

OAK PARK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA #942

DATE: May 16, 2017

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

Drew Hazelton, President
Derek Ross, Vice President
Denise Helfstein, Clerk
Barbara Laifman, Member
Allen Rosen, 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

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

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

The President of the Board shall inquire if there is anyone in the audience who desires to address the board with respect to any items appearing on the closed session agenda, regular session agenda, or on any issue within the subject matter jurisdiction of the Governing Board. The speaker cards are available in the Board Room and must be completed and handed to Ragini Aggarwal, Executive Assistant, prior to the beginning of the meeting. All comments for either agenda items or non-agenda items must be limited to three minutes or less. In order to ensure that non-English speakers receive the same opportunity to directly address the Board, any member of the public who utilizes a translator shall be provided at least twice the allotted time to address the Board, unless simultaneous translation equipment is used to allow the Board to hear the translated public testimony simultaneously. (Government Code 54954.3)

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, June 19, 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 #942
May 16, 2017**

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

CLOSED SESSION: 5:00 p.m.

OPEN SESSION: 6:00 p.m.

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

I. CALL TO ORDER: _____ p.m.

II. PUBLIC SPEAKERS – CLOSED SESSION AGENDA ITEMS

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

A. CONFERENCE WITH LABOR NEGOTIATOR – Government Code Section 54957.6
Agency designated representative: Drew Hazelton, Board President
Unrepresented employee: Dr. Anthony Knight, Superintendent

B. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
Pursuant to Government Code Section 54957

C. PUBLIC EMPLOYEE EMPLOYMENT : Instructional Assistant II Sp Ed Substitutes, Instructional Assistants II Sp Ed, Instructional Assistants III Behavior, Social Emotional Services Specialist, Guest Teachers

D. CONFERENCE WITH LABOR NEGOTIATORS:
Agency designated representatives: Leslie Heilbron and Martin Klauss
Employee organizations: Oak Park Teachers Association and Oak Park Classified Association

E. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Pursuant to Government Code Paragraph (1) of subdivision (d) of Section 54956.9
Name of Cases: Uniform Complaints filed by Mr. John Heeney

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

A. ROLL CALL

B. FLAG SALUTE

C. REPORT OF CLOSED SESSION ACTIONS TAKEN

D. ADOPTION OF AGENDA

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

VI. OPEN COMMUNICATIONS/PRESENTATIONS

A. BOARD REPORTS/DISCUSSION/COMMUNICATIONS

1. Presentation of Certificate of Recognition to Medea Creek Middle School Student Naren Krishnan for being a National Winner in NASA's 2016-17 Cassini Scientist for a Day Essay Contest
2. Presentation of Certificate of Recognition to Oak Park High School Track and Field Athlete Robbie Otal
3. Presentation of Certificates of Recognition to Oak Park High Students Jack Wulf and Jillian Rifkind for their award-winning artwork at the 2017 Conejo Valley Arts Competition.
4. Presentation of Certificates of Recognition to Oak Park High School Boys' Volleyball Team - Coastal Canyon League Champions
5. Presentation of Partners in Education Award and Recognition of PTO Presidents
6. Presentation of the Marie Panec Educating Compassionate and Creative Global Citizens Award to graduating seniors from Oak Park High School and Oak Park Independent School
7. Presentation of Retirement Recognition to Kevin Smith, Linda Mendivil, Shawn Williams, and JoAnn Young
8. Remarks from Board Members
9. Remarks from Student Board Member
10. Remarks from Superintendent
11. Report from School Site Councils
12. Report from Oak Park Education Foundation
13. Report from Oak Park Municipal Advisory Committee
14. 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 April 18, 2017 and Special Board Meeting May 4, 2017](#)
- b. [Public Employee/Employment Changes CL23385-CL23432 & 01CE08263-01CE08280](#)
- c. [Approve Purchase Orders – April 1 - 30, 2017](#)
Board Policy 3300 requires Board approval of Purchase Orders
- d. [Approve Overnight Trip for Oak Park High School Boys Basketball Team June 23-25, 2017](#)
Board Policy 6153 requires Board approval for student overnight trips
- e. [Approve Overnight Trip for Oak Park High School Cross Country Team July 23-28, 2017](#)
Board Policy 6153 requires Board approval for student overnight trips
- f. [Approve Overnight Trip for Oak Park High School ASB Retreat August 5-6, 2017](#)
Board Policy 6153 requires Board approval for student overnight trips
- g. [Approve Renewal Agreement with Interquest Detection Canines for Services at Oak Park High School and Oak View High School](#)
Board approval required to approve service agreement contract
- h. [Approve Overnight Trip for Oak Park High School Debate Team September 29-October 1, 2017](#)
Board Policy 6153 requires Board approval for student overnight trips
- i. [Approve Designation of the 2017-18 District/School Representatives to California Interscholastic Federation Leagues](#)
Education Code 33353(a)(1) requires Board approval for designation of CIF reps

- j. [Accept 2016-2017 Second Period Attendance Report](#)
Board approval required for Second Period Attendance Report
- k. [Approve Staff Development Agreement with Teachers College Reading and Writing Project](#)
Board Policy 3312 requires Board approval for contracts for services

ACTION

2. BUSINESS SERVICES

- a. [Accept Oak Park Citizens' Oversight Committee Annual Reports for Measure C, C6 and R](#)
Board acceptance required for OPCOC Annual Reports
- b. [Authorize Measure C6 Bond Fund Purchase - School Site Furniture and Equipment Purchase for 2017-18 School Year](#)
Board approval required for purchases made from Measure C6 Bond Fund
- c. [Authorize Measure C6 Bond Fund Purchase - Classroom Technology Equipment for 2017-18 School Year](#)
Board approval required for purchases made from Measure C6 Bond Fund
- d. [Authorize Measure C6 Bond Fund Purchase - Battery Backup Equipment for Network Switches](#)
Board approval required for purchases made from Measure C6 Bond Fund
- e. [Approve Change Order No. 1, Project 17-04R, Emergency Sidewalk Repairs at Brookside Elementary School](#)
Board approval required for Change Orders
- f. [Approve Notice of Completion, Project 17-04R, Emergency Sidewalk Repairs at Brookside Elementary School](#)
Board approval required for Notice of Completion
- g. [Approve Measure S Committee Recommendation for Initial Measure S Priority Projects](#)
Board approval required for purchases made from Measure S Bond Fund
- h. [Authorize Measure S Bond Fund Project -HVAC Replacement at Oak Hills Elementary School and Medea Creek Middle School](#)
Board approval required for purchases made from Measure S Bond Fund
- i. [Authorize Measure S Bond Fund Project - Roof Replacement at Medea Creek Middle School](#)
Board approval required for purchases made from Measure S Bond Fund
- j. [Governor's 2017-2018 Budget Proposal - May Revision](#)
Board will receive an update on the May Revision
- k. [Board Review of Draft 2017-18 Oak Park Unified School District Local Control and Accountability Plan](#)
Board will review Draft of LCAP
- l. [Review of Measure A Parcel Tax Election Results](#)
Board will receive an update on the Measure A Parcel Tax Results

3. CURRICULUM

- a. [Approval of Additional Textbooks for Oak Park High School for its English/Language Arts Program](#)
Board approval required for changes to programs
- b. [Approval of Additional Textbooks for Oak Park Independent School for its Math Program](#)
Board approval required for changes to programs

4. BOARD

- a. **[Approve 2017-2018 School Handbooks/Discipline Plans](#)**
Board approval required for school handbooks/discipline

5. BOARD POLICIES

- a. **[Approve Amendment to Board Policy and Administrative Regulation BP/AR 4030 Nondiscrimination in Employment – First Reading](#)**

Board Policy and regulation updated to reflect NEW STATE REGULATIONS (Register 2015, No. 50), as renumbered, which specify certain requirements to be included in district policy or regulation and extend protections against discrimination to unpaid interns and volunteers. Policy also adds requirement to post the California Department of Fair Employment and Housing publication on workplace discrimination and harassment, and reflects NEW LAW (SB 1063, 2016) which prohibits the payment of different wage rates based on race or ethnicity and prohibits the use of prior salary history by itself to justify any disparity in compensation. Regulation reflects provisions of new state regulations regarding training of supervisors and dissemination of the district's nondiscrimination policy to all employees.

- b. **[Approve Amendment to Board Policy and Administrative Regulation BP/AR 6164.6 Identification and Education Under Section 504 – First Reading](#)**

Board Policy updated to add requirement to address the needs of students with disabilities in the district's local control and accountability plan. Regulation updated to reflect NEW FEDERAL REGULATIONS (81 Fed. Reg. 53203) which primarily revise definitions used in the Americans with Disabilities Act.

- c. **[Approve Amendment to Board Policy and Administrative Regulation - BP/AR 0520.2 Title I Program Improvement Schools – First Reading](#)**

Board Policy and regulation updated to reflect the Every Student Succeeds Act (ESSA) (P.L. 114-95), U.S. Department of Education (USDOE) guidance, and the California Department of Education (CDE) transition plan, which require schools identified for program improvement (PI) to continue to implement their school improvement plans during the 2016-17 school year while a new system of school support and improvement activities for Title I schools is developed. Policy also deletes references to the federal measure of "adequate yearly progress" and the requirements to offer intradistrict transfers and supplemental educational services (SES) to eligible students, as these have been eliminated under ESSA. Material on the Parent Empowerment Act moved from AR to BP, and "Program Evaluation" section revised to reflect requirement to develop and post a report card with specified content. Regulation deletes sections on "Definitions," "Parental Notifications," "Student Transfers," and "Supplemental Educational Services," and adds section on "Alternative Supports" to reflect the CDE's transition plan which requires that district-defined supports be provided to eligible students.

- d. **[Approve Amendment to Board Policy and Administrative Regulation – BP/AR 6173 Education for Homeless Children – First Reading](#)**

Board Policy updated, regulation, and exhibits updated to reflect the federal McKinney-Vento Homeless Assistance Act as amended by the Every Student Succeeds Act (P.L. 114-95), as well as updated U.S. Department of Education non-regulatory guidance. Policy includes new material on the designation of a district liaison for homeless children and youth, identification of homeless students, confidentiality of student records containing information about a homeless student's living situation, and coordination of services with other entities. Policy also reflects new mandate to adopt policy to ensure participation by district liaisons and other appropriate staff in professional development and other technical assistance activities, and NEW LAW (SB 1068, 2016) which requires the California Department of Education (CDE) to provide specified informational and training materials to district liaisons. Regulation revises the definitions of "homeless student" and "school of origin," revises the duties of the district liaison, reflects requirement to provide the district liaison's contact information to the CDE and other specified persons, provides that a homeless student will be immediately enrolled even if he/she misses application or enrollment deadlines, and revises the content of the written explanation of the

district's decision related to eligibility, school selection, or enrollment.

e. **[Approve Amendment to Board Policy and Administrative Regulation - BP/AR 5141.52 Suicide Prevention – First Reading](#)**

Board Policy and regulation substantially revised to reflect NEW LAW (AB 2246, 2016) which mandates districts serving grades 7-12 to adopt policy on suicide prevention, intervention, and postvention by the beginning of the 2017-18 school year. Policy and regulation reflect the mandate to address any related staff development to be provided to teachers in grades 7-12 and to address the needs of specified high-risk student populations. In addition, policy and regulation add best practices in prevention, intervention, and postvention, including, but not limited to, student instruction, crisis intervention procedures, follow-up care for a student who threatens or attempts suicide, and the provision of counseling and other postvention strategies to reduce suicide contagion.

VII INFORMATION ITEMS

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

VIII. OPEN DISCUSSION

IX. ADJOURNMENT:

There being no further business before this Board, the meeting is 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](#)**

MINUTES OF REGULAR BOARD MEETING 4-18-17 #940
BOARD OF EDUCATION

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Drew Hazelton, called the regular meeting to order at 5:05 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

BOARD PRESENT

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

BOARD ABSENT

Mr. Derek Ross, Vice President

PUBLIC COMMENTS

NONE

ADJOURN TO CLOSED SESSION

Board President Drew Hazelton reported that in Closed Session the Board would be discussing:

- A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**
Pursuant to Government Code Section 54957
- B. PUBLIC EMPLOYEE EMPLOYMENT :** Instructional Assistants II Sp Ed, Campus Supervisor Temp/Subs, Campus Supervisors
- 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. EXPULSION OF PUPIL #01**
Pursuant to Education Code section 48918, 72122
- E. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**
Pursuant to Government Code Paragraph (1) of subdivision (d) of Section 54956.9
Name of Cases: Uniform Complaints filed by Mr. John Heeney
- F. CONFERENCE WITH LABOR NEGOTIATOR – Government Code Section 54957.6**
Agency designated representative: Drew Hazelton, Board President
Unrepresented employee: Dr. Anthony Knight, Superintendent

The Board adjourned to Closed Session at 5:05 pm.

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Drew Hazelton, called the regular meeting to order at 6:08 p.m. at the Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

BOARD PRESENT

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

BOARD ABSENT

Mr. Derek Ross, Vice President

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, and Mrs. Ragini Aggarwal, Executive Assistant.

FLAG SALUTE

Amanda Bagheri led the Pledge of Allegiance to the Flag.

REPORT ON CLOSED SESSION

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

ADOPTION OF AGENDA

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

PUBLIC SPEAKERS

None

PRESENTATIONS

The Board recognized Mrs. Kathy Strong and the third-grade Wonder League Robotics Competition Team for getting a perfect score on all challenges in the 2017 Wonder League Robotics Competition and being ranked #1 in California.

The Oak Park High School Robotics Team was presented with a \$3,000 grant by Mr. Michael Bastine from the College of the Canyons.

The Board presented the Partners in Education Award to Deputy Noel Juarez and Stephanie Bertholdo for their outstanding contributions to the district.

REPORT FROM BOARD MEMBERS

Board Member Allen Rosen reported that he attended the music festival at Medea Creek Middle School. Rosen said, "It was amazing just to see the number of musicians in our district." Rosen also reported that he attended the Oak Park MAC meeting. He reported that there is some thought of putting a medical marijuana dispensary in the county and Supervisor Linda Parks and the Oak Park MAC is opposed to it. He also reported that the Volunteers in Policing program is still in the works.

Board Member Barbara Laifman reported that she attended the Unity in the Community event which was a great gathering of the community. Laifman also attended the Wellness Council meeting and reported that they were getting ready for coordinating the breakfast for the Big Sunday event on May 7th. She congratulated Denise on receiving the California State PTA Golden Oak Service Award. Barbara also attended the Brookside Open House, the College Advisement Parent Meeting at Oak Park, the DELAC Meeting and she would be attending the Marie Panec Scholarship Committee Meeting later this month.

Board Member Denise Helfstein reported that she attended the Music Festival at Medea Creek Middle School, and the Unity in the Community event. She reported that she acted as a judge at the Medea Creek

History Day competition and attended the Brookside Science Night and said, “It was great seeing the Rocket team at the event.” She also attended the Brookside Open House, and Ken Jones’s Engineering class at Oak Park High School.

Board Member Drew Hazelton reported that he attended the Family Science Night at Brookside.

Student Board Member Meghan Cleary reported that the parking is fine at the High School. She also reported that they had a Mr. Eagle pageant, and that the Oak Park High School Stunt Team just competed in their first competition. She announced that the ASB had organized the Powder Puff football game on May 12th. Cleary reported that the Spotlight production opens soon, which is directed by Grace Orriss, and the production is “Then There Were None”, by Agatha Christie. Cleary also reported that the Senior Rally is on April 28th and that the ASB election just concluded and the 2017-18 slate of officers is: ASB President Meghan Cleary, Vice President Lily Paden, Secretary Kaitlin Wiltshire, Treasurer Danielle Gold, Oak Park Board of Education Student Board Member Lexi Garfinkel.

Superintendent Tony Knight reported that the Solar Project is going well and is ahead of schedule. He thanked Kevin for his hard work in organizing the parking situation at Oak Park High. Knight thanked Meghan and the students for working with Oak Park High to resolve the parking situation. Dr. Knight attended a Nasa JPL tour with Oak Park High School Engineering students and the Oak Park High School Rocket Team. He also took the Oak Park High School International Students on a walking tour of LA along with a visit to Skyspace.

REPORT FROM SCHOOL SITE COUNCILS

The Board received School Site Council reports from, Brookside Elementary, Medea Creek Middle School, and Oak Park High School.

REPORT FROM OAK PARK MUNICIPAL ADVISORY COMMITTEE

Jane Nye MAC member and the liaison for Oak Park Unified School District reported that the MAC has invited Enhanced Landscape to discuss about the spraying of weed killer on the medians in Oak Park. The MAC is also discussing the possibility of increasing the Kanan Shuttle routes.

DISTRICT OF CHOICE UPDATE

Dr. Knight thanked Drew and Denise for a very productive meeting with Senator Henry Stern. AB 185 is still being worked on and he hopes that it will come out of the suspension file soon.

PRESENTATION OF VIRTUAL REALITY IPODS AND GOOGLES

Mr. Enoch Kwok, Director of Technology, and Technology TOSA Jessica Kudlacek gave a presentation to the Board about virtual field trips the students are participating in and enabled Board Members and Administration to experience it themselves using the Virtual Reality iPods and Goggles.

B.1. CONSENT AGENDA

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

- a. [Approve Minutes of Regular Board Meeting March 21, 2017](#)
- b. [Public Employee/Employment Changes 01CL23359-01CL23384 & 01CE08220-01CE08262](#)
- c. [Approve Purchase Orders – March 1-31, 2017](#)
- d. [Ratify Construction Contract, Project 14-30F, Gymnasium Bleacher Replacement at Oak](#)

- [Park High School](#)
- e. [Approve Notice of Completion, Project 14-30F, Gymnasium Bleacher Replacement at Oak Park High School](#)
 - f. [Approve Change Order No. 1 \(Credit\), Proposition 39 Grant Project 16-09F, Districtwide Interior Lighting Retrofit](#)
 - g. [Approve Quarterly Report on Williams Uniform Complaints – April 2017](#)
 - h. [Approve Out of State Travel for Certificated Employees – Columbia University, NYC, June 2017](#)
 - i. [Accept and Approve Report of Final Bond Sale](#)
 - j. [Approve Expulsion in Abeyance for Student #01-16/17](#)

B.2. BUSINESS SERVICES

- a. [Disposal of Surplus/Obsolete Technology Equipment](#)
On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education approved Disposal of Surplus/Obsolete Technology Equipment. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen. No – 0
- b. [Approve 2017 Measure R Master Plan Update](#)
On motion of Barbara Laifman, seconded by Drew Hazelton, the Board of Education approved 2017 Measure R Master Plan Update. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen. No – 0
- c. [Approve 2017 Measure C6 Master Plan Update](#)
On motion of Allen Rosen, seconded by Denise Helfstein, the Board of Education approved 2017 Measure C6 Master Plan Update. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen. No – 0
- d. [Approve District of Choice Reporting Requirements](#)
On motion of Denise Helfstein, seconded by Allen Rosen, the Board of Education approved District of Choice Reporting Requirements. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen. No – 0
- e. [Ratify Measure R Construction Contract, Project 17-04R, Emergency Sidewalk Repairs at Brookside Elementary School, Phase 2](#)
On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education Ratified Measure R Construction Contract, Project 17-04R, Emergency Sidewalk Repairs Brookside Elementary School, Phase 2. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen. No – 0
- f. [Approve Measure R Consultant Contract, Project 17-06R, Structural Review of Lunch Shelter at Medea Creek Middle School](#)
On motion of Allen Rosen, seconded by Drew Hazelton, the Board of Education approved Measure R Consultant Contract, Project 17-06R, Structural Review of Lunch Shelter at Medea Creek Middle School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen. No – 0
- g. [Approve Measure R Construction Contract, Project 17-08R, Gymnasium Floor Replacement at Medea Creek Middle School](#)
On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education approved Measure R Construction Contract, Project 17-08R, Gymnasium Floor Replacement at Medea Creek Middle School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen. No – 0
- h. [Ratify Measure R Construction Contract, Project 17-09R, Fire Alarm System Upgrades at Medea Creek Middle School and Oak Park High School](#)
On motion of Allen Rosen, seconded by Drew Hazelton, the Board of Education Ratified Measure R Construction Contract, Project 17-09R, Fire Alarm System Upgrades at Medea Creek Middle School and Oak Park High School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen. No – 0
- i. [Approve District Membership to Join Green Schools National Network](#)

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved District Membership to Join Green Schools National Network. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen. No – 0

j. Approve Donations

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

B.3. CURRICULUM

a. Approval of Additional Novel for Medea Creek Middle School 8th Grade Humanities Program

On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education approved Additional Novel for Medea Creek Middle School 8th Grade Humanities Program. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen. No – 0

b. Approve English Language Arts(ELA) K-5 Adoption

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved the Adoption of English Language Arts(ELA) K-5. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen. No – 0

c. Approve Medea Creek Middle School 6th Grade Math Adoption

On motion of Allen Rosen, seconded by Denise Helfstein, the Board of Education approved the Medea Creek Middle School 6th Grade Math Adoption. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen. No – 0

B.4. BOARD POLICIES

a. Approve Amendment to Board Policy BP 4151/4251/4351 Employee Compensation – First Reading

On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education approved the amendment to Board Policy BP 4151/4251/4351- Employee Compensation as Second and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen. No: 0.

b. Approve Deletion of Board Policy and Adoption of Administrative Regulation AR 4157.1/4257.1/4357.1 Work-Related Injuries – First Reading

On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education approved the Deletion of Board Policy and Adoption of Administrative Regulation AR 4157.1/4257.1/4357.1 Work-Related Injuries as First and Final. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen. No: 0.

c. Approve Amendment to Board Policy and Administrative Regulation - BP/AR 5141.21 Administering Medication and Monitoring Health Conditions – First Reading

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved the Amendment to Board Policy and Administrative Regulation - BP/AR 5141.21 Administering Medication and Monitoring Health Conditions as First and Final. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No: 0.

d. Approve Amendment to Board Policy - BP 6146.1 High School Graduation Requirements – First Reading

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved the Amendment to Board Policy - BP 6146.1 High School Graduation Requirements as First and Final. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen. No: 0.

e. Approve Amendment to Board Policy - BP 0460 Local Control and Accountability Plan – First Reading

On motion of Barbara Laifman, seconded by Drew Hazelton, the Board of Education approved the amendment to Board Policy BP 0460 – Local Control and Accountability Plan as First and Final.

Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen. No: 0.

f. Approve Amendment to Board Policy and Administrative Regulation BP/AR 5113 – Absences and Excuses – First Reading

On motion of Allen Rosen, seconded by Denise Helfstein, the Board of Education approved the amendment to Board Policy and Administrative Regulation BP/AR 5113 - Absences and Excuses as First and Final. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen. No: 0.

OPEN COMMUNICATIONS

The Board set aside July 16 and July 23 for the Board Retreat. The board will finalize at the May 16, Board meeting.

On motion of Allen Rosen, seconded by Denise Helfstein, there being no further business before this Board, the Regular meeting is declared adjourned at 8:36 p.m.

Date

President of the Board

Date

Clerk or Secretary of the Board

**MINUTES OF SPECIAL BOARD MEETING
BOARD OF EDUCATION**

05-04-17

#941

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Drew Hazelton, called the special meeting to order at 5:10 p.m. at Oak Park Unified School District Office Conference Room, 5801 E. Conifer Street, Oak Park.

BOARD PRESENT

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

BOARD ABSENT

Meghan Cleary, Student Board Member

STAFF PRESENT

Dr. Tony Knight, Superintendent, Dr. Leslie Heilbron, Assistant Superintendent, Human Resources, Mr. Martin Klauss, Assistant Superintendent, Business and Administrative Services, and Mrs. Ragini Aggarwal, Executive Assistant to the Superintendent

FLAG SALUTE

Ragini Aggarwal led the Pledge of Allegiance to the Flag

PUBLIC SPEAKERS

None

a. Approve Resolution #17-11 – Regarding Reduction in Services of Certificated Employees in Particular Kinds of Service

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved. Resolution #17-11 – Regarding Reduction in Services of Certificated Employees in Particular Kinds of Service. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

There being no further business before this Board, on motion of Allen Rosen, seconded by Denise Helfstein the Board adjourned the meeting at 5:13 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: MAY 16, 2017
SUBJECT: B.1.c. APPROVE PURCHASE ORDERS – APRIL 1 THROUGH 30, 2017

CONSENT

ISSUE: Shall the Board approve the attached purchase orders issued for the period April 1 through 30, 2017?

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

ALTERNATIVES:

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

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

 Anthony W. Knight, Ed.D.
 Superintendent

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

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

Includes Purchase Orders dated 04/01/2017 - 04/30/2017					
PO Number	Vendor Name	Description	Location	Fund	Account Amount
B17-00002	Department Of Justice Bur. of Criminal Investigation	2016-2017 Fingerprinting Services	Human Resources	010	11,000.00
B17-00005	Acorn Press	Ads for 2016-2017	Human Resources	010	8,875.00
B17-00073	Precision Data Products	Scantrons, etc/mat & supp	Oak Park High School	010	3,000.00
B17-00142	Jackie MacDonald DBA JM Enterprise	Open PO for 2016 - 2017 Recycled Paper	Business Administration	010	34,450.00
B17-00173	Regency Enterprises, Inc	2016-2017 for Lighting Supplies	Business Administration	010	1,500.00
B17-00174	Russell Sigler Inc	2016-2017 HVAC Parts/Supplies	Business Administration	010	3,500.00
B17-00193	Office Depot Customer Service Center	2016-2017 Office Supplies for District Office	Business Administration	010	5,000.00
B17-00245	Fagen Friedman & Fulfroost LLP	2016-2017 Legal Services	Business Administration	010	225,000.00
B17-00254	CR Print	Printing for District during 2016-2017	District-wide	010	33,287.50
B17-00293	Time Warner Cable	DISC: TV receiver box	Medea Creek Middle School	010	30.00
B17-00294	Computer-Using Educators	Summer Workshop Cue Users	Curriculum	010	1,000.00
B17-00295	Carlson's Building Materials	Pavers for OPNS	Business Administration	010	850.00
DIR17-00037	PFMG Solar, LLC	Proj 17-01S Solar Installation Districtwide	Business Administration	211	6,715,379.00
DIR17-00041	Precision Plumbing	Pro 17-07F Emergency Water Main Repair at OPHS	Business Administration	010	8,202.00
DIR17-00042	Pyro-Comm Systems, Inc.	Pro 17-09R Install Intelligent Smoke Detectors	Business Administration	213	17,623.84
DIR17-00043	Plowboy Landscapes, Inc.	Pro 17-04R Install Trees & Irrigation at BES	Business Administration	213	48,807.00
DIR17-00044	Four Seasons Tree Care, Inc.	Pro 17-01S Tree Removal for Solar Project	Business Administration	211	6,200.00
DIR17-00045	Fence Factory	Pro 17-04R.2	Business Administration	213	1,272.50
P17-00275	2Eden Design Studio	School Garden Program Consultant Multiple Sites	Curriculum	010	52,800.65
P17-00552	TIRE MAN - AGOURA, INC	Tires/Custodial/oth & supp	Oak Park High School	010	127.88
P17-00553	Compuwave Inc.	Toner	Home Independent Study Program	010	820.46
P17-00554	UCLA EXTENSION ATTN DEPT K	Tuition for MGMT X481.5 - 352392 for J. Suarez	Business Administration	010	715.00
P17-00555	HEINEMANN	OHES ELA Units of Study Reading & Writing TE	Curriculum	010	11,594.85
P17-00556	HEINEMANN	ROES ELA Units of Study Reading & Writing TE	Curriculum	010	10,851.40
P17-00557	HEINEMANN	BES ELA Units of Study Reading & Writing TE	Curriculum	010	8,984.00
P17-00558	Houghton Mifflin Harcourt	SpEd Protocol Order - OPHS 2017-18	District-wide	010	202.49
P17-00559	PEARSON ASSESSMENTS ORDER PROCESSING	SpEd - Elementary Protocol Order 2017/18	District-wide	010	439.22

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

ESCAPE ONLINE

Page 1

Includes Purchase Orders dated 04/01/2017 - 04/30/2017						
PO Number	Vendor Name	Description	Location	Fund	Account	Amount
P17-00560	Houghton Mifflin Harcourt	SpEd Elementary Staff Protocols Order 2017/18	District-wide	010		1,122.67
P17-00561	WILSON LANGUAGE TRAINING CORP	SpEd Elementary Staff Protocols Order - 2017/18	District-wide	010		1,320.24
P17-00562	PEARSON ASSESSMENTS ORDER PROCESSING	SpEd OT Protocol Orders - for 2017/18	District-wide	010		946.62
P17-00563	Therapro	SpEd OT Protocol Order for 2017/18	District-wide	010		218.79
P17-00564	Pro-Ed	SpEd Teachers MCMS protocol order 2017/18	District-wide	010		206.36
P17-00565	Houghton Mifflin Harcourt	SpEd MCMS Teachers protocol order - 2017/18	District-wide	010		306.73
P17-00566	Multi-Health Systems Inc,	SpEd Psychs protocol Order - 2017/18	District-wide	010		1,660.26
P17-00567	Pro-Ed	SpEd Psychs Protocol order - 2017/18	District-wide	010		58.63
P17-00568	Houghton Mifflin Harcourt	SpEd Psychs Protocol Order - 2017/18	District-wide	010		483.54
P17-00569	Western Psychological Services	SpEd Psychs Protocol Order - 2017/18	District-wide	010		246.23
P17-00570	Acorn Press	Citizens Oversight Committee	District-wide	010		252.00
P17-00572	Reading Writing Project LLC	Prof Develop Reading/Writing Summer Institute	Curriculum	010		22,400.00
P17-00573	Karen Kennedy dba Camino Real	Donation 3rd grade presentation	Brookside School	010		695.50
P17-00574	PEARSON ASSESSMENTS ORDER PROC ESSING	SpEd Speech Team - Protocols for 2017/18	District-wide	010		1,008.94
P17-00575	Psychological Assessment Resources, Inc	SpEd Speech Group Protocols 2017/18	District-wide	010		98.49
P17-00576	Pro-Ed	SpEd Speech Team - Protocols for 2017/18	District-wide	010		49.19
P17-00577	Curriculum Associates	SpEd OPNS Teacher protocols - 2017/18	District-wide	010		45.73
P17-00578	AML Global American Language Services	SpEd Interpretation Services	District-wide	010		1,436.00
P17-00579	Naviance, Inc	Naviance/PFA Don/oth exp	Oak Park High School	010		7,781.80
P17-00580	ARC Document Solutions, LLC	Document Scanning	Business Administration	010		668.25
P17-00581	Multi-Health Systems Inc,	SpEd Psychs - 2017/18 Protocols Order	District-wide	010		1,407.00
P17-00582	Pro-Ed	SpEd Psychs - 2017/18 Protocols order	District-wide	010		647.22
P17-00583	VCOE	Inst/Oth Supp/Lott	Oak Park High School	010		450.00
P17-00584	Antonio Lee	Screening Fee for "The Cat That Changed America"	Superintendent	010		500.00
P17-00585	Pacific Northwest Publishing	BES CHAMPS Grade 5	Curriculum	010		116.08
P17-00586	Warner Bros. Studio Tour	VC!A - Des, Med, Vis Arts Field Trip	Oak Park High School	010		4,212.00
P17-00587	SHI International	Lott/Oth/Suppl/Adobe Cont.	Oak Park High School	010		3,328.00

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

ESCAPE ONLINE

Page 2

Includes Purchase Orders dated 04/01/2017 - 04/30/2017					
PO Number	Vendor Name	Description	Location	Fund	Account Amount
P17-00588	Main Street Tours	Parent funded field trip	Red Oak Elementary School	010	3,015.00
P17-00589	Durham Transportation Inc.	Parent funded field trip	Red Oak Elementary School	010	992.74
P17-00590	Boomerang Project (The)	PFA: Web Curriculum	Medea Creek Middle School	010	292.65
P17-00591	Santa Barbara Zoo	Donation 2nd grade S.B. Zoo	Brookside School	010	1,394.00
P17-00592	Southwinds Transportation	Donation Bus 2nd grade field trip	Brookside School	010	465.60
P17-00593	Santa Barbara Zoo	Parent funded field trip	Red Oak Elementary School	010	1,184.00
P17-00594	VCOE	LOTT: Cum/Health Folders	Medea Creek Middle School	010	160.88
P17-00595	Multi-Health Systems Inc,	SpEd Protocols - Psychs	District-wide	010	133.67
P17-00596	Western Psychological Services	SpEd protocols - Psychs	District-wide	010	358.79
P17-00597	Aseba	SpEd Protocols - Psychs	District-wide	010	562.80
P17-00598	PEARSON ASSESSMENTS ORDER PROCESSING	SpEd Protocols - Psychs	District-wide	010	1,675.50
P17-00599	PEARSON ASSESSMENTS ORDER PROC ESSING	SpEd Protocols - Psychs	District-wide	010	683.22
P17-00600	Pacificom	Data Outlets in M&O for Measure S Staff	Business Administration	211	377.25
P17-00601	HEINEMANN	OHES ELA Classroom Library Grade K-5	Curriculum	212	93,822.30
P17-00602	HEINEMANN	ROES ELA Classroom Library Grade K-5	Curriculum	212	108,301.05
P17-00603	HEINEMANN	BES ELA Classroom Library Grade K-5	Curriculum	212	103,899.51
P17-00604	Southwest School Supply	Project17-16C Site Furniture and Equipment	Business Administration	212	6,173.31
P17-00605	Perma-Bound	MCMS Novel Chains 2016-2017	Curriculum	010	5,675.67
P17-00606	AML Global American Language Services	SpEd Interpretation Services	District-wide	010	480.00
P17-00607	The Help Group	SpEd - NPS Student contract	District-wide	010	13,503.20
P17-00608	PEARSON ASSESSMENTS ORDER PROCESSING	SpEd protocols order - Psychs	District-wide	010	2,707.72
P17-00609	Western Psychological Services	SpEd protocols order - psychs	District-wide	010	225.23
P17-00610	Psychological Assessment Resources, Inc	SpEd protocols order - psychs	District-wide	010	98.49
P17-00611	Pro-Ed	SpEd protocols order - psychs	District-wide	010	228.64
P17-00612	Southwinds Transportation	DON: Mock Trial Fieldtrip	Medea Creek Middle School	010	660.60
P17-00613	Southwinds Transportation	OPIMA: Bus-Festival of Music	Medea Creek Middle School	010	2,309.84
P17-00614	Southwinds Transportation	OPIMA: Buses-Festival of Music	Medea Creek Middle School	010	4,067.40
P17-00615	Southwinds Transportation	Parent funded field trip-3rd gr.	Red Oak Elementary School	010	2,574.80
P17-00616	DISCOVERY CENTER FOR SCIENCE	2nd Grade Hey Little Ant On-Campus Program	Oak Hills Elementary School	010	560.00
P17-00617	Shumbar LLC dba Jolly Jumps	Jolly Jump for 1st Grade End of the Year Party	Oak Hills Elementary School	010	157.50
P17-00618	Ventura County Graphic Service	Cumulative and Health Folders	Oak Hills Elementary School	010	201.09

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

ESCAPE ONLINE

Page 3

Includes Purchase Orders dated 04/01/2017 - 04/30/2017

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P17-00619	Western Psychological Services	SpEd protocols order - Psychs	District-wide	010	187.60
P17-00620	VCOE	SpEd Paraeducator Services 2016-2017	District-wide	010	27,577.08
P17-00621	Irwin Telescopic Seating Co.	Proj14-30R Install Bleacher System OPHS	Business Administration	010	76,317.00
P18-00001	Membean Inc.	OPHS Membean 2017-2018	Curriculum	010	7,700.00
P18-00002	Amplify	OHES Science Amplify Grade 5 Ecosystem Renewal	Curriculum	010	50.00
T17-00042	SHI International	Minecraft Microsoft 12 mos Licenses	Curriculum	010	752.00
Total Number of POs			91	Total	7,732,705.19

Fund Recap

Fund	Description	PO Count	Amount
010	General Fund	79	623,099.43
211	Measure S Facilities & Tech	3	6,721,956.25
212	Measure C6 Technology Bond Fun	4	312,196.17
213	Measure R FACILITIES Bond Fund	3	67,703.34
Total Fiscal Year 2017			7,724,955.19
010	General Fund	2	7,750.00
Total Fiscal Year 2018			7,750.00
Total			7,732,705.19

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.

