

OAK PARK UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION  
**AGENDA #935**

DATE: December 6, 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 – G9**  
**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**  
**Meghan Cleary, Student Board Member**



*Educating Compassionate and Creative Global Citizens*

**ADMINISTRATION**

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

**COPY OF ENTIRE AGENDA ON WEB SITE**

[www.opusd.org](http://www.opusd.org)

12/2/2016

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](mailto: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**

**Tuesday, January 17, 2017**

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

**Oak Park High School, Presentation Room, G9**

**AGENDA IS POSTED AT THE FOLLOWING LOCATIONS IN OAK PARK:**

District Office, 5801 East Conifer St.

Brookside Elementary School, 165 N. Satinwood Ave.

Oak Hills Elementary School, 1010 N. Kanan Rd.

Red Oak Elementary School, 4857 Rockfield St.

**Medea Creek Middle School, 1002 Double Tree Rd**

**Oak Park High School, 899 N. Kanan Rd.**

**Oak View High School, 5701 East Conifer St**

**Oak Park Library, 899 N. Kanan Rd.**

**Internet Home Page: <http://www.opusd.org/>**

**OAK PARK UNIFIED SCHOOL DISTRICT  
AGENDA – REGULAR BOARD MEETING #935  
December 6, 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.**

**I.1 ADMINISTRATION OF OATH OF OFFICE TO BARBARA LAIFMAN AND DENISE HELFSTEIN**

**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 :** Instructional Assistant I – Math, Food Service Sub, Custodian Sub

**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. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
PURSUANT SUBDIVISION (A) OF GOVERNMENT SECTION 549569.9  
Civil Action No. 2:16-cv-08087 JEM**

**E. CONFERENCE WITH LEGAL COUNSEL - PENDING LITIGATION  
Student v. Oak Park Unified School District, OAH Case No. 2016080829  
GOVERNMENT SECTION 54956.9(a) and(d)(1)**

**F. CONFERENCE WITH LEGAL COUNSEL - PENDING LITIGATION  
Student v. Oak Park Unified School District, OAH Case No. 2016070872  
GOVERNMENT SECTION 54956.9(a) and(d)(1)**

**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. Remarks from Board Members
2. Remarks from Student Board Member
3. Remarks from Superintendent
4. Report from School Site Councils
5. Discussion and Updates on District of Choice

##### **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 November 15, 2016](#)
- b. [Public Employee/Employment Changes 01CL23271-01CL23299 & 01CE08125-01CE08141](#)

- c. [Approve Purchase Orders – November 1 - November 22, 2016](#)

*Board Policy 3300 requires Board approval of Purchase Orders*

- d. [Approve Overnight Trip for Oak Park High School Boys' Basketball Team to attend the Damien Holiday Classic Tournament in La Verne, CA December 26, 2016 – December 31, 2016](#)

*Board Policy 6153 requires Board approval for student overnight trips*

- e. [Approve Overnight Trip for Oak Park High School Girls' Soccer Team to attend Tournament in Simi Valley, CA December 9, 2016 – December 11, 2016](#)

*Board Policy 6153 requires Board approval for student overnight trips*

###### **ACTION**

###### **2. BOARD**

- a. [Election of Officers of the Board of Education](#)

*Bylaws of the Board 9320 and Education Code 35143 require the nomination and election of Board Officers annually*

- b. [Confirmation and Designation of Board Representatives to District Committees](#)

*Board Members will select District Committee representation for the remainder of the school year*

- c. [Approve Proposed Board Meeting Schedule for Calendar Year 2017](#)

*To select and approve the meeting schedule for the Governing Board for the calendar year*

- d. [Approve Certification of Signatures](#)

*Education Codes 42632 and 42633 require annual Certification of Signatures after election of Board Officers*

e. Select and Approve School Board Representative to the County Committee on School District Organization

*Education Codes 35023 and 72403 require the Board to annually select a representative to the County committee*

f. Approve Designation of Secretary/Authorized Agent of the Board of Education

*Education Codes 35025 and 35034 and Bylaws of the Board 9122 empower the Board to designate the Superintendent as its Secretary and Authorized Agent*

**3. BUSINESS**

a. Approve Resolution #16-26 – Entering Election Results into Board Minutes and Certification of Proceedings in the November 8, 2016, Measure S General Obligation Bond Election

*The District is required to formally enter the results into Board minutes and certify that all proceedings of the District in connection with the Bond Election have been accomplished according to law*

b. Approve Resolution No. 16-27, Resolution of the Board of Education of the Oak Park Unified School District Establishing an Independent Citizens' Bond Oversight Committee and Approving Bylaws for Measure S

*Approval of the Citizens' Oversight Committee bylaws, application process, and timeline will allow The Board of Education to move forward with the appointment of the Measure S Independent Citizen's Oversight Committee, as required by law*

c. Approve Resolution No. 16-28, Resolution of the Board of Education of the Oak Park Unified School District Approving a Debt Issuance and Management Policy in Accordance with S.B. 1029

*Prior to the time any bonds are sold, the District is required to adopt a Debt Issuance and Management Policy providing written guidelines for the issuance of indebtedness by the District in satisfaction of the requirements of S.B. 1029, codified as part of Government Code Section 8855.*

d. Approve Fiscal Year 2016-17 First Interim Financial Report, Certification and Budget Revisions

*Education Code 42130 and 42131 and Board Policy 3460 require the Board to approve and certify financial reports filed on behalf of the District*

e. Approve Amendment 7 to Agreement for Measure R Program/Construction Management Services

*Board Policy 3312 requires Board approval for contracts for services*

f. Approve Measure C6 Bond Fund Equipment Purchase - Classroom Technology Equipment for 2016-17 School Year

*Board approval is required for purchases made from Measure C6 Bond Fund*

g. Discuss and Approve Enrollment Projections for School Year 2017-2018

*According to provisions of DOC program, the Board is required to approve enrollment projection and district capacity annually*

h. Authorize Measure S Bond Fund Project – Districtwide Solar Installation

*Board approval required to authorize Measure S Bond Fund Projects*

i. Approve Acceptance of Donation

*Board Policy 3290 requires Board approval for donations to the District*

**4. CURRICULUM**

a. Approve New Course for Oak View High School – Expository Reading and Writing

*Board approval required for new courses*

**b. Approve District Instructional Calendars for 2018-2019**

*Board Policy 6111 requires Board approval for school year calendars*

**5. HUMAN RESOURCES**

**a. Approve Compensation Adjustment for Guest Teachers**

*Board approval required for compensation adjustment for non-represented employees*

**b. Approve 2018-2019 Classified Employees Holiday Calendars**

*Board approval required for Classified Employees Holiday calendars*

**c. Approve Early Retirement Incentive Memorandum of Understanding**

*Board approval required for Memoranda of Understanding with collective bargaining units*

**6. BOARD POLICIES**

**a. Approve Amendment to Board Policy and Administrative Regulation 0450 – Comprehensive Safety Plan – Second Reading**

*Board policy updated to clarify the district's responsibility to annually review comprehensive school safety plans. Regulation updated to delete the requirement to include hate crime reporting procedures in the safety plan, as they are no longer required by law. List of optional plan components expanded to include (1) policy related to firearms possession on campus; (2) measures to minimize gang influence; (3) guidelines for the roles and responsibilities of mental health professionals, community intervention professionals, school counselors, school resource officers, and police officers on school campuses; (4) strategies for suicide prevention; (5) procedures to handle disruptions; and (6) concepts related to environmental safety.*

**VII INFORMATION ITEMS**

**VIII. OPEN DISCUSSION**

**IX. ADJOURNMENT:**

There being no further business before this Board, the meeting is declare 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**

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: DECEMBER 6, 2016**  
**SUBJECT: I.1 ADMINISTRATION OF OATH OF OFFICE**

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*Administration of Oath*

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**ISSUE:** To administer the Oath of Office.

**BACKGROUND/  
ACTION** The Superintendent shall administer the Oath of Office to newly elected Board Members, Denise Helfstein and Barbara Laifman.

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

**MINUTES OF REGULAR BOARD MEETING      11-15-16      #934**  
**BOARD OF EDUCATION**

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Mr. Allen Rosen, called the regular meeting to order at 5:07 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**

Board President Allen Rosen reported that in Closed Session the Board would be discussing:

- PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
- PUBLIC EMPLOYEE EMPLOYMENT: Instructional Assistant II Sp. Ed. Temp, Food Service Assistant 1 Subs, Custodian Subs, Instructional Assistants II Sp. Ed, Maintenance Engineer
- CONFERENCE WITH LABOR NEGOTIATORS:  
Agency designated representatives: Leslie Heilbron and Martin Klauss  
Employee organizations: Oak Park Teachers Association and Oak Park Classified Association
- CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION PURSUANT  
SUBDIVISION (A) OF GOVERNMENT SECTION 549569.9  
Civil Action No. 2:16-cv-08087 JEM
- CONSIDERATION OF REQUEST FOR DEFENSE AND INDEMNIFICATION – EXISTING  
LITIGATION – PURSUANT TO SUBDIVISION (A) of GOVERNMENT SECTION 825  
Civil Action No. 2:16-cv-08087 JEM

The Board adjourned to Closed Session at 5:08 p.m.

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Mr. Allen Rosen, called the regular meeting to order at 6:31 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

**BOARD PRESENT**

Mr. Allen Rosen, President, Drew Hazelton, Vice President, Mr. Derek Ross, Clerk, Ms. Denise Helfstein, Member, Ms. Barbara Laifman, Member, Meghan Cleary, Student Board Member.

**BOARD ABSENT**

None

**STAFF PRESENT**

Dr. Tony Knight, Superintendent, Mr. Martin Klauss, Assistant Superintendent, Business Services, Dr. Leslie Heilbron, Assistant Superintendent, Human Resources, Dr. Jay Greenlinger, Director of Curriculum and Instruction, Mr. Stewart McGugan, Director of Alternate Education, and Mrs. Ragini Aggarwal, Executive Assistant.



**FLAG SALUTE**

Russ Peters led the Pledge of Allegiance to the Flag.

**REPORT ON CLOSED SESSION**

Dr. Knight reported that in closed session with respect to Item III E on the Agenda the Board approved Resolution 16-25 to afford employee No. 1332 with defense and indemnification in Case No. 2:16-cv-08087 JEM.

The Board took no other action in closed session.

**ADOPTION OF AGENDA**

On motion of Drew Hazelton, seconded by Denise Helfstein, the Board of Education adopted the agenda as presented. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0.

**PUBLIC SPEAKERS**

None

**PRESENTATIONS**

The Board presented the Partners in Education award to Nick Johnson and Lori Getz for running a successful Measure S campaign.

The Board recognized the Oak Park High School Debate Team and their Coach Audrey Israel on their outstanding performance at the debate tournaments.

**REPORT FROM BOARD MEMBERS**

Board Member Derek Ross expressed his appreciation for the successful passing of the Measure S bond and thanked everyone involved for their hard work. Derek wished everyone a Happy Thanksgiving.

Board Member Drew Hazelton also congratulated everyone on the passing of Measure S. Drew attended Oak Park High School football games, the Challenge Success parent presentation and the Bingo night at Brookside. Drew thanked Denise and the PTA at Brookside for a great event. Drew also attended the Technology Committee meeting and thanked Jay for the weekly snapshot of, "This Week in Oak Park."

Board Member Barbara Laifman reported that she judged the Brookside Reflections event, and attended two Community Outreach meetings.

Board Member Denise Helfstein was pleased with the passage of the Measure S Bond. Denise reported that she attended the Gate DAC meeting, the Challenge Success parent talk, the Oak Park High School playoff football game, the PTA meeting at Brookside, and the PFA Meeting at Medea. Denise also attended the Legislative Update at the Ventura County Office of Education.

Board Member Allen Rosen thanked everyone for supporting Measure S. Allen reported that he attended the Challenge Success parent presentation and signed up for their Twitter feed. He attended the Oak Park High School play, "Merry Wives of Windsor." Allen encouraged everyone to attend the Oak Park MAC meeting on November 29<sup>th</sup>, the topic of discussion will be the ban of commercial gardening on the weekends in Oak Park.

Student Board Member Meghan Cleary reported the Oak Park High School Blood Drive was a great success. The Food Drive is going on currently, and will continue through Friday. Vice Dance is scheduled

for February 10, 2017. Oak Park High School ASB has started weekly announcements on Instagram. The Winter Rally is on December 9.

Superintendent Tony Knight thanked the community for passing Measure S. Dr. Knight reported that the district had sent out a postcard in the mail to every resident in the city thanking them for supporting Measure S. He also thanked the Board members for their hard work in getting the bond measure passed. Dr. Knight reported that he has set up three aquariums in three elementary school classrooms to encourage students to learn about aquatic life and aquatic ecosystems.

## **REPORT FROM SCHOOL SITE COUNCILS**

The Board received School Site Council reports from Brookside Elementary, Red Oak Elementary, Oak Hills Elementary, Medea Creek Middle, Oak View High, Oak Park Independent, and Oak Park High Schools.

## **DISTRICT OF CHOICE UPDATE**

The Board heard an update from Dr. Knight regarding District of Choice. Clifford Moore and Dr. Knight will be attending a meeting with other District of Choice districts in Glendora. Dr. Knight hopes to send out an email this Thursday to our parents and staff about the status of DOC.

## **B.1. CONSENT AGENDA**

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

- a. [Approve Minutes of Special Board Meeting October 17, 2016 and Regular Board Meeting October 18, 2016](#)
- b. [Public Employee/Employment Changes 01CL23246-01CL23271 & 01CE08116-01CE08124](#)
- c. [Approve Purchase Orders – October 1 - October 31, 2016](#)
- d. [Approve Overnight Trip for Oak Park High School Girls' Basketball Team to attend a Team Building Event at Oak Park High School November 18, 2016 – November 19, 2016](#)
- e. [Approve Disposal of Obsolete Personal Property](#)
- f. [Approve Utilization of Piggyback Bids for Purchase of Goods and Services Throughout Fiscal Year 2016-17](#)

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

- a. [Approve Resolution #16-24 – Participation in District of Choice Program for School Year 2017-2018](#)

On motion of Drew Hazelton, seconded by Denise Helfstein, the Board of Education approved Resolution #16-24 – Participation in District of Choice Program for School Year 2017-2018. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.

- b. [Review and Approve Report on Emergency Crisis Operations Plan Review](#)

On motion of Barbara Laifman, seconded by Drew Hazelton, the Board of Education approved the Report on Emergency Crisis Operations Plan Review. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

- B.6.b. [Approve Amendment to Board Policy and Administrative Regulation 0450 – Comprehensive Safety Plan – First Reading](#)

Barbara Laifman made the motion to move up item B.6.b in the Agenda, the motion was

seconded by Drew Hazelton. On motion of Barbara Laifman, seconded by Derek Ross, the Board of Education approved Amendment to Board Policy and Administrative Regulation 0450 – Comprehensive Safety Plan as a first reading.

**c. [Approve Measure C6 Bond Fund Equipment Purchase – Classroom Technology Equipment for 2016-17 School Year](#)**

On motion of Barbara Laifman, seconded by Drew Hazelton, the Board of Education approved Measure C6 Bond Fund Equipment Purchase – Classroom Technology Equipment for 2016-17 School Year with the guidance to staff to choose the most cost effective VR model. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**d. [Ratify Change Order No. 3, Project 16-10F, Outdoor Classroom at Brookside Elementary School](#)**

On motion of Derek Ross, seconded by Drew Hazelton, the Board of Education ratified the Change Order No. 3, Project 16-10F, Outdoor Classroom at Brookside Elementary School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**e. [Approve Acceptance of Donations](#)**

On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education approved the acceptance of Donations. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.

**f. [Authorize Formation of District Committee to Develop Measure S Priorities and Master Plan](#)**

On motion of Derek Ross, seconded by Drew Hazelton, the Board of Education authorized the Formation of District Committee to Develop Measure S Priorities and Master Plan. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**B.3. HUMAN RESOURCES**

**a. [Approve the Oak Park Teachers Association Request for an Article to be Sunshined and Added to Collective Bargaining Negotiations with the District](#)**

On Motion of Barbara Laifman, seconded by Derek Ross, the Board of Education approved the Oak Park Teachers Association Request for an Article to be Sunshined and Added to Collective Bargaining Negotiations with the District. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**B.4. CURRICULUM**

**a. [Approve the Plan for College Readiness Block Grant](#)**

On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education approved the Plan for College Readiness Block Grant. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**B.5. BOARD**

**a. [Approve Selection of Annual Organization Board Meeting – December 6, 2016](#)**

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved the Annual Organization Board Meeting – December 6, 2016. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**B.6. BOARD POLICIES**

**a. [Approve Amendment to Board Policy 0410 - Nondiscrimination In District Programs And Activities - First Reading](#)**

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved the amendment to Board Policy 0410 – Nondiscrimination In District Programs And Activities. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No: 0.

c. Approve Amendment to Board Policy 5131.62 - Tobacco - First Reading

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved the amendment to Board Policy 5131.62 – Tobacco as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No: 0.

d. Approve Amendment to Board Policy 5145.3 – Nondiscrimination/Harassment – First Reading

On motion of Barbara Laifman, seconded by Drew Hazelton, the Board of Education approved the amendment to Board Policy 5145.3 – Nondiscrimination/Harassment as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No: 0.

e. Approve Amendment to Board Policy 5145.7 – Sexual Harassment – First Reading

On motion of Barbara Laifman, seconded by Derek Ross, the Board of Education approved the amendment to Board Policy 5145.7 –Sexual Harassment as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No: 0.

