that the District's expenditures from Measure R bond funds was in compliance with Measure R.
- The Citizens' Oversight Committee finds that the District delivered good value to the taxpayers with regard to the costs and benefits of the projects funded by Measure R bond funds.
- The Citizens' Oversight Committee finds that there were no irregularities regarding the bond monies (bond issuance, expenditures, audits).
- **Notwithstanding the foregoing, and noting the near-exhaustion of Measure R funds, the Citizens' Oversight Committee believes that the District should use operating funds, rather than bond funds, for physical plant maintenance and repair.**
- **Notwithstanding the foregoing, the Citizens' Oversight Committee believes that the District should be more specific, at the time of any future bond election, regarding the capital improvement projects for which any new bond funds will be spent.**
- **Notwithstanding the foregoing, the Citizens' Oversight Committee believes that going forward, the District should hold operating funds in reserve to deal with unanticipated/unbudgeted repairs and maintenance so that the District's physical plant remains in serviceable condition, regardless of any future bond funds being available (or not) for such repairs and maintenance.**

Background

On November 4, 2008 voters in the Oak Park Unified School District (the "District") authorized \$29,445,000 in general obligation bonds for school projects as listed in the 2008 Bond Resolution Project List (included in the ballot measure passed by the voters). Specific construction and modernization projects included repairing, renovating and

improving aging facilities; repairing water damage and failing roofs; removing hazardous materials; making schools earthquake-safe; replacing outdated fire and security systems; and improving classrooms to meet modern safety and instructional standards.

Measure R is also referred to as the “School Improvement Bond of 2008”. Measure R was approved by at least 55% of Oak Park voters pursuant to the provisions of the Strict Accountability in Local School Construction Bonds Act of 2000, codified under Sections 15264 et seq. of the Educational Code (“The Act”, “Proposition 39”). The Act required that a school district Board of Trustees (the “Board”) appoint a Citizens’ Oversight Committee (the “COC” or “Committee”) after a successful bond election.

The COC is required by state law to actively review and report on the proper expenditure of the taxpayers’ money. The COC provides oversight and advises the public whether the District is spending the measure R bond funds for school improvements within the scope of projects outlined in the Measure R project list.

Committee Purpose

The Committee is charged by statute with the following purposes:

1. To promptly alert the public to any waste or improper expenditure of school construction bond money.
2. To inform the public concerning the expenditure of bond revenues.
3. To ensure that bond revenues are expended only for the purposes described in the California Constitution; that is, for the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities.
4. To ensure that no funds are used for any teacher or administrative salaries or other school operating expenses.

Committee Jurisdiction and Authorized Activities

In furtherance of its purposes, the Committee is authorized by statute to engage in the following activities:

1. Receive and review the annual independent performance audit required by the California Constitution.
2. Receive and review the annual independent financial audit required by the California Constitution.
3. Inspect school facilities and grounds to ensure that bond revenues are expended in compliance with the requirements of paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution.

4. Review efforts by the District to maximize the impact of bond expenditures by implementing cost-saving measures, including, but not limited to, all of the following mechanisms:
 - a. Mechanisms designed to reduce the cost of professional fees.
 - b. Mechanisms designed to reduce the costs of site preparation.
 - c. Recommendations regarding the joint use of core facilities.
 - d. Mechanisms designed to reduce costs by incorporating efficiencies in school design.
 - e. Recommendations regarding the use of cost-effective and efficient reusable facility plans.

It is also important to note that the Committee does not perform certain functions such as: participate in the District's actual bond sale and issuance process nor participate in the bid process for contractors or consultants (Proposition 39 Roles and Responsibilities, III. I.).

It is within these parameters that the Committee performed its functions during the period from August, 2015 through May, 2016.

Audits

Proposition 39 requires that the sponsoring school district of an approved measure (Measure R) conduct an annual independent performance audit to ensure that the bond funds have been expended only on the specific projects included on the list of projects the district was required to provide when measure R was presented to the voters.

Proposition 39 also requires that the school district conduct an annual independent financial audit of the proceeds from the sales of the bonds until all the proceeds have been expended for school facilities projects.

The annual audit of OPUSD Measure R bond expenditures for the fiscal year ended June 30, 2015 was conducted by Christy White Accountancy Corporation (CWA), an independent auditing firm. Their report is dated January 13, 2016. CWA tested approximately \$2.6 million or 61% of the 2014-2015 expenditures included in 29 separate payments to contractors, consultants and other vendors for "validity, allowability and accuracy". CWA reported that they found the expenditures and transactions tested to be in compliance with the terms of the Measure R Ballot measure, the facilities master plan, and applicable state laws and regulations without exception.

Additionally CWA performed testing on contract and bid procedures. For the fiscal year ended June 30, 2015 they tested eight contracts and found that the contracts followed the proper bidding procedures.

Note that the Committee is reporting on calendar year 2015, of which only the period Jan 1, 2015–June 30, 2015 is addressed in the CWA audit reports. The Committee relied on unaudited district financial statements for the period July 1, 2015–December 31, 2015 in fulfilling its oversight obligations.

Committee Activities

In order to fulfill purpose of the committee as described above, the OPCOC engaged in the following activities:

- The Oak Park Unified School District’s Citizen’s Oversight Committee met on September 8, 2015, December 1, 2015, January 12, 2016, January 20, 2016, February 23, 2016, and May 2, 2016. Additionally, the Measure R Subcommittee met on April 19, 2016.
- The OPCOC attended a facilities tour on December 5, 2015.
- One or more of the committee members attended School Board meetings.
- One or more of the committee members attended the District Needs Assessment Committee meetings.
- The committee members met with CWA to review the audit findings for the fiscal year ending June 30, 2015. Both the financial audit and the performance audit were reviewed.
- To understand the expenditures for the unaudited period from July 1, 2015 to December 31, 2015 the committee reviewed Bond Proceeds and Expenditures through December 31, 2015.
- The committee met with District staff and Balfour Beatty staff to review issues and ask questions.
- The committee met with District staff and the District’s Bond Advisor, Piper Jaffray, to review various issues and ask various questions regarding the authorization, issuance, and payment (amortization schedules) and tax rates regarding District-issued bonds.

Committee Findings

1. The OPCOC did not find instances of waste or improper expenditures.
2. The Committee found no instances of expenditures other than for the purposes set forth in the bond measure.
3. The Committee found no instances of expenditures for teacher’s salaries from Measure R bond funds. The district staff reported to the OPCOC that 2015 projections for use of measure R funds for certain and specific administrative

salaries and benefits allocated to time spent administering the bond program were \$65,000. In prior years, in connection with its review of expenditures for measure R funds, the Committee requested from the District a copy of the opinion rendered by district bond counsel (Orrick, Herrington and Sutcliffe LLP) regarding the legality of such expenditures. In its written opinion, counsel opined that necessary and incidental costs of the bond program, which may include portions of certain administrative expenses allocated to time spent working on the bond, was an appropriate expenditure.

4. According to the most recent version of the Measure R master plan, total projected expenditures during calendar 2015 totaled approximately \$1.8 million or 5% of total projected expenditures. The majority of the work in 2015 was for HVAC replacements at Medea Creek Middle School, but also included roof and HVAC work, interior paint and carpet work, and exterior lighting work at Brookside Elementary, Oak Hills Elementary, and Red Oak Elementary.

The Facilities Planning Committee (“FPC”)

The Community has been fortunate to have a Facilities Planning Committee composed of various stakeholder members (staff, teachers, parents). The members of this committee succeeded in saving the district money both by taking on the work of planning and by effectively managing costs.

The FPC continued to work with the District and the project management firm Balfour Beatty. In 2014, the FPC continued to advise and guide the district with a plan for bond expenditures based on appropriate priorities. Based on review of the master plan and observation at public meetings the OPCOC believes that the master plan was the result of considerable review, analysis and preparation. Beginning with the 2015-16 school year, the FPC ceased meeting and a subcommittee of the FPC assumed the role of the full committee and continued to meet by telephone every Tuesday morning. This was deemed appropriate by the district due to the status of the bond expenditures, that is, nearly 90% expended and the remaining projects agreed upon. The OPCOC found this to be a reasonable decision.

Citizens’ Oversight Committee Findings and Concerns

- 1) The Committee noted that according to the most recent version of the master plan Construction Management costs as a percent of project costs were 14%, 11% and 15% in years 2013, 2014 and 2015, respectively. The Committee is pleased that the District has maintained a reasonable level of project management costs over the past three years and projects total project management costs as a percentage of total project costs to be 15%.

- 2) The Committee is aware of the district's possible plans to propose a new bond measure in the fall of 2016. The Committee continues to recommend that the district not rely on, nor expend, future bond proceeds to fund predictable, annual, maintenance and repair expenses; rather this should be part of the District's annual operating budget.
- 3) Given that the full FPC is no longer meeting, the Committee would like to see continued diligence on the part of district staff to understand the status of all measure R projects in the context of the entirety of the Measure R expenditures, and specifically would like to see the Master Plan updated with actual expenditures through June 2016 as soon as is reasonable after the close of the fiscal year, and would like to review the updated plan in the fall of 2016.

Respectfully submitted,

OAK PARK CITIZENS' OVERSIGHT COMMITTEE

Committee Members

Keith Caruso

Daniel Cohen

Jim Faul

Adam Findley

Steven Golove

Grant Meikle

Audrey Israel

Ron Movich

Michael Schneider

Marc Shapiro

Shary Trux, Chair

Bing Xu

TO: MEMBERS, BOARD OF EDUCATION

FROM: ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: MAY 17, 2016

SUBJECT: B.2. b. DISTRICT OF CHOICE REPORTING REQUIREMENTS

ACTION

ISSUE: The board will receive a report from staff related to the mandated reporting requirements set forth in Education Code 48313 for all District of Choice districts.

BACKGROUND: Education Code 48313 establishes specific reporting requirements for all districts accepting students through the District of Choice program. This report summarizes the students enrolled into Oak Park for the current school year and is normally submitted to the local governing board at the May board meeting each year. Following the board's review this information is then disseminated to local adjoining districts, the county office of education, the State Superintendent of Instruction and the Department of Finance. The Education Code requires that the report show the number of requests into the district, the number granted, denied or withdrawn (and the reasons for denials), the number of pupils transferred into and out of the district, the race, ethnicity, gender, self-reported socioeconomic status, and the school district of residence of the transfers. In addition, the district is required to submit to adjoining districts information regarding the district's status as a school district of choice for the upcoming school year. The report is provided to the board as a separate attachment to this cover sheet.

Staff will review with the board the data for the 2015-2016 school year and address any questions related to the information presented.

- ALTERNATIVES:**
1. Approve the District of Choice Summary Report to adjoining districts
 2. Do not approve the District of Choice Summary Report to adjoining districts.
 3. Revise the District of Choice Summary Report to adjoining districts.

RECOMMENDATION: Alternative #1.

Prepared by: Clifford E. Moore

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	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION

FROM: ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: MAY 17, 2016

SUBJECT: B.2.c. GOVERNOR'S 2016-17 BUDGET PROPOSAL - MAY REVISION

DISCUSSION

ISSUE: Shall the Board receive and discuss information pertaining to the Governor's May Revision to his 2016-17 budget proposal and its implications for the Oak Park Unified School District?

BACKGROUND: As required by State law, by May 15, 2016, Governor Brown will present the May Revision to the 2016-17 budget proposal unveiled in January of this year. Staff will provide a report on the May Revision and its implications for Oak Park Unified School District at this evening's meeting. On May 20, 2016, staff will also be attending the School Services of California budget workshop at the Ventura County Office of Education, which will provide further information and analysis of the Governor's May Revision.

RECOMMENDATION: None – information only.

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

Respectfully submitted:

Anthony W. Knight, Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: MAY 17, 2016

SUBJECT: B.2.d. BOARD REVIEW OF DRAFT 2016-17 OAK PARK UNIFIED SCHOOL DISTRICT LOCAL CONTROL AND ACCOUNTABILITY PLAN

DISCUSSION

ISSUE: Shall the Board review and discuss the draft 2016-17 Oak Park Unified School District Local Control and Accountability Plan?

BACKGROUND: Effective in 2013-14, the existing K-12 finance system was replaced with the new Local Control Funding Formula (LCFF). As part of shift to LCFF, school districts and County Offices of Education are required to develop, adopt, and annually update a three-year Local Control and Accountability Plan (LCAP), using a form adopted by the California State Board of Education (SBE). The LCAP identifies how districts and County Offices of Education address the State's priorities and metrics, and how expenditures are made in accordance with statutes. Following the process, requirements, and proposed schedule outlined for the Board at its January 2016 meeting, the draft 2016-17 Oak Park Unified School District LCAP has been developed with the input from diverse groups of stakeholders.

At this evening's meeting the Board will review and discuss the draft LCAP, and provide direction to staff in its preparation of a final draft for public comment. Education Code 52062 requires a public hearing to solicit the recommendations and comments of the public regarding the proposed LCAP. The public hearing has been scheduled for June 1, 2016. After receiving input from the public, the District's 2016-17 LCAP will be formally adopted at the Board's June 15, 2016 meeting.

RECOMMENDATION: None – information and discussion only.

Prepared by: Dr. Leslie Heilbron, Assistant Superintendent, Human Resources and Curriculum
Barbara Dickerson, Director, Fiscal Services
Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted:

Anthony W. Knight, Ed.D.
Superintendent

Click the link <https://goo.gl/2C3vhQ> for the draft of LCAP

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MAY 17, 2016
SUBJECT: B.2.e. APPROVE DISTRICT THREE-YEAR EDUCATOR EFFECTIVENESS SPENDING PLAN

(ACTION)

ISSUE: Shall the Board approve the District's proposed three-year Educator Effectiveness Spending Plan?

BACKGROUND: The enacted State Budget for 2015-16 appropriated \$490 million in one-time funds to be disbursed to local educational agencies for the purpose of enhancing the effectiveness of teachers and administrators. These funds are distributed to LEAs based on the number of full-time equivalent certificated staff as reported in 2014-15 and may only be used for the following activities:

- Beginning teacher and administrator support and mentoring, including, but not limited to, programs that support new teacher and administrator ability to teach or lead effectively and to meet induction requirements adopted by the Commission on Teacher Credentialing.
- Professional development, coaching and support services for teachers identified as needing improvement or additional support.
- Professional development for teachers and administrators that is aligned to state-adopted content standards.
- Promotion of educator quality and effectiveness, including, but not limited to, training on mentoring and coaching certificated staff and training certificated staff to support effective teaching and learning.

The estimated amount of one-time funds to be received by OPUSD for this purpose is \$327,434. The funds must be spent by July 1, 2018. As a condition of receiving the funds, a spending plan must be presented at a public meeting of the governing board and a public hearing conducted. This was accomplished at the Board's April meeting. The attached Educator Effectiveness Spending Plan was developed using existing guiding documents in the district including the Local Control Accountability Plan (LCAP) and California State Standards Plan (CSS) to ensure consistency in executing our mission to improve student outcomes.

ALTERNATIVES:

1. Approve the District's proposed three-year Educator Effectiveness Spending Plan as presented.
2. Do not approve the proposed Educator Effectiveness Spending Plan.

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	_____	_____	_____	_____

**Educator Effectiveness Proposed Spending Plan
For Expenditures Between July 1, 2015 and June 30, 2018**

Activity	Content Standards	Number of Teachers	Number of Administrators	Number of Paraprofessionals	2015-16	2016-17	2017-18	Total Expenditures
TOTAL 3-YEAR ALLOCATION								\$ 327,434.00
Beginning teacher and administrator support and mentoring, including, but not limited to, programs that support new teacher and administrator ability to teach or lead effectively and to meet induction requirements adopted by the Commission on Teacher Credentialing and pursuant to Section 44259 of the California <i>Education Code</i>	N/A	17.00	0.00	N/A	\$ 40,300.00	\$ 33,641.00	\$ -	\$ 73,941.00
Of these expenditures, how much was spent on induction programs?	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$

Activity	Content Standards	Number of Teachers	Number of Administrators	Number of Paraprofessionals	2015-16	2016-17	2017-18	Total Expenditures
Professional development, coaching, and support services for teachers who have been identified as needing improvement or additional support	N/A	0.00	0.00	N/A	\$ -	\$ -	\$ -	\$ -

Activity	Content Standards	Number of Teachers	Number of Administrators	Number of Paraprofessionals	2015-16	2016-17	2017-18	Total Expenditures
Professional development for teachers and administrators that is aligned to the state content standards adopted pursuant to Sections 51226, 60605, 60605.1, 60605.2, 60605.3, 60605.8, 60605.11, 60605.85, as that section read on June 30, 2014, and 60811.3, as that section read on June 30, 2013, of the California <i>Education Code</i>	N/A	N/A	N/A	N/A	\$ 221,954.00	\$ -	\$ -	\$ 221,954.00
	Mathematics	20.00		N/A	N/A	N/A	N/A	N/A
	English language arts/development	28.00		N/A	N/A	N/A	N/A	N/A
	Science	17.00		N/A	N/A	N/A	N/A	N/A
	History/social sciences	26.00		N/A	N/A	N/A	N/A	N/A
	Visual/performing arts	8.00		N/A	N/A	N/A	N/A	N/A
	Career technical	1.00		N/A	N/A	N/A	N/A	N/A
	World language	9.00		N/A	N/A	N/A	N/A	N/A
	Physical education	10.00		N/A	N/A	N/A	N/A	N/A

Activity	Content Standards	Number of Teachers	Number of Administrators	Number of Paraprofessionals	2015-16	2016-17	2017-18	Total Expenditures
Activities to promote educator quality and effectiveness including, but not limited to, training on mentoring and coaching certificated staff and training certificated staff to support effective teaching and learning	N/A	0.00	6.00	44.00	\$ 24,539.00	\$ 7,000.00	\$ -	\$ 31,539.00

Total Expenditures					\$ 286,793.00	\$ 40,641.00	\$ -	\$ 327,434.00
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Note: N/A is used in areas where an item would not be applicable for a particular activity/category. LEAs should not be tracking expenditures, number of teachers, etc. in subject areas marked N/A.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MAY 17, 2016
SUBJECT: B.2.f. APPROVE MEASURE C6 BOND FUND EQUIPMENT PURCHASE – DISTRICT-WIDE EMERGENCY RADIO SYSTEM UPGRADES

ACTION

ISSUE: Shall the Board approve a Measure C6 bond fund equipment purchase for the replacement of aging emergency repeater and radios?

BACKGROUND: As approved by Oak Park voters, Bond Measure C6 specifically authorizes expenditures “to improve student safety and replace aging school equipment”. For the 2015-16 school year, the District’s Maintenance and Operations staff has identified the need to replace the existing analog emergency repeater and radio with digital equipment to meet future requirements.

Requests for quotes from local vendors resulted in two proposals. However, only one proposal, received from Ryan Communications of Woodland Hills, California, met the District specifications. Copies of the proposals are attached for the Board’s review. It is recommended that the Board authorize the purchase of upgraded emergency radio system equipment from Ryan Communications, utilizing Measure C6 bond funds.

ALTERNATIVES:

1. Approve the purchase of emergency radio system from Ryan Communications of Woodland Hills, California, in the total amount of \$21,630.34, to be funded from the Measure C6 bond fund.
2. Do not approve the purchase of the emergency radio system.

RECOMMENDATION: Alternative No. 1

Prepared by: Julie Suarez, Director, Business Operations
Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

Ryan Communications
4872 Topanga Canyon Blvd., # 360
Woodland Hills, CA 91364
818-703-6485 voice
818-346-5363 fax

May 4, 2016

Annette Segal
Business and Administrative Services Assistant
Oak Park Unified School District
5801 E. Conifer Street
Oak Park, CA 91377

Email: asegal@oakparkusd.org

Annette,

Here are my recommendations to upgrade the radio system at OPUSD.

Replace Medea Creek emergency repeater:
NXR-810 Digital/Analog UHF repeater with duplexer, power supply, programming and 3 year factory warranty.
\$ 2560.00, combined 50 unit pricing.

Replace emergency radios and OPHS radios with (Digital/Analog):
Kenwood NX-340K: 32 channel, 5 watt, Digital/Analog, portable radio with, Li-Ion battery, drop in trickle/fast charger, antenna, belt clip, programming and 3 year factory warranty.
\$ 298.90 each, 49 units, \$14,646.10.

KMB-28, six unit charger base
\$ 156.25, 3 units for OPHS, \$ 468.75.



Battery replacement:

**Vertex VX-231: FNB-V103Li, Li-Ion, 1380 mAh battery
\$ 49.99, 14 required: \$ 699.86.**

Note: Use with Vertex VAC-300 charger

**Vertex VX-160U: FNB-83, Ni-MH, 1400 mAh battery
\$45.00, 7 required: \$ 315.00.**

**Motorola CP200: NNTN4851A, Ni-MH, 1400 mAh.
\$ 49.95, 9 required: \$ 449.55.**

**Motorola HT750: HNN9008AR, Ni-MH, 1500 mAh.
\$ 49.95, 1 required \$ 49.95.**

Total cost of replacement batteries \$1,514.36.