CAPE ONLINE

Includes Purchase Orders dated 04/01/2017 - 04/30/2017

PO Changes

	<u>New PO Amount</u>	<u>Fund/ Object</u>	<u>Description</u>	<u>Change Amount</u>
B17-00076	3,000.00	010-4330	General Fund/Other Materials and Supplies N	698.16
FS17-00004	3,450.00	130-4700	Cafeteria Fund/Food Purchases	3.10
FS17-00005	4,000.00	130-4700	Cafeteria Fund/Food Purchases	1,000.00
FS17-00028	28,200.00	130-4700	Cafeteria Fund/Food Purchases	3,200.00
FS17-00032	11,750.00	130-4700	Cafeteria Fund/Food Purchases	1,750.00
FS17-00033	8,350.00	130-4700	Cafeteria Fund/Food Purchases	140.86-
Total PO Changes				6,510.40

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.

CAPE ONLINE

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MAY 16, 2017
SUBJECT: B.1.d. APPROVE OVERNIGHT TRIP FOR: OAK PARK HIGH SCHOOL BOYS BASKETBALL TEAM TRIP TO SAN DIEGO – JUNE 23-25, 2017

CONSENT

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

BACKGROUND: Principal, Kevin Buchanan, requests approval for this camp scheduled for June 23-25, 2017 at San Diego State University in San Diego, CA. Approximately 15 athletes and 3 OPHS basketball coaches will travel by district approved drivers in district vehicles. They will depart around noon on June 23 and return back to Oak Park early evening on Sunday, June 25th. They will stay in the dorms/residence halls at the university. Athletes will pay approximately \$160 for room and board with camp fee being paid out of the Boys’ Basketball team ASB account. Please accept this as certification that the Principal has reviewed and verified that all the required components of the approved *Field Trip Planning Guide/Checklist* have been met.

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

RECOMMENDATION: Alternative #1.

Prepared by: Geri Sterling
 Certified by: Kevin Buchanan

Respectfully submitted,

 Anthony W. Knight, Ed.D.
 Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MAY 16, 2017
SUBJECT: B.1.e. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL CROSS COUNTRY TEAM TO MAMMOTH LAKES – JULY 23-28, 2017

CONSENT

ISSUE: Shall the Board approve a field trip for the OPHS Cross Country Athletes?

BACKGROUND: Principal, Kevin Buchanan, requests approval for this teambuilding trip scheduled for July 23-28, 2017 at Mammoth Lakes, CA. Approximately 75 athletes, 5 OPHS coaches and 20 volunteer parent drivers will travel by district approved drivers in district and private vehicles. They will depart at 7 a.m. on Sunday July 23 and return by 5 p.m. on Friday, July 28. Team and chaperones will stay at the Mammoth Mountain Inn. Students will pay approximately \$475 to cover the cost of meals, transportation and lodging. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved *Field Trip Planning Guide/Checklist* have been met.

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

RECOMMENDATION: Alternative #1.

Prepared by: Geri Sterling
 Certified by: Kevin Buchanan

Respectfully submitted,

 Anthony W. Knight, Ed.D.
 Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: May 16, 2017
SUBJECT: B. 1. f. APPROVE OVERNIGHT TRIP FOR: OAK PARK HIGH SCHOOL ASB TO PACIFIC PALISADES – AUGUST 5-6, 2017

CONSENT

ISSUE: Shall the Board approve an overnight trip for the OPHS ASB Retreat to Pacific Palisades from August 5-6, 2017?

BACKGROUND: Principal, Kevin Buchanan, requests approval for this retreat scheduled for August 5-6, 2017 at Temescal Canyon in Pacific Palisades, CA. Approximately 35 ASB student members, 1 OPHS Staff/Advisors and 3 parent chaperones will travel by district approved drivers in district vehicles. They will depart the morning of Saturday, Aug. 5th and return the afternoon of August 6th. They will stay in the bungalows attached to the Temescal Canyon Center. Students will pay approximately \$100 to cover the cost of registration, meals, transportation and lodging. ASB funds will cover the remaining costs. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved *Field Trip Planning Guide/Checklist* have been met.

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

RECOMMENDATION: Alternative #1.

Prepared by: Geri Sterling
 Certified by: Kevin Buchanan

Respectfully submitted,

 Anthony W. Knight, Ed.D.
 Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MAY 16, 2017
SUBJECT: B.1.g. APPROVE RENEWAL AGREEMENT WITH INTERQUEST DETECTION CANINES FOR SERVICES AT OAK PARK HIGH SCHOOL AND OAK VIEW HIGH SCHOOL

CONSENT

ISSUE: Shall the Board of Education approve the renewal agreement with Interquest Detection Canines of Los Angeles, California, for services at Oak Park High School and Oak View High School for the 2017-18 school year?

BACKGROUND: Oak Park High School would like to renew the existing agreement with Interquest Detection Canines of Los Angeles, California, for canine detection services, including classrooms inspections, for the 2017-18 school year. The cost of these services is funded by the Oak Park High School Parent Faculty Association, who has included the anticipated expense in its annual budget.

ALTERNATIVES:

1. Approve the renewal agreement with Interquest Detection Canines of Los Angeles, California, for services at Oak Park High School and Oak View High School for the 2017-18 school year.
2. Do not approve the renewal agreement with Interquest Detection Canines.

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	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MAY 16, 2017
**SUBJECT: B.1.h. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL
 SPEECH AND DEBATE TEAM – Sept. 29- Oct. 1, 2017**

CONSENT

ISSUE: Shall the Board approve an overnight field trip for the OPHS Speech and Debate Team?

BACKGROUND: Principal, Kevin Buchanan, requests approval for this tournament scheduled for Sept. 29-Oct. 1, 2017 at Cal State Long Beach in Long Beach, CA. Approximately 30 debaters, team coach and 6 OPHS parent volunteers (male & female) will travel by district approved drivers in private vehicles. They will depart on Friday Sept. 29th at 3 p.m. and return the afternoon of Oct. 1st. They will stay at the Marriott in Long Beach. The debaters will pay approximately \$200 to cover the cost of tournament, transportation and hotel. Each student will pay for his/her meals separately. 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: MAY 16, 2017
**SUBJECT: B.1.i APPROVE DESIGNATION OF THE 2017-2018 DISTRICT/
 SCHOOL REPRESENTATIVES TO CALIFORNIA
 INTERSCHOLASTIC FEDERATION LEAGUES**

CONSENT

ISSUE: Shall the Board of Education appoint a representative and alternates for Oak Park High School to the California Interscholastic Federation (CIF) Leagues for the 2017-2018 school year?

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

- ALTERNATIVES:**
1. Approve appointment of Ann Pettit and Dick Billingsly as representatives for Oak Park High School to California Interscholastic Federation (CIF) Leagues for the 2017-2018 school year.
 2. Do not approve appointment of Ann Pettit and Dick Billingsly as representative for Oak Park High School to California Interscholastic Federation (CIF) Leagues for the 2017-2018 school year.
 3. Board of Education can approve appointment of an alternative representative of their choice.

RECOMMENDATION: Alternative #1.

Respectfully submitted,

 Anthony W. Knight, Ed.D.
 Superintendent

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

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



TO: SUPERINTENDENT OF PUBLIC SCHOOLS
PRINCIPAL OF PRIVATE SCHOOLS

FROM: ROGER L. BLAKE

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

DATE: APRIL 21, 2017

Enclosed is a form upon which to record your district and/or school representatives to leagues for **next year, 2017-2018**. It is a form sent every year to you in order to obtain the names of league representatives to every league in the state and to make sure that the league representatives are designated by school district or school governing boards. **It is a legal requirement that league representatives be so designated.**

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

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

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

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

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

Please return the enclosed form no later than June 30, 2017 directly to your CIF Section Office. Addresses of each section are listed on the back of the form. Please contact us if we can give you further information.

2017-2018 Designation of CIF Representatives to League

Please complete the form below for each school under your jurisdiction and **RETURN TO THE CIF SECTION OFFICE (ADDRESSES ON REVERSE SIDE) no later than June 30, 2017.**

Oak Park Unified School District/Governing Board at its 5/16/2017 meeting,
(Name of school district/governing board) (Date)

appointed the following individual(s) to serve for the 2017-2018 school year as the school's league representative:

PHOTOCOPY THIS FORM TO LIST ADDITIONAL SCHOOL REPRESENTATIVES

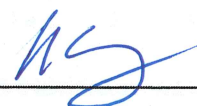
NAME OF SCHOOL Oak Park High School
NAME OF REPRESENTATIVE Ann Petit POSITION Girls' Athletic Director
ADDRESS 899 N. Kanan Road CITY Oak Park ZIP 91377
PHONE 818-735-3303 FAX 818-707-7970 E-MAIL apetit@opusd.org

NAME OF SCHOOL Oak Park High School
NAME OF REPRESENTATIVE Dick Billingsley POSITION Boys' Athletic Director
ADDRESS 899 N. Kanan Road CITY Oak Park ZIP 91377
PHONE 818-735-3303 FAX 818-707-7970 E-MAIL dbillingsley@opusd.org

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

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

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

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

Address 5801 Conifer Street City Oak Park Zip 91377

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

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: MAY 16, 2017

SUBJECT: B.1.j. ACCEPT 2016-17 SECOND PERIOD ATTENDANCE REPORT

CONSENT

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

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

RECOMMENDATION: None - information only.

Prepared by: Barbara Dickerson, Director, Fiscal Services

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

Certification

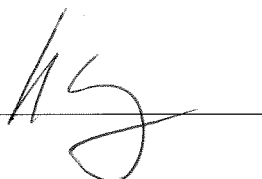
County: Ventura
District: Oak Park Unified
CDS CODE 56 73874

Fiscal Year: 2016-17
P-2
5F1EB325

Attendance School District

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

School District Superintendent: _____



Date: _____

4/18/17

County Superintendent of Schools: _____

Date: _____

Any inquiries concerning this report should be directed to:

CONTACT NAME Shannan Kaesberg

PHONE (818) 735-3244 *

FAX (818) 865-8467

E-Mail skaesberg@opusd.org

Attendance School District

County: Ventura Fiscal Year: 2016-17
 District: Oak Park Unified P-2
 CDS CODE 56 73874 Certificate Number: 5F1EB325

Regular ADA		TK/K-3	Grades 4-6	Grades 7-8	Grades 9-12	Total
Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	A-1	1,049.61	979.01	761.60	1,630.75	4,420.97
Extended Year Special Education [EC 56345 (b) (3)] (Divisor 175)	A-2	0.31	0.00	0.14	0.27	0.72
Special Education - Nonpublic, Nonsectarian Schools [EC 56366 (a) (7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions	A-3	0.52	0.38	0.74	0.29	1.93
Extended Year Special Education - Nonpublic, Nonsectarian Schools [EC 56366 (a) (7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions (Divisor 175)	A-4	0.29	0.13	0.09	0.22	0.73
Community Day School [EC 48660] (Divisor 70/135/180)	A-5	0.00	0.00	0.00	0.00	0.00
ADA Totals (Sum of A-1 through A-5)	A-6	1,050.73	979.52	762.57	1,631.53	4,424.35
Other						
Full-Time Traditional Independent Study ADA, pursuant to EC 51747, included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-1	8.23	21.90	42.31	140.43	212.87
Full-Time Traditional Independent Study ADA not eligible for general funding, pursuant to EC 51745.6, and not included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-2	0.00	0.00	0.00	0.00	0.00

Attendance School District

County: Ventura

Fiscal Year: 2016-17

District: Oak Park Unified

P-2

CDS CODE 56 73874

Certificate Number: 5F1EB325

Course Based Independent Study ADA, pursuant to EC 51749.5, included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-3	0.00	0.00	0.00	0.00	0.00
Course Based Independent Study ADA not eligible for general funding, pursuant to EC 51745.6, and not included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-4	0.00	0.00	0.00	0.00	0.00
ADA for Students in Transitional Kindergarten pursuant to EC 46300 included in Section A (Lines A-1 through A-5, TK/K-3 Column, First Year ADA Only)	B-5	61.61	██████████	██████████	██████████	61.61
ADA for Students in Continuation Education included in Section A (Line A-1, Grades 9-12 Column)	B-6	██████████	██████████	██████████	40.93	40.93
ADA for Students in Opportunity Classes included in Section A (Line A-1, Total Column)	B-7	██████████	██████████	██████████	██████████	0.00

Attendance School District

County: Ventura

Fiscal Year: 2016-17

District: Oak Park Unified

P-2

CDS CODE 56 73874

Certificate Number: 5F1EB325

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

Attendance School District

County: Ventura

Fiscal Year: 2016-17

District: Oak Park Unified

P-2

CDS CODE 56 73874

Certificate Number: 5F1EB325

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

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

Class Size Penalties

County: Ventura

Fiscal Year: 2016-17

District: Oak Park Unified

P-2

CDS CODE 56 73874

Certificate Number: C749FB50

Kindergarten

Classes Maintained for the Full Second Period

A-1	A-2	A-3	A-4	A-5
21	1	21	33	0
23	3	69	99	0
24	4	96	132	0
25	3	75	99	0
26	1	26	33	0
Total	12	287	396	

Kindergarten

Classes Maintained for Less than the Full Second Period

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

Grades 1-3

Classes Maintained for the Full Second Period

C-1	C-2	C-3	C-4	C-5
22	3	66	90	0
23	1	23	30	0
24	12	288	360	0
25	5	125	150	0
26	3	78	90	0
27	6	162	180	0
28	2	56	60	0
Total	32	798	960	

Grades 1-3

Classes Maintained for Less than the Full Second Period

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

Kindergarten Excess Enrollment Calculation

E-1: Total Classes (A-2 + B-2)	12
E-2: Total Pupils Enrolled (A-3 + B-3)	287
E-3: Average Number of Pupils per Class (E-2 / E-1)	23.9
E-4: Total Excess Enrollment (A-5 + B-7)	0

Grades 1-3 Excess Enrollment Calculation

E-5: Total Classes (C-2 + D-2)	32
E-6: Total Pupils Enrolled (C-3 + D-3)	798
E-7: Average Number of Pupils per Class (E-6 / E-5)	24.9
E-8: Total Excess Enrollment (C-5 + D-7)	0

Class Size Penalties

County: Ventura
District: Oak Park Unified
CDS CODE 56 73874

Fiscal Year: 2016-17
P-2
Certificate Number: C749FB50

Grades 4-8 Average Enrollment Calculation

F-1: Total Number of Pupils Enrolled 0
F-2: Total Number of Full Time Equivalent Classroom Teachers 0.0
F-3: Average Number of Pupils Enrolled Per Full-Time Equivalent Classroom Teacher (F-1 / F-2) 0.0

Kindergarten Full Second Period

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

Kindergarten Less Than Full Second Period

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

Grades 1-3 Full Second Period

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

Grades 1-3 Less Than Full Second Period

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MAY 16, 2017
SUBJECT: B.1.k. APPROVE STAFF DEVELOPMENT AGREEMENT WITH TEACHERS COLLEGE READING AND WRITING PROJECT

CONSENT

ISSUE: Shall the Board of Education enter into an agreement for staff development with Columbia University’s Teachers College Reading and Writing Project for June 12-15?

STATEMENT: This agreement is to provide staff development for K-5 general and special educators for the ELA adoption approved by the Board in April, 2017.

- ALTERNATIVES:**
1. Approve Staff Development Agreement with Teachers College Reading and Writing Project and authorize the Superintendent to sign the agreement on behalf of the District.
 2. Do not approve Staff Development Agreement with Teacher College Reading and Writing Project.

RECOMMENDATION: Alternative #1

Respectfully submitted,

 Anthony W. Knight Ed.D.,
 Superintendent

Prepared by:
 Jay Greenlinger, Ed.D., Director of Curriculum and Instruction

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

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

March 31, 2017

Jay Greenlinger
Oak Park USD
5801 Conifer Street
Oak Park, CA 91377

Dear Jay,

This letter describes Summer 2017 contract between the Reading and Writing Project Network and Oak Park USD for professional development services to be rendered by the Network to the district. The specific arrangements outlined here were developed over the past weeks through conversations between Reading & Writing Project Network staff and district personnel.

Your district has agreed to purchase services totaling **\$22,400**.

These services include:

Home Grown Summer Reading Institute Grades K-5 June 12-15, 2017	#	Cost	Subtotal
1. Professional Development and Site based coaching as detailed:			
• 4 On site days with a Primary Staff Developer	4	\$2,700	\$10,800
• 4 On site days with a Senior Upper Grade Staff Developer	4	\$2,900	\$11,600

**** All travel expenses are included in the above fees. ****

TOTAL **\$22,400**

*****Please review the contract attachment for important information regarding your institute.***

*****Please know if you are not able to fill the sections, we don't allow partnering school districts to take extra spots.***

*****Please be advised that we must have this contract back and signed no later than April 28, 2017 or we will not be able to reserve the presenters to work with your district.***

Payment

We send our billing statements on a monthly basis, and will expect payment within 6 weeks of being invoiced. After 8 weeks, a 10% late fee will be added to your invoice.

Audio and Video Recording

Making recordings of any portion of this conference is unlawful and violates the rights of RWPB and the presenters. RWPB reserves all rights to bring legal action against any individuals believed to have engaged in unlawful recording, copying, sharing, or posting and/or any other violation of law, including without limitations copyright and privacy laws.

Cancellations

Once you sign this contract, we will reserve time to work with you. If, at a later date, budgetary or other constraints make it necessary for you to rescind on this agreement then;

- You will be charged for any non-refundable expenses.
- We will work together to reschedule the visit if it is at all possible.
- If a rescheduled visit is not possible, there will be a 50% charge on any dates for which we have more than one month's notice and a 75% charge for any cancellations with less than one month's notice.
- If the cancellation occurs after the staff development consultant has departed for the scheduled visit due to a "force majeure" (such as, but not limited to a public emergency or calamity ie: snowstorm, blizzard, war, strike, fire), there will be a 50% fee for the scheduled visit to compensate the staff development consultant for the loss of work.

We assume that you share our commitment to making this work productive so that it makes a difference in your schools. If we determine the constraints are such that we are unable to provide a high level of teacher education, we reserve the right to cancel further work in your schools. In such case, we will be available for discussion; however, the situation will have to be remedied to our mutual satisfaction in order for us to continue the work.

If the information in this letter is correct, please sign this letter and return it to Kathy Neville. If there is a discrepancy between the specific details in this letter and your understanding of our agreement please email Kathleen Neville at: kathy@readingandwritingproject.com or call 917-484-1482.

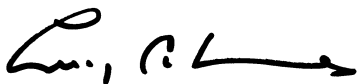
To help you prepare accurate purchase orders, **please note that payment should be made to:**

The Reading and Writing Project Network, LLC
18 Pelham Lane
Ridgefield, Connecticut 06877
(EIN 30-0017231)

****1099 form is not necessary for an "S" corporation**

We look forward to working together this summer.

Sincerely,



Lucy McCormick Calkins
Founding Director

Copy to Kathy Neville

Reading and Writing Project Network Contract

This Agreement dated on this _____ day of _____ by and between Oak Park USD and the Reading and Writing Project Network.

The parties hereby agree to the terms, provisions and conditions of this agreement as stated:

Signed by _____ Date _____

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: MAY 16, 2017

SUBJECT: B.2.a. ACCEPT OAK PARK CITIZENS' OVERSIGHT COMMITTEE ANNUAL REPORTS FOR MEASURES C, C6, AND R

ACTION

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

BACKGROUND: A major provision of Bond Measures C6 and R, and Parcel Tax Measure C, was the establishment of a citizen's oversight committee to monitor the use of monies expended from these sources. As required by its bylaws, the full membership of the Board-appointed committee met four times, with two subcommittees for Measure C6 and for Measure R each meeting on multiple occasions. On May 2, 2017, the full Committee met to complete its annual reports for Measures C, C6 and R. The written reports are included with this agenda, and it is anticipated that members of the Oak Park Citizens' Oversight Committee will present its reports at this evening's meeting.

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

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

 Anthony W. Knight, Ed.D.
 Superintendent

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

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

Oak Park Citizens' Oversight Committee

2016 Measure C-6 Annual Report

May, 2017

Background

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

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

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

Committee Purpose

The Committee is charged by statute with the following purposes:

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

Committee Jurisdiction and Authorized Activities

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

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

Oak Park Citizens' Oversight Committee Measure C6 Annual Report

2 | Page

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

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

It is within these parameters that the Committee performed its functions during the calendar year ended December 31, 2016.

Audits

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

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

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

Special note: The Committee report includes expenditures from July 2015 through June 2016 (school fiscal year basis – subject of the independent auditors report). The Committee report also includes expenditures between July 2016 and December 2017 that have not as yet been audited.

The 6 month period between July 2016 through December 2016 will be included in the Fiscal Year Ended June 30, 2017 independent audit report.

Committee Findings

The Oak Park Unified School District's Citizens' Oversight Committee met on January 24th, 2017, April 4th, 2017, and May 2nd, 2017. The Measure C-6 Subcommittee independently met on April 20th, 2017. The Committee has reviewed the audits of C6 bond expenditures conducted by Christy White Associates for the Fiscal Year ended on June 30, 2016 as well as unaudited expenditures through December 31, 2016, as reported by District staff. This report and more information regarding the Citizens' Oversight Committee can be found on the Oak Park School District's website (www.oakparkusd.org). C6 expenditures during the fiscal year ending June 30th, 2016 reporting period were \$2,306,311. Cumulative C6 bond expenditures total \$15,406,692.59 from inception through June 30, 2016. An additional \$591,752.35 of bond expenditures were made from July 1, 2016 to December 31, 2016 (unaudited - a component of subsequent fiscal reporting periods). The Committee finds and notes the following:

1. During 2016, the Bond Proceeds appear to have been expended for the purposes set forth in Measure C6.
2. In its annual report for 2016, the Committee recommended the ***continued monitoring of the use of new technology purchases*** as an appropriate cost-saving measure. Specifically, it was noted that continued monitoring would enable the district to (A) Measure the effectiveness of C6 funds expended, and avoid the unnecessary-purchasing of new technology when existing technology is not fully utilized; (B) Better match the pace of new technology investments with the adoption of technology in the classroom; (C) Use data compiled from the existing on-line checkout system to guide future purchase decisions; and (D) Provide transparency related to the actual use of technology in the classroom, and ensure that technology is being used to supplement instruction and not replace it.

For the benefit of the 2017 report, the Committee wishes to re-affirm these observations and recommendations.

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

The Committee reaffirmed this concern in the 2014 Annual Report, noting that at the current pace of expenditures, the District is paying for technology that lasts, conservatively 5-10 years, with bond proceeds that will be paid back over a 21, 24 or

14 year period. The Oak Park Unified School District did not issue a response to this statement. In the 2015 report, the Committee again noted that of the \$17,500,000 Measure C-6 aggregate principal, 68% of the principal was spent during years 1-8 (averaging \$1.5 million per year), with only 32% of the aggregate principal remaining available for years 9-26 (averaging \$330,000 per year).

Upon review of the expenditures for the 2016 report, the Committee further re-affirms our concern related to the rate of expenditures. With respect to future bond measures, the committee recommends the implementation of a financial strategy or roadmap, *where the pace of individual bond issuances ties closely with the needs of the district at that time in efforts to ensure that adequate bond proceeds are available for use during the whole term of the bond measure.*

4. The committee recommends the enhancement of transparency where vendor selection is concerned, including an explanation of procurement methodology for all purchases.

Citizens' Bond Oversight Committee Members

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

Respectfully submitted,
OAK PARK CITIZENS' OVERSIGHT COMMITTEE, MEASURE C6
Jim Faul, Committee Chair
Audrey Israel, Measure C6 Subcommittee Chair

**Oak Park Citizens' Oversight Committee
2016 Measure R Annual Report
May 2017**

Summary

- The District's auditor reported that the District spent \$1,445,461 of Measure R bond funds on facilities acquisition and maintenance during the *fiscal* year July 1, 2015 through June 30, 2016.
- The District's auditor found that the District's expenditures from, and accounting for, Measure R bond funds was in compliance with Generally Accepted Accounting Principles and the relevant statutes and regulations.
- The District reported to the Citizens' Oversight Committee that projected spending for Measure R bond funds on facilities acquisition and maintenance during *calendar* year 2016 was \$1,679,005.
- The Citizens' Oversight Committee finds that the District's expenditures from Measure R bond funds was in compliance with Measure R.
- The Citizens' Oversight Committee finds that the District delivered good value to the taxpayers with regard to the costs and benefits of the projects funded by Measure R bond funds.
- The Citizens' Oversight Committee finds that there were no irregularities regarding the bond monies (bond issuance, expenditures, audits).
- **The Citizens' Oversight Committee continues to believe, and wishes to emphasize, that the District should use operating funds, rather than bond funds, for physical plant maintenance and repair.**

Background

On November 4, 2008 voters in the Oak Park Unified School District (the "District") authorized \$29,445,000 in general obligation bonds for school projects as listed in the 2008 Bond Resolution Project List (included in the ballot measure passed by the voters). Specific construction and modernization projects include repairing, renovating and improving aging facilities; repairing water damage and failing roofs; removing hazardous materials; making schools earthquake safe; replacing outdated fire and security systems; and improving classrooms to meet modern safety and instructional standards.

Measure R is also referred to as the "School Improvement Bond of 2008". Measure R was approved by at least 55% of the voters of Oak Park pursuant to the provisions of the Strict Accountability in Local School Construction Bonds Act of 2000, codified under Sections

15264 et seq. of the Educational Code (Proposition 39). The Act required that the school district Board of Trustees (the “Board”) appoint a Citizens’ Oversight Committee (the “COC” or “Committee”) after the successful bond election.

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

Committee Purpose

The committee is charged by statute with the following purposes:

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

Committee Jurisdiction and Authorized Activities

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

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

- e. Recommendations regarding the use of cost-effective and efficient reusable facility plans.

It is also important to note that the Committee does not perform certain functions such as: participate in the District's actual bond sale and issuance process nor participate in the bid process for contractors or consultants (Proposition 39 Roles and Responsibilities, III. I.). It is within these parameters that the Committee performed its functions during the period from August, 2016 through May, 2017.

Audits

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

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

The annual audits of OPUSD Measure R bond expenditures for the fiscal year ended June 30, 2016 were conducted by Christy White Accountancy Corporation (CWA), an independent auditing firm. The report is dated January 13, 2017. CWA tested approximately \$686 thousand or 47% of the 2016-2016 expenditures included in 11 separate payments to contractors, consultants and other vendors for "validity, allow-ability and accuracy". CWA reported that they found the expenditures and transactions tested to be in compliance with the terms of the Measure R Ballot measure, the facilities master plan, and applicable state laws and regulations without exception.

Additionally, CWA performed testing on contract and bid procedures. For the fiscal year ended June 30, 2016 there were no projects that went for bid for Bond Measure R.

Note that the Committee is reporting on calendar year 2016, of which only the period Jan 1, 2016–June 30, 2016 is addressed in the CWA audit reports. The Committee relied on unaudited district financial statements for the period July 1, 2016–December 31, 2016 in fulfilling its oversight obligations.

Committee Activities

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

- The Oak Park Unified School District's Citizen's Oversight Committee met on September 13, 2016, January 24, 2017, and April 4, 2017. Additionally, the Measure R Subcommittee met on March 2, 2017 and March 23, 2017.
- The OPCOC attended a facilities tour on December 3, 2016.
- One or more of the committee members attended School Board meetings.
- The committee members met with CWA to review the audit findings for the fiscal year ending June 30, 2016. Both the financial audit and the performance audit were reviewed.
- To understand the expenditures for the unaudited period from July 1, 2016 to December 31, 2016 the committee reviewed Bond Proceeds and Expenditures through December 31, 2016.
- The committee met with District staff and Balfour Beatty staff to review issues and ask questions.