**There being no further business before this Board, the Regular meeting is declared adjourned at 8:13 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: DECEMBER 6, 2016**  
**SUBJECT: B.1.c. APPROVE PURCHASE ORDERS – NOVEMBER 1 THROUGH 22, 2016**

CONSENT

**ISSUE:** Shall the Board approve the attached purchase orders issued for the period November 1 through November 22, 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 11/01/2016 - 11/22/2016

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B17-00046	School Specialty	Open PO for Art Class Supplies	Medea Creek Middle School	010	950.00
B17-00050	The Prophet Corp. Db a Gopher	Open PO for PE equipment	Medea Creek Middle School	010	2,600.00
B17-00118	Cedar Valley Plumbing	2016 - 2017 Plumbing Supplies & Tools	Business Administration	010	7,946.60
B17-00255	Bee Professionals	2016-17 Open PO for Bee Removal	Business Administration	010	300.00
B17-00256	Modern School Supplies, Inc.	Architecture/instruct/mat & supp	Oak Park High School	010	267.32
B17-00257	Global Industries	2016/17 Open PO for Supplies/Equipment	Business Administration	010	600.00
B17-00258	JKF Construction	2016/17 Open PO for Small Jobs	Business Administration	010	1,000.00
B17-00259	Jennifer Bliman	Band Coach/OPIMA/ASB	Oak Park High School	010	500.00
B17-00260	Golden State Elevator	MCMS Wheelchair Lift Inspection/Testing/State Cert	Business Administration	010	3,000.00
DIR17-00031	Harbor Bay Inc.	Install New Marquee Sign at ROES	Business Administration	010	3,500.00
P17-00194	Rosetta Stone Language Learnin	Rosetta Stone 2016-2017 OPIS & District	Curriculum	010	16,725.00
P17-00328	EBSCO Sign Group LLC db a Stewa rt Signs	New Marquee at ROES PTA Purchasing	Business Administration	010	10,920.58
P17-00329	Ronald Stephens dbNational Sch ool Safety Ctr	Perform Site Review of Emergency Response Plan	Business Administration	010	7,500.00
P17-00330	Taft Electric Company	Open PO for Small Electrical Jobs	Business Administration	010	1,000.00
P17-00331	Van Buren Equipment, Inc. Paci fic Equipment	Toro Tiller Attachment	Business Administration	212	4,078.55
P17-00332	KW Engineering	Prop 39 Consulting Svs Plan Yrs 3-5	Business Administration	010	64,777.00
P17-00333	Southwinds Transportation	Parent fnded field tip--Santa Cruz10/21/16	Red Oak Elementary School	010	1,641.20
P17-00334	C.C. Imex db a Embi Tec	Sci Don/mat & supp/DNA Fingerprint	Oak Park High School	010	400.88
P17-00335	Psat/Nmsqt	PSAT/Don/mat & supp 2016-2017	Oak Park High School	010	5,235.00
P17-00336	Inclusive Educ. & Community Pa	IECP Services 2016-17 (OPHS)	District-wide	010	29,275.95
P17-00337	Textbook Warehouse c/o AMEX	OPIS Novels 2016-2017	Curriculum	010	2,395.10
P17-00338	Amplify	OHES Science Amplify Grade 5 Unit 2 2016-2017	Curriculum	010	4,003.72
P17-00339	Guided Discoveries Inc.	DON:Astro Camp Add'l Students	Medea Creek Middle School	010	2,090.00
P17-00340	JKF Construction	Supply & Install Skirt/Base Trim for Sheds at MCMS	Business Administration	010	765.00
P17-00341	CARNEGIE ART MUSEUM CORNERSTON ES ED. PROGRAM	1st Grade Field Trip to Carnegie Art Museum	Oak Hills Elementary School	010	255.00

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



Includes Purchase Orders dated 11/01/2016 - 11/22/2016

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P17-00342	Preddy, Michael	DON: Music Specialist	Medea Creek Middle School	010	2,000.00
P17-00343	Educational Data Systems	2016-2017 CELDT Overage	Curriculum	010	99.00
P17-00344	C&K Construction & Design Inc.	Mosaic Tiles/Supplies - BES Courtyard Improvement	Business Administration	010	2,725.00
P17-00345	Golden State Elevator	Lift Repairs at OPHS	Business Administration	010	445.00
P17-00346	Training Room, Inc.	Ath Trainer/Athletics/mat & supp	Oak Park High School	010	1,072.17
P17-00347	Southwinds Transportation	Donation bus for Santa Cruz Island	Brookside School	010	3,282.40
P17-00348	Southwinds Transportation	Donation K Underwood Farms	Brookside School	010	415.60
P17-00349	Fun Raising School Gear	OPUSD Logo Staff Vests - All Sites	Business Administration	010	1,561.17
P17-00350	Educational Data Systems	2015-2016 CELDT Overage	Curriculum	010	144.12
P17-00351	All American Air Compressor Co	Woodshop/DISC/Rent Repair	Oak Park High School	010	1,887.50
P17-00352	HEINEMANN	ROES Units of Study Reading Series Grade K-5	Curriculum	010	1,526.13
P17-00353	Textbook Warehouse Inc.	OHES ELL Books 2016-2017	Curriculum	010	44.22
P17-00354	Carolina Biological Supply Co	OPIS Biology Lab Supplies	Home Independent Study Program	010	102.52
P17-00355	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	1st Field Trip to Carnegie Museum	Oak Hills Elementary School	010	1,075.00
P17-00356	Jones & Bartlett Learning LLC	OVHS EMR On-Line CPR First Aid AED	Curriculum	010	238.26
P17-00357	Wildlife Experience	3rd Grade Wildlife Experience Program On-Campus	Oak Hills Elementary School	010	350.00
P17-00358	Ornelas Wood Recovery, Inc.	2016/17 Open PO for Grounds Supplies	Business Administration	010	500.00
P17-00359	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	Parent funded field trip—3rd Ventura Harbor	Red Oak Elementary School	010	1,747.20
P17-00360	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	Parent funded field trip—3rd Arroyo Verde	Red Oak Elementary School	010	1,594.95
P17-00361	Southwinds Transportation	Parent funded field trip—4th Arroyo Verde	Red Oak Elementary School	010	1,396.80
P17-00362	Mission Santa Barbara	Parent funded field trip—4th Mission	Red Oak Elementary School	010	643.00
P17-00363	Performances To Grow On	Parent funded field trip—2nd Civic Arts	Red Oak Elementary School	010	1,116.00
P17-00364	San Diego County Office of Ed North Inland SELPA	Speech Workshop - Materials (manual w/CD)	District-wide	010	230.00
P17-00365	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	donation 2nd grade field trip	Brookside School	010	2,256.20
P17-00366	Oxnard School District Attn: L isette Solis	SpEd - Speech workshop at Oxnard School District	District-wide	010	250.00
P17-00367	Acom Press	DOC Advertising	District-wide	010	4,591.12

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

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Includes Purchase Orders dated 11/01/2016 - 11/22/2016

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P17-00368	Preddy, Michael	Music Specialist/PFA/Other Exp.	Oak Park High School	010	2,500.00
P17-00369	A2Z Educational Advocates N. J ane DuBovy, M.S., J.D.	SpEd Settlement - Attorney Fee	District-wide	010	12,000.00
TB17-00014	Compuwave Inc.	Printer/PFC Donations	Oak Park High School	010	1,612.50
Total Number of POs			54	Total	219,132.76

## Fund Recap

Fund	Description	PO Count	Amount
010	General Fund	53	215,054.21
212	Measure C6 Technology Bond Fun	1	4,078.55
		Total	219,132.76

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

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**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTONY W. KNIGHT, SUPERINTENDENT**  
**DATE: DECEMBER 6, 2016**  
**SUBJECT: B.1.d. APPROVE REQUEST FOR OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL BOYS' BASKETBALL TEAM TO LA VERNE – Dec. 26-31, 2016**

CONSENT

**ISSUE:** Shall the Board approve an overnight field trip for the OPHS Boys' Basketball Team to La Verne?

**BACKGROUND:** Principal, Kevin Buchanan, requests approval for the Damien Holiday Classic Tournament scheduled for Dec. 26-31<sup>th</sup>, 2016 in La Verne, CA. Approximately 12 athletes, 2 managers and 3 OPHS coaches will travel by district approved drivers in district vehicles. Team and coaches will depart 8 a.m. on the 26<sup>th</sup> and return after the last game on the 31<sup>st</sup>. The tournament fee of \$350 will be paid by the team ASB account. Players will each pay \$180 to cover transportation, hotel and continental breakfast. Players are to bring extra money for lunch and dinner. Team and players will stay at the Country Inn & Suites by Carlson, in San Diego. 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.

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. ANTONY W. KNIGHT, SUPERINTENDENT**  
**DATE: DECEMBER 6, 2016**  
**SUBJECT: B.1.e. APPROVE REQUEST FOR OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL GIRLS' SOCCER TEAM TO SIMI VALLEY – Dec. 9-11, 2016**

CONSENT

**ISSUE:** Shall the Board approve an overnight field trip for the OPHS Girls' Soccer Team to Simi Valley?

**BACKGROUND:** Principal, Kevin Buchanan, requests approval for this tournament scheduled for Dec. 9-11, 2016 in Simi Valley, CA. Approximately 20 athletes, head coach and 3 assistant coaches and a OPHS parent mom volunteer will travel by district approved drivers in private vehicles. They will depart at 3:30 p.m. on Friday Dec. 9<sup>th</sup> and return the morning of Dec. 11<sup>th</sup>. They will stay at the Holiday Inn in Simi Valley. Athletes will pay approximately \$185 to cover the cost of meals, transportation and hotel. 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.

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: DECEMBER 6, 2016**  
**SUBJECT: B.2.a ELECTION OF OFFICERS OF THE BOARD OF EDUCATION**

---

**ACTION**

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

**ELECTION OF OFFICERS**

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

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

2. Approve the nomination and election of \_\_\_\_\_ as the Vice President of the Board of Education.

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

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

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

Respectfully submitted

---

Anthony W. Knight, Ed.D.  
Superintendent

**RATIONALE:** Education Code Section 5017 and Elections Code Section 10554, require newly elected or appointed Board members need to be sworn in prior to assuming their official duties. Bylaws of the Board 9320 and Education Code Section 35143 require the nomination and election of Board Officers annually.

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: DECEMBER 6, 2016**

**SUBJECT: B.2.b. CONFIRMATION AND DESIGNATION OF BOARD REPRESENTATIVES TO DISTRICT COMMITTEES**

ACTION

**ISSUE:** To confirm designation of Board representatives to District committees and/or to select as needed.

**STATEMENT:** In order to have Board coverage and representation to district committees, it has been our practice to select specific representatives. The Board is asked to confirm and select representation for the following committees:

Benefits Committee (TBD)  
 Community Outreach Committee (2<sup>nd</sup> Wednesday, 9 a.m.)  
 Curriculum Council (1<sup>st</sup> Tuesday, 3:30 p.m.)  
 Calendar Committee (TBD)  
 DELAC/English Learning (three meetings a year, 1:00 p.m.)  
 EEAC (2<sup>nd</sup> Thursday, 3:15 p.m.)  
 GATE DAC (3<sup>rd</sup> Thursday, 3:30 p.m.)  
 Friends of Oak Park Schools (3<sup>rd</sup> Monday, 7:00 p.m.)  
 Oak Park MAC (4<sup>th</sup> Tuesday, 7:00 p.m.)  
 Rancho Simi Recreation and Parks (2<sup>nd</sup> Thurs, Jan. Apr. Jul. Oct.)  
 Safe Kids Task Force (4<sup>th</sup> Thursday, 3:30 p.m.)  
 Technology Committee (4<sup>th</sup> Wednesday, 3:30 p.m.)  
 Wellness Council (1<sup>st</sup> Tuesday, 9:00 a.m.)

**RECOMMENDATION:** As selected.

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: DECEMBER 6, 2016**

**SUBJECT: B.2.c. PROPOSED BOARD MEETING SCHEDULE FOR CALENDAR YEAR 2017**

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ACTION

**ISSUE:** To select the meeting schedule of the Governing Board for calendar year 2016.

**BACKGROUND:** The Board approved the 2016-2017 meeting schedule through June 2016 at the August 16, 2016 Board Meeting. It is customary to select the Board Meeting Schedule for the remainder of the calendar year at the Organizational Meeting. It is requested that the Board consider the highlighted dates listed below beginning with August 2017.

**ALTERNATIVES:** To select the following schedule of the Regular Board Meetings to commence in Closed Session at 5:00 p.m. and adjourn to Open Session at 6:00 p.m. for the 2017 Calendar Year:

January 17, 2017	Regular Meeting in January
February 21, 2017	Regular Meeting in February
March 21, 2017	Regular Meeting in March
April 18, 2017	Regular Meeting in April
May 16, 2017	Regular Meeting in May
*May 31, 2017	Budget Study Session Meeting
*June 21, 2017	Regular Meeting in June
July 2017 TBD	Board Retreat
<b>August 15, 2017</b>	<b>Regular Meeting in August</b>
<b>September 19, 2017</b>	<b>Regular Meeting in September</b>
<b>October 17, 2017</b>	<b>Regular Meeting in October</b>
<b>***November 14, 2017</b>	<b>Regular Meeting in November</b>
<b>****December 5, 2017</b>	<b>Organizational Meeting in December</b>
(Falls within 15 days after 1 <sup>st</sup> Friday)	
* 5 <sup>th</sup> Wednesday of the Month	
** 3 <sup>rd</sup> Wednesday of the Month	
*** 2 <sup>nd</sup> Tuesday of the Month	
****First Tuesday of the Month	

Respectfully Submitted:

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Anthony W. Knight, Ed.D.  
Superintendent

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: DECEMBER 6, 2016**  
**SUBJECT: B.2.d APPROVE CERTIFICATION OF SIGNATURES**

Action

**ISSUE:** To approve the authorization of the Board of Education to sign documents as submitted for Oak Park School District.

**BACKGROUND:** Annually at the beginning of each fiscal year, or after any reorganization or staff change, school districts need to declare the agent(s) authorized to sign orders, warrants, contracts, documents, etc. A statement of authorized agent(s) along with a verified signature must be filed with School Business and Advisory Services. The attached form is to be signed and returned to School Business and Advisory Services as any changes occur.

**ALTERNATIVES:** 1. Approve the authorization of the Board of Education to sign documents as submitted.  
2. Deny authorization for signing of documents.

**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	_____	_____	_____	_____

**OAK PARK UNIFIED SCHOOL DISTRICT  
CERTIFICATION OF SIGNATURES**

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

These approved signatures will be considered valid for the period of DECEMBER 2016 to JUNE 2017.

Date of Board Action: DECEMBER 6, 2016 Signature: \_\_\_\_\_  
Secretary of the Board

**PART I**

Signatures of Members of the Board

Signature: _____	Signature: _____
Print/Type: _____	Print/Type: _____
President of the Board of Education	Member of the Board of Education

Signature: _____	Signature: _____
Print/Type: _____	Print/Type: _____
Clerk of the Board of Education	Member of the Board of Education

Signature: _____	Signature: _____
Print/Type: _____	Print/Type: _____
Member of the Board of Education	Member of the Board of Education

Signature: _____
Print/Type: _____
Member of the Board of Education

\*K-12 Districts

42632

42633

## PART 2

Signatures of Personnel and/or Members of the Governing Board authorized to Sign Checks, Orders for Salary Payment, Notices of Employment, Contracts, etc.. Please list after each name all items that a person is authorized to sign.

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

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

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

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

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

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



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

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

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

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: DECEMBER 6, 2016**  
**SUBJECT: B.2.e. SELECT AND APPROVE SCHOOL BOARD REPRESENTATIVE  
TO THE COUNTY COMMITTEE ON SCHOOL DISTRICT  
ORGANIZATION**

ACTION

**ISSUE:** To select a Board Member as a representative in the election of the County Committee on School District Organization.

**ALTERNATIVES:** Select \_\_\_\_\_ as a representative to the County Committee on School District Organization for 2017.

**RATIONALE:** The selection of a representative is in compliance with the requirements of Education Code Sections 35023 and 72403.

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: DECEMBER 6, 2016**  
**SUBJECT: B.2.f. APPROVE DESIGNATION OF SECRETARY/AUTHORIZED AGENT THE BOARD OF EDUCATION**

ACTION

**ISSUE:** To approve designation the Superintendent as Secretary and Authorized Agent of the Board of Trustees.

**ALTERNATIVES:** 1. Approve the designation of the Superintendent as Secretary and Authorized Agent of the Board of Education.  
2. To make an alternate selection for Secretary and Authorized Agent the Board of Education.

**RECOMMENDATION:** Alternative #1.

**RATIONALE:** In accordance with Bylaws of the Board 9122 and Education Code Sections 35025 and 35034, the Governing Board is empowered to designate the Superintendent as its Secretary and Authorized Agent.

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: DECEMBER 6, 2016**

**SUBJECT: B.3.a. APPROVE RESOLUTION NO. 16-26, ENTERING ELECTION RESULTS INTO BOARD MINUTES AND CERTIFICATION OF PROCEEDINGS IN THE NOVEMBER 8, 2016, MEASURE S GENERAL OBLIGATION BOND ELECTION**

ACTION

**ISSUE:** Shall the Board of Education approve Resolution No. 16-26, accepting the certification of proceedings from the Registrar of Voters/County Clerk-Recorder for the November 8, 2016, General Obligation Bond Election, and entering the election results into board minutes?

**BACKGROUND:** In the General Election held on November 8, 2016, Oak Park voters approved Oak Park Unified School District Measures S general obligation bond by more than fifty-five percent of the votes cast in the Bond Election. The County Clerk Recorder/Registrar of Voters is required to certify ballots cast in elections and has provided the attached certification accordingly. The District is required to formally enter the results into Board minutes and certify that all proceedings of the District in connection with the Bond Election have been accomplished according to law.