Total proposal:

Repeater:	\$ 2,560.00.
Radios:	\$14,646.10
OPHS Charger base:	\$ 468.75.
Batteries:	\$ 1,514.36.

Total w/sales tax: \$ 20,628.40

If you have any questions, please call me.

**Kevin Ryan
818-439-7077 cell**

Wilcox Sound & Communications, Inc.

June 5, 2015

Re: Oak Park

1. Repeater-System needs to be upgraded, due to current repeater isn't functioning correctly. It is an outdated unit.
2. Duplexer- current duplexer will not be compatible.
3. Battery back-up – Optional, but recommended for emergencies in the event of a power outage.
4. Base Antenna at Medea Creek Middle School- current antenna is not compatible.
5. Antenna Mast Medea Creek Middle School- current mast is not tall enough to get the reception that is needed.
6. Base Antenna at District Office- current antenna is not compatible.
7. Antenna Mast at District Office- current mast is not tall enough to get the reception that is needed.
8. 50 new radios- The radios you need to replace are outdated and discontinued. They will not function properly with new equipment.
9. Chargers- radios come with single chargers, six unit chargers are optional.
10. Warranty 2016 (30) radios- it would be my recommendation to get the most out of your system, and keep things simple is to have all the same radios. (everyone with the same chargers, batteries) etc.
11. Warranty 2017 (37) radios- same as #10
12. Licensing/Frequencies- No the fees are the same.



7680 Clybourn Ave. Unit B
 Sun Valley, CA. 91352-4665
 Office : 818-504-0507 Fax: 818-504-0921

Name / Address
Oak Park Unified School District Att: Accounts Payable 5801 E. Conifer Street Oak Park, CA 91377-1002

Estimate

Date	Estimate #
6/2/2015	2924

Due Date
6/2/2015

Description	Qty	Cost	Total
PURCHASE			
Ordered by Annette			
Middle School			
Motorola Digital Repeater XPR8400	1	2,850.00	2,850.00T
UHF, 403-470mhz			
2 Year Warranty			
Mobile Duplexer	1	515.00	515.00T
450-470Mhz N-female 4-8 MHz			
CXTA42A -2 Cable N Male 24'	1	142.50	142.50T
CXTA42E-XX Cable Coax W/N M to BNCM	1	142.50	142.50T
Back Up Battery w/ Enclosure	1	280.00	280.00T
w/ 8 hour Talk time			
Battery Back Up Cable	1	40.00	40.00T
Base Antenna	1	631.00	631.00T
5dB gain Omni directional base antenna			
Polyphaser	1	96.00	96.00T
125 to 1000Mhz Flange mount with N Type			
Connectors female			
Pipe Clamp	1	23.00	23.00T
THANK YOU FOR YOUR BUSINESS!		Subtotal	
		Sales Tax (9.0%)	
		Total	

Web Site www.wilcoxsound.net



7680 Clybourn Ave. Unit B
 Sun Valley, CA. 91352-4665
 Office : 818-504-0507 Fax: 818-504-0921

Name / Address
Oak Park Unified School District Att: Accounts Payable 5801 E. Conifer Street Oak Park, CA 91377-1002

Estimate

Date	Estimate #
6/2/2015	2924

Due Date
6/2/2015

Description	Qty	Cost	Total
Bronze pipe clamp for polyphaser grounding. 1/2' to 1 1/2' #10 Solid wire			
Antenna Mast	1	52.00	52.00T
10 ft. Antenna galvanized mast 1 1/4 O.D			
Uni-Strut	1	60.00	60.00T
Mounting unistut with hardware on concrete parapet roof			
Connectors	4	16.00	64.00T
N type connectors for LMR 400 coaxial cable			
Labor	2	650.00	1,300.00
Installation, sweep cable, tuning on duplexer, etc...			
*****This Quote is valid for 15 days from this date***** Due to vendor - All pricing is subject to change without notice beyond date. Quote Is Based On A 3 Part Complete Package Deal.			
THANK YOU FOR YOUR BUSINESS!		Subtotal	\$6,196.00
		Sales Tax (9.0%)	\$440.64
		Total	\$6,636.64

Web Site www.wilcoxsound.net



7680 Clybourn Ave. Unit B.
 Sun Valley, CA. 91352-4665
 Office : 818-504-0507 Fax: 818-504-0921

Name / Address
Oak Park Unified School District Att: Accounts Payable 5801 E. Conifer Street Oak Park, CA 91377-1002

Estimate

Date	Estimate #
6/5/2015	2926

Due Date
6/5/2015

Description	Qty	Cost	Total
PURCHASE / INSTALL			
Ordered by Annette			
KPC-3 Packet Communicator Kantronics	4	199.00	796.00T
Base Antenna	1	319.00	319.00T
LMR 400	100	2.10	210.00T
Polyphaser	1	96.00	96.00T
Pipe Clamp	1	22.00	22.00T
Uni-Strut	1	60.00	60.00T
Antenna Mast	1	52.00	52.00T
Labor	2	750.00	1,500.00
Removal / Installation, new coaxial cable, polyphaser remove and remount. Antenna Cable will need to run from Base			
Station to antenna location. Install small pigtail for easy change			
to mag mount antenna. VSWR antenna match at VHF and UHF.			
THANK YOU FOR YOUR CONTINUED BUSINESS.		Subtotal	
		Sales Tax (9.0%)	
		Total	

Web Site www.wilcoxsound.net



7680 Clybourn Ave. Unit B
 Sun Valley, CA. 91352-4665
 Office : 818-504-0507 Fax: 818-504-0921

Name / Address
Oak Park Unified School District Att: Accounts Payable 5801 E. Conifer Street Oak Park, CA 91377-1002

Estimate

Date	Estimate #
6/5/2015	2926

Due Date
6/5/2015

Description	Qty	Cost	Total
<p>=====This Quote is Valid for 15 Days=====</p> <p>All Pricing is subject to change at anytime without notice.</p> <p>Quote Is Based On A 3 Part Complete Package Deal.</p>			
THANK YOU FOR YOUR CONTINUED BUSINESS.		Subtotal	\$3,055.00
		Sales Tax (9.0%)	\$139.95
		Total	\$3,194.95

Web Site **www.wilcoxsound.net**



7680 Clybourn Ave. Unit B
 Sun Valley, CA. 91352-4665
 Office : 818-504-0507 Fax: 818-504-0921

Name / Address
Oak Park Unified School District Att: Accounts Payable 5801 E. Conifer Street Oak Park, CA 91377-1002

Estimate

Date	Estimate #
6/5/2015	2925

Due Date
6/5/2015

Description	Qty	Cost	Total
PURCHASE *Radios			
Motorola CP200d Two Way Radio Digital Model, 16ch., 4Watt, 450-470Mhz, UHF, Antenna, Belt Clip, High Capacity, Li-Ion Battery Pack, Charger. *Two Year Warranty*	50	477.50	23,875.00T
Six Unit Charger Charging Stations	8	395.00	3,160.00T
(((((SAVINGS OF \$1,250 AFTER TRADE IN PROMO))))))			
=====This Quote Is Valid For 15 Days=====			
All pricing is subject to change without notice due to Vendor . Quote Is Based On A 3 Part Complete Package Deal.			
THANK YOU FOR YOUR BUSINESS!		Subtotal	\$27,035.00
		Sales Tax (9.0%)	\$2,433.15
		Total	\$29,468.15

Web Site **www.wilcoxsound.net**

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MAY 17, 2016
**SUBJECT: B.2.g. APPROVE AMENDMENT TO ARCHITECT SERVICES AGREEMENT
FOR ELEMENTARY SCHOOL SHADE SAIL PROJECT (PHASE 2)**

ACTION

ISSUE: Shall the Board approve an amendment to architect services agreement for the elementary school shade sail project (Phase 2)?

BACKGROUND: At its meeting on April 21, 2015, the Board approved a contract with Mainstreet Architects + Planners (MAP) to provide architectural services to develop plans and obtain approval from the Division of the State Architect (DSA). These services and the original installation have been completed. However, it has been determined that the structure uprights should be increased in height by 3½ feet. The contractor, USA Shade & Fabric Structures, Inc., has agreed to perform all necessary engineering, fabrication and construction to accomplish this at its sole expense. DSA has indicated that this work must be resubmitted as a new project, requiring additional architectural services. MAP has submitted the attached proposal for these services for a fixed fee of \$17,400 to include the structures at all three elementary schools. District staff and program/construction manager Balfour Beatty Construction have been very pleased with the work of MAP thus far on other District projects, and find the attached proposal satisfactory.

ALTERNATIVES:

1. Approve the proposed amendment to the architect services agreement with Mainstreet Architects + Planners, Inc., for a total fixed fee amount of \$17,400, for the elementary school shade sail project (Phase 2).
2. Do not approve an agreement for architectural services.

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	_____	_____	_____	_____

MAINSTREET

ARCHITECTS + PLANNERS, INC.

April 28, 2016

Martin Klauss
Assistant Superintendent
Business & Administrative Services
Oak Park Unified School District
5901 E. Conifer Street
Oak Park, CA 91377-1002

Re: Architectural Services for DSA submittal process for height modifications to the playground shade structures at Brookside, Red Oak and Oak Hills Elementary Schools, located in the Oak Park Unified School District.

Dear Martin,

At your request, Mainstreet Architects and Planners (MAP) have prepared this proposal for the above mentioned project. The attached project scope, Exhibit B, outlines the task required to prepare the Architectural sheets, coordinate and incorporate the shade structure documents and calculations prepared by others into a DSA submittal set, and to submit the documents to DSA.

For the services noted above we propose a fixed fee in the amount of \$17,400.00 (Seventeen Thousand Four Hundred Dollars).

We will work diligently and expeditiously to meet the project goals within the project budget and will not exceed this not-to-exceed amount without prior notice and authorization. This proposal will remain in effect for 60 days from the date of this letter, after which we reserve the right to modify it accordingly. Also included is our Fee Schedule (Exhibit A).

I am available if you need to discuss this proposal in more detail.

Best regards,



Deborah Guthrie, RA
Senior Principal, COO

Attachments: Exhibit A, Fee Schedule
 Exhibit B, Project Scope of Services –April 28, 2016

Mainstreet Architects + Planners, Inc.

FEE SCHEDULE**2013**

Mainstreet Architects & Planners, Inc. rates are as follows, and are used to determine compensation for work performed on an hourly "time and materials" basis:

SENIOR PRINCIPAL

Hourly rate: \$225.00

PRINCIPAL

Hourly rate: \$200.00

SENIOR PROJECT ARCHITECT

Hourly rate: \$150.00

PROJECT ARCHITECT

Hourly rate: \$140.00

SENIOR PROJECT MANAGER

Hourly rate: \$130.00

PROJECT MANAGER

Hourly rate: \$125.00

SENIOR JOB CAPTAIN

Hourly rate: \$110.00

JOB CAPTAIN

Hourly rate: \$100.00

SENIOR DRAFTER

Hourly rate: \$95.00

DRAFTER

Hourly rate: \$85.00

JUNIOR DRAFTER

Hourly rate: \$75.00

ADMINISTRATIVE

Hourly rate: \$70.00

CONSULTANT DESIGN AND ENGINEERING

At above rates if by staff; if by consultants, 1.15 times invoiced amount.

INTERIOR/COLOR DESIGN

Mainstreet will provide interior design and develop project color palettes (exterior and interior) at above rates.

REIMBURSABLE EXPENSES

Reimbursable expenses, defined as money expended by Mainstreet Architects & Planners, Inc. in the interest of the project, shall be reimbursed at 1.15 times the amount expended. These expenses normally include, but are not limited to, costs for reproduction of drawings, photography, photo copying, permit fees (if directed by client) and other reasonable costs.

Owners Initials_____

Mainstreet Architects + Planners, Inc.

PROJECT SCOPE OF SERVICES

4-28-2016

Oak Park Unified School District - Shade Structure Modification Projects

1. Brookside Elementary School Shade Structures**Fee \$5,900.00**

Project Description: Prepare Documents for the height modification of two shade structures, one to the upper playground area and one to the lower playground area

- A. Document Preparation
 - 1. Prepare site plan showing location of shade structure, and Accessible Path of Travel
 - 2. Prepare Enlarged playground plan
 - 3. Prepare ADA detail plan
 - 4. Obtain Shade Structure PC plans and incorporate into Construction Documents
- B. DSA submittals/Plan Check
 - 1. Submit DSA 1 (Application for Approval of Plans and Specifications)
 - 2. Submit DSA 102-IC (Construction Start Notice/Inspection Card Request)
 - 3. Submit DSA 3
 - 4. Submit Documents to DSA for review.
 - 5. Setup Backcheck with DSA for final review
 - 6. Coordination with Districts Consultants
- C. Construction Administration
 - 1. Conference calls, as needed
 - 2. 1 Site visits max
- D. DSA Close-Out Submittals/Outstanding documents, obtain and submit:
 - 1. DSA 6 forms
 - 2. Applicable testing reports
 - 3. Statement of Final Project Cost
 - 4. Notice of completion

2. Red Oak Elementary School Shade Structure**Fee \$5,900.00**

Project Description: Prepare Documents for the height modification of two shade structures, one to the Kindergarten playground area and one to the Main playground area.

- E. Document Preparation
 - 1. Prepare site plan showing location of shade structure, and Accessible Path of Travel
 - 2. Prepare Enlarged playground plan
 - 3. Prepare ADA detail plan
 - 4. Obtain Shade Structure PC plans and incorporate into Construction Documents
- F. DSA submittals/Plan Check
 - 1. Submit DSA 1 (Application for Approval of Plans and Specifications)
 - 2. Submit DSA 102-IC (Construction Start Notice/Inspection Card Request)
 - 3. Submit DSA 3
 - 4. Submit Documents to DSA for review.
 - 5. Setup Backcheck with DSA for final review
 - 6. Coordination with Districts Consultants
- G. Construction Administration
 - 1. Conference calls, as needed
 - 2. 1 Site visits max
- H. DSA Close-Out Submittals/Outstanding documents, obtain and submit:

1. DSA 6 forms
2. Applicable testing reports
3. Statement of Final Project Cost
4. Notice of completion

3. Oak Hill Elementary School Shade Structures

Fee \$5,600.00

Project Description: Prepare Documents for the height modification of one shade structure in the main playground area.

- I. Document Preparation
 1. Prepare site plan showing location of shade structure, and Accessible Path of Travel
 2. Prepare Enlarged playground plan
 3. Prepare ADA detail plan
 4. Obtain Shade Structure PC plans and incorporate into Construction Documents
- J. DSA submittals/Plan Check
 1. Submit DSA 1 (Application for Approval of Plans and Specifications)
 2. Submit DSA 102-IC (Construction Start Notice/Inspection Card Request)
 3. Submit DSA 3
 4. Submit Documents to DSA for review.
 5. Setup Backcheck with DSA for final review
 6. Coordination with Districts Consultants
- K. Construction Administration
 1. Conference calls, as needed
 2. 1 Site visits max
- L. DSA Close-Out Submittals/Outstanding documents, obtain and submit:
 1. DSA 6 forms
 2. Applicable testing reports
 3. Statement of Final Project Cost
 4. Notice of completion

End of scope

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MAY 17, 2016
SUBJECT: B.2.h. APPROVE AMENDMENTS TO LANDSCAPE ARCHITECT SERVICES AGREEMENT FOR OUTDOOR CLASSROOMS AT BROOKSIDE ELEMENTARY SCHOOL AND OAK PARK NEIGHBORHOOD SCHOOL

ACTION

ISSUE: Shall the Board approve Amendments 1 and 2 to the agreement for landscape architect services for outdoor classrooms at Brookside Elementary School and Oak Park Neighborhood School?

BACKGROUND: At its meeting on February 16, 2016, the Board approved an agreement with Brodersen Associates for landscape architect services for outdoor classrooms at Brookside Elementary School (BES) and Oak Park Neighborhood School (OPNS). Under the original contract, Brodersen was asked to provide conceptual drawings for both sites. This has been completed to the great satisfaction of the schools and district staff, who are now recommending amendments to the Brodersen agreement for services in connection with development of construction drawings and construction oversight. At the District's request, Brodersen has provided the attached proposed amendments for these services. Amendment #1, for services at BES, and Amendment #2, for OPNS, increases the contract amount by \$26,150 to a total of \$28,650, within the budget established for this 2015-16 LCAP project. District staff has been very pleased with the work of Brodersen Associates thus far and find that the attached proposal satisfactory and recommend the Board's approval.

ALTERNATIVES:

1. Approve the agreement with Brodersen Associates for landscape architect services for outdoor classrooms at Brookside Elementary School and Oak Park Neighborhood School.
2. Do not approve the agreement for landscape architect services.

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	_____	_____	_____	_____

BRODERSEN ASSOCIATES

.....
Landscape Architecture / Planning / Horticulture / Documentation

CONTRACT AMENDMENT

Project: Brookside Elementary School
Client: Oak Park Unified School District

Amendment Number: #1
Date: March 21, 2016

Contract Date: December 15, 2015

The Contract is changed as follows:

Landscape design services to be provided for the development of alternative site layouts for Brookside Elementary School.

Fee estimate provided for construction documentation and construction administration provided. Fee estimate based upon approved Landscape Conceptual Plan dated March 17, 2016 and phasing exhibits attached. Scope of work consistent with original proposal unless noted otherwise.

Architecture design consultation to be provided by Mainstreet Architects + Planners, Inc.

Scope of Work:

Alternative Layout Designs for Brookside Elementary School

1. Visit site to confirm location of existing buildings.
2. Meet and consult with the Architect and others, as needed, to coordinate design criteria.
3. Review survey and previous development plans.
4. Prepare schematic site layout designs for replacement of the existing relocatable buildings and phasing plans. Plans to include versions showing new designs for the gardens and layout options for the relocatable buildings.
5. Meet with OPUSD to review the design. (One meeting).
6. Revise schematic landscape design plans per comments.

Fee: \$2,000

Architect

Consultation (8 hour allowance @ \$225/hr)

BRODERSEN ASSOCIATES

.....

Fee: \$1,800.00

Final Design, Construction Drawings, and Specifications (Initial Garden Build-Out*)

*Scope of work and fee estimate for Phase 2 in the original contract does not include design for items that require DSA approval. Design and processing DSA approval items to be billed hourly as additional services as needed.

Fee: \$7,650

Construction Administration

*Scope of work revised to include 6 site visits (18 hours of site support).

Fee: \$3,400

Compensation for Professional Services

Original Contract Sum	\$ 2,500
Net change by previously authorized Amendments.....	\$ 0
Contract Sum prior to this Amendment	\$ 2,500
Contract Sum increase by this Amendment	\$ 14,850
New Contract Sum including this Amendment	\$ 17,350

CLIENT

LANDSCAPE ARCHITECT,

Date

Date

Brodersen Associates

Attachments: BA Brookside- Phase 1_16Mar22 (Initial Garden Build-Out)
BA Brookside- Phase 2_16Mar22

BRODERSEN ASSOCIATES
422 E MAIN STREET, VENTURA, CA 93001, (805)201-5614
LANDSCAPE ARCHITECTURE / HORTICULTURAL CONSULTING / DOCUMENTATION SERVICES
CALIFORNIA LICENSE NO. 4880

BRODERSEN ASSOCIATES

.....
Landscape Architecture / Planning / Horticulture / Documentation

CONTRACT AMENDMENT

Project: Oak Hills Elementary School
Client: Oak Park Unified School District

Amendment Number: #2
Date: March 21, 2016

Contract Date: December 15, 2015

The Contract is changed as follows:

Fee estimate provided for construction documentation and construction administration. Fee estimate based upon approved Landscape Conceptual Plan dated March 17, 2016. Scope of work consistent with original proposal unless noted otherwise.

Architecture design consultation to be provided by Mainstreet Architects + Planners, Inc.

Scope of Work:

Architect

Consultation (4 hour allowance @ \$225/hr)

Fee: \$900.00

Final Design, Construction Drawings, and Specifications (Initial Garden Build-Out*)

*Scope of work and fee estimate for Phase 2 in the original contract does not include design for items that require DSA approval. Design and processing DSA approval items to be billed hourly as additional services as needed.

Fee: \$7,000

Construction Administration

*Scope of work revised to include 6 site visits (18 hours of site support).

Fee: \$3,400

BRODERSEN ASSOCIATES

.....

Compensation for Professional Services

Original Contract Sum	\$ 2,500
Net change by previously authorized Amendments.....	\$ 0
Contract Sum prior to this Amendment	\$ 17,350
Contract Sum increase by this Amendment	\$ 11,300
New Contract Sum including this Amendment	\$ 28,650

CLIENT

LANDSCAPE ARCHITECT,

Date

Date

Brodersen Associates

BRODERSEN ASSOCIATES
422 E MAIN STREET, VENTURA, CA 93001, (805)201-5614
LANDSCAPE ARCHITECTURE / HORTICULTURAL CONSULTING / DOCUMENTATION SERVICES
CALIFORNIA LICENSE NO. 4880

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: MAY 17, 2016

SUBJECT: B.2.i. APPROVE ACCEPTANCE OF DONATIONS

CONSENT

ISSUE: Shall the Board acknowledge and accept donations made to the Oak Park Unified School District?