Committee Findings

1. The OPCOC did not find instances of waste or improper expenditures.
2. The Committee found no instances of expenditures other than for the purposes set forth in the bond measure.
3. The Committee found no instances of expenditures for teacher's salaries from Measure R bond funds. The district staff reported to the OPCOC that the projections for 2016 use of Measure R funds for certain and specific administrative salaries and benefits allocated to time spent administering the bond program were \$41,300. In prior years, in connection with its review of expenditures for Measure R funds, the Committee requested from the District a copy of the opinion rendered by district bond counsel (Orrick, Herrington and Sutcliffe LLP) regarding the legality of such expenditures. In its written opinion, counsel opined that necessary and incidental costs of the bond program, which may include portions of certain administrative expenses allocated to time spent working on the bond, would be an appropriate bond expenditure.
4. According to the most recent version of the Measure R master plan, total projected expenditures during calendar 2016 totaled approximately \$1.7 million or 5% of total projected Measure R expenditures. The majority of the work in 2016 centered around parking lot, gym restroom and library improvements at OPHS, roof improvements at MCMS, shade structure and outdoor Kindergarten classroom at Brookside, and shade structures, outdoor lighting and carpet at Brookside

Elementary, Oak Hills Elementary, and Red Oak Elementary, and LED lighting at all locations.

The Facilities Planning Committee (“FPC”)

During the majority of the years during which Measure R expenditures were made, the Community was fortunate to have a Facilities Planning Committee composed of various stakeholder members (staff, teachers, parents). The members of this committee succeeded in saving the district money both by taking on the work of planning and by effectively managing costs.

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

In November 2016 Oak Park voters approved Measure S for \$60 million in new facilities bonds. The OPCOC is pleased that the District has engaged a planning committee, similar to the one utilized for Measure R funds, to help ensure the effective planning and expenditure of these new bond funds. The OPCOC hopes that the new planning committee meets regularly and has significant participation by parents and teachers, who are by nature closest to the needs of students and the instructional program.

Citizens’ Oversight Committee Findings and Concerns

- 1) The Committee noted that according to the most recent version of the master plan Construction Management costs as a percent of project costs were 11%, 30% and 24% in years 2014, 2015 and 2016, respectively. The Committee is concerned that project management costs as a percentage of total costs have increased so much. Although the costs as a percentage of total project costs are estimated to be 17% for the entire project, the level of project management costs seem high for 2015 and 2016.

Respectfully submitted,

OAK PARK CITIZENS' OVERSIGHT COMMITTEE

Committee Members

Keith Caruso

Daniel Cohen

Jim Faul, Chair

Adam Findley

Steven Golove

Grant Meikle

Audrey Israel

Ron Movich

Michael Schneider

Marc Shapiro

Shary Trux,

Bing Xu

Oak Park Citizens' Oversight Committee

2015-16 Fiscal Year Annual Report on Measure C (Parcel Tax)

Background

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

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

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

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

Oversight Committee Purpose

The Committee is charged with the following purposes:

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

During the period August 2016 through May 2017 and within these parameters the Committee performed its functions for the Fiscal Year ending June 30, 2016.

Annual Audits

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

Committee Findings

In 2017, the Oak Park Unified School District's Citizens' Oversight Committee met on January 24, 2017, April 4, 2017, and May 2, 2017.

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

financial audit of which the parcel tax is part. The Committee finds the District to be in compliance with the requirements of the Parcel Tax Resolution for the Fiscal Year 2015-2016. The Committee's findings are as follows:

According to The Oak Park Unified School District, The District received **\$874,034.31** in parcel tax funds for Fiscal Year 2015-16. An ending balance brought forward from the 2014-15 Fiscal Year totaled \$14,743.71, and funds from the General Fund added to Parcel Tax funds totaled \$34,850.67. This resulted in a total Parcel Tax "funds available" amount of **\$923,358.69**. Permissible expenditures totaled **\$923,358.69** for a June 30, 2016 ending balance of zero.

The 2015-16 funds were expended as follows:

\$379,803.50 for elementary school teacher salaries and **\$106,993.75** for elementary school teacher benefits. This translated into **4.5** Full-Time-Equivalent (**FTE**) teachers. Average total salary and benefits per elementary FTE were **\$108,177.17**.

\$155,401.60 for middle school teacher salaries and **\$45,651.63** for middle school teacher benefits. This translated into **2.2** Full-Time-Equivalent (**FTE**) teachers. Average total salary and benefits per middle school FTE were **\$91,387.83**.

\$185,577.20 for high school teacher salaries and **\$49,931.01** for high school teacher benefits. This translated into **2.0** Full-Time-Equivalent (**FTE**) teachers. Average salary and benefits per high school FTE were **\$117,754.11**.

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

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

Respectfully submitted,

OAK PARK CITIZENS' OVERSIGHT COMMITTEE

Committee Members

Keith Caruso

Daniel Cohen

Jim Faul

Adam Findley

Steven Golove

Grant Meikle

Audrey Israel

Ronald Movich

Michael Schneider

Marc Shapiro

Shary Trux

Bing Xu

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MAY 16, 2017
SUBJECT: B.2.b. AUTHORIZE MEASURE C6 BOND FUND PURCHASE - SCHOOL SITE FURNITURE AND EQUIPMENT PURCHASE FOR 2017-18 SCHOOL YEAR

ACTION

ISSUE: Shall the Board authorize Project 17-16C, School Site Furniture and Equipment Purchase for 2017-18 School Year, to be funded from Measure C6 bond funds?

BACKGROUND: At its meeting on March 21, 2017, the Board of Education approved the Measure C6 Master Plan 2017 Update, which included a \$200,000 allocation for the replacement and upgrading of school site furniture and equipment. As approved by Oak Park voters, Bond Measure C6 specifically provides for replacement of “aging school equipment and furnishings, and...replacing aging student desks and chairs”. For the 2017-18 school year, each of the District’s schools, working with Curriculum and Instruction and Facilities staff, will identify aging student furniture and equipment in need of replacement and upgrading. Designated Project 17-16C, it is requested that the Board authorize an amount not to exceed \$200,000 for staff and school sites to purchase replacement furniture and equipment for the start of the 2017-18 school year, to be funded from the Measure C6 bond fund.

ALTERNATIVES:

1. Approve Project 17-16C authorizing the purchase of school furniture and equipment for all school sites for the 2017-18 school year, in an amount not to exceed \$200,000, to be funded from the Measure C6 bond fund.
2. Do not approve the purchase of school furniture and equipment.

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	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MAY 16, 2017
SUBJECT: B.2.c. AUTHORIZE MEASURE C6 BOND FUND PURCHASE - CLASSROOM TECHNOLOGY EQUIPMENT FOR 2017-18 SCHOOL YEAR

ACTION

ISSUE: Shall the Board approve the purchase of 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, and Needs Assessment Report collectively outline the District's plan for technology initiatives and equipment acquisition. At its monthly meeting the Technology Committee reviewed these guiding documents and the five accompanying requests received from school sites to address pressing technology needs. After careful consideration, the Committee recommends the Board's approval for the purchase of the following classroom technology equipment, to be funded from the Measure C6 bond fund, as summarized below:

1. Project 17-17C: 5th Grade Elementary Chromebook Carts – Purchase of 6 Chromebooks carts, each consisting of 40 Chromebooks, Google Admin licenses, 1 Anywhere AC Slim charging cart., and 3 additional Anywhere AC Slim carts to house the OHES Chromebooks for 5th grade, and provide 1 to 1 Chromebooks (stay at school) on all 5th grade classrooms at BES and ROES; estimated cost \$96,000.
2. Project 17-18C: 3rd Grade new iPads with Keyboards Totes - Purchase of 14 totes of iPads for 3rd grade classrooms at all elementary schools. Each tote to include 10 iPads/32Gb with integrated keyboard cover, rolling tote, 2 USB chargers, and VPP license credits for app licenses; estimated cost \$70,000.
3. Project 17-19C: MCMS Chromebook Carts for Math/Science – Purchase of 3 Chromebook Carts, each consisting of 40 Chromebooks, Google Admin licenses, 1 Anywhere AC Slim charging cart for Math and Science departments; estimated cost \$48,000.
4. Project 17-20C: OPHS Mobile Device Carts; Purchase of 3 Chromebook Carts, 1 iPad cart, each consisting of 40 Chromebooks or iPads, Google Admin licenses or Apple VPP license credit, 1 Anywhere AC Slim charging cart, to provide English and Science Departments access to 1-to-1 mobile devices; estimated cost \$68,000.
5. Project 17-21C: Mobile Devices/Carts for Lead Tech Teachers/Staff – Purchase of 2 carts of iPads (with Keyboards) and 8 computers for tech leaders/district staff to outfit Tech Leaders (NexTech teachers) classroom with 1-to-1 iPad learning environment, and provide laptops/desktops for teachers and staff. Allows all tech Leaders to have 1-to-1 teaching environments; estimated cost \$48,000.

BOARD MEETING, MAY 16, 2017
Approve Measure C6 Bond Fund Equipment Purchase –
Classroom Technology Equipment for 2017-18 School Year
Page 2

- ALTERNATIVES:**
1. Approve the purchase of technology equipment as specified above, in the total amount of \$330,000, 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,

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	_____	_____	_____	_____

Technology Resource Request Form

The following form should be completed by a site or district level administrator and submitted to the District Technology Committee to request the expenditures of district funds (not site based funds) to purchase new technology equipment, software, or services to be used at their school site. This form may be submitted via email to the district's Director of Technology and will be brought forward to the next Tech Committee meeting for discussion. The Tech Committee may vote to forward the request to the governing board with its recommendation for approval, request further information or modifications of the proposal, or decline to support the request. Teachers with ideas for technology acquisition will need to work with their site principals to submit their request using this form.

- 1) Name of Principal: Sara Ahl and Jon Duim
- 2) Date Submitted: 4/26/2017
- 3) Describe specific equipment and or software/service requested (include quantities):

6 carts of Chromebooks - Each cart will consist of 40 Chromebooks, Google Admin licenses, 1 Anywhere AC Slim charging cart.
3 additional Anywhere AC Slim carts to house the OHES Chromebooks for 5th grade.
- 4) Describe the program(s), grade levels, students, etc. impacted by this technology acquisition and how it will be used to enhance instruction.

Provide 1 to 1 Chromebooks (stay at school) on all 5th grade classrooms at BES and ROES
- 5) Describe any pre-existing resources, technologies, that this technology will replace, refresh, or augment.

OHES 5th grade has piloted take home 1-to-1 Chromebooks for all three of its Elementary classes in the 2016-17 school year. Next year, those Chromebooks will be converted to stay at school Chromebook carts. This request will help BES and ROES to deploy 1 to 1 Chromebook carts in all of their 5th grade classrooms and bring them in line with OHES. These Chromebooks will not be take home but will stay at school. (The Take home 1-to-1 at OHES was a 1-year pilot program which is coming to an end).

This request will supplement the existing.
- 6) Provide an estimate of the total cost of acquiring this technology resource.

\$96,000 - to be paid for from C6
- 7) Identify who will be responsible to manage and take care of this equipment once it is received and put into operation.

5th grade teachers
- 8) What is the requested time frame for acquiring these resources?

Summer 2017

Technology Resource Request Form

The following form should be completed by a site or district level administrator and submitted to the District Technology Committee to request the expenditures of district funds (not site based funds) to purchase new technology equipment, software, or services to be used at their school site. This form may be submitted via email to the district's Director of Technology and will be brought forward to the next Tech Committee meeting for discussion. The Tech Committee may vote to forward the request to the governing board with its recommendation for approval, request further information or modifications of the proposal, or decline to support the request. Teachers with ideas for technology acquisition will need to work with their site principals to submit their request using this form.

- 1) Name of Principal - Elementary Principals
- 2) Date Submitted - 4/26/2017
- 3) Describe specific equipment and or software/service requested (include quantities):

Purchase 14 Totes of iPads (new iPads/32Gb with integrated Keyboard cover) for 3rd grade classrooms at all elementary schools.

Each tote to include 10 iPads/32Gb with integrated keyboard cover, rolling tote, 2 USB chargers, and VPP license credits for app licenses. A few spare devices will be included for attrition/damage repair swap out.
- 4) Describe the program(s), grade levels, students, etc. impacted by this technology acquisition and how it will be used to enhance instruction.

3rd grade classrooms at every elementary school will have the newly released iPad 32Gb with integrated keyboard cover/case. This will allow them to be more efficient with keyboarding apps and skills (including Google Docs, Typing Agent, etc.) than the current iPads without keyboards.
- 5) Describe any pre-existing resources, technologies, that this technology will replace, refresh, or augment.

Current iPad Totes will be reallocated to other grade levels or used to augment the program at 3rd grade.
- 6) Provide an estimate of the total cost of acquiring this technology resource.

\$70,000 to be paid for via C6 funds
- 7) Identify who will be responsible to manage and take care of this equipment once it is received and put into operation.

3rd grade teachers at the elementary school
- 8) What is the requested time frame for acquiring these resources?

Summer 2017

Technology Resource Request Form

The following form should be completed by a site or district level administrator and submitted to the District Technology Committee to request the expenditures of district funds (not site based funds) to purchase new technology equipment, software, or services to be used at their school site. This form may be submitted via email to the district's Director of Technology and will be brought forward to the next Tech Committee meeting for discussion. The Tech Committee may vote to forward the request to the governing board with its recommendation for approval, request further information or modifications of the proposal, or decline to support the request. Teachers with ideas for technology acquisition will need to work with their site principals to submit their request using this form.

- 1) Name of Principal: Brad Benioff
- 2) Date Submitted: April 26, 2017
- 3) Describe specific equipment and or software/service requested (include quantities):
3 Chromebook Carts - each cart will consist of 40 Chromebooks, Google Admin licenses, 1 Anywhere AC Slim 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.
Middle School Math and Science
- 5) Describe any pre-existing resources, technologies, that this technology will replace, refresh, or augment.
MS currently has two Chromecarts shared by the upper grade science. 4 iPad Totes are being deployed to 6th grade science this May
- 6) Provide an estimate of the total cost of acquiring this technology resource.
\$48,000 - to be paid for out of C6 funds
- 7) Identify who will be responsible to manage and take care of this equipment once it is received and put into operation.
MCMS Science teachers
- 8) What is the requested time frame for acquiring these resources?
Summer 2017

Technology Resource Request Form

The following form should be completed by a site or district level administrator and submitted to the District Technology Committee to request the expenditures of district funds (not site based funds) to purchase new technology equipment, software, or services to be used at their school site. This form may be submitted via email to the district's Director of Technology and will be brought forward to the next Tech Committee meeting for discussion. The Tech Committee may vote to forward the request to the governing board with its recommendation for approval, request further information or modifications of the proposal, or decline to support the request. Teachers with ideas for technology acquisition will need to work with their site principals to submit their request using this form.

- 1) Name of Principal: Kevin Buchanan
- 2) Date Submitted: 4/26/2017
- 3) Describe specific equipment and or software/service requested (include quantities):

3 Chromebook Carts, 1 iPad cart- each cart will consist of 40 Chromebooks or iPads, Google Admin licenses or Apple VPP license credit, 1 Anywhere AC Slim 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.

Carts to be distributed to departments with lower/incomplete access to mobile technology such as determined by the school site leadership team.
- 5) Describe any pre-existing resources, technologies, that this technology will replace, refresh, or augment.

English Department and Science Department have access to 1 to 1 mobile devices
- 6) Provide an estimate of the total cost of acquiring this technology resource.

\$68,000
- 7) Identify who will be responsible to manage and take care of this equipment once it is received and put into operation.

High School departments
- 8) What is the requested time frame for acquiring these resources?

Summer 2017

Technology Resource Request Form

The following form should be completed by a site or district level administrator and submitted to the District Technology Committee to request the expenditures of district funds (not site based funds) to purchase new technology equipment, software, or services to be used at their school site. This form may be submitted via email to the district's Director of Technology and will be brought forward to the next Tech Committee meeting for discussion. The Tech Committee may vote to forward the request to the governing board with its recommendation for approval, request further information or modifications of the proposal, or decline to support the request. Teachers with ideas for technology acquisition will need to work with their site principals to submit their request using this form.

- 1) Name of Administrator: Enoch Kwok, Director of Technology
- 2) Date Submitted: 4/26/2017
- 3) Describe specific equipment and or software/service requested (include quantities):

2 carts of iPads (with Keyboards)
8 computers for tech leaders / district staff
- 4) Describe the program(s), grade levels, students, etc. impacted by this technology acquisition and how it will be used to enhance instruction.

Outfits Tech Leaders (NexTech teachers) classroom with 1 to 1 iPad learning environment. Provides laptops/desktops for teachers and staff. (existing supply of laptops for teachers and staff have been exhausted due to increased staff counts, reassignments, guest teachers, etc.)
- 5) Describe any pre-existing resources, technologies, that this technology will replace, refresh, or augment.

Allows all tech Leaders to have 1 to 1 teaching environments
- 6) Provide an estimate of the total cost of acquiring this technology resource.

\$48,000 to be paid from by Measure C6
- 7) Identify who will be responsible to manage and take care of this equipment once it is received and put into operation.

Tech Leaders and District Staff -
- 8) What is the requested time frame for acquiring these resources?

Summer 2017

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: MAY 16, 2017

**SUBJECT: B.2.d. AUTHORIZE MEASURE C6 BOND FUND PURCHASE – BATTERY
BACKUP EQUIPMENT FOR NETWORK SWITCHES**

ACTION

ISSUE: Shall the Board approve the purchase of battery backup equipment for network switches, consistent with the board-approved Measure C6 Master Plan, utilizing Measure C6 bond funds?

BACKGROUND: Recent winter rains and area construction projects have highlighted the district network infrastructure’s vulnerability to fluctuations in the local power grid.

The district has experienced numerous momentary electrical outages in the past six months, enough to reset network switches and cause them to flip into an unmanaged state and to cause the district’s phones to lose power (the VOIP phones are powered through the network). This has also caused some network switches and VOIP phones to lose their managed configurations requiring technicians to manually reset and reconfigure each affected switch or phone, a time consuming process (and one that affects classroom instruction and access to Google Classroom, the internet, and classroom phone service).

The Tech department proposes to acquire a backup battery (Uninterruptible Power Supply or UPS) for each of the district’s networking closets (about 40 in all) and to update the power distribution units in the main network closet of each site to better handle interruptions in the flow of electricity to the networking infrastructure. The backup batteries would be able to provide temporary power to the networking gear during momentary outages or brown-outs and keep the network and phone system from being knocked out in a more severe fashion that requires extensive technician hands on work to recover and allow business to continue uninterrupted when there are momentary fluctuations in the power grid.

Designated as Project 17-22C, the proposed upgrades would cost between \$50,000-\$60,000 up front, and the UPS units would need replacement batteries (just a fraction of the cost) when they wear out (every 3 or 4 years), a potential ongoing cost. The benefits of the system would be less downtime and more reliability for both our network switches (including the wireless network), and the phone system. When power fluctuations occur, there would be no need to spend inordinate amounts of technology staff time going around the district to reset network switches or phones, and classroom instruction would be significantly less affected by such outages. A secondary effect would be the protection of the network switches themselves by having a cleaner source of power, potentially keeping the switches running longer without failing in later years.

BOARD MEETING, MAY 16, 2017
Authorize Measure C6 Bond Fund Purchase –
Battery Backup Equipment for Network Switches
Page 2

- ALTERNATIVES:**
1. Approve Project 17-22C for the purchase of battery backup equipment for network switches as specified above, in the amount of \$60,000, 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,

Anthony W. Knight, Ed.D.
Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MAY 16, 2017
**SUBJECT: B.2.e APPROVE CHANGE ORDER NO. 1, PROJECT 17-04R, EMERGENCY
 SIDEWALK REPAIRS AT BROOKSIDE ELEMENTARY SCHOOL**

ACTION

ISSUE: Shall the Board approve Change Order No. 1 to the contracts with Hughes General Engineering, Inc. and Plowboy Landscapes, Inc., both for Project 17-04R, Emergency Sidewalk Repairs at Brookside Elementary School?

BACKGROUND: On March 21, 2017, the Board entered into contracts with Hughes General Engineering, Inc. and Plowboy Landscapes, Inc. for Project 17-04R, Emergency Sidewalk Repairs at Brookside Elementary School. During the course of the project, District and school site staff have recommended changes to the project’s scope for conditions unforeseen at the time the contract was awarded. As itemized in the accompanying change order forms, District staff requested the contractors to remove and replace additional concrete sidewalk (Hughes) and provide one additional tree (Plowboy). The total amount of Change Order No. 1 for Hughes General Engineering is \$1,300, which when added to the original contract amount of \$88,322, increases the contract total to \$89,622. The total amount of Change Order No. 1 for Plowboy Landscapes is \$2,393, which when added to the original contract amount of \$48,807, increases the contract total to \$51,200. It is recommended by District staff that the Board approve this additional work to both contracts as Change Order No. 1.

- ALTERNATIVES:**
1. Approve Change Order No. 1 to the contract with Hughes General Engineering, Inc., in the amount of \$1,300, and Change Order No. 1 to the contract with Plowboy Landscapes, Inc., in the amount of \$2,393, both for Project 17-04R, Emergency Sidewalk Repairs at Brookside Elementary School, to be funded from the Measure R bond fund.
 2. Do not approve Change Orders No. 1.

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	_____	_____	_____	_____



Business and Administrative Services

5801 East Conifer Street, Oak Park, CA 91377-1002 ♦ T: (818) 735-3254 ♦ F: (818) 865-8467

CHANGE ORDER 17-04R-1
05-16-17

PROJECT NUMBER: 17-04R
PROJECT NAME: EMERGENCY SIDEWALK REPAIRS AT BROOKSIDE ELEMENTARY SCHOOL
CONTRACATOR: HUGHES GENERAL ENGINEERING, INC.
SCOPE OF WORK: REMOVE AND REPLACE AN ADDITIONAL 130 SQ FT OF SIDEWALK TO PROVIDE THE RIGHT TRANSITION SLOPE AT THE ADA RAMP ON SATINWOOD

COST:

Original Contract Amount	\$	88,322.00
Previous Approved Change Orders	\$	0.00
This Change Order	\$	1,300.00
Adjusted Contract Amount	\$	89,622.00

TIME:

Original Contract Completion Date	April 28, 2017
Previous Approved Completion Extension Days	None
Completion days Extension this Change Order	None
Adjusted Contract Completion Date	April 28, 2017

IT IS AGREED BY THE CONTRACTOR THAT THE ADJUSTED CONTRACT AMOUNT AND/OR TIME, IF ANY, INCLUDES FULL AND COMPLETE EQUITABLE ADJUSTMENT AND COMPENSATION FOR ALL CONTRACT WORK AND EXTRA WORK PERFORMED ON THE PROJECT INCLUDING BUT NOT LIMITED TO CHANGES, DIFFERING SITE CONDITIONS, SUSPENSIONS, DELAYS, RESCHEDULING, ACCELERATION, IMPACT AND EXTENDED OVERHEAD AS IT RELATES SPECIFICALLY TO THE ATTACHED LISTING. CONTRACTOR HEREBY WAIVES ANY AND ALL RIGHT TO ADDITIONAL COMPENSATION OR TIME ARISING OUT OF THE WORK SPECIFIC TO THE ATTACHED LISTING, AND HEREBY ACKNOWLEDGES AND AGREES THAT THE AMOUNT SHOWN ABOVE CONSTITUTES PAYMENT IN FULL ACCORDING TO THE CONTRACT DOCUMENTS.

EXCEPT TO THE EXTENT THE CONTRACT HAS BEEN MODIFIED BY PREVIOUSLY ISSUED DISTRICT CHANGE ORDERS, AND FURTHER MODIFIED BY THIS CHANGE ORDER, THE CONTRACT REMAINS IN FULL FORCE AND EFFECT.

OAK PARK UNIFIED SCHOOL DISTRICT

CONTRACTOR:

By _____

By _____

Date _____

Date _____

OPUSD FACILITIES/CONSTRUCTION MANAGER

ARCHITECT/ENGINEER (NOT APPLICABLE):

By _____

By _____

Date _____

Date _____



Business and Administrative Services
5801 East Conifer Street, Oak Park, CA 91377-1002 ♦ T: (818) 735-3254 ♦ F: (818) 865-8467

CHANGE ORDER 17-04R-1
05-16-17

PROJECT NUMBER: 17-04R
PROJECT NAME: EMERGENCY SIDEWALK REPAIRS AT BROOKSIDE ELEMENTARY SCHOOL
CONTRACATOR: PLOWBOY LANDSCAPES, INC.
SCOPE OF WORK: PROVIDE ONE (1) ADDITIONAL 36" BOX TREE

COST:

Table with 2 columns: Description, Amount. Rows include Original Contract Amount (\$48,807.00), Previous Approved Change Orders (\$0.00), This Change Order (\$2,393.00), and Adjusted Contract Amount (\$51,200.00).

TIME:

Table with 2 columns: Description, Date. Rows include Original Contract Completion Date (April 28, 2017), Previous Approved Completion Extension Days (None), Completion days Extension this Change Order (None), and Adjusted Contract Completion Date (April 28, 2017).

IT IS AGREED BY THE CONTRACTOR THAT THE ADJUSTED CONTRACT AMOUNT AND/OR TIME, IF ANY, INCLUDES FULL AND COMPLETE EQUITABLE ADJUSTMENT AND COMPENSATION FOR ALL CONTRACT WORK AND EXTRA WORK PERFORMED ON THE PROJECT INCLUDING BUT NOT LIMITED TO CHANGES, DIFFERING SITE CONDITIONS, SUSPENSIONS, DELAYS, RESCHEDULING, ACCELERATION, IMPACT AND EXTENDED OVERHEAD AS IT RELATES SPECIFICALLY TO THE ATTACHED LISTING.

EXCEPT TO THE EXTENT THE CONTRACT HAS BEEN MODIFIED BY PREVIOUSLY ISSUED DISTRICT CHANGE ORDERS, AND FURTHER MODIFIED BY THIS CHANGE ORDER, THE CONTRACT REMAINS IN FULL FORCE AND EFFECT.

OAK PARK UNIFIED SCHOOL DISTRICT

CONTRACTOR:

By _____

By _____

Date _____

Date _____

OPUSD FACILITIES/CONSTRUCTION MANAGER

ARCHITECT/ENGINEER (NOT APPLICABLE):

By _____

By _____

Date _____

Date _____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MAY 17, 2017
SUBJECT: B.2.f. APPROVE NOTICE OF COMPLETION, PROJECT 17-04R, EMERGENCY SIDEWALK REPAIRS AT BROOKSIDE ELEMENTARY SCHOOL

ACTION

ISSUE: Shall the Board approve a notice of completion for Project 17-04R, Emergency Sidewalk Repairs at Brookside Elementary School?

BACKGROUND: At its meeting on March 21, 2017, the Board of Education approved Project 17-04R, Emergency Sidewalk Repairs at Brookside Elementary School, funded from the Measure R bond fund, awarding contracts with the following contractors for the work of this project:

CONTRACTOR	SCOPE OF WORK	AMOUNT	FUNDING
Hughes General Engineering	Concrete Removal/Replacement	\$ 89,622	Measure R
Plowboy Landscapes	Furnish/Install Trees	\$ 51,200	Measure R

The work under these contracts is now complete, and the District’s staff has inspected the finished project and is satisfied that it has been completed in compliance with contract specifications. It is recommended that the Board approve a Notice of Completion accepting the finished project.

- ALTERNATIVES:**
1. Approve the Notice of Completion for Project 17-04R, Emergency Sidewalk Repairs at Brookside Elementary School, contracted with the contractors identified above.
 2. Do not approve the Notice of Completion.

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	_____	_____	_____	_____

Notice of Completion

Notice is hereby given that the Oak Park Unified School District, a school district in Ventura County, is the owner in fee of the following described and real property, to-wit:

Description: Brookside Elementary School, 165 N. Satinwood Avenue, Oak Park, CA 91377.

That on or about March 21, 2017 the said Oak Park Unified School District of Ventura County entered into contracts with Hughes General Engineering, Inc. of Camarillo, California, and Plowboy Landscapes, Inc. of Ventura, California, for Project 17-04R, Emergency Sidewalk Repairs at Brookside Elementary School, on certain real property hereinbefore described: that said building and improvements were actually completed on May 16, 2017: that the address of said Oak Park Unified School District is 5801 Conifer Street, Oak Park, CA 91377, Ventura County, California.

OAK PARK UNIFIED SCHOOL DISTRICT

By Anthony W. Knight, Ed.D., Superintendent, Secretary to the Oak Park Unified School District Board of Trustees

Anthony W. Knight, being first duly sworn, deposes and says: that he is secretary of the Board of Trustees of the Oak Park Unified School District, a school district of Ventura County, California: that he therefore verifies the foregoing Notice of Completion on behalf of said Oak Park Unified School District: that the Oak Park Unified School District of Ventura County, California is owner of the property described in the foregoing notice: that he has read the foregoing notice and knows the contents thereof: that he has personal knowledge of the facts therein stated: that the same are true.

Anthony W. Knight, Ed.D., Superintendent

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA
COUNTY OF VENTURA

Oak Park Unified School District

On _____ before me, _____, Notary Public, personally appeared Anthony W. Knight, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (SEAL)

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MAY 16, 2017
SUBJECT: B.2.g. APPROVE MEASURE S COMMITTEE RECOMMENDATION FOR INITIAL MEASURE S PRIORITY PROJECTS

ACTION

ISSUE: Shall the Board approve the Measure S Committee recommendation for initial Measure S priority projects?

BACKGROUND: At its meeting on November 15, 2016, the Board of Education authorized the Superintendent to form a broad-based district committee for the purpose of developing the priorities and establishing a master plan for the Measure S general obligation bond, based upon the District’s comprehensive needs assessment plan.

The 25-member Measure S Committee, comprised of parents, teachers, principals, district-level staff, and architect, has met multiple times to identify the most pressing needs. At its most recent meeting, held May 4, 2017, the Committee finalized its recommendation for initial priority projects to be addressed with the first issuance of Measure S bond funds received on March 30, 2017. The Committee’s list of priority projects accompanies this report, with the Committee’s recommendation for its acceptance and approval by the Board.

- ALTERNATIVES:**
1. Approve the Measure S Committee recommendation for initial Measure S priority projects.
 2. After discussion, modify and approve the initial Measure S priority projects.
 3. Do not approve the Measure S Committee recommendation.