**ALTERNATIVES:**

1. Approve Resolution No. 16-26, accepting the certification of proceedings from the Registrar of Voters/County Clerk-Recorder for the November 8, 2016, General Obligation Bond Election, and entering the election results into board minutes, as submitted.
2. Do not approve Resolution No. 16-26.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

---

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

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

## **OAK PARK UNIFIED SCHOOL DISTRICT**

### **RESOLUTION NO. 16-26**

RESOLUTION OF THE BOARD OF EDUCATION OF THE OAK PARK UNIFIED SCHOOL DISTRICT ENTERING ELECTION RESULTS INTO THE MINUTES AND CERTIFYING TO THE BOARD OF SUPERVISORS OF VENTURA COUNTY ALL PROCEEDINGS IN THE NOVEMBER 8, 2016 GENERAL OBLIGATION BOND ELECTION

WHEREAS, the Board of Education of the Oak Park Unified School District (the "District") previously adopted a resolution requesting Ventura County (the "County") to call an election for general obligation bonds (the "Bond Election") to be held on November 8, 2016; and

WHEREAS, such resolution was duly delivered to the Registrar of Voters and County Clerk-Recorder of the County; and

WHEREAS, notice of the Bond Election was duly given; and

WHEREAS, on November 8, 2016, the Bond Election was duly held and conducted for the purpose of voting a measure for the issuance of bonds of the District in the amount of \$60,000,000 ("Measure S"); and

WHEREAS, the Board of the District has received from the County's Registrar of Voters/County Clerk-Recorder the Canvass Certificate and Official Statement of Results (the "Canvass") of the Bond Election; and

WHEREAS, it appears from the Canvass, a copy of which is attached hereto as Exhibit "A," that more than fifty-five percent of the votes cast on Measure S were in favor of issuing the aforementioned bonds.

**NOW, THEREFORE, THE BOARD OF THE OAK PARK UNIFIED SCHOOL DISTRICT DOES HEREBY FIND, DETERMINE AND CERTIFY AS FOLLOWS:**

Section 1. That entry be made upon the minutes of the meeting that Measure S has been approved by more than fifty-five percent of the votes cast at the Bond Election.

Section 2. That all proceedings of the District in connection with the Bond Election have been accomplished according to law.

Section 3. That the Secretary of the Board is hereby requested to deliver a copy of this Resolution with the Canvass to the County's Superintendent of Schools and the Clerk of the Board of Supervisors.

ADOPTED, SIGNED AND APPROVED this 6th day of December, 2016.

BOARD OF EDUCATION OF THE OAK PARK  
UNIFIED SCHOOL DISTRICT

---

President

ATTEST:

---

Secretary

STATE OF CALIFORNIA                    )  
  )ss  
VENTURA COUNTY                        )

I, Anthony W. Knight, do hereby certify that the foregoing Resolution No. 16-26 was duly adopted by the Board of the Oak Park Unified School District at a meeting thereof held on the 6th day of December, 2016 and that it was so adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

By: \_\_\_\_\_  
Secretary

CERTIFICATE OF THE COUNTY CLERK  
(Elections Code Sections 15372 (a) and 10264)

**Oak Park Unified School District  
Bond Election  
Measure "S"**

**November 8, 2016**

State of California }  
County of Ventura } SS.

I, **MARK A. LUNN**, Clerk Recorder/Registrar of Voters of the County of Ventura, State of California, do hereby certify that the following is a true and correct Canvass of the Ballots Cast for and against Measure "S" for the Oak Park Unified School District Bond Election consolidated with the Presidential General Election held on November 8, 2016.

I certify that the total ballots cast at the Oak Park Unified School District Bond Election are as follows:

<u>PRECINCT BALLOTS CAST</u>	<u>VOTE BY MAIL BALLOTS CAST</u>	<u>TOTAL BALLOTS CAST</u>
3,287	4,306	7,593

I further certify that the total votes cast on Measure "S" are as follows:

<u>MEASURE "S"</u>	<u>PRECINCT VOTE</u>	<u>VOTE BY MAIL VOTE</u>	<u>TOTAL VOTE</u>
YES	1,947	2,506	4,453
NO	1,057	1,502	2,559

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal this 2nd day of December, 2016.

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**MARK A. LUNN**, CERA, REO  
Clerk Recorder/Registrar of Voters  
County of Ventura



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: DECEMBER 6, 2016**  
**SUBJECT: B.3.b. APPROVE RESOLUTION NO. 16-27, RESOLUTION OF THE BOARD OF EDUCATION OF THE OAK PARK UNIFIED SCHOOL DISTRICT ESTABLISHING AN INDEPENDENT CITIZENS' BOND OVERSIGHT COMMITTEE AND APPROVING BYLAWS FOR MEASURE S THEREFORE**

ACTION

**ISSUE:** Shall the Board approve Resolution No. 16-27, Resolution of the Board of Education of the Oak Park Unified School District Establishing an Independent Citizens' Bond Oversight Committee and Approving Bylaws for Measure S Therefore?

**BACKGROUND:** An election was held in the Oak Park Unified School District on November 8, 2016 for the issuance and sale of Measure S general obligation bonds of the Oak Park Unified School District (the "District"). Measure S was approved under Proposition 39 which requires that the District establish, populate and empower an independent citizens' bond oversight committee. In connection with the issuance of bonds under Measure S, the District now wishes to establish the Oak Park Unified School District Citizens' Independent Bond Oversight Committee (the "Measure S Committee") and approve the Bylaws which set forth the power and responsibilities of the Committee. Resolution No. 16-27 establishes the Measure S Committee and approves the Bylaws governing the Measure S Committee.

**ALTERNATIVES:**

1. Approve Resolution No. 16-27, Resolution of the Board of Education of the Oak Park Unified School District Establishing an Independent Citizens' Bond Oversight Committee and Approving Bylaws for Measure S Therefore.
2. Do not approve Resolution No. 16-27.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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

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

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

## **OAK PARK UNIFIED SCHOOL DISTRICT**

### **RESOLUTION NO. 16-27**

#### **RESOLUTION OF THE BOARD OF EDUCATION OF THE OAK PARK UNIFIED SCHOOL DISTRICT ESTABLISHING AN INDEPENDENT CITIZENS' BOND OVERSIGHT COMMITTEE AND APPROVING BYLAWS THEREFORE**

**WHEREAS**, the Board of Education of the District previously adopted a resolution requesting the County to call an election for general obligation bonds (the "2016 Election") held on November 8, 2016 ("Measure S"); and

**WHEREAS**, notice of the 2016 Election was duly given and on November 8, 2016, the 2016 Election was duly held and conducted for the purpose of voting a measure for the issuance of bonds of the District in the amount of \$60 million; and

**WHEREAS**, based on the Canvass and Statement of Results for the County, more than fifty-five percent of the votes cast on Measure S were in favor of issuing the aforementioned bonds; and

**WHEREAS**, the Board of Education of the District (the "Board") desires to charge its independent citizens' bond oversight committee (the "Committee") with responsibilities in connection with issuance of bonds under Measure S; and

**WHEREAS**, the Board also desires to approve bylaws governing such Committee;

**NOW, THEREFORE, THE BOARD OF EDUCATION OF THE OAK PARK  
UNIFIED SCHOOL DISTRICT DOES HEREBY FIND, DETERMINE AND CERTIFY AS  
FOLLOWS:**

Section 1. **Authorization.** Measure S was authorized pursuant to paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution and subdivision (b) of Section 18 of Article XVI of the California Constitution in accordance with the requirements of the Strict Accountability In Local School Construction Bonds Act of 2000 (the "Act").

Section 2. **Establishment of Committee.** An Independent Citizens' Bond Oversight Committee (the "Committee") is hereby established for the purposes set forth in the Act.

Section 3. **Bylaws.** The Committee shall operate pursuant to the Board approved Bylaws. The Committee shall have only those responsibilities granted to them in the Act and in the Bylaws. The Bylaws, as submitted herewith and attached hereto, are hereby approved.

Section 4. **Other Actions.** Officers of the Board and members of the Committee established hereunder are hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all documents which they may deem necessary or advisable in order to give effect to and comply with the terms and intent of this Resolution. Such actions heretofore taken by such officers, officials and staff are hereby ratified, confirmed and approved.

ADOPTED, SIGNED AND APPROVED this 6th day of December, 2016.

BOARD OF EDUCATION OF THE OAK PARK  
UNIFIED SCHOOL DISTRICT

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President

ATTEST:

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Secretary

STATE OF CALIFORNIA                    )  
  )ss  
VENTURA COUNTY                        )

I, Anthony W. Knight, do hereby certify that the foregoing is a true and correct copy of Resolution No. 16-27, which was duly adopted by the Board of Education of the Oak Park Unified School District at the meeting thereof held on the 6th day of December, 2016, and that it was so adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

By \_\_\_\_\_  
Secretary

**OAK PARK UNIFIED SCHOOL DISTRICT  
INDEPENDENT CITIZENS' BOND OVERSIGHT COMMITTEE BYLAWS**

**Section 1. Committee Established.** The Oak Park Unified School District (the "District") has a standing Independent Citizens' Bond Oversight Committee established in 2006 which has the authority to review bond expenditures from the District's Measures C6 and R, as well as the District's Measure C parcel tax (the "Prior Measures"). The District was successful at the election conducted on November 8, 2016 in obtaining authorization from the District's voters to issue up to \$60 million aggregate principal amount of the District's general obligation bonds (the "Measure S Election"). The Measure S Election, like those for Measure R and C6, was conducted under Proposition 39, being chaptered as the Strict Accountability in Local School Construction Bonds Act of 2000, at Section 15264 *et seq.* of the Education Code of the State ("Prop 39"). Pursuant to Section 15278 of the Education Code, the District is obligated to establish an Independent Citizens' Bond Oversight Committee in order to satisfy the accountability requirements of Prop 39. The Board of Education of the District (the "Board") has established an Independent Citizens' Bond Oversight Committee (the "Committee") and had adopted Procedures, Policies and Guidelines summarizing the Committee's responsibilities. The Board has approved new Bylaws to govern the ongoing activities of the Committee which shall have the duties and rights set forth in these Bylaws. The Committee does not have independent legal capacity from the District.

**Section 2. Purposes.** The purposes of the Committee are set forth in Prop 39, and these Bylaws are specifically made subject to the applicable provisions of Prop 39 as to the duties and rights of the Committee. The Committee shall be deemed to be subject to the *Ralph M. Brown Public Meetings Act* of the State of California and shall conduct its meetings in accordance with the provisions thereof. The District shall provide necessary administrative support to the Committee as shall be consistent with the Committee's purposes, as set forth in Prop 39.

The proceeds of general obligation bonds issued pursuant to the Elections are hereinafter referred to as "bond proceeds." The Committee shall confine itself specifically to proceeds generated under the Prior Measures and Measure S. Regular and deferred maintenance projects and all monies generated under other sources shall fall outside the scope of the Committee's review. However, to the extent that facilities are financed with a combination of Measure S and Prior Measures monies and other non-bond funds, such projects shall be subject to Committee oversight and review.

**Section 3. Duties.** To carry out its stated purposes, the Committee shall perform only the duties set forth in Sections 3.1, 3.2, and 3.3 hereof, and shall refrain from those activities set forth in Sections 3.4 and 3.5.

3.1 **Inform the Public.** The Committee shall inform the public concerning the District's expenditure of bond proceeds. In fulfilling this duty, all official communications to either the Board or the public shall come from the Chair acting on behalf of the Committee. The Chair shall only release information that reflects the majority view of the Committee.

3.2 **Review Expenditures.** The Committee shall review expenditure reports produced by the District to ensure that (a) bond proceeds were expended only for the purposes set forth in Measure R, Measure C6 and Measure S; and (b) no bond proceeds were used for any teacher or administrative salaries or other operating expenses in compliance with Attorney General Opinion 04-110, issued on November 9, 2004.

3.3 Annual Report. The Committee shall present to the Board, in public session, an annual written report for the Prior Measures and Measure S which shall include the following:

- (a) A statement indicating whether the District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution; and
- (b) A summary of the Committee's proceedings and activities for the preceding year.

3.4 Duties of the Board/Superintendent. Either the Board or the Superintendent, as the Board shall determine, shall have the following powers reserved to it, and the Committee shall have no jurisdiction over the following types of activities:

- (i) Approval of contracts,
- (ii) Approval of change orders,
- (iii) Expenditures of bond funds,
- (iv) Handling of all legal matters,
- (v) Approval of project plans and schedules,
- (vi) Approval of all deferred maintenance plans, and
- (vii) Approval of the sale of bonds.

3.5 Prior Measures and Measure S Projects Only. In recognition of the fact that the Committee is charged with overseeing the expenditure of bond proceeds, the Board has not charged the Committee with responsibility for:

- (a) Projects financed through the State of California, developer fees, redevelopment tax increment, certificates of participation, lease/revenue bonds, the general fund or the sale of surplus property without bond proceeds shall be outside the authority of the Committee.
- (b) The establishment of priorities and order of construction for the bond projects, which shall be made by the Board in its sole discretion.
- (c) The selection of architects, engineers, soils engineers, construction managers, project managers, CEQA consultants and such other professional service firms as are required to complete the project based on District criteria established by the Board in its sole discretion.
- (d) The approval of the design for each project including exterior materials, paint color, interior finishes, site plan and construction methods (modular vs. permanent) which shall be determined by the Board in its sole discretion.
- (e) The selection of independent audit firm(s), performance audit consultants and such other consultants as are necessary to support the activities of the Committee.

(f) The appointment or reappointment of qualified applicants to serve on the Committee, subject to legal limitations, and based on criteria adopted in the Board's sole discretion as part of carrying out its function under Prop 39.

#### **Section 4. Authorized Activities.**

4.1 In order to perform the duties set forth in Section 3.0, the Committee may engage in the following authorized activities:

(a) Receive copies of the District's annual, independent performance audit and annual, independent financial audit required by Prop 39 (Article XIII A of the California Constitution) (together, the "Audits") at the same time said Audits are submitted to the District by March 31<sup>st</sup> of each year, and review the Audits.

(b) Inspect District facilities and grounds for which bond proceeds have been or will be expended, in accordance with any access procedure established by the District's Superintendent.

(c) Review copies of deferred maintenance plans developed by the District.

(d) Review efforts by the District to maximize bond proceeds by implementing various cost-saving measures.

(e) Receive from the Board, within three months of the District receiving the Audits, responses to any and all findings, recommendations, and concerns addressed in the Audits, and review said responses.

#### **Section 5. Membership.**

##### **5.1 Number.**

The Committee shall consist of at least seven (7) members appointed by the Board from a list of candidates submitting written applications, and based on criteria established by Prop 39, to wit:

- One (1) member shall be the parent or guardian of a child enrolled in the District.
- One (1) member shall be both a parent or guardian of a child enrolled in the District and active in a parent-teacher organization, such as the P.T.A. or a school site council.
- One (1) member active in a business organization representing the business community located in the District.
- One (1) member active in a senior citizens' organization.
- One (1) member active in a bona-fide taxpayers association.
- Two (2) members of the community at-large.

5.2 Qualification Standards.

- (a) To be a qualified person, he or she must be at least 18 years of age.
- (b) The Committee may not include any employee, official of the District or any vendor, contractor or consultant of the District.

5.3 Ethics; Conflicts of Interest.

(a) Members of the Committee are not subject to the Political Reform Act (Gov. Code §§ 81000 *et seq.*), and are not required to complete Form 700; but each member shall comply with the Committee Ethics Policy attached as “Attachment A” to these Bylaws.

(b) Pursuant to Section 35233 of the Education Code, the prohibitions contained in Article 4 (commencing with Section 1090) of Division 4 of Title 1 of the Government Code (“Article 4”) and Article 4.7 (commencing with Section 1125) of Division 4 of Title 1 of the Government Code (“Article 4.7”) are applicable to members of the Committee. Accordingly:

(i) Members of the Committee shall not be financially interested in any contract made by them in their official capacities or by the Committee, nor shall they be purchasers at any sale or vendors at any purchase made by them in their official capacity, all as prohibited by Article 4; and

(ii) Members of the Committee shall not engage in any employment, activity, or enterprise for compensation which is inconsistent, incompatible, in conflict with, or inimical to duties as a member of the Committee or with the duties, functions, or responsibilities of the Committee or the District. A member of the Committee shall not perform any work, service, or counsel for compensation where any part of his or her efforts will be subject to approval by any other officer, employee, board, or commission of the Board, except as permitted under Article 4.7.

5.4 Term. Except as otherwise provided herein, each member shall serve a term of two (2) years, commencing as of the date of appointment by the Board. No member may serve more than three (3) consecutive terms. At the Committee’s first meeting, members will draw lots or otherwise select a minimum of two members to serve for an initial one (1) year term and the remaining members for an initial two (2) year term. Members whose terms have expired may continue to serve on the Committee until a successor has been appointed. Terms commence on the date or member is appointed to the Committee by the Board.

5.5 Appointment. Members of the Committee shall be appointed by the Board through the following process: (a) the District will advertise in the local newspapers, on its website, and in other customary forums, as well as solicit appropriate local groups for applications; (b) the Superintendent will review the applications; and (c) the Superintendent will make recommendations to the Board.

5.6 Removal; Vacancy. The Board may remove any Committee member for any reason, including failure to attend two consecutive Committee meetings without reasonable excuse, for failure to comply with the Committee Ethics Policy or a failure to adequately carry out their functions



as a member of the Committee. Upon a member's removal, his or her seat shall be declared vacant. The Board, in accordance with the established appointment process shall fill any vacancies on the Committee. The Board shall seek to fill vacancies within 90 days of the date of occurrence of a vacancy.

5.7 Compensation. The Committee members shall not be compensated for their services.

5.8 Authority of Members. (a) Committee members shall not have the authority to direct staff of the District; (b) individual members of the Committee retain the right to address the Board, either on behalf of the Committee or as an individual; and (c) the Committee shall have the right to request and receive copies of any public records relating to projects funded by the Prior Measures and Measure S.