BACKGROUND: The following donations have been made to the District:

Site	Gift/Donor	
DO	Big Sunday - Lieberman Family	\$500.00
DO	Big Sunday - Laifman Family	\$350.00

RECOMMENDATION: Accept the donations with thanks.

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	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MAY 17, 2016
SUBJECT: B.3.a. APPROVE PROPOSAL FOR GIRLS SAND VOLLEYBALL PROGRAM AND RELATED FACILITIES

ACTION

ISSUE: Shall the Board approve a proposal to implement a girls' sand volleyball program and related facilities at Oak Park High School (OPHS)?

BACKGROUND: This proposal has come about due to Title IX requirements and the Districts needs to offer more female sport offerings. Beach volleyball is a growing sport which now offers scholarships for girls at the college level. Our Coastal Canyon League schools are all in the planning stages of offering the sport next spring. Next fall OPHS will be offering a Volleyball class and the courts will be utilized for training. The sand court helps develop indoor play because it forces players to master all skills as they need to cover the court with less players. The courts will be excellent for training due to the unstable surface of the sand which forces athletes to work harder to move. OPHS plans to have a team of approximately 10 athletes playing beach volleyball. We have 36 students in the volleyball program that will use the courts to train. The courts will also be open for training the 36 boys in the volleyball program. In addition, the courts will be available to other teams and classes that would like to use them for training. This proposal is contingent upon construction of sand volleyball courts to be funded from donations, as outlined in the attached proposal provided by OPHS and the volleyball coach, Adam Quinn. Staff is confident that the necessary \$65,000-\$105,000 for the courts can be raised over this upcoming summer, but solicitation for donations cannot proceed until the Board approves the new girls sand volleyball program.

ALTERNATIVES:

1. Approve the proposal to implement a girls' sand volleyball program and related facilities at Oak Park High School.
2. Do not approve a girls' sand volleyball program.

RECOMMENDATION: Alternative No. 1

Prepared by: Dr. Leslie Heilbron, Assistant Superintendent, Human Resources and Curriculum
Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

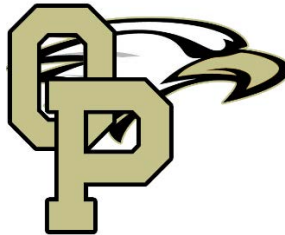
Board Action: On motion of _____, seconded by _____, the Board of Education:

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

OAK PARK HIGH SCHOOL

SAND VOLLEYBALL

OVERVIEW



Prepared by: Adam Quinn

Date: March 22, 2016

OVERVIEW

As a continuation of my efforts to become the head volleyball coach at Oak Park High School, there is a need and demand to continue to expand the sport throughout the community and build long-term better players. One of the best ways to do this is to have students cross train in the off season with sand volleyball to complement their indoor volleyball game. Although they both say *volleyball*, they are different sports. Sand teaches players to become better overall athletes; indoor is focused more on learning a position. We want the players coming to OPHS to be both good indoor players as well as having played sand to improve their overall athletic skills.

Benefits of Sand Volleyball:

- Courts are low cost to install and maintain (relative)
- Sport is considered low impact; less injuries to students
- Title 9 benefits introducing a new girls-only CIF/AAU sport
- 30+ NCAA Universities are now offering scholarships to play sand volleyball
- Sand volleyball is substantially less expensive to learn and play than indoor volleyball.

Current discussions are regarding the grass field at the corner of Oak Hills Drive and Kanan at the North West corner of our campus.



In my opinion, this is one of the most ideal places in our community to invest in such efforts:

- Land is relatively flat
- Easy access for trucks to enter and leave (excavation, installation, etc.)
- Clear drainage options
- Parking on the street such as softball or options to park up top

PROPOSAL

It is my intent to raise/fund 100% of the money to install two professional sand courts at this location.

In a similar situation in which the school districts supports with Real So Cal for soccer, I would like to pursue a similar relationship. Specifically, my funds/efforts are used to raise 100% of the money for two; maybe four courts. When the school is not using the courts, my intent is to start the Oak Park Volleyball Club; exclusive to sand volleyball teams and training.

These funds may come from my personal corporation AJ Quinn, Corp., private investors to the club, donations from families and student who wish to participate as well as from sponsorships.

As for sponsorships, it would be our intent to present to some of the larger car dealerships, real estate firms, dental practices to find one core major sponsor; such as Staples has done for the Staples Center or Honda has done for the Honda Center. For example, if Kemp Ford becomes that main sponsor, we would call this in perpetuity, Kemp Ford Fields at Oak Park High School. They would have a predominate banner at the site, or some other branding, etc.

The goal would also be to re-invest over time to ultimately expand to 6 courts and make OPHS the only sand volleyball training location and tournament destination in all of Conejo Valley.

Long term, this strategy, both for girls and boys will build a long term pipeline of volleyball athletes to our school district.

COSTS

Each Court with mitigation, equipment and sand including lighting	\$20,000.00 X 2 = \$40,000.00
Shed for equipment – concrete/shed	\$10,000.00 (estimate)
Running power for lights and shed	\$3,000.00 (estimate)
Two poles and netting to keep softballs from landing in the area	\$5,000.00 (estimate)
New fencing to keep area relatively secure (not more than the rest of the school, tennis, etc.) – gate to lock.	\$3,000.00 (estimate)
Initial balls, cones, ladder, etc.	\$1,500.00 (estimate)
Irrigation modifications (removal/less)	\$1,500.00 (estimate)
Cost of two courts	\$64,000.00
Cost of four courts	\$104,000.00

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MAY 17, 2016
**SUBJECT: B.3.b. APPROVE ADDITIONAL VENTURA COUNTY
INNOVATES COURSES FOR OAK VIEW HIGH SCHOOL**

ACTION

ISSUE: Shall the Board approve three new VCI courses at Oak View High School?

STATEMENT: Oak View High School would like to add three new courses to its Program. The courses are titled: Health Science Emergency Medicine; Child Development; and Sound Engineering. Please see the attached course descriptions.

ALTERNATIVES: 1. Approve the addition of three new courses to the course offerings at Oak View High School.
2. Do not approve the addition of three new courses to the course offerings at Oak View High School.

RECOMMENDATION: Alternative No. 1.

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

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 View High School

NEW VCI COURSES – Curriculum Council Approval

HEALTH SCIENCE EMERGENCY MEDICINE ROP

Length: Semester

Course Description: This course is designed to prepare students for entry-level positions into the healthcare industry, and is preparatory for the EMT (Emergency Medical Technician) program. The course begins with basic knowledge of anatomy and physiology, first aid, CPR, and safety practices and ends with a thorough understanding of how to manage medical emergencies. Students will understand the importance of pre-hospital treatment and the proper use of medical equipment necessary to provide appropriate care.

UC A-G: Yes (g) **Articulated Credit:** Ventura College, CSU transferable

CHILD DEVELOPMENT ROP

Length: Semester with Internship for Semester

Course Description: Child Development is a course in which students learn and apply theoretical knowledge and practical skills in the development, care, and guidance of children. Students study the developmental ages and stages of children, with a focus on the emotional, social, cognitive, cultural and physical development. Studies also include child growth and development, safety and emergency procedures, nutrition and health practices, positive interaction and guidance techniques, learning theories, and developmentally appropriate practices and curriculum activities.

SOUND ENGINEERING ROP

UC A-G: Pending (f)

Length: Year

Course Description: In this course students will gain an understanding of the process and tools available to modern electronic musicians by learning to record, edit and mix recordings. Students will learn the basic concepts of acoustics and electronics and how they can be applied to understand musical sound and make music with electronic instruments. Topics include: sound waves, musical sound, basic electronics, and applications of these basic principles in amplifiers and speaker design. Students will design an individual production and use software instruments and audio recordings to produce music.

TO: BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MAY 17, 2016
SUBJECT: B.3. c. APPROVE ADDITIONAL TEXTBOOK FOR OAK PARK HIGH SCHOOL ENGLISH III/AP COURSE

ACTION

ISSUE: Shall the Board approve additional textbooks in support of its English III/AP Curriculum at Oak Park High School?

BACKGROUND: Oak Park High School would like to add an additional textbook to its program for English III/AP-Language and Composition. Please see the attached description.

ALTERNATIVES:

1. Approve the request for an additional textbook at Oak Park High School.
2. Do not approve the request for an additional textbook at Oak Park High School.

RECOMMENDATION: Alternative No. 1.

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

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	_____	_____	_____	_____

Please consider and approve the following resource for English III/AP-Language and composition:

Here is the rationale for Everything's an Argument:

Since I began teaching AP English Language almost two decades ago, the AP test has changed dramatically. From once being a traditional English literature test, it has metamorphosed into a mini-LSAT exam, replete with multiple choice questions and essay topics that test a student's ability to engage in the art of argumentation.

"Everything's an Argument" brings AP students and teachers into 2017. Divided into two parts -- one section devoted to the skills of argumentation/critical thinking, the second devoted to the arguments of journalists and scholars -- "Everything" is a freshman-writing course all in itself. The working assumption of the editors is reflected in the book's title: that all the messages -- sound bites, memes, texts, tweets, podcasts and newscasts -- that assail us every day are, in fact, arguments, that is, highly arbitrary. Where students are often convinced that something is true because it is in print or a famous person said it, this text teaches students how to subject ideas to scrupulous investigation, how to deconstruct arguments so as to reveal their underlying assumptions. In a creative, sequential approach, the text introduces students to the basics of argument beginning with the syllogism. After laying a firm foundation, the text launches into the art of critiquing arguments and the art of writing them.

This text has been a Bible for AP teachers for almost a decade now. At every AP seminar I have attended, the College Board presenters have recommended it. I have used previous editions of the text, but I have never had a class set. This most recent edition of "Everything's an Argument" is by far the best of all the editions that have been published. It would be the jewel in the crown next fall, a wonderful text to accompany our new Chrome Books.

Thank you,
Kathy Schultheis
English III/AP Instructor

TO: MEMBERS, BOARD OF EDUCATION

FROM: ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: MAY 17, 2016

SUBJECT: B.4.a. APPROVE THE DISTRICT'S INITIAL PROPOSAL FOR COLLECTIVE BARGAINING NEGOTIATIONS WITH THE OAK PARK TEACHERS ASSOCIATION

PUBLIC HEARING/ACTION

ISSUE: Should the Board receive and adopt the Oak Park Unified School District's initial proposal for collective bargaining for the 2016-2017 school year and authorize the Superintendent to initiate negotiations on behalf of the Board?

BACKGROUND: The current Contract of Agreement between the Oak Park Unified School District and the Oak Park Teachers Association expires on June 30, 2016. As such, all articles are open to negotiations. Each side is required to sunshine the articles that it proposes to open for discussion.

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

ALTERNATIVES:

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

RECOMMENDATION: Approve Alternative #1.

Respectfully submitted

Anthony W. Knight, Ed.D.
Superintendent

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

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



President Russ Peters
rpeters@opusd.k12.ca.us

To: Oak Park Unified School District and Leslie Heilbron

From: Russ Peters, OPTA President
Tim Roesner, Bargaining Chair

Date: March 12, 2016

Oak Park Teachers Association Sunshine Proposal for 2016-20167 Negotiations

Article 9 - Salaries and Compensation Regulations.

Article 10 - Health and Welfare Benefits

Article 11 - Work Year and Working Hours - High school zero period.

Article 12 - Class Size - Elementary class size. Overages.

Article 14 - Leaves of Absence – Personal Necessity, Catastrophic Leave.

Article 19 - Transfers and Reassignments – Voluntary transfer.

Article 24 - Special Education – Elementary.

OAK PARK UNIFIED SCHOOL DISTRICT
OFFICE OF HUMAN RESOURCES

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

From: Dr. Leslie Heilbron, Assistant Superintendent

Subject: OPUSD Proposal for 2016-2017 Negotiations

Date: April 6, 2016

The District proposes to discuss the following articles during the 2016-2017 negotiations with the Oak Park Teacher's Association.

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

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

Article 11 - Work Year and Working Hours - The District proposes to discuss the issue of Buy Back Days based on the current calendar.

Article 14 - Leaves of Absence - The District proposes to incorporate the California Family Rights Act into the language of the article.

Article 28-Peer Assistance and Review - The District proposes to review the entire article.

Article 30- Summer School - The District proposes to change the reference to the entity offering Summer School.

Cc:

Dr. Anthony Knight, Superintendent

Russ Peters, OPTA President

Tim Roesner, OPTA Negotiations Chair

TO: MEMBERS, BOARD OF EDUCATION

FROM: ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: May 17, 2016

SUBJECT: B.4.b. APPROVE THE DISTRICT'S INITIAL PROPOSAL FOR COLLECTIVE BARGAINING NEGOTIATIONS WITH THE OAK PARK CLASSIFIED ASSOCIATION

PUBLIC HEARING/ACTION

ISSUE: Should the Board receive and adopt the Oak Park Unified School District's initial proposal for collective bargaining for the 2016-2017 school year and authorize the Superintendent to initiate negotiations on behalf of the Board?

BACKGROUND: The current Contract of Agreement between the Oak Park Unified School District and the Oak Park Classified Association expires on June 30, 2016. As such, all articles are open to negotiations. Each side is required to sunshine the articles that it proposes to open for discussion.

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

ALTERNATIVES:

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

RECOMMENDATION: Approve Alternative #1.

Respectfully submitted

Anthony W. Knight, Ed.D.
Superintendent

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

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

Oak Park Classified Association

President Virginia Standing



Oak Park Classified Association for Sunshine Proposal for Successor Agreement to the Current Contract that will expire on June 30, 2016.

1. New – Addition of New Job Classifications
2. Article 11 –Salaries, Pay and Allowances
3. Article 12 – Health and Welfare Benefits
4. Article 13 – Leaves of Absence

OAK PARK UNIFIED SCHOOL DISTRICT
OFFICE OF HUMAN RESOURCES

To: Oak Park Classified Association and the Oak Park Unified Board of Education

From: Dr. Leslie Heilbron, Assistant Superintendent

Subject: OPUSD Proposal for 2016-2017 Negotiations

Date: April 6, 2016

The District proposes to discuss the following articles during the 2016-2017 negotiations with the Oak Park Classified Association.

Article 11 – Salaries, Pay and Allowances– The District proposes to discuss the issue of salaries reflecting the current state and district financial conditions.

Article 12 – Health and Welfare Benefits – The District proposes to discuss the current health benefits package as it relates to the recommendations from the Health Benefits Committee.

Cc:

Virginia Standring, OPCA President

Toni Paulson, OPCA Vice President

Dr. Anthony Knight, Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MAY 17, 2016
SUBJECT: B.5.a. APPROVE RESOLUTION #16-11 – ORDERING A REGULAR GOVERNING BOARD MEMBER ELECTION, ORDERING CONSOLIDATION WITH OTHER ELECTIONS, AND CONSTITUTING “SPECIFICATION OF THE ELECTION ORDER” TO BE HELD ON NOVEMBER 8, 2016

ACTION

ISSUE: Shall the Board approve Resolution #16-11 ordering a Regular Governing Board Member Election, Ordering Consolidation with Other Elections, and Constituting “Specification of the Election Order” to be held on November 8, 2016

BACKGROUND: Pursuant to Election Code Section 1302(b) and Education Code Section 5340, a consolidated election is required to be held for the governing board members whose terms expire on the first Friday in December. Those board members whose terms expire are: Barbara Laifman and Denise Helfstein.

Attached is a copy of a resolution consolidating the Governing Board Member Elections to be held on Tuesday, November 8, 2016, which needs to be adopted and sent to the Ventura county Office of Education by May 27, 2016. the Ventura County Superintendent of Schools has called a Regular Governing Board Member Election to be held in this District on November 8, 2016. Also attached is a copy of the resolution of the County Superintendent of Schools, which consolidates this, governing board member election with all the other elections that are held in the county on November 8, 2016

ALTERNATIVES:

1. Approve Resolution #16-11 Ordering a Regular Governing Board Member Election, Ordering Consolidated with other Elections, and Constituting “Specifications of the Election Order” to be held on November 8, 2016.
2. Do not approve Resolution #16-11 Ordering a Regular Governing Board Member Election, Ordering Consolidated with other Elections, and Constituting “Specifications of the Election Order” to be held on November 8, 2016.

RECOMMENDATION: Alternative No. 1

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

**Resolution # 16-11 of the Oak Park Unified School District
Ordering a Regular Governing Board Member Election,
Ordering Consolidation with Other Elections, and
Constituting “Specification of the Election Order”
to be held on November 8, 2016**

- WHEREAS,** The Oak Park Unified School District has complied with the requirements of Election Code Section 1302(b); and
- WHEREAS,** The Oak Park Unified School District, pursuant to Election Code Section 1302(b), is required to hold the election of Governing Board Members on the same day upon which the statewide General Election is held; and
- WHEREAS,** Pursuant to Election Code Section 1302(b) and Education Code Section 5302, the Ventura County Superintendent of Schools has called a Regular Governing Board Member Election to be held in this District on November 8, 2016; and
- WHEREAS,** Pursuant to Section 5340 of the Education Code, School District Governing Board Member Elections of two or more districts of any type to be held in the same district or area on the same day shall be consolidated so that a person entitled to vote in both or all of such elections may do so at the same time and place and using the same ballot; and
- WHEREAS,** Pursuant to Education Code Section 5342, School District elections may be consolidated by the officer conducting the election with elections held by certain other political subdivisions on the same day and in territory which is the same or partially the same, upon receipt of resolutions from two or more political subdivisions whose boundaries are totally or partially the same territory calling elections to be held on the same day; and
- WHEREAS,** Pursuant to Education Code Section 5322, whenever an election is ordered, the Governing Board of the district shall, not less than 123 days prior to the date set for the election, by resolution delivered to the County Superintendent of Schools and the officer conducting the election, specify the date of the election, the purpose of the election, the authority for ordering the election, the authority for the specifications of the election order, and the signature of the officer or the Clerk of the Board by law authorized to make the designations therein contained; and
- WHEREAS,** Pursuant to Education Code Section 5016, the Governing Board shall determine the winner by lot in the event of a tie vote.

NOW, THEREFORE, IT IS HEREBY RESOLVED AND ORDERED as follows:

1. The election shall be held on November 8, 2016.
2. The purpose of the election is to elect **two regular term vacancies** to the Governing Board of Oak Park Unified School District.
3. The election shall be consolidated with elections held by certain other school districts

or other political subdivisions on the same day and in territory which is the same or partially the same.

4. The election will be held and conducted in the manner prescribed in Elections Code Section 10418

The Clerk of the Board of Trustees shall cause a copy of this resolution to be delivered to the County Superintendent of Schools and the officer conducting the election at least 123 days prior to the election pursuant to Education Code Section 5322.

The County Superintendent of Schools shall cause a copy of this resolution to be delivered to the County Clerk at least 120 days prior to the date of the election.

The foregoing resolution was duly and regularly adopted by the Board of Trustees of the Oak Park Unified School District this ____ day of _____, 2016, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

President of the Board of Trustees
of the Oak Park Unified School District

STATE OF CALIFORNIA)
) ss.
COUNTY OF VENTURA)

I hereby certify that the foregoing is a full, true and correct transcript of a resolution duly adopted and affirmed by a formal vote of the members of the Board of Trustees of the District named therein at a duly constituted (regular) (special) meeting of said Board which was held on the ____ day of _____, 2016, as it appears upon the minutes of the said meeting.

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



**RESOLUTION NO. 16-01 of the
VENTURA COUNTY SUPERINTENDENT OF SCHOOLS**

**CONSOLIDATING THE COMMUNITY COLLEGE DISTRICT,
COUNTY BOARD OF EDUCATION AND
SPECIFIED SCHOOL DISTRICT BOARD MEMBER ELECTIONS
IN VENTURA COUNTY, CALIFORNIA
TO BE HELD ON TUESDAY, NOVEMBER 8, 2016**

- WHEREAS,** Election Code Section 1302(b) requires a Board Member election be held on November 8, 2016, in the Community College District, County Board of Education and specified School Districts in Ventura County, to fill the office of members whose terms expire on the first Friday in December next succeeding the election; and
- WHEREAS,** Education Code Section 5320 provides that any mandatory provisions of the Education Code requiring that an election be held is an "Order of Election"; and
- WHEREAS,** Education Code Section 5302 provides that when an election is ordered, the County Superintendent of Schools shall call the election; and
- WHEREAS,** Education Code Section 5340 specifies that when the Community College District, County Board of Education and School District Board Member elections for two or more districts or any type to be held in the same district or area on the same day shall be consolidated so that a person entitled to vote in both or all of such elections may do so at the same time and place and using the same ballot; and
- WHEREAS,** Pursuant to Education Code Section 5340, such consolidation of the Community College District, County Board of Education and School District Board Member elections shall be effected by the County Superintendent of Schools having jurisdiction over the elections; and

WHEREAS, The County Superintendent of Schools shall notify the Boards of the Community College, County Board of Education, and specified School Districts in writing at least 130 days prior to the date of the election that a consolidated election is required to be held.