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	_____	_____	_____	_____

MEASURE S PRIORITIZATION COMMITTEE MEETING
May 4, 2017

RECOMMENDATION: PRIORITIZATION OF MEASURE S PRIORITIES (2017-2020)

TOTAL BOND MEASURE S PROCEEDS - SERIES A (03/30/17)			\$ 15,000,000
PRIORITY DESCRIPTION	TIMING	AMOUNT	PROPOSED BUDGET
Projects Resulting In Operational Cost Savings			
Districtwide Solar Design/Build (Project 17-01S) - Utility Savings			7,000,000
<i>Direct Construction</i>	2016-18	6,715,000	
<i>Contingency/Soft Costs (DSA Inspection, Fees, Miscellaneous)</i>	2016-18	285,000	
Districtwide Greenscaping - Utility Savings			300,000
<i>Master valve system upgrades</i>	2017-18	60,000	
<i>Drought tolerant trees/landscape upgrade</i>	2017-18	240,000	
School Site Safety and Security			1,033,438
<i>BES (Security cameras, fencing)</i>	2017-18	124,950	
<i>OHES (Security cameras, fencing)</i>	2017-18	119,500	
<i>ROES (Security cameras, fencing)</i>	2017-18	55,000	
<i>MCMS (Security cameras)</i>	2017-18	54,750	
<i>OPHS (Security cameras, fencing, lighting)</i>	2017-18	435,350	
<i>OVHS/DO (Security cameras)</i>	2017-18	37,200	
<i>Contingency (25% All sites)</i>		206,688	
School Modernization Planning - Architect			1,300,000
<i>OHES - Planning, DSA/OPSC submittal for matching funds</i>	2017-19	500,000	
<i>MCMS - Planning, DSA/OPSC submittal for matching funds</i>	2017-19	500,000	
<i>ROES - Planning, DSA/OPSC submittal for matching funds</i>	2017-19	300,000	
Roof Replacement			670,500
<i>ROES</i>	2018-19	150,000	
<i>MCMS</i>	2017-18	66,400	
<i>OPHS</i>	2017-19	320,000	
<i>Contingency (25% All sites)</i>		134,100	
HVAC (Heating/Ventilation/Air Conditioning) Replacement			860,531
<i>OHES</i>	2017-18	115,000	
<i>ROES</i>	2018-19	112,000	
<i>MCMS</i>	2017-18	221,450	
<i>OPHS</i>	2017-19	239,975	
<i>Contingency (25% All sites)</i>		172,106	
Technology			1,970,000
<i>5th Grade 1-to-1 Chromebooks yr1 (all new touch screen)</i>	2017-18	120,000	
<i>Staff iPad Refresh (qty 250)</i>	2017-18	225,000	
<i>LCD Projector Refresh</i>	2017-18	20,000	
<i>Additional Mobile Devices (expansion)</i>	2017-18	250,000	
<i>5th Grade 1-to-1 Chromebooks yr2</i>	2018-19	120,000	
<i>9th Grade 1-to-1 Chromebooks yr1</i>	2018-19	160,000	
<i>LCD Projector Refresh</i>	2018-19	20,000	
<i>Gen 1 Chromebook Refresh (qty 428)</i>	2018-19	180,000	
<i>Gen 1 iPad Refresh (qty 280)</i>	2018-19	250,000	
<i>Network Infrastructure - File Server Refresh</i>	2018-19	125,000	
<i>Teacher Laptop Refresh (qty 250)</i>	2019-20	500,000	
<i>Continuation of 1 to 1 rollout at Grades 5 (yr3) and 9 (yr2)</i>	2019-20	280,000	
Instructional Furniture and Equipment			600,000
<i>Classroom Furniture and Equipment - New/replacement</i>	2017-18	200,000	
<i>Classroom Furniture and Equipment - New/replacement</i>	2018-19	200,000	
<i>Classroom Furniture and Equipment - New/replacement</i>	2019-20	200,000	
Creativity and Innovation Space Pilot			500,000
	2017-18	500,000	
Project Management Services			700,000
1 Employee (1.0 FTE Construction Management)	2016-17	100,000	
2 Employee (1.5 FTE Tech and Construction Management)	2017-18	300,000	
2 Employee (1.5 FTE Tech and Construction Management)	2018-19	300,000	
TOTAL COST ESTIMATE - SERIES A BOND			14,934,469
EXCESS/(-DEFICIENCY) OF PROCEEDS v PROJECTED COST			65,531

POTENTIAL FUTURE BOND MEASURE S ISSUANCES - SERIES B: \$13 MILLION (2018) OR \$14 MILLION (2019)

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MAY 16, 2017
SUBJECT: B.2.h. AUTHORIZE MEASURE S BOND FUND PROJECTS – HVAC REPLACEMENT AT OAK HILLS ELEMENTARY SCHOOL AND MEDEA CREEK MIDDLE SCHOOL

ACTION

ISSUE: Shall the Board Authorize two projects for HVAC replacement at Oak Hills Elementary School (Project 17-24S) and Medea Creek Middle School (Project 17-25S), to be funded from the Measure S bond fund?

BACKGROUND: Included in the Measure S Committee recommendation for initial Measure S priority projects is HVAC replacement at Oak Hills Elementary School and Medea Creek Middle School.

- Project 17-24S provides for the in-kind replacement of 14 Carrier HVAC units on Grade K-4 classroom pods at Oak Hills Elementary School to occur over the 2017 summer break. The project budget, including equipment and installation at \$115,100 and a 25% contingency of \$28,800, is \$143,900.
- Project 17-25S provides for the in-kind replacement of 20 Lennox HVAC units for Buildings A (Administration) and B (Gymnasium/MPR), and classroom buildings D and E at Medea Creek School to occur over the 2017 summer break. The project budget, including equipment and installation at \$221,450 and a 25% contingency of \$55,360 is \$276,810.

The Board is requested authorize staff to proceed with these two projects, preparing plans, specifications, and bid documents to solicit bids and/or proposals as necessary to implement these projects. Once bids are obtained staff will return to the Board with a recap of the proposals received and a recommendation for award of contract(s) for these projects.

- ALTERNATIVES:**
1. Authorize staff to proceed with HVAC replacement at Oak Hills Elementary School (Project 17-24S) and Medea Creek Middle School (Project 17-25S) to be funded from the Measure S bond fund, and return to the Board at a subsequent meeting with a recommendation for award of contracts.
 2. Do not authorize staff to proceed with the HVAC replacement projects.

RECOMMENDATION: Alternative No. 1

Prepared by: Martin Klaus, 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	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MAY 16, 2017
SUBJECT: B.2.i AUTHORIZE MEASURE S BOND FUND PROJECT - ROOF REPLACEMENT AT MEDEA CREEK MIDDLE SCHOOL

ACTION

ISSUE: Shall the Board Authorize a project for roof replacement at Medea Creek Middle School (Project 17-23S), to be funded from the Measure S bond fund?

BACKGROUND: Included in the Measure S Committee recommendation for initial Measure S priority projects is roof replacement on two buildings at Medea Creek Middle School.

- Project 17-23S provides for the roof replacement and upgrade on Building A (Administration) and classroom Building D to occur over the 2017 summer break. The project budget, including all materials and installation at \$66,400 and a 25% contingency of \$16,600, is \$83,000.

The Board is requested to authorize staff to proceed with this project, preparing plans, specifications, and bid documents to solicit bids and/or proposals as necessary to implement this project. Once bids are obtained staff will return to the Board with a recap of the proposals received and a recommendation for award of contract for the project.

- ALTERNATIVES:**
1. Authorize staff to proceed with roof replacement at Medea Creek Middle School (Project 17-23S) to be funded from the Measure S bond fund, and return to the Board at a subsequent meeting with a recommendation for award of contract.
 2. Do not authorize staff to proceed with the HVAC replacement projects.

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	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION

FROM: ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: MAY 16, 2017

SUBJECT: B.2.j REVIEW OF GOVERNOR’S 2017-18 BUDGET PROPOSAL - MAY REVISION
DISCUSSION

ISSUE: Shall the Board receive and discuss information pertaining to the Governor’s May Revision to his 2017-18 budget proposal and its implications for the Oak Park Unified School District?

BACKGROUND: As required by State law, by May 15, 2017, Governor Brown will present the May Revision to the 2017-18 budget proposal unveiled in January of this year. Staff will provide a report on the May Revision and its implications for Oak Park Unified School District at this evening’s meeting. On May 19, 2017, staff will also be attending the School Services of California budget workshop at the Ventura County Office of Education, which will provide further information and analysis of the Governor’s May Revision.

RECOMMENDATION: None – information only.

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

Respectfully submitted:

 Anthony W. Knight, Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MAY 16, 2017
SUBJECT: B.2.k. REVIEW OF DRAFT 2017-18 OAK PARK UNIFIED SCHOOL DISTRICT LOCAL CONTROL AND ACCOUNTABILITY PLAN

DISCUSSION

ISSUE: Shall the Board review and discuss the draft 2017-18 Oak Park Unified School District Local Control and Accountability Plan?

BACKGROUND: Effective in 2013-14, the existing K-12 finance system was replaced with the new Local Control Funding Formula (LCFF). As part of shift to LCFF, school districts and County Offices of Education are required to develop, adopt, and annually update a three-year Local Control and Accountability Plan (LCAP), using a form adopted by the California State Board of Education (SBE). The LCAP identifies how districts and County Offices of Education address the State's priorities and metrics, and how expenditures are made in accordance with statutes. Following the process, requirements, and proposed schedule outlined for the Board at its February 2017 meeting, the draft 2017-18 Oak Park Unified School District LCAP has been developed with the input from diverse groups of stakeholders. The LCAP Draft is available at this link: <https://goo.gl/A8QUjL>

At this evening's meeting the Board will review and discuss the draft LCAP, and provide direction to staff in its preparation of a final draft for public comment. Education Code 52062 requires a public hearing to solicit the recommendations and comments of the public regarding the proposed LCAP. The public hearing has been scheduled for June 12, 2017. After receiving input from the public, the District's 2017-18 LCAP will be formally adopted at the Board's June 19, 2017 meeting.

RECOMMENDATION: None – information and discussion only.

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

Respectfully submitted:

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: MAY 16, 2017

SUBJECT: B.2.1 REVIEW OF MEASURE A PARCEL TAX ELECTION RESULTS
DISCUSSION

ISSUE: Shall the Board receive and discuss information pertaining to the results of the Measure A Parcel Tax election held on May 2, 2017?

BACKGROUND: The District’s current parcel tax of \$197 per parcel, approved by Oak Park voters in 2008, terminates on June 30, 2017. At its meeting on January 17, 2017, the Oak Park Unified School District Board of Education authorized an election for a successor parcel tax for an eight-year term and maintaining the current rate. An all-mail ballot election to renew the parcel tax, designated as Measure A, was conducted on May 2, 2017. At this evening’s meeting the Board will receive the official outcome of the election and discuss its impact on the District’s budget and educational programs.

ALTERNATIVES: None; information and discussion only.

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: BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: May 16, 2017
SUBJECT: B.3.a. APPROVE ADDITIONAL TEXTBOOKS AT OAK PARK HIGH SCHOOL

ACTION

ISSUE: Shall Oak Park High School add two additional textbooks in support of its curriculum?

STATEMENT: Oak Park High School would like to add an additional book to its English/Language Arts program. The books are *The Glass Menagerie* and *The Once and Future King*, and a description is provided for the Board's reference. This book is being recommended based on the Curriculum's Council approval on May 2, 2017.

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

RECOMMENDATION: Alternative No. 1

Prepared by: 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	_____	_____	_____	_____

12th Grade English Literature – Honors/CP

I would like to solicit your approval for the following text. This text will be used in the senior, year-long Honors English class (and possibly in other appropriate CP classes such as Myth to Science Fiction): *The Once and Future King* by T.H. White. I have included a brief summary of the book taken from Amazon.com. It will be used in a British Literature: Medieval Ages unit about epic heroes.

***The Once and Future King* -- T. H. White**

*This is a Project Gutenberg Free Publish book

“T. H. White’s masterful retelling of the saga of King Arthur is a fantasy classic as legendary as Excalibur and Camelot, and a poignant story of adventure, romance and magic that has enchanted readers for generations.

Once upon a time, a young boy called “Wart” was tutored by a magician named Merlyn in preparation for a future he couldn’t possibly imagine. A future in which he would ally himself with the greatest knights, love a legendary queen and unite a country dedicated to chivalrous values. A future that would see him crowned and known for all time as Arthur, King of the Britons.

During Arthur’s reign, the kingdom of Camelot was founded to cast enlightenment on the Dark Ages, while the knights of the Round Table embarked on many a noble quest. But Merlyn foresaw the treachery that awaited his liege: the forbidden love between Queen Guenever and Lancelot, the wicked plots of Arthur’s half-sister Morgause and the hatred she fostered in Mordred that would bring an end to the king’s dreams for Britain—and to the king himself.

“[*The Once and Future King*] mingles wisdom, wonderful, laugh-out-loud humor and deep sorrow—while telling one of the great tales of the Western world.”—Guy Gavriel Kay”
(Amazon.com).

Curriculum Council-Proposal Rationale for Teaching The Glass Menagerie Next Year to AP Students

Plot:

The Glass Menagerie by Tennessee Williams is often said to be one of the three greatest plays ever written by an American playwright, the others being Death of a Salesman by Arthur Miller and A Streetcar Named Desire, also by Williams. The play is set in 1930s America, in the depths of the Great Depression. The Wingfield family consists of three: Amanda Wingfield, the matriarch, a faded southern belle; Tom, the son and breadwinner; and, Laura the daughter, who is physically and mentally impaired. An absent presence in the family is the vanished father whose picture hangs upon the wall, reminding the family with his ghostly smiling visage of the one who left them all to fend for themselves.

Tom, the son, has been placed into the role of provider for his mother and his mentally ill sister. He feels suffocated by the tiny apartment and by his mother's delusions that envelop all three in a web of fantasy set in the past. Tom flees the delusions of his mother through dissolution and drink. The daughter, crippled, unable to escape the mother, disappears into her little glass figurines which she has turned into a reliquary of her vanished hopes. Desperate for money, fearing her fragile daughter will be relegated to spinsterhood, Amanda urges her son to bring home a "gentleman caller," a young man whom her daughter and son knew in high school. In due course, the Gentleman Caller arrives, and disaster arrives with him, as he barges into Laura's fragile world and breaks one of her most prized figurines in her glass menagerie. Seeing the wreckage, the gentleman caller and his mother have made of his sister's life, Tom determines that he must flee. The closing lines that Tom utters in saying farewell to his deluded mother, the apartment and his sister's shattered world is one of the finest speeches – if not the finest – in the history of American theater.

Why

Teach The Glass Menagerie? Or How Could I Not?

If one were trying to teach a literary work that captures the American psyche in all its complexity, one could not find a play more apt than Williams's The Glass Menagerie. All the defining American themes are there: appearance vs. reality, flight from entrapment, authority vs. rebellion, community vs. isolation, the quest for self-knowledge/identity. Williams could write with such shivering accuracy about these themes because he lived them. The Glass Menagerie is the story of Tennessee Williams's early life, growing up with an absent father, a once-sought-after Southern belle mother and a sister lost in her own private world. With grace and infinite sensitivity, Williams chronicles his own voyage away from this claustrophobic world into a world of artistic freedom but one which will be forever haunted by guilt for having deserted his sister as his father deserted him/them.

My plan is to use The Glass Menagerie as the capstone to the AP course. We always begin the year with Moby-Dick, the tale of another outsider, Ishmael, who goes to sea to flee his sorrows and to find himself. We will end the year with this story of irresolution. Tom is Ishmael reborn into the 1930s, and my hope is that in exploring Williams's rich play, my students will come to see that the themes taken up by Melville were/are universal in reach, that the quest for the great white whale is never-ending in American life, that we are all, for better or worse, impelled by desires and yearnings that are often irrational and seemingly pointless, and yet the very journey, the obsessive quest is what defines the American experience.

The Glass Menagerie is drenched in history, so the AP students, most of whom will also be enrolled in AP US History, will be very familiar with the Depression and the gospel of hope that was preached during that era by figures like Dale Carnegie and Norman Vincent Peale in How to Win Friends and Influence People and the Power of Positive Thinking respectively. In The Glass Menagerie, Williams explores these creeds in the ambivalent figure of the Gentleman-Caller. Williams's play asks questions. It never answers them. So, one interesting project that might emerge out of a study of this text would be to have the students examine the self-help movement as it came of age in the 1930s and continues on in American life today in both Twelve Step programs (AA was founded in the Depression) and figures like Oprah Winfrey and Tony

Robbins. This cultural critique that I hope we might engage in will align nicely with the work the students do in the spring semester AP project which is a study of a major political columnist.

For all these reasons, I hope that this classic American play may be approved for the spring of next year. While I love Death of a Salesman, my sense is that The Glass Menagerie will speak more powerfully to millennials who now live in a virtual world not unlike that of poor, doomed Laura Wingfield.

TO: BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: May 16, 2017
SUBJECT: B.3.b. APPROVE ADDITIONAL TEXTBOOK OAK PARK INDEPENDENT SCHOOL

ACTION

ISSUE: Shall Oak Park Independent School add two additional textbooks in support of its curriculum?

STATEMENT: Oak Park Independent School would like to add two additional books to its Math program. The books are *Pre-Calculus Common Core* and *Math Accelerated- A Pre-Algebra Program*. These books are being recommended based on the Curriculum’s Council approval on May 2, 2017.

- ALTERNATIVES:**
1. Approve the request for an additional textbook at Oak Park Independent School.
 2. Do not approve the request for an additional textbook at Oak Park Independent 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	_____	_____	_____	_____

TO: BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MAY 16, 2017
SUBJECT: B.4.a. APPROVE 2017-2018 SCHOOL HANDBOOK/DISCIPLINE PLANS

ACTION

ISSUE: Shall the Board of Education review and approve the 2017-2018 Handbooks/Discipline Plan?

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

Each year the schools review their handbooks to make sure they match practices and that there is uniformity within the District. School Handbooks can be accessed at this link: <https://goo.gl/NaH94I>

ALTERNATIVES: 1. Review and approve 2017-2018 Handbook/Discipline Plans as presented.
2. Do not approve 2017-2018 Handbook/Discipline Plans.

RECOMMENDATION: Alternative # 1.

Respectfully Submitted:

Anthony W. Knight, Ed.D.
Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: MAY 16, 2017

**SUBJECT: B.5.a. APPROVE AMENDMENT TO BOARD POLICY 4030
NONDISCRIMINATION IN EMPLOYMENT - First Reading**

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 4030 – Nondiscrimination in Employment?

BACKGROUND: Board Policy 4030 Policy and regulation updated to reflect NEW STATE REGULATIONS (Register 2015, No. 50), as renumbered, which specify certain requirements to be included in district policy or regulation and extend protections against discrimination to unpaid interns and volunteers. Policy also adds requirement to post the California Department of Fair Employment and Housing publication on workplace discrimination and harassment, and reflects NEW LAW (SB 1063, 2016) which prohibits the payment of different wage rates based on race or ethnicity and prohibits the use of prior salary history by itself to justify any disparity in compensation. Regulation reflects provisions of new state regulations regarding training of supervisors and dissemination of the district's nondiscrimination policy to all employees.

- ALTERNATIVES:**
1. Approve the amendment to Board Policy 4030 – Nondiscrimination in Employment.
 2. Do not amend Board Policy 4030 – Nondiscrimination in Employment.

RECOMMENDATION:
Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4030(a)

Nondiscrimination in Employment

The Governing Board is determined to provide district employees, [interns](#), [volunteers](#) and job applicants a safe, positive environment where they are assured of full and equal employment access and opportunities, protection from harassment or intimidation, and freedom from any fear of reprisal or retribution for asserting their employment rights in accordance with law. [This policy shall apply to all district employees and, to the extent required by law, to interns, volunteers, and job applicants.](#)

(cf. 1240 - Volunteer Assistance)

(cf. 4111/4211/4311 - Recruitment and Selection)

No district employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment. ~~The Board prohibits any district employees from discriminating against or harassing any other district employees and job applicant~~ on the basis of the ~~person~~employee's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex, or sexual orientation or [his/her](#) association with a person or group with one or more of these actual or perceived characteristics.

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

~~*(cf. 4119.41/4219.41/4319.41 – Employees with Infectious Disease)*~~

~~The Board also prohibits discrimination against any employee or job applicant~~ Discrimination in employment based on the characteristics listed above is prohibited in all areas of employment and in all employment-related practices, including the following:

1. [Discrimination](#) in [hiring](#), compensation, terms, conditions, and other privileges of employment ~~and the~~
2. [T](#)taking of any adverse employment action, ~~including, but not limited to, such as~~ termination or the denial of employment, promotion, job assignment, or training, ~~against an employee or job applicant based on any of the categories listed above.~~

~~*(cf. 4032 – Reasonable Accommodation)*~~

(cf. 4151/4251/4351 - Employee Compensation)

(cf. 4154/4254/4354 – Health and Welfare Benefits)

3. [Unwelcome conduct](#), whether verbal, physical, or visual, that is so severe or pervasive as to adversely affect an employee's employment opportunities, or that has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment
4. [Actions and practices](#) identified as unlawful or discriminatory pursuant to Government Code 12940 or 2 CCR 11006-11086, such as:

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4030(b)

- a. Sex discrimination based on an employee's pregnancy, childbirth, breastfeeding, or any related medical condition or on an employee's gender, gender expression, or gender identity, including transgender status

(cf. 4033 - Lactation Accommodation)

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

- ~~b. Prohibited discrimination on the basis of R~~religious creed ~~includes~~ discrimination based on an employee's ~~or job applicant's~~ religious belief or observance, including his/her religious dress or grooming practices, ~~or based~~ ~~In accordance with Government Code 12940, prohibited discrimination on the basis of religious creed also includes the~~ district's failure or refusal to use reasonable means to accommodate an employee's ~~or job applicant's~~ religious belief, observance, or practice which conflicts with an employment requirement. ~~However, the district shall not accommodate an employee's religious dress practice or religious grooming practice if it requires segregation of the individual from other employees or the public or if it would result in a violation of this policy or any law prohibiting discrimination.~~

~~Prohibited sex discrimination includes discrimination based on an employee's or job applicant's pregnancy, childbirth, breastfeeding, or any related medical condition.~~

~~Harassment consists of any unwelcome verbal, physical, or visual conduct that is based on any of the prohibited categories of discrimination listed above and that is so severe and pervasive that it adversely affects an individual's employment opportunities, has the purpose or effect of unreasonably interfering with the individual's work performance, or creates an intimidating, hostile, or offensive work environment.~~

- c. Disability discrimination based on a district requirement for a medical or psychological examination of a job applicant, or an inquiry into whether a job applicant has a mental or physical disability or a medical condition or as to the severity of any such disability or condition, without the showing of a job-related need or business necessity

(cf. 4119.41/4219.41/4319.41 - Employees with Infectious Disease)

- d. Disability discrimination based on the district's failure to make reasonable accommodation for the known physical or mental disability of an employee or to engage in a timely, good faith, interactive process with an employee, to determine effective reasonable accommodations for the employee, when he/she has requested reasonable accommodation for a known physical or mental disability or medical condition

(cf. 4032 - Reasonable Accommodation)

The Board also prohibits retaliation against any district employee ~~or job applicant~~ who opposes any discriminatory employment practice by the district or its employees, agents, or

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4030(c)

representatives or who complains, testifies, assists, or in any way participates in the district's complaint ~~procedures~~ process pursuant to this policy. No employee ~~or job applicant~~ who requests an accommodation for any protected characteristic listed in this policy shall be subjected to any punishment or sanction, regardless of whether the request was granted. (Government Code 12940)

Complaints concerning employment discrimination, harassment, or retaliation shall immediately be investigated in accordance with procedures specified in the accompanying administrative regulation.

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment shall report the incident to the Superintendent or designated district coordinator as soon as practical after the incident. All other employees are encouraged to report such incidents to their supervisor immediately. The district shall protect any employee who does not report such incidents from retaliation.

The Superintendent or designee shall use all appropriate means to reinforce the district's nondiscrimination policy. He/she shall provide training and information to employees about how to recognize harassment, and discrimination, how to respond appropriately, and components of the district's policies and regulations regarding discrimination. The Superintendent or designee shall regularly review the district's employment practices and, as necessary, shall take action to ensure district compliance with the nondiscrimination laws.

In addition, the Superintendent or designee shall post, in a conspicuous place on district premises, the California Department of Fair Employment and Housing publication on workplace discrimination and harassment issued pursuant to 2 CCR 11013.

Any district employee who engages in prohibited discrimination, harassment, or retaliation or who aids, abets, incites, compels, or coerces another to engage or attempt to engage in such behavior in violation of this policy shall be subject to disciplinary action, up to and including dismissal.

(cf. 4118 -- Dismissal/Suspension/Disciplinary Action))

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

CIVIL CODE

51.7 Freedom from violence or intimidation

GOVERNMENT CODE

11135 Unlawful discrimination

11138 Rules and Regulations

12900-12996 Fair Employment and Housing Act

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4030(d)

PENAL CODE

422.56 Definitions, hate crimes

CODE OF REGULATIONS, TITLE 2

11006-11086 Discrimination in employment

11013 Recordkeeping

11019 Terms, conditions and privileges of employment

11023 Harassment and discrimination prevention and correction

11024 Sexual harassment training and education

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs ~~receiving state financial assistance~~

UNITED STATES CODE, TITLE 20

1681-1688 ~~Discrimination based on sex or blindness,~~ Title IX of the education Amendments of 1972

UNITED STATES CODE, TITLE 29

621-634 Age ~~of~~ Discrimination in Employment Act

794 Section 504 of the Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964, *as amended*

2000e-2000e-17 Title VII, Civil Rights Act of 1964, *as amended*

2000ff-2000ff-11 Genetic Information Nondiscrimination Act of 2008

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

6101-6107 Age discrimination in federally assisted programs

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 34

100.6 Compliance information

104-7 Designation of responsible employee for Section 504

104.8 Notice

106.8 Designation of responsible employee and adoption of grievance procedures

106.9 Dissemination of policy

110.1-110.39 Nondiscrimination on the basis of age

COURT DECISIONS

Thompson v. North American Stainless LP, (2011) 131 S.Ct. 863

Shepherd v. Loyola Marymount, (2002) 102 Cal.App.4th 837

Management Resources:

CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING PUBLICATIONS

California Law Prohibits Workplace Discrimination and Harassment, December 2014

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

Notice of Non-Discrimination, August 2010

U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS

Questions and Answers: Religious Discrimination in the Workplace, 2008

New Compliance Manual Section 15: Race and Color Discrimination, April 2006

Enforcement Guidance: Vicarious Employer Liability for Unlawful Harassment by Supervisors, June 1999

WEB SITES

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

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

U.S. Equal Employment Opportunity Commission: <http://www.eeoc.gov>

Adopted: 1-21-92

Amended: 9-17-02, 6-8-10, 9-18-12, 2-19-13, 2-16-16, 10-18-16, 5-16-17

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 4000

Personnel

AR 4030(a)

Nondiscrimination In Employment

All allegations of discrimination in employment, including those involving an intern, volunteer, or job applicant, shall be investigated and resolved in accordance with procedures specified in this administrative regulation.

The district designates the position identified below as its coordinator for nondiscrimination in employment (coordinator) to coordinate the district's efforts to comply with state and federal nondiscrimination laws and to answer ~~to~~ inquiries regarding the district's nondiscrimination policies. The coordinator may be contacted at:

Assistant Superintendent, Human Resources
5801 ~~E.~~Conifer Street
Oak Park, CA 91377
818-735-3200

Measures to Prevent Discrimination

To prevent unlawful discrimination, harassment, and retaliation ~~in~~ ~~against~~ district employees, ~~volunteers, interns, and job applicants~~, the Superintendent or designee shall implement the following measures:-

1. Publicize the district's nondiscrimination policy and regulation, including the complaint procedures and the coordinator's contact information, ~~to employees, volunteers, interns, job applicants, and the general public~~ by: (5 CCR 4960; 34 CFR 100.6, 106.9)
 - a. Including them in each announcement, bulletin, or application form that is used in employee recruitment
 - b. Posting them in all district schools and offices, including staff lounges and other prominent locations
 - c. Posting them on the district's web site and providing easy access to them through district-supported social media, when available

(cf. 1113 – District and School Web Sites)

(cf. 1114 – District-Sponsored Social Media)

2. Disseminate the district's nondiscrimination policy to all employees by one or more of the following methods: (2 CCR 11023)

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 4000

Personnel

AR 4030(b)

- a. Printing and providing a copy of the policy to all employees, with an acknowledgment form for each employee to sign and return
- b. Sending the policy via email with an acknowledgment return form
- c. Posting the policy on the district intranet with a tracking system ensuring all employees have read and acknowledged receipt of the policies
- d. Discussing the policy with employees upon hire and/or during a new hire orientation session
- e. Any other way that ensures employees receive and understand the policy

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

- ~~2.~~ 3. Provide to employees a handbook that contains information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to anyone who feels that he/she has been ~~at~~the victim of any discriminatory or harassing behavior

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

- 3.4. Provide training to employees, volunteers, and interns regarding the district's nondiscrimination policy, including what constitutes unlawful discrimination, harassment, and retaliation and how and to whom a report of an incident should be made

Training for supervisors shall include the requirement to report any complaint of misconduct to a designated representative, such as the coordinator, human resources manager, or Superintendent or designee as a topic in the sexual harassment prevention training required pursuant to 2 CCR 11024 (2 CCR 11023)

(cf. 1140 – Volunteer Assistance)

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

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

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

- 4.5. Periodically review the district's recruitment, hiring, and promotion processes and regularly monitor the terms, conditions, and privileges of employment to ensure district compliance with law.

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 4000

Personnel

AR 4030(c)

Complaint Procedure

Any complaint ~~by an employee or job applicant~~ alleging unlawful discrimination or harassment shall be addressed in accordance with the following procedures:

1. Notice and Receipt of Complaint: A complainant ~~who is an employee shall~~ may inform his/her direct supervisor, another supervisor, the coordinator, the ~~However, if the supervisor is the person against whom the employee is complaining, the employee shall inform the coordinator or the Superintendent. A job applicant shall inform the coordinator or the Superintendent~~ or designee, or if, available, a complaint hotline or an ombudsman.

The complainant may file a written complaint in accordance with this procedure, or if he/she is an employee, may first attempt to resolve the situation informally with his/her supervisor.

A supervisor or manager who has received information about an incident of discrimination or harassment, or has observed such an incident, shall report it to the coordinator, whether or not the complainant files a written complaint.

The written complaint should contain the complainant's name, the name of the individual who allegedly committed the act, a description of the incident, the date and location where the incident occurred, any witnesses who may have relevant information, other evidence of the discrimination or harassment, and any other pertinent information which may assist in investigating and resolving the complaint.

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

(cf. 4032 – Reasonable Accommodation)

~~*(cf. 4119.11/4219.11/4319.11 – Sexual Harassment)*~~

2. Investigation Process: The coordinator shall initiate an impartial investigation of an allegation of discrimination or harassment within five business days of receiving notice of the alleged discrimination or harassing behavior, regardless of whether a written complaint has been filed or whether the written complaint is complete.

The coordinator shall meet with the complainant to describe the district's complaint procedure and discuss the actions being sought by the complainant in response to the allegation. The coordinator shall inform the complainant that the investigation of the allegations will be fair, timely, and thorough and will be conducted in a manner that provides all parties due process and reaches reasonable conclusions based on the evidence collected. He/she shall also inform the parties that the investigation will be kept confidential to the extent possible, but that some information may be revealed as necessary to conduct an effective investigation.

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 4000

Personnel

AR 4030(d)

(cf. 3580 – District Records)

(cf. 4112.6/4212.6/4312.6 – Personnel Files)

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

If the coordinator determines that a detailed fact-finding investigation is necessary, he/she shall begin the investigation immediately. As part of this investigation, the coordinator should interview the complainant, the person accused, and other persons who could be expected to have relevant information.

The coordinator shall track and document the progress of the investigation to ensure reasonable progress and shall inform the parties as necessary.

When necessary to carry out his/her investigation or to protect employee safety, the coordinator may discuss the complaint with the Superintendent or designee, district legal counsel, or the district's risk manager.

The coordinator also shall determine whether interim measures, such as scheduling changes, transfers, or leaves, need to be taken before the investigation is completed to ensure that further incidents ~~do not occur~~ are prevented. The coordinator shall ensure that such interim measures do not constitute retaliation.

3. Written Report on Findings and Remedial/Corrective Action: No more than 20 business days after receiving the complaint, the coordinator shall conclude the investigation and prepare a written report of his/her findings. This timeline may be extended for good cause. If an extension is needed, the coordinator shall notify the complainant and explain the reasons for the extension.

The report shall include the decision and the reasons for the decision and shall summarize the steps taken during the investigation. If a determination has been made that discrimination or harassment occurred, the report also shall ~~also~~ include any corrective actions(s) that have been or will be taken to address the behavior, ~~correct the effect on~~ provide appropriate options for remedial actions and resolutions for the complainant, and ensure that retaliation or further discrimination or harassment ~~does not occur~~ is prevented.

The report shall be presented to the complainant, the person accused, and the Superintendent or designee.

4. Appeal to the Governing Board: The complainant or the person accused may appeal any findings to the Board within 10 business days of receiving the written report of the coordinator's findings. The Superintendent or designee shall provide the Board with all information presented during the investigation. Upon receiving an appeal, the Board shall schedule a hearing as soon as practicable. Any complaint against a district employee shall be

**OAK PARK UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE REGULATION**

Series 4000

Personnel

AR 4030(e)

addressed in closed session in accordance with law. The Board shall render its decision within 10 business days.

(cf. 1312.1 – Complaints Concerning District Employees)

(cf. 9321 – Closed Session Purposes and Agendas)

Other Remedies

In addition to filing a discrimination or harassment complaint with the district, a person may file a complaint with either the California Department of Fair Employment and Housing (DFEH) or the Equal Employment Opportunity Commission (EEOC). The time limits for filing such complaints are as follows:

1. To file a valid complaint with DFEH, within one year of the alleged discriminatory act(s), unless an exception exists pursuant to Government Code 12960
2. To file a valid complaint directly with EEOC, within 180 days of the alleged discriminatory act(s) (42 USC 2000e-5)
3. To file a valid complaint with EEOC after first filing a complaint with DFEH, within 300 days of the alleged discriminatory act(s) or within 30 days after the termination of proceedings by DFEH, whichever is earlier (42 USC 2000e-5)

Adopted: 9-17-02

Amended: 2-16-16, 5-16-17

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: MAY 16, 2017

SUBJECT: B.5.b APPROVE AMENDMENT OF BOARD POLICY 6164.6 – IDENTIFICATION AND EDUCATION UNDER SECTION 504 - First Reading

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 6164.6 – Identification and Education Under Section 504?