## **Section 6. Meetings of the Committee.**

6.1 Regular Meetings. The Committee shall meet at least once a year, but shall not meet more frequently than quarterly.

6.2 Location. All meetings shall be held within the boundaries of the Oak Park Unified School District, located in Ventura County, California.

6.3 Procedures. All meetings shall be open to the public in accordance with the *Ralph M. Brown Act*, Government Code Section 54950 *et seq.* Meetings shall be conducted according to such additional procedural rules as the Committee may adopt. A majority of the number of Committee members shall constitute a quorum for the transaction of any business of the Committee.

## **Section 7. District Support.**

7.1 The District shall provide to the Committee necessary technical and administrative assistance as follows:

(a) preparation of and posting of public notices as required by the *Brown Act*, ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the District Board;

(b) provision of a meeting room, including any necessary audio/visual equipment;

(c) preparation, translation and copies of any documentary meeting materials, such as agendas and reports; and

(d) retention of all Committee records, and providing public access to such records on an Internet website maintained by the District.

7.2 District staff and/or District consultants shall attend Committee proceedings in order to report on the status of projects and the expenditure of bond proceeds.

**Section 8. Reports.** In addition to the Annual Report required in Section 3.3, the Committee may report to the Board from time to time in order to advise the Board on the activities of the Committee. Such report shall be in writing and shall summarize the proceedings and activities conducted by the Committee.

**Section 9. Officers.** The Superintendent shall appoint the Chair. Thereafter, the Committee shall elect a Chair and a Vice-Chair who shall act as Chair only when the Chair is absent. The Chair and Vice-Chair shall serve in such capacities for a term of one year and may be re-elected by vote of a majority of the members of the Committee.

**Section 10. Amendment of Bylaws.** Any amendment to these Bylaws shall be approved by a majority vote of the Board. The Committee shall have no authority to amend these Bylaws.

**Section 11. Termination.** The Committee shall automatically terminate and disband concurrently with the Committee's submission of the final Annual Report which reflects the final accounting of the expenditure of all funds of the Prior Measures and Measure S.

## **CITIZENS' BOND OVERSIGHT COMMITTEE ETHICS POLICY STATEMENT**

This Ethics Policy Statement provides general guidelines for Committee members in carrying out their responsibilities. Not all ethical issues that Committee members face are covered in this Statement. However, this Statement captures some of the critical areas that help define ethical and professional conduct for Committee members. The provisions of this Statement were developed from existing laws, rules, policies and procedures as well as from concepts that define generally accepted good business practices. Committee members are expected to strictly adhere to the provisions of this Ethics Policy.

### **POLICY**

- **CONFLICT OF INTEREST.** A Committee member shall not make or influence a District decision related to: (1) any contract funded by bond proceeds, or (2) any construction project which will benefit the Committee member's outside employment, business, or a personal finance or benefit an immediate family member, such as a spouse, child or parent.
- **OUTSIDE EMPLOYMENT.** A Committee member shall not use his or her authority over a particular matter to negotiate future employment with any person or organization that relates to: (1) any contract funded by bond proceeds, or (2) any construction project. A Committee member shall not make or influence a District decision related to any construction project involving the interest of a person with whom the member has an agreement concerning current or future employment, or remuneration of any kind. For a period of two (2) years after leaving the Committee, a former Committee member may not represent any person or organization for compensation in connection with any matter pending before the District that, as a Committee member, he or she participated in personally and substantially. Specifically, for a period of two (2) years after leaving the Committee, a former Committee member and the companies and businesses for which the member works shall be prohibited from contracting with the District with respect to bidding on projects funded by the bond proceeds.
- **COMMITMENT TO UPHOLD LAW.** A Committee member shall uphold the federal and California Constitutions, the laws and regulations of the United States and the State of California (particularly the Education Code) and all other applicable government entities, and the policies, procedures, rules and regulations of the Oak Park Unified School District.
- **COMMITMENT TO DISTRICT.** A Committee member shall place the interests of the District above any personal or business interest of the member.

## **OAK PARK UNIFIED SCHOOL DISTRICT APPLICATION FOR INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE**

The Board of Education of the Oak Park Unified School District is seeking qualified, interested individuals to serve on a committee of community leaders which will serve as the Independent Citizens' Oversight Committee ("COC") for the implementation of the District's Measure S school facilities bond program.

### **Proposition 39 Bond Elections**

The District's voters have previously approved bond authorizations known as Measure R in 2008, Measure C6 in 2006 and a parcel tax election (Measure C) in 2008.

On November 8, 2016, voters residing within the Oak Park Unified School District passed Measure S. Measure S is a \$60 million bond measure that authorizes funding for needed repairs, upgrades, and new construction projects to the District's schools. Proposition 39 required a 55% supermajority for approval; Measure S was passed by 63.51%.

### **Establishment of a Citizens' Oversight Committee**

After a bond authorized under Proposition 39 is passed, state law requires that the Oak Park Unified School District Board of Education appoint an Independent Citizens' Oversight Committee ("COC") to work with the District. The District has a COC and has expanded its power to include Measure S.

### **Committee Responsibilities**

In accordance with Education Code Section 15278(b), the Citizens' Oversight Committee shall:

- Inform the public concerning the District's expenditure of bond proceeds of Measure R, C6 and Measure S.
- Review expenditure reports produced by the District to ensure that Measure R, C6 and Measure S bond proceeds were expended only for the purposes set forth in Measure R, C6 and Measure S, respectively; and
- Present to the Board in public session, an annual written report outlining their activities and conclusions regarding the expenditure of bond proceeds of Measure R, C6 and S.

The Bylaws which govern the Citizens' Oversight Committee are attached to this Application.

### **Appointment of Committee Members**

All appointments will be made by the Board from applications submitted to the District. The Committee shall consist of at least seven (7) members appointed by the Board from a list of candidates submitting written applications, and based on criteria established by Prop 39, to wit:

- One (1) member shall be the parent or guardian of a child enrolled in the District.
- One (1) member shall be both a parent or guardian of a child enrolled in the District and active in a parent-teacher organization, such as the P.T.A. or a school site council.
- One (1) member active in a business organization representing the business community located in the District.
- One (1) member active in a senior citizens' organization.
- One (1) member active in a bona-fide taxpayers' association.
- Two (2) members of the community at-large.

### **Time Commitment and Term**

Initial appointments will be staggered, such that some of the initial appointees will be appointed to serve one full two-year term. The other initial appointments will serve a one-year term, but will be eligible for reappointment by the Board for a second and third two-year term.

### **Would You Be Interested in Serving?**

If you wish to serve on this important committee, please review the committee Bylaws for more information about the committee's role and responsibilities and complete the attached application. Completed applications should be sent to Oak Park Unified School District by **4:30 PM on March 1, 2017 to Oak Park Unified School District, 5801 Conifer Street, Oak Park, CA 91377.**

**OAK PARK UNIFIED SCHOOL DISTRICT  
APPLICATION FOR INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE**

*(Please Print or Type)*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

FAX #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Why do you want to serve on the Independent Citizens' Oversight Committee?**

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**Do you have any special area of expertise or experience that you think would be helpful to the committee?**

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**If you have served on other school district, city or community committees please list and briefly describe your role:**

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**I would be able to represent the following constituencies in the District:** *(check all that apply)*

- ☐ **Business Representative** - Active in a business organization representing local business  
*Organization:* \_\_\_\_\_
- ☐ **Senior Citizen Group Representative** - Active member in a senior citizens' organization.  
*Organization:* \_\_\_\_\_
- ☐ **Taxpayer Organization Member** - Active in a bona fide taxpayers' association.  
*Organization:* \_\_\_\_\_
- ☐ **Parent or Guardian of Child Enrolled in District.**  
*Child's Name and School:* \_\_\_\_\_  
*Child's Name and School:* \_\_\_\_\_
- ☐ **Parent /Guardian of Child Enrolled in District & Active in a Parent-Teacher Organization**  
*Child's Name and School:* \_\_\_\_\_  
*Child's Name and School:* \_\_\_\_\_  
*Organization:* \_\_\_\_\_
- ☐ **At-Large Community Member** – Resident of the Oak Park Unified School District.  
*Name:* \_\_\_\_\_  
*Name:* \_\_\_\_\_

**Please note any additional information you feel should be considered as part of your application:**

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1. Are you an employee of the District?\*
2. Are you a vendor, contractor, or consultant to the school district?\*
3. Do you have conflicts that would preclude your attending quarterly meetings?
4. Do you know of any reason, such as a potential conflict of interest, which would adversely affect your ability to serve on the Independent Citizens' Oversight Committee?\*
5. Are you willing to comply with the ethics code included in the bylaws?

YES	NO

(\*Employees, vendors, contractors, and consultants of the Oak Park Unified School District are prohibited by law from being members of the Citizens' Oversight Committee. Employment which could result in becoming a contractor or subcontractor to the district would also be a potential conflict.)

**Signature of Applicant**

All answers and statements in this document are true and complete to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Completed applications must be received at **Oak Park Unified School District, 5801 Conifer Street, Oak Park, CA 91377, no later than at 4:30 pm, March 1, 2017.** If you have any questions, please call Oak Park Unified School District at 818.735.3206.

It is the policy of the Oak Park Unified School District not to unlawfully discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, color, religion, marital status, age or mental or physical disability in the educational programs or activities which it operates.

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: DECEMBER 6, 2016**  
**SUBJECT: B.3.c. APPROVE RESOLUTION NO. 16-28, RESOLUTION OF THE BOARD OF EDUCATION OF THE OAK PARK UNIFIED SCHOOL DISTRICT APPROVING A DEBT ISSUANCE AND MANAGEMENT POLICY IN ACCORDANCE WITH S.B. 1029**

ACTION

**ISSUE:** Shall the Board of Education approve Resolution No. 16-28, Resolution of the Board of Education of the Oak Park Unified School District Approving a Debt Issuance and Management Policy in accordance with S.B. 1029?

**BACKGROUND:** In the General Election held on November 8, 2016, Oak Park voters approved the Oak Park Unified School District Measures S general obligation bond. In the interest of improving debt transparency for the public, on September 12, 2016, Governor Brown signed Senate Bill No. 1029 (Hertzberg) which requires local agencies, including school districts, to certify that they have adopted local debt policies and that each contemplated debt issuance is consistent with those adopted policies. The certification is a required element of the Report of Proposed Debt Issuance that is filed with the California Debt & Investment Advisory Commission (CDIAC) prior to any bond issuance. In addition, the new law requires local agencies to prepare an annual report for any debt issue for which it has filed a CDIAC Report of Final Sale on or after January 21, 2017. District's bond counsel, Stradling Yocca Carlson & Rauth, has prepared the attached resolution, adopting a policy compliant with S.B. 1029, and certifying the District's adoption of local debt policies and that each contemplated debt issuance is consistent with those adopted policies

**ALTERNATIVES:**

1. Approve Resolution No. 16-28, Resolution of the Board of Education of the Oak Park Unified School District approving a Debt Issuance and Management Policy in accordance with S.B. 1029.
2. Do not approve Resolution No. 16-28.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

## **OAK PARK UNIFIED SCHOOL DISTRICT**

### **RESOLUTION NO. 16-28**

#### **RESOLUTION OF THE BOARD OF EDUCATION OF THE OAK PARK UNIFIED SCHOOL DISTRICT APPROVING A DEBT ISSUANCE AND MANAGEMENT POLICY IN ACCORDANCE WITH S.B. 1029**

**WHEREAS**, the State legislature has recently enacted S.B. 1029, amending Government Code Section 8855, which requires all public agencies to certify 30 days prior to the time bonds are sold, that it has adopted local debt policies addressing the topics set forth in Government Code Section 8855(i); and

**WHEREAS**, the Board of Education (the “Board”) of the Oak Park Unified School District (the “District”) expects to issue bonds pursuant to its Measure S authorization; and

**WHEREAS**, from time-to-time the District has the opportunity to consider other forms of debt issuance; and

**WHEREAS**, the Board desires to adopt a Debt Issuance and Management Policy in compliance with Government Code Section 8855;

**NOW, THEREFORE, THE BOARD OF EDUCATION OF THE OAK PARK UNIFIED SCHOOL DISTRICT DOES HEREBY FIND, DETERMINE AND CERTIFY AS FOLLOWS:**

Section 1. The Board finds and determines that the foregoing recitals are true and correct.

Section 2. The Board approves the Debt Issuance and Management Policy attached hereto.

Section 3. Officers of the Board are hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all documents which they may deem necessary or advisable in order to give effect to and comply with the terms and intent of this Resolution. Such actions heretofore taken by such officers, officials and staff are hereby ratified, confirmed and approved.



ADOPTED, SIGNED AND APPROVED this 6<sup>th</sup> day of December, 2016.

BOARD OF EDUCATION OF THE OAK PARK  
UNIFIED SCHOOL DISTRICT

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President

ATTEST:

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Secretary

STATE OF CALIFORNIA     )  
  )ss  
VENTURA COUNTY         )

I, Anthony W. Knight, do hereby certify that the foregoing Resolution No. 16-28 was duly adopted by the Board of Education of the Oak Park Unified School District at a meeting thereof held on December 6, 2016 and that it was so adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

By: \_\_\_\_\_  
Secretary

# **OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY**

*Series 3000*

*Business and Non-instructional Operations*

*BP 3311(a)*

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## **DEBT ISSUANCE AND MANAGEMENT POLICY**

This Debt Management Policy (the “Policy”) provides written guidelines for the issuance of indebtedness by the Oak Park Unified School District (the “District”) in satisfaction of the requirements of S.B. 1029, codified as part of Government Code Section 8855.

### **Article I - Purpose and Goals**

This Policy provides a framework for debt management and capital planning by the District.

This Policy has been developed to meet the following goals:

- (1) Identifying the purposes for which the debt proceeds may be used.
- (2) Identifying the types of debt that may be issued.
- (3) Describing the relationship of the debt to, and integration with, the District’s capital improvement program or budget.
- (4) Establishing policy goals related to the District’s planning goals and objectives.
- (5) Implementing internal control procedures to ensure that the proceeds of the proposed debt issuance will be directed to the intended use upon completion of the issuance.

### **Article II - Purposes for Which Debt Proceeds May be Used**

#### **Section 2.01. Authority and Purposes of the Issuance of Debt**

The laws of the State of California (the “State”) authorize the District to incur debt to make lease payments, contract debt, borrow money, and issue bonds for school improvement projects. The District is authorized to contract debt to acquire, construct, reconstruct, rehabilitate, replace, improve, extend, enlarge, and equip such projects; to refund existing debt; or to provide for cash flow needs.

#### **Section 2.02. State Law**

Section 18 of Article XVI of the State Constitution contains the “debt limitation” formula applicable to the District.

There are a number of State laws that govern the issuance of general obligation bonds (“GO Bonds”) by school districts. Sections 1(b)(2) (Proposition 46) and 1(b)(3) of Article XIII A (Proposition 39) of the State Constitution allow the District to issue GO Bonds. The statutory authority for issuing GO Bonds is contained in Education Code Section 15000 *et seq.* Additional provisions applicable only to Proposition 39 GO Bonds are contained in Education Code Section 15264 *et seq.* An alternative procedure for issuing GO Bonds is also available in Government Code Section 53506 *et seq.*

# **OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY**

*Series 3000*

*Business and Non-instructional Operations*

*BP 3311(b)*

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The statutory authority for issuing Tax and Revenue Anticipation Notes (“TRANs”) is contained in Government Code Section 53850 *et seq.* Authority for lease financings is found in Education Code Section 17455 *et seq.* and additional authority is contained in Education Code Sections 17400 *et seq.*, 17430 *et seq.* and 17450 *et seq.* The District may also issue Mello-Roos bonds pursuant to Government Code Section 53311 *et seq.*

## **Section 2.03. Debt Issued to Finance Operating Costs**

The District may deem it necessary to finance cash flow requirements under certain conditions. Such cash flow borrowing must be payable from taxes, income, revenue, cash receipts and other moneys attributable to the fiscal year in which the debt is issued.

General operating costs include, but are not limited to, those items normally funded in the District’s annual operating budget.

The District’s Superintendent, or Assistant Superintendent, Business Services (“CBO”), will review potential financing methods to determine which method is most prudent for the District. Potential financing sources include tax and revenue anticipation notes, temporary borrowing from the Ventura County Treasurer and Tax Collector, and internal temporary interfund borrowing.

## **Article III - Types of Debt That May Be Issued**

### **Section 3.01. Types of Debt Authorized to be Issued**

A. **Short-Term:** The District may issue fixed-rate and/or variable rate short-term debt, which may include TRANs, when such instruments allow the District to meet its cash flow requirements. The District may also issue bond anticipation notes (“BANs”) to provide interim financing for bond projects that will ultimately be paid from GO Bonds.

B. **Long-Term:** Debt issues may be used to finance essential capital facilities, projects and certain equipment where it is appropriate to spread the cost of the projects over more than one budget year. Long-term debt should not be used to fund District operations.

Long term debt in the form of GO Bonds may be issued under Article XIII A of the State Constitution, either under Proposition 46, which requires approval by at least a two-thirds (66.67%) majority of voters, or Proposition 39, which requires approval by at least 55% of voters, subject to certain accountability requirements and additional restrictions.

The District may also enter into long-term leases and/or Certificates of Participation (“COPs”) for public facilities, property, and equipment.

# **OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY**

*Series 3000*

*Business and Non-instructional Operations*

*BP 3311(c)*

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C. Lease Financing: Lease-purchase obligations are a routine and appropriate means of financing capital equipment and certain capital facilities. However, lease obligations may impact on budget flexibility.

D. Use of General Obligation Bonds: A significant portion of the District's capital projects are projected to be funded by GO Bond proceeds. Projects financed by the GO Bonds will be determined by the constraints of applicable law and the project list approved by voters.