NOW, THEREFORE, Pursuant to Education Code Section 5302, I hereby resolve, call and order Board Member elections in the Community College District, County Board of Education and School Districts in Ventura County, as stipulated on the attached list, be held on November 8, 2016;.

FURTHERMORE, Pursuant to Section 10400, et seq., of the Elections Code and Section 5340 of the Education Code, I order that the elections in the Community College District, County Board of Education and School Districts in Ventura County, as stipulated on the attached list, be consolidated with any other election which may be held on the same date and involving the same territory.

FURTHERMORE, I order that the consolidated elections in the Community College District, County Board of Education and School Districts in Ventura County, as stipulated on the attached list, be held and conducted in the manner prescribed in Elections Code Section 10418.

IN WITNESS WHEREOF, I have hereunto set my hand this 18th day of April, 2016.



Stanley C. Mantooth
Ventura County Superintendent of Schools

**COMMUNITY COLLEGE DISTRICT, COUNTY BOARD OF
EDUCATION AND SPECIFIED SCHOOL DISTRICT BOARD MEMBER
ELECTIONS TO BE HELD ON TUESDAY, NOVEMBER 8, 2016**

District	Elections
Briggs Elementary	(2) Regular Term Vacancies
Conejo Valley Unified	(2) Regular Term Vacancies
Fillmore Unified	(2) Regular Term Vacancies
Hueneme Elementary	(2) Regular Term Vacancies
Mesa Union Elementary	(2) Regular Term Vacancies (1) Short Term Vacancy
Moorpark Unified	(3) Regular Term Vacancies
Mupu Elementary	(1) Regular Term Vacancies
Oak Park Unified	(2) Regular Term Vacancies
Ocean View	(2) Regular Term Vacancies
Ojai Unified	(2) Regular Term Vacancies
Oxnard Elementary	(2) Regular Term Vacancies Trustee Area #1 Trustee Area #4
Oxnard Union High School	(2) Regular Term Vacancies
Pleasant Valley Elementary	(2) Regular Term Vacancies
Rio Elementary	(2) Regular Term Vacancies
Santa Clara Elementary	(1) Regular Term Vacancies
Santa Paula Unified	(5) Regular Term Vacancies
Simi Valley Unified	(3) Regular Term Vacancies
Somis Union Elementary	(2) Regular Term Vacancies (1) Short Term Vacancy
VC Board of Education	(2) Regular Term Vacancies Trustee Area #3 Trustee Area #5
VC Community College District	(2) Regular Term Vacancies Trustee Area #3 Trustee Area #4

TO: BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MAY 17, 2016
SUBJECT: B.5.b. APPROVE 2016-2017 SCHOOL HANDBOOK/DISCIPLINE PLANS

ACTION

ISSUE: Shall the Board of Education review and approve the 2016-2017 Handbooks/Discipline Plan?

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

Each year the schools review their handbooks to make sure they match practices and that there is uniformity within the District. (A link is provided at the bottom of this item coversheet)

ALTERNATIVES: 1. Review and approve 2016-2017 Handbook/Discipline Plans as presented.
2. Do not approve 2016-2017 Handbook/Discipline Plans.

RECOMMENDATION: Alternative # 1.

Respectfully Submitted:

Anthony W. Knight, Ed.D.
Superintendent

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

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

Link <https://goo.gl/sBNOCW> for the 2016-2017 School Handbooks

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: MAY 17, 2016

SUBJECT: B.6.a. ADOPT AND APPROVE AMENDMENT TO BOARD POLICY AND ADMINISTRATIVE REGULATION 1312.3 – UNIFORM COMPLAINT PROCEDURES – First Reading

ISSUE: Should the Board of Education adopt and approve the proposed amendment to Board Policy and Administrative Regulation 1312.3 – Uniform Complaint Procedures?

BACKGROUND: Policy is being updated to reflect new laws which authorize the use of uniform complaint procedures to resolve complaints of noncompliance with requirements related to accommodations for lactating students (AB 302, 2015), educational rights of foster youth and homeless students (AB 379, 2015), assignment of students to courses without educational content for more than one week per semester or to courses they have previously completed (AB 1012, 2015), and physical education instructional minutes in elementary schools (AB 1391, 2015). Regulation also reflects provisions of these laws which allow appeals of the district's decision related to these complaints to the California Department of Education and provide that, if any complaint regarding physical education instructional minutes is found to have merit, the district must provide a remedy to all affected students and parents/guardians.

ALTERNATIVES:

1. Adopt and approve the amendment to Board Policy 1312.3 – Uniform Complaint Procedures
2. Do not amend Board Policy 1312.3 – Uniform Complaint Procedures
3. Adopt a modified version of the amendment to Board Policy 1312.3 – Uniform Complaint Procedures

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
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep.	_____	_____	_____	_____

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1312.3(a)

Uniform Complaint Procedures

The Governing Board recognizes the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages the early, informal resolution of complaints whenever possible and appropriate. To resolve complaints which cannot be resolved through such informal process, the Board ***adopts the*** ~~shall adopt a~~ uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve the following complaints:

1. Any complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, childcare and development programs, child nutrition programs, and special education programs. (5 CCR 4610)

(cf. 3553 – Free and Reduced Price Meals)

(cf. 3555 – Nutrition Program Compliance)

(cf. 5141.4 – Child Abuse Prevention and Reporting)

(cf. 5148 – Child Care and Development)

(cf. 6159 – Individualized Education Program)

(cf. 6171 – Title I Programs)

(cf. 6174 – Education for English Language Learners)

(cf. 6174 – Migrant Education Program)

(cf. 6178 – Career Technical Education)

(cf. 6178.1 – Work-Based Learning)

(cf. 6178.2 – Regional Occupational Center/Program)

(cf. 6200 – Adult Education)

2. Any complaint alleging the occurrence of unlawful discrimination, (such as discriminatory harassment, intimidation, or bullying) against any person in district programs and activities, including, but not limited to, those ***programs or activities*** funded directly by or that receive or benefit from any state financial assistance, based on ~~his/her~~ ***the person's*** actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics. (5 CCR 4610)

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

(cf. 4030 – Nondiscrimination in Employment)

~~*(cf. 4031 – Complaints Concerning Discrimination in Employment)*~~

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1312.3(b)

(cf. 5145.3 – Nondiscrimination/Harassment)
(cf. 5145.7 – Sexual Harassment)

3. Any complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the students. (Education Code 222)

(cf. 5146 – Married/Pregnant/Parenting Students)

43. Any complaint alleging district *noncompliance with* violation of the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)

(cf. 3260 – Fees and Charges)
(cf. 3320 – Claims and Actions Against the District)

54. Any complaint alleging that the district has not complied *noncompliance* with legal requirements related to the implementation of the local control and accountability plan (Education Code 52075)

(cf. 0460 – Local Control and Accountability Plan)

6. Any complaint, by or on behalf of any student who is a foster youth, alleging district noncompliance with any legal requirement applicable to the student regarding placement decisions, the responsibilities of the district's educational liaison to the student, the award of credit for coursework satisfactorily completed in another school or district, school transfer, or the grant of an exemption from Board-imposed graduation requirements (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)

(cf. 6173.1 - Education for Foster Youth)

7. Any complaint, by or on behalf of a homeless student as defined in 42 USC 11434a, alleging district noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in another school or district or the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1, 51225.2)

(cf. 6173 - Education for Homeless Children)

8. Any complaint alleging district noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student to a course without educational

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1312.3(c)

content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code 51228.3)

(cf. 6152 - Class Assignment)

9. Any complaint alleging district noncompliance with the physical education instructional minutes requirement for students in elementary school (Education Code 51210, 51223)

(cf. 6142.7 - Physical Education and Activity)

105. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy

116. Any other complaint as specified in a district policy

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process to reach a resolution to the complaint that is ~~agreeable~~ **acceptable** to all parties. ~~One type of ADR such as~~ is mediation, ~~which~~ may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. As appropriate for any complaint alleging retaliation, **or** unlawful discrimination, (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep confidential the identity of the complainant and/or the subject of the complaint, if he/she is different from the complainant, as long as the integrity of the complaint process is maintained.

(cf. 4119.23/4219.23/4319.23 – Unauthorized Release of Confidential/Privileged Information)

(cf. 5125 – Student Records)

(cf. 9001 – Disclosure of Confidential/Privileged Information)

When an allegation that is not subject to the UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and related requirements, including the steps and timelines specified in

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this policy and the accompanying administrative regulation.

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

The Superintendent or designee shall maintain records of all UCP complaints and the investigations of those complaints. All such records shall be destroyed in accordance with applicable state law and district policy.

(cf. 3580 – District Records)

Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be referred to the specified agency: (5 CCR 4611)

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency.
2. Any complaint alleging health and safety violations by a child development program shall, ***for licensed facilities***, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.
3. Any complaint alleging employment discrimination shall be sent to the California Department of Fair Employment and Housing and the compliance officer shall notify the complainant by first class mail of the transfer.
4. Any complaint alleging fraud shall be referred to the California Department of Education.

In addition, the district's Williams Uniform Complaint Procedure, AR 1312.4, shall be used to investigate and resolve any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments. (Education 35186)

(cf. 1312.4 – Williams Uniform Complaint Procedures)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

222 Reasonable accommodations; lactating students

8200-8498 Child care and development programs

8500-8538 Adult basic education

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18100-18179 School libraries

32289 School safety plan, uniform complaint procedure

35186 Williams uniform complaint procedure

48853-48853.5 Foster youth

48985 Notices in language other than English

49010-49013 Student fees

49060-49079 Student records

49069.5 Rights of parents

49490-49590 Child nutrition programs

51210 Courses of study grades 1-6

51223 Physical education, elementary schools

51225.1-51225.2 Foster youth and homeless children; course credits; graduation requirements

51228.1-51228.3 Course periods without educational content

52060-52077 Local control and accountability plan, especially

52075 Complaint for lack of compliance with local control and accountability plan requirements

52160-52178 Bilingual education programs

52300-52499.6 Career-technical education

52500-52616.24 Adult schools

52800-52870 School-based coordinated programs

54400-54425 Compensatory education programs

54440-54445 Migrant education

54460-54529 Compensatory education programs

56000-56885 Special education programs

59000-59300 Special schools and centers

64000-64001 Consolidated application process

GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state

12900-12996 Fair Employment and Housing Act

PENAL CODE

422.55 Hate crime; definition

422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5

3080 Application of section

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1221 Application of laws

1232g Family Educational Rights and Privacy Act

1681-1688 Title IX of the Education Amendments of 1972

6301-6577 Title 1 basic programs

6801-6871 Title III, language instruction for limited English proficient and immigrant students

7101-7184 Safe and Drug-Free Schools and Communities Act, including

7201-7283g Title V promoting informed parental choice and innovative programs

7301-7372 Title VI rural and low-income school programs

12101-12213 Title II equal opportunity for individuals with disabilities

UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

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UNITED STATES CODE, TITLE 42

2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended

2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

6101-6107 Age Discrimination Act of 1975

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability, complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

100.3 Prohibition of discrimination on basis of race, color or national origin

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

106.8 Notification of nondiscrimination on basis of sex

110.25 Notification of nondiscrimination on basis of age

Management Resources:

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter: Title IX Coordinators, April 2015

Questions and Answers on Title IX and Sexual Violence, April 2014

Dear Colleague Letter: Bullying of Students with Disabilities, August 2013

Dear Colleague Letter: Sexual Violence, April 2011

Dear Colleague Letter: Harassment and Bullying, October 2010

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2002

WEB SITES

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

Family Policy Compliance Office: <http://familypolicy.ed.gov>

CDE: <http://www.cde.ca.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/OCR>

U.S. Department of Justice: <http://www.justice.gov>

Adopted 2-16-93

Amended 11-8-95, 1-28-95, 9-17-02, 6-17-03, 2-15-05, 5-16-06, 9-18-12, 2-17-15, 9-15-15, 5-17-16

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Uniform Complaint Procedures

Except as the Governing Board may otherwise specifically provide in other district policies, these general uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in BP 1312.3.

(cf. 1312.1 – Complaints Concerning District Employees)
(cf. 1312.2 – Complaints Concerning Instructional Materials)
(cf. 1312.4 – Williams Uniform Complaint Procedures)
(cf. 4030 - Nondiscrimination in Employment)

Compliance Officers

The district designates the individual identified below as the employee responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws. The individual also serves as the compliance officer specified in AR 5145.3 – Nondiscrimination/Harassment as the responsible employee to handle complaints regarding sex discrimination. The individual shall receive and coordinate the investigation of complaints and shall ensure district compliance with law.

Assistant Superintendent, Human Resources
Oak Park Unified School District
5801 E. Conifer Street
Oak Park, CA 91377

(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant if another compliance officer is assigned to the complaint.

In no instance shall a compliance officer be assigned to a complaint in which he/she has a bias or conflict of interest that would prohibit him/her from fairly investigating or resolving the complaint. Any complaint against or implicating a compliance officer may be filed with the Superintendent or designee.

The Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such

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~~designated~~ employees shall include current state and federal laws and regulations governing the program, applicable ~~procedures~~ **processes** for investigating and resolving complaints, including those involving alleged unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), applicable standards for reaching decisions on complaints, and appropriate corrective measures. ~~Designated~~ **Assigned** employees may have access to legal counsel as determined by the Superintendent or designee.

(cf. 4331 - Staff Development)

(cf. 9124 - Attorney)

The compliance officer or, if necessary, any appropriate administrator shall determine whether interim measures are necessary during and pending the results of an investigation. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement, if possible, one or more of the interim measures. The interim measures may remain in place until the compliance officer determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.

Notifications

The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

The Superintendent or designee shall annually provide written notification of the district's UCP, including information regarding unlawful student fees, ~~and~~ local control and accountability plan (LCAP) requirements, **and requirements related to the educational rights of foster youth and homeless students**, to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (Education Code 262.3, **48853, 48853.5**, 49013, **49069.5, 51225.1, 51225.2**, 52075; 5 CCR 4622)

(cf. 0420 – School Plans/Site Councils)

(cf. 0460 – Local Control and Accountability Plan)

(cf. 1220 – Citizen Advisory Committees)

(cf. 3260 – Fees and Charges)

(cf. 4112.9/4212.9/4312.9 – Employee Notifications)

(cf. 5145.6 – Parental Notifications)

(cf. 6173 - Education for Homeless Children)

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(cf. 6173.1 - Education for Foster Youth)

The annual notification and complete contact information of the compliance officer may be posted on the district website and, if available, provided through district-supported social media.

(cf. 1113 – District and School Web Sites)

(cf. 1114 – District-Sponsored Social Media)

The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms, and notices concerning the UCP.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning the UCP shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

The notice shall:

Identify the person(s), position(s), or unit(s) responsible for receiving complaints

Advise the complainant of any civil law remedies that may be available to him/her under state or federal **anti**discrimination laws, if applicable

Advise the complainant of the appeal process, including, if applicable, the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies, such as the U.S. Department of Education's Office for Civil Rights (OCR) in cases involving unlawful discrimination (such as discriminatory harassment, intimidation, or bullying).

Include statements that:

- a. The district has the primary responsibility to ensure compliance with **applicable** state and federal laws and regulations governing educational programs.
- b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
- c. A complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) must be filed not later than six months from the date it occurred, or six months from the date the complainant

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first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.

- d. A student enrolled in a public school shall not be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.
- e. The Board is required to adopt and annually update the LCAP in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.
- f. A foster youth shall receive information about educational rights related to his/her educational placement, enrollment in and checkout from school, as well as the responsibilities of the district liaison for foster youth to ensure and facilitate these requirements and to assist the student in ensuring proper transfer of his/her credits, records, and grades when he/she transfers between schools or between the district and another district.*
- g. A foster youth or homeless student who transfers into a district high school or between district high schools shall be notified of the district's responsibility to:*
 - (1) Accept any coursework or part of the coursework that the student has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency, and to issue full or partial credit for the coursework completed*
 - (2) Not require the student to retake any course or a portion of a course which he/she has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency*
 - (3) If the student has completed his/her second year of high school before the transfer, provide the student information about district-adopted coursework and Board-imposed graduation requirements from which he/she may be exempted pursuant to Education Code 51225.1*
- h. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 calendar days of receiving the district's decision.
- i. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision.
- j. Copies of the district's UPC are available free of charge.

District Responsibilities

All UCP-related complaints shall be investigated and resolved within 60 **calendar** days of the district's receipt of the complaint unless the complainant agrees in writing to an

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extension of the timeline. (5 CCR 4631)

The compliance officer shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in the allegations shall be notified when a complaint is filed and when a decision or ruling is made. However, the compliance officer shall keep all complaints or allegations of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) confidential except when disclosure is necessary to carry out the investigation, take subsequent corrective action, conduct ongoing monitoring, or maintain the integrity of the process. (5 CCR 4630, 4964)

Filing of Complaints

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and *a* date stamp.

All complaints shall be filed in accordance with the following:

1. A written complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs may be filed by any individual, public agency, or organization. (5 CCR 4630)
2. Any complaint alleging noncompliance with law regarding the prohibition against requiring students to pay student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school. However, any such complaint shall be filed not later than one year from the date the alleged violation occurred. (Education Code 49013, 52075; 5 CCR 4630)
3. A complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) may be filed only by a person who alleges that he/she personally suffered *the* unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged *unlawful* discrimination occurred, or six months from the date when the complainant first obtained

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knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)

5. When a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.

6. When the complainant or alleged victim of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district ~~will~~ **shall** nevertheless take all reasonable steps to investigate and **resolve**/respond to the complaint consistent with the request.

7. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall ~~help~~ **assist** him/her in the filing of the complaint. (5 CCR 4600)

Mediation

Within three (~~3~~) business days after the compliance officer receives the complaint, he/she may informally discuss with all **the** parties the possibility of using mediation. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation, ~~or~~ unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall ensure that all parties agree to make the mediator a party to relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of

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time. If the mediation is successful and the complaint is withdrawn, then the district shall take only the actions agreed to through the mediation. If mediation is unsuccessful, the district shall then continue with subsequent steps specified in this administrative regulation.

Investigation of Complaint

Within ten ~~(10)~~ business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or his/her representative with the opportunity to present the information contained in the complaint to the compliance officer and shall notify the complainant and/or his/her representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. He/she shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. To investigate a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall interview the alleged victim(s), any alleged offenders, and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. (5 CCR 4631)

In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and *in* the imposition of a remedy in favor of the complainant. (5 CCR 4631)

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The compliance officer shall apply a “preponderance of the evidence” standard in determining the veracity of the factual allegations in a complaint. This standard is met if the allegation is more likely to be true than not.

Report of Findings

OPTION 1:

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report, as described in the section "Final Written Decision" below, within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631)

OPTION 2:

Unless extended by written agreement with the complainant, a final decision shall be sent to the complainant within 60 calendar days of the district's receipt of the complaint. Within 30 **calendar** days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report, ***of the district's investigation and decision***, as described in the section “Final Written Decision” below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five (5) business days, file his/her complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 **calendar** days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

Final Written Decision

The district's decision on how it will resolve the complaint shall be in writing and ***shall be*** sent to the complainant. (5 CCR 4631)

In consultation with district legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties ~~that~~ ***who*** may be involved in implementing the decision or ***are*** affected by the

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complaint, as long as the privacy of the parties is protected.

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved attends a school at which 15 percent or more of the students speak a single primary language other than English, then the decision shall also be translated into that language. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

For all complaints, the decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered. In reaching a factual determination, the following factors may be taken into account:
 - a. Statements made by any witnesses
 - b. The relative credibility of the individuals involved
 - c. How the complaining individual reacted to the incident
 - d. Any documentary or other evidence relating to the alleged conduct
 - e. Past instances of similar conduct ~~of~~ *by* any alleged offender
 - f. Past false allegations made by the complainant
2. The conclusion(s) of law
3. Disposition of the complaint
4. Rationale for such disposition

For complaints of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the disposition of the complaint shall include a determination for each allegation as to whether retaliation or unlawful discrimination has occurred.

The determination of whether a hostile environment exists may involve consideration of the following:

- a. How the misconduct affected one or more students' education
 - b. The type, frequency, and duration of the misconduct
 - c. The relationship between the alleged victim(s) and offender(s)
 - d. The number of persons engaged in the conduct and at whom the conduct was directed
 - e. The size of the school, location of the incidents, and context in which they occurred
 - f. Other incidents at the school involving different individuals
5. Corrective action(s), including any actions that have been taken or will be taken to

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address the allegations in the complaint and including, with respect to a student fees complaint, a remedy that comports with Education Code 49013 and 5 CCR 4600

For complaints of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the ~~notice~~ **decision** may, as required by law, include:

- a. The corrective actions imposed on the individual found to have engaged in the conduct that relate directly to the subject of the complaint
 - b. Individual remedies offered or provided to ***the complainant or another person who was*** the subject of the complaint
 - c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence
6. Notice of the complainant's right to appeal the district's decision ***to the CDE*** within 15 calendar days ~~to the CDE~~ and procedures to be followed for initiating such an appeal

The decision may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

For complaints alleging unlawful discrimination based on state law (such as discriminatory harassment, intimidation, and ~~or~~ bullying), the decision shall also include a notice to the complainant that:

1. He/she may pursue available civil law remedies outside of the district's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with the CDE. (Education Code 262.3)
2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)
3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of ***the*** alleged discrimination.