BACKGROUND: Board Policy 6164.6 is being updated to Policy updated to add requirement to address the needs of students with disabilities in the district's local control and accountability plan. Regulation updated to reflect NEW FEDERAL REGULATIONS (81 Fed. Reg. 53203) which primarily revise definitions used in the Americans with Disabilities Act. Board Policy 6164.6 is being submitted with recommended language from CSBA.

- ALTERNATIVES:**
1. Approve the amendment of Board Policy 6164.6 – Identification and Education Under Section 504.
 2. Do not approve the amendment Board Policy 6164.6 – Identification and Education Under Section 504.

RECOMMENDATION:
Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6164.6(a)

Identification and Education Under Section 504

The Governing Board believes that all children, including children with disabilities, should have ~~an~~ the opportunity to learn in a safe and nurturing environment. The ~~district~~ Superintendent or designee shall ~~will~~ work to identify children with disabilities who reside within ~~its~~ the jurisdiction of the district in order to ensure that they receive educational and related services required by law.

The ~~district~~ Superintendent or designee shall provide ~~identified~~ qualified students with disabilities with a free, appropriate public education (FAPE) as defined under Section 504 of the federal Rehabilitation Act of 1973. Such students shall receive regular or special education and related aids and services designed to meet their individual educational needs as adequately as the needs of ~~non-disabled~~ students without disabilities are met. (34 CFR 104.33)

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

(cf. 0430 - Comprehensive Local Plan for Special Education)

(cf. 5141.241 - Administering Medication and Monitoring Health Conditions)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.23 - Asthma Management)

(cf. 5141.234 - Specialized Health Care Services)

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

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

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

In addition, qualified students with disabilities shall be provided an equal opportunity to participate in programs and activities that are integral components of the district's basic education program, including, but not limited to, extracurricular athletics, interscholastic sports, and/or other nonacademic activities. (34 CFR 104.37)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

(cf. 6145.5 - Student Organizations and Equal Access)

The district's local control and accountability plan shall include goals and specific actions to improve student achievement and other outcomes of students with disabilities. At least annually, the Superintendent or designee shall assess the district's progress in attaining the goals established for students with disabilities and shall report these results to the Board. (Education Code 52052, 52060)

(cf. 0460 - Local Control and Accountability Plan)

In providing services to students with disabilities under Section 504, the Superintendent or

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6164.6(b)

designee shall ensure district compliance with law, including providing the students and their parents/guardians with applicable procedural safeguards and required notifications. Any dispute as to the identification, evaluation, or placement of any student with a disability shall be resolved in accordance with the processes specified in the “Procedural Safeguards” section of the accompanying administrative regulation.

The Superintendent or designee shall maintain a list of impartial hearing officers who are qualified and willing to conduct Section 504 hearings. To ensure impartiality, such officers shall not be employed by or under contract with the district in any other capacity except as hearing officer and shall not have any professional or personal involvement that would affect their impartiality or objectivity in the matter.

Legal Reference:

EDUCATION CODE

49423.5 Specialized physical health care services

52052 Numerically significant student subgroups

52060-52077 Local control and accountability plan

56043 Special education, timelines

56321 Assessment; development of IEP; parental notifications, consent

CODE OF REGULATIONS, TITLE 5

3051.12 Health and Nursing Services

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act of 1974

1400 -14827 Individuals with Disabilities Education Act

UNITED STATES CODE, TITLE 29

705 Definitions; Vocational Rehabilitation Act

794 Rehabilitation Act of 1973, Section 504

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

CODE OF REGULATIONS, TITLE 28

35.101-35.190 Nondiscrimination on the basis of disability in state and local government services

CODE OF FEDERAL REGULATIONS, TITLE 34

104.1 - 104.61 Nondiscrimination on the basis of handicap, especially:

104.1 Purpose to effectuate Section 504 of the Rehabilitation Act of 1973

104.3 Definitions

104.32 Location and notification

104.33 Free appropriate public education

104.34 Educational setting

104.35 Evaluation and placement

104.36 Procedural safeguards

104.37 Nonacademic services

104.7 Responsible employee; grievance procedures

COURT DECISIONS

Christopher S. v. Stanislaus County Office of Education, (2004) 384 F.3d 1205

Management Resources:

CSBA PUBLICATIONS

**OAK PARK UNIFIED SCHOOL DISTRICT
BOARD POLICY**

Series 6000

Instruction

BP 6164.6(b)

Rights of Students with Diabetes Under IDEA and Section 504, Policy Brief, ~~November~~ December 2007
CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES

Legal Advisory on Rights of Students with Diabetes in California's K-12 Public Schools, August 2007
U.S. DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS PUBLICATIONS

[Dear Colleague Letter and Resource Guide on Students with ADHD, July 2016](#)

[Protecting Students with Disabilities: Frequently Asked Questions About Section 504 and the Education of Children with Disabilities, October 2015](#)

Dear Colleague Letter, January 2013

Dear Colleague Letter and Questions and Answers on ADA Amendments Act of 2008 for Students with Disabilities Attending Public Elementary and Secondary Schools, January 2012

Free Appropriate Public Education for Students with Disabilities: Requirements under Section 504 of the Rehabilitation Act of 1973, September 2007

WEB SITES

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

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr/index.html?src=mr>

Adopted: 9-17-02

Amended: 5-20-08, 11-19-13, [5-16-2017](#)

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 6000

Instruction

AR 6164.6(a)

Identification and Education Under Section 504

The Superintendent designates the following position as the district's 504 Coordinator to implement the requirements of Section 504 of the federal Rehabilitation Act of 1973: (34 CFR 104.7)

Director, Pupil Services
5801 E. Conifer Street
Oak Park, CA 91377
818-735-3208

Definitions

For the purpose of implementing Section 504, ~~of the Rehabilitation Act of 1973~~, the following terms and phrases shall have only the meanings specified below:

Free appropriate public education (FAPE) means the provision of ~~either~~ regular or special education and related aids and services, designed to meet the ~~student's~~ individual educational needs ~~of a student with disabilities~~ as adequately as the needs of ~~nondisabled~~ students ~~without disabilities~~ are met, ~~without at no cost to the student or his/her parent/guardian~~, except when a fee is ~~specifically authorized by law for all~~ ~~imposed on nondisabled~~ students. (34 CFR 104.33)

(cf. 3260 – Fees and Charges)

Student with a disability means a student who has a physical or mental impairment which substantially limits one or more major life activities. (34 CFR 104.33) ~~35.108~~

~~Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working. (34 CFR 104.3)~~

Physical impairment means any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the ~~following~~ body systems, ~~such as~~ neurological, musculoskeletal, special sense organs, respiratory, (including speech organs), cardiovascular, reproductive, digestive, genito-urinary, immune, hemic, ~~and~~ lymphatic, skin, and endocrine. (34 CFR 104.3) ~~34.108~~

~~Mental impairment means any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. (34 CFR 104.3)~~

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 6000

Instruction

AR 6164.6(b)

Substantially limits major life activities means limiting a person's ability to perform functions, **as compared to most people in the general population**, such as caring for himself/herself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, **writing**, communicating, and working. Major life activities also includes major bodily functions such as functions of the immune system, **special sense organs and skin**, normal cell growth, ~~and~~ digestive, bowel, bladder, neurological, brain, respiratory, circulatory, **cardiovascular**, endocrine, **hemic, lymphatic, musculoskeletal**, and reproductive functions, ~~Substantially~~ **as well as the operation of an individual organ within a body system**. The determination of whether an impairment **substantially limits a student's major life activities** shall be **made determined** without regard to the ameliorative effects of mitigating measures other than ordinary eyeglasses or contact lenses. Mitigating measures ~~include~~ **are** measures that an individual may use to eliminate or reduce the effects of an impairment, including, but ~~are~~ not limited to, medications, medical supplies or equipment, prosthetic devices, assistive devices, **reasonable modifications or auxiliary aids or services**, learned behavioral, or adaptive neurological modifications, **psychotherapy, behavioral therapy, or physical therapy**. ~~which an individual may use to eliminate or reduce the effects of an impairment.~~ (42 USC 12102; ~~34-28 CFR 104.3 35.108~~)

Referral, Identification, and Evaluation

Any action or decision to be taken by the district involving the referral, identification, or evaluation of a student with disabilities shall be in accordance with the following procedures:

1. A parent/guardian, teacher, other school employee, student success team, or community agency may refer a student to the principal or 504 Coordinator for identification as a student with a disability under Section 504.

(cf. 6164.5 – Student Success Teams)

2. Upon receipt of **any such** referral, ~~of eligibility~~, the principal, 504 Coordinator, or other qualified individual with expertise in the area of the student's suspected disability shall consider the referral and determine whether an evaluation is appropriate. This determination shall be based on a review of the student's school records, including **those in** academic and nonacademic areas of the school program; consultation with the student's teacher(s), other professionals, and the parent/guardian, as appropriate; and analysis of the student's needs.

If it is determined that an evaluation is unnecessary, the principal or 504 Coordinator shall inform the parents/guardians in writing of this decision and of the procedural safeguards available, as described in the "Procedural Safeguards" section below.

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 6000

Instruction

AR 6164.6(c)

3. If ~~it is determined that a~~ **the** student needs or is believed to need special education or related services under Section 504, the district shall conduct an evaluation of the student prior to **his/her** initial placement. (34 CFR 104.35)

Prior to conducting an initial evaluation of a student for eligibility under Section 504, the district shall obtain written parent/guardian consent.

The district's evaluation procedures shall ensure that the tests and other evaluation materials: (34 CFR 104.35)

- a. Have been validated and are administered by trained personnel in conformance with the instruction provided by the test publishers
- b. Are tailored to assess specific areas of educational need and are not ~~based solely merely on a~~ **designed to provide a** single general intelligence quotient-
- c. Reflect the student's aptitude or achievement or whatever else the tests purport to measure rather than his/her impaired sensory, manual, or speaking skills, except where those skills are the factors that the tests purport to measure

Section 504 Services Plan and Placement

Services and placement decisions for students with disabilities shall be determined as follows:

1. A multi-disciplinary 504 team shall be convened to review the evaluation data in order to make placement decisions.

The 504 team shall consist of a group of persons knowledgeable about the student, the meaning of the evaluation ~~data~~, and the placement options. (34 CFR 104.35)

In interpreting evaluation data and making placement decisions, the team shall draw upon information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical condition, social or cultural background, and adaptive behavior. The team shall also ensure that information obtained from all such sources is documented and carefully considered and that the placement decision is made in conformity with 34 CFR 104.34. (34 CFR 104.35)

2. If, upon evaluation, a student is determined to be eligible for services under Section 504, the team shall meet to develop a written 504 services plan which shall specify the types of regular or special education services, accommodations, and supplementary aids and services necessary to

**OAK PARK UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE REGULATION**

Series 6000

Instruction

AR 6164.6(d)

ensure that the student receives FAPE.

The parents/guardians shall be invited to participate in the meeting and shall be given an opportunity to examine all relevant records.

(cf. 5141.21 – Administering Medication and Monitoring Health Conditions)

(cf. 5141.22 – Infectious Diseases)

(cf. 5141.23 – Asthma Management)

(cf. 5141.24 – Specialized Health Care Services)

(cf. 5141.26 – Tuberculosis Testing)

(cf. 5141.27 – Food Allergies/Special Dietary Needs)

3. If the 504 team determines that no services are necessary for the student, the record of the team’s meeting shall reflect whether or not the student has been identified as a ~~disabled~~ person with a disability under Section 504 and shall state the basis for the ~~decision-determination~~ that no special services are presently needed. The student’s parent/guardian shall be informed in writing of his/her rights and procedural safeguards, as described in the “Procedural Safeguards” section below.

4. The student shall be placed in the regular educational environment, unless the district can demonstrate that the education of the student in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. The student shall be educated with those who are not disabled to the maximum extent appropriate to his/her individual needs. (34 CFR 104.34)

5. The district shall complete the identification, evaluation, and placement process within a reasonable time frame. [The district shall adhere to this time frame regardless of any extended school breaks or times that school is otherwise not in session.](#)

6. A copy of the student’s [Section](#) 504 services plan shall be kept in his/her student record. The student’s teacher(s), and any other staff who provide services to the student, shall be informed of the plan’s requirements.

If a student transfers to another school within the district, the principal or designee at the school from which the student is transferring shall ensure that the principal or designee at the new school receives a copy of the plan prior to the student’s enrollment in the new school.

(cf. 5116.1 - Intradistrict Open Enrollment)

(cf. 5125 – Student Records)

Review and Reevaluation

The 504 team shall monitor the progress of the student and, at least annually, shall review the

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 6000

Instruction

AR 6164.6(e)

effectiveness of the student's Section 504 services plan to determine whether the services are appropriate and necessary and whether the student's needs are being met as adequately as the needs of ~~non-disabled~~ students **without disabilities are met**. In addition, each student with a disability under Section 504 shall be reevaluated at least once every three years.

A reevaluation of the student's needs ~~will~~ **shall** be conducted before any subsequent significant change in placement. (34 CFR 104.35)

(cf. 5144.1 – Suspension and Expulsion/Due Process)

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

Procedural Safeguards

The Superintendent or designee shall notify the parents/guardians of students with disabilities of all actions and decisions by the district regarding the identification, evaluation, or educational placement of their children. He/she ~~shall~~ **shall** notify the parents/guardians of all the procedural safeguards available to them if they disagree with the district's action or decision, including an opportunity to examine all relevant records and an impartial hearing in which they shall have the right to participate. (34 CFR 104.36)

(cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)

If a parent/guardian disagrees with any district action or decision regarding the identification, evaluation, or education placement of his/her child under Section 504, he/she may request a Section 504 due process hearing within 30 days of that action or decision.

Prior to requesting a Section 504 due process hearing, the parent/guardian may, at his/her discretion, but within 30 days of the district's action or decision, request an administrative review of the action or decision. The Coordinator shall designate an appropriate administrator to meet with the parent/guardian to attempt to resolve the issue and the administrative review shall be held within 14 days of receiving the parent/guardian's request. If the parent/guardian is not satisfied with the resolution of the issue, **or if the parent/guardian did not request an administrative review**, he/she may request a Section 504 due process hearing.

A Section 504 due process hearing shall be conducted in accordance with the following procedures:

1. The parent/guardian shall submit a written request **to** the Coordinator within 30 days of receiving the district's decision or, if an administrative review is held, within 14 days of the completion of the review. The request for the due process hearing shall include:

- a. The specific nature of the decision with which he/she disagrees

**OAK PARK UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE REGULATION**

Series 6000

Instruction

AR 6164.6(f)

- b. The specific relief he/she seeks
 - c. Any other information ~~the~~ he/she believes ~~is~~ pertinent ~~to resolving~~ to resolving the disagreement
2. Within 30 days of receiving the parent/guardian's request, the Superintendent or designee and 504 Coordinator shall select an impartial hearing officer. This 30-day deadline may be extended for good cause or by mutual agreement of the parties.
3. Within 45 days of the selection of the hearing officer, the Section 504 due process hearing shall be conducted and a written decision mailed to all parties. This 45-day deadline may be extended for good cause or by mutual agreement of the parties.
4. The parties to the hearing shall be afforded the right to:
- a. Be accompanied and advised by **legal** counsel and by individuals with special knowledge or training related to the problems of students with disabilities under Section 504
 - b. Present written and oral evidence
 - c. Question and cross-examine witnesses
 - d. Receive written findings by the hearing officer **stating the decision and explaining the reasons for the decision**
- If desired, either party may seek a review of the hearing officer's decision by a federal court of competent jurisdiction.

Notifications

The Superintendent or designee shall ensure that the district has taken appropriate steps to notify students and parents/guardians of the district's duty under Section 504. (34 CFR 104.32)

(cf. 5145.6 - Parental Notifications)

Adopted: 9-17-02

Amended: 11-07, 3-09, 4-13, **5-16-17**

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: MAY 16, 2017

**SUBJECT: B.5.c. APPROVE AMENDMENT TO BOARD POLICY 0520.2
TITLE I PROGRAM IMPROVEMENT SCHOOLS - First Reading**

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 0520.2 Title I Program Improvement Schools?

BACKGROUND: Board Policy 0520.2 is being updated Policy and regulation updated to reflect the Every Student Succeeds Act (ESSA) (P.L. 114-95), U.S. Department of Education (USDOE) guidance, and the California Department of Education (CDE) transition plan, which require schools identified for program improvement (PI) to continue to implement their school improvement plans during the 2016-17 school year while a new system of school support and improvement activities for Title I schools is developed. Policy also deletes references to the federal measure of "adequate yearly progress" and the requirements to offer intradistrict transfers and supplemental educational services (SES) to eligible students, as these have been eliminated under ESSA. Material on the Parent Empowerment Act moved from AR to BP, and "Program Evaluation" section revised to reflect requirement to develop and post a report card with specified content. Regulation deletes sections on "Definitions," "Parental Notifications," "Student Transfers," and "Supplemental Educational Services," and adds section on "Alternative Supports" to reflect the CDE's transition plan which requires that district-defined supports be provided to eligible students. Board Policy 0520.2 is being submitted with recommended changes from CSBA.

ALTERNATIVES:

1. Approve the amendment to Board Policy 0520.2 Title I Program Improvement Schools
2. Do not amend Board Policy 0520.2 Title I Program Improvement Schools

RECOMMENDATION:
Approval of Alternative #1

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

**APPROVE AMENDMENT TO BOARD POLICY 0520.2 TITLE I PROGRAM
IMPROVEMENT SCHOOLS - First Reading
May 16, 2017
Page 2**

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 0000 Philosophy, Goals, Objectives & and Comprehensive Plans BP 0520.2(a)

Title I Program Improvement Schools

~~The Governing Board desires to assist all schools receiving federal Title I funds to achieve adequate yearly progress (AYP) toward the state's proficient level of achievement on state assessments.~~

The Governing Board is committed to enabling all district students to meet state academic achievement standards and to narrowing the achievement gap among student groups. To that end, the district shall provide support and assistance to increase student achievement in any school that receives federal Title I funding and has been identified by the California Department of Education as a program improvement (PI) school.

(cf. 6011 - Academic Standards)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - ~~Standardized Testing and Reporting Program~~ State Academic Achievement Tests)

(cf. 6171 - Title I Programs)

The Superintendent or designee shall ~~coordinate program~~ ensure that school improvement ~~efforts with federal, state and local~~ strategies developed for any PI school are coordinated, aligned, and effectively implemented in accordance with administrative regulation and the Board-approved school improvement ~~plan programs as appropriate~~.

(cf. 0420.1 - ~~School Based Program Coordination~~)

(cf. 0520.1 - ~~High Priority Schools Grant Program~~)

(cf. 0420 - School Plans/Site Councils)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 5116.1 - Intradistrict Open Enrollment)

(cf. 6179 - Supplemental Instruction)

~~The Superintendent or designee shall ensure that students in program improvement schools receive supplemental educational services and opportunities for student transfers in accordance with law.~~

(cf. 5116.1 - ~~Intradistrict Open Enrollment~~)

(cf. 6179 - ~~Supplemental Instruction~~)

~~The Superintendent or designee shall provide the Board with regular reports on the implementation of the improvement plan and the effectiveness of the program improvement efforts in raising student achievement.~~

(cf. 6190 - ~~Evaluation of the Instructional Program~~)

(cf. 9000 - ~~Role of the Board~~)

As necessary, the Board shall determine corrective actions for schools in Year 3 of PI and/or restructuring options for schools in Year 4 of PI or beyond.

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 0000 *Philosophy, Goals, Objectives & and Comprehensive Plans* BP 0520.2(b)

Whenever a school is identified for Year 4 PI but is not identified as a "persistently lowest achieving school" pursuant to Education Code 53201, the parents/guardians of students attending that school may petition the Board to implement an intervention for the purpose of improving academic achievement or student safety, provided that the state limit on the number of such schools has not yet been reached. To be considered by the Board, the petition shall contain all required content and signatures and specify one of four intervention models (i.e., turnaround model, restart model, school closure, or transformation model) or an alternative governance arrangement, as described in 5 CCR 4803-4807. The district shall implement the option requested by the parents/guardians unless, at a regularly scheduled public hearing, the Board makes a finding in writing stating the reason it cannot implement the recommended option and instead designates one of the other options to be implemented. (Education Code 53300-53303; 5 CCR 4800-4808)

Program Evaluation

The Superintendent or designee shall develop an annual report card that includes the information specified in 20 USC 6311 for each district school and for the district as a whole. The required information may be incorporated into each school's school accountability report card. (20 USC 6311)

(cf. 0510 - School Accountability Report Card)
(cf. 6190 - Evaluation of the Instructional Program)

The report card shall be concise, presented in an understandable and uniform format and, to the extent practicable, in a language that parents/guardians can understand. It shall be made accessible to the public on the district's web site. (20 USC 6311)

(cf. 1113 - District and School Web Sites)

As necessary based on the results of this evaluation, the Board may require the Superintendent or designee to review and revise any of the school's reform plans, including the school's Single Plan for Student Achievement, allocate additional resources toward the implementation of the plan, and/or require more frequent monitoring of the school's progress in order to raise student achievement.

Legal Reference:

EDUCATION CODE

~~60642.5 California Standards Tests~~

~~60850-60856 High School Exit Examination~~

~~PUBLIC LAW 107-110~~

~~1001 Title I program purpose~~

~~1111 Adequate yearly progress~~

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 0000

Philosophy, Goals, Objectives and Comprehensive Plans

BP 0520.2(c)

~~1112 Local educational agency plan~~

~~1113 Eligibility of schools and school attendance areas; funding allocation~~

~~1116 School improvement~~

~~9532 Persistently dangerous schools~~

35256 School accountability report card

53200-53203 Persistently lowest achieving schools

53300-53303 Parent Empowerment Act

64000 Categorical programs included in consolidated application

64001 Single school plan for student achievement, consolidated application programs

CODE OF REGULATIONS, TITLE 5

11992-11994 Persistently dangerous schools, definition

4800-4808 Parent Empowerment petitions

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

6301 Title I program purpose

6311 State plan; state and local educational agency report cards

6312 Local educational agency plan

6313 Eligibility of schools and school attendance areas; funding allocation

7912 Persistently dangerous schools

UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act

CODE OF FEDERAL REGULATIONS, TITLE 34

~~200.13-200.20 Adequate yearly progress~~

~~200.30-200.35 Identification of program improvement schools~~

~~200.36-200.38 Notification requirements~~

~~200.39-200.43 Requirements for program improvement, corrective action and restructuring~~

~~200.44 School choice option~~

~~200.45-200.47 Supplemental services~~

~~200.48 Funding for transportation and supplemental services~~

99.1-99.67 Family Educational Rights and Privacy

200.49-200.51 State responsibilities

200.52-200.53 District improvement

Management Resources:

~~CSBA ADVISORIES~~

~~No Child Left Behind: Update on Federal Regulations and State Board of Education Actions, January 2003~~

~~Supplemental Educational Services for NCLB: School Districts and County Offices as Providers, November 2002~~

~~The "No Child Left Behind" Act of 2001: Policy Implications for School Districts, July 2002~~

U.S. DEPARTMENT OF EDUCATION *GUIDANCE PUBLICATIONS*

~~Public School Choice, December 4, 2002~~

~~Supplemental Educational Services, December 12, 2002~~

Every Student Succeeds Act 2016-17 School Year Transition Plan, April 2016

FEDERAL REGISTER

Final Rule and Supplementary Information, October 29, 2008. Vol. 73, No. 210, pages 64436-64513

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Transitioning to the Every Student Succeeds Act (ESSA): Frequently Asked Questions, rev. May 4, 2016

WEB SITES

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

~~CDE~~: <http://www.cde.ca.gov/iasa/titleone>

**OAK PARK UNIFIED SCHOOL DISTRICT
BOARD POLICY**

Series 0000

Philosophy, Goals, Objectives & Comprehensive Plans

BP 0520.2(d)

California Department of Education, Program Improvement: <http://www.cde.ca.gov/ta/ac/ti/programimprov.asp>

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

~~No Child Left Behind: <http://www.nclb.gov>~~

Adopted: 9-17-02

Amended: 05-16-17

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 0000

Philosophy, Goals, Objectives and Comprehensive Plans AR 0520.2(a)

Title I Program Improvement Schools

Definitions

~~Program improvement school is a school receiving federal Title I funds that has failed to make adequate yearly progress for two or more consecutive school years.~~

~~Adequate yearly progress (AYP) is the minimum percentage of students at each school who must perform at or above the "proficient" level each year in reading language arts and mathematics. The minimum percentage rises each year, so that by 2014 all students in all schools must achieve at the proficient level or higher in both content areas. The minimum percentage also applies to each numerically significant subgroup of students, unless the percentage of students in the group who did not meet or exceed the target decreased by at least 10 percent from the preceding year and the group progressed on one or more academic indicators.~~

~~At or above the "proficient" level, for students in grades 2-8, means the percentage of students scoring at the proficient or advanced level on the California Standards Tests. At the high school level, proficiency is determined by equivalent levels on the California High School Exit Examination as determined by the State Board of Education.~~

~~(cf. 6162.51—Standardized Testing and Reporting Program)~~

~~(cf. 6162.52—High School Exit Examination)~~

~~Numerically significant subgroups include economically disadvantaged students, students from major racial and ethnic groups, students with disabilities and students with limited English proficiency. For purposes of determining AYP, a significant subgroup is at least 100 students, or 50 students who represent at least 15 percent of the students to be tested.~~

Requirements for Program Improvement Schools

~~When any district school is identified for program improvement: (P.L. 107-110, Section 1116)~~

~~(cf. 0420—School Plans/Site Councils)~~

~~(cf. 6171—Title I Programs)~~

- ~~1. The Superintendent or designee shall provide students enrolled in the school the option of transferring to another district school or charter school that has not been identified for program improvement, as described below under "Student Transfers."~~

~~(cf. 0420.4—Charter Schools)~~

~~(cf. 5118—Transfers)~~

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 0000

Philosophy, Goals, Objectives and Comprehensive Plans AR 0520.2(b)

~~2. The school shall develop or revise a two-year improvement plan in accordance with P.L. 107-110, Section 1116, for approval by the Governing Board.~~

~~Within 45 days of receiving the plan, the Board shall establish a peer review process to assist with the review of the plan, work with the school as necessary, and approve the plan if it meets the requirements of law. (P.L. 107-110, Section 1116)~~

~~The school shall implement the improvement plan no later than the beginning of the next full school year following the school's identification for program improvement, or, if the plan has not been approved prior to beginning the school year, immediately upon approval of the plan. (P.L. 107-110, Section 1116)~~

~~As the school develops and implements the school plan,~~
[Title I Program Improvement Schools](#)

[Year 1 Program Improvement](#)

For any district school in its first year of program improvement (PI), the Superintendent or designee shall implement a school improvement plan that was approved by the Governing Board.

(cf. 6171 - Title I Programs)

†The Superintendent or designee shall ensure that the school receives technical assistance ~~either~~ from the district, ~~the~~ California Department of Education (CDE), an institution of higher education, a private organization, an educational service agency or another entity with experience in helping schools improve academic achievement, including assistance in: ~~(P.L. 107-110, Section 1116)~~

1. Analyzing [data from](#) state assessments ~~data~~ and other examples of student work to identify and address problems in instruction and/or problems in implementing Title I requirements pertaining to parent involvement, professional development, or school and district responsibilities identified in the school's ~~Title I~~ plan
2. Identifying and implementing professional development, instructional strategies and methods of instruction that are ~~based on~~ [derived from](#) scientifically based research and that have proven effective in addressing the specific instructional issues that caused the school to be identified for ~~school improvement~~ PI
3. Analyzing and revising the school's budget so that the school's resources are more effectively allocated to the activities most likely to increase student achievement and ~~to~~ remove the

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 0000

Philosophy, Goals, Objectives and Comprehensive Plans AR 0520.2(c)

school from ~~program improvement~~ PI status

(cf. 3100 - Budget)

Year 2 Program Improvement

~~For any school that fails to make AYP by the end of the first full school year after being identified for program improvement, the Superintendent or designee shall: (P.L. 107-110, Section 1116)~~

- ~~1. Continue to provide all students enrolled in the school with the option to transfer to another district school or charter school that has not been identified for program improvement~~
- ~~2. Arrange for the provision of supplemental educational services to eligible students from low-income families by a provider with a demonstrated record of effectiveness, as described below under "Supplemental Educational Services"~~
- ~~3. Continue to provide for technical assistance~~

~~Any school that continues to fail to make AYP in subsequent years shall be subject to items #1-3 above as well as additional consequences ranging from corrective actions to restructuring of school governance pursuant to P.L. 107-110, Section 1116.~~

~~Whenever a school is identified for program improvement, corrective action or restructuring, the Superintendent or designee shall promptly notify parents/guardians of students enrolled in that school. The notification shall include: (P.L. 107-110, Section 1116)~~

- ~~1. An explanation of what the identification means, and how the school compares in terms of academic achievement to other elementary or secondary schools in the district and state~~
- ~~2. The reasons for the identification~~
- ~~3. An explanation of what the school is doing to address the problem of low achievement~~
- ~~4. An explanation of what the district or state is doing to help the school address the achievement problem~~
- ~~5. An explanation of how parents/guardians can become involved in addressing the academic issues that caused the school to be identified for program improvement~~

~~OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION~~

~~Series 0000 ———— Philosophy, Goals, Objectives and Comprehensive Plans ———— AR 0520.2(d)~~

~~6.—An explanation of the option to transfer to another district school or charter school or to obtain supplemental educational services~~

~~(cf. 5145.6—Parental Notifications)~~

~~The Superintendent or designee shall disseminate information about corrective actions taken at any district school to the parents/guardians of each student in that school and to the public through such means as the Internet, the media and public agencies. (P.L. 107-110, Section 1116)~~

~~The Superintendent or designee shall promptly notify teachers and parents/guardians whenever a school is identified for restructuring and shall provide them adequate opportunities to comment before taking action and to participate in developing any plan for restructuring school governance. (P.L. 107-110, Section 1116)~~

~~All notifications pertaining to program improvement shall be written in an understandable and uniform format and, to the extent practicable, in a language the parents/guardians can understand. (P.L. 107-110, Section 1116)~~

~~When a school identified for program improvement, corrective action or restructuring makes AYP for two consecutive school years, it shall no longer be subject to the requirements described above. (P.L. 107-110, Section 1116)~~

Student Transfers

~~All students enrolled in a Title I school that is identified for program improvement, corrective action or restructuring shall be provided an option to transfer to another district school or charter school that: (P.L. 107-110, Section 1116; 34 CFR 200.44)~~

- ~~1.—Has not been identified for program improvement, corrective action or restructuring~~
- ~~2.—Has not been identified by the California Department of Education as a "persistently dangerous" school pursuant to P.L. 107-110, Section 9532~~

~~(cf. 0450—Comprehensive Safety Plan)~~

~~(cf. 5116.1—Intradistrict Open Enrollment)~~

~~Among these students, priority shall be given to the lowest achieving students from low-income families, as defined by the district for purposes of allocating Title I funds. (P.L. 107-110, Section 1116)~~

~~If two or more district schools are eligible to accept transfers based on criteria listed in items #1-~~

~~2 above, the district shall provide a choice of more than one such school and shall take into account parent/guardian preferences among the choices offered. (34 CFR 200.44)~~

~~School capacity shall not be used to deny transfer opportunities to students. However, the Superintendent or designee may consider capacity in selecting schools that will be offered as alternatives for school choice. The Board may increase capacity in eligible district schools to accommodate all students who wish to transfer.~~

~~The transfer option shall be offered not later than the first day of the school year following administration of the assessments that resulted in the identification of the school for program improvement, corrective action or restructuring. (34 CFR 200.44)~~