## Article IV - Relationship of Debt to and Integration with District's Capital Improvement Program or Budget

### Section 4.01. Impact on Operating Budget and District Debt Burden

In evaluating financing options for capital projects, both short and long-term debt amortization will be evaluated when considering a debt issuance, along with the potential impact of debt service, and additional costs associated with new projects on the operating budget of the District. The cost of debt issued for major capital repairs or replacements may be judged against the potential cost of delaying such repairs.

### Section 4.02. Capital Improvement Program

The CBO and the facilities staff have responsibility for the planning and management of the District's capital improvement program subject to review and approval by the Board of Education. Staff will, as appropriate, supplement and revise any applicable Facilities Master Plan in keeping with the District's current needs for the acquisition, development and/or improvement of District's real estate and facilities. Such plans may include a summary of the estimated cost of each project, schedules for the projects, the expected quarterly cash requirements, and annual appropriations, in order for the projects to be completed.

### Section 4.03. Refunding and Restructuring Policy

#### A. Considerations for Refunding.

1. District's Best Interest. Whenever deemed to be in the best interest of the District, the District shall consider refunding or restructuring outstanding debt if it will be financially advantageous or beneficial for debt repayment and/or structuring flexibility.

2. Net Present Value Analysis. The Assistant Superintendent shall review a net present value analysis of any proposed refunding in order to make a determination regarding the cost-effectiveness of the proposed refunding.

3. Maximization of Expected Net Savings. Another consideration in deciding which debt to refinance and the timing of the refinancing shall be maximization of the District's expected net savings over the life of the bonds.

# **OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY**

*Series 3000*

*Business and Non-instructional Operations*

*BP 3311(d)*

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4. Comply with Existing Legal Requirements. The refunding of any existing debt shall comply with all applicable State and Federal laws governing such issuance.

## Article V - Policy Goals Related to District's Planning Goals and Objectives

In following this Policy, the District shall pursue the following goals:

1. The District shall strive to fund capital improvements from voter-approved GO Bond issues to preserve the availability of its General Fund for District operating purposes and other purposes that cannot be funded by such bond issues.

2. The District shall endeavor to attain the best possible credit rating for each debt issue in order to reduce interest costs, within the context of preserving financial flexibility and meeting capital funding requirements.

3. The District shall take all practical precautions and proactive measures to avoid any financial decision that will negatively impact current credit ratings on existing or future debt issues.

4. The District shall, with respect to GO Bonds, remain mindful of its statutory debt limit in relation to assessed value growth within the school district and the tax burden needed to meet long-term capital requirements.

5. The District shall consider market conditions and District cash flows when timing the issuance of debt.

6. The District shall determine the amortization (maturity) schedule which will fit best within the overall debt structure of the District at the time the new debt is issued.

7. The District shall match the term of the issue to the useful lives of assets funded by that issue whenever practicable and economic, while considering repair and replacement costs of those assets to be incurred in future.

8. The District shall, when planning for the issuance of new debt, consider the impact of such new debt on overlapping debt of local, state and other governments that overlap with the District.

9. The District shall, when issuing debt, assess financial alternatives to include new and innovative financing approaches, including whenever feasible, categorical grants, revolving loans or other State/federal aid, so as to minimize the encroachment on the District's General Fund.

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-instructional Operations

BP 3311(e)

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10. The District shall, when planning for the sizing and timing of debt issuance, consider its ability to expend the funds obtained in a timely, efficient and economical manner.

## Article VI - Internal Control Procedures for Issuance of Debt to Ensure Intended Use of Proceeds

### Section 6.01. Structure of Debt Issues

A. Maturity of Debt: The duration of a debt issue shall be consistent, to the extent possible, with the economic or useful life of the improvement or asset that the issue is financing. Accordingly, the final maturity of the debt shall be equal to or less than the useful life of the assets being financed, and the average life of the financing shall not exceed 120% of the average life of the assets being financed. In addition, the District shall consider the overall impact of the current and future debt burden of the financing when determining the duration of the debt issue.

B. Debt Structure:

1. GO Bonds:

a. *New Money Bond Issuances*: For new money bond issuances, the District shall size the bond issuance consistent with the “spend-down” requirements of the Internal Revenue Code and within any limits approved by the District’s voters. To the extent possible, the District will also consider credit issues, market factors (e.g. bank qualification) and tax law when sizing the District’s bond issuance.

b. *Refunding Bond Issuances*: The sizing of refunding bonds will be determined by the amount of money that will be required to cover the principal of, accrued interest (if any) on, and redemption premium for the bonds to be defeased on the call date and to cover appropriate financing costs.

c. *Maximum Maturity*: All bonds issued by the District shall mature within the limits set forth in applicable provisions of the Education Code or the Government Code. The final maturity of bonds will also be limited to the average useful life of the assets financed or as otherwise required by tax law.

2. Lease-Purchase Obligations: The final maturity of equipment or real property lease obligations will be limited to the useful life of the assets to be financed.

C. Debt Service Structure: The District shall design the financing schedule and repayment of debt so as to take best advantage of market conditions, provide flexibility, and, as practical, to recapture or maximize its debt capacity for future use.

# **OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY**

*Series 3000*

*Business and Non-instructional Operations*

*BP 3311(f)*

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## **Section 6.02. Use of Proceeds**

The District shall be vigilant in using bond proceeds in accordance with the stated purposes at the time such debt was incurred. In furtherance of the policy, and in connection with the issuance of all GO Bonds:

1. As required by Government Code Section 53410, the District shall only use GO Bond proceeds for the purposes approved by the District's voters; and
2. The CBO shall have the responsibility, no less often than annually, to provide to the District's Board of Education a written report which shall contain at least the following information:
  - (i) The amount of the debt proceeds received and expended during the applicable reporting period; and
  - (ii) The status of the acquisition, construction or financing of the school facility projects, as identified in any applicable bond measure, with the proceeds of the debt.

These reports may be combined with other periodic reports which include the same information, including but not limited to, periodic reports made to the California Debt and Investment Advisory Commission, or continuing disclosure reports or other reports made in connection with the debt. These requirements shall apply only until the earliest of the following: (i) all the debt is redeemed or defeased, but if the debt is refunded, such provisions shall apply until all such refunding bonds are redeemed or defeased, or (ii) all proceeds of the debt, or any investment earnings thereon, are fully expended.

3. The District shall post on the District website the Annual Report of the District's Independent Bond Oversight Committee which has been given the responsibility to review the expenditure of GO Bond proceeds to assure the community that all GO Bond funds have been used for the construction, renovation, repair, furnishing and equipping of school facilities, and not used for teacher or administrator salaries or other operating expenses.

4. The District shall hire an independent auditor to perform an annual independent financial and performance audit of the expenditure of GO Bond proceeds, and to post such audits on the District website.



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: DECEMBER 6, 2016**  
**SUBJECT: B.3.d. APPROVE FISCAL YEAR 2016-17 FIRST INTERIM FINANCIAL REPORT, CERTIFICATION AND BUDGET REVISIONS**

ACTION

**ISSUE:** Shall the Board review and certify the 2016-17 First Interim Financial Report and Budget Revisions?

**BACKGROUND:** After the adoption of the District's annual budget each June, State law requires the Governing Boards to subsequently review and certify the District's finances at prescribed intervals. The first of those intervals, the First Interim Financial Report is due on December 15th of each year, and reports on the budget year from July 1 through October 31. The 2016-17 First Interim Financial Report states the anticipated revenue and expenditures for the current fiscal year, as well as a multiyear financial projection, and includes the State's criteria and standards report, and staff is recommending a positive certification.

The OPUSD 2016-17 First Interim Financial Report is available on the District's website and can be accessed by the link appearing at the bottom of this page.

**ALTERNATIVES:**

1. Certify the 2016-17 First Interim Financial Report and Budget Revisions.
2. Do not certify the First Interim Report.

**RECOMMENDATION:** Alternative 1

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

[Click link here to access the 2016-17 First Interim Financial Report](#)

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: DECEMBER 6, 2016**  
**SUBJECT: B.3.e. APPROVE AMENDMENT 7 TO AGREEMENT FOR MEASURE R PROGRAM/CONSTRUCTION MANAGEMENT SERVICES**

ACTION

**ISSUE:** Shall the Board approve Amendment 7 to the agreement with Balfour Beatty Construction, Inc. (BBC) for program/construction management services in connection with Measure R and Modernization facilities projects?

**BACKGROUND:** At its meeting on May 20, 2009, the Board entered into an agreement with BBC for program and construction management services in connection with Measure R and State Modernization Program projects. The initial one-year term of the agreement, encompassing the 2009 “quick start” projects and development of the overall Measure R and Modernization facilities improvement program, provided for renewal of the contract upon mutual agreement of the parties. Based on the success of the resulting facility program, the BBC contract has been extended annually in each subsequent year, most recently when the Board approved Amendment 6 in December 2015.

District staff has been pleased with the service provided by BBC and recommend the Board’s approval of Amendment 7, extending the contract for one year to December 31, 2017. It is important to note that all terms, conditions, and fees for services remain unchanged. Services and projects provided under this amendment will only be performed as authorized by the Board of Education. Unless otherwise specified by the Board, the cost of services will be funded from Measure R. The proposed amendment is attached for the Board’s review.

**ALTERNATIVES:**

1. Approve Amendment 7 to the agreement with Balfour Beatty Construction, Inc. for program/construction management services.
2. Do not approve Amendment 7.

**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	_____	_____	_____	_____

**AMENDMENT NO. 7  
TO AGREEMENT FOR PROGRAM/CONSTRUCTION MANAGEMENT SERVICES**

**I. RECITALS**

- A. Whereas on or about May 20, 2009, Oak Park Unified School District ("District") and Barnhart Inc. (a Heery International Company) ("Barnhart") entered into an Agreement for Program/Construction Management Services ("Agreement") related to Measure "R" Facilities Construction Bond Program;
- B. Whereas the term of the Agreement was for one year;
- C. Whereas Article 4 of the Agreement provides that the Agreement may be extended by way of written amendment to the Agreement;
- D. Whereas the District and Barnhart entered into Amendment No. 1 to extend the term of the Agreement through December 31, 2011.
- E. Whereas the District and Barnhart entered into Amendment No. 2 to extend the term of the Agreement through December 31, 2012.
- F. Whereas the District and Barnhart entered into Amendment No. 3 to extend the term of the Agreement through December 31, 2013.
- G. Whereas the District and Barnhart entered into Amendment No. 4 to extend the term of the Agreement through December 31, 2014.
- H. Whereas the District and Barnhart entered into Amendment No. 5 to extend the term of the Agreement through December 31, 2015.
- I. Whereas the District and Barnhart entered into Amendment No. 6 to extend the term of the Agreement through December 31, 2016.
- J. Whereas the District and Barnhart wish to enter into this Amendment No. 7 to Agreement for Program/Construction Management Services ("Amendment") to extend the term of the Agreement and make other modifications to the Agreement as set forth herein.

**II. AMENDMENT**

The Agreement is hereby amended as follows:

- 1. All references in the Agreement to Barnhart shall be amended to refer to "Balfour Beatty Construction, LLC."
- 2. Pursuant to Article 4, subsection 4.2, the term of the Agreement shall be extended through December 31, 2017 ("Extension Term").
- 3. Barnhart shall be compensated for basic services (as described in Articles 2 and 3 of the Agreement) provided during the Extension Term.

Agreement for Program/Construction Management Services

4. To the extent he remains employed by Barnhart, Dennis Kuykendall shall remain assigned to the Project(s) contemplated under the Agreement, unless otherwise agreed by the District and Barnhart.
5. Except as expressly modified by this Amendment, all other terms and conditions set forth in the Agreement shall remain in full force and effect.

This Amendment No. 7 is executed and becomes part of the Agreement on December 6, 2016.

Oak Park Unified School District

Balfour Beatty Construction, LLC

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Martin Klauss, Assistant Superintendent  
Business and Administrative Services

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Suresh Rayana  
Senior Vice President

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: DECEMBER 6, 2016**

**SUBJECT: B.3.f. APPROVE MEASURE C6 BOND FUND EQUIPMENT PURCHASE -  
CLASSROOM TECHNOLOGY EQUIPMENT FOR 2016-17 SCHOOL YEAR**  
ACTION

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**ISSUE:** Shall the Board approve the purchase of classroom technology equipment, consistent with the board-approved technology plans and as recommended by the OPUSD Technology Committee, utilizing Measure C6 bond funds?

**BACKGROUND:** The Board-approved Technology Roadmap, Three-Year Technology Plan, Measure C6 Five-Year Master Plan, and Needs Assessment Report, collectively outline the District's plan for technology initiatives and equipment acquisition. At its monthly meeting in October, the OPUSD Technology Committee reviewed these guiding documents and the attached request received from Brookside Elementary School to address pressing technology needs at that site. After careful consideration, the Committee recommends the Board's approval for the purchase of this classroom technology equipment, to be funded from the Measure C6 bond fund.

**ALTERNATIVES:**

1. Approve the purchase of one (1) Chromebook cart (36 Chromebooks, 1 mobile charging cart) for 3rd grade-level use at Brookside Elementary School, in the amount of \$14,000, plus applicable sales tax and shipping, to be funded from the Measure C6 bond fund.
2. Do not approve the purchase of technology equipment.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Enoch Kwok, Director, Educational Technology and Information Systems  
Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

## Technology Resource Request Form

**1) Name of Principal:** Sara Ahl

**2) Date Submitted:** September 21, 2016

**3) Describe specific equipment and or software/service requested (include quantities)**

Chromebook Cart for use by 3rd Grade - 36 Chromebooks, 1 mobile charging cart

**4) Describe the program(s), grade levels, students, etc. impacted by this technology acquisition and how it will be used to enhance instruction.**

There has been a great demand for use of Chromebooks, in large part due to the preparation needed for 3rd, 4th, and 5th grade state testing, since Brookside utilizes the Chromebooks for SBAC testing in the spring. Without regular use and practice throughout the school year, students are less prepared to take the state assessments with the level of comfort and ease that is necessary to reveal their true proficiency levels.

Included in the grade-level plan to increase achievement levels on the summative state assessments is this component of adequately preparing students on a very regular basis. It is essential that the students are comfortable with the technology and devices before taking these assessments in May.

Additionally, the majority of Brookside teachers have increased use of technology in writing, math, and all other subjects (via Google Classroom, etc.). Without being one-to-one at this point, our teachers are struggling to implement all of the wonderful new strategies and learning activities that they have been working to create.

**5) Describe any pre-existing resources, technologies, that this technology will replace, refresh, or augment.**

We are requesting a set of Chromebooks for the 3rd grade because we have already been granted a cart for both 4th and 5th grade classes for their exclusive use. This leaves the 3rd grade without enough devices and time to use the devices. The other technology carts (iPads and Macbooks) are also being used often by all grade levels. When considering which type of device to add to our collection, the Chromebooks make the most sense based on the information provided above.

**6) Provide an estimate of the total cost of acquiring this technology resource.**

Approximately \$14,000.

**7) Identify who will be responsible to manage and take care of this equipment once it is received and put into operation.**

The principal and site TechLITES will oversee and manage the use of the equipment.

**8) What is the requested time frame for acquiring these resources?**

As soon as possible. Our teachers have lessons, activities, and assessments ready to go. They need more access to devices as soon as we can possibly acquire them. Thank you for your consideration!

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: DECEMBER 6, 2016**

**SUBJECT: B.3.g. APPROVE ENROLLMENT PROJECTIONS FOR SCHOOL YEAR 2017-18**

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**ACTION/DISCUSSION**

**ISSUE:** The board will receive a report from staff related to program capacity and student enrollment projections for next school year. In addition, preliminary information regarding the number of inter-district students that may be enrolled into Oak Park Unified for the 2017-18 School Year will be presented for discussion.

**BACKGROUND:** Each year the board is presented with enrollment projections for the upcoming school year to facilitate decision making related to the capacity of the school district and the number of inter-district students that can be accepted into OPUSD. Current enrollment and the initial enrollment projections for the 2017-18 School Year will be presented to the governing board for discussion and action. New resident enrollment will be taking place at the school sites during the month of January and early February. These numbers will need to be considered before making any decisions on how many new inter-district students will be accepted for next year.

Many of the new inter-district students who will be attending next year will be enrolled as a result of our District of Choice program. The regulations governing this program require the board to establish the number of projected vacancies and the number of District of Choice students that can be enrolled at each grade level for school year 2017-18. Preliminary information on projected vacancies will be presented for discussion with the final information to be considered for action at the January 17, 2017 board meeting. The window for new DOC applications for next year will close on December 31, 2016.

The staff will provide a number of capacity and enrollment scenarios for the board to consider in discussing this issue.

**ALTERNATIVES:**

1. Approve the 2017-18 capacities and enrollment projections outlined in Tables 1-2.
2. Do not approve the 2017-18 capacities and enrollment projections outlined in Tables 1-2.
3. Revise the 2017-18 capacities and enrollment projections outlined in Tables 1-2.