Corrective Actions

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus

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on the larger school or district environment may include, but are not limited to, actions to reinforce district policies; training for faculty, staff, and students; updates to school policies; or school climate surveys.

For complaints involving retaliation, **or** unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate corrective actions that focus on the victim may include, but are not limited to, the following:

1. Counseling
2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation
9. Determination of whether any past actions of the victim that resulted in discipline were related to the treatment the victim received and described in the complaint

For complaints involving retaliation, **or** unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate corrective actions that focus on a student offender may include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support

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5. Referral to a student success team
6. Denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law
7. Disciplinary action, such as suspension or expulsion, as permitted by law

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), that the district does not tolerate it, and how to report and respond to it.

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges, ***physical education instructional minutes for students in elementary schools***, or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, ***51223***, 52075)

For complaints alleging noncompliance with the laws regarding student fees, the district shall attempt in good faith, by engaging in reasonable efforts, to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

Appeals to the California Department of Education

Any complainant who is dissatisfied with the district's final written decision may file an appeal in writing with the CDE within 15 calendar days of receiving the district's decision. (Education Code ***222, 48853, 48853.5***, 49013, ***49069.5, 51223, 51225.1, 51225.2, 51228.3***, 52075; 5 CCR 4632)

The complainant shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5 CCR 4632)

Upon notification by the CDE that the complainant has appealed the district's decision,

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AR 1312.3(m)

the Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the **written** decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file, including but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's **uniform** complaint procedures
7. Other relevant information requested by the CDE

Adopted: 2-16-93

Amended: 9-17-02, 1-06, 3-12, 10-14, 9-15-15, 5-17-16

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: MAY 17, 2016

SUBJECT: B.6.b. ADOPT AND APPROVE AMENDMENT TO BOARD POLICY AND ADMINISTRATIVE REGULATION 3553 –FREE AND REDUCED PRICE MEALS – First Reading

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

BACKGROUND: Policy updated to reflect the timeline for submitting a request to the State Board of Education for a waiver of the requirement to provide free and reduced-price meals during summer session. Policy also revised to reflect law authorizing sharing of students' free and reduced-price meal eligibility information with another local educational agency serving another child living in the same household as the student and with the Superintendent of Public Instruction for purposes of determining local control funding formula allocations. Regulation updated to reflect NEW LAW (SB 708, 2015), which authorizes districts to make free, and reduced-price meal applications available electronically as long as the online application complies with specific requirements, including the provision of clear instructions for homeless or migrant families.

ALTERNATIVES:

1. Adopt and 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
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
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 the 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.

(cf. 3551 - Food Service Operations/Cafeteria Fund)

(cf. 3552 - Summer Meal Program)

(cf. 5030 - Student Wellness)

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Before/After School Programs)

(cf. 6177 - Summer Learning Programs)

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)

The Superintendent or designee shall ensure that meals provided through the free and reduced-price meals 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)

Schools participating in the Special Milk Program pursuant to 42 USC 1772 shall provide milk at no charge to students who meet federal eligibility criteria for free or reduced-price meals.

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 meals program shall be confidential ***and may not be released*** except as provided ***by law and authorized by the Board or pursuant to a court order.*** (Education Code 49558)

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Business and Non-Instructional Operations

BP 3553(b)

(cf. 5125 - Student Records)

The Board authorizes designated employees to use individual records pertaining to student eligibility for ~~any~~ **the** free and reduced-price meal program for the purposes of: (Education Code 49558)

1. Disaggregation of academic achievement data
2. In any school identified as a Title I program improvement 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)

If a student transfers from the district to another district, charter school, county office of education program, 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~~ **share the student's meal eligibility information to the other educational agency** to assist in the continuation of the student's meal benefits.

The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to another school district, charter school, or county office of education that is serving a student living in the same household for purposes related to program eligibility and data used in local control funding formula calculations. (Education Code 49558)

The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to the Superintendent of Public Instruction for purposes of determining allocations under the local control funding formula and for assessing accountability of that funding. (Education Code 49558)

The Superintendent or designee may release information on the school lunch program application to the local agency that determines eligibility for participation in the Medi-Cal program if the student has been approved for free meals or, if included in the agreement with the local agency, for reduced-price meals. He/she also may release information on the school lunch application to the local agency that determines eligibility for CalFresh or another nutrition assistance program authorized under 7 CFR 210.1 if the student has been approved for free or reduced-price meals. Information may be released for these purposes only if the student's parent/guardian consents to the sharing of information and the district has entered into a memorandum of understanding with the local agency which, at a minimum, includes

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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BP 3553(c)

the roles and responsibilities of the district and local agency and the process for sharing the information. After sharing information with the local agency for purposes of determining eligibility for that program, no further information shall be shared unless otherwise authorized by law. (Education Code 49557.2, 49557.3, 49558)

~~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~~)

~~In addition, information on the school lunch program application may be released to the local agency that determines eligibility for participation in the CalFresh program or other nutrition assistance program, provided the student whose information is to be released is approved for free or reduced-price meals and his/her parent/guardian consents to the sharing of the information. Prior to releasing information to any school local agency, the Superintendent or designee and the local agency shall enter into a memorandum of understanding that, at a minimum, shall include the roles and responsibilities of the district and the local agency, the process for sharing the information and a statement that the local agency may use the information only for purposes directly related to the enrollment of families in the CalFresh or other nutrition assistance program. (Education Code 49557.3, 49558)~~

Legal Reference:

EDUCATION CODE

48980 Notice at beginning of term

49430-494346 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

49550-495620 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~~ **School** lunch programs

1771-1791 Child nutrition, especially:

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Business and Non-Instructional Operations

BP 3553(d)

1773 School breakfast program

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program

220.10-220.21 National School Breakfast Program

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

WELFARE AND INSTITUTIONS CODE

14005.41 Basic health care

Management Resources:

CSBA PUBLICATIONS

Monitoring for Success: ~~Student Wellness Policy Implementation Monitoring Report and Guide, 2007~~ ***A Guide for Assessing and Strengthening Student Wellness Policies, 2012***

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, ~~rev. April 2006~~ **2012**

~~CDE CALIFORNIA DEPARTMENT OF EDUCATION MANAGEMENT BULLETINS~~

NSD SNP-12-2015 Updated Guidance on Sharing of School Meal Applications and the Passing of Assembly Bill 1599, July 2015

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

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 CALIFORNIA DEPARTMENT OF EDUCATION~~ PUBLICATIONS

Feed More Kids, Improve Program Participation

Direct Certification Implementation Checklist, May 2008

~~USDA~~ ***U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS***

Eligibility Manual for School Meals: ~~Federal Policy for Determining and Verifying Eligibility, January 2008~~ **July 2015**

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

WEB SITES

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

~~CDE-California Department of Education~~, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>

California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

California Project LEAN (Leaders Encouraging Activity and Nutrition): <http://www.californiaprojectlean.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, 8-16-11, 3-20-12, 5-17-16

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Business and Non-Instructional Operations

AR 3553(a)

Free And Reduced Price Meals

Applications

The Superintendent or designee shall ensure that the district's application form for free and reduced-price meals and related materials include the statements specified in Education Code 49557 and 7 CFR 245.5. ~~In addition,~~ The **district's** application packet ~~may~~ **shall** include the notifications and information listed in Education Code 49557.2.

(cf. 3550 – Food Service/Child Nutrition Program)
(cf. 3551 – Food Service Operations/Cafeteria Fund)
(cf. 3552 – Summer Meal Program)

The application form and related information shall be distributed **in paper form** to all parents/guardians at the beginning of each school year and shall be available to students at all times during the school day. (Education Code 48980, 49520; 42 USC 1758; 7 CFR 245.5)

(cf. 5145.6 – Parental Notifications)

In addition, the district application form for free and reduced price meals shall be available online. The online application form shall require completion of only those questions necessary for determining eligibility, contain clear instructions for families that are homeless or migrant, and comply with other requirements specified in Education Code 49557.

An application ~~The form and~~ ***related*** information shall also be provided whenever a new student is enrolled.

At the beginning of each school year, the Superintendent or designee shall send a public release, containing the same information supplied to parents/guardians and including eligibility criteria, to local media, the local unemployment office, and any major employers in the district attendance area contemplating large layoffs. Copies of the public release shall be made available upon request to any interested person. (7 CFR 245.5)

(cf. 1112 – Media Relations)

Eligibility

The Superintendent or designee shall determine student's eligibility for the free and reduced-price meals program based on the criteria specified in 42 USC 1758 and 1773 and 7 CFR 245.1-245.13 and made available by the California Department of Education.

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AR 3553(b)

When authorized by law, participants in other federal or state programs may be directly certified, without further application, for enrollment in the free and reduced-price meals program. (Education Code 49561; 42 USC 1758)

(cf. 6173 – Education for Homeless Children)

(cf. 6173.1 – Education for Foster Youth)

(cf. 6175 – Migrant Education Program)

Verification of Eligibility

Not later than November 15 of each year, the Superintendent or designee shall verify the eligibility of a sample of household applications approved for the school year in accordance with the sample sizes and procedures specified in 42 USC 1758 and 7 CFR 245.6a. (42 USC 1758; 7 CFR 245.6a)

If the review indicates that the initial eligibility determination is correct, the Superintendent or designee shall verify the approved household application. If the review indicates that the initial eligibility determination is incorrect, the Superintendent or designee shall: (42 USC 1758; 7 CFR 245.6a)

1. If the eligibility status changes~~d~~ from reduced price to free, make the increased benefits immediately available and notify the household of the change in benefits
2. If the eligibility status changes from free to reduced price, first verify the application, then notify the household of the correct eligibility status, and, when required by law, send a notice of adverse action as described below
3. If the eligibility status changes from free or reduced price to paid, send the household a notice of adverse action as described below

If any household is to receive a reduction or termination of benefits as a result of verification activities, or if the household fails to cooperate with verification efforts, the Superintendent or designee shall reduce or terminate benefits, as applicable, and shall properly document and retain on file in the district the reasons for ineligibility. He/she also shall send a notice of adverse action to any household that is to receive a reduction or termination of benefits. Such notice shall be provided 10 days prior to the actual reduction or termination of benefits. The notice shall advise the household of: (7 CFR 245.6a)

1. The change and the reasons for the change

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AR 3553(c)

2. The right to appeal, when the appeal must be filed to ensure continued benefits while awaiting a hearing and decision, and instructions on how to appeal
3. The right to reapply at any time during the school year

Confidentiality/Release of Records

The Superintendent designates the following district employee to ~~sue~~ **use** individual records pertaining to student participation in the free and reduced-price meals program for the purpose of disaggregation of academic achievement data or for the identification of students in any program improvement school eligible for school choice and supplemental educational services pursuant to 20 USC 6316:

Assistant Superintendent, Human Resources

In using the records for such purposes, the **Superintendent or designee** ~~following conditions~~ shall **ensure that** ~~be satisfied~~: (**Education Code 49558**)

1. No individual indicators of participation in the free and reduced-price meals program ~~shall be~~ **are** maintained in the permanent records of any student if not otherwise allowed by law.

(cf. 5125 – Student Records)

2. Information regarding individual student participation in the free and reduced-price meals program ~~shall is~~ not be publicly released.

(cf. 4119.23/4219.23/4319.23 – Unauthorized Release of Confidential/Privileged Information)

3. All other confidentiality provisions required by law **are** ~~shall be~~ met.
4. Information collected regarding individual students certified to participate in the free and reduced-price meals program **is** ~~shall be~~ destroyed when no longer needed for its intended purpose.

Nondiscrimination Plan

The district's plan for students receiving free or reduced-price meals shall ensure the following: (Education Code 49557; 42 USC 1758)

1. The names of the students shall not be published, posted, or announced in any manner, or

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AR 3553(d)

used for any purpose other than the National School Lunch and School Breakfast Programs, unless otherwise provided by law.

2. There shall be no overt identification of any of the students by the use of special tokens or tickets or by any other means.
3. The students shall not be required to work for their meals or for milk.
4. The students shall not be required to use a separate dining area, go through a separate serving line or entrance, or consume their meals or milk at a different time.

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

(cf. 3555 – Nutrition Program Compliance)

When more than one lunch, breakfast, or type of milk is offered, the students shall have the same choice of meals or milk as is available to those students who pay the full price. (Education Code 49557; 7 CFR 245.8)

Prices

The maximum price that shall be charged to eligible students for reduced-price meals shall be 40 cents for lunch **and 30 cents for breakfast.** (42 USC 1758, 1773)

Amended: 11-04, 11-07, 3-11, 5-17-16

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: MAY 17, 2016

SUBJECT: B.6.c. ADOPT AND APPROVE AMENDMENT TO BOARD POLICY AND ADMINISTRATIVE REGULATION 3515.2 – DISRUPTIONS – First Reading

ISSUE: Should the Board of Education adopt and approve the proposed amendment to Board Policy and Administrative Regulation 3515.2 – Disruptions?

BACKGROUND: Policy is being updated to add optional components that may be addressed in district plans to prevent or respond to disruptions. Material on gun-free school zones deleted since possession of firearms and/or ammunition on school grounds is now addressed in BP 3515.7 - Firearms on School Grounds. Regulation updated to authorize the principal or designee to remove from school grounds or a school activity any person who threatens the immediate physical safety of a student, staff, or others. Regulation also reflects law allowing a person who has been directed to leave school facilities to reenter a location where the superintendent's or board's office is located for the purpose of filing an appeal.

ALTERNATIVES:

1. Adopt and approve the amendment to Board Policy 3515.2 – Disruptions
2. Do not amend Board Policy 3515.2 – Disruptions
3. Adopt a modified version of the amendment to Board Policy 3515.2 - Disruptions

RECOMMENDATION: Approval of Alternative #3.

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 BOARD POLICY

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BP 3515.2(a)

Disruptions

The Governing Board is committed to providing a safe **and orderly** environment for ~~district~~ students, staff and others ~~while they are~~ on district property or engaged in school activities.

The Superintendent or designee shall remove any individual who, by his/her presence or action, disrupts or threatens to disrupt normal operations at a school campus or any other district **facility** ~~or school operations~~, threatens the health ~~and~~ **or** safety of anyone on district property, or causes or threatens to cause damage to district property or to any property on school grounds.

(cf. 1250 - Visitors/Outsiders)

(cf. 3515 -**Campus Security**)

(cf. 4118 – **Dismissal/Suspension/Disciplinary Action**)

(cf. 4158/4258/4358 – **Employee Security**)

(cf. 4218 – **Dismissal/Suspension/Disciplinary Action**)

(cf. 5131.4 – **Student Disturbances**)

The Superintendent or designee shall establish a plan describing staff responsibilities and actions to be taken when an individual is causing **or threatening to cause** a disruption. ***The plan shall address, as appropriate, visitor registration procedures; campus security measures; evacuation procedures; lock-down procedures; possible responses to an active shooter situation; communications within the school and with parents/guardians, law enforcement, and the media in the event of an emergency; and crisis counseling or other assistance for students and staff after a disruption.*** In developing such a plan, the Superintendent or designee shall consult with law enforcement to create guidelines for law enforcement support and intervention when necessary ~~in the event of a disruption~~.

(cf. 0450 - **Comprehensive Safety Plan**)

(cf. 3515.3 -**District Police/Security Department**)

(cf. 3515.7 -**Firearms on School Grounds**)

(cf. 3516 – **Emergencies and Disaster Preparedness Plan**)

The Superintendent or designee shall provide training to school staff on how to identify and respond to actions or situations that may constitute a disruption.

(cf. 4131 -**Staff Development**)

(cf. 4231 -**Staff Development**)

(cf. 4331 -**Staff Development**)

Any employee who believes that a disruption may occur shall immediately contact the principal. The principal or designee shall notify law enforcement in accordance with Education Code 48902 and 20 USC 7151 and in other situations, as appropriate.

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Business and Non-Instructional Operations

BP 3515.2(b)

Safe School Zone

~~Possession of a firearm within 1000 feet of any district school is prohibited except when authorized by law. (Penal Code 626.9)~~

~~Possession of any other unauthorized weapon or dangerous instrument is prohibited on school grounds or buses and at school related or school sponsored activities without the written permission of school authorities.~~

~~(cf. 5131.7 — Weapons and Dangerous Instruments)~~

~~(cf. 5144.1 — Suspensions and Expulsion/Due Process)~~

~~(cf. 5144.2 — Suspension and Expulsion/Due Process (Students with Disabilities))~~

Legal Reference:

EDUCATION CODE

32210 Willful disturbance of public school or meeting, misdemeanor

32211 Threatened disruption or interference with classes; misdemeanor

35160 Authority of governing boards **operations at a school campus or any other**

44810 Willful interference with classroom conduct

44811 Disruption of classwork or extracurricular activities

48902 Notification of law enforcement authorities

51512 Prohibited use of electronic listening or recording device

PENAL CODE

243.5 Assault or battery on school property

415.5 Disturbance of peace of school

626 -626.11 Schools, crimes, especially:

626.7 Failure to leave campus or facility; wrongful return; penalties; notice; exceptions

626.8 Disruptive presence at schools

626.81 Misdemeanor for registered sex offender to come onto school grounds

626.85 Misdemeanor for specified drug offender presence on school grounds

626.9 Gun Free School Zone Act

627-627.10 Access to school premises

653b Loitering about schools or public places

12556 Imitation firearms

30310 Prohibition against ammunition on school grounds

UNITED STATES CODE, TITLE 20

7151 Gun-Free Schools Act

COURT DECISIONS

Reeves v. Rocklin Unified School District, (2003) 109 Cal.App.4th 652

In Re Joseph F., (2000) 85 Cal.App.4th 975

In Re Jimi A., (1989) 209 Cal. App. 3d 482

In Re Oscar R., (1984) 161 Cal. App. 3d 770

ATTORNEY GENERAL OPINIONS

79 Ops.Cal.Atty.Gen. 58 (1996)

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BP 3515.2(c)

Management Resources:

CSBA PUBLICATIONS

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

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

~~Practical Information on Crisis Planning: A~~ ***Guide for Developing High-Quality Schools Emergency Operations Plans, 2013*** ~~and Communities, May 2003~~

WEB SITES

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

California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/ls/ss>

U.S. Department of Education: ~~<http://www.ed.gov>; Emergency Planning:~~

~~<http://www.ed.gov/admins/lead/safety/emergencyplan>~~

Adopted: 9-17-02

Amended: 2-17-04, 6-8-10, 5-17-16

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AR 3515.2(a)

Disruptions

The principal or designee may direct any person, except a student, school employee, or other person required by his/her employment to be on school grounds, to leave school grounds **or school activity** if:

1. The principal or designee has reasonable basis for concluding that the person is committing or has entered the campus with the purpose of committing an act which is likely to interfere with the peaceful conduct, discipline, good order, or administration of **the** school or a school activity, or with the intent of inflicting damage to any person or property. (Education Code 44810, 44811; Penal Code 626.7)
2. The person fights or challenges another person to a fight, willfully disturbs another person by loud ~~or~~ **and** unreasonable noise, or uses offensive language which could provoke a violent reaction. (Penal Code 415.5)
3. The person, **without lawful business for being present**, loiters around a school ~~without lawful business for being present~~ or reenters a school within 72 hours after he/she was asked to leave. (Penal Code 653b)
4. The person is required to register as a sex offender pursuant to Penal Code 290 and does not have a lawful purpose and written permission from the principal or designee to be on school grounds. (Penal Code 626.81)
5. The person is a specified drug offender, as defined in Penal Code 626.85 and does not have written permission from the principal or designee to be on school grounds. However, such specified drug offender may be on school grounds during any school activity if he/she is a student or the parent/guardian of a student attending **the** school. (Penal Code 626.85)
6. The person willfully or knowingly creates a disruption with the intent to threaten the immediate physical safety of **students, staff, or others** ~~any student in grades K-8~~ while attending, arriving at, or leaving school. (Penal Code 626.8)
7. The person has otherwise established a continued pattern of unauthorized entry on school grounds.

(cf. 1240 – Volunteer Assistance)

(cf. 3515.3 -District Police/Security Department)

OAK PARK UNIFIED SCHOOL DISTRICT

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Series 3000

Business and Non-Instructional Operations

AR 3515.2(b)

(cf. 4158/4258/4358 – Employee Security)
(cf. 6145.2 – Athletic Competition)

The principal or designee shall allow a parent/guardian who was previously directed to leave school grounds to reenter for the purpose of retrieving his/her child for disciplinary reasons, medical attention, or family emergencies, or with the principal or designee's prior written permission. (Penal Code 626.7, 626.85)

When directing any person to leave school premises, the principal or designee shall inform the person that he/she ~~may~~ **will** be guilty of a crime if he/she: (**Education Code 32211; Penal Code 626.7, 626.8, 636.85**)

1. Fails to leave or remains after being directed to leave (~~Penal Code 626.7, 626.8, 626.85~~)
2. Returns to the campus without following the school's posted registration requirements (~~Penal Code 626.7~~)
3. Returns within seven days after being directed to leave (~~Penal Code 626.8, 626.85~~)

Whenever an individual is causing or threatening to cause a disruption at any district facility other than a school campus, the Superintendent or designee may direct that individual to leave the facility consistent with this regulation and the accompanying Board policy.

(cf. 0450 - Comprehensive Safety Plan)

Appeal Procedure

Any person who is asked to leave a school building or grounds may appeal to the Superintendent or designee. This appeal shall be made no later than the second school day after the person has departed from the school building or grounds. After reviewing the matter with the principal or designee and the person making the appeal, the Superintendent or designee shall render his/her decision within 24 hours after the appeal is made, and this decision shall be binding. (Education Code 32211)

The decision of the Superintendent or designee may be appealed to the Governing Board. Such an appeal shall be made no later than the second school day after the Superintendent or designee has rendered his/her decision. The Board shall consider and decide the appeal at its next scheduled regular or adjourned regular public meeting. The Board's decision shall be final. (Education Code 32211)

In any circumstance where a person has been directed to leave a school building or ground

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ADMINISTRATIVE REGULATION**

Series 3000

Business and Non-Instructional Operations

AR 3515.2(c)

where the Superintendent's or Board's office is situated, he/she may nevertheless enter the school building or ground solely for the purpose of making the appeal.

Adopted: 9-17-02

Amended: 3-10, 3-12, 5-17-16

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: MAY 17, 2016

**SUBJECT: B.6.d. ADOPT AND APPROVE NEW BOARD POLICY 3515.7 FIREARMS
ON SCHOOL GROUNDS INSTRUCTION – First Reading**

ISSUE: Should the Board of Education adopt and approve the proposed NEW Board Policy Firearms on School Grounds Instruction – First Reading?

BACKGROUND: New Policy reflects New Law (SB 707, 2015) which eliminates the exception that had allowed persons with a Carry Concealed Weapon (CCW) license to possess a firearm on campus. The law now requires such persons to obtain written permission of the Superintendent or designee in order to possess a firearm and/or ammunition on school grounds. Policy contains options for the Board either to prohibit any person from possessing a firearm on campus, unless that person is specifically allowed such possession by law, or to authorize the Superintendent or designee to use his/her legal authority to permit persons with a CCW license to possess a firearm and/or ammunition on campus.

ALTERNATIVES:

1. Adopt and approve the amendment to Board Policy 3515.7 Firearms on School Grounds Instruction
2. Do not amend Board Policy 3515.7 Firearms on School Grounds Instruction
3. Adopt a modified version of the amendment to Board Policy 3515.7 Firearms on School Grounds Instruction

RECOMMENDATION: Approval of Alternative #3.

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 BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3515.7(a)

Firearms on School Grounds Instruction

The Governing Board is committed to providing a safe environment for students, staff, and visitors on campus. The Superintendent or designee shall consult with local law enforcement, insurance carriers, and other appropriate individuals and agencies to address the security of school campuses.

(cf. 3515 - Campus Security)
(cf. 3515.2 - Disruptions)
(cf. 3515.3 - District Police/Security Department)
(cf. 4158/4258/4358 - Employee Security)
(cf. 5131.4 - Student Disturbances)
(cf. 5131.7 - Weapons and Dangerous Instruments)

District policy regarding the possession of firearms and/or ammunition on school grounds shall be included in the district's comprehensive safety plan and shall be communicated to district staff, parents/guardians, and the community.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 1112 - Media Relations)
(cf. 1113 - District and School Web Sites)
(cf. 1114 - District-Sponsored Social Media)

Any person specified in Penal Code 626.9(l)-(o) and 30310 is authorized to possess a firearm and/or ammunition on school grounds. School grounds include, but are not limited to, school buildings, fields, storage areas, and parking lots.

OPTION 1:

The Superintendent or designee shall not grant permission to any other individual to carry a firearm or ammunition on school grounds.

~~OPTION 2:~~

~~In addition, the Board authorizes the Superintendent or designee to grant written permission to a person who holds a valid Carry Concealed Weapon (CCW) license issued in California and who is at least 21 years of age to possess lawful firearms and/or ammunition on school grounds in accordance with law and Board policy.~~

~~Any employee granted permission shall be an employee with no disciplinary record in~~

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BP 3515.7(b)

~~the previous four years.~~

~~(cf. 4116 – Probationary/Permanent Status)~~

~~(cf. 4118 – Dismissal/Suspension/Disciplinary Action)~~

~~(cf. 4218 – Dismissal/Suspension/Disciplinary Action)~~

~~No staff member shall be required to carry a firearm and/or ammunition while on school grounds.~~

~~Any person requesting to carry a firearm on school grounds shall annually submit an application to the Superintendent or designee. He/she shall also provide a copy of a valid CCW license and meet any other requirement of the insurance provider, such as additional training or insurance coverage.~~

~~(cf. 3580 – District Records)~~

~~Any person who is granted permission shall be required to sign the district's firearm and ammunition possession agreement. The signed agreement shall be maintained in the district's records. The principal and other appropriate staff shall be notified regarding persons who have been granted permission.~~

~~Permission shall be granted only if the Superintendent or designee is satisfied that the possession on school grounds shall be for a peaceful and lawful purpose or activity and that the possessor will at all times comply with all terms included in the district's firearm and ammunition possession agreement.~~

~~Permission to carry a firearm and/or ammunition on school grounds may be revoked by the Board or the Superintendent or designee at any time. In addition, when any person granted permission to possess a firearm on campus is directed to leave school grounds for reasons of disruption or other violation of law or district policy, the permission is automatically revoked.~~

Legal Reference:

EDUCATION CODE

32281 Comprehensive safety plan

35160 Powers and duties of the board

35161 Powers and duties of the board; authority to delegate

38001.5 District security officers; requirements if carry firearm

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3515.7(c)

PENAL CODE

626.9 Gun Free School Zone Act

830.32 District police department; district decision to authorize carrying of firearm

16150 Definition of ammunition

16520 Definition of firearm

26150-26225 Concealed weapons permit

30310 Prohibition against ammunition on school grounds

UNITED STATES CODE, TITLE 18

921 Definitions, firearms and ammunition

922 Firearms, unlawful acts

923 Firearm licensing

UNITED STATES CODE, TITLE 20

7151 Gun-Free Schools Act; student expulsions for possession of firearm

Management Resources:

WEB SITES

Office of the Attorney General: <https://oag.ca.gov/firearms>

Adopted – 5-17-16

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: MAY 17, 2016

SUBJECT: B.6.e. APPROVE AMENDMENT TO BOARD POLICY 6146.1 – HIGH SCHOOL GRADUATION REQUIREMENTS -Second Reading

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 6146.1 – High School Graduation Requirements?

BACKGROUND: Board Policy 6146.1 is being updated to reflect new law (AB 172) which suspends, through the 2017-18 school year, the requirement that each student completing grade 12 successfully pass the high school exit exam as a condition of receiving a diploma or graduating from high school and requires districts to retroactively grant a diploma to any student who met all graduation requirements other than the exit exam requirement since the 2003-2004 school year. Policy 6146.1 is being submitted with language recommended by CSBA.

ALTERNATIVES:

1. Approve the amendment to Board Policy 6146.1 – High School Graduation Requirements.
2. Do not amend Board Policy 6146.1 – High School Graduation Requirements.
3. Adopt a modified version of the amendment to Board Policy 6146.1 – High School Graduation Requirements.

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
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6146.1(a)

High School Graduation Requirements

The Governing Board desires to prepare all students to obtain a high school diploma to enable them to take advantage of opportunities for postsecondary education and/or employment.

(cf. 5127 - Graduation Ceremonies and Activities)

(cf. 5147 - Dropout Prevention)

(cf. 5149 - At Risk Students)

(cf. 6143 - Courses of Study)

(cf. 6146.3 - Reciprocity of Academic Credit)

Course Requirements

To obtain a high school diploma, students shall complete at least the following courses in grades 9-12, with each course being one year unless otherwise specified:

1. Forty (40) semester credits in English
2. Thirty-five (35) semester credits of social science to include: ten (10) semester credits of United States history and geography; ten (10) semester credits of world history, culture, and geography; five (5) semester credits in American government and civics; five (5) semester credits in economics; and five (5) credits of world geography. (Education Code 51225.3)
3. Five (5) semester credits of health education.
4. Thirty (30) semester credits of science including biological and physical sciences (Education Code 51225.3) Students attending Oak View High School must complete twenty (20) semester credits of science including life science and physical science. An Oak View High school student may elect to complete ten (10) extra credits of science, including one year of global science, and be recognized as graduating with a “special emphasis in science”.

(cf. 6142.93 - Science Instruction)

5. Thirty (30) semester credits of mathematics including ten (10) semester credits of Algebra I (or twenty (20) semester credits of Algebra 1A and 1B ten (10) each) and ten (10) credits of geometry.

At least one mathematics course, or a combination of the two mathematics courses required for completion in grades 9-12, shall meet or exceed state academic content standards for Algebra 1. (Education Code 51224.5)

Completion, prior to grade 9, of algebra coursework that meets or exceeds state academic content standards shall satisfy the algebra coursework requirement, but shall not exempt a student from the requirement to complete three mathematics courses in grades 9-12. (Education Code 51224.5)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6146.1(b)

(cf. 6011 – Academic Standards)

(cf. 6142.92 – Mathematics Instruction)

6. Twenty (20) semester credits of physical education. ~~including ten (10) credits of 9th-grade physical education.~~ (Education Code 51225.3)

(cf. 6142.7 - Physical Education)

7. Ten (10) semester credits of visual or performing arts, foreign language, or American Sign Language. (Education Code 51225.3)

(cf. 6142.2 – World/Foreign Language Instruction)

(cf. 6142.6 - Visual and Performing Arts Education)

8. Five (5) semester credits of practical skills (industrial arts, technology education [beyond required], journalism, yearbook, auto, architectural, or vocational education).

(cf. 6178 – Career Technical Education)

(cf. 6178.2 – Regional Occupational Center/Program)

9. Five (5) semester credits of computer education course.

10. Five (5) semester credits of a life skills course in senior year.

11. Fifty-five (55) additional **general education elective** ~~semester~~ credits to total two hundred and forty (240).

12. All freshmen and sophomore students will complete a standards based guidance program to develop a personal learning plan.

Oak View High School students will graduate with two hundred and thirty (230) credits unless they chose to complete an additional ten (10) credits of science as stated in #4 above.

Because the prescribed course of study may not accommodate the needs of some students, the Board shall provide alternative means for the completion of prescribed courses in accordance with law.

(cf. 6146.11 - Alternative Credits Toward Graduation)

(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)

The Superintendent or designee shall exempt or waive specific course requirements for foster youth, **homeless children**, or children of military families in accordance with Education Code 51225.1 and 49701

(cf. 6173 – Education for Homeless Children)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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Instruction

BP 6146.1(c)

(cf. 6173.1 – Education for Foster Youth)

(cf. 6173.2 – Education for Children of Military Families)

Retroactive Diplomas

Until July 31, 2018, any student who completed grade 12 in the 2003-2004 school year or a subsequent school year and has met all applicable graduation requirements other than the passage of the high school exit examination shall be granted a high school diploma. (Education Code 60851.6)

High School Exit Exam

~~As a condition of high school graduation, each student completing grade 12 shall have successfully passed the state exit examination in language arts and mathematics unless he/she receives a waiver or exemption. (Education Code 60851, 60859)~~

~~*(cf. 6146.4 – Differential Graduation and Competency Standards for Students with Disabilities)*~~

~~*(cf. 6159 – Individualized Education Program)*~~

~~*(cf. 6162.52 – High School Exit Examination)*~~

~~Supplemental instruction shall be offered to any student in grade 7-12 who does not demonstrate "sufficient progress," as defined in BP 6179 – Supplemental Instruction, toward passing the exit examination. (Education Code 37252, 60851)~~

~~*(cf. 6176 – Weekend/Saturday Classes)*~~

~~*(cf. 6177 – Summer School)*~~

~~*(cf. 6179 – Supplemental Instruction)*~~

~~Students who have passed all state and local graduation requirements by the end of grade 12 except one or both parts of the exit exam shall be informed of educational options available within the district and/or community to enable them to continue their progress toward a high school diploma or the equivalent of a diploma.~~

~~*(cf. 6158 – Independent Study)*~~

~~*(cf. 6181 – Alternative Schools/Programs of Choice)*~~

~~*(cf. 6184 – Continuation Education)*~~

~~Students who have passed all graduation requirements by the end of grade 12 except one or both parts of the exit exam also are eligible to receive a certificate of completion or comparable form of recognition to indicate they have completed the required course of study.~~

~~The Superintendent or designee shall regularly report to the Board regarding the number of students who have fulfilled all local and state graduation requirements except for the passage of the exit exam and the resources that have been offered to such students.~~

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6146.1(d)

Legal Reference:

EDUCATION CODE

~~37252 Supplemental instructional programs~~

~~37254 Supplemental instruction based on failure to pass exit exam by end of grade 12~~

~~37254.1 Requirement students participation in supplemental instruction~~

47612 Enrollment in charter school

48200 Compulsory attendance

48412 Certificate of proficiency

48430 Continuation education schools and classes

48645.5 Acceptance of coursework

48980 Notification of parent/guardian

49701 Interstate Compact on Educational Opportunity for Military Children 51224 Skills and knowledge required for adult life

51224 Skills and knowledge required for adult life

51224.5 Algebra instruction

51225.1 Exemption from district graduation requirements

51225.2 Pupil in foster care defined: acceptance of coursework, credits retaking of course

51225.3 High school graduation

51225.35 Mathematics course requirements; computer science

51225.36 Instruction in sexual harassment and violence; districts that require health education for graduation

51225.5 Honorary diplomas; foreign exchange students

51228 Graduation requirements

51240-51246 Exemptions from requirements

51250-51251 Assistance to military dependents

51410-51412 Diplomas

51420-51427 High school equivalency certificates

51450-51455 Golden State Seal Merit Diploma

51745 Independent study restrictions

56390-56392 Recognition for educational achievement, special education

~~60850-60859 High school exit exam~~

60851.5 Suspension of high school exit examination

60851.6 Retroactive diploma; completion of all graduation requirements except high school exit examination

66204 Certification of high school courses as meeting university admissions criteria

67386 Student safety; affirmative consent standard

CODE OF REGULATIONS, TITLE 5

1600-1651 Graduation of pupils from grade 12 and credit toward graduation

COURT DECISIONS

O'Connell v. Superior Court (Valenzuela), (2006) 141 Cal.App.4th 1452

Management Resources:

WEB SITES

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

California Department of Education, High School: <http://www.cde.ca.gov/ci/gs/hs>

University of California, List of Approved a-g Courses:

<http://www.universityofcalifornia.edu/admissions/freshman/requirements>

Adopted: 4-26-78

Amended: 2-5-91, 8-14-01, 9-17-02, 3-22-05, 2-21-06, 2-17-10, 3-20-12, 4-8-14, 5-17-16

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MAY 17, 2016
SUBJECT: VII.1. MONTHLY ENROLLMENT AND ATTENDANCE REPORT
INFORMATION

ISSUE: Shall the Board receive and review a status report on District enrollment and attendance through Month 9 of the 2015-16 school year?

BACKGROUND: As student enrollment and attendance plays a key roll in determining General Fund revenues, staffing, and expense, it is critical that the Board and Administration carefully monitor these factors in assessing both appropriate student support and the District's financial position. Accordingly, staff has prepared the attached enrollment and attendance information through the end of the most recent reporting period to assist in this review.

RECOMMENDATION: None. Information only.

Prepared by: Shannan Kaesberg, Senior Accountant, Fiscal Services
Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

MONTHLY REPORT OF ENROLLMENT AND ADA

Board Meeting May 17, 2016

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Site/ Grade	YEAR TO DATE		Month 1		Month 2		Month 3		Month 4	
	ENRL*	ADA	ENRL*	ADA	ENRL*	ADA	ENRL	ADA	ENRL	ADA
BES										
K	96	89.95	92	90.84	93	89.24	93	89.01	93	89.17
1	88	85.08	86	84.32	88	83.65	88	85.53	88	85.56
2	86	82.83	85	83.21	85	83.06	85	83.13	85	82.67
3	85	82.49	85	83.26	84	82.00	85	83.40	86	82.50
4	119	114.29	118	116.11	117	114.94	117	114.07	117	114.56
5	133	127.81	131	128.32	132	127.82	132	128.00	132	129.44
SDC	1	1.24	2	2.00	2	2.00	1	1.33	1	1.00
Total	608	583.69	599	588.06	601	582.71	601	584.47	602	584.90
ADA % **		96.00%		98.17%		96.96%		97.25%		97.16%
OHES										
K	99	94.60	99	94.42	99	95.65	99	96.40	98	95.11
1	69	67.84	71	69.37	71	69.41	71	70.27	70	67.78
2	84	81.45	84	82.05	84	82.47	84	82.47	84	81.72
3	85	81.88	84	82.42	83	81.76	82	81.13	83	80.33
4	91	88.94	93	90.89	93	90.82	92	91.13	92	89.56
5	101	97.55	101	97.53	101	99.00	101	99.20	101	98.83
SDC	1	0.98	1	1.00	1	1.00	1	1.00	1	1.00
Total	530	513.24	533	517.68	532	520.11	530	521.60	529	514.33
ADA % **		96.84%		97.13%		97.77%		98.42%		97.23%
ROES										
K	94	90.80	95	89.16	94	91.00	95	91.40	94	90.33
1	95	89.52	92	87.63	92	88.88	92	89.40	92	89.11
2	111	108.41	112	108.95	112	109.88	113	109.40	113	109.56
3	83	81.53	85	83.58	83	82.47	83	81.40	83	80.66
4	118	110.84	116	110.95	113	111.13	113	108.60	116	110.06
5	101	98.16	100	97.78	100	99.35	101	97.60	101	97.61
SDC	0	-	0	-	0	-			0	-
Total	602	579.26	600	578.05	594	582.71	597	577.80	599	577.33
ADA % **		96.22%		96.34%		98.10%		96.78%		96.38%
MCMS										
6	359	344.77	355	349.00	355	347.53	355	346.53	355	343.95
7	380	368.98	384	374.32	386	374.76	386	375.07	386	372.95
8	355	345.98	361	351.95	360	350.18	359	350.47	359	348.47
SDC	3	2.94	3	2.79	3	3.00	3	3.00	3	3.00
Total	1097	1,062.67	1103	1,078.06	1104	1,075.47	1103	1,075.07	1103	1,068.37
ADA % **		96.87%		97.74%		97.42%		97.47%		96.86%
OPHS										
9	400	391.86	409	399.11	408	396.00	407	394.20	404	393.58
10	392	383.23	402	393.37	402	390.88	400	388.87	400	385.00
11	347	337.63	361	348.58	361	342.94	360	340.80	360	341.42
12	367	352.53	373	361.57	373	357.71	372	358.33	371	356.21
SDC	1	1.45	2	2.11	2	1.88	2	2.00	2	1.95
Total	1507	1,466.70	1547	1,504.74	1546	1,489.41	1541	1,484.20	1537	1,478.16
ADA % **		97.33%		97.27%		96.34%		96.31%		96.17%
OVHS										
10-12	50	40.51	35	33.27	38	34.75	37	34.44	39	35.12
ADA % **		81.02%		95.06%		91.45%		93.08%		90.05%
OPIS										
K-12	232	218.78	215	203.79	221	217.29	220	216.33	223	218.42
ADA % **		94.30%		94.79%		98.32%		98.33%		97.95%
Other ***	4	6.96	2	1.06	2	1.06	2	1.30	2	1.48
TOTALS										
K-12	4630	4,471.81	4634	4,504.71	4638	4,503.51	4631	4,495.21	4634	4,478.11
ADA % **		96.58%		97.21%		97.10%		97.07%		96.64%

* Enrollment is as of last day of school month.

** % of Attendance is ratio of ADA generated during the period divided by last day enrollment.

*** Other is Home Hospital, Non Public Schools, and Extended Year

Updated May 5, 2016 sk

15 16 Board Attendance

MONTHLY REPORT OF ENROLLMENT AND ADA

Board Meeting May 17, 2016

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Site/ Grade	Month 5		Month 6		Month 7		Month 8		Month 9		Month 10	
	ENRL	ADA	ENRL	ADA	ENRL	ADA	ENRL	ADA	ENRL	ADA	ENRL	ADA
BES												
K	92	85.20	95.00	89.95	97.00	90.73	96.00	90.42	96.00	93.00		
1	89	85.67	89.00	83.74	89.00	85.11	89.00	85.74	88.00	85.70		
2	86	83.13	86.00	81.47	86.00	82.56	86.00	83.05	86.00	83.20		
3	85	81.87	85.00	81.53	85.00	82.06	85.00	82.26	85.00	83.10		
4	118	112.73	119.00	114.16	119.00	112.78	119.00	114.84	119.00	113.85		
5	132	127.00	133.00	125.68	133.00	126.50	133.00	127.16	133.00	129.45		
SDC	1	1.00	1	1.00	1	0.94	1	0.95	1.00	1.00		
Total	603	576.60	608	577.53	610	580.68	609	584.42	608.00	589.30		
ADA % **		95.62%		94.99%		95.19%		95.96%		96.92%		
OHES												
K	98	93.06	98.00	93.95	99.00	94.16	99.00	93.95	99.00	94.50		
1	68	67.40	69.00	67.26	69.00	66.85	69.00	65.26	69.00	67.15		
2	83	79.33	84.00	81.95	84.00	80.89	84.00	80.47	84.00	81.30		
3	85	81.88	85.00	82.37	85.00	82.44	85.00	81.42	85.00	82.65		
4	91	88.80	91.00	86.89	91.00	87.61	91.00	85.84	91.00	89.05		
5	100	96.00	100.00	96.84	100.00	95.44	100.00	96.69	101.00	97.95		
SDC	1	1.00	1	0.95	1	0.83	1	1.00	1.00	1.00		
Total	526	507.47	528	510.21	529	508.22	529	504.63	530.00	513.60		
ADA % **		96.48%		96.63%		96.07%		95.39%		96.91%		
ROES												
K	93	89.33	95.00	91.26	95.00	90.50	96.00	90.64	94.00	92.25		
1	94	88.47	94.00	90.79	94.00	89.44	94.00	89.00	95.00	92.40		
2	112	109.07	111.00	107.95	111.00	106.83	111.00	105.95	111.00	108.35		
3	84	80.00	85.00	81.58	85.00	81.33	84.00	81.63	83.00	80.65		
4	116	111.40	117.00	111.74	117.00	111.94	117.00	108.58	118.00	112.85		
5	102	97.66	102.00	98.42	102.00	98.18	101.00	97.73	101.00	98.75		
SDC	0	-	0	-	0	-	0	-	-	-		
Total	601	575.93	604	581.74	604	578.22	603	573.53	602.00	585.25		
ADA % **		95.83%		96.31%		95.73%		95.11%		97.22%		
MCMS												
6	356	341.53	357.00	345.61	358.00	343.72	359.00	340.84	359.00	342.60		
7	383	365.47	381.00	365.61	378.00	364.28	378.00	361.21	380.00	365.45		
8	359	343.93	357.00	345.34	355.00	339.67	355.00	338.95	355.00	343.35		
SDC	3	3.00	3	3.00	3	2.89	3	2.95	3.00	2.90		
Total	1101	1,053.93	1098	1,059.56	1094	1,050.56	1095	1,043.95	1,097.00	1,054.30		
ADA % **		95.72%		96.50%		96.03%		95.34%		96.11%		
OPHS												
9	404	390.67	404.00	388.56	405.00	387.56	404.00	388.26	400.00	388.55		
10	399	385.80	395.00	376.94	395.00	378.50	394.00	374.79	392.00	376.40		
11	359	344.53	353.00	332.66	350.00	330.06	348.00	330.00	347.00	329.45		
12	369	353.93	369.00	352.11	369.00	345.55	367.00	347.89	367.00	343.20		
SDC	1	1.60	1	0.89	1	0.94	1	0.90	1.00	0.95		
Total	1532	1,476.53	1522	1,451.16	1,520.00	1,442.61	1514	1,441.84	1,507.00	1,438.55		
ADA % **		96.38%		95.35%		94.91%		95.23%		95.46%		
OVHS												
10-12	44	35.33	49.00	42.75	49.00	43.67	52.00	47.30	50.00	46.85		
ADA % **		80.30%		87.24%		89.12%		90.96%		93.70%		
OPIS												
K-12	224	219.53	228	221.89	231	225.89	231	225.32	232.00	223.35		
ADA % **		98.00%		97.32%		97.79%		97.54%		96.27%		
Other ***	3	4.75	3	5.25	4	6.85	4	6.87	4.00	6.96		
TOTALS												
K-12	4634	4,450.07	4640	4,450.09	4641	4,436.70	4637	4,427.86	4,630.00	4,458.16		
ADA % **		96.03%		95.91%		95.60%		95.49%		96.29%		

* Enrollment is as of last day of school month.

** % of Attendance is ratio of ADA generated during the period divided by last day enrollment.

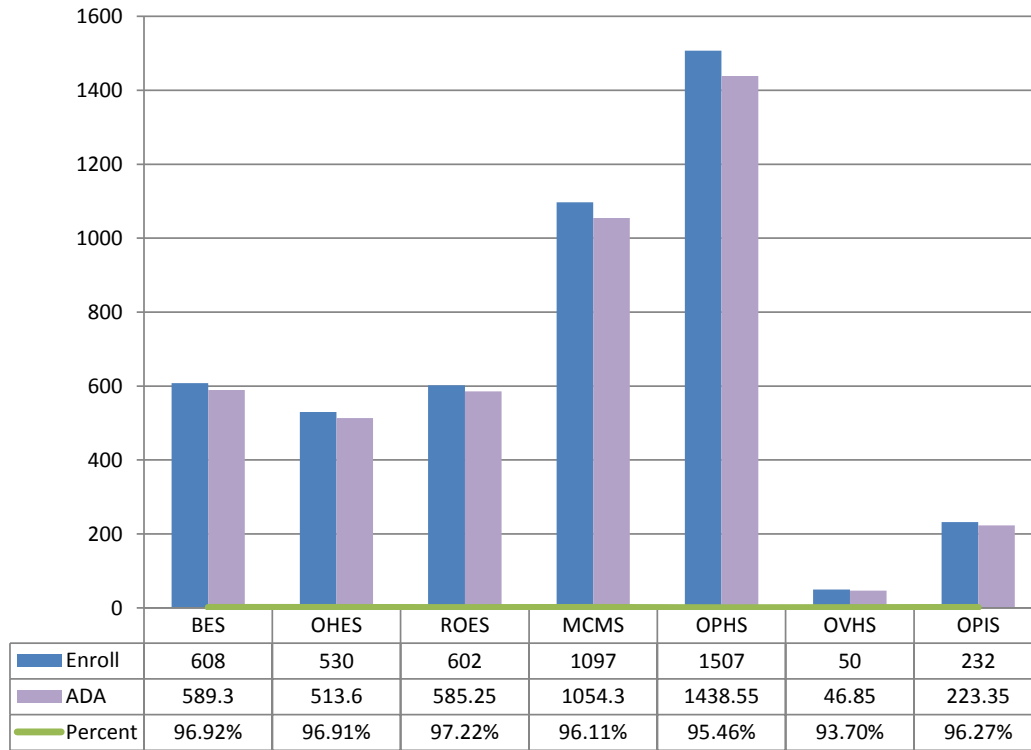
*** Other is Home Hospital, Non Public Schools, and Extended Year

Updated May 5, 2016 sk

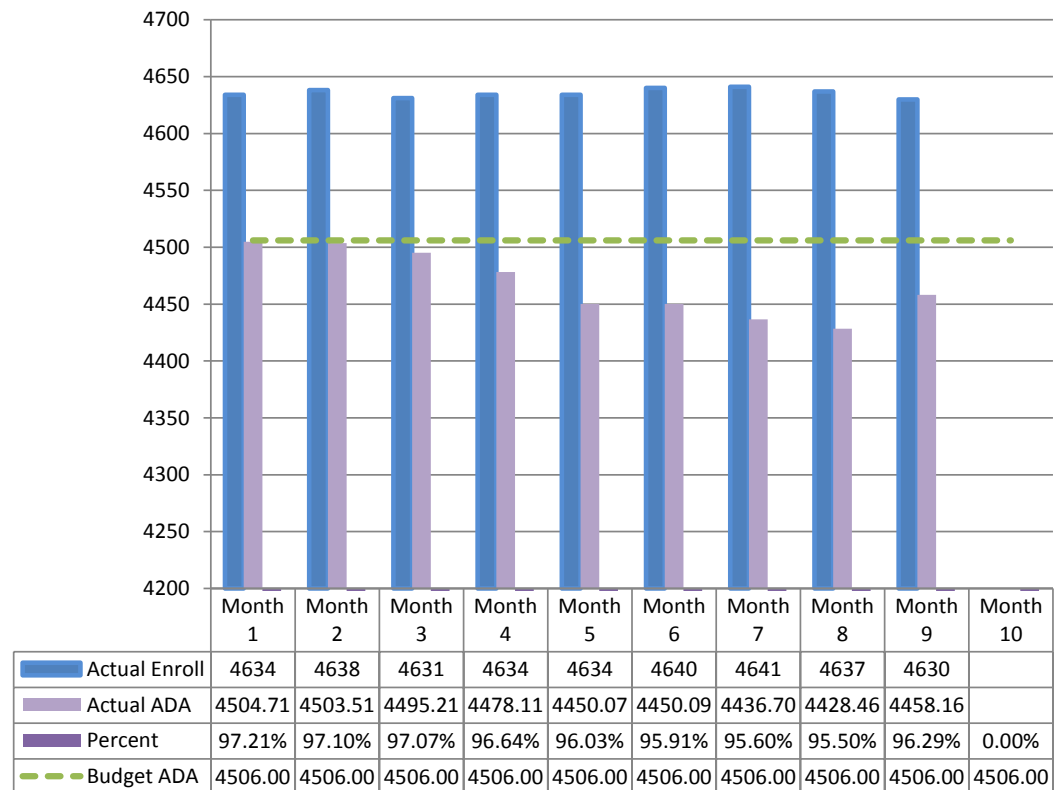
15 16 Board Attendance

OAK PARK USD - ATTENDANCE

Month 9 - OPUSD 2015-16



OPUSD - Total District Enrollment & ADA



TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MAY 17, 2016
SUBJECT: MONTHLY CASH FLOW REPORT

INFORMATION

ISSUE: Shall the Board receive and review a status report on District's actual and projected cash flow through April 30th of the 2015-16 school year?

BACKGROUND: Continuing its practice of the last several years, the Business Office produces a cash flow report each month as an ongoing tool to assist the Administration and Board in its analysis and management of cash in order to maintain cash-solvency. The current month's report is attached for the Board's information and review.

RECOMMENDATION: None; for information only.

Prepared by: Barbara Dickerson, Director, Fiscal Services
Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

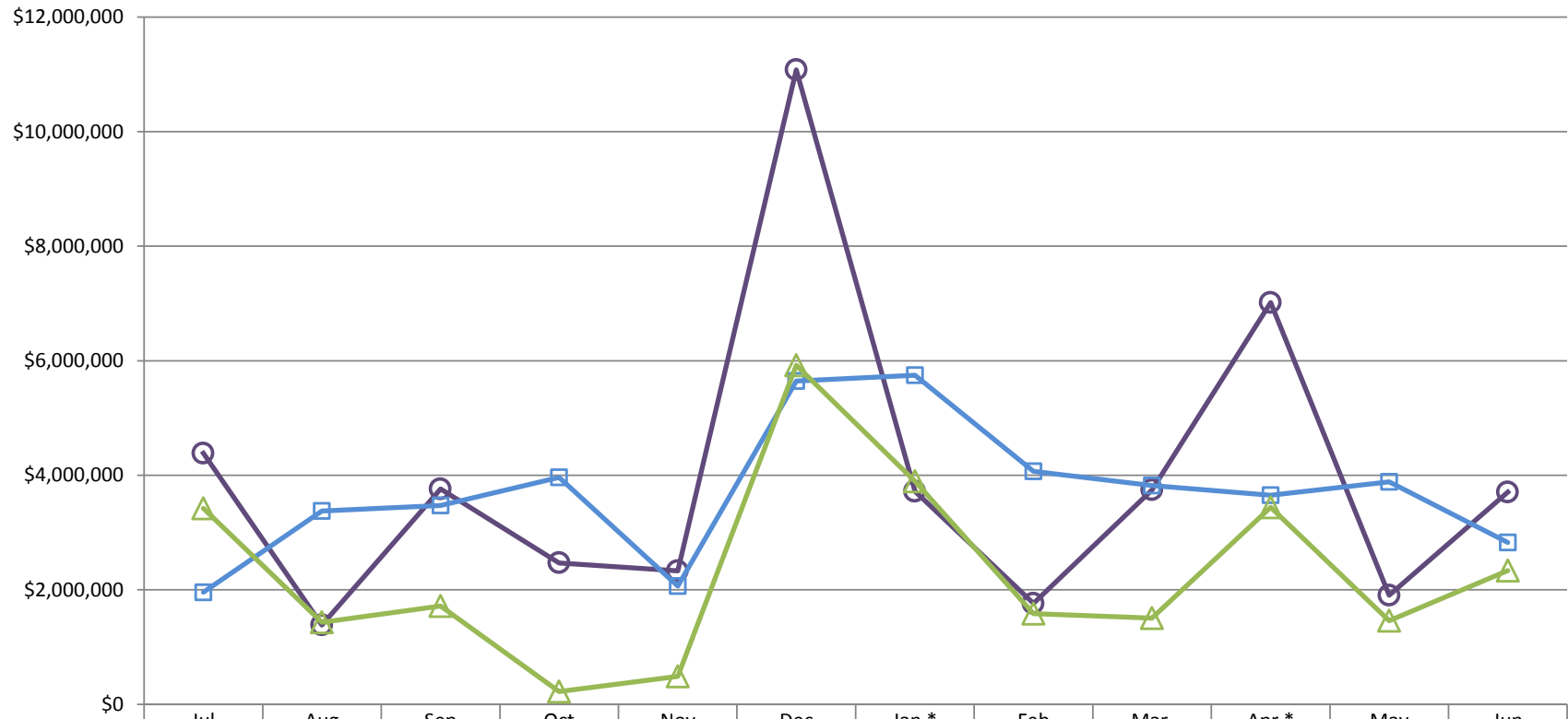
Anthony W. Knight, Ed.D.
Superintendent

OAK PARK UNIFIED SCHOOL DISTRICT - CASH FLOW										
Year: 2015-16 Budget										
Budget: 2nd Interim										
Actuals through April 30, 2016										
		BEGINNING BALANCE BASED ON 2014-15 YEAR-END ACTUALS								
	Object	July	August	September	October	November	December	January	February	March
A. BEGINNING CASH	9110	\$995,848	\$3,420,847	\$1,430,878	\$1,718,483	\$223,813	\$489,923	\$5,920,798	\$3,892,665	\$1,584,366
B. RECEIPTS										
Revenue Limit Sources										
Principal Apportionment	8010-8019	923,232	923,232	3,167,343	1,661,819	1,661,819	3,167,343	1,661,819	1,339,622	3,013,943
Property Taxes	8020-8079	80,614	192	0	28,819	129	6,029,771	212,506	0	31,242
Miscellaneous Funds	8080-8099	0	0	0	0	0	0	0	0	0
Federal Revenue	8100-8299	5,322	2,686	17,605	27,937	-8,299	32,109	38,143	-4,876	62,038
Other State Revenue	8300-8599	229,924	1,365	0	204,154	-27,164	1,028,763	1,497,813	129,071	146,531
Other Local Revenue	8600-8799	109,005	194,312	379,157	497,511	265,180	818,917	314,496	294,088	489,308
Interfund Transfers In	8910-8929	0	0	0	0	0	0	0	0	0
All Other Financing Sources	8930-8979	0	0	73,509	0	0	0	0	0	0
Other Receipts/Non-Revenue		0	0	0	0	0	0	0	0	0
TOTAL RECEIPTS		1,348,097	1,121,787	3,637,615	2,420,239	1,891,665	11,076,903	3,724,777	1,757,905	3,743,061
C. DISBURSEMENTS										
Certificated Salaries	1000-1999	135,429	1,878,648	1,891,751	2,244,417	2,037,150	2,014,391	2,015,057	2,026,390	2,020,496
Classified Salaries	2000-2999	189,581	461,594	497,642	619,936	594,899	549,507	545,805	584,082	584,791
Employee Benefits	3000-3999	58,475	723,548	761,495	836,360	796,965	793,286	792,258	802,528	803,120
Books, Supplies	4000-4999	22,344	90,227	73,156	253,723	146,407	154,992	271,630	75,168	106,045
Services	5000-5999	160,630	233,251	356,881	611,307	305,660	371,541	516,464	300,279	325,602
Capital Outlay	6000-6599	13,647	66,364	82,157	12,700	26,319	39,611	134,394	28,616	72,843
Other Outgo - Excess Costs	7000-7499	46,822	-6,307	8,405	10,405	22,923	8,405	36,741	20,386	128,905
Interfund Transfers Out	7600-7629	0	0	0	300,000	40,000	40,000	0	25,000	0
All Other Financing Sources	7630-7699	0	0	0	0	0	0	0	0	0
Other Disbursements/Non Expenditures		0	0	0	0	0	0	0	0	0
TOTAL DISBURSEMENTS		626,927	3,447,324	3,671,487	4,888,848	3,970,322	3,971,734	4,312,348	3,862,449	4,041,802
D. BALANCE SHEET TRANSACTIONS										
Accounts Receivable	9200	184,669	263,299	121,953	49,720	438,581	1,348	-5,996	4,145	184
Accounts Payable	9500	-1,330,840	72,269	199,524	924,220	306,186	-75,642	-9,567	-207,900	218,646
Current Loans (Cross Yr TRAN/Other)	9640	0	0	0	0	1,600,000	-1,600,000	0	0	0
Current Loans (Current Yr TRANS)	9640	2,850,000	0	0	0	0	0	-1,425,000	0	
TOTAL PRIOR YEAR TRANSACTIONS		1,703,829	335,568	321,477	973,939	2,344,767	-1,674,294	-1,440,563	-203,755	218,831
E. NET INCREASE/DECREASE (B-C+D)		2,424,999	-1,989,970	287,605	-1,494,670	266,110	5,430,875	-2,028,134	-2,308,299	-79,910
F. ENDING CASH (A+E)		3,420,847	1,430,878	1,718,483	223,813	489,923	5,920,798	3,892,665	1,584,366	1,504,456
G. ENDING CASH, PLUS ACCRUALS										

OAK PARK UNIFIED SCHOOL DISTRICT - CASH FLOW						
Year: 2015-16 Budget						
Budget: 2nd Interim						
Actuals through April 30, 2016						
	Object	April	May	June	Accruals	Total
A. BEGINNING CASH	9110	\$1,504,456	\$3,441,339	\$1,458,596		
B. RECEIPTS						
Revenue Limit Sources						
Principal Apportionment	8010-8019	1,339,622	1,339,622	2,872,467	0	23,071,883
Property Taxes	8020-8079	3,989,390	97,227	24,306	0	10,494,194
Miscellaneous Funds	8080-8099	0	0	0	0	0
Federal Revenue	8100-8299	0	0	98,382	687,831	958,878
Other State Revenue	8300-8599	476,515	1,295	37,521	467,018	4,192,806
Other Local Revenue	8600-8799	827,958	339,416	546,636	294,888	5,370,872
Interfund Transfers In	8910-8929	0	0	0	0	0
All Other Financing Sources	8930-8979	0	0	0	0	73,509
Other Receipts/Non-Revenue		0	0	0	0	0
TOTAL RECEIPTS		6,633,485	1,777,560	3,579,311	1,449,738	44,162,143
C. DISBURSEMENTS						
Certificated Salaries	1000-1999	2,017,081	2,017,958	372,988	134,078	20,805,833
Classified Salaries	2000-2999	557,423	544,548	433,231	25,248	6,188,287
Employee Benefits	3000-3999	797,919	790,000	232,074	12,663	8,200,692
Books, Supplies	4000-4999	76,967	67,165	104,249	50,900	1,492,972
Services	5000-5999	392,211	359,337	587,465	98,460	4,619,087
Capital Outlay	6000-6599	0	33,780	41,329	320,804	872,564
Other Outgo - Excess Costs	7000-7499	5,068	36,445	247,828	14,343	580,367
Interfund Transfers Out	7600-7629	30,000	27,153	800,000	0	1,262,153
All Other Financing Sources	7630-7699	0	0	0	0	0
Other Disbursements/Non Expenditures		0	0	0	0	0
TOTAL DISBURSEMENTS		3,876,669	3,876,387	2,819,164	656,496	44,021,955
D. BALANCE SHEET TRANSACTIONS						
Accounts Receivable	9200	381,604	125,650	125,650	72,478	1,763,285
Accounts Payable	9500	223,463	-9,567	-6,867	0	303,925
Current Loans (Cross Yr TRAN/Other)	9640	0	0	0	0	0
Current Loans (Current Yr TRANS)	9640	-1,425,000			0	0
TOTAL PRIOR YEAR TRANSACTIONS		-819,933	116,083	118,783	72,478	2,067,210
E. NET INCREASE/DECREASE (B-C+D)		1,936,883	-1,982,743	878,931	865,720	2,207,398
F. ENDING CASH (A+E)		3,441,339	1,458,596	2,337,526	865,720	2,207,398
G. ENDING CASH, PLUS ACCRUALS					3,203,246	

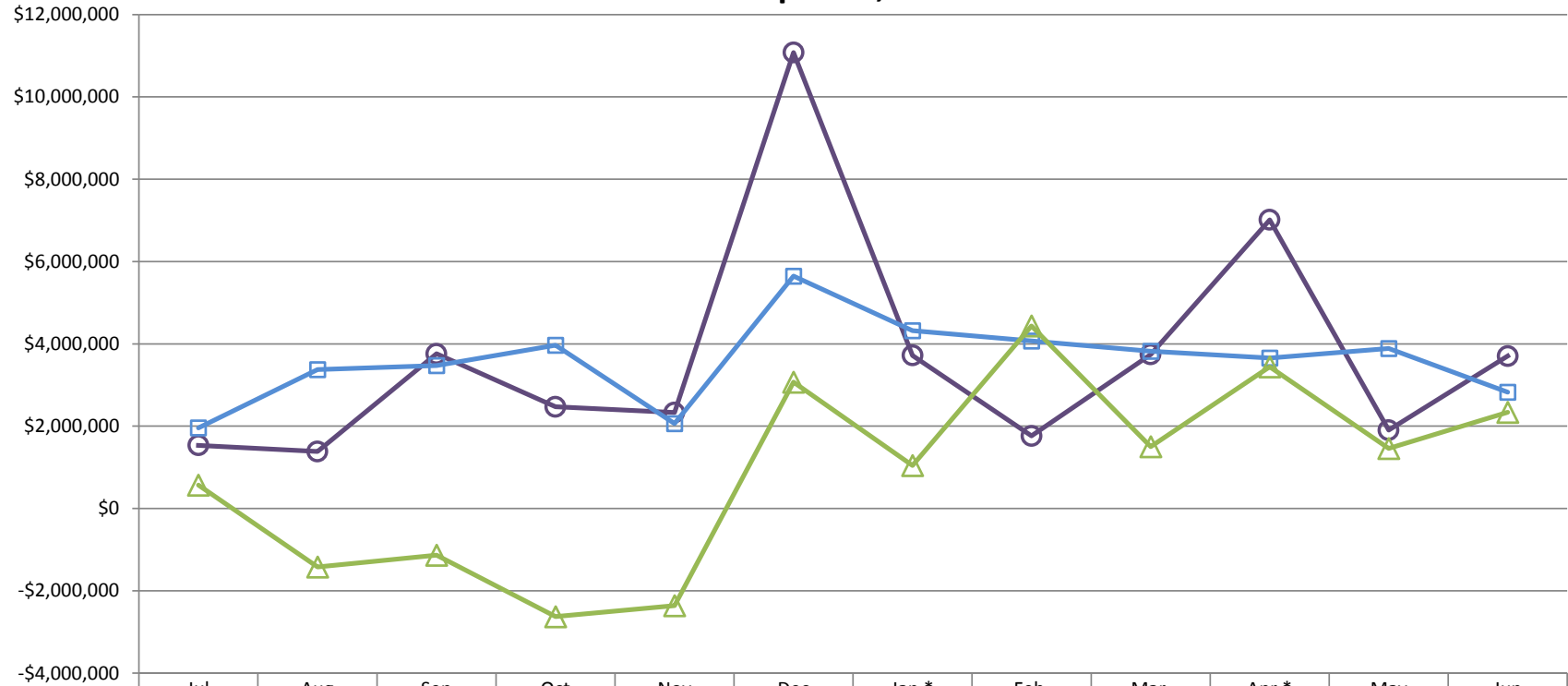
OPUSD - Cashflow

Actuals thru April 30, 2016



*** NOTE:** **TRAN loan proceeds included in Revenue and Cash Balance lines: July \$2,850,000.**
TRAN repayment included in Expense and Cash Balance lines: January \$1,425,000 and April \$1,425,000.

OPUSD - Cashflow without TRAN **Actuals thru April 30, 2016**



	Jul	Aug	Sep	Oct	Nov	Dec	Jan *	Feb	Mar	Apr *	May	Jun
Revenue + AR	1,532,766	1,385,085	3,759,568	2,469,959	2,330,245	11,078,251	3,718,781	1,762,050	3,743,246	7,015,089	1,903,210	3,704,961
Expense + AP	1,957,767	3,375,055	3,471,963	3,964,628	2,064,135	5,647,376	4,321,915	4,070,349	3,823,156	3,653,206	3,885,954	2,826,031
Cash Balance	570,847	-1,419,122	-1,131,517	-2,626,187	-2,360,077	3,070,798	1,042,665	4,434,366	1,504,456	3,441,339	1,458,596	2,337,526

*** NOTE:** **TRAN loan proceeds not included in Revenue and Cash Balance lines: July \$2,850,000.**
TRAN repayment not included (January \$1,425,000 and April \$1,425,000).

TO: MEMBERS, BOARD OF EDUCATION
FROM: Sara Ahl, Principal, Brookside Elementary School
DATE: May 17, 2016
SUBJECT: Monthly Board Report for Brookside Elementary School

SCHOOL EVENTS:

- Earth Week was full of fun and educational events that increased awareness about our planet's valuable resources and the importance of sustainability practices. From the ladybug lessons and Walk to School Wednesday to our Recycled Book Fair and the 1st Grade "Trash" Sculpture activity, our students were immersed in learning all week long!



- Big Sunday volunteers made a lot of progress at Brookside on May 1st. Our garden is even more beautiful with the shiny, new pollinator beds. The parking lot has fewer weeds. Our lunch area has never been cleaner. Our PTA storage closet has fewer spiders and is even more organized. Thanks to all involved for coordinating and planning this wonderful community event.



- Lynn Moderhak was celebrated at a retirement party on May 5. Students, families, and staff members from the past came back to honor her and her remarkable teaching career. She has dedicated herself
- Staff appreciation week was phenomenal. Once again our PTA parents spoiled us with a coffee truck, massages, breakfast, an incredible luncheon, teacher gifts, flowers, and more. We appreciate the recognition from our students and parents and value the strong community we have at Brookside!
- May 11th is Open House. Sharky's will begin serving at 4:30pm. The parent meeting will begin in the MPR at 5:45pm. Classrooms will open at 6:30pm – 7:30pm.

FIELD TRIPS:

- Mrs. Stephens' 5th grade class volunteered their time at My Stuff Bags Foundation in Westlake Village, an organization that provides children who are abused, neglected and abandoned children entering foster care a duffel bag and new, clean belongings. Her students always gain a great deal from this field trip, including a strengthened appreciation for community service.

SCHOOL SITE COUNCIL:

Brookside School Site Council held its last meeting for the year in April. The committee will resume its meetings in August, 2016.

CALENDAR HIGHLIGHTS:

May 4 – 13	SBAC Testing (Grades 3 – 5)
May 11	Brookside's Open House
May 21	Annual PTA Carnival and Campout – 4:30pm
May 27	5 th Grade Culmination – 8:30am

Respectfully submitted:

Anthony W. Knight, Ed.D.
Superintendent

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

FROM: Erik Warren, Principal, Oak Hills Elementary School

DATE: May 17, 2016

SUBJECT: Monthly Board Report

CAASPP Testing

Our CAASPP testing has been moving along with good success. There have been just a few glitches along the way, but with tremendous support from our District technology crew, the testing is going very well overall. Our students have worked very hard giving their best effort on these assessments. We hope that this will be another opportunity for Oak Hills to shine.

Science Night

Oak Hills students enjoyed a fantastic Science Night, exploring the fascinating world of matter and energy. Students and their families experienced how vibrations and sound waves behave, how to launch a potato with air pressure, and how colors of light combine. Students joined hands to conduct enough electricity to light a light bulb, and used chemistry to create magic. We owe a special thank you to our PTA for sponsoring an exciting night for both children and adults.

Super Sunday

Oak Hills Students and their families showed up in force to complete some important campus improvements. We had several teams do some deep cleaning of our campus, especially all the fabulous Chromebooks and iPads that is in the hands of students all day, everyday. Other teams removed the Bermuda grass from the sandboxes, refurbished out planter boxes, and added a beautiful new pollinator garden. We also emptied out the entire contents of the emergency shed, cleaned and took inventory of each item, rebuilt the shelving, and carefully repacked the container in an organized fashion. This event shows how dedicated our school community is to taking care of Oak Hills, and that many hands make light work.

Teacher Appreciation Week

Last week the entire staff at Oak Hills was treated like royalty. The parent community provided gifts, a delicious breakfast, and an afternoon tea all with a fun and creative Alice in Wonderland theme. Our staff is truly fortunate to work within such a dedicated and caring community.

Respectfully submitted:

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION

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

DATE: May 17, 2016

SUBJECT: Monthly Board Report

Volunteer Brunch

To thank our parent and community volunteers, our Red Oak staff invited them to a brunch on Friday, April 8. The brunch had a beach theme and featured a variety of wonderful foods. The staff created a thank you video that was offer on-line.

California Geography Bee

Our eleventh annual Fourth Grade Geography Bee was on Thursday, April 14 in our Multi-purpose Room. Students answered questions specifically about California Geography. Instead of one winner, students were deemed “Finalists” if they could answer a set number of questions correctly. We had 24 Finalists this year. This is the most Finalists we have ever had. They received certificates at a morning assembly.

Open House

Open House for fourth and fifth grades occurred on Wednesday, March 16. There was great attendance by our parents as students served as tour guides for parents around the classrooms. Early attendees participated in our annual Chalk Walk by purchasing chalk and decorating a concrete square around the glassy area at the front of the school.

Earth Week and Big Sunday

Earth Week and Big Sunday were observed together this year the last week of April. Walk to School Day was on Wednesday of that week. A number of activities were planned centered on the theme of beneficial insects such as ladybugs and bees. A coin collection was held to raise funds for bee conservation. Additionally, our library provided books on insects for students use this week. On Big Sunday, May 1, families worked together to plant trees, paint sidewalks and blacktop areas, plant a butterfly garden, repaint our Birthday Board and clean our Computer Lab among other things. They did a wonderful job!

Upcoming Events at Red Oak:

1st Grade Americana Music Show – May 16
Kindergarten Song and Dance Show – May 17
Math-Science Olympiad – May 19
Chinese Luncheon for 5th Grade – May 20
PFA School Dance – May 20
Gold Ribbon Awards Ceremony – May 24
Last Day of School and 5th Grade Culmination – May 27

Respectfully Submitted:

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION

FROM: BRAD BENIOFF, PRINCIPAL, MEDEA CREEK MIDDLE SCHOOL

DATE: May 17, 2016

SUBJECT: MONTHLY SCHOOL REPORT

State Testing Continues May 2-6: 6th grade takes their tests and 7th grade make-ups continue.

MCMS Choir May 6th: competes, under Ms. Elana Levine's direction, at an event at Knott's Berry Farm.

MCMS Music in the Parks Festival on May 7th

Band students compete at the event located in Valencia schools and conclude at Magic Mountain. with their teachers Ms. Levine and Mr. Borquez.

MCMS Students Play Softball at Lindero Middle School May 12th: 8th graders compete against each other at their annual match.

Bye Bye Birdie Drama Performance May 17th at 6:30 p.m. in the MCMS Gym: 7th and 8th graders perform the musical in this student production, under teacher Stephen Peterson's direction.

Art Show May 19th @5:00 p.m: Ms. Cadle's Art Showcase students present their portfolios to families and friends.

8th Grade Dance May 20th 6:00-8:00p.m.: 8th graders enjoy dinner, music, some dancing and some games to celebrate their last days of middle school.

Yearbooks distributed in May

5th Graders Visit MCMS May 23rd 1:00-2:15: 5th graders at OPUSD elementary schools walk on over to MCMS to begin the big leap to 6th grade. Our ASB students are their guides for a campus orientation and tour.

8th Grade Universal Trip May 23rd

8th Grade Awards @8:30 May 25th: In the MCMS gym

Culmination May 25th: 8th graders, their families and the MCMS faculty will gather at OPHS at 6:00 for culmination.

8th Grade Breakfast @ 8:30 May 26th:

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

TO: Members of the Oak Park Unified Board of Education

FROM: Kevin Buchanan, Principal, Oak Park High School

DATE: May 17, 2016

SUBJECT: Monthly Board Report



WASC ACCREDITATION

We have received notification of our WASC Accreditation for a Six-Year Term with a one-day mid-cycle visit and progress report due at the three-year mark. This is a terrific result for us, and we have been assured that this is an outstanding outcome for a comprehensive high school in these transitional times in Education. Our WASC Action Plan is finalized and will be sent to the Commission prior to the June 1 deadline.

Drama Spotlight

Congratulations to Allan Hunt and the Drama Club for a successful final production of the year. A fully student produced and directed show of one acts in the Pavilion was very well attended and culminated the year's theater arts calendar of productions. We will be announcing the shows for next year in the coming weeks, and the performing arts creative team has decided to produce a Fall drama and a Spring Musical. There is discussion of a Shakespeare in the Park type production in conjunction with the Nottingham Village Faire next April.



Spring Concerts

Last week, OPHS held the Choral and Instrumental Music Concerts. These were beautiful and inspirational events and orchestrated by Heidi and Zach featuring our talented and dedicated musicians and singers. OPHS Chamber and Concert Choir performed at Disneyland on Saturday to enthralled crowds.

Senior Awards – Thursday and Friday May 19-20

This year's senior awards events are in the final stages of planning. Jean Hawkins is preparing the programs for the Thursday evening Scholarship Awards and the Friday morning senior assembly. The Marie Panec Memorial Awards, which were presented at the Commencement ceremony last year, will be presented at the May 17th OPUSD Governing Board Meeting.

Athletics

- Ladies LAX. Lady Eagles defeated Pacific Palisades in the first round of the So-Cal Playoffs and play Thousand Oaks at home on Thursday. They are ranked #1 in the LA Southern Section. Track prelims were held today at Moorpark and League finals are on Friday, May 6
- Boys Volleyball are ranked #1 in Div. 2, and swept the prestigious Redondo Tournament. They have won Coastal Canyon League Championship.
- Boy's Tennis Team also won the Coastal Canyon League Championship and Individual playoffs begin this week.
- Baseball and Softball are having great seasons and are both realistically battling for playoff spots. Congrats to all teams and good luck in the playoffs.

OPHS Rocket Team

The OPHS Rocket Club has qualified to compete in the national Team America Rocketry Challenge (TARC) on May 14th at The Plains, Virginia. Students are also invited to the "Rockets on the Hill" reception in the Kennedy Caucus Room of the Russell Senate building in Washington DC on May 13th. More info here <http://rocketcontest.org/>



OPHS Debate Team

Last weekend, at the California State Fullerton High School Debate Invitational, the Oak Park High School Debate team competed in its final tournament of the 2015-2016 school year. In a tremendous performance, OPHS had all 6 of its debaters finish in the top 16 in their divisions (top 16 is the "break point" of most tournaments, which means that all OPHS competitors reached the playoffs. OPHS's strong performance against upperclassman and strong competition was a fitting end to a highly successful inaugural season.

Mock Trial

Mock Trial students earned a 3rd place in Ventura County competition this year (we had two teams) out of 32 teams. This is the highest place in school history, moving up 9 places from our previous best. Students also earned seven individual awards. There are over 800 students participating in the Ventura County Mock Trial Competition and with a 3rd place finish and seven individual awards, Oak Park is earning some respect! Well Done team and Congrats to advisor Vic Anderson.



Educatus International Students

We have processed the applications for 17 International students to attend OPHS next year. These students will arrive in time for registration from Brazil, Scandinavia, France, Italy, China, and Germany. All of the students will be hosted by Oak Park Families, which we have found to be critical to their success. We are in the fifth year of hosting International students and the funds the District receives from this program helps support our Mandarin Chinese program after the FLAP Grant Funding was discontinued four years ago.

NATIONAL MERIT SCHOLARSHIP

Twenty-six Oak Park High School juniors were recently informed that they had achieved high enough scores on the PSAT exam to qualify for the next round in the competition for a 2017 National Merit Scholarship. These students are among the top 50,000 highest-scoring participants of over one million that took the test. Students will be notified in September as to their status as either a commended student or a semi-finalist student.

2016 RONALD REAGAN PRESIDENTIAL FOUNDATION SCHOLAR

Fourteen OPHS student have been named semi-finalists for the 2016 Ronald Reagan Presidential Foundation Scholars Program will be announced at a special dinner on May 18 at the Ronald Reagan Presidential Library. This distinction is bestowed upon students in recognition of their outstanding leadership, character, communication skills, academic achievement, and commitment to Ventura County. These students are eligible for scholarships up to \$7,500.

OPHS PROM and SENIOR ACTIVITIES

This year's prom will be held at the "W" Hotel in Hollywood on Friday May 13th. Senior activities begin that day and continue through into graduation week.

Quiet Signage

Due to the increased use of our athletic and school facilities off hours, we have received some concerns from a few of the residents who live in the homes adjacent to the creek across from the lower field. We are asking coaches and the folks who share the use of the football field and the basketball cages to remind teams and parents to keep the noise to a minimum and to be respectful of our neighbors when in the parking lots and when leaving the school in the evening. We have ordered signs to that effect and they will soon be installed in the senior parking lot.



Respectfully Submitted:

Anthony W. Knight, Ed.D.
Superintendent

TO ALL: Members of the Oak Park Unified Board of Education
FROM: Stewart McGugan, Director of Alternative Education
DATE: May 17, 2016
SUBJECT: Monthly Board Report



BOTH SCHOOLS OPIS/OVHS



CAASPP

We completed two weeks of testing at OPIS and two days of testing at OVHS. OVHS had 100 percent of their students complete both the CAASPP and STAR tests. OPIS's percentage was much higher than expected, with roughly 70 percent of our students completing the testing. It can be very difficult to get our traveling students in for testing. Mr. McGugan called other local Independent schools and they were having the same issues with opt-outs or students not showing up to test.

STAFF APPRECIATION

Both schools have been receiving several gifts from parents and students. It is so nice to see parents and students show their support towards their teachers. We have been receiving massive amounts of sweets, lunches, and cards. OPIS will be having its annual Site Council luncheon later this week.



OAK VIEW HIGH SCHOOL



OPEN HOUSE/GRADUATION

We are looking forward to our Open House on May 10th and to our graduation on May 27th.

CLU FIELD TRIP

Mr. Rogers and Mr. McGugan took 12 students to California Lutheran University for a campus tour. Continuation students are often told that they are not able to attend a 4-year university right out of high school. While this may be true for some students and/or some universities, but not for all. We wanted to show our students that this is a possibility. One of our students said, "I am so glad you brought us here. I feel like I really need to grow up and this is a place I want to attend."



WASC

The Accrediting Commission for Schools, Western Association of Schools and Colleges (ACS WASC), announced the action taken at the Spring 2016 Commission Meeting. The ACS WASC Commissioners have determined Oak View High School meets the ACS WASC criteria for accreditation. This accreditation status is based on all of the information provided by the school, including the self-study report, and the satisfactory completion of the on-site accreditation visit. It is the decision of the Commission to grant Six-Year Accreditation Status through June 30, 2022. Oak View High School is required to submit a Mid-Cycle Progress Report at the end of the third year of the current six-year accreditation cycle. The progress report should demonstrate that the school has:

- Addressed the critical areas for follow-up through the schoolwide action plan
- Made appropriate progress on the implementation of the schoolwide action plan
- Improved student achievement relative to the schoolwide learner outcomes and the academic standards



OAK PARK INDEPENDENT SCHOOL



AUDITOR

We had our annual audit of our attendance, OSB funds, and student curriculum folders. It was a very difficult year because we had to move so many different students with the passing of Kate Edwards, we added a new office manager half-way through the year and we added three new teachers for the second semester. We did extremely well and did not have any major issues. It was a great job done by our entire staff.

CULMINATIONS/GRADUATION

We are looking forward to our culmination on May 19th and our high school graduation on May 26th.

Respectfully Submitted:

Anthony W. Knight, Ed.D.
Superintendent

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

FROM: Kim Gregorchuk, Director, Oak Park Neighborhood School

DATE: May 17, 2016

SUBJECT: Monthly Board Report

When I look out of the classroom window, it is hard to believe that I see the fifth grade students practicing for their culmination. This year has truly flown by. Our children are finishing up their final projects, planting seeds for starters to plant at home, learning songs for their year end concert, and helping to “make their rooms sparkley” for next year.

The children in Room 17 have finished writing and illustrating their book, Flyer’s Great Adventure, and will have an authors’ book signing and ***Open House on Thursday, May 12th, at 6:00 p.m.*** The children are so excited about their book and eager to show their families all of the work that went into writing Flyer’s Great Adventure. ***I know they would be proud to show you their work, so you are all invited to the Open House.***



Ventura County launched “5 and Read to Kids” campaign celebrity readers reading to Oak Park Neighborhood for was fortunate enough to have readers: Natalie Mussi, CEO of Hospital, and Julia Brownley, Congresswoman. The children the stories and the discussions afterwards. Natalie brought stuffed kangaroos for each child and the children spent time reading to their kangaroos after our readers left.

Thank you so much to Debra Leith, Toni Caruso, Brenna Gutell, and the Big Sunday team for getting our “pollinator gardens” up and growing. This was a wonderful project and very beneficial to our garden. In fact, I had so much fun and found it to be so simple, that I am now planting a “pollinator garden” at home.



On May 5th, First 5 their “Take with children. Learning 2 celebrity Los Robles

enjoyed

Respectfully Submitted:

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