~~An explanation of the option to transfer to another public school shall be promptly provided to parents/guardians of each student enrolled in an identified school. Such notice shall be provided in an understandable and uniform format and, to the extent practicable, in a language that the parents/guardians can understand. (P.L. 107-110, Section 1116)~~

~~The notice shall:~~

- ~~1. Inform parents/guardians that their child is eligible to attend another public school or public charter school due to the less than adequate performance of their child's current school~~
- ~~2. Identify each public school or public charter school that the parent/guardian can select~~
- ~~3. Explain why the choices made available to them may have been limited~~
- ~~4. Describe the performance and quality of the schools to which the student may transfer~~
- ~~5. Provide information on the academic achievement of the school(s) to which the student may transfer (34 CFR 200.37)~~
- ~~6. Explain the provision of transportation to the new school (34 CFR 200.37)~~

~~The notice may include other information about the school(s) to which the student may transfer, such as a description of any special academic programs or facilities, the availability of before- and after-school programs, the professional qualifications of teachers in the core academic subjects, and a description of parent involvement opportunities. (34 CFR 200.37)~~

~~In addition to mailing notices directly to parents/guardians, the Superintendent or designee shall provide information about transfer options through broader means, such as the Internet, the media, and public agencies serving students and their families. (34 CFR 200.36)~~

~~The Superintendent or designee may establish reasonable timelines for parents/guardians to indicate their intent to transfer their child and for the district to notify parents/guardians of the school assignment.~~

~~The Superintendent or designee may require parents/guardians to rank order their preferences from among schools that are eligible to receive transfer students. Parents/guardians may decline their assigned school and remain in their school of origin.~~

~~The district shall provide, or shall pay for the provision of, transportation for the student to the public school that student chooses to attend. (P.L. 107-110, Section 1116)~~

~~(cf. 3540—Transportation)~~

~~To ensure that transportation may be reasonably provided, the Superintendent or designee may establish transportation zones based on geographic location. Transportation to schools within that zone shall be fully provided, while transportation outside that zone may be partially provided or funded.~~

~~Any student who transfers to another school may remain in that school until he/she has completed the highest grade in that school. However, the district shall not be obligated to provide, or pay for the provision of, transportation for the student after the end of the school year that the school of origin is no longer identified for program improvement, corrective action or restructuring. (P.L. 107-110, Section 1116)~~

~~If all district schools are identified for program improvement, corrective action or restructuring, the Board shall, to the extent practicable, establish a cooperative agreement with other local educational agencies in the area for an interdistrict transfer. (P.L. 107-110, Section 1116)~~

~~(cf. 5117—Interdistrict Attendance)~~

~~(cf. 5117.1—Interdistrict Attendance Agreements)~~

~~(cf. 5117.2—Alternative Interdistrict Attendance Program)~~

Supplemental Educational Services

~~When required by law, supplemental educational services shall be provided outside the regular school day and shall be specifically designed to increase eligible students' achievement on state academic assessments and to assist them in attaining state academic standards. (P.L. 107-110, Section 1116)~~

~~(cf. 6011—Academic Standards)~~

~~When a school is required to provide supplemental educational services, the Superintendent or designee shall annually notify parents/guardians of:~~

- ~~1. The availability of supplemental educational services (P.L. 107-110, Section 1116)~~
- ~~2. The identity of approved providers that are within the district or are reasonably available in neighboring local educational agencies (P.L. 107-110, Section 1116)~~
- ~~3. The identity of approved providers that are accessible through technology, such as distance learning~~

~~OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION~~

~~Series 0000 ————— Philosophy, Goals, Objectives and Comprehensive Plans — AR 0520.2(d)~~

~~4. The services, qualifications and demonstrated effectiveness of each provider (P.L. 107-110, Section 1116)~~

~~5. The procedures and timelines that parents/guardians must follow to select a provider~~

~~Within a reasonable period of time established by the Superintendent or designee, parents/guardians shall select a service provider from among those approved by the State Board of Education. Upon request, the Superintendent or designee shall assist parents/guardians in choosing a provider. (P.L. 107-110, Section 1116)~~

~~The Superintendent or designee shall ensure that eligible students with disabilities, students covered under Section 504 and students with limited English proficiency receive appropriate supplemental educational services with any necessary accommodations or language assistance. (34 CFR 200.46)~~

~~If no provider is able to make the services available to such students, the district shall provide these services with necessary accommodations or language assistance, either directly or through a contract. Supplemental educational services shall be consistent with a student's individualized education program or Section 504 plan.~~

~~(cf. 6159—Individualized Education Program)~~

~~(cf. 6164.4—Identification and Evaluation of Individuals for Special Education)~~

~~(cf. 6164.6—Identification and Education under Section 504)~~

~~(cf. 6174—Education for English Language Learners)~~

~~If available funds are insufficient to provide supplemental educational services to each eligible student whose parents/guardians request those services, priority shall be given to the lowest achieving eligible students. (P.L. 107-110, Section 1116)~~

~~If the number of parents/guardians selecting a particular provider exceeds the capacity of that provider, priority shall be given to the lowest achieving eligible students.~~

~~Once a provider has been selected by a parent/guardian, the Superintendent or designee shall enter into an agreement with the provider. The agreement shall: (P.L. 107-110, Section 1116)~~

~~1. Require the district to develop, in consultation with the parents/guardians and the provider, a statement of specific achievement goals for the student, how the student's progress will be measured, and a timetable for improving achievement. In the case of a student with disabilities, the statement shall be consistent with the student's individualized education program.~~

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 0000

Philosophy, Goals, Objectives and Comprehensive Plans AR 0520.2(d)

- ~~2. Describe how the student's parents/guardians and teacher(s) will be regularly informed of the student's progress.~~
- ~~3. Provide for the termination of the agreement if the provider is unable to meet such goals and timetables.~~
- ~~4. Contain provisions with respect to the district making payments to the provider.~~
- ~~5. Prohibit the provider, without written parent/guardian permission, from disclosing to the public the identity of any student eligible for or receiving supplemental educational services.~~

For any district school in its second year of PI, the Superintendent or designee shall continue to implement the school improvement plan and to provide for technical assistance in accordance with the section "Year 1 Program Improvement" above.

In addition, the Superintendent or designee shall arrange for the provision of alternative supports to eligible students from low-income families, as described below in the section "Alternative Supports."

Year 3 Program Improvement: Corrective Action

After the second full school year after identification for PI, the Superintendent or designee shall continue to implement all elements of Year 1 and Year 2 PI specified above, as well as the corrective action(s) determined by the Board, which may include:

1. Replacing school staff relevant to the failure

(cf. 4113 - Assignment)

(cf. 4114 - Transfers)

(cf. 4314 - Transfers)

2. Implementing a new curriculum and related professional development

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

(cf. 6141 - Curriculum Development and Evaluation)

3. Significantly decreasing management authority at the school level

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 0000

Philosophy, Goals, Objectives and Comprehensive Plans AR 0520.2(e)

4. Appointing an outside expert to advise the school
5. Extending the school year or school day for the school

(cf. 6111 - School Calendar)

(cf. 6112 - School Day)

6. Restructuring the internal organization of the school

Year 4 Program Improvement and Beyond: Restructuring

For any school in Year 4 of PI or beyond, the Superintendent or designee shall continue to implement all elements of Year 1 and Year 2 PI specified above, as well as one of the following options for alternative governance and restructuring, as determined by the Board:

1. Reopening the school as a charter school
2. Replacing all or most of the school staff relevant to the failure
3. Entering into a contract with an entity with a demonstrated record of effectiveness to operate the school
4. Turning the operation of the school over to the CDE
5. Instituting any other major restructuring of the school's governance arrangements that makes fundamental reforms

Alternative Supports

In any school identified for Year 2 PI or beyond, eligible students from low-income families shall be offered district-selected alternative supports designed to improve their academic achievement. Alternative supports may include, but are not limited to, any of the following:

1. Academic support offered during school hours, before school, after school, during intercession, and/or during summer learning programs

(cf. 5148.2 - Before/After School Programs)

(cf. 6176 - Weekend/Saturday Classes)

(cf. 6177 - Summer Learning Programs)

(cf. 6179 - Supplemental Instruction)

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 0000

Philosophy, Goals, Objectives and Comprehensive Plans AR 0520.2(f)

2. Small group instruction and/or pull-out interventions offered during the regular school day
3. Interventions offered during After School Education and Safety or 21st Century Community Learning Center programs
4. High quality academic tutoring
5. Provision of supplemental materials that support alternative support services
6. Provision of a crisis, intervention, and/or academic counselor to meet with eligible students
7. Services and programs that remove barriers to promote academic achievement of eligible students

The types of alternative supports and the criteria used to identify eligible students may be included in the district's local control and accountability plan and shall be consistent and aligned with local priorities.

(cf. 0460 - Local Control and Accountability Plan)

If the district contracts with outside entities or community partners to provide alternative supports to eligible students, the Superintendent or designee shall ensure that no electronic device or other items of value are given, retained, or used as an incentive or achievement award and that funds are expended only on direct services to eligible students.

The district shall set aside a reasonable amount of Title I, Part A funds for alternative supports. Whenever the district does not have sufficient funds to serve all eligible students, it may give priority to the lowest achieving PI schools or the lowest achieving eligible students attending a PI school. The Superintendent or designee may identify the lowest achieving eligible students based on assessment scores, grades, teacher evaluations, or another locally defined measure.

Adopted: 9-17-02

Amended: 05-16-17

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: MAY 16, 2017

SUBJECT: B.5.d. APPROVE AMENDMENT TO BOARD POLICY AND ADMINISTRATIVE REGULATION 6173 – EDUCATION FOR HOMELESS CHILDREN – First Reading

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 6173 – Education for Homeless Children?

BACKGROUND: Board Policy 6173 is being updated to Policy, regulation, and exhibits updated to reflect the federal McKinney-Vento Homeless Assistance Act as amended by the Every Student Succeeds Act (P.L. 114-95), as well as updated U.S. Department of Education non-regulatory guidance. Policy includes new material on the designation of a district liaison for homeless children and youth, identification of homeless students, confidentiality of student records containing information about a homeless student's living situation, and coordination of services with other entities. Policy also reflects new mandate to adopt policy to ensure participation by district liaisons and other appropriate staff in professional development and other technical assistance activities, and NEW LAW (SB 1068, 2016) which requires the California Department of Education (CDE) to provide specified informational and training materials to district liaisons. Regulation revises the definitions of "homeless student" and "school of origin," revises the duties of the district liaison, reflects requirement to provide the district liaison's contact information to the CDE and other specified persons, provides that a homeless student will be immediately enrolled even if he/she misses application or enrollment deadlines, and revises the content of the written explanation of the district's decision related to eligibility, school selection, or enrollment. Board Policy 6173 is being submitted with recommended changes from CSBA.

ALTERNATIVES:

1. Approve the amendment to Board Policy 6173 – Education for Homeless Children.
2. Do not amend Board Policy 6173 – Education for Homeless Children.

RECOMMENDATION: Approval of Alternative #1.

**APPROVE AMENDMENT TO BOARD POLICY AND ADMINISTRATIVE
REGULATION 6173 – EDUCATION FOR HOMELESS CHILDREN – First Reading
May 16, 2017
Page 2**

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6173(a)

Education For Homeless Children

The Governing Board desires to ensure that homeless ~~children~~ students have access to the same free and appropriate public education provided to other children within the district. The district shall provide homeless students with access to education and other services necessary for them to meet the same challenging performance standards as other students.

(cf. 6011 – Academic Standards)

~~Homeless students shall not be segregated into a separate school or program based on their status as homeless and shall not be stigmatized in any way.~~

~~*(cf. 3553 – Free and Reduced Price Meals)*~~

The Superintendent or designee shall identify and remove any barriers to the identification and enrollment of homeless students and to the retention of homeless students due to absences or outstanding fees or fines. (42 USC 11432)

(cf. 3250 - Transportation Fees)

(cf. 3260 - Fees and Charges)

(cf. 5113.1 - Chronic Absence and Truancy)

When there are at least 15 homeless students in the district or a district school, the district's local control and accountability plan (LCAP) shall include goals and specific actions to improve student achievement and other outcomes of homeless students. (Education Code 52052, 52060)

(cf. 0460 – Local Control and Accountability Plan)

The Superintendent or designee shall designate an appropriate staff person to serve as a liaison for homeless children and youths. The district liaison shall fulfill the duties specified in 42 USC 11432 to assist in identifying and supporting homeless students to succeed in school.

In order to identify district students who are homeless, the Superintendent or designee may give a housing questionnaire to all parents/guardians during school registration, make referral forms readily available, include the district liaison's contact information on the district and school web sites, provide materials in a language easily understood by families and students, provide school staff with professional development on the definition and signs of homelessness, and contact appropriate local agencies to coordinate referrals for homeless children and youth and unaccompanied youth.

(cf. 1113 - District and School Web Sites)

(cf. 4131 - Staff Development)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6173(b)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Information about a homeless student's living situation shall be considered part of a student's educational record, subject to the Family Educational Rights and Privacy Act and shall not be deemed to be directory information as defined in 20 USC 1232g. (42 USC 11432)

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

The Superintendent or designee shall ensure that placement decisions for homeless students are based on the student's best interest as defined in law and administrative regulation.

Each homeless student shall be provided services that are comparable to services offered to other students in the school, including, but not limited to, transportation, educational programs for which the student meets the eligibility criteria (such as federal Title I services or similar state or local programs, programs for students with disabilities, and educational programs for English learners), career and technical education programs, programs for gifted and talented students, and school nutrition programs. (42 USC 11432)

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 5148.2 - Before/After School Programs)

(cf. 5148.3 - Preschool/Early Childhood Education)

(cf. 6159 - Individualized Education Program)

(cf. 6164.2 - Guidance/Counseling Services)

(cf. 6171 - Title I Programs)

(cf. 6172 - Gifted and Talented Student Program)

(cf. 6174 - Education for English Language Learners)

(cf. 6177 - Summer Learning Programs)

(cf. 6178 - Career and Technical Education)

(cf. 6179 - Supplemental Instruction)

Homeless students shall not be segregated into a separate school or program based on their status as homeless and shall not be stigmatized in any way. However, the Superintendent or designee may separate homeless students on school grounds as necessary for short periods of time for health and safety emergencies or to provide temporary, special, and supplementary services to meet the unique needs of homeless students. (42 USC 11432, 11433)

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

(cf. 3553 - Free and Reduced Price Meals)

The Superintendent or designee shall coordinate with other agencies and entities to ensure that

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6173(c)

homeless children and youth are promptly identified, ensure that homeless students have access to and are in reasonable proximity to available education and related support services, and raise the awareness of school personnel and service providers of the effects of short-term stays in a shelter and other challenges associated with homelessness. Toward these ends, the Superintendent or designee shall collaborate with local social services agencies, other agencies or entities providing services to homeless children and youth, and, if applicable, transitional housing facilities. In addition, the Superintendent or designee shall coordinate transportation, transfer of school records, and other interdistrict activities with other local educational agencies. As necessary, the Superintendent or designee shall coordinate, within the district and with other involved local educational agencies, services for homeless students and services for students with disabilities. (42 USC 11432)

(cf. 1020 - Youth Services)

District liaisons and other appropriate staff shall participate in professional development and other technical assistance activities to assist them in identifying and meeting the needs of homeless students and to provide training on the definitions of terms related to homelessness. (42 USC 11432)

At least annually, the Superintendent or designee shall report to the Board on outcomes for homeless students, which may include, but are not limited to, school attendance, student achievement test results, promotion and retention rates by grade level, graduation rates, suspension/expulsion rates, and other outcomes related to any goals and specific actions identified in the LCAP. Based on the evaluation date, the district shall revise its strategies as needed to better support the education of homeless students.

(cf. 0500 – Accountability)

(cf. 6162.51 - State Academic Achievement Tests)

(cf. 6190 – Evaluation of the Instructional Program)

Legal Reference:

EDUCATION CODE

2558.2 Use of revenue limits to determine average daily attendance of homeless children

39807.5 Payment of transportation costs by parents

48850 Educational Rights; ~~participation in extracurricular activities~~ of homeless and foster youth

48852.5 Notice of educational rights of homeless students

48852.7 Enrollment of homeless students

48915.5 Recommended expulsion, homeless students with disabilities

48918.1 Notice of recommended expulsion

51225.1-51225.3 Graduation requirements

52060-52077 Local control and accountability plan

CODE OF REGULATIONS, TITLE 5

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6173(d)

4600-4687 Uniform complaint procedures
UNITED STATES CODE, TITLE 20
1087vv Free Application for Federal Student Aid; definitions
1232g Family Educational Rights and Privacy Act
6311 Title I state plan; state and local educational agency report cards
UNITED STATES CODE, TITLE 42
11431-11435 McKinney-Vento Homeless Assistance Act

Management Resources:

CALIFORNIA CHILD WELFARE COUNCIL
Partial Credit Model Policy and Practice Recommendations
CALIFORNIA DEPARTMENT OF EDUCATION
Homeless Education Dispute Resolution Process, January 30 2007
NATIONAL CENTER FOR HOMELESS EDUCATION PUBLICATIONS
Homeless Liaison Toolkit, 2013
U.S. DEPARTMENT OF EDUCATION GUIDANCE
Dear Colleague Letter, July 27, 2016
Education for Homeless Children and Youth Program, Non-Regulatory Guidance, July 2004
WEB SITES
California Child Welfare Council: <http://www.chhs.ca.gov/Pages/CAChildWelfareCouncil.aspx>
California Department of Education, Homeless Children and Youth Education: <http://www.cde.ca.gov/sp/hs/cy>
U.S. Department of Education: <http://www.ed.gov/programs/homeless/index.html>
National Center for Homeless Education at SERVE: <http://serve.org/nche>
National Law Center for Homeless and Poverty: <http://www.nlchp.org>
U.S. Department of Education: <http://www.ed.gov/programs/homeless/index.html>

Adopted: 9-17-02

Amended: 4-19-16, 05-16-17

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 6000

Instruction

AR 6173(a)

Education For Homeless Children Definitions

Homeless **students** means students who lack a fixed, regular and adequate nighttime residence and includes: (Education Code 48852.7; 42 USC 11434a)

1. Students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; **or** are abandoned in hospitals; **or are awaiting foster care placement**

(cf. 6173.1 – Education for Foster Youth)

2. Students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings

3. Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings

4. Migratory children who qualify as homeless because the children are living in conditions described in items #1-3 above

5. Unaccompanied youth **includes youth** who are not in the physical custody of a parent or guardian. (20 USC 11434a)

School of origin means the school that the homeless student attended when permanently housed or the school in which ~~the student~~ he/she was last enrolled, **including a preschool**. If the school the homeless student attended when permanently housed is different from the school in which he/she was last enrolled, or if there is some other school that he/she attended within the preceding 15 months and with which he/she is connected, the district liaison shall determine, in consultation with and with the agreement of the homeless student and the person holding the right to make educational decisions for the student, and in the best interests of the homeless student, which school should be deemed the school **of** origin. (Education Code 48852.7; 42 USD 11432)

Best interests means that, in making educational and school placement decisions for ~~the~~ **a** homeless student, consideration is given to, among other factors, educational stability, the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress, and the student's access to academic resources, services, and extracurricular and enrichment activities that are available to all district students. (Education Code 48850,

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 6000

Instruction

AR 6173(b)

48853; 42 USC 11432)

District Liaison

The Superintendent designates the following staff person as the district liaison for homeless students (42 USC 11432):

Director, Alternative Education
5701 Conifer Street
Oak Park, CA 91377
818-735-3290

The district's liaison for homeless students shall: (Education Code 48852.5; 42 USC 11432)

1. Ensure that homeless students are identified by school personnel ~~and~~ through outreach and coordination activities with other entities and agencies

(cf. 1400 - Relations ~~b~~Between Other Governmental Agencies and the Schools)
(cf. 3553 - Free and Reduced-Price Meals)
(~~cf. 5141.6 - Student Health and Social Services~~)

2. Ensure that homeless families and children and youth have access to and receive education services for which they are eligible, including services through Head Start and Early Head Start programs, early intervention services under Part C of the federal Individual with Disabilities Education Act, and other preschool programs by the district ~~students enroll in, and have a full and equal opportunity to succeed in, district schools~~

(cf. 5148.3 - Preschool/Early Childhood Education)

3. Ensure that homeless families and students receive educational services for which they are eligible, including services through Head Start and Early Head Start programs, early intervention services under Part C of the federal Individuals with Disabilities Education Act, and other preschool programs administered by the district

(cf. 5148.3 - Preschool/Early Childhood Education)

4. Ensure that homeless families and students receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services

(cf. 5141.6 - School Health Services)

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 6000

Instruction

AR 6173(c)

45. Inform parents/guardians of the educational and related opportunities available to their children and ensure that they are provided with meaningful opportunities to participate in the education of their children

(cf. 5145.6 – Parental Notifications)

56. Disseminate notice of the educational rights of homeless students in ~~district schools that provide services to homeless children and at places where they receive services, such as~~ locations frequented by parents/guardians of homeless children and youth and by unaccompanied youth, including schools, family shelters, public libraries, and hunger relief agencies (soup kitchens). The rights shall be presented in a manner and form understandable to the parents/guardians of homeless students and unaccompanied youth.

67. Mediate enrollment disputes in accordance with law, ~~Board policy and administrative regulation~~ and the section "Resolving Enrollment Disputes" below

78. Fully inform parents/guardians of homeless students and unaccompanied youth of all transportation services, including transportation to the school of origin, and assist them in accessing transportation to the school of choice

(cf. 3541 - Transportation Routes and Services)

9. Ensure that school personnel providing services to homeless students receive professional development and other support

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

10. Ensure that unaccompanied youth are enrolled in school, have opportunities to meet the same challenging state academic standards established for other students, and are informed of their status as independent students under 20 USC 1087vv and that they may receive assistance from the district liaison to receive verification of their independent student status for purposes of applying for federal student aid pursuant to 20 USC 1090

11. Coordinate and collaborate with state coordinators and community and school personnel responsible for the provision of education and related services to homeless students, including the provision of comprehensive data to the state coordinator as required by law

~~8. W~~In addition, when notified pursuant to Education Code 48918.1, the district liaison shall assist, facilitate, or represent a homeless student who is undergoing a disciplinary proceeding

that could result in his/her expulsion. ~~(cf. 5144.1 – Suspension and Expulsion/Due Process)~~ 9. When notified pursuant to Education Code 48915.5, the district liaison shall participate in an individualized education program team meeting to make a manifestation determination regarding the behavior of a student with a disability

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

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

(cf. 6159 – Individualized Education Program)

~~10. Assist a homeless student to obtain records necessary for his/her enrollment into or transfer out of district schools, including immunization, medical, and academic records~~

The Superintendent or designee shall inform homeless children and youth, their parents/guardians, school personnel, service providers, and advocates working with homeless families of the duties of the district's liaison. He/she shall also provide the name and contact information of the district's liaison to the California Department of Education (CDE) for publishing on the CDE's web site. (42 USC 11432)

Enrollment

The District shall make placement decisions for homeless students based on the student's best interest. (42 USC 11432)

In determining the best interest of the student, the district shall consider student-centered factors related to the student's best interest, including factors related to the impact of mobility on achievement, education, health, and safety, giving priority to the request of the student's parent/guardian or, in the case of an unaccompanied youth, the youth. (42 USC 11432)

~~When making a placement decision for a homeless student, the Superintendent or designee may consider~~ Such factors may include, but are not limited to, the age of the student, the distance of the commute and the impact it may have on the student's education, personal safety issues, the student's need for special instruction, the length of anticipated stay in the temporary shelter or other temporary location, likely area of future housing, school placement of siblings, and the time remaining in the school year.

However, placement decisions shall not be based on whether a homeless student lives with his/her homeless parent/guardian or has been temporarily placed elsewhere. (42 USC 11432)

In the case of an unaccompanied youth, the liaison shall assist in placement or enrollment decisions, ~~consider~~ give priority to the views of the student, and provide notice to the student of his/her appeal rights. (42 USC 11432)

In determining a student's best interest, a homeless student shall, to the extent feasible, be placed in his/her school of origin, unless ~~his/her~~ the student's parent/guardian or the unaccompanied youth requests otherwise. (Education Code 48852.7; 42 USC 11432)

Once a placement decision has been made, the principal or designee shall immediately enroll the

**OAK PARK UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE REGULATION**

Series 6000

Instruction

AR 6173(d)

student in the school of choice. The student shall be enrolled even if he/she: (Education Code 48852.7; 42 USC 11432)

1. Has outstanding fees, fines, textbooks, or other items or monies due to the school last attended

(cf. 5125.2 – Withholding Grades, Diplomas or Transcripts)

2. Does not have clothing normally required by the school, such as school uniforms

(cf. 5132 – Dress and Grooming)

3. ~~Is Unable~~ to produce records normally required for enrollment, such as previous academic records, proof of residency, and ~~medical~~ records ~~-, including, but not limited to, records or other proof of immunization history.~~ of immunization and other required health records

(cf. 5111 – Admission)

(cf. 5111.1 – District Residency)

(cf. 5125 - Student Records)

(cf. 5141.26 – Tuberculosis Testing)

(cf. 5141.31 - Immunizations)

(cf. 5141.32 – Health Screening for School Entry)

4. Has missed application or enrollment deadlines during any period of homelessness

The principal or designee shall immediately contact the school last attended by the student to obtain the relevant records. If the student needs to obtain immunizations or does not possess immunization or other ~~medical~~ required health records, the principal or designee shall refer the parent/guardian to the district liaison for homeless students. The district liaison shall assist the parent/guardian, or the student if he/she is an unaccompanied youth, in obtaining the necessary immunizations or records for the student. (42 USC 11432)

If the student is placed at a school other than his/her school of origin or ~~at~~ the school requested by his/her parent/guardian or an unaccompanied youth, the Superintendent or designee shall provide the parent/guardian or the unaccompanied youth with a written explanation of the decision along with a statement regarding the ~~parent/guardian's~~ right to appeal the placement decision. (42 USC 11432)

The student may continue attending his/her school of origin for the duration of the homelessness. (Education Code 48852.7; 42 USC 11432)

To ensure that the homeless student has the benefit of matriculating with his/her peers in

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 6000

Instruction

AR 6173(e)

accordance with the established feeder patterns, the following shall apply: (Education Code 48852.7; USC 11432)

1. If the student is transitioning between grade levels, he/she shall be allowed to continue in the same attendance area.
2. If the student is transitioning to a middle school or high school, and the school designed for matriculation is in another school district, he/she shall be allowed to continue to the school designated for matriculation in that district.

If the student's status changes before the end of the school year so that he/she is no longer homeless, he/she shall be allowed to stay in the school of origin: (Education Code 48852.7)

1. Through the duration of the school year if he/she is in grades K-8
2. Through graduation if he/she is in high school

Resolving Enrollment Disputes

If a dispute arises over **student eligibility**, school selection or enrollment in a particular school, ~~the student shall be immediately admitted to the school in which enrollment is sought pending resolution of the dispute.~~ the matter shall be referred to the district liaison, who shall carry out the dispute resolution process as expeditiously as possible. (42 USC 11432)

The parent/guardian or **unaccompanied youth** shall be provided with a written explanation of ~~the placement decision, which shall be complete, as brief as possible, simply stated, and provided in language that the parent/guardian or student can understand.~~ any decisions related to eligibility, school selection, or enrollment and of the right of the parent/guardian or unaccompanied youth to appeal such decisions. (42 USC 11432)

The written explanation shall include:

1. ~~The district liaison's contact information.~~ A description of the action proposed or refused by the district
2. ~~A description of the district's placement decision.~~ An explanation of why the action is proposed or refused

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 6000

Instruction

AR 6173(f)

3. ~~Notice of the student's right to enroll in the school of choice pending resolution of the dispute, including the right to fully participate in all school activities~~ A description of any other options the district considered and the reasons that any other options were rejected

4. ~~Notice of the parent/guardian's right to appeal the decision to the county office of education and, if the dispute remains unresolved, to the California Department of Education~~ A description of any other factors relevant to the district's decision and information related to the eligibility or best interest determination including the facts, witnesses, and evidence relied upon and their sources

5. Appropriate timelines to ensure any relevant deadlines are not missed

6. Contact information for the district liaison and state coordinator, and a brief description of their roles

The written explanation shall be complete, as brief as possible, simply stated, and provided in language that the parent/guardian or student can understand.

~~The district liaison shall work to resolve an enrollment dispute as expeditiously as possible after receiving notice of the dispute. (42 USC 11432)~~

The district liaison may use an informal process as an alternative to formal dispute resolution procedures, provided that the parents/guardians or unaccompanied youth have access to the more formal process if informal resolution is not successful in resolving the matter.

In working with a student's parents/guardians or unaccompanied youth to resolve an enrollment dispute, the district liaison shall:

1. Inform them that they may provide written and/or oral documentation to support their position
2. Inform them that they may seek the assistance of social services, advocates, and/or service providers in having the dispute resolved
3. Provide them a simple form that they may use and turn in to the school to initiate the dispute resolution process
4. Provide them a copy of the dispute form they submit for their records
5. Provide them the outcome of the dispute for their records

If a parent/guardian or unaccompanied youth disagrees with the liaison's enrollment decision,

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 6000

Instruction

AR 6173(g)

he/she may appeal the decision to the Superintendent. The Superintendent shall make a determination within five working days.

If the parent/guardian chooses to appeal the district's placement decision, the district liaison shall forward all written documentation and related paperwork to the homeless liaison at the county office of education.

Pending final resolution of the dispute, including all available appeals, the student shall be immediately enrolled in the school in which enrollment is sought and shall be allowed to attend classes and participate fully in school activities. (42 USC 11432, 11434a)

Transportation

The district shall provide transportation for a homeless student to and from his/her school of origin when the student is residing within the district and the parent/guardian, **or the district liaison in the case of an unaccompanied youth**, requests that such transportation ~~is~~ be provided; ~~unless the district has no transportation system in place~~. If the student moves outside of district boundaries, but continues to attend his/her school of origin within this district, the Superintendent or designee shall consult with the superintendent of the district in which the student is now residing to agree upon a method to apportion the responsibility and costs of transportation (42 USC 11432)

(cf. 3250 - Transportation Fees)

(cf. 3541 - Transportation Routes and Services)

The district shall be not be obligated to provide transportation to students who continue attending their school of origin after they cease to be homeless, unless the formerly homeless student has an individualized education program that includes transportation as a necessary related service for the student (Education Code 48852.7)

Transfer of Coursework and Credits

When a homeless student transfers into a district school, the district shall accept and issue full credit for any coursework that the student has satisfactorily completed while attending another public school, a juvenile court school, or a nonpublic, nonsectarian school or agency and shall not require the student to retake the course. (Education Code 51225.2)

If the homeless student did not complete the entire course, he/she shall be issued partial credit for the coursework completed and shall be required to take the portion of the course that he/she did not complete at his/her previous school. However, the district may require the student to retake

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 6000

Instruction

AR 6173(h)

the portion of the course completed if, in consultation with the holder of educational rights for the student, the district finds that the student is reasonably able to complete the requirements in time to graduate from high school. Whenever partial credit is issued to a homeless student in any particular course, he/she shall be enrolled in the same or equivalent course, if applicable, so that he/she may continue and complete the entire course. (Education Code 51225.2.)

Partial credits shall be awarded on the basis of 0.5 credits for every seven class periods attended per subject. If the school is on a block schedule, each block schedule class period attended shall be equal to two regular class periods per subject. Partial credits and grades earned by a student shall be included on the student's official transcript within two business days of the district's notification of the student's transfer, as required until Education Code 49069.5.

In no event shall the district prevent a homeless student from taking or retaking a course to meet the eligibility requirements for admission to the California State University or the University of California. (Education Code 51225.2)

(cf. 6143 – Courses of Study)

Applicability of Graduation Requirements

To obtain a high school diploma, a homeless student shall complete all courses required by Education Code 51225.3, and fulfill any additional graduation requirement prescribed by the Governing Board.