**RECOMMENDATION:** The staff recommends Alternative 1.

**BOARD MEETING, DECEMBER 6, 2016**  
Enrollment Projections

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.	_____	_____	_____	_____



**Oak Park Unified School District**  
**Table 1 – Projected Enrollment by Site - 2017-2018 School Year**

SCHOOL SITE		Return + New Residents	Program Rooms	Class Loading	Program Capacity	Available Space	Projected Enrollment
BROOKSIDE	DK	10	1	22	22	12	
	K	40	3	24	72	32	
	1	73	3	24	72	-1	
	*2	72	3	24	72	0	
	3	95	4	24	96	1	
	4	104	4	32	128	24	
	5	93	3	32	96	3	
	TOTALS	487	21		558	72	550
OAK HILLS	DK	10	1	22	22	12	
	K	40	3	24	72	32	
	1	73	3	24	72	-1	
	2	72	3	24	72	0	
	3	69	3	24	72	3	
	4	83	3	32	96	13	
	5	92	3	32	96	4	
	TOTALS	439	19		502	64	495
RED OAK	DK	12	1	22	22	10	
	K	45	3	24	72	27	
	*1	75	3	24	96	-3	
	2	96	4	24	96	0	
	3	91	4	24	96	5	
	4	106	4	32	128	22	
	5	95	3	32	96	1	
	TOTALS	520	22		582	65	573
MEDEA CREEK	6	340	11	32	365	25	
	7	365	11	32	365	Attrition	
	8	365	11	32	365	Attrition	
	TOTALS	1070	33*		1095	25	1095
OAK PARK	9	360	12	33	400	40	
	10	380	12	33	400	20	
	11	385	12	33	380	-5	
	12	380	12	33	380	0	
TOTALS		1505	48*		1560	60	1540
OAK VIEW	9-12	25	3	17	51	15	40
	TOTALS	25	3	17	51	15	
OAK PARK INDEPENDENT	K-12	180	8	28	224	44	224
	TOTALS	180	8	28	224	44	
DISTRICT TOTALS		4231	154		4572	345	4517

## **Oak Park Unified School District**

### **Assumptions for Table 1:**

"Program Rooms" and "Program Capacity" refer to rooms available for use as a conventional classroom, and do not include rooms dedicated to other programmatic uses as described below.

1. Total Rooms does not include those allocated for RSP or other special education specialists
2. Program Capacity loading: K-3=24-1; 4-5=32-1; 6-8=32-1; 9-12=33-1; OVHS 17-1; OPIS 28-1
3. Program Capacity at elementary allows for dedicated computer and music rooms
4. Program Capacity at middle school allows for Tech Lab, computer and music rooms
5. Program Capacity at high school allows for 2 dedicated computer labs, presentation classroom, college/career center, music rooms and student store.
6. Program capacities at secondary level are approximate and dependent upon curriculum offerings, master scheduling and number of students taking classes outside of the periods 1-6 schedule.
7. Capacities for physical education classes at Medea Creek and Oak Park High = 45
8. Oak View High capacity is based on 17 students per teacher/room.
9. Available Space = Program Capacity less projected returning and new resident enrollment
10. Libraries and multipurpose rooms are not included in room counts.
11. At MCMS Tech Lab and computer room (D1 & D1A) are counted as 1 room
12. \*At OPHS "Program Rooms" total 53 general education instructional spaces (includes 2 for PE classes)
13. \*At MCMS "Program Rooms" total 37 general education instructional spaces (includes 3 for PE classes)

### **Notes to Assist in Reading of Table 1:**

1. Our initial projected enrollment for next year is 4524 (4517 from Table 1 plus 7 NPS students).
2. There is an option to add an additional class at Brookside in grade 2 and at Red Oak in grade 1 if the number of applications support the additional classes. We will have a classroom available at each site. This would add 40-48 students to the projected enrollment numbers. There will be a need to reduce our elementary staff by two (one at Brookside and one at Red Oak) if we do not add the classes at grade levels 1 and 2.
3. As of January 1, 2017 the number of projected new residents and returning students for next year is 4231 as shown in the first column of Table 1. Historically our new resident enrollment continues to grow throughout the spring so this number will likely increase.
4. The initial recommendation for acceptance of new inter-districts is reflected in Table 3. These numbers are preliminary projections and will be adjusted as we get a better idea of our new resident enrollment in January and February. The board will make a final decision on the number of new inter-districts at the February board meeting.
5. The tentative target for acceptance of new inter-districts (255) is for grades K-12 and excludes the 15 continuation school students and 44 independent study program vacancies projected for these programs. Oak View and OPIS will enroll inter-districts as required to achieve their projected enrollment. While OPIS should reach the projected enrollment, Oak View will likely come in at about 40 students, 11 below capacity.
6. The number of new inter-districts to accept at the middle school in grades 7 and 8 is largely dependent on attrition. All of the students projected to be accepted are either students of staff members in the district or have siblings currently attending one of our schools.

### **Summary of 2017-18 Projected Compared to 2016-17 Enrolled:**

- Elementary projection at the sites for next year is 1618 (compared to 1692 enrolled for 2016-17)
- Middle School projection for next year is 1095 (compared to 1110 enrolled for 2016-17)
- High School projection for next year is 1540 (compared to 1500 enrolled for 2016-17)
- OPIS projection is 224 (compared to 221 enrolled for 2016-17) and 40 OVHS (compared to 43 for 2016-17)

## Oak Park Unified School District

**Table 2– District Enrollment Since 2011 and Projected for 2017-2018**

School	2011-12 Enrolled	2012-13 Enrolled	2013-14 Enrolled	2014-15 Enrolled	2015-16 Enrolled	2016-17 Enrolled*	2017-18 Projected
Brookside	590	599	625	619	603	584	550
Oak Hills	464	539	529	521	531	502	495
Red Oak	525	563	616	639	601	606	573
Medea Creek	1071	1132	1127	1130	1101	1110	1095
Oak Park HS	1398	1463	1519	1525	1520	1500*	1540
Oak View HS	39	47	40	29	44	43	40
OPIS	114	168	215	221	224	221	224
NPS	5	4	1	1	2	7	7
District Totals	4206	4515	4672	4685	4626	4573	4524
Growth	4.9%	7.3%	3.5%	0.3%	-1.3%	-1.1%	-1.1%

\*Enrollment for 2016-17 as of 11/22/2016 (OPHS number does not include 17 high school Educatius students)

### Projections for New Inter-district Enrollment in 2017-18

Table 1 identifies the projected vacancies (see column titled “Available Space”) for each grade level after taking into consideration students moving forward and new resident students registering. Historically, the attrition of inter-district and resident students from year to year and the enrollment of new resident students have been fairly consistent. The projected vacancies shown in Table 1 in the column “Available Space” will first be filled by resident students and then by inter-district students. However, the difficulty is in predicting exactly how many new resident students there will be at each grade level. As resident registration progresses throughout the spring numbers will need to be adjusted to account for an increase or decrease in the number of inter-district students accepted into the district. We anticipate very limited room for new inter-district enrollment at grades 1, 2, 3, 5, 7, 8, 11 and 12. Any new inter-districts accepted into these grade levels will be on a space available basis and limited to siblings of current students attending the Oak Park Unified School District unless new classes are opened up at an impacted grade level.

**Table 3 – Initial Projections for Acceptance of Inter-district Students by Grade Level\***

Grade	Initial Number to Accept	Number of Applications	Final Number to Accept
DK	30		TBD
K	80		TBD
1 <sup>st</sup>	0		TBD
2 <sup>nd</sup>	0		TBD
3 <sup>rd</sup>	5		TBD
4 <sup>th</sup>	50		TBD
5 <sup>th</sup>	5		TBD
6 <sup>th</sup>	25		TBD
7 <sup>th</sup> -8 <sup>th</sup>	Based on Attrition		TBD
9 <sup>th</sup>	40		TBD
10 <sup>th</sup>	20		TBD
11 <sup>th</sup> -12 <sup>th</sup>	Based on Attrition		TBD
Totals	255		TBD

\*The Board will make a final decision on the number of inter-districts to accept at the February board meeting after resident enrollment numbers are evaluated.

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: DECEMBER 6, 2016**

**SUBJECT: B.3.h. AUTHORIZE MEASURE S BOND FUND PROJECT – DISTRICTWIDE SOLAR INSTALLATION**

ACTION

**ISSUE:** Shall the Board authorize District Administration to proceed with a districtwide solar installation, as specifically called for by Measure S, approved by Oak Park voters on November 8, 2016?

**BACKGROUND:** Measure S, approved by Oak Park voters on November 8, 2016, specifically states the intent to “Install solar ... to increase energy efficiency and save money.” The Oak Park Needs Assessment Report, on which Measure S is based, estimates the cost of a districtwide solar installation at \$8 million, and anticipates a like-amount in energy cost savings over the 25-year life of the installation, benefitting the District’s general operating budget. There is an urgency to complete the projects by June 30, 2017. The Public Utilities Commission agreed to allow utilities, in this case Southern California Edison (SCE), to provide 6-10% less in credits to customers for solar panel generation beginning July 1, 2017, in order to cover the utilities’ costs of maintaining the grid. If OPUSD completes its solar installation project and signs the contract with SCE by June 30, 2017, SCE is required to provide OPUSD the current higher credits for the life of the panels.

Government Code (GC) 4217 specifically outlines the process for entering into contracts for solar installations. Administration is requesting the Board’s authorization to proceed with a districtwide solar installation project in accordance with the requirements of GC 4217, with the assistance of the District’s general counsel, Fagen Friedman Fulfrost, as appropriate. Upon completion of the process, Administration will present a proposed contractor and contract for the Board’s approval, prior to commencing with any work on this project.

**ALTERNATIVES:**

1. Authorize Administration to proceed with the districtwide solar installation project in accordance with the requirements of GC 4217, and with the assistance of the District’s general counsel, Fagen Friedman Fulfrost, as appropriate, to be funded by the Measure S bond fund.
2. Do not authorize the districtwide solar installation project.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

BOARD MEETING, DECEMBER 6, 2016  
Authorize Measure S Bond Fund Project –  
Districtwide Solar Installation  
Page 2

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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: DECEMBER 6, 2016**  
**SUBJECT: B.3.i APPROVE ACCEPTANCE OF DONATION**

ACTION

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

**BACKGROUND:** The following donation has been made to the District:

Site/Program	Gift/Donor	Gift
OVHS OPHS Boys' Basketball	Philip Hohnstein Foundation	\$20,000 divided equally

**RECOMMENDATION:** Accept the donation with thanks.

Respectfully submitted,

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

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

<b>VOTE:</b>	<b>AYES</b>	<b>NOES</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

**TO: BOARD OF EDUCATION**

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

**DATE: DECEMBER 6, 2016**

**SUBJECT: B.4.a. APPROVE NEW COURSE FOR OAK VIEW HIGH SCHOOL –  
EXPOSITORY READING AND WRITING**

**ACTION**

**ISSUE:** Shall Oak View High School add an additional course - Expository Reading and Writing in support of its curriculum?

**STATEMENT:** Oak View High School would like to add an additional course to its English/Language Arts program. The course is Expository Reading and Writing a description is provided for the Board's reference. This course is being recommended by the Curriculum Council, who unanimously approved to recommend the course at its November, 2016 meeting.

**ALTERNATIVES:** 1. Approve the request for an additional course at Oak View High School.  
2. Do not approve the request for an additional textbook at Oak View High School.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Dr. Jay Greenlinger, Director, 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	_____	_____	_____	_____

## **The Expository Reading and Writing Course**

<http://www.calstate.edu/eap/englishcourse/index.shtml>

In 2003, a task force of a dozen high school teachers and administrators and California State University (CSU) faculty members began developing the Expository Reading and Writing Course (ERWC)--a rigorous, rhetorically based, full-year college preparatory English course for high school seniors designed to support college-readiness in English for California's diverse students. The course was published by The California State University Press (1st edition, 2008; 2nd edition 2013) and has currently been adopted by upwards of 700 comprehensive high schools throughout the state. Notably, the ERWC aligns with the California Common Core State Standards for English Language Arts and Literacy, addresses critical academic literacy challenges identified by the CSU English Placement Test Committee and ICAS (the Intersegmental Committee of the Academic Senates of the three segments of public higher education in California), and successfully prepares students to meet the academic demands and expectations of college and university faculty.

The course's 12 modules, which include a wide variety of expository texts and some literature, emphasize the in-depth study of expository, analytical, and argumentative reading and writing. The University of California (UC) has approved the ERWC for area B credit (of the A-G requirements), and the Course meets college preparatory requirements for both the UC and the CSU.

*Teacher's note: The expository pieces include many familiar texts such as articles from newspapers (The New York Times) and journals (ERIC Digest). Offerings also include research papers, policy statements from governmental agencies, and other less common documents that students should be familiar with as they move into college. Finally, excerpts from novels and longer manuscripts are also used. What I particularly appreciate are the clear steps (for teacher and student) that build necessary literacy skills.*



**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: DECEMBER 6, 2016**

**SUBJECT: B.4.b. APPROVE DISTRICT INSTRUCTIONAL CALENDAR FOR  
SCHOOL YEARS 2018-2019**

**ACTION**

**ISSUE:** Shall the Board of Education approve the instructional calendars of 2018-2019?

**BACKGROUND:** The District Calendar Committee met on October 27, 2016 and proposed the attached calendar. Oak Park Teacher's Association and Oak Park Classified Association conducted an advisory vote and both recommended approving this calendar.

**ALTERNATIVES:** 1. Approved the 2018-2019 school year calendars.  
2. Do not approve 2018-2019 school year calendars.

**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	_____	_____	_____	_____

# OAK PARK UNIFIED SCHOOL DISTRICT

## JULY 2018- JUNE 2019 - STUDENT/TEACHER CALENDAR DRAFT

JULY 2018							JANUARY 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	6	7	8	9	10	11	12
8	9	10	11	12	13	14	13	14	15	16	17	18	19
15	16	17	18	19	20	21	20	21	22	23	24	25	26
22	23	24	25	26	27	28	27	28	29	30	31		
29	30	31											
4 Independence Day							1-4 Winter Break						
							7 Teacher Prep Day (Secondary)						
							Elementary Students in School						
							Secondary Students Off						
							21 MLK Day						
							17 Days						
AUGUST 2018							FEBRUARY 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30	31		24	25	26	27	28		
2 K-12 Staff Development							15 - Staff Development						
3 K-12 Staff Development							(Optional Buy Back Day)						
6 K-12 Teacher Prep Day							18 Presidents Day						
7 First School Day							18 Days						
19 Days													
SEPTEMBER 2018							MARCH 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1						1	2
2	3	4	5	6	7	8	3	4	5	6	7	8	9
9	10	11	12	13	14	15	10	11	12	13	14	15	16
16	17	18	19	20	21	22	17	18	19	20	21	22	23
23	24	25	26	27	28	29	24	25	26	27	28	29	30
30							31						
3 Labor Day							5-8 Elementary Min/Conf Days						
10 Local Holiday													
19 Local Holiday													
17 Days							21 Days						
OCTOBER 2018							APRIL 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6		1	2	3	4	5	6
7	8	9	10	11	12	13	7	8	9	10	11	12	13
14	15	16	17	18	19	20	14	15	16	17	18	19	20
21	22	23	24	25	26	27	21	22	23	24	25	26	27
28	29	30	31				28	29	30				
15 Teacher Prep Day (Elementary)							15 -22 Spring Break						
Secondary Students in School													
Elementary Students Off													
29 - 31 Elem Conf. Days/Min Days							16 Days						
23 Days													
NOVEMBER 2018							MAY 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3				1	2	3	4
4	5	6	7	8	9	10	5	6	7	8	9	10	11
11	12	13	14	15	16	17	12	13	14	15	16	17	18
18	19	20	21	22	23	24	19	20	21	22	23	24	25
25	26	27	28	29	30		26	27	28	29	30	31	
1 - 2, 5 Elem Conf. Days/Minimum Days							24 End Sem 2/Last Day of School						
12 Veterans Day							27 Memorial Day						
19-22,24 Local Holiday							18 Days (90 Days-Semester 2)						
23 Thanksgiving													
16 Days													
DECEMBER 2018							JUNE 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1							1
2	3	4	5	6	7	8	2	3	4	5	6	7	8
9	10	11	12	13	14	15	9	10	11	12	13	14	15
16	17	18	19	20	21	22	16	17	18	19	20	21	22
23	24	25	26	27	28	29	23	24	25	26	27	28	29
30	31						30						
21 End of Semester 1													
24-31 Winter Break													
15 Days (90 Days Sem 1)													

# Denotes School Holiday

# Denotes Beginning and End of school

# Denotes Teacher Prep Day (Some Students in School/Some Students Out of School)

**TO: BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: DECEMBER 6, 2016**  
**SUBJECT: B.5.a. APPROVE COMPENSATION ADJUSTMENT FOR GUEST TEACHERS**

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**ISSUE:** Shall the Board approve an increase in compensation for guest teachers?

**STATEMENT:** The Guest Teachers in OPUSD receive a daily rate of \$115.00 and a long-term rate of \$135.00. This salary schedule was adopted by the Board on August 19, 2014. On August 18, 2015, the Board approved an increase to the daily rate making it \$115.00. It is recommended that the Board approve an increase that would bring the compensation amount to \$120.00 as a daily rate and \$205.00 as a long-term rate.

**ALTERNATIVES:**

1. Authorize increases in compensation for OPUSD Guest Teachers
2. Do not approve the increases in compensation for OPUSD Guest Teachers.

**RECOMMENDATION:** Alternative No. 1.

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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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: DECEMBER 6, 2016**  
**SUBJECT: B.5.b. APPROVE 2018-2019 CLASSIFIED EMPLOYEES HOLIDAY CALENDAR**

---

**ACTION**

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**ISSUE:** Should the Board of Education approve the 2018-2019 Classified Employees Holiday Calendar?

**BACKGROUND:** The proposed calendar was presented to Oak Park Classified Association. They have approved bringing the Classified Employees Holiday Calendar to the Board for approval, showing the 15 contractual holidays that coincide with the Instructional Calendar for 2018-2019.

**ALTERNATIVES:**

1. Approve the recommended 2018-2019 Classified Employees Holiday Calendar.
2. Do not approve the recommended 2018-2019 Classified Employees Holiday Calendar.