(cf. 6146.1 – High School Graduation Requirements)

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

However, when a homeless student who has completed his/her second year of high school transfers into the district from another school district or transfers between high schools within the district, he/she shall be exempted from all district-adopted coursework and other district-established graduation requirements, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school by the end of his/her fourth year of high school. Within 30 calendar days of the homeless student's transfer, the Superintendent or designee shall notify the student, the person holding the right to make educational decisions for him/her, and the district liaison for homeless students of the availability of the exemption and whether the student qualifies for it. If the Superintendent or designee fails to provide this notification, the student shall be eligible for the exemption once notified, even if the notification occurs after the student is no longer homeless. (Education Code 51225.1)

To determine whether a homeless student is in his/her third or fourth year of high school, the

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 6000

Instruction

AR 6173(i)

district shall use either the number of credits he/she has earned as of the date of the transfer or the length of his/her school enrollment, whichever qualifies him/her for the exemption. (Education Code 51225.1)

The Superintendent or designee shall notify any homeless student who is granted an exemption and the person holding the right to make educational decisions for him/her how any requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution and shall provide information about transfer opportunities available through the California Community Colleges. (Education Code 51225.1)

The district shall not require or request a homeless student to transfer schools in order to qualify for an exemption and no request for a transfer solely to qualify for an exemption shall be made by a homeless student, the person holding the right to make education decisions for the student, or by the district liaison on behalf of the student. (Education 51225.1)

If ~~the~~ a homeless student is exempted from local graduation requirements, the exemption shall continue to apply after the student is no longer homeless or if he/she transfers to another school or school district. (Education Code 51225.1)

If the Superintendent or designee determines that a homeless student is reasonably able to complete district graduation requirements within his/her fifth year of high school, he/she shall: (Education Code 51225.1)

1. Inform the student and, if under 18 years of age, the person holding the right to make educational decisions for him/her, of the option available to the student to remain in school for a fifth year to complete the district's graduation requirements and how that will affect his/her ability to gain admission to a postsecondary educational institution
2. Provide information to the homeless student about transfer opportunities available through the California Community Colleges
3. Upon agreement with the homeless student or, the person holding the right to make educational decisions for him/her if he/she is under 18 years of age, permit the student to stay in school for a fifth year to complete the district's graduation requirements

Eligibility for Extracurricular Activities

A homeless student who enrolls in any district school shall be immediately deemed to meet all residency requirements for participation in interscholastic sports or other extracurricular activities. (Education Code 48850)

**OAK PARK UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE REGULATION**

Series 6000

Instruction

AR 6173(j)

(cf. 6145 – Extracurricular and Cocurricular Activities)
(cf. 6145.2 – Athletic Competition)

Notifications and Complaints

Information regarding the educational rights of homeless students, as specified in Education Code 51225.1 and 51225.2, shall be included in the annual uniform complaint procedures notification distributed to students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 51225.1, 51225.2)

Any complaint that the district has not complied with requirements regarding the education of homeless students, as specified in Education Code 51225.1 and 51225.2, may be filed in accordance with the district's procedures in AR 1312.3 – Uniform Complaint Procedures.

(cf. 1312.3 – Uniform Complaint Procedures)

Adopted: 9-17-02

Amended: 7-05, 12-15, 4-19-16, 05-16-17

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: MAY 16, 2017
SUBJECT: B.5.e. APPROVE ADOPTION OF BOARD POLICY 5141.52 – SUICIDE PREVENTION – First Reading

ISSUE: Should the Board of Education approve the adoption of Board Policy 5141.52 – Suicide Prevention?

BACKGROUND: Board Policy 5141.52 and regulation substantially revised to reflect NEW LAW (AB 2246, 2016) which mandates districts serving grades 7-12 to adopt policy on suicide prevention, intervention, and postvention by the beginning of the 2017-18 school year. Policy and regulation reflect the mandate to address any related staff development to be provided to teachers in grades 7-12 and to address the needs of specified high-risk student populations. In addition, policy and regulation add best practices in prevention, intervention, and postvention, including, but not limited to, student instruction, crisis intervention procedures, follow-up care for a student who threatens or attempts suicide, and the provision of counseling and other postvention strategies to reduce suicide contagion. Board Policy 5141.52 is being submitted with recommended language from CSBA. The Policy is also being re-numbered to 5141.52 to keep in alignment with the numbering assigned by CSBA.

- ALTERNATIVES:**
1. Approve adoption of Board Policy 5141.52 – Suicide Prevention.
 2. Do not approve adoption of Board Policy 5141.52 – Suicide Prevention.

RECOMMENDATION:
 Approval of Alternative #1.

Respectfully submitted,

 Anthony W. Knight, Ed.D.
 Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5141.52(a)

Suicide Prevention

The Governing Board recognizes that suicide is a ~~major-leading~~ cause of death among youth and that school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance. ~~should be taken seriously. In order to~~ To attempt to reduce suicidal behavior and its impact on students and families, the Superintendent or designee shall develop ~~measures and preventive strategies and intervention procedures.~~ measures and ~~preventive~~ strategies ~~and intervention procedures.~~ for suicide prevention, intervention, and postvention.

In developing measures and strategies for use by the district, ~~the~~ Superintendent or designee may ~~consult with~~ ~~involve~~ school health professionals, school counselors, ~~school psychologists,~~ school social workers, administrators, other staff, parents/guardians, students, local health agencies, ~~mental health and~~ professionals, and community organizations. ~~in planning, implementing, and evaluating the district's strategies for suicide prevention and intervention.~~

(cf. 1020 - Youth Services)

(cf. 1220 - Citizen Advisory Committees)

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

Prevention and Instruction

~~Suicide prevention strategies may include, but not be limited to, efforts to promote a positive school climate that enhances students' feelings of connectedness with the school and is characterized by caring staff and harmonious interrelationships among students.~~

Such measures and strategies shall include, but are not limited to:

1. Staff development on suicide awareness and prevention for teachers, school counselors, and other district employees who interact with students in the secondary grades

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

2. Instruction to students in problem-solving and coping skills to promote students' mental, emotional, and social health and well-being, as well as instruction in recognizing and appropriately responding to warning signs of suicidal intent in others

(cf. 6142.8 - Comprehensive Health Education)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5141.52(b)

3. Methods for promoting a positive school climate that enhances students' feelings of connectedness with the school and that is characterized by caring staff and harmonious interrelationships among students

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

~~The district's comprehensive health education program shall promote the healthy mental, emotional, and social development of students including, but not limited to, the development of problem-solving skills, coping skills, and self-esteem. Suicide prevention instruction shall be incorporated into the health education curriculum in the secondary grades. Such instruction shall be aligned with state content standards and shall be designed to help students analyze signs of depression and self-destructive behaviors, including potential suicide, and to identify suicide prevention strategies.~~

~~*(cf. 6142.8 - Comprehensive Health Education)*~~

~~The Superintendent or designee may offer parents/guardians education or information which describes the severity of the youth suicide problem, the district's suicide prevention curriculum, risk factors and warning signs of suicide, basic steps for helping suicidal youth, and/or school and community resources that can help youth in crisis.~~

Staff Development

~~Suicide prevention training for staff shall be designed to help staff identify and respond to students at risk of suicide. The training shall be offered under the direction of a district counselor/psychologist and/or in cooperation with one or more community mental health agencies and may include information on:~~

~~1. Research identifying risk factors, such as previous suicide attempt(s), history of depression or mental illness, substance use problems, family history of suicide or violence, feelings of isolation, interpersonal conflicts, a recent severe stressor or loss, family instability, and other factors~~

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5141.52(c)

~~2. Warning signs that may indicate suicidal intentions, including changes in students' appearance, personality, or behavior~~

~~3. Research-based instructional strategies for teaching the suicide prevention curriculum and promoting mental and emotional health~~

~~4. School and community resources and services~~

~~(cf. 5141.6—School Health Services)~~

~~(cf. 6164.2—Guidance/Counseling Services)~~

~~5. District procedures for intervening when a student attempts, threatens, or discloses the desire to commit suicide~~

~~(cf. 4131/4231/4331—Staff Development)~~

Intervention

~~Whenever a staff member suspects or has knowledge of a student's suicidal intentions, he/she shall promptly notify the principal or school counselor. The principal or counselor shall then notify the student's parents/guardians as soon as possible and may refer the student to mental health resources in the school or community.~~

~~(cf. 5141—Health Care and Emergencies)~~

~~Students shall be encouraged to notify a teacher, principal, counselor, or other adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions.~~

~~Whenever schools establish a peer counseling system to provide support for students, peer counselors shall complete the suicide prevention curriculum, including identification of the warning signs of suicidal behavior and referral of a suicidal student to appropriate adults.~~

~~(cf. 5138—Conflict Resolution/Peer Mediation)~~

4. The provision of information to parents/guardians regarding risk factors and warning signs of suicide, the severity of the youth suicide problem, the district's suicide prevention curriculum, basic steps for helping suicidal youth, and/or school and community resources that can help youth in crisis

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5141.52(d)

5. Encouragement for students to notify appropriate school personnel or other adults when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions
6. Crisis intervention procedures for addressing suicide threats or attempts
7. Counseling and other postvention strategies for helping students, staff, and others cope in the aftermath of a student's suicide

As appropriate, these measures and strategies shall specifically address the needs of students who are at high risk of suicide, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth. (Education Code 215)

Legal Reference:

EDUCATION CODE

215 Student suicide prevention policies

32280-32289 Comprehensive safety plan

49060-49079 Student records

49602 Confidentiality of student information

49604 Suicide prevention training for school counselors

GOVERNMENT CODE

810-996.6 Government Claims Act

PENAL CODE

11164-11174-3 Child Abuse and Neglect Reporting Act

WELFARE AND INSTITUTIONS CODE

5698 Emotionally disturbed youth; legislative intent

5850-5883 Mental Health Services Act

COURT DECISIONS

Corales v. Bennett (Ontario-Montclair School District), (2009) 567 F.3d 554

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Education Content Standards for California Public Schools, Kindergarten Through Grade Twelve, 2008

~~*Youth Suicide Prevention Guidelines for California Schools, 2005*~~

Health Framework for California Public Schools, Kindergarten Through Grade Twelve, 2003

~~CALIFORNIA DEPARTMENT OF MENTAL HEALTH PUBLICATIONS~~

~~*California Strategic Plan for Suicide Prevention: Every Californian is Part of the Solution, 2008*~~

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

School Connectedness: Strategies for Increasing Protective Factors Among Youth, 2009

NATIONAL ASSOCIATION OF SCHOOL PSYCHOLOGISTS PUBLICATIONS

Preventing Suicide, Guidelines for Administrators and Crisis Teams, 2015

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES PUBLICATIONS

Preventing Suicide: A Toolkit for High Schools, 2012

National Strategy for Suicide Prevention: Goals and Objectives for Action, 2001

**OAK PARK UNIFIED SCHOOL DISTRICT
BOARD POLICY**

Series 5000

Students

BP 5141.52(e)

WEB SITES

American Association of Suicidology: <http://www.suicidology.org>

American Foundation for Suicide Prevention: <http://afsp.org>

American Psychological Association: <http://www.apa.org>

American School Counselor Association: <http://www.schoolcounselor.org>

California Department of Education, Mental Health: <http://www.cde.ca.gov/ls/cg/mh>

*California Department of ~~Mental Health, Children and Youth Programs: Health Care Services, Suicide Prevention~~
Program: <http://www.dhcs.ca.gov/services/MH/Pages/SuicidePrevention.aspx> ~~http://www.dmh.ca.gov/Services_and_Programs/Children_and_Youth~~*

Centers for Disease Control and Prevention, Mental Health: <http://www.cdc.gov/mentalhealth>

National Association of School Psychologists: <http://www.nasponline.org>

National Institute for Mental Health: <http://www.nimh.nih.gov>

Trevor Project: <http://thetrevorproject.org>

*U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration:
<http://www.samhsa.gov>*

Adopted: 9-16-14

Amended: 5-16-17

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5141.52(a)

Suicide Prevention

Staff Development

Suicide prevention training shall be provided to teachers, counselors, and other district employees who interact with students at the secondary level. The training shall be offered under the direction of a district counselor/psychologist and/or in cooperation with one or more community mental health agencies.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Materials for training shall include how to identify appropriate mental health services at the school site and within the community, and when and how to refer youth and their families to those services. Materials also may include programs that can be completed through self-review of suitable suicide prevention materials. (Education Code 215)

Staff development shall include research and information related to the following topics:

1. The higher risk of suicide among certain groups, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth
2. Individual risk factors such as previous suicide attempt(s) or self-harm, history of depression or mental illness, family history of suicide or violence, feelings of isolation, interpersonal conflicts, a recent severe stressor or loss, family instability, impulsivity, and other factors
(cf. 5131.6 - Alcohol and Other Drugs)
3. Warning signs that may indicate depression, emotional distress, or suicidal intentions, such as changes in students' personality or behavior and verbalizations of hopelessness or suicidal intent
4. Protective factors that may help to decrease a person's suicide risk, such as resiliency, problem-solving ability, access to mental health care, and positive connections to family, peers, school, and community
5. Instructional strategies for teaching the suicide prevention curriculum and promoting mental and emotional health

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5141.52(b)

6. School and community resources and services, including resources and services that meet the specific needs of high-risk groups

(cf. 5141.6 - School Health Services)

(cf. 6164.2 - Guidance/Counseling Services)

7. District procedures for intervening when a student attempts, threatens, or discloses the desire to die by suicide

Instruction

~~At appropriate secondary grades, the district's suicide prevention instruction shall be designed to help students:~~

The district's comprehensive health education program shall promote the healthy mental, emotional, and social development of students and shall be aligned with the state content standards and curriculum framework. Suicide prevention instruction shall be incorporated into the health education curriculum at appropriate secondary grades and shall be designed to help students:

1. Identify and analyze signs of depression and self-destructive behaviors and understand how feelings of depression, loss, isolation, inadequacy, and anxiety can lead to thoughts of suicide
2. ~~Identify alternatives to suicide and d~~Develop coping and resiliency skills and self-esteem
3. Learn to listen, be honest, share feelings, and get help when communicating with friends who show signs of suicidal intent
4. Identify trusted adults, school resources, and/or community crisis intervention resources where youth can get help and recognize that there is no stigma associated with seeking services for mental health, substance abuse, and/or suicide prevention ~~services~~

(cf. 1020 - Youth Services)

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5141.6 - School Health Services)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6164.2 - Guidance/Counseling Services)

Intervention

Students shall be encouraged to notify a teacher, principal, counselor, or other adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5141.52(c)

student's suicidal intentions.

Every statement regarding suicidal intent shall be taken seriously. Whenever a staff member suspects or has knowledge of a student's suicidal intentions based on the student's verbalizations or act of self-harm, he/she shall promptly notify the principal or school counselor.

Although any personal information that a student discloses to a school counselor shall generally not be revealed, released, referenced, or discussed with third parties, the counselor may report to the principal or student's parents/guardians when he/she has reasonable cause to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student. In addition, the counselor may disclose information of a personal nature to psychotherapists, other health care providers, or the school nurse for the sole purpose of referring the student for treatment. (Education Code 49602)

(cf. 5141 - Health Care and Emergencies)

A school employee shall act only within the authorization and scope of his/her credential or license. An employee is not authorized to diagnose or treat mental illness unless he/she is specifically licensed and employed to do so. (Education Code 215)

Whenever schools establish a peer counseling system to provide support for students, peer counselors shall receive training that includes identification of the warning signs of suicidal behavior and referral of a suicidal student to appropriate adults.

(cf. 5138 - Conflict Resolution/Peer Mediation)

When a suicide attempt or threat is reported, the principal or designee shall: ~~1. Ensure the student's physical~~ safety by taking ~~one of~~ the following, ~~as appropriate~~ actions:

1. ~~a. Immediately S~~securing ~~immediate~~ medical treatment ~~if a suicide attempt has occurred~~ and/or mental health services as necessary
2. ~~b. Securing~~-Notifying law enforcement and/or other emergency assistance if a suicidal act is being actively threatened
3. ~~e.~~ Keeping the student under continuous adult supervision until the parent/guardian and/or appropriate support agent or agency can be contacted and has the opportunity to intervene
4. Removing other students from the immediate area as soon as possible

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5141 - Health Care and Emergencies)

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5141.52(d)

~~2. Designate specific individuals to be promptly contacted, including the school counselor, psychologist, nurse, superintendent, and/or the student's parent/guardian, and, as necessary, local law enforcement or mental health agencies~~

~~3. Document the incident in writing as soon as feasible~~

~~(cf. 5125 - Student Records)~~

~~4. Follow up with the parent/guardian and student in a timely manner to provide referrals to appropriate services as needed~~

~~5. Provide access to counselors or other appropriate personnel to listen to and support students and staff who are directly or indirectly involved with the incident at the school~~

~~6. Provide an opportunity for all who respond to the incident to debrief, evaluate the effectiveness of the strategies used, and make recommendations for future actions~~

The principal or designee shall document the incident in writing, including the steps that the school took in response to the suicide attempt or threat.

(cf. 5125 - Student Records)

The Superintendent or designee shall follow up with the parent/guardian and student in a timely manner to provide referrals to appropriate services as needed. If the parent/guardian does not access treatment for the student, the Superintendent or designee may meet with the parent/guardian to identify barriers to treatment and assist the family in providing follow-up care for the student. If follow-up care is still not provided, the Superintendent or designee shall consider whether he/she is required, pursuant to laws for mandated reporters of child neglect, to refer the matter to the local child protective services agency.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

For any student returning to school after a mental health crisis, the principal or designee and/or school counselor may meet with the parents/guardians and, if appropriate, with the student to discuss re-entry and appropriate next steps to ensure the student's readiness for return to school.

Postvention

In the event that a student dies by suicide, ~~occurs or is attempted on campus, the principal the Superintendent or designee shall follow the crisis intervention procedures contained in the school safety plan. After consultation with the Superintendent or designee and~~ communicate with the

**OAK PARK UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE REGULATION**

Series 5000

Students

AR 5141.52(e)

student's parents/guardians to offer condolences, assistance, and resources. ~~about facts that may be divulged in~~ accordance with the laws governing confidentiality of student record information, the ~~principal~~ Superintendent or designee shall consult with the parents/guardians regarding facts that may be divulged to other students, parents/guardians, and staff.

The Superintendent or designee shall implement procedures to address students' and staff's grief and to minimize the risk of imitative suicide or suicide contagion. He/she shall ~~may~~ provide students, parents/guardians, and staff with information, counseling, and/or referrals to community agencies as needed. School staff may receive assistance from school counselors or other mental health professionals in determining how best to discuss the suicide or attempted suicide with students.

Any response to media inquiries shall be handled by the district-designated spokesperson who shall not divulge confidential information. The district's response shall not sensationalize suicide and shall focus on the district's postvention plan and available resources.

~~(cf. 0450 - Comprehensive Safety Plan)~~
(cf. 1112- Media Relations)

After any suicide or attempted suicide by a student, the Superintendent or designee shall provide an opportunity for all staff who responded to the incident to debrief, evaluate the effectiveness of the strategies used, and make recommendations for future actions.

Adopted: 9-16-14

Amended: 5-16-17

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MAY 16, 2017
SUBJECT: VII.1. MONTHLY ENROLLMENT AND ATTENDANCE REPORT

INFORMATION

ISSUE: Shall the Board receive and review a status report on District enrollment and attendance through Month 9 of the 2016-17 school year?

BACKGROUND: As student enrollment and attendance plays a key roll in determining General Fund revenues, staffing, and expense, it is critical that the Board and Administration carefully monitor these factors in assessing both appropriate student support and the District's financial position. Accordingly, staff has prepared the following enrollment and attendance information through the end of the most recent reporting period. To assist in this review, and for purposes of identifying trends in both enrollment and attendance, data from the same reporting period for the preceding year is also included for the Board's information.

RECOMMENDATION: None. Information only.

Prepared by: Barbara Dickerson, Director, Fiscal Services
Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

MONTHLY REPORT OF ENROLLMENT AND ADA

Board Meeting May 16, 2017

Page 1

Site/ Grade	YEAR TO DATE		Month 1		Month 2		Month 3		Month 4	
	ENRL*	ADA	ENRL*	ADA	ENRL*	ADA	ENRL	ADA	ENRL	ADA
BES										
K	98	91.69	94	92.00	95	92.53	95	91.06	95	92.36
1	75	70.25	73	71.11	72	70.32	72	69.53	72	69.29
2	94	90.79	95	92.42	95	91.95	95	91.24	95	91.43
3	107	101.99	103	100.94	103	101.37	103	100.71	104	101.50
4	94	90.70	93	91.26	93	90.95	93	90.59	93	91.57
5	126	121.89	124	121.53	125	123.25	125	122.05	125	121.56
SDC	0	-	0	-	0	-	0	-	0	-
Total	594	567.31	582	569.26	583	570.37	583	565.18	584	567.71
ADA % **		95.51%		97.81%		97.83%		96.94%		97.21%
OHES										
K	96	91.23	95	91.74	95	93.11	95	91.82	94	90.07
1	73	70.09	71	69.95	70	69.00	71	69.47	72	70.21
2	69	67.29	70	68.79	70	68.74	70	68.59	69	68.79
3	83	80.63	84	82.63	84	82.47	83	81.24	83	80.21
4	93	89.66	90	88.11	91	88.73	92	89.82	91	90.43
5	94	89.75	93	91.78	92	91.00	92	90.47	92	89.79
SDC	-	-	0	-	0	-	0	-	0	-
Total	508	488.65	503	493.00	502	493.05	503	491.41	501	489.50
ADA % **		96.19%		98.01%		98.22%		97.70%		97.70%
ROES										
K	95	91.32	97	93.68	95	91.84	94	91.42	96	91.86
1	98	92.51	93	88.63	95	92.63	95	93.18	96	92.71
2	97	91.41	95	92.15	92	90.68	91	90.24	91	87.93
3	106	103.27	106	103.16	106	104.32	105	103.18	106	104.00
4	96	92.08	95	92.32	95	92.79	95	92.45	94	92.29
5	121	117.83	119	117.11	120	116.42	122	119.06	122	119.28
SDC	-	-	0	-	0	-	0	-	0	-
Total	613	588.42	605	587.05	603	588.68	602	589.53	605	588.07
ADA % **		95.99%		97.03%		97.63%		97.93%		97.20%
MCMS										
6	361	353.15	363	359.37	366	360.32	364	356.94	363	355.64
7	362	350.24	362	355.74	362	353.53	363	354.17	363	344.86
8	379	366.96	381	372.00	379	369.89	380	370.89	379	367.57
SDC	4	3.84	4	4.00	4	3.95	4	3.83	4	3.93
Total	1106	1,074.19	1110	1,091.11	1111	1,087.69	1111	1,085.83	1109	1,072.00
ADA % **		97.12%		98.30%		97.90%		97.73%		96.66%
OPHS										
9	382	375.10	387	381.63	387	377.05	387	379.22	385	375.71
10	385	378.78	398	389.63	396	383.63	395	383.33	395	380.36
11	369	363.46	389	376.00	387	368.05	387	369.33	387	365.14
12	336	323.87	345	331.58	344	327.85	345	329.44	345	321.93
SDC	5	4.87	5	4.95	5	4.89	5	4.95	5	4.79
Total	1477	1,446.08	1524	1,483.79	1519	1,461.47	1519	1,466.27	1517	1,447.93
ADA % **		97.91%		97.36%		96.21%		96.53%		95.45%
OVHS										
10-12	39	41.67	41	40.21	42	40.44	42	40.30	42	41.17
ADA % **		106.85%		98.07%		96.29%		95.95%		98.02%
OPIS										
K-12	219	216.85	211	197.95	220	211.95	221	218.17	221	217.93
ADA % **		99.02%		93.82%		96.34%		98.72%		98.61%
Other ***	6	3.68	1	1.00	4	0.68	6	0.89	6	2.65
TOTALS										
K-12	4562	4,426.85	4577	4,463.37	4584	4,454.33	4587	4,457.58	4585	4,426.96
ADA % **		97.04%		97.52%		97.17%		97.18%		96.55%

*Enrollment is as of the last day of the school month.

**% of Attendance is ratio of ADA generated during the period divided by last day enrollment.

***Other is Home Hospital, Non Public Schools, and Extended Year.

MONTHLY REPORT OF ENROLLMENT AND ADA

Board Meeting May 16, 2017

Page 2

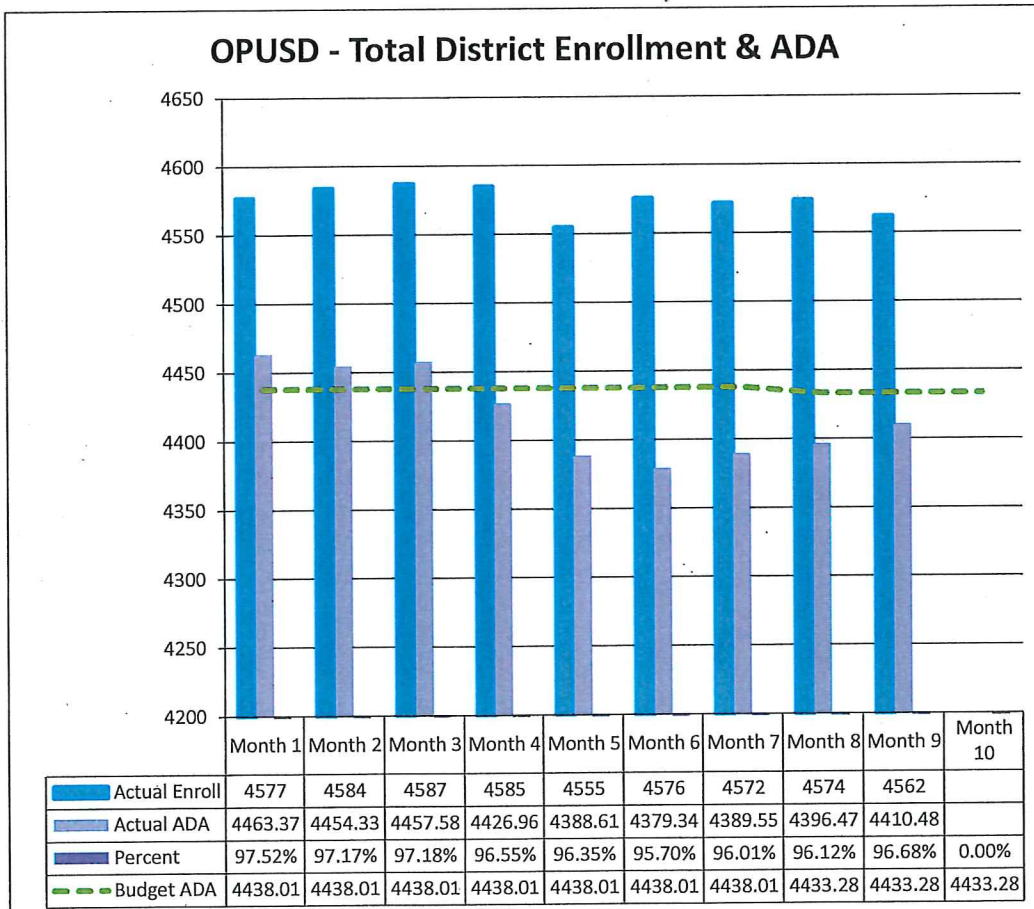
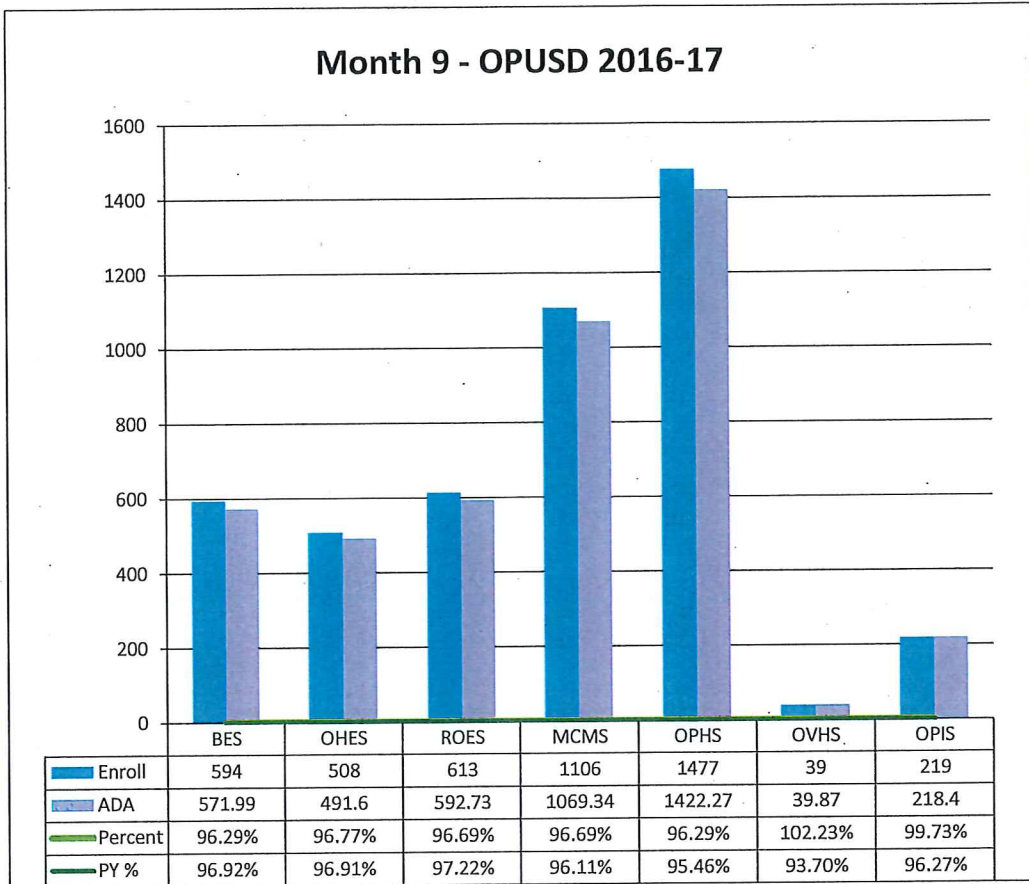
Site/ Grade	Month 5		Month 6		Month 7		Month 8		Month 9		Month 10	
	ENRL	ADA	ENRL	ADA	ENRL	ADA	ENRL	ADA	ENRL	ADA	ENRL	ADA
BES												
K	95	88.26	96.00	91.00	96	91.78	97	93.25	98	93.26		
1	72	68.26	73.00	69.84	73	70.33	73	69.25	75	72.13		
2	95	88.63	95.00	89.16	95	90.33	94	89.75	94	91.60		
3	104	99.32	107.00	103.00	107	103.61	107	104.10	107	102.67		
4	93	88.74	94.00	89.21	94	91.72	94	90.30	94	91.00		
5	126	121.58	126.00	122.00	126	121.79	126	121.00	126	121.33		
SDC	0	-	0	-	0	-	0	-	0	-		
Total	585	554.79	591	564.21	591	569.56	591	567.65	594	571.99	0	-
ADA % **		94.84%		95.47%		96.37%		96.05%		96.29%		#DIV/0!
OHES												
K	94	90.05	95.00	89.58	95	90.78	95	90.80	96	91.47		
1	73	70.53	73.00	69.26	73	70.39	73	70.75	73	70.73		
2	67	66.37	68.00	65.53	68	65.33	69	66.55	69	66.93		
3	82	80.47	82.00	77.89	82	78.78	84	80.00	83	80.87		
4	94	88.74	94.00	90.11	93	89.94	93	89.90	93	90.87		
5	92	87.95	92.00	87.84	92	88.61	93	89.25	94	90.73		
SDC			0	-	0	-	0	-				
Total	502	484.11	504	480.21	503	483.83	507	487.25	508	491.60	0	-
ADA % **		96.44%		95.28%		96.19%		96.10%		96.77%		#DIV/0!
ROES												
K	95	90.43	96.00	88.78	95	90.33	95	91.35	95	90.93		
1	96	91.42	97.00	91.00	98	93.78	98	95.10	98	94.60		
2	93	87.63	96.00	92.53	96	93.28	96	92.55	97	93.47		
3	107	103.42	107.00	103.00	106	101.50	106	103.15	106	103.00		
4	95	90.94	95.00	90.42	94	91.17	96	93.05	96	92.33		
5	122	116.58	122.00	117.74	122	117.88	121	117.90	121	118.40		
SDC			0	-	0	-	0	-				
Total	608	580.42	613	583.47	611	587.94	612	593.10	613	592.73	0	-
ADA % **		95.46%		95.18%		96.23%		96.91%		96.69%		#DIV/0!
MCMS												
6	362	345.00	362.00	347.28	362	350.89	361	349.35	361	349.67		
7	361	341.79	363.00	348.33	361	349.06	362	350.10	362	350.60		
8	378	359.37	379.00	362.44	380	366.11	379	366.55	379	365.60		
SDC	4	3.68	4	3.89	4	3.94	4	3.80	4	3.47		
Total	1105	1,049.84	1108	1,061.94	1107	1,070.00	1106	1,069.80	1106	1,069.34	0	-
ADA % **		95.01%		95.84%		96.66%		96.73%		96.69%		#DIV/0!
OPHS												
9	381	377.42	384.00	371.94	383	369.78	384	369.70	382	371.27		
10	387	381.16	387.00	373.61	387	370.00	387	372.40	385	374.20		
11	376	366.68	376.00	358.00	375	352.78	374	355.70	369	357.87		
12	343	325.27	342.00	324.56	342	318.94	341	318.85	336	313.93		
SDC	5	4.84	5	5.00	5	4.44	5	4.95	5	5.00		
Total	1492	1,455.37	1494	1,433.11	1492	1,415.94	1491	1,421.60	1477	1,422.27	0	-
ADA % **		97.54%		95.92%		94.90%		95.35%		96.29%		#DIV/0!
OVHS												
10-12	39	41.43	43.00	40.29	42	40.88	41	39.36	39	39.87		
ADA % **		106.23%		93.70%		97.33%		96.00%		102.23%		#DIV/0!
OPIS												
K-12	218	219.84	217	212.33	220	217.22	220	213.30	219	218.40		
ADA % **		100.84%		97.85%		98.74%		96.95%		99.73%		#DIV/0!
Other ***	6	2.81	6	3.78	6	4.18	6	4.41	6	4.28		
TOTALS												
K-12	4555	4,388.61	4576	4,379.34	4572	4,389.55	4574	4,396.47	4562	4,410.48	0	-
ADA % **		96.35%		95.70%		96.01%		96.12%		96.68%		#DIV/0!