**RECOMMENDATION:** Alternative #1.

Respectfully submitted,

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

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT

## JULY 2018- JUNE 2019 - CLASSIFIED HOLIDAY CALENDAR DRAFT

JULY 2018							JANUARY 2019								
S	M	T	W	T	F	S	S	M	T	W	T	F	S		
1	2	3	4	5	6	7	4 Independence Day		1	2	3	4	5	1 Local Holiday	
8	9	10	11	12	13	14		6	7	8	9	10	11	12	
15	16	17	18	19	20	21		13	14	15	16	17	18	19	
22	23	24	25	26	27	28		20	21	22	23	24	25	26	21 MLK Day
29	30	31						27	28	29	30	31			
AUGUST 2018							FEBRUARY 2019								
S	M	T	W	T	F	S	S	M	T	W	T	F	S		
			1	2	3	4						1	2		
5	6	7	8	9	10	11	7 First School Day	3	4	5	6	7	8	9	
12	13	14	15	16	17	18		10	11	12	13	14	15	16	15 Local Holiday
19	20	21	22	23	24	25		17	18	19	20	21	22	23	18 Presidents Day
26	27	28	29	30	31			24	25	26	27	28			
SEPTEMBER 2018							MARCH 2019								
S	M	T	W	T	F	S	S	M	T	W	T	F	S		
						1						1	2		
2	3	4	5	6	7	8	3 Labor Day	3	4	5	6	7	8	9	
9	10	11	12	13	14	15		10	11	12	13	14	15	16	
16	17	18	19	20	21	22		17	18	19	20	21	22	23	
23	24	25	26	27	28	29		24	25	26	27	28	29	30	
30								31							
OCTOBER 2018							APRIL 2019								
S	M	T	W	T	F	S	S	M	T	W	T	F	S		
	1	2	3	4	5	6			1	2	3	4	5	6	
7	8	9	10	11	12	13		7	8	9	10	11	12	13	
14	15	16	17	18	19	20		14	15	16	17	18	19	20	15 Local Holiday
21	22	23	24	25	26	27		21	22	23	24	25	26	27	
28	29	30	31					28	29	30					
NOVEMBER 2018							MAY 2019								
S	M	T	W	T	F	S	S	M	T	W	T	F	S		
				1	2	3				1	2	3	4		
4	5	6	7	8	9	10	12 Veterans Day	5	6	7	8	9	10	11	
11	12	13	14	15	16	17	21 Local Holiday	12	13	14	15	16	17	18	
18	19	20	21	22	23	24	22 Thanksgiving	19	20	21	22	23	24	25	24 Last Day of School
25	26	27	28	29	30		23 Local Holiday	26	27	28	29	30	31		27 Memorial Day
DECEMBER 2018							JUNE 2019								
S	M	T	W	T	F	S	S	M	T	W	T	F	S		
						1							1		
2	3	4	5	6	7	8		2	3	4	5	6	7	8	
9	10	11	12	13	14	15		9	10	11	12	13	14	15	
16	17	18	19	20	21	22	24 Local Holiday	16	17	18	19	20	21	22	
23	24	25	26	27	28	29	25 Local Holiday	23	24	25	26	27	28	29	
30	31						31 Local Holiday	30							

# Denotes School Holiday

# Denotes Beginning and End of school

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: DECEMBER 6, 2016**  
**SUBJECT: B.5.c APPROVE EARLY RETIREMENT INCENTIVE MEMORANDUM OF UNDERSTANDING**

ACTION

**ISSUE:** Shall the Board approve Memorandum of Understanding between Oak Park Unified School District (OPUSD) and the Oak Park Teachers Association (OPTA) offering a retirement incentive for the 2016-2017 school year?

**BACKGROUND:** In each of the last four years, Oak Park Unified School District and the Oak Park Teachers Association have entered into a Memorandum of Understanding (MOU) to provide an early retirement incentive for teachers meeting certain eligibility requirements. OPUSD and OPTA have found this incentive to be mutually beneficial as a way to recognize the contributions of long-time employees of the District, minimize reduction of newly hired staff, and promote cost savings.

OPUSD and OPTA are proposing to once again to offer the incentive program for the 2016-17 school year. The proposed MOU is identical to the one approved for the 2015-16 school year and is attached for the Board's review.

**ALTERNATIVES:**

1. Approve the Memorandum of Understanding between OPUSD and OPTA offering a retirement incentive for the 2016-2017 school year.
2. Do not approve the Memorandum of Understanding.

**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	_____	_____	_____	_____

**Memorandum of Understanding  
Between OPUSD and OPTA Regarding  
Retirement Incentive for the 2016-2017 School Year  
Under Article 26**

Whereas the Oak Park Unified School District ("District") desires to recognize the contributions of longtime employees of the District, minimize reduction of newly hired staff, and promote the cost savings that can potentially support future compensation increases, the following retirement incentive is agreed to for the 2016-2017 school year.

1. Eligibility requirement for participating in the retirement incentive:
  - a. Bargaining unit members must have attained the age of 55 by June 30, 2017.
  - b. Bargaining unit members must retire from the California Retirement System.
  - c. Bargaining unit members must have served a minimum of twelve (12) years of permanent employment with the Oak Park Unified School District.
  - d. Bargaining unit members must commit to retirement, and inform the District of their decision to retire no later than February 10, 2017.
2. Retirement Incentive for the 2016- 2017 school year:
  - a. Eligible permanent bargaining unit members may elect either a one-time cash incentive of twenty-five thousand dollars (\$25,000), or
  - b. A single HMO health benefits package, including vision and dental (at the prevailing District's rate for retirees), not to exceed \$10,000 annually, for up to five years, or until the retiree reaches his/her 65th birthday, whichever occurs first.
3. If an eligible permanent bargaining unit member selects the single HMO coverage, the amount of the premium for single health coverage (not to exceed \$10,000) will be paid by the District for up to five (5) years, or until the retiree attains the age of 65.
4. An eligible permanent bargaining unit member may elect to use the single HMO incentive as credit to either a dual or family plan (including any PPO plan offered by the District), with any additional premium cost for such coverage being paid for by the retiree.
5. Eligible permanent part-time bargaining unit members will receive a pro-rated amount of the cash incentive, or the single HMO incentive based on their full time equivalency percentage at the time of their retirement.

This Memorandum of Understanding will be in force until June 30, 2017, unless extended by mutual agreement between the Association and the District.

APPROVED:

OAK PARK UNIFIED SCHOOL DISTRICT

OAK PARK TEACHERS ASSOCIATION

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Anthony W. Knight, Ed.D, Superintendent

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Russell Peters, Association President

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Leslie Heilbron, Ed.D, Negotiations Chair

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Tim Roesner, Negotiations Chair

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: DECEMBER 6, 2016**

**SUBJECT: B.6.a. APPROVE AMENDMENT TO BOARD POLICY 0450 –  
COMPREHENSIVE SAFETY PLAN - Second Reading**

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**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 0450 – Comprehensive Safety Plan?

**BACKGROUND:** Board Policy 0450 updated to clarify the district's responsibility to annually review comprehensive school safety plans. Regulation updated to delete the requirement to include hate crime reporting procedures in the safety plan, as they are no longer required by law. List of optional plan components expanded to include (1) policy related to firearms possession on campus; (2) measures to minimize gang influence; (3) guidelines for the roles and responsibilities of mental health professionals, community intervention professionals, school counselors, school resource officers, and police officers on school campuses; (4) strategies for suicide prevention; (5) procedures to handle disruptions; and (6) concepts related to environmental safety. Board Policy 0450 is being submitted with recommended changes from CSBA.

**ALTERNATIVES:**

1. Approve the amendment to Board Policy 0450 – Comprehensive Safety Plan.
2. Do not amend Board Policy 0450 – Comprehensive Safety Plan.
3. Adopt a modified version of the amendment to Board Policy 0450 – Comprehensive Safety Plan.

**RECOMMENDATION:**  
Approval of Alternative #1.

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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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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## Comprehensive Safety Plan

The Governing Board recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and high expectations for student conduct, responsible behavior, and respect for others.

*(cf. 0410 – Nondiscrimination in District Programs and Activities)*  
*(cf. 1312.3 – Uniform Complaint Procedures)*  
*(cf. 3515 – Campus Security)*  
*(cf. 3515.2 – Disruptions)*  
*(cf. 3515.3 - District Police/Security Department)*  
*(cf. 3515.7 - Firearms on School Grounds)*  
*(cf. 5131 - Conduct)*  
*(cf. 5131.2 - Bullying)*  
*(cf. 5131.4 – Student Disturbances)*  
*(cf. 5131.7 – Weapons and Dangerous Instruments)*  
*(cf. 5136 - Gangs)*  
*(cf. 5137 – Positive School Climate)*  
*(cf. 5138 – Conflict Resolution/Peer Mediation)*  
*(cf. 5144 – Discipline)*  
*(cf. 5144.1 – Suspension and Expulsion/Due Process)*  
*(cf. 5144.2 – Suspension and Expulsion/Due Process (Students with Disabilities))*  
*(cf. 5145.3 – Nondiscrimination/Harassment)*  
*(cf. 5145.7 – Sexual Harassment)*  
*(cf. 5145.9 – Hate-Motivated Behavior)*

The school site council at each district school shall develop a comprehensive school safety plan relevant to the needs and resources of that particular school. New school campuses shall develop a safety plan within one year of initiating operations. (Education Code 32281, 32286)

*(cf. 0420 – School Plans/Site Councils)*  
*(cf. 1220 – Citizen Advisory Committees)*

The school safety plan shall take into account the school's staffing, available resources and building design, as well as other factors unique to the site.

~~Each school shall forward it's comprehensive safety plan to the Board for approval. (Education Code 32288)~~

The comprehensive safety plan(s) shall be reviewed and updated by March 1 of each year. (Education Code 32286, 32288)

The Board shall review the comprehensive school safety plan(s) in order to ensure compliance

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with state law, Board policy and administrative regulation and shall approve the plan(s) at a regular scheduled meeting.

*(cf. 0500 – Accountability)*

*(cf. 9320 – Meeting and Notices)*

By October 15 of each year, the Superintendent or designee shall notify the California Department of Education of any schools that have not complied with the requirements of Education Code 32281. (Education Code 3228~~8~~+) )

## Tactical Response Plan

Notwithstanding the process described above, any portion of a comprehensive safety plan that includes tactical responses to criminal incidents that may result in death or serious bodily injury at the school site, including steps to be taken to safeguard students and staff, secure the affected school premises, and apprehend the criminal perpetrator(s), shall be developed by district administrators in accordance with Education Code 32281. In developing such strategies, district administrators shall consult with law enforcement officials and with a representative of an employee bargaining unit, if he/she chooses to participate.

When reviewing the tactical response plan, the Board may meet in closed session to confer with law enforcement officials, provided that any vote to approve the tactical response plan is announced in open session following the closed session. (Education Code 32281)

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

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

*(cf. 9321 – Closed Session Purposes and Agendas)*

*(cf. 9321.1 – Closed Session Actions and Reports)*

## Public Access to Safety Plan(s)

The Superintendent or designee shall ensure that an updated file of all safety-related plans and materials is readily available for inspection by the public. (Education Code 32282)

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

However, those portions of the comprehensive safety plan that include tactical responses to criminal incidents shall not be publicly disclosed.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of sex discrimination

32260-32262 Interagency School Safety Demonstration Act of 1985

32270 School safety cadre

32280-32289 School safety plans

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32290 Safety devices  
35147 School site councils and advisory committees  
35183 School dress code; uniforms  
35291 Rules  
35291.5 School-adopted discipline rules  
35294.10-35294.15 School Safety and Violence Prevention Act  
41510-41514 School safety and consolidated grant  
48900-48927 Suspension and expulsion  
48950 Speech and other communication  
49079 Notification to teacher; student ~~who has committed acts~~ constituting grounds for suspension or expulsion  
67381 Violent crime, ~~definition~~  
*PENAL CODE*  
422.55 Definition of hate crime  
626.8 Disruptions  
11164-11174.3 Child Abuse and Neglect Reporting Act  
*CALIFORNIA CONSTITUTION*  
Article 1, Section 28(c) Right to Safe Schools  
*CODE OF REGULATIONS, TITLE 5*  
11987-11987.7 School Community Violence Prevention Program Requirements  
11992-11993 Definition, persistently dangerous schools  
*UNITED STATES CODE, TITLE 20*  
~~7101-7165 Safe and Drug Free Schools and Communities, especially:~~  
~~7111-7122 Student Support and Academic Enrichment Grants~~  
7912 Transfers from persistently dangerous schools  
*UNITED STATES CODE, TITLE 42*  
12101-12213 Americans with Disabilities Act

## Management Resources:

### *CSBA PUBLICATIONS*

[Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Sex Discrimination, July 2016](#)

Safe Schools: Strategies for Governing Boards to Ensure Student Success, ~~Third Edition~~, October 2011

Community Schools: Partnerships Supporting Students, Families and Communities, Policy Brief, October 2010

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2010

Providing a Safe, Nondiscriminatory School Environment for ~~All~~ Transgender and Gender-Nonconforming Students, Policy Brief, ~~February 2014~~ ~~April 2010~~

### *California Department of Education PUBLICATIONS*

Safe Schools: A Planning Guide for Action, 2002

### *FEDERAL BUREAU OF INVESTIGATION PUBLICATIONS*

[Uniform Crime Reporting Handbook, 2004](#)

### *U.S. DEPARTMENT OF EDUCATION PUBLICATIONS*

Practical Information on Crisis Planning: A Guide for Schools and Communities, January 2007

Early Warning, Timely Response: A Guide to Safe Schools, August 1998

### *U.S. SECRET SERVICE AND U.S. DEPARTMENT OF EDUCATION PUBLICATIONS*

Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates, 2004~~2~~

### *WEB SITES*

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

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

~~California Emergency Management Agency: <http://www.calema.ca.gov>~~

[California Governor's Office of Emergency Services: <http://www.caloes.ca.gov>](#)

California Healthy Kids Survey: <http://chks.wested.org>

# **OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY**

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Centers for Disease Control and Prevention: <http://www.cdc.gov/ViolenceProtection>

Federal Bureau of Investigation: <http://www.fbi.gov>

~~National Alliance for Safe Schools: <http://www.safeschools.org>~~

National Center for Crisis Management: <http://www.schoolcrisisresponse.com>

National School Safety Center: <http://www.schoolsafety.us>

U.S. Department of Education: <http://www.ed.gov/>

U.S. Secret Service, National Threat Assessment Center: [http://www.secretservice.gov/natc\\_ssi.shtml](http://www.secretservice.gov/natc_ssi.shtml)

Adopted: 12-4-01

Amended: 9-17-02, 3-22-05, 3-08, 3-20-12

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

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## Comprehensive Safety Plan

### Development and Review of Comprehensive School Site Safety Plan

The school site council shall consult with local law enforcement ~~in~~ ~~the~~ writing and development ~~of~~ ~~ing~~ the comprehensive school safety plan. When practical, the school site council also shall consult with other school site councils and safety committees. (Education Code 32281, 32282)

*(cf. 0420 - School Plans/Site Councils)*

The school site council may delegate the responsibility for developing a comprehensive safety plan to a school safety planning committee. This committee shall be composed of the following members: (Education Code 32281)

1. The principal or designee
2. One teacher who is a representative of the recognized certificated employee organization
3. One parent/guardian whose child attends the school
4. One classified employee who is a representative of the recognized classified employee organization
5. Other members, if desired

*(cf. 1220 – Citizen Advisory Committees)*

*(cf. 14040 – Relations Between Other Governmental Agencies and the Schools)*

Before adopting the ~~its~~ comprehensive safety plan, the school site council or school safety planning committee shall hold a public meeting at the school in order to allow members of the public the opportunity to express an opinion about the school safety plan. (Education Code 32288)

The school site council or safety planning committee shall notify, in writing, the following persons and entities of the public meeting: (Education Code 32288)

1. The local mayor
2. A representative of the local school employee organization

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3. A representative of each parent organization at the school, including the parent teacher association and parent teacher clubs

(cf. 1230 - School-Connected Organizations)

4. A representative of each teacher organization at the school ~~site~~

(cf. 4140/4240/4340 - Bargaining Units)

5. A representative of the ~~school's~~ student body government

6. All persons who have indicated that they want to be notified

In addition, the school site council or safety planning committee may notify, in writing, the following entities of the public meeting: (Education Code 32288)

1. ~~A~~Representatives of ~~the~~ local religious organizations
2. Local civic leaders
3. Local business organizations

(cf. 1700 - Relations ~~B~~etween Private Industry and the Schools)

## Content of the Safety Plan

Each comprehensive safety plan shall include an assessment of the current status of ~~any school~~ crime committed on campus and at school-related functions. (Education Code 32282)

The assessment may include, but not be limited to, ~~data on~~ reports of ~~school~~ crime, suspension and expulsion rates, and surveys of students, parents/guardians, and staff regarding their perceptions of school safety.

(cf. 0500 – Accountability)

(cf. 0510 – School Accountability Report Card)

The plan ~~also~~ shall ~~also~~ identify appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, including ~~of~~ all of the following: (Education Code 32282)

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1. Child abuse reporting procedures consistent with Penal Code 11164

*(cf. 5141.4 - Child Abuse Prevention and Reporting)*

2. Routine and emergency disaster procedures including, but not limited to:

a. Adaptations for students with disabilities in accordance with the Americans with Disabilities Act

*(cf. 6159 – Individualized Education Program)*

b. An earthquake emergency procedure system in accordance with Education Code 32282

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

*(cf. 3516.3 - Earthquake Emergency Procedure System)*

c. A procedure to allow ~~a~~ public agencies~~y~~, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare

*(cf. 1330 – Use of School Facilities)*

*(cf. 3516.1 – Fire Drills and Fires)*

*(cf. 3516.2 – Bomb Threats)*

*(cf. 3516.5 – Emergency Schedules)*

*(cf. 3543 – Transportation Safety and Emergencies)*

3. Policies pursuant to Education Code 48915(d) for students who commit an act listed in Education Code 48915(c) and other school-designated serious acts which would lead to suspension, expulsion, or mandatory expulsion recommendations

*(cf. 5131.7 - Weapons and Dangerous Instruments)*

*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

*(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*

4. Procedures to notify teachers of dangerous students pursuant to Education Code 49079

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

5. A policy consistent with the prohibition against discrimination, harassment, intimidation, and bullying pursuant to Education Code 200-262.4

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

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

(cf. 5131.2 - Bullying)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

6. If the school has adopted a dress code prohibiting students from wearing "gang-related apparel" pursuant to Education Code 35183, the provisions of that dress code and the definition of "gang-related apparel"

(cf. 5132 - Dress and Grooming)

7. Procedures for safe ingress and egress of students, parents/guardians and employees to and from school

(cf. 5142 - Safety)

8. A safe and orderly **school** environment conducive to learning

(cf. 5137 - Positive School Climate)

9. The rules and procedures on school discipline adopted pursuant to Education Code 35291 and 35291.5

(cf. 5144 - Discipline)

10. Hate crimes reporting procedures: A pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.

(cf. 5145.9 - Hate-Motivated Behavior)

Among the strategies for providing a safe environment, the **school safety** plan may also include:

1. Development of a positive school climate that promotes respect for diversity, personal and social responsibility, effective interpersonal and communication skills, self-esteem, anger management and conflict resolution

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)



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2. Disciplinary policies and procedures that contain prevention strategies, such as strategies to prevent bullying, hazing, and cyberbullying, as well as behavioral expectations and consequences for violations

*(cf. 5113 - Absences and Excuses)*

*(cf. 5113.1 – Chronic Absence and Truancy)*

*(cf. 5131 – Conduct)*

~~*(cf. 5136 – Gangs)*~~

3. Curriculum that emphasizes prevention and alternatives to violence, such as multicultural education, character/values education, media analysis skills, conflict resolution, community service learning, and education related to the prevention of dating violence

*(cf. 6142.3 – Civic Education)*

*(cf. 6142.4 – Service Learning/Community Service)*

*(cf. 6142.8 – Comprehensive Health Education)*

4. Parent involvement strategies, including strategies to help ensure parent/guardian support and reinforcement of the school's rules and increase the number of adults on campus

*(cf. 1240 - Volunteer Assistance)*

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

*(cf. 6020 - Parent Involvement)*

5. Prevention and intervention strategies related to the sale or use of drugs and alcohol which shall reflect expectations for drug-free schools and support for recovering students

*(cf. 5131.6 - Alcohol and Other Drugs)*

*(cf. 5131.61 - Drug Testing)*

*(cf. 5131.62 - Tobacco)*

*(cf. 5131.63 – Steroids)*

6. Collaborative relationships among the city, county, community agencies, local law enforcement, the judicial system, and the schools that lead to the development of a set of common goals and community strategies for violence prevention instruction

*(cf. 1020 - Youth Services)*

7. District policy related to possession of firearms and ammunition on school grounds  
~~Procedures for responding to the release of a pesticide or other toxic substance from properties located within one-quarter mile of the school~~

~~*(cf. 3514.1 – Hazardous Substances)*~~

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~~(cf. 3514.2 - Integrated Pest Management)~~  
(cf. 3515.7 - Firearms on School Grounds)

## 8. Measures to prevent or minimize the influence of gangs on campus

(cf. 5136 - Gangs)

## 98. Procedures for receiving verification from law enforcement ~~when that~~ a violent crime has occurred on school grounds and for promptly notifying parents/guardians and employees of that crime

(cf. 5116.1 – Intradistrict Open Enrollment)

## 109. Assessment of the school's physical environment, including a risk management analysis and development of ground security measures such as procedures for ~~the closing of~~ campuses to outsiders, installing surveillance systems, securing the campus perimeter, protecting buildings against vandalism, and providing for a law enforcement presence on campus

(cf. 1250 - Visitors/Outsiders)  
(cf. 3515 - Campus Security)  
(cf. 3515.3 - District Police/Security Department)  
(cf. 3530 - Risk Management/Insurance)  
(cf. 5112.5 - Open/Closed Campus)  
(cf. 5131.5 - Vandalism, ~~Theft~~ and Graffiti)

## 11. Guidelines for the roles and responsibilities of mental health professionals, community intervention professionals, school counselors, school resource officers, and police officers on school campuses. Guidelines may include, but are not limited to, the following:

a. Strategies to create and maintain a positive school climate, promote school safety, and increase student achievement

b. Strategies to prioritize mental health and intervention services, restorative and transformative justice programs, and positive behavior interventions and support

c. Protocols to address the mental health care of students who have witnessed a violent act at any time, including, but not limited to, while on school grounds, while coming or going from school, during a lunch period whether on or off campus, or during or while going to or coming from a school-sponsored activity

## 12. Strategies for suicide prevention and intervention

(cf. 5141.52 - Suicide Prevention)

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13. Procedures to implement when a person interferes with or disrupts a school activity, remains on campus after having been asked to leave, or creates a disruption with the intent to threaten the immediate physical safety of students or staff

*(cf. 3515.2 - Disruptions)*

~~1410~~. Crisis prevention and intervention strategies, which may include the following:

- a. Identification of possible crises that may occur, determination of necessary tasks that need to be addressed, and development of procedures relative to each crisis, including the involvement of law enforcement and other public safety agencies as appropriate

~~*(cf. 3515.2 - Disruptions)*~~

*(cf. 3515.5 - Sex Offender Notification)*

*(cf. 5131.4 – Student Disturbances)*

- b. Threat assessment strategies to determine the credibility and seriousness of a threat and provide appropriate interventions for the potential offender(s)
- c. Assignment of staff members responsible for each identified task and procedure
- d. Development of an evacuation plan based on an assessment of buildings and grounds and opportunities for students and staff to practice the evacuation plan
- e. Coordination of communication to schools, Governing Board members, parents/guardians and the media

*(cf. 1112 - Media Relations)*

*(cf. 9010 - Public Statements)*

- f. Development of a method for the reporting of violent incidents
- g. Development of follow-up procedures that may be required after the crisis has occurred, such as counseling

~~1511~~. Staff development training in violence prevention and intervention techniques, including preparation to implement the elements of the safety plan

*(cf. 4131 - Staff Development)*

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*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

16. Environmental safety strategies, including, but not limited to, procedures for preventing and mitigating exposure to toxic pesticides, lead, asbestos, vehicle emissions, and other hazardous substances and contaminants

*(cf. 3510 - Green School Operations)*

*(cf. 3513.3 - Tobacco-Free Schools)*

*(cf. 3514 - Environmental Safety)*

*(cf. 3514.1 - Hazardous Substances)*

*(cf. 3514.2 - Integrated Pest Management)*

Adopted: 12-4-01

Amended: 9-17-02, 11-04, 3-08, 11-11

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: SARA AHL, PRINCIPAL, BROOKSIDE ELEMENTARY SCHOOL**  
**DATE: DECEMBER 6, 2016**  
**SUBJECT: X.1. MONTHLY BOARD REPORT**

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**SCHOOL EVENTS:**

- Brookside's annual Veteran's Day assembly was held on November 7, 2016. We were humbled to have with us friends and family members of our staff and students, who have served in the U.S. armed forces. Our fifth-grade students were able to honor these individuals through their words, songs, and poems. Our students also presented the results of their sock drive and snacks for the soldiers drive. After the assembly, our guests were joined by student council representatives in the office to enjoy morning refreshments. It was wonderful to see the vets discuss their experiences and answer our students' questions.



- Our students are having a great time in our PTA-sponsored morning Run Club on Wednesday and Friday mornings. They start the school day with a lot of energy and ready to learn!
- All of our kindergarten students will be celebrating their first published works as authors at our annual Kindercotts ceremony on December 21 at 8:30am. All board members are

invited! We are thrilled to have all three kindergarten classes participate this year as part of the Writer's Workshop model.

- The *Bookaneer Book Fair* will be at Brookside the week of November 28. Aside from the regular book fair hours, our PTA is organizing a family reading event on 11/30 from 5:30-7:30pm, complete with food trucks and reading with the principal. Breakfast with Pirates on 12/2 is a great way for families to gather in the morning to take a look at the many options and have fun with books.
- October's Kindness Month culminated with a celebration on Friday, November 4. Students displayed their kindness chains and celebrated the countless acts of kindness that were identified by staff and students throughout the month.



### **SCHOOL SITE COUNCIL:**

Brookside School Site Council met on November 8, 2016. A report was given at the November 15<sup>th</sup> board meeting. Topics included Measure S, status of the DOC program, Challenge Success, and Homework. The committee's next meeting is January 10, 2017.

### **CALENDAR HIGHLIGHTS:**

Nov. 28–Dec. 2	PTA Scholastic Book Fair -7:45am–8:20am & 12:15pm-3:30pm
Nov. 30	Family Reading Event– 5:30pm – 7:30pm
Dec. 2	Breakfast with Pirates Book Fair Event – 7:30am – 8:20am
Dec. 21	Kindergarten Publishing Party – 8:30am – MPR

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: ERIK J. WARREN, PRINCIPAL, OAK HILLS ELEMENTARY SCHOOL**

**DATE: DECEMBER 6, 2016**

**SUBJECT: X.2. MONTHLY BOARD REPORT**

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### **Thanksgiving Celebrations**

Thanksgiving is one of the great family celebrations of the year. Our Oak Hills family enjoyed a great Thanksgiving last week, including such things as pumpkin bread baking in second grade, and great performances from our kindergarteners and first graders. At each performance, the students shared what they have learned about our nation's history. As they practice their songs and plays, our students not only learn to perform, they also perform to learn. They did a great job at all the shows! We owe a special thank you to a great many parent volunteers who helped with various Thanksgiving celebrations across the different grade levels.

### **Oak Hills Playground**

The Oak Hills play structure now has a new piece of equipment. After many months of waiting patiently, the students were excited to try out the new "spider web" climbing apparatus. Last year, our student council was given the assignment to select a piece of equipment to replace a set of monkey bars that had to be removed when the shade structure was installed. The playground installer provided several options for our students to consider and after the matter was discussed by the council, each homeroom representative conducted a vote in their respective classrooms. The spider web emerged as the clear favorite. Even though it has been several months since they reached their decision, the students are especially excited to be playing on a structure they helped design.

Respectfully Submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: JON A. DUIM, PRINCIPAL, RED OAK ELEMENTARY SCHOOL**

**DATE: DECEMBER 6, 2016**

**SUBJECT: X.3. MONTHLY BOARD REPORT**

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**Red Ribbon Week**

Red Ribbon Week was observed during the week of October 26. The campus was decorated with many red ribbons and signs to remind students of this observation. Each day of the week was dedicated to a task that showed compassion or appreciation for others. For example, on Friday students brought flowers to their teachers. Also, the focus was on increasing awareness about how students can lead a healthy life and make wise choices.

**Parent-Teacher Conferences**

Conferences for all students were held for six days starting on October 28 and ending on November 4. These conferences were held to review the first trimester report card. In grades 3, 4 and 5 the students were involved in the conferences with their parents and had prepared a number of goals to work toward for the next trimester.

Respectfully Submitted,

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Anthony W. Knight, Ed.D.  
Superintendent



**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: BRAD BENIOFF, PRINCIPAL, MEDEA CREEK MIDDLE SCHOOL**

**DATE: DECEMBER 6, 2016**

**SUBJECT: X.4. MONTHLY SCHOOL REPORT**

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**6<sup>th</sup> Grade Outdoor Education Curricular Trip November 30- December 2:** Students and MCMS faculty will spend 3 days and 2 nights at the Pali Institute in Running Springs. They will participate in lots of hands-on science, team-building activities and ropes courses.

**MCMS Collects for Toys For Tots:** MCMS will join the Marines in their efforts to help children have a joyous holiday. MCMS will be collecting unwrapped toys through December 16<sup>th</sup>.

**Someone Like Me” December 5th at 6:00 MCMS Gym:** Kaiser Permanente Educational Theater presents pressing adolescent issues (bullying, self-harm health/wellness peer pressure with behavior, drugs, alcohol and sex) through an excellent series of skits. Our 8<sup>th</sup> grade students and their parents are invited to attend. We are grateful to the Kaiser Family Foundation for this free, outstanding event.

**Winter Concert December 6th @ 6:00p.m. at OPHS:** Music and holiday cheer: another concert featuring beginning, intermediate, and advanced band under Elana Levine’s and Zachary Borquez’s (intermediate band) musical leadership!

**Medea vs. Lindero December 7th:** 8<sup>th</sup> grader girls and boys play their annual soccer game at 3:00 at Medea.

**Motivational School-wide Assembly December 8<sup>th</sup>:** Nick Vujicik will inspire our students with great personal story of overcoming adversity.

**Chorus and Jazz Band Concert: December 8<sup>th</sup>@ 6:00p.m. at OPHS:** A holiday-inspired performance, featuring the gorgeous voices of the MCMS Choir and the terrific jazz band under Elana Levine’s instruction.

**Diagnostic Center Culminating Meeting with MCMS staff on December 13:** This meeting will be a discussion of MCMS’s professional journey this fall with the Diagnostic Center.

**ASB Winter Wonderland Dance December 16<sup>th</sup> 6:00-8:00p.m.**

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: KEVIN BUCHANAN, PRINCIPAL, OAK PARK HIGH SCHOOL**

**DATE: DECEMBER 6, 2016**

**SUBJECT: X.5. MONTHLY BOARD REPORT**

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**Fall Athletics**

All of the OPHS fall athletic teams qualified for CIF Playoffs. Varsity Football went 6-4 in the season made the CIF playoffs. Thanks to Coach Casey Webb and the team. The OP Girl's Cross Country Team finished 7th overall in the State prelims and qualified for the State Finals. Sylvia Cruz-Albrecht was spectacular, placing 2nd among 100 or so runners. Her time was 17:28. Girls Volleyball won the league championship. Thanks to Steve White and all the dedicated parents who helped at the XC meets and those early morning practice runs. Thanks to Girls Tennis Coach Schnaible and to Adam Quinn for his work with the Girls Volleyball this season.

Winter sports are all off and running with boys and girls basketball in pre-season games under coaches Aaron Shaw and Erin Somers. Boys and girls soccer are also in pre-season under the capable guidance of Coaches Kai Werring and Mark Zeolla. OPHS girls varsity beat Agoura at home to assert their dominance early in the season

**Thespians Club**

OPHS Thespians will be competing in the Chapman University Shakespeare Festival and begin preparations this coming month.

**OPHS Band and Choir Holiday Concert**

The OPHS Choir, Concert Band, Jazz Band will be holding their Winter Concerts during the week of December 5th

**College Applications**

Students and counselors have been very busy meeting the November 30 application deadline and more and more students are applying early action and early decision.

**Awareness Week**

Advanced Peer Counselors under the guidance of Janet Svoboda and Julie Heeney are preparing this year's activities for the week of January 17-20. Activities include classroom visits, an assembly, a parent evening, an art and poetry contest, and a slam poetry evening all related to the ADL's "No Place To Hate" Theme.

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: STEWART MCGUGAN, DIRECTOR OF ALTERNATIVE EDUCATION**

**DATE: DECEMBER 6, 2016**

**SUBJECT: X.6. MONTHLY BOARD REPORT**

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### **TURKEY WALK**

We held our annual Turkey Walk. At this annual event, teachers, students, and staff walked to the Simi Park and Rec duck pond and discuss with each other things for which we are all thankful in our lives. It started off pretty slowly, with students a little timid to speak. Eventually, most of the students came forward and really got involved and expressed their true feelings. Susan Allen commented that it was our best one ever. It was a nice time to walk and chat with students. We ended the day with all students, staff and parents eating sandwiches in the quad.

### **EXPOSITORY READING AND WRITING COURSE**

We are looking to add an additional english CP course to our program. This will be the first ever CP course offered at Oak View. This would also fulfill one of our WASC goals from last years amazing visit. We are hoping that the curriculum council approves the course for the boards approval. Susan Allen will be teaching the course.



**OAK PARK INDEPENDENT SCHOOL**



### **FIELD TRIPS**

**Simi Courthouse** – Earlier this month, students were able observe traffic court in progress, speak with judges, commissioners, attorneys or other court personnel on a one to one basis; and participate in a mock trial. Followed by a tour of the sheriffs' department.

**Cal Tech Seismological Lab** – Next week, OPIS students in grades 6-12 will be attending the Seismology Center at Cal Tech in Pasadena. We have reserved two tours. Students will get to see the inside working of an earthquake lab and learn what goes on behind the scenes every day as earthquakes are monitored across the country.

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: KIM GREGORCHUK, DIRECTOR, OAK PARK NEIGHBORHOOD SCHOOL**  
**DATE: DECEMBER 6, 2016**  
**SUBJECT: X.7. MONTHLY BOARD REPORT**

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We will be having one of our parents coming to school on November 30<sup>th</sup> to talk to the children about Madagascar and what it is like to live there. He is going to bring pictures of his family living there and talk with the children about one of the schools there that has a great need for supplies. The children are going to raise money for the school and voted to make and sell popcorn after school on December 1<sup>st</sup> and 2<sup>nd</sup>. We are hoping that this will become an opportunity for ongoing communication between the two schools.

Additionally, the children have been working in the Atelier with fall colors, clay and leaves. They have made pinch pots, leaf impressions in clay, leaf prints with water colors, and fall colored banners. The teachers have been talking with the children about the first Thanksgiving and why the Pilgrims were so thankful to have made it through the winter. They then began talking with the children about the things for which they were thankful. Their words were written on their banners and will likely be hung near their Thanksgiving table.

We are also seeing a great interest in insects. Rolly Polys are always exciting, but our pollinator garden has inspired lots of interest in butterflies and bees, as well as praying mantises. We will explore this further as we return from Thanksgiving break, and see if this continues to spark their interest.

As always, you have an open invitation to come by anytime to see the great work the children are doing. If you come on December 1<sup>st</sup> or 2<sup>nd</sup>, you can even get some delicious popcorn for a donation of any amount.

Respectfully Submitted:

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Anthony W. Knight, Ed.D.  
Superintendent