*Enrollment is as of the last day of the school month.

**% of Attendance is ratio of ADA generated during the period divided by last day enrollment.

***Other is Home Hospital, Non Public Schools, and Extended Year.

OAK PARK USD - ATTENDANCE



TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MAY 16, 2017
SUBJECT: VII.2. MONTHLY CASH FLOW REPORT

INFORMATION

ISSUE: Shall the Board receive and review a status report on District's actual and projected cash flow as of April 30th of the 2016-17 fiscal year?

BACKGROUND: The State's funding appropriation schedule for school districts is always challenging. In his January 2017 budget proposal, citing the failure of State revenues to meet projections, Governor Brown has once again recommended deferring current year cash apportionments to the subsequent fiscal year, a common State practice during the Great Recession. Continuing its routine of the last several years, the Business Office produces a cash flow report each month as an ongoing tool to assist the both the Administration and Board in analyzing and managing the District's cash and remaining cash-solvent. This month's report is included for the Board's information and review.

RECOMMENDATION: None - for information only.

Prepared by: Barbara Dickerson, Director, Fiscal Services
Martin Klauss, Assistant Superintendent, Business and Administrative Services

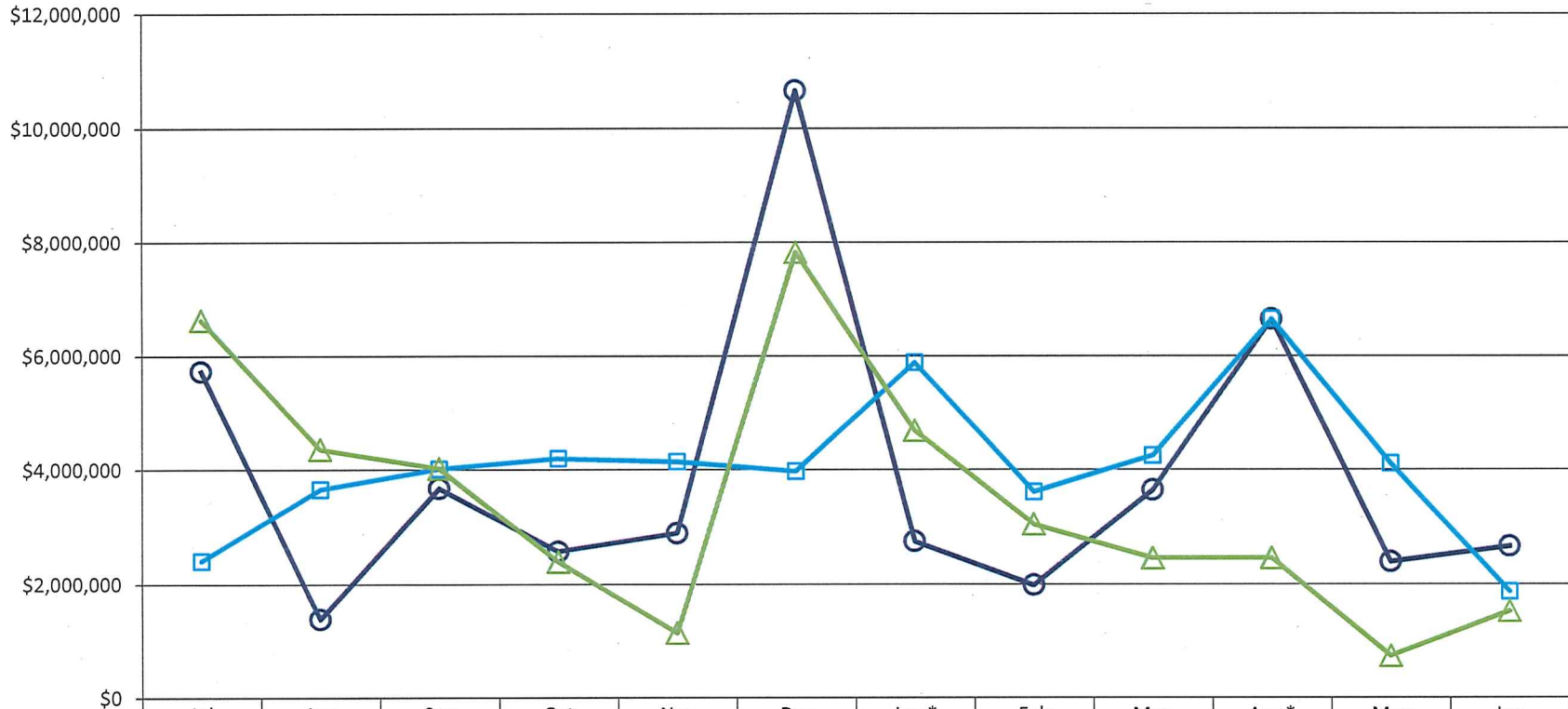
Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

OAK PARK UNIFIED SCHOOL DISTRICT - CASH FLOW										
Year: 2016-17 Budget										
Budget: 2nd Interim										
Actuals through April 30, 2017										
BEGINNING BALANCE BASED ON 2015-16 YEAR-END ACTUALS										
	Object	July	August	September	October	November	December	January	February	March
A. BEGINNING CASH	9110	\$3,313,613	\$6,637,681	\$4,359,005	\$4,022,429	\$2,395,179	\$1,141,632	\$7,823,890	\$4,684,375	\$3,049,574
B. RECEIPTS										
Revenue Limit Sources										
Principal Apportionment	8010-8019	965,968	965,968	3,218,353	1,738,742	1,738,742	3,218,353	1,738,742	1,517,761	3,094,096
Property Taxes	8020-8079	7,700	49,852	265	33,601	20,984	6,142,533	156,764	17	40,630
Miscellaneous Funds	8080-8099	0	0	0	0	0	0	0	0	0
Federal Revenue	8100-8299	2,376	0	52,794	0	2,250	25,279	0	0	60,860
Other State Revenue	8300-8599	319,640	1,355	0	239,319	19,563	605,180	541,369	0	-228,217
Other Local Revenue	8600-8799	220,494	243,775	373,249	503,806	534,986	461,309	317,716	426,713	410,841
Interfund Transfers In	8910-8929	0	0	0	0	0	0	0	0	0
All Other Financing Sources	8930-8979	0	0	0	0	0	0	0	0	0
Other Receipts/Non-Revenue		0	0	0	0	0	0	0	0	0
TOTAL RECEIPTS		1,516,179	1,260,950	3,644,661	2,515,468	2,316,525	10,452,654	2,754,591	1,944,491	3,378,210
C. DISBURSEMENTS										
Certificated Salaries	1000-1999	165,775	2,003,557	2,058,612	2,060,513	2,041,915	2,044,735	2,040,553	2,049,667	2,047,032
Classified Salaries	2000-2999	201,337	542,519	571,444	570,134	572,320	603,996	546,470	591,748	591,884
Employee Benefits	3000-3999	73,535	855,029	865,361	867,753	861,181	864,062	868,790	868,401	870,318
Books, Supplies	4000-4999	34,875	123,166	152,564	152,900	266,180	90,881	66,778	87,238	48,190
Services	5000-5999	139,513	293,893	438,516	607,327	491,133	414,881	344,367	493,003	368,413
Capital Outlay	6000-6599	21,771	0	156,448	121,532	10,193	-26,288	5,767	745	-16,975
Other Outgo - Excess Costs	7000-7499	3,799	32,244	6,838	819	21,356	6,838	111,868	17,652	3,134
Interfund Transfers Out	7600-7629	25,000	0	0	0	0	0	0	0	0
All Other Financing Sources	7630-7699	0	0	0	0	0	0	0	0	0
Other Disbursements/Non Expenditures		0	0	0	0	0	0	0	0	0
TOTAL DISBURSEMENTS		665,606	3,850,408	4,249,783	4,380,979	4,264,278	3,999,105	3,984,593	4,108,454	3,911,996
D. BALANCE SHEET TRANSACTIONS										
Accounts Receivable	9200	158,347	122,193	35,751	54,718	575,032	204,657	-6,897	37,752	267,262
Accounts Payable	9500	-1,739,851	188,589	232,794	183,544	119,174	24,052	124,885	491,411	-332,507
Current Loans (Cross Yr TRAN/Other)	9640	0	0	0	0	0	0	0	0	0
Current Loans (Current Yr TRANS)	9640	4,055,000	0	0	0	0	0	-2,027,500	0	0
TOTAL PRIOR YEAR TRANSACTIONS		2,473,496	310,782	268,546	238,262	694,206	228,709	-1,909,512	529,163	-65,245
E. NET INCREASE/DECREASE (B-C+D)		3,324,069	-2,278,676	-336,576	-1,627,249	-1,253,547	6,682,257	-3,139,515	-1,634,800	-599,031
F. ENDING CASH (A+E)		6,637,681	4,359,005	4,022,429	2,395,179	1,141,632	7,823,890	4,684,375	3,049,574	2,450,543
G. ENDING CASH, PLUS ACCRUALS										

OAK PARK UNIFIED SCHOOL DISTRICT - CASH FLOW						
Year: 2016-17 Budget						
Budget: 2nd Interim						
Actuals through April 30, 2017						
	Object	April	May	June	Accruals	Total
A. BEGINNING CASH	9110	\$2,450,543	\$2,451,063	\$733,062		
B. RECEIPTS						
Revenue Limit Sources						
Principal Apportionment	8010-8019	1,517,761	1,517,761	1,420,846	1,663,791	24,316,884
Property Taxes	8020-8079	4,000,223	48,394	507,780	-313,395	10,695,347
Miscellaneous Funds	8080-8099	0	0	0	0	0
Federal Revenue	8100-8299	0	11,875	537,284	295,887	988,605
Other State Revenue	8300-8599	363,970	1,515	5,350	667,070	2,536,113
Other Local Revenue	8600-8799	765,999	790,911	170,227	384,897	5,604,922
Interfund Transfers In	8910-8929	0	0	0	0	0
All Other Financing Sources	8930-8979	0	0	0	0	0
Other Receipts/Non-Revenue		0	0	0	0	0
TOTAL RECEIPTS		6,647,952	2,370,456	2,641,486	2,698,250	44,141,871
C. DISBURSEMENTS						
Certificated Salaries	1000-1999	2,070,320	2,049,667	416,616	0	21,048,964
Classified Salaries	2000-2999	606,758	580,563	295,090	0	6,274,264
Employee Benefits	3000-3999	875,091	850,596	92,732	0	8,812,848
Books, Supplies	4000-4999	56,448	79,292	106,344	15,713	1,280,571
Services	5000-5999	298,842	229,261	305,126	50,026	4,474,301
Capital Outlay	6000-6599	8,394	35,507	35,508	27,114	379,715
Other Outgo - Excess Costs	7000-7499	3,134	14,783	204,711	692	427,867
Interfund Transfers Out	7600-7629	0	77,153	225,000	25,000	352,153
All Other Financing Sources	7630-7699	0	0	0	0	0
Other Disbursements/Non Expenditures		0	0	0	0	0
TOTAL DISBURSEMENTS		3,918,986	3,916,823	1,681,126	118,544	43,050,683
D. BALANCE SHEET TRANSACTIONS						
Accounts Receivable	9200	0	14,106	14,106	0	1,477,027
Accounts Payable	9500	-700,947	-185,739	-185,739	0	(1,780,333)
Current Loans (Cross Yr TRAN/Other)	9640	0	0	0	0	0
Current Loans (Current Yr TRANS)	9640	-2,027,500	0	0	0	0
TOTAL PRIOR YEAR TRANSACTIONS		-2,728,447	-171,633	-171,633	0	(303,306)
E. NET INCREASE/DECREASE (B-C+D)		520	-1,718,000	788,727	2,579,706	787,882
F. ENDING CASH (A+E)		2,451,063	733,062	1,521,789	2,579,706	787,882
G. ENDING CASH, PLUS ACCRUALS					4,101,495	

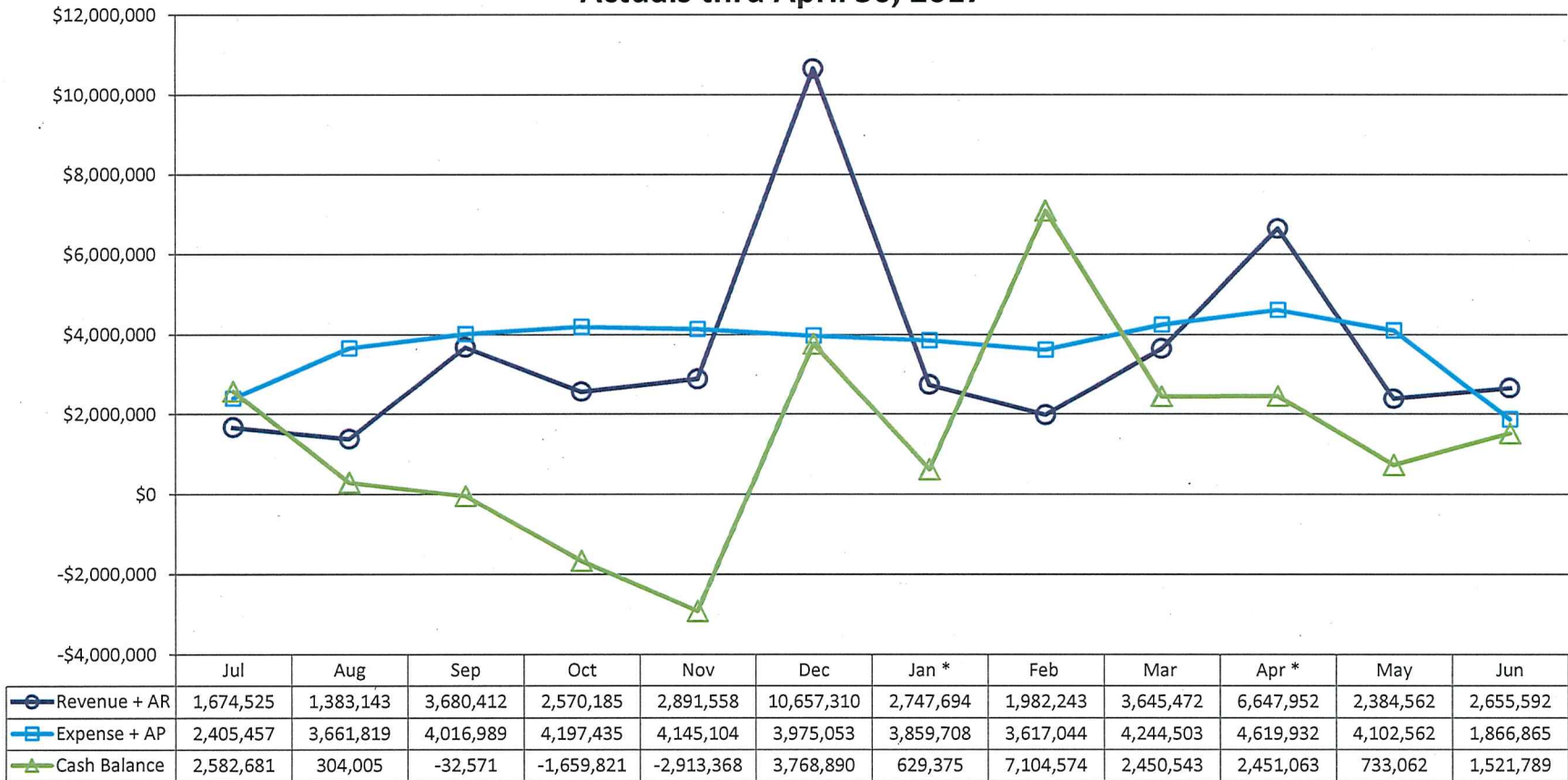
OPUSD - Cashflow Actuals thru April 30, 2017



	Jul	Aug	Sep	Oct	Nov	Dec	Jan *	Feb	Mar	Apr *	May	Jun
Revenue + AR	5,729,525	1,383,143	3,680,412	2,570,185	2,891,558	10,657,310	2,747,694	1,982,243	3,645,472	6,647,952	2,384,562	2,655,592
Expense + AP	2,405,457	3,661,819	4,016,989	4,197,435	4,145,104	3,975,053	5,887,208	3,617,044	4,244,503	6,647,432	4,102,562	1,866,865
Cash Balance	6,637,681	4,359,005	4,022,429	2,395,179	1,141,632	7,823,890	4,684,375	3,049,574	2,450,543	2,451,063	733,062	1,521,789

* NOTE: TRAN loan proceeds included in Revenue and Cash Balance lines: July \$4,055,000.
TRAN repayment included in Expense and Cash Balance lines: January \$2,027,500 and April \$2,027,500.

OPUSD - Cashflow without TRAN Actuals thru April 30, 2017



*** NOTE:** TRAN loan proceeds not included in Revenue and Cash Balance lines: July \$4,055,000.
TRAN repayment not included (January \$2,027,500 and April \$2,027,500).

TO: MEMBERS, BOARD OF EDUCATION
FROM: SARA AHL, PRINCIPAL, BROOKSIDE ELEMENTARY SCHOOL
DATE: MAY 16, 2017
SUBJECT: X.1. MONTHLY BOARD REPORT

SCHOOL EVENTS:

THANK YOU: Our teachers and staff truly enjoyed the goodies provided by the Board of Education as part of staff appreciation week. Thank you for this lovely gesture to reinforce the hard work that our staff members do on a daily basis. You are very kind!

Tasnim Alalbaki: Tasnim was a very special member of our school community. She was loved by all and her passing has been very difficult for our students and staff. We are incredibly grateful for the tremendous support of our school district and community. It has been truly heartwarming.

Sundae Monday: Students had a great time making Mrs. Ahl into an ice cream sundae as a reward for exceeding our Jog-A-Thon fundraising goal. The top pledge earner will serve as Principal for the Day on Monday, May 8th.



Donation: Oak Park Dentistry will be presenting Brookside with a check for \$250 on Friday, May 5 at 2:00 pm as a result of being chosen from a raffle at the Great Race of Agoura.

Staff Appreciation Week: Our parent group has once again gone above and beyond to recognize our stellar teachers and staff during staff appreciation week. They have contributed gift cards, an out-of-this-world luncheon, coffee drinks, treats throughout the week, and very kind notes/gestures to teachers. We are so grateful to have the support of our families; without them we would not be able to do what we do each day at Brookside.

SCHOOL SITE COUNCIL:

Our School Site Council met on April 18, 2017. Topics included District Goals/LCAP survey, Solar Project, and Measure S implementation. The next meeting is scheduled for May 9, 2017.

CALENDAR HIGHLIGHTS:

May 8	Lockdown Drill 9:45 am
May 9	5th Grade Visit to MCMS
May 2 - 12	CAASPP Testing
May 18	Second grade classes to Santa Barbara Zoo
May 19	Fifth grade to Camp Keystone
May 26	Culmination Ceremony 8:30 am

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: ERIK J. WARREN, PRINCIPAL, OAK HILLS ELEMENTARY SCHOOL
DATE: MAY 16, 2017
SUBJECT: X.2. MONTHLY BOARD REPORT

Thank you, Debra Burgher!

The students, staff, and parents at Oak Hills had the wonderful opportunity to work with Debra Burgher for the two weeks after returning from Spring Break. Mrs. Burgher was filling in for Mr. Warren so that he could care for his newborn twins. It was a treat to get to work with such an experienced and caring administrator, and a huge help to Mr. Warren knowing that the school was under exceptional leadership during his absence.

CAASPP Testing

Our CAASPP testing has been moving along with good success. There have been several technical glitches along the way, but with tremendous support from our District technology crew, we have been able to find solutions. Most of the issues appear to be on the state end, and not under site of district control. Our students have worked very hard giving their best effort on these assessments. We hope that this will be another opportunity for Oak Hills to shine.

Science Night

Oak Hills students enjoyed a fantastic Science Night, exploring the fascinating world of matter and energy. Students and their families participated in an evening of many hand-on activities. The turnout for this year's event was excellent. We owe a special thank you to our PTA for sponsoring an exciting night for both children and adults.

Talent Show

The upcoming Talent Show is sure to be a crowd pleaser highlighting a variety of talents and representing a wide range of grade-levels. Our student council students have been learning how to organize the event under the careful guidance of our amazing parent volunteer, Irene Lyle, Student Council Advisor, Eva Novak and Music Teacher, Steve Waldman.

Super Sunday

Oak Hills Students and their families getting ready to complete some important campus improvements. Well over fifty people have already signed up. We have plans to re-landscape several neglected areas of the campus, and perform various other tasks, both inside and out. This event shows how dedicated our school community is to taking care of Oak Hills, and that many hands make light work.

Teacher Appreciation Week

Last week the entire staff at Oak Hills was treated with a vacation in Paris. Since traveling all the way to France during recess and lunch seemed impractical, our amazing PTA brought a bit of Paris to us. The parent community provided gifts, a delicious breakfast, and lunch as if we were at a café with a view of the Eiffel Tower. Our staff is truly fortunate to work within such a dedicated and caring community.

Respectfully Submitted,

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION

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

DATE: MAY 16, 2017

SUBJECT: X.3 MONTHLY BOARD REPORT

California Geography Bee

Our eleventh annual Fourth Grade Geography Bee was on Thursday, April 20 in our Multi-purpose Room. Students answered questions specifically about California Geography. Instead of one winner, students were deemed “Finalists” if they could answer a set number of questions correctly. We had 21 Finalists this year. This is one of the most number of Finalists we have had. The Finalists received certificates at a morning assembly.

Volunteer Brunch

To thank our parent and community volunteers, our Red Oak staff invited them to a brunch on Friday, April 21. The brunch had a Dr. Seuss theme and featured a variety of wonderful foods. The staff created a thank you video that was offer on-line.

Open House

Open House for fourth and fifth grades occurred on Wednesday, April 26. There was great attendance by our parents as students served as tour guides for parents around the classrooms. All of our fifth grade classes had their Open House in the MPR where the students displayed their state reports and offered state-themed foods from their assigned state.

Earth Week

Earth Week was observed the week of April 24. Walk to School Day was on Wednesday of that week. A number of activities were planned centered on the theme of wild life protection and coexistence with our wild animal neighbors. A coin collection was held to raise funds for a wild animal tracking collar. Additionally, our library provided books on wild animals for students use this week. We had an assembly on Tuesday with Cathy Schoonmaker of the National Parks Service who talked about local wild animals and how to protect them.

Respectfully Submitted,

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION

FROM: BRAD BENIOFF, PRINCIPAL, MEDEA CREEK MIDDLE SCHOOL

DATE: May 16, 2017

SUBJECT: X.4. MONTHLY SCHOOL REPORT

Great News from NASA to an MCMS 6th grader: *“Congratulations! Your student, Naren Krishnan, is a national winner in NASA’s 2016-17 Cassini Scientist for a Day essay contest! Naren wrote a wonderful essay. We are proud of your student, and we hope you are, too.”* Mr. O’Hagan, his teacher, reports that the class gets to videoconference with NASA scientists and other essay contest winners.

State Testing Continues May 2-6: 6th grade takes their tests and 7th grade make-ups continue.

Anti-Drug Assembly for 8th grade May 3rd: Tiffany Eis will share her story of conquering an addiction and devoting her life to seeing that others do not go down that path.

5th Graders Visit MCMS May 9th 1:00-2:15: Our elementary schools will walk over with their 5th graders for a welcome by the MCMS staff and tour by our terrific ASB students.

MCMS Choir May 12th: competes, under Ms. Elana Levine’s direction, at an event at Knott’s Berry Farm.

Annie Drama Performance May 16th at 6:30 p.m. in the MCMS Gym: 7th and 8th graders perform the musical in this student production, under teacher Stephen Peterson’s direction.

Art Show May 16th @5:00 p.m.: Ms. Cadle’s Art Showcase students present their portfolios to families and friends.

8th Grade Dance May 19th 6:00-8:00p.m.: 8th graders enjoy dinner, music, some dancing and some games to celebrate their last days of middle school.

Yearbooks distributed beginning May 19th

8th Grade Universal Trip May 22nd: All day

8th Grade Awards @8:30 May 23rd: In the MCMS gym

8th grade Breakfast (8:30 a.m.) and Culmination May 24th: 8th graders, their families and the MCMS faculty will gather at OPHS at 6:00 for culmination.

WEB (Where Everyone Belongs) Kick-off for 2017-2018: Our Counselors, Rob Sitomer and Dianne Large will facilitate a workshop for the new WEB students who will be facilitating Camp Medea and school connectedness activities throughout the school year.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS OF THE OAK PARK UNIFIED BOARD OF EDUCATION
FROM: KEVIN BUCHANAN, PRINCIPAL, OAK PARK HIGH SCHOOL
DATE: MAY 16, 2017
SUBJECT: X.6. MONTHLY BOARD REPORT

Drama Spotlight & Spring Concerts

The OPHS Drama Club presents the final theater production of the year. A fully student produced and directed show of Agatha Christie's murder mystery in the Pavilion rounds out the year's performing arts calendar. We will be announcing the shows for next year in the coming weeks. OPHS held the Spring Choral and Instrumental Music Concerts. These were beautiful and inspirational events and orchestrated by Heidi Cissell and Zachary Borquez featuring our talented and dedicated musicians and singers. OPHS Chamber and Concert Choir performed at Disneyland to enthralled crowds.



Senior Awards – Thursday and Monday May 18 & 22

This year's senior awards events are in the final stages of planning. Jean Hawkins is preparing the programs for the Thursday evening Scholarship Awards and the Monday morning senior assembly. The Marie Panec Memorial Awards, will be presented at the May 16th OPUSD Governing Board Meeting.

OPHS Debate Team

On April 28th-30th, 2017, OPHS Sophomores Max and Jake Freeman competed against the very best debaters in the State of California at the State Championship at Arcadia High School. Competing primarily against Juniors and Seniors, Max and Jake Freeman did exceptionally well in a three-day, "double-elimination", tournament. **Jake Freeman finished as the 15th ranked Lincoln Douglas debater in the State of California, and Max Freeman finished as the 4th ranked Lincoln Douglas debater in the State of California** (In 15 years of existence, the Tri-County Forensic League has never before had any of their debaters rank this high)

NATIONAL MERIT SCHOLARSHIP

Twenty-nine Oak Park High School juniors were recently informed that they had achieved high enough scores on the PSAT exam to qualify for the next round in the competition for a 2018 National Merit Scholarship. These students are among the top 50,000 highest-scoring participants of over one million that took the test. Students will be notified in September as to their status as either a commended student or a semi-finalist student.

2017 RONALD REAGAN PRESIDENTIAL FOUNDATION SCHOLAR

Several OPHS student have been named semi-finalists for the 2017 Ronald Reagan Presidential Foundation Scholars Program will be announced at a special dinner on May 17 at the Ronald Reagan Presidential Library. This distinction is bestowed upon students in recognition of their outstanding leadership, character, communication skills, academic achievement, and commitment to Ventura County. These students are eligible for scholarships up to \$7,500



OPHS PROM and SENIOR ACTIVITIES

This year's prom will be held at the Hilton Fess Parker Resort in Santa Barbara on Friday May 19th. Senior activities begin that day and continue through into graduation week. In addition to prom, Activities include the Senior Picnic, Senior Breakfast, Magic Mountain, Must-Do Day, and Commencement rehearsals and ceremony.

Respectfully Submitted,

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: STEWART MCGUGAN, DIRECTOR OF ALTERNATIVE EDUCATION
DATE: MAY 16, 2017
SUBJECT: X.6. MONTHLY BOARD REPORT



BOTH SCHOOLS OPIS/OVHS



CULMINATION/GRADUATION

We are busy preparing for our graduations and one culmination. The OPIS 8th graders and the OVHS seniors will be holding their ceremonies in center field here on campus. The OPIS graduation is blended into the OPHS graduation at OPHS. Thank you OPHS for including us on this memorable night.

OPEN HOUSE/INFORMATION NIGHT

OPIS and OVHS both had wonderful open houses. Similar to last year's open house, we included an information night for parents of OPIS students. The information night was held half hour before the open house. Incoming parents and students are able to ask questions to teachers/staff and current students. It has been very well attended and I think appreciated by the incoming families.



OAK PARK INDEPENDENT SCHOOL



OSB

High School OSB - High School OSB is working on gathering donations for our silent auction, which began on 4/27 at our informational night. We are also working on wrapping the 8th grade graduation gifts and the senior gifts.

Middle School OSB - Middle School OSB is working on wrapping up the year. We are discussing what our final philanthropic project will be, as well as adding more team building activities.

ANNUAL BEACH DAY FIELD TRIP

We are looking forward to our annual Zuma beach day. There is usually a very big turn out for this day with a mix of all grades attending.



OAK VIEW HIGH SCHOOL



VCI PATHWAY AWARD

Susan Allen received the VCI Pathway Award for our district. We will be attending the luncheon on May 4th, at the Spanish Hills Country Club. Susan has been a true leader for our entire curriculum, but has specifically lead the way with our VCI classes. We are very excited for the day and to see her shine!!

FIELD TRIPS

We were able to have two field trips this past month to the Reagan Library and the Museum of Tolerance. Our students were an absolute joy on both days. We were able to have students act as docents throughout the Library and Museum. We are really proud of our students taking the lead.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION

FROM: KIM GREGORCHUK, DIRECTOR, OAK PARK NEIGHBORHOOD SCHOOL

DATE: MARCH 16, 2017

SUBJECT: X.7. MONTHLY BOARD REPORT

Our last month of school is here and we can't believe it! The year has zoomed by.

The children completed their long term study of worms and insects with the performance of a play they wrote, The Worm Play. Parents, grandparents, aunts, uncles, brothers, sisters, and friends packed the Oak Hills Multipurpose Room for a standing ovation performance of The Worm Play. Afterwards, everyone enjoyed refreshments on the lawn while visiting with friends and family. Here is a link to our in progress documentation: <https://goo.gl/kBxv6Q>

We are winding down our year with a Mother's Day Hike at the "Duck Pond Park", a study of Vincent Van Gogh and Jackson Pollack, and a visit to the OHES Kindergarten for our upcoming kindergarteners. We have several students moving on to DK and K, and we will miss them. It is at this time of year that we really notice the growth and confidence of our soon to be 5 year olds and it is hard to say goodbye.

Our end of the year concert is on Monday, May 22nd, at 9:30 am. Please come by if you are available, or come to our Bubble Show on our last day of school, May 25th at 11:30 am.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent