

OAK PARK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA #931

DATE: September 20, 2016

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

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

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

BOARD OF EDUCATION

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



Educating Compassionate and Creative Global Citizens

ADMINISTRATION

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

COPY OF ENTIRE AGENDA ON WEB SITE

www.opusd.org

9/16/2016

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

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

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

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

*All Board Actions and Discussion are electronically recorded and maintained for thirty days.
Interested parties may review the recording upon request.
Agenda and supporting documents are available for review prior to the meeting at the District
Office located at 5801 Conifer Street, Oak Park, CA 91377*

NEXT REGULAR MEETING

Tuesday, October 18, 2016

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

Oak Park High School, Presentation Room, G9

AGENDA IS POSTED AT THE FOLLOWING LOCATIONS IN OAK PARK:

District Office, 5801 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 #931
September 20, 2016**

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

CLOSED SESSION: 5:00 p.m.

OPEN SESSION: 6:00 p.m.

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

I. CALL TO ORDER: _____ p.m.

II. PUBLIC SPEAKERS – CLOSED SESSION AGENDA ITEMS

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

A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

B. PUBLIC EMPLOYEE EMPLOYMENT : Food Service Subs, Library Media Technician, Guest Teachers

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. SUPERINTENDENT'S GOALS

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 the Partners in Education Award to Shay Hass
2. Presentation to the Oak Park High School Talon Editorial Staff
3. Remarks from Board Members
4. Remarks from Student Board Member
5. Remarks from Superintendent

6. Report from School Site Councils
7. Report from Technology Department
8. 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 August 16, 2016 and Special Board Meeting September 8, 2016](#)
- b. [Public Employee/Employment Changes 01CL23200-01CL23238 & 01CE07945-01CE08032](#)
- c. [Approve Purchase Orders – August 1 - August 31, 2016](#)
Board Policy 3300 requires Board approval of Purchase Orders
- d. [Approve Overnight Trip for Oak Park High School Fall Athletic Teams Who Qualify for CIF Play-offs](#)
Board Policy 6153 requires Board approval for student overnight trips
- e. [Approve Overnight Trip for Medea Creek Middle School 7th Grade to Catalina – October 31st - November 2, 2016](#)
Board Policy 6153 requires Board approval for student overnight trips
- f. [Approve Out-of-State Trip for Oak Park High School Debate Team Members – September 23-25, 2016](#)
Board Policy 6153 requires Board approval for student overnight trips
- g. [Approve Out-of-State Trip for Oak Park High School Debate Team Members – October 14-15 2016](#)
Board Policy 6153 requires Board approval for student overnight trips
- h. [Approve Overnight Trip for Oak Park High School Senior Life Skills Retreats – October 26-29, 2016, January 27-30, 2017 and April 5-8, 2017](#)
Board Policy 6153 requires Board approval for student overnight trips
- i. [Approve Student Teaching Agreement with CalState TEACH, University – July 1, 2016 –June 30, 2021](#)
Board Policy 3312 requires Board approval for contracts for services
- j. [Approve Overnight Trip for Medea Creek Middle School 8th Grade Astrocamp – October 26-28, 2016](#)
Board Policy 6153 requires Board approval for student overnight trips
- k. [Approve Out of State Travel for Certificated Employees – Columbia, NYC, November 20-24 2016](#)
Board Policy 3350 requires Board approval for employee out of state travel
- l. [Ratify Out of State Travel for Certificated Employees – Portland, September 15-16, 2016](#)
Board Policy 3350 requires Board approval for employee out of state travel
- m. [Approve Resolution #16-18, Establishing the GANN Appropriation Limit for Fiscal Year 2016-2017](#)
Constitutional requirement for Board approval establishing appropriations limit
- n. [Approve 2016-17 Agreement for Legal Services with Fagen Friedman & Fulfro](#)
Board Policy 3312 requires Board approval for contracts for services

- o. Approve Out of State Travel for Classified Employee to Attend the JAMF Nation User Conference in Minnesota – October 18-20, 2016**

Board Policy 3350 requires Board approval for employee out of state travel

- p. Approve Overnight Trip for Oak Park High School Future Business Leaders of America (FBLA) Club Officer – October 6-7, 2016**

Board Policy 6153 requires Board approval for student overnight trips

ACTION

2. BUSINESS

- a. Approve Amendment to Contract for Consultant Agreement for Political Lobbying Services**

Board Policy 3312 requires Board approval for contracts for services

- b. Approve Board Response to the Oak Park Citizens' Oversight Committee 2015-2016 Annual Report**

Board review and approval of Board response to OPCOC

- c. Approve Measure C6 Five-Year Master Plan 2016 Update**

Board approval required for C6 Five-Year Master Plan Update

- d. Approve Measure R Facility Master Plan 2016 Update**

Board approval required for Measure R Master Plan Update

- e. Approve Unaudited Actual Revenues and Expenditures for Fiscal Year 2015-2016**

Board is asked to review Unaudited Actual Revenues and Expenditures

- f. Approve Consultant Agreement for Emergency Crisis Response/Safe School Plan Review**

Board Policy 3312 requires Board approval for contracts for services

- g. Ratify Agreement for Construction Contract, Project 15-08C, Technology Facility Improvements from Measure C6 Bond Fund**

Board approval required for purchases made from Measure C6 Bond Fund

- h. Approve Notice of Completion, Project 15-08C, Technology Facility Improvements**

Board approval required for Notice of Completion

- i. Ratify Agreement for Construction Contract, Project 16-11R, Emergency Repairs to Main Waterline at Oak Park High School**

Board Policy 3312 requires Board approval for contracts for services

- j. Approve Change Order No. 1, Hughes General Engineering, Project 16-10F, Outdoor Classroom at Brookside Elementary**

Board approval required for change orders

- k. Approve Change Order No. 1, Taft Electric Company, Project 14-20F, Districtwide Exterior Lighting**

Board approval required for change order

- l. Approve Acceptance of Donation**

Board Policy 3290 requires Board approval for donations to the District

3. PUPIL SERVICES

- a. Approve Contract for Non-Public Agency for Special Education Student #01-16/17 - \$68,952.00**

Board Policy 3312 requires Board approval for contracts for services

- b. Approve Contract for Non-Public School for Special Education Student #02-16/17 - \$31,366.00**

Board Policy 3312 requires Board approval for contracts for services

c. Approve Contract for Non-Public Agency for Special Education Student #03-16/17 - \$43,843.30

Board Policy 3312 requires Board approval for contracts for services

d. Approve Contract for Non-Public Agency for Special Education Student #04-16/17 - \$5,160.00

Board Policy 3312 requires Board approval for contracts for services

e. Approve Contract for Non-Public Agency for Special Education Student #05-16/17 - \$37,750.00

Board Policy 3312 requires Board approval for contracts for services

f. Approve Contract for Non-Public Agency for Special Education Student #06-16/17 - \$34,025.44

Board Policy 3312 requires Board approval for contracts for services

g. Approve Contract for Non-Public Agency for Special Education Student #07-16/17 - \$29,330.00

Board Policy 3312 requires Board approval for contracts for services

h. Approve Contract for Non-Public Agency for Special Education Student #08-16/17 - \$92,796.00

Board Policy 3312 requires Board approval for contracts for services

i. Approve Contract for Non-Public Agency for Special Education Student #09-16/17 - \$112,970.00

Board Policy 3312 requires Board approval for contracts for services

4. CURRICULUM

a. Public Hearing and Approval of Resolution #16-19, Regarding Sufficiency of Textbooks and Instructional Materials for 2016-2017

Education Code 60119 requires a Public Hearing and Board approval regarding sufficiency of textbooks and instructional materials annually in order to receive funding for mandated costs

b. Approve Consultant Agreement for School Gardens Program

Board Policy 3312 requires Board approval for contracts for services

5. BOARD

a. Approve Resolution #16-20 Proposition 51, Kindergarten through Community College Public Education Facilities Bond Act of 2016

Board approval required for Resolution

b. Approve Resolution #16-21 Proposition 55, Children's Education and Health Care Protection Act of 2016

Board approval required for Resolution

c. Approve Resolution #16-22 Proposition 56: The California Healthcare, Research and Prevention Tobacco Tax Act of 2016.

Board approval required for Resolution

d. Approve Resolution #16-23 Proposition 58, The California Education for a Global Economy Initiative (California EdDE)

Board approval required for Resolution

6. BOARD POLICIES

a. Approve and Adopt New Board Policy and Administrative Regulation 3230 – Federal Grant Funds – First Reading

New mandated policy and mandated regulation reflect major requirements for the management of federal grant funds contained in the Office of Management and Budget's (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (commonly called the "Uniform Guidance"), including the mandate to adopt written procedures related to

procurement, conflict of interest, cash management, and allowable costs. Policy addresses the board's desire to maintain fiscal integrity and transparency in the use of federal grant funds, key components of the district's financial management system, and the submission of performance reports in accordance with law and the requirements of the awarding agency. Regulation includes material related to allowable costs, procurement, cash management, audits, and records, including requirements for employees to document "time and effort" spent on grant activities.

b. Approve Amendment to Board Policy and Administrative Regulation 3270 - Sale and Disposal of Books, Equipment and Supplies – First Reading

Board Policy and regulation updated to make minor revisions in the renumbering of legal cites pursuant to the Uniform Guidance for federal grant funds and to cross-reference new BP/AR 3230 - Federal Grant Funds.

c. Approve Amendment to Board Policy and Administrative Regulation 3311 –Bids – First Reading

Board Policy and regulation updated to include requirements for districts that choose to use the alternative Uniform Public Construction Cost Accounting Act (UPCCAA) for contracting for public works projects. Policy and regulation also updated to reflect NEW LAW (AB 1358, 2015) which authorizes a district to award a design build contract for a public works project in excess of \$1 million on the basis of either low bid or "best value," as defined. Regulation also reflects new 2016 bid limit established by the Superintendent of Public Instruction for specified projects, and adds new section on "Lease-Leaseback Contract" reflecting legal requirements and NEW COURT DECISION (McGee v. Balfour Beatty Construction LLC).

d. Approve Amendment to Board Policy and Administrative Regulation 3513.3 - Tobacco-Free Schools – First Reading

Board Policy updated to reflect NEW LAW (ABX2 9, 2016) which requires all districts, not just those receiving state Tobacco-Use Prevention Education funds, to prohibit tobacco use on school campuses. Policy also reflects new definitions of "smoking" and "tobacco" pursuant to NEW LAW (SBX2 5, 2016). Regulation reflects provision of ABX2 9 which requires signs prohibiting tobacco use to be displayed at all school entrances, and deletes option to designate a smoking area on campus.

e. Approve Amendment to Board Policy and Administrative Regulation 3541.2- Transportation for Students with Disabilities - First Reading

Board Policy updated to clarify the policy's applicability to students receiving services pursuant to Section 504 of the federal Rehabilitation Act of 1973, add sample criteria for individualized education program (IEP) teams to use when determining a student's transportation needs, and add material re: the provision of information to IEP teams. Regulation deleted and material moved to BP re: provision of alternative transportation when a student is excluded from school bus transportation for a disciplinary or other reason, assurance that a contract with a nonpublic, nonsectarian school or agency addresses transportation as necessary, and transportation of service animals.

f. Approve and Adopt New Board Policy 3555 – Nutrition Program Compliance – First Reading

Board Policy is mandated for any district whose child nutrition programs (i.e., National School Lunch Program, School Breakfast Program, Special Milk Program, and/or other child nutrition program) receive state or federal funding.

g. Approve Amendment to Board Policy 3580 – District Records – First Reading

Board Policy updated to reflect legal requirement to disclose any breach of security of district records that contain personal information, as defined, by providing a written or electronic notification that meets the content and formatting requirements specified in law.

VII. OPEN DISCUSSION

VIII. ADJOURNMENT:

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

IX. 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 8-16-16 #929
BOARD OF EDUCATION

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Allen Rosen, called the regular meeting to order at 5:06 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

BOARD PRESENT

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

PUBLIC COMMENTS

None

ADJOURN TO CLOSED SESSION

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

- PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
- PUBLIC EMPLOYEE EMPLOYMENT
- CONFERENCE WITH LABOR NEGOTIATORS
 - Agency designated representatives: Leslie Heilbron and Martin Klauss
 - Employee organizations: Oak Park Teachers Association and Oak Park Classified Association
- CONFERENCE WITH LABOR NEGOTIATOR: Government Code Section 54957.6:
 - Agency designated representative: Allen Rosen
 - Unrepresented employee: Superintendent

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

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Allen Rosen, called the regular meeting to order at 6:06 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

BOARD PRESENT

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

BOARD ABSENT

None

STAFF PRESENT

Dr. Tony Knight, Superintendent, Mr. Martin Klauss, Assistant Superintendent, Business Services, Dr. Leslie Heilbron, Assistant Superintendent, Human Resources, Dr. Jay Greenlinger, and Ms. Ragini Aggarwal, Executive Assistant

FLAG SALUTE

Boy Scout Troop 756 led the Honor Guard and Pledge of Allegiance to the Flag

REPORT ON CLOSED SESSION

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

ADOPTION OF AGENDA

On motion of Derek Ross, seconded by Drew Hazelton, the Board of Education adopted the agenda as presented except to move item VII. INFORMATION ITEMS - Reporting of Chronic Absenteeism Data before Board Reports. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0.

PUBLIC SPEAKERS

Wendi Bani on Agenda item B.2.a

John Heeney on Pupil Engagement

John Heeney on Tardy Enforcement at Oak Park High School

John Heeney on Agenda item V11.1 Chronic Absenteeism Data

VII. INFORMATION ITEMS

1. Reporting of Chronic Absenteeism Data

The Board heard a presentation from parent, Mr. John Heeney, on Chronic Absenteeism. Assistant Superintendent Dr. Leslie Heilbron answered questions relating to Chronic Absenteeism reporting on the LCAP.

REPORT FROM BOARD MEMBERS

Board Member Barbara Laifman wished everyone a worthwhile and fulfilling learning experience in the upcoming school year.

Board Member Denise Helfstein thanked everyone for a great start of the school year. She described her tour of the campuses and the new school websites. During her tour of the campuses she observed; a science class at the high school; saw a Brookside classroom with the new flexible seating, and was very impressed with the joint efforts of the school site and the district. She also attended the ribbon cutting ceremony for the new Kindergarten yard at Brookside Elementary School.

Board Member Derek Ross welcomed everyone back and congratulated Board members Barbara Laifman and Denise Helfstein on being reelected. He proceeded to report that during the summer the Oak Park Recreation Committee decided that the Valley View Park shall be redesigned, and gave a progress update on the Mae Boyar Park redesign. Mr. Ross anticipates that the Oak Park's 50th anniversary celebration events will be marvelous. He praised Brenna Guttell on her incredible job at creating the Oak Park O-poly board game, and encouraged everyone to support Oak Park by buying a copy. In conclusion, he reported that the Oak Park MAC meeting will now take place in the Oak Park Library Conference room.

Board Member Drew Hazelton is delighted that Board members Barbara Laifman and Denise Helfstein will be returning for another term. Mr. Hazelton praised Julie Suarez and Martin Klauss for their extraordinary undertaking, and successful completion of projects over the summer. He attended the ribbon cutting ceremony for the new Kindergarten yard at Brookside Elementary School, as well as their back to school night.

Board Member Allen Rosen was also happy by the reelection of Board Members Barbara Laifman and Denise Helfstein. He attended the Brookside Kindergarten yard ribbon cutting and was thrilled with the new flexible seating in the classrooms. Following his acknowledgements, he commented on an audio book, "How are you intelligent?", by Sir Kenneth Robinson.

Student Board Member Meghan Cleary reported that the OPHS Student Council Cabinet will include; Josh Weisberg, Paige Creason, Julia Perry, Yuval Cohen and herself. She also reported that this year Mrs. Cissell and Mr. Cook will be ASB Co-advisors. Meghan stated that the Registration went smoothly. She announced that the ASB leadership group is planning many activities such as; an Olympic themed event, home coming, rally among others. She concluded with stating that she would like to play a more active role as a student board member.

Superintendent Tony Knight welcomed Meghan and stated that he met with Meghan, and was working on making this year a great learning experience for her. He also welcomed Dr. Jay Greenlinger, the new Director of Curriculum and Instruction. Dr. Knight felt that we had a wonderful opening of the school year. He announced that the enrollment is on target and the district is fully staffed thanks to Assistant Superintendent Dr. Leslie Heilbron and her staff. He reported that five native California Sycamore trees were planted at the new Kindergarten yard at Brookside. He reported that the high school parking lot was paved during the summer to increase its life span. Dr. Knight concluded his report with an update on the District of Choice situation.

B.1. CONSENT AGENDA

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

- a. [Approve Minutes of Regular Board Meeting June 15, 2016 and Special Board Retreat Meeting June 26, 2016](#)
- b. [Public Employee/Employment Changes 01CL23118-01CL23199 & 01CE07883-01CE07944](#)
- c. [Approve Purchase Orders – June 1 - July 31, 2016](#)
- d. [Approve Student Teaching Agreement with Grand Canyon University – June 22, 2016 – June 30, 2021](#)
- e. [Approve Renewal Agreement with Ventura County Office of Education for 2016-17 Escape Financial and Payroll/Personnel System Services](#)
- f. [Approve 2016-17 Transportation Agreement with Tumbleweed Transportation](#)
- g. [Authorization for Use of Cooperative Purchasing Contracts by the Student Nutrition Services Department During Fiscal Year 2016-17, Per PCC 20118](#)
- h. [Approve Memorandum of Agreement with the County of Ventura for Watershed Friendly Garden at Oak Park High School](#)
- i. [Approve Notice of Completion, Project 15-08F, Maintenance Facility Improvements](#)
- j. [Approve Disposal of Surplus Equipment](#)
- k. [Approve Quarterly Report on Williams Uniform Complaints – July 2016](#)
- l. [Approve Overnight Trip for Oak Park High School Girls Volleyball Team – September 9-10, 2016](#)

2. BUSINESS SERVICES

- a. [Ratify Consultant Agreement for Political Lobbying Services](#)

On motion of Denise Helfstein, seconded by Drew Hazelton, the Board of Education approved the Consultant Agreement for Political Lobbying Services. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.

Public Speaker on this Agenda Item. Mrs. Bani wanted to know if the District had asked other districts to share the cost of the Lobbying services and wanted to know where the money was coming from to pay for this service.

- b. Approve Spending Plan for 2016-17 Education Protection Account Funds**
On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved 2016-2017 Employee Health Benefit Plans. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0
- c. Ratify Agreement for Construction Contract, Project 15-08C, Technology Facility Improvements from Measure C6 Bond Fund**
On motion of Barbara Laifman, seconded by Allen Rosen the Board of Education approved to table the ratification of Agreement for Construction Contract, Project 15-08C, Technology Facility Improvements from Measure C6 Bond Fund. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0
- d. Approve Purchase of Technology Facility Furniture and Equipment, Project 15-08C from Measure C6 Bond Fund.**
On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education approved Purchase of Technology Facility Furniture and Equipment, Project 15-08C from Measure C6 Bond Fund. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0
- e. Approve Notice of Completion, Project 15-08C, Technology Facility Improvements**
On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved to table the approval for Notice of Completion, Project 15-08C, Technology Facility Improvements. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0
- f. Ratify Agreement for Construction Services for Project 16-02R, Gymnasium Restroom ADA Improvements at Oak Park High School**
On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education ratified the Agreement for Construction Services for Project 16-02R, Gymnasium Restroom ADA Improvements at Oak Park High School with suggested amendment. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0
- g. Ratify Measure R Bond Fund Facilities Expenditure –Project 16-04R, Americans with Disability Act (ADA) Upgrades At Oak Hills Elementary School**
On motion of Denise Helfstein, seconded by Barbara Laifman, the Board of Education approved Measure R Bond Fund Facilities Expenditure –Project 16-04R, Americans with Disability Act (ADA) Upgrades At Oak Hills Elementary School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0
- h. Approve Acceptance of Donation**
On motion of Drew Hazelton, seconded by Denise Helfstein, the Board of Education approved Acceptance of Donation. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0
- i. Ratify Agreement for Construction Services for Project 16-06R, Parking Lot Resurfacing at Oak Park High School**
On motion of Denise Helfstein, seconded by Barbara Laifman, the Board of Education ratified the Agreement for Construction Services for Project 16-06R, Parking Lot Resurfacing at Oak Park High School Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0
- j. Ratify Agreement for Construction Services for Project 16-07F, Construction of School Garden at Medea Creek Middle School**
On motion of Barbara Laifman, seconded by Drew Hazelton, the Board of Education ratified the Agreement for Construction Services for Project 16-07F, Construction of School Garden at Medea Creek Middle School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0
- k. Ratify Agreement for Construction Services for Project 16-10F, Construction of**

Kindergarten Outdoor Classroom at Brookside Elementary School

On motion of Denise Helfstein, seconded by Drew Hazelton, the Board of Education ratified the Agreement for Construction Services for Project 16-10F, Construction of Kindergarten Outdoor Classroom at Brookside Elementary School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

1. Approve Measure C6 Bond Fund Equipment Purchase – Project 16-11C, iPad Carts to Support New TechLITEs and Technology Learning Coach

On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education approved Measure C6 Bond Fund Equipment Purchase – Project 16-11C, iPad Carts to Support New TechLITEs and Technology Learning Coach. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

3. HUMAN RESOURCES

a. Approve Authorization to Employ an Administrative Consultant

On motion of Denise Helfstein, seconded by Barbara Laifman, the Board of Education approved the Authorization to Employ an Administrative Consultant. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

b. Approve 2016-2017 Declaration of Need for Fully Qualified Educators

On motion of Drew Hazelton, seconded by Derek Ross, the Board of Education approved the Declaration of Need for Fully Qualified Educators. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

c. Approve the Job Description for Accounting Assistant III Position and Reclassifying the more Senior Accounting Assistant II to the New Position.

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved the Job Description for Accounting Assistant III Position and Reclassifying the more Senior Accounting Assistant II to the New Position. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

4. BOARD

a. Approve California School Boards Association Membership Dues(\$7,532) and Education Alliance Membership Dues (\$1883) for 2016-2017

On motion of Drew Hazelton, seconded by Denise Helfstein, the Board of Education approved California School Boards Association Membership Dues (\$7,532) and Education Alliance Membership Dues (\$1883) for 2016-2017. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross. No – 0. Board member Barbara Laifman recused herself due to a remote interest as she is an employee of CSBA.

b. Approve Proposed Board Meeting Schedule for the 2016-2017 School Year

On motion of Drew Hazelton, seconded by Barbara Laifman, the Board of Education approved the Proposed Board Meeting Schedule for the 2016-2017 School Year. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

c. Review and Amend 2016-2017 Moral Imperatives, Goals, and Action Plans

On motion of Allen Rosen, seconded by Denise Helfstein, the Board of Education reviewed and amended the 2016-2017 Moral Imperatives, Goals, and Action Plans. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0 as amended.

d. Approve Certification of Signatures for 2016-17 School Year

On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education approved the Certification of Signatures for the 2016-2017 School Year. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

e. Approve Board Goals for 2016-2017

On motion of Barbara Laifman, seconded by Drew Hazelton, the Board of Education approved the Board Goals for 2016 2017. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0 as amended

f. Approve Resolution #16-17 Nomination of Assembly Member Jacqui Irwin for California School Boards Association 2016 Outstanding Legislator of the Year

On motion of Allen Rosen, seconded by Drew Hazelton, the Board of Education approved Resolution #16-17 Nomination of Assembly Member Jacqui Irwin for California School Boards Association 2016 Outstanding Legislator of the Year. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross. No – 0. Board member Barbara Laifman recused herself due to a remote interest as she is an employee of CSBA.

5. BOARD POLICIES

a. Review and Approve Amendment to Board Policy 2121 – Superintendent’s Contract – First Reading

On motion of Barbara Laifman, seconded by Drew Hazelton, the Board of Education approved the Amendment to Board Policy 2121 – Superintendent’s Contract as First and Final Reading. Motion carried Aye: Helfstein, Laifman, Rosen. No: Ross, Hazelton.

b. Approve Amendment to Board Bylaw 9321 – Closed Session Purposes and Agendas – First Reading

On motion of Derek Ross, seconded by Drew Hazelton, the Board of Education approved the amendment to Board Bylaw 9321 – Closed Session Purposes and Agendas as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No: 0.

c. Approve Amendment to Board Bylaw 9222 – Resignation – First Reading

On motion of Drew Hazelton, seconded by Denise Helfstein, the Board of Education approved the Amendment to Board Bylaw 9222 – Resignation as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No: 0.

d. Approve Amendment to Board Bylaw 9270 – Conflict of Interest – First Reading

On motion of Barbara Laifman, seconded by Drew Hazelton, the Board of Education approved amendment to Board Bylaw 9270 – Conflict of Interest as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No: 0. With suggested changes.

e. Approve Amendment to Board Policy and Administrative Regulation 1230 - School-Connected Organizations- First Reading

On motion of Denise Helfstein, seconded by Barbara Laifman, the Board of Education approved the amendment to Board Policy and Administrative Regulation 1230 – School-Connected Organizations as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No: 0.

There being no further business before this Board, the Regular meeting is declared adjourned at 8:04 p.m.

Date

President of the Board

Date

Clerk or Secretary of the Board

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

9-8-16

#930

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Allen Rosen, called the special meeting to order at 5:20 p.m. at Oak Park Unified School District Office Conference Room, 5801 E. Conifer Street, Oak Park.

BOARD PRESENT

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

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 Ragini Aggarwal, Executive Assistant to the Superintendent

PUBLIC COMMENTS

None

ADJOURN TO CLOSED SESSION

Board President, Mr. Allen Rosen stated that in Closed Session the Board would be having a Conference with Labor Negotiators: with Agency designated representatives: Leslie Heilbron and Martin Klauss and Employee organizations: Oak Park Teachers Association and Oak Park Classified Association

The Board adjourned to Closed Session at 5:23 p.m.

OPEN SESSION

The Board reconvened in Open Session at 6:10 pm, Mr. Allen Rosen reported that the Board took no action in closed session.

BOARD PRESENT

Mr. Allen Rosen, President, Mr. Drew Hazelton, Vice President, Mr. Derek Ross, Clerk, Ms. Denise Helfstein, Member, and Ms. Barbara Laifman, 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, Director of Curriculum and Instruction, Dr. Jay Greenlinger, Director of Pupil Services, Mrs. Susan Roberts, Director of Technology, Mr. Enoch Kwok, Administrative Consultant, Mr. Cliff Moore, Oak Park Teachers Association President, Mr. Russ Peters, and Mrs. Ragini Aggarwal, Executive Assistant to the Superintendent

FLAG SALUTE

Dr. Jay Greenlinger led the Pledge of Allegiance to the Flag

PUBLIC SPEAKERS

None

The Board held a Discussion on the District of Choice program.

There being no further business before this Board, the Board adjourned the meeting at 8:27 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: SEPTEMBER 20, 2016
SUBJECT: B.1.c. APPROVE PURCHASE ORDERS – AUGUST 1 THROUGH 31, 2016

CONSENT

ISSUE: Shall the Board approve the attached purchase orders issued for the period August 1 through August 31, 2016?

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

ALTERNATIVES:

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

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

Includes Purchase Orders dated 08/01/2016 - 08/31/2016

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B17-00059	SOS Survival Products	DON: Earthquake/Emergency Supplies	Medea Creek Middle School	010	4,000.00
B17-00077	Western Industrial Machine Rep	Gen Ed/rnts lse rpar	Oak Park High School	010	1,000.00
B17-00092	Southwest School Supply	Gen Ed supplies/mat & supp	Oak Park High School	010	7,000.00
B17-00129	Southwest School Supply	Open PO for Custodial & Office Supplies	Business Administration	010	5,500.00
B17-00153	Pacwest Air Filter, LLC	2016-2017 HVAC Parts/Supplies	Business Administration	010	5,000.00
B17-00169	Roadside Lumber & Hardware,	Open PO 2016-2017 for Lumber and Supplies	Business Administration	010	1,000.00
B17-00203	Herc Rentals Inc.	Open PO for Equipment Rental	Business Administration	010	1,000.00
B17-00204	Pacific Mobile	MCMS & OHES DOH Trailer Lease/Rent 2015-16	Business Administration	010	11,094.00
B17-00205	Roadside Lumber & Hardware,	Pro 16-08F Supplies for Kate's Garden/Deck	Business Administration	010	500.00
B17-00206	Advantra Graphics	Printing for District during 2015-2016	District-wide	010	13,975.00
B17-00207	WELLS FARGO PAYMENT REMITTANCE CENTER	Superintendent/Board Supplies	Superintendent	010	15,000.00
B17-00208	AT & T Mobility	Open PO for 2016/17 Cell Phones Svs	Business Administration	010	13,000.00
B17-00209	SiteOne Landscape Supply, LLC	Pro 16-07F MCMS Garden Supplies	Business Administration	010	3,000.00
B17-00210	Silver Star Automotive Group	2016-17 Vehicle Maintenance & Repairs	Business Administration	010	500.00
B17-00211	Lister Rents, Inc.	Pro 16-01F Equipment Rental-K Yard Outdoor Classrm	Business Administration	010	500.00
B17-00212	SMITH PIPE & SUPPLY	Pro 16-10F Grounds Supplies BES Outdoor Classroom	Business Administration	010	600.00
B17-00213	Valley Growers Nursery, Inc.	2016/17 PO for Landscaping Supplies	Business Administration	010	4,000.00
B17-00214	Jive Communications Inc	Hosted VOIP-CALNET 3 Telephone Monthly Svs Fees	Business Administration	010	76,500.00
B17-00215	At & T CALNET2	Red Oak fax line charges 2016/2017 597-4244	Red Oak Elementary School	010	1,500.00
B17-00216	Catherine D. Kroener	Sign Language Interpreter	Human Resources	010	1,000.00
B17-00217	Lily Weeks	Lily Weeks Contract Support DO	Human Resources	010	6,120.00
B17-00218	Grainger Industrial Supply	Supplies as needed 16/17 school year	Oak Park High School	010	750.00
B17-00219	Donnie Sue Sheppard	ASL Interperter	Human Resources	010	2,000.00
B17-00220	AT & T/ Calnet 2	Pupil Services fax line-818-735-3243	Pupil Services/Special Ed.	010	1,000.00
DIR17-00012	Omega Construction Company	Pro 16-02R OPHS Gym Foyer Restroom ADA	Business Administration	213	81,192.00
DIR17-00013	Landscape Structures Inc.	Install Replacement Benches at BES	Business Administration	010	6,544.72

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 08/01/2016 - 08/31/2016

PO Number	Vendor Name	Description	Location	Fund	Account Amount
DIR17-00014	Omega Construction Company	Office Buildout in R5 at OPIS	Business Administration	010	14,980.00
DIR17-00015	Precision Plumbing	Install Floor-Mount Toilets at OPHS Snack Shack	Business Administration	010	1,295.00
DIR17-00016	Trees & Things	Pro 16-10F Remove Ash Tree with Stumo Grinding BES	Business Administration	010	1,350.00
DIR17-00017	Thousand Oaks Electric	Pro 14-20F Solar Shelter Lights	Business Administration	010	27,745.00
DIR17-00018	M/M Mechanical, Inc	Pro 16-02R ADA Mod Gym Restroom OPHS	Business Administration	213	1,576.78
P16-00211	Balfour Beatty Construction	Construction Management 7/1/15 - 06/30/2016	Business Administration	213	283,198.00
				213	29,426.00
P16-00806	Southwinds Transportation	Parent funded field trip-2015/16	Red Oak Elementary School	010	1,101.40
P17-00132	Pearson Customer Support	OPHS SpEd Math 2016-2017	Curriculum	010	170.30
P17-00133	Accrediting Commission For Schools/Wasc	WASC Annual Installment	Oak View High School	010	920.00
P17-00134	Accrediting Commission For Schools/Wasc	WASC Annual Installment	Home Independent Study Program	010	920.00
P17-00135	Southwest School Supply	Assembly of Classroom Furniture	Business Administration	010	600.00
P17-00136	Ventura County Graphic Service	Health and cumulative folders	Red Oak Elementary School	010	80.63
P17-00137	Textbook Warehouse c/o AMEX	ROES Workbooks ELA 1 Grd 2016-2017	Curriculum	010	2,380.05
P17-00138	School Outfitters	PFA: Wish List -Computer Lab Supplies	Medea Creek Middle School	010	454.64
P17-00139	Accelerate Learning Inc.	BES NGSS Science Grd 5 StemScopes	Curriculum	010	6,380.65
P17-00140	Accelerate Learning Inc.	ROES NGSS Science Grd 5 StemScopes	Curriculum	010	5,508.76
P17-00142	Coast Door & Hardware	Open PO for 2016/17 Door Materials/Supplies	Business Administration	010	750.00
P17-00143	Flinn Scientific, Inc	Science/PFA donation/materials and supplies	Oak Park High School	010	3,546.78
P17-00144	All American Investmnt Grp LLC	Relocatable Classroom Lease at OHES	Business Administration	010	13,926.89
P17-00145	Curriculum Associates	Quick-Word handbooks for 2nd grade	Red Oak Elementary School	010	191.44
P17-00146	Special Ed/Parent Mileage Reim 2015-16	Residential Student - Parent Travel Reimbursement	District-wide	010	490.41
P17-00147	Tangram Fabricators, Inc	ROES 2016/17 Classroom Furniture	Business Administration	212	2,387.28
P17-00148	Challenge Success	Challenge Success	Business Administration	010	3,500.00
P17-00149	Venco Western Inc.	Pro 16-10F Shrub Planting BES Outdoor Classroom	Business Administration	010	361.75
P17-00150	All American Air Compressor Co	Woodshop/DISC/Rent Repair	Oak Park High School	010	430.00

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

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Includes Purchase Orders dated 08/01/2016 - 08/31/2016

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P17-00151	Landscape Structures Inc.	Pro 16-10F Outdoor Classroom Structures at BES	Business Administration	010	62,397.18
P17-00152	HEINEMANN	BES - The Power of Grammar	Curriculum	010	107.97
P17-00153	Compuwave Inc.	Toner for OVHS Printers	Oak View High School	010	384.85
P17-00154	G.I. Industries	Proj 16-10F for Roll-off containers	Business Administration	010	1,254.10
P17-00155	Textbook Warehouse Inc.	MCMS Novel Long Walk to Water 2016-2017	Curriculum	010	898.97
P17-00156	IXL Learning Inc	PFA Don/Math/Licenses	Oak Park High School	010	747.00
P17-00157	Textbook Warehouse Inc.	OHES ELL Books 2016-2017	Curriculum	010	57.90
P17-00158	WSE Westside Electric, Inc.	Electrical Installation at OPIS Office	Business Administration	010	475.00
P17-00159	San Joaquin County Office of Education	Employment Opportunities via EdJoin	Human Resources	010	681.45
P17-00161	Hayden-McNeil Pub c/o AMEX	SciWkbks/Don/mat & sup	Oak Park High School	010	5,698.58
P17-00162	Cynthia Herbst	Sign Language Interpreter	Human Resources	010	2,000.00
P17-00163	Dubuque Bank and Truck Co.	Pro 14-29F Lease/Purchase of Solar Install at OPHS	Business Administration	010	58,071.28
P17-00164	Houghton Mifflin Harcourt c/o American Express	OPIS Science Fusion 2016-2017 - K-5	Curriculum	010	1,969.49
P17-00165	Educator's Publishing Service	OPIS Textbooks 2016-2017 Wordly Wise	Curriculum	010	437.53
P17-00166	Island Packers Cruises	Parent funded field trip--5th, Santa Cruz	Red Oak Elementary School	010	4,300.00
P17-00167	VCOE	VCOE Math Leadership trainings 2016-2017	Human Resources	010	225.00
P17-00168	Island Packers Cruises	Parent funded field trip--5th, group 2 Santa Cruz	Red Oak Elementary School	010	4,300.00
P17-00169	Textbook Warehouse Inc.	OPIS Textbooks 180 Daily Teaching	Curriculum	010	307.26
P17-00170	Community Educational Ent Ramo na Brandes	Parent funded field trip--1st gr. Civic Arts	Red Oak Elementary School	010	1,480.00
P17-00171	City Of Ventura Parks & Rec.	Parent funded field trip, 3rd gr., Arroyo Verde	Red Oak Elementary School	010	740.00
P17-00172	Us Bank Trust Nat'l Assn.	Admin Fees 2008 GOB Election 2011A & 2011B Series	Business Administration	010	1,815.00
P17-00173	Us Bank Trust Nat'l Assn.	Admin Fees 1977 GOB Election 2000 Series	Business Administration	010	847.00
P17-00174	Houghton Mifflin Harcourt	BES 3rd Grade TE Go Math 2016-2017	Curriculum	010	109.98
P17-00175	Fagen Friedman & Fulfroost LLP	2016-17 - SpEd Symposium (Fall / Spring)	District-wide	010	2,790.00
P17-00176	Moore Medical Corp.	Supplies for Health Office	Oak Park High School	010	500.00
P17-00177	GonzalezQuintanaHunterCruz LLC	Provide govt representation for DOC program	Business Administration	010	14,000.00
T17-00017	Uzibull	Uzibull iPad Air Cases 200	Technology Coordinator	212	4,966.50
T17-00018	The Bach Company	PFA Don/Math/Mat & Supp	Oak Park High School	010	650.00

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

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Includes Purchase Orders dated 08/01/2016 - 08/31/2016

PO Number	Vendor Name	Description	Location	Fund	Account Amount
T17-00019	All Connected Inc	Basic Maintenance of Network Switches	Technology Coordinator	212	45,000.00
TB17-00008	IVS Computer Technology	SMARTboard installation, service, training	Technology Coordinator	010	4,000.00
TB17-00009	Pacificom	Blanket Purchase Order for ad hoc network cabling	Technology Coordinator	010	1,000.00
TB17-00010	Office Depot Customer Service Center	office supplies	Technology Coordinator	010	500.00
TB17-00012	Compuwave Inc.	Printer/Special Ed/Lott/Other Supplies	Oak Park High School	010	1,000.00
Total Number of POs			84	Total	890,659.52

Fund Recap

Fund	Description	PO Count	Amount
010	General Fund	1	1,101.40
213	Measure R FACILITIES Bond Fund	1	283,198.00
Total Fiscal Year 2016			284,299.40
010	General Fund	77	441,811.56
212	Measure C6 Technology Bond Fun	3	52,353.78
213	Measure R FACILITIES Bond Fund	3	112,194.78
Total Fiscal Year 2017			606,360.12
Total			890,659.52

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

ESCAPE **ONLINE**

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TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: SEPTEMBER 20, 2016
**SUBJECT: B.1.d APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL CIF PLAY-OFFS
COMPETITION – FALL SPORTS**

CONSENT

ISSUE: Shall the Board approve an overnight field trip for the OPHS Athletic Team(s) who qualify for Fall CIF Play-offs?

BACKGROUND: Principal, Kevin Buchanan, requests approval for any/all fall sports team(s) (Girls' Tennis, Volleyball, Golf, Football, and Cross Country) that might qualify for CIF play-offs and require overnight travel and accommodations due to distance. Details of specific trips will be updated as they occur. 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:
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	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION

FROM: ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: SEPTEMBER 20, 2016

**SUBJECT: B.1.e. APPROVE OVERNIGHT TRIP FOR MEDEA CREEK MIDDLE SCHOOL
7th GRADE TO CATALINA, OCTOBER 31- NOVEMBER 2, 2016**

ISSUE: Shall the Board of Education approve an overnight trip for Medea Creek Middle School 7th Grade to Catalina?

BACKGROUND: This is the 27th trip that Medea Creek has made to Catalina. In the past the trip has been a wonderful hands-on science experience in marine biology. Students attending will participate in classes that extend the 7th grade science curriculum (classes include *Fish/Invertebrates*, *Tide pooling/Plankton*, and *Squid Dissection*) as well as team building activities that encourage physical challenges (snorkeling, sea kayaking, and night Snorkel). Each year students say this is an outstanding environmental educational experience.

STATEMENT: The trip is scheduled for leaving @6:00a.m on October 31st and returning to MCMS on November 2nd, 2016 @4:00p.m. The cost is a voluntary donation of \$355.00 (Includes transportation, classes, food and lodging), with participating chaperones paying half of the student fee. MCMS sees that all interested students (space permitting) are able to attend, regardless of cost. Chaperones include MCMS staff members and parent volunteers. The bus company is Tumbleweed or Southwinds Transportation. 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 the overnight marine biology trip.
2. Do not approve the overnight marine biology trip.

RECOMMENDATION: Alternative #1.

Respectfully submitted:

Anthony W. Knight, Ed
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: SEPTEMBER 20, 2016
SUBJECT: B.1.f APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL SPEECH AND DEBATE TEAM - Sep. 23-25, 2016

CONSENT

ISSUE: Shall the Board approve an overnight field trip for the OPHS Speech and Debate Team to Cal State Long Beach?

BACKGROUND: Principal, Kevin Buchanan, requests approval for this tournament scheduled for Sept. 24-25, 2016 at Cal State Long Beach in Long Beach, CA. Approximately 16 debaters, team coach and 4 OPHS parent volunteers will travel by district approved drivers in private vehicles. They will depart on Friday Sept. 23rd at 7 p.m. and return the afternoon of Sept. 25. They will stay at the Marriott in Long Beach. The debaters will pay approximately \$180 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:
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	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: SEPTEMBER 20, 2016
SUBJECT: B.1.g. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL SPEECH AND DEBATE TEAM - Oct. 14-15, 2016

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 Oct 14-15 at Cal State Fullerton, in Fullerton CA. Approximately 15 debaters, team coach and 3 OPHS parent volunteers will travel by district approved drivers in private vehicles. They will depart on Friday Oct. 14th at 8 a.m. and return the evening of Sept. 15th. They will stay at the Marriott in Fullerton. Debaters will pay approximately \$110 to cover the cost of tournament, transportation and hotel. Each student will be responsible for his/her meals. 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:
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	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: SEPTEMBER 20, 2016
SUBJECT: B.1.h. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL SENIOR LIFE SKILLS RETREATS – OCTOBER 26-29, 2016, JANUARY 27-30, 2017, AND APRIL 5-8, 2017

CONSENT

ISSUE: Shall the Board approve overnight trips for the Oak Park High School Senior Life Skills Retreats?

BACKGROUND: Principal, Kevin Buchanan, requests approval for three retreats scheduled for Oct. 26-29, 2016, Jan 27-30 and April 5-8, 2017 in Malibu, CA. Approximately 100-140 (first 2 dates) and 40-50 (third date) male and female students, 5-10 OPHS teacher chaperones and 10-20 college students will stay in cabin facilities at Camp Hilltop in Malibu. They will travel by buses. Students will pay \$325 to cover cost of buses, food and lodging. They will depart at 3:30 on the Wednesday and return 5 p.m. on the Saturday. 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: SEPTEMBER 20, 2016

SUBJECT: B.1.i. APPROVE STUDENT TEACHER AGREEMENT WITH CAL STATE UNIVERSITY'S CalState TEACH PROGRAM JUNE 22, 2016 – JUNE 30, 2021

CONSENT

ISSUE: Shall the Board of Education enter into Student Teaching Agreement with CalState TEACH, commencing July 1, 2016 until June 30, 2021?

STATEMENT: Education Code section 11006 authorizes the Governing Board of any school district to enter into agreements with a state college/university or private college/university accredited by the State Board of Education as a teacher education institution, to provide supervised student teaching experience.

ALTERNATIVES:

1. Approve Student Teaching Agreement with CalState TEACH commencing July 1, 2016 until June 30, 2021 and authorize the Superintendent to sign the agreement on behalf of the District.
2. Do not approve Student Teaching Agreement with CalState TEACH.

RECOMMENDATION: Alternative #1

Respectfully submitted,

Anthony W. Knight Ed.D.,
Superintendent

Prepared by:
Leslie Heilbron, Ed.D., Assistant Superintendent, HR

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

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



California State University's CalStateTEACH Program

**Memorandum of Understanding and Agreement to
Provide Student Teacher Placements to University Students**

This agreement is between the Oak Park USD School District ("District") and the California State University's CalStateTEACH Program ("University"), who may be referred to collectively as the parties. This Agreement describes and confirms the expectations and responsibilities of the Parties regarding the Student Teaching Program through which University students enrolled in a credentialing program ("Student Teachers") will gain experience in the public school setting.

TERM OF THE AGREEMENT

This Agreement shall remain in effect for a term of years beginning July 1, 2016 and ending June 30, 2021, unless terminated sooner. Either party may terminate this Agreement on 30 days' written notice to the other party; provided, however, that credential candidates shall be allowed to conclude any ongoing assignments. Performance under this Agreement shall be reviewed annually, and the parties may agree to annual extensions after expiration of the initial term.

DISTRICT AND SCHOOL ADMINISTRATOR RESPONSIBILITIES

1. The District will provide the Student Teachers with supervised clinical experience. The District's Designated Supervisor(s) will hold an appropriate degree, credential or license in the specified field, if any is required for that field, and at least five years' experience in that field. The Supervisor will provide the Student Teacher with at least two hours of face-to-face supervision per week for the duration of the internship. Supervision may be shared among more than one qualified District staff member.
2. The District will designate a member of its staff to participate with the University's designee in planning, implementing, and coordinating the Internship Program.
3. The District will maintain complete records and reports on each Student Teacher's performance and provide an evaluation to the University on forms the University shall provide.
4. The District may, in its sole discretion, refuse to accept as a participant in the Internship Program any University student assigned to participate, and, upon request of the District, University shall withdraw the assignment of any University student participant.
5. After the District accepts the assignment of a Student Teacher, the District may terminate the internship for "good cause." "Good cause" may include, but is not limited to failure to



perform satisfactorily, refusal to follow District administrative policies, procedures, rules and regulations, or violation of any federal or state law. The District will immediately notify University in writing if it terminates an assignment. The District reserves the right to ban anyone from District facilities when the District finds, in its sole discretion that the presence of the person poses a threat or disrupts operations. University is responsible for informing its student participants of the provisions of this Section. District will immediately notify University, if District knows or suspects any professional or ethical or legal violations. University will cooperate with District in any investigation concerning the reported violation.

6. District shall, on any day when a Student Teacher is receiving training at its facilities, arrange for the Student Teacher to receive any necessary emergency health care or first aid for accidents occurring in its facilities. Except as provided in this paragraph, District shall have no obligation to furnish medical care, surgical care or other health care to any Student Teacher.

UNIVERSITY RESPONSIBILITIES

1. University will work collaboratively with the District's HR department, school site administration, and staff in the assignment of the Student Teacher.
2. University will confer regularly with District and site administration and district-employed mentor/liaison through meetings, telephone calls, and/or e-mail.
3. University will immediately notify appropriate District and site administration if University administration has knowledge of or suspects any professional or ethical violations by a Student Teacher in the school. University and District agree they will cooperate in any investigation concerning the reported violation.
4. University will guarantee that Student Teachers and university supervisors have appropriate tuberculosis and fingerprinting clearance, including subsequent arrest notification service.
5. University will instruct Student Teachers in state laws regarding child abuse reporting, sexual harassment and professional conduct.
6. University supervisors will conduct systematic and regular observations of Student Teachers' performances in the District's classrooms.
7. University will be responsible for ensuring that Student Teachers have appropriate insurance coverage.



STUDENT TEACHER RESPONSIBILITIES

1. Provide the District with the following documentation:
 - a. a copy of the letter from the University assigning the student to the District.
 - b. a background check fingerprint clearance report.
 - c. a negative tuberculosis test result, and
2. Comply with all applicable terms and provisions of this Agreement while serving as a Student Teacher.
3. Comply with the District's policies and procedures, and applicable state and federal laws and regulations while serving as a Student Teacher.
4. Provide services to District pupils only under the direct supervision of District staff.
5. Maintain the confidentiality of pupil information. No Student Teacher will have access to or have the right to receive any District pupil records, except to the extent necessary in the regular course of assisting in providing services to pupils as part of the internship program. The discussion, transmission, or narration in any form by Student Teachers of any individually identifiable pupil information, educational, medical or otherwise, which is obtained in the course of the internship program is forbidden except as a necessary part of the practical internship experience. Otherwise, Student Teachers shall use de-identified information only (and not personally identifiable pupil information) in any discussions about the internship experience with University, its employees, agents or others.

STATUS OF DISTRICT AND UNIVERSITY STUDENTS

The parties expressly understand and agree that all University students serving as Student Teachers in District schools pursuant to this Agreement are doing so for educational purposes only, and Student Teachers are not considered employees of the District for any purpose, including, but not limited to, compensation for services, welfare and pension benefits, or workers' compensation insurance. It is the responsibility of University to provide notice to its student participants of the provisions of this Section. The provisions of this Section shall survive the termination or expiration of this Agreement.



LIABILITY INSURANCE & WORKERS' COMPENSATION

The University shall take out and maintain a “claims-made” policy of general liability and professional liability insurance (including personal injury with limits not less than \$1 million per loss and damage to property of others up to \$5,000 per incident), with extended reporting period of three (3) years, covering Student Teachers, and naming District as an additional named insured under such insurance policy or policies. Further, University agrees to maintain professional and comprehensive general liability insurance, with no exclusion for molestation or abuse, at a minimum of Five Million Dollars (\$5,000,000) per occurrence and Twenty-Five Million Dollars (\$25,000,000) in aggregate throughout the course of this Agreement.

Further, University shall provide written notice that should any of the above described policies be cancelled before the expiration thereof, notice will be delivered in accordance with the policy provisions. University also agrees to maintain statutory Workers' Compensation coverage on Student Teachers, any individuals characterized as employees of University and instructors working at District pursuant to this Agreement at all times during the course of this Agreement.

University shall provide certificates evidencing all coverage referred to in this Section within thirty

(30) days of execution of this Agreement and thereafter, on an annual basis. If the coverage is on a claims-made basis, University hereby agrees that not less than thirty (30) days prior to the effective date of termination of University's current insurance coverage or termination of this Agreement, University shall either purchase three (3) year tail coverage per claim or provide proof of continuous coverage in the above stated amounts for all claims arising out of incidents occurring prior to termination of University's current coverage or prior to termination of this Agreement, as applicable, and provide District a certificate of insurance evidencing such coverage.

The University is permissibly self-insured through the State of California for automobile liability.

The District shall be named as an additional insured or covered party on the liability coverages maintained by the University set forth above, and such coverages shall be primary to any coverages maintained by the District. Limits of liability for each type of liability coverage shall be at least \$1 million per claim per occurrence/ \$2 million aggregate.



NO WORKERS' COMPENSATION LIABILITY

The Parties agree that the District is not to assume, nor shall it assume by this Agreement any liability under the California Workers' Compensation Insurance and Safety Act for, by or on behalf of any Student Teacher or University employees while they are on the premises of the District or while performing any duty whatsoever under the terms of the Agreement or while going to or from any of the internship placement sites. University shall provide written notice to each Student Teacher regarding the lack of coverage of Workers' Compensation insurance by the District.

INDEMNIFICATION

University shall defend, indemnify and hold District and its officials, employees and agents, harmless from and against any and all liability, loss, expense, attorneys' fees, or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of University, its officials, agents, or employees.

District shall defend, indemnify and hold University, its officials, employees and agents, harmless from and against any and all liability, loss, expense, attorneys' fees, or claims for injury or damage arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of District, its officials, agents, or employees.

ADDITIONAL PROVISIONS

1. Nothing contained in this Agreement shall be deemed or construed to create a joint venture, partnership, principal-agent or employment relationship between the parties and neither party shall have the authority to bind the other party for any purpose.
2. This Agreement and the rights and obligations of the parties shall be governed and construed by the laws of the State of California. Any lawsuit concerning or arising out of this Agreement shall be venued in the county in which the District is located.
3. This Agreement supersedes all prior and contemporaneous agreements and understandings between the parties, both oral and written, with respect to its subject matter and constitutes the complete agreement and understanding between the parties, unless modified in a writing executed by both parties.
4. In the event of a dispute between the parties arising from this Agreement, the parties agree to mediate the dispute before initiating litigation. The Parties agree that with regard to any dispute or claim related to this Agreement, prior to the initiation of a lawsuit or other legal action, they shall and must, in good faith, submit the claim or dispute to mediation with



any mutually agreeable neutral. The costs of the neutral will be split equally between the Parties. The prevailing party shall be entitled to recovery from the losing party the prevailing party's reasonable expenses (fees and costs) incurred in the lawsuit or legal action as allowed by law.

5. If any provision of this Agreement is determined to be invalid or unenforceable, that provision shall be amended to achieve as nearly as possible the same effect as the original provision, and the remainder of this Agreement shall remain in full force and effect.
6. No delay or failure by either party to act in the event of a breach or default hereunder shall be construed as a waiver of that or any succeeding breach or a waiver of the provision itself.
7. This Agreement may be executed in any number of counterparts, each of which shall be an original as against any party whose signature appears and all of which together shall constitute one and the same instrument.

Signed this _____ date of _____.

School District Designee

Regional Director, California State University's
CalStateTEACH

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: SEPTEMBER 20, 2016

**SUBJECT: B.1.j. APPROVE OVERNIGHT TRIP FOR MEDEA CREEK MIDDLE SCHOOL
8th GRADE – OCTOBER 26-28, 2016**

CONSENT

ISSUE: Shall the Board of Education approve an overnight trip for Medea Creek Middle School 8th grade to Astrocamp trip?

BACKGROUND: Medea Creek has been participating in Astrocamp, in Idyllwild, for several years. Attendance is open to all 8th graders and is completely optional. Students attending will participate in classes that extend the 8th grade science curriculum (classes include Electricity and Magnetism, Telescope Viewing, Building and Launching Rockets) as well as team building activities that encourage physical challenges (Hiking, Ropes Course, Rock-Wall Climbing). Each year students say this is an outstanding educational experience.

STATEMENT: This trip is scheduled for October 26-28 with departure @ 8:00 a.m. and with return @ 4:00 p.m. The cost is a voluntary donation of \$340.00 (Includes transportation, classes, food and lodging), with participating chaperones paying half of the student donation. MCMS sees that all interested students (space permitting) are able to attend, regardless of cost. Chaperones include MCMS staff members and parent volunteers. The bus company is to be determined. 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 the October overnight trip to Astrocamp in Idyllwild.
2. Do not approve the October overnight trip to Astrocamp in Idyllwild.

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: SEPTEMBER 20, 2016
**SUBJECT: B.1.k. APPROVE OUT OF STATE TRAVEL FOR CERTIFICATED
EMPLOYEE TO ATTEND THE COLUMBIA WRITING TOOLKIT
INSTITUTE IN NEW YORK CITY**

Consent

ISSUE: Shall the Board of Education approve the out of state travel for the Oak Park certificated employee to attend the Columbia Writing Toolkit Institute?

STATEMENT: According to Board Policy 3350, the Board of Education must approve out of state travel for certificated and classified employees. Nina Johnson will be attending the Writing Toolkit Institute November 20-22, 2016.

ALTERNATIVES: 1. Approve the out of state travel for employees to attend the Columbia Writing Toolkit Institute in New York City.
2. Do not approve the out of state travel for employees to attend the Columbia Writing Toolkit Institute in New York City.

RECOMMENDATION: Alternative No. 1

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: SEPTEMBER 20, 2016

SUBJECT: B.1.I. RATIFY OUT OF STATE TRAVEL FOR CERTIFICATED EMPLOYEES TO ATTEND THE COLUMBIA WRITING INSTITUTE IN PORTLAND

Consent

ISSUE: Shall the Board of Education approve the out of state travel for the Oak Park certificated employees to attend the Columbia Writing Institute?

STATEMENT: According to Board Policy 3350, the Board of Education must approve out of state travel for certificated and classified employees. Ten teachers from all three elementary schools and two Administrators will be attending the Writing Institute on September 16, 2016. The Certificated staff will be leaving on September 15, 2016 and returning on September 16, 2016. Certificated Staff who will be attending the Portland Writing institute are: Maureen McDowell, Erin Somers, Julie Matthews, Martha Ewing, Lynnea Gaeta, Amanda Farwell, Katie Loe, Kristin Chobanian, Christine Lockrey, Sarah Landis, Erik Warren, and Sara Ahl.

ALTERNATIVES:

1. Approve the out of state travel for employees to attend the Columbia Writing Institute in **Portland.**
2. Do not approve the out of state travel for employees to attend the Columbia Writing Institute in **Portland.**

RECOMMENDATION: Alternative No. 1

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: SEPTEMBER 20, 2016
SUBJECT: B.1.m. APPROVE RESOLUTION NO. 16-18 ESTABLISHING THE GANN APPROPRIATION LIMIT FOR FISCAL YEAR 2015-16

CONSENT

ISSUE: Shall the Board adopt Resolution No. 16-18 establishing the 2016-17 Gann Appropriation Limit for the Oak Park Unified School District?

BACKGROUND: The Gann Initiative (Proposition 4, 1979) created a constitutional requirement for school districts to annually adopt a resolution establishing its maximum appropriations limit. In compliance with this requirement, OPUSD Resolution No. 16-18 states the District's revised Gann limit for the 2015-16 fiscal year and its projected Gann Limit for the 2016-17 fiscal year.

The 2016-17 Gann Appropriation Limit is based on current budget estimates for 2016-17 tax proceeds. This calculation complies with the requirements of SB98 and AB198. The completed appropriation limit forms are included in the District's Unaudited Actuals and will be submitted to the State Department of Education, and approved by the State Board of Education.

ALTERNATIVES: 1. Adopt Resolution No. 16-18, establishing the District's Gann Appropriation Limit for fiscal years 2015-16 and 2016-17.
2. Do not adopt Resolution 16-18.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted:

Anthony W. Knight, Ed.D.
Superintendent

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

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

Oak Park Unified School District

RESOLUTION NO. 16-18

**RESOLUTION OF THE BOARD OF EDUCATION
OF THE OAK PARK UNIFIED SCHOOL DISTRICT
ESTABLISHING THE GANN APPROPRIATION LIMIT
FOR FISCAL YEAR 2016-17**

WHEREAS, in November of 1979, the California electorate did adopt Proposition 4, commonly called the Gann Amendment, which added Article XIII-B to the California Constitution; and,

WHEREAS, the provisions of that Article establish maximum appropriation limitations, commonly called "Gann Limits," for public agencies, including school districts; and,

WHEREAS, the District must establish a revised Gann limit for the 2015-16 fiscal year and a projected Gann Limit for the 2016-17 fiscal year in accordance with the provisions of Article XIII-B and applicable statutory law;

NOW, THEREFORE, BE IT RESOLVED that this Board does provide public notice that the attached calculations and documentation of the Gann limits for the 2015-16 and 2016-17 fiscal years are made in accord with applicable constitutional and statutory law;

AND BE IT FURTHER RESOLVED that this Board does hereby declare that the appropriations in the Budget for the 2015-16 and 2016-17 fiscal years do not exceed the limitations imposed by Proposition 4;

AND BE IT FURTHER RESOLVED that the Superintendent provides copies of this resolution along with the appropriate attachments to interested citizens of this district.

I, the undersigned, Secretary to the Board of Education of the Oak Park Unified School District, do hereby certify the foregoing to be true and correct copy of a resolution by the governing board of the aforesaid school district at a meeting held on the 20th day of September 2016.

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

	2015-16 Calculations			2016-17 Calculations		
	Extracted Data	Adjustments*	Entered Data/ Totals	Extracted Data	Adjustments*	Entered Data/ Totals
A. PRIOR YEAR DATA (2014-15 Actual Appropriations Limit and Gann ADA are from district's prior year Gann data reported to the CDE)	2014-15 Actual			2015-16 Actual		
1. FINAL PRIOR YEAR APPROPRIATIONS LIMIT (Preload/Line D11, PY column)	29,576,205.54		29,576,205.54			30,227,002.73
2. PRIOR YEAR GANN ADA (Preload/Line B3, PY column)	4,555.45		4,555.45			4,484.19
ADJUSTMENTS TO PRIOR YEAR LIMIT	Adjustments to 2014-15			Adjustments to 2015-16		
3. District Lapses, Reorganizations and Other Transfers						
4. Temporary Voter Approved Increases						
5. Less: Lapses of Voter Approved Increases						
6. TOTAL ADJUSTMENTS TO PRIOR YEAR LIMIT (Lines A3 plus A4 minus A5)		0.00				0.00
7. ADJUSTMENTS TO PRIOR YEAR ADA (Only for district lapses, reorganizations and other transfers, and only if adjustments to the appropriations limit are entered in Line A3 above)						
B. CURRENT YEAR GANN ADA (2015-16 data should tie to Principal Apportionment Software Attendance reports and include ADA for charter schools reporting with the district)	2015-16 P2 Report			2016-17 P2 Estimate		
1. Total K-12 ADA (Form A, Line A6)	4,484.19		4,484.19	4,448.58		4,448.58
2. Total Charter Schools ADA (Form A, Line C9)	0.00		0.00	0.00		0.00
3. TOTAL CURRENT YEAR P2 ADA (Line B1 plus B2)			4,484.19			4,448.58
C. LOCAL PROCEEDS OF TAXES/STATE AID RECEIVED TAXES AND SUBVENTIONS (Funds 01, 09, and 62)	2015-16 Actual			2016-17 Budget		
1. Homeowners' Exemption (Object 8021)	86,130.10		86,130.10	79,251.00		79,251.00
2. Timber Yield Tax (Object 8022)	0.00		0.00	0.00		0.00
3. Other Subventions/In-Lieu Taxes (Object 8029)	0.00		0.00	0.00		0.00
4. Secured Roll Taxes (Object 8041)	10,130,126.92		10,130,126.92	9,259,526.00		9,259,526.00
5. Unsecured Roll Taxes (Object 8042)	330,496.36		330,496.36	330,496.00		330,496.00
6. Prior Years' Taxes (Object 8043)	17,415.71		17,415.71	17,276.00		17,276.00
7. Supplemental Taxes (Object 8044)	317,798.32		317,798.32	197,711.00		197,711.00
8. Ed. Rev. Augmentation Fund (ERAF) (Object 8045)	61,308.06		61,308.06	293,119.00		293,119.00
9. Penalties and Int. from Delinquent Taxes (Object 8048)	0.00		0.00	0.00		0.00
10. Other In-Lieu Taxes (Object 8082)	0.00		0.00	0.00		0.00
11. Comm. Redevelopment Funds (objects 8047 & 8625)	0.00		0.00	0.00		0.00
12. Parcel Taxes (Object 8621)	874,428.31		874,428.31	886,106.00		886,106.00
13. Other Non-Ad Valorem Taxes (Object 8622) (Taxes only)	0.00		0.00	0.00		0.00
14. Penalties and Int. from Delinquent Non-LCFF Taxes (Object 8629) (Only those for the above taxes)	0.00		0.00	0.00		0.00
15. Transfers to Charter Schools in Lieu of Property Taxes (Object 8096)	0.00		0.00	0.00		0.00
16. TOTAL TAXES AND SUBVENTIONS (Lines C1 through C15)	11,817,703.78	0.00	11,817,703.78	11,063,485.00	0.00	11,063,485.00
OTHER LOCAL REVENUES (Funds 01, 09, and 62)						
17. To General Fund from Bond Interest and Redemption Fund (Excess debt service taxes) (Object 8914)	0.00		0.00	0.00		0.00
18. TOTAL LOCAL PROCEEDS OF TAXES (Lines C16 plus C17)	11,817,703.78	0.00	11,817,703.78	11,063,485.00	0.00	11,063,485.00

	2015-16 Calculations			2016-17 Calculations		
	Extracted Data	Adjustments*	Entered Data/ Totals	Extracted Data	Adjustments*	Entered Data/ Totals
EXCLUDED APPROPRIATIONS						
19. Medicare (Enter federally mandated amounts only from objs. 3301 & 3302; do not include negotiated amounts)			794,225.64			802,334.00
OTHER EXCLUSIONS						
20. Americans with Disabilities Act						
21. Unreimbursed Court Mandated Desegregation Costs						
22. Other Unfunded Court-ordered or Federal Mandates						
23. TOTAL EXCLUSIONS (Lines C19 through C22)			794,225.64			802,334.00
STATE AID RECEIVED (Funds 01, 09, and 62)						
24. LCFF - CY (objects 8011 and 8012)	22,763,288.00		22,763,288.00	24,745,368.00		24,745,368.00
25. LCFF/Revenue Limit State Aid - Prior Years (Object 8019)	20,916.58		20,916.58	20,916.00		20,916.00
26. TOTAL STATE AID RECEIVED (Lines C24 plus C25)	22,784,204.58	0.00	22,784,204.58	24,766,284.00	0.00	24,766,284.00
DATA FOR INTEREST CALCULATION						
27. Total Revenues (Funds 01, 09 & 62; objects 8000-8799)	44,398,950.40		44,398,950.40	43,462,491.00		43,462,491.00
28. Total Interest and Return on Investments (Funds 01, 09, and 62; objects 8660 and 8662)	17,785.99		17,785.99	11,200.00		11,200.00
APPROPRIATIONS LIMIT CALCULATIONS	2015-16 Actual			2016-17 Budget		
D. PRELIMINARY APPROPRIATIONS LIMIT						
1. Revised Prior Year Program Limit (Lines A1 plus A6)			29,576,205.54			30,227,002.73
2. Inflation Adjustment			1.0382			1.0537
3. Program Population Adjustment (Lines B3 divided by [A2 plus A7]) (Round to four decimal places)			0.9844			0.9921
4. PRELIMINARY APPROPRIATIONS LIMIT (Lines D1 times D2 times D3)			30,227,002.73			31,598,576.25
APPROPRIATIONS SUBJECT TO THE LIMIT						
5. Local Revenues Excluding Interest (Line C18)			11,817,703.78			11,063,485.00
6. Preliminary State Aid Calculation						
a. Minimum State Aid in Local Limit (Greater of \$120 times Line B3 or \$2,400; but not greater than Line C26 or less than zero)			538,102.80			533,829.60
b. Maximum State Aid in Local Limit (Lesser of Line C26 or Lines D4 minus D5 plus C23; but not less than zero)			19,203,524.59			21,337,425.25
c. Preliminary State Aid in Local Limit (Greater of Lines D6a or D6b)			19,203,524.59			21,337,425.25
7. Local Revenues in Proceeds of Taxes						
a. Interest Counting in Local Limit (Line C28 divided by [Lines C27 minus C28] times [Lines D5 plus D6c])			12,431.92			8,351.66
b. Total Local Proceeds of Taxes (Lines D5 plus D7a)			11,830,135.70			11,071,836.66
8. State Aid in Proceeds of Taxes (Greater of Line D6a, or Lines D4 minus D7b plus C23; but not greater than Line C26 or less than zero)			19,191,092.67			21,329,073.59
9. Total Appropriations Subject to the Limit						
a. Local Revenues (Line D7b)			11,830,135.70			
b. State Subventions (Line D8)			19,191,092.67			
c. Less: Excluded Appropriations (Line C23)			794,225.64			
d. TOTAL APPROPRIATIONS SUBJECT TO THE LIMIT (Lines D9a plus D9b minus D9c)			30,227,002.73			

* Please provide below an explanation for each entry in the adjustments column.

818.735.3215
Contact Phone Number

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: SEPTEMBER 20, 2016
**SUBJECT: B.1.n. APPROVE 2016-17 AGREEMENT FOR LEGAL SERVICES
WITH FAGEN FRIEDMAN & FULFROST**

CONSENT

ISSUE: Shall the Board of Education approve contract for legal services with Fagen Friedman & Fulfrost for the 2016-17 school year?

BACKGROUND: Oak Park Unified School District has been using Fagen Friedman & Fulfrost as the District's legal representative in all matters for five years. The District's administrative staff has been satisfied with the firm's services. Therefore, it is the recommendation of staff that the Board approve the renewal of the agreement with Fagen Friedman & Fulfrost for legal services for the 2016-17 school year. A copy of the renewal agreement is attached for the Board's information and review.

ALTERNATIVES:

1. Approve the renewal of the agreement with Fagen Friedman & Fulfrost for legal services for the 2016-17 school year.
2. Do not approve the renewal of the agreement.

RECOMMENDATION: Approve 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	_____	_____	_____	_____



AGREEMENT FOR LEGAL SERVICES

This agreement is by and between Oak Park Unified School District (“Client”) and the law firm of Fagen Friedman & Fulfroft LLP (“Attorney”). In consideration of the promises and the mutual agreements hereinafter contained, Attorney agrees to provide legal services to Client on the terms set forth below effective July 1, 2016 through June 30, 2017:

1. CONDITIONS. This Agreement will not take effect, and Attorney will have no obligation to provide legal services, until Client returns a signed copy of this Agreement.

2. SCOPE OF SERVICES. Client hires Attorney as its legal representative/counsel with respect to matters Client specifically refers to Attorney. Attorney will provide those legal services reasonably required to represent Client. Attorney will take reasonable steps to keep Client informed of progress and to respond to Client’s inquiries.

3. CLIENT’S DUTIES. Client agrees to cooperate with Attorney and to communicate with candor while keeping the Attorney apprised of any information or developments which may come to Client’s attention, to abide by this Agreement, to pay Attorney’s bills on time and to keep Attorney advised of Client’s address and telephone number. Client will assist Attorney in providing information and documents necessary for the representation in the described matter.

4. CONSULTANT SERVICES. Attorney may provide consulting services in addition to or in support of the legal services provided pursuant to this Agreement, through qualified non-attorney Communication Services and Education Consultants. These services are intended to support Client with communications work or educational consultant services related to labor and employment matters, special education and student matters, high-profile litigation and settlement agreements, in addition to employee, community, inter-governmental and media relations.

5. EMAIL COMMUNICATIONS/CLOUD-BASED COMPUTING. In order to provide Client with efficient and convenient legal services, Attorney will frequently communicate and transmit documents using e-mail. In addition, Attorney uses a cloud computing service with servers located in a facility other than Attorney’s office. Most of Attorney’s electronic data, including emails and documents, are stored in this manner. Although Attorney will take reasonable precautions to keep email and other electronic data confidential and secure, because technology and cyber threats continue to evolve, there may be risks communicating and storing electronic data in this manner, including risks related to confidentiality and security. By entering into this Agreement, Client is consenting to such e-mail transmissions with Client and Client’s representatives and agents, as well as to having communications, documents and electronic data pertinent to Client’s matter(s) stored through a cloud-based service.

6. LEGAL FEES AND BILLING PRACTICES. Client agrees to pay by the hour, in minimum units of one tenth (.1) of an hour, at Attorney's prevailing rates for all time spent on Client's matter by Attorney's legal personnel. Current hourly rates are noted in an attached rate schedule and the actual rate billed is based on the attorney's number of years of experience.

The rates on this schedule are subject to change on 30 days' written notice to client. If Client declines to pay any increased rates, Attorney will have the right to withdraw as Attorney for Client. The time charged will include the time Attorney spends on telephone calls relating to Client's matter, including calls with Client and other parties and attorneys. The legal personnel assigned to Client's matter may confer among themselves about the matter, as required and appropriate. When they do confer, each person will charge for the time expended, as long as the work done is reasonably necessary and not duplicative. Likewise, if more than one of the legal personnel attends a meeting or other proceeding, each will charge for the time spent.

7. COSTS AND OTHER CHARGES. (a) In general, Attorney will incur various costs and expenses in performing legal services under this Agreement. Client agrees to pay for all costs, disbursements and expenses in addition to the hourly fees. The costs and expenses commonly include fees fixed by law or assessed by public agencies, photocopying (after the first 100 pages) and other reproduction costs, travel costs including parking, mileage, transportation, meals and hotel costs, investigation expenses and consultants' fees and other similar items. Except for in-office photocopying and mileage, all costs and expenses will be charged at Firm's cost.

In office Photocopying	\$0.25/page - after the first 100 pages, in a single copy job
Mileage	IRS Standard Rate
Postage	No Charge for regular U.S. postage delivery

(b) Out of town travel. Client agrees to pay transportation, meals, lodging and all other costs of any necessary out-of-town travel by law firm personnel. Client will also be charged one-half the hourly rates for the time legal personnel spend traveling.

(c) Consultants and Investigators. To aid in the representation in Client's matter, it may become necessary to hire consultants or investigators. Client agrees to pay such fees and charges.

8. BILLING STATEMENTS. Attorney will send Client monthly statements for fees and costs incurred. Each statement will be payable within thirty (30) days of its mailing date. An interest charge of one percent (1%) per month shall be assessed on balances that are more than thirty (30) days past due. Client may request a statement at intervals of less than 30 days. If Client requests a bill, Attorney will provide one within 10 days. The statements shall include the amount, rate, basis of calculation or other method of determination of the fees and costs, which costs will be clearly identified by item and amount.

9. DISCHARGE AND WITHDRAWAL. Client may discharge Attorney at any time. Attorney may withdraw with Client's consent, for good cause or as allowed or required by law upon ten (10) days written notice. Good cause includes Client's breach of this Agreement, refusal to cooperate or to follow Attorney's advice on a material matter or any fact or circumstance that would render Attorney's continuing representation unlawful or unethical. When Attorney's services conclude, all unpaid charges will immediately become due and payable. After services

conclude, Attorney will, upon Client's request, deliver Client's file(s) and property in Attorney's possession, whether or not Client has paid for all services. Attorney shall transition all outstanding legal work and services to others as Client shall direct.

10. DISCLAIMER OF GUARANTEE AND ESTIMATES. Nothing in this Agreement and nothing in Attorney's statements to Client will be construed as a promise or guarantee about the outcome of the matter. Attorney makes no such promises or guarantees. Attorney's comments about the outcome of the matter are expressions of opinion only. Actual fees may vary from estimates given.

11. ENTIRE AGREEMENT. This Agreement contains the entire agreement of the parties. No other agreement, statement, or promise made on or before the effective date of this Agreement will be binding on the parties.

12. MODIFICATION BY SUBSEQUENT AGREEMENT. This Agreement may be modified by subsequent agreement of the parties only by an instrument in writing signed by both of them or an oral agreement only to the extent that the parties carry it out.

13. SEVERABILITY IN EVENT OF PARTIAL INVALIDITY. If any provision of this Agreement is held in whole or in part to be unenforceable for any reason, the remainder of that provision and of the entire Agreement will be severable and remain in effect.

14. MEDIATION CLAUSE. If a dispute arises out of or relating to any aspect of this Agreement between the Client and Attorney, or the breach thereof, and if the dispute cannot be settled through negotiation, Attorney and Client agree to use mediation before resorting to arbitration, litigation, or any other dispute resolution procedure.

15. EFFECTIVE DATE. This Agreement will govern all legal services performed by Attorney on behalf of Client commencing with the date Attorney first performed services. The date at the beginning of this Agreement is for reference only. Even if this Agreement does not take effect, Client will be obligated to pay Attorney the reasonable value of any services Attorney may have performed for Client.

THE PARTIES HAVE READ AND UNDERSTOOD THE FOREGOING TERMS AND AGREE TO THEM AS OF THE DATE ATTORNEY FIRST PROVIDED SERVICES. THE CLIENT SHALL RECEIVE A FULLY EXECUTED DUPLICATE OF THIS AGREEMENT.

IN WITNESS WHEREOF, the parties have signed this Agreement for Legal Services.

Oak Park Unified School District

Fagen Friedman & Fulfroost LLP



Anthony W. Knight, Ed.D., Superintendent

Chris Keeler, Partner

DATE: September 20, 2016

DATE: 9/11/2016



Fagen Friedman & Fulfrost LLP

PROFESSIONAL RATE SCHEDULE

Oak Park Unified School District
(Effective July 1, 2016 through June 30, 2017)

1. HOURLY PROFESSIONAL RATES

Client agrees to pay Attorney by the following standard hourly rate:

Associate	\$195 - \$215 per hour
Partner	\$240 - \$265 per hour
Of-Counsel	\$265 per hour
Paralegal/Law Clerk	\$115 - \$135 per hour
Paralegal/Law Clerk (<i>Bar Admitted Outside CA</i>)	\$185
Education Consultant	\$155 per hour
Communication Services Consultant	\$215 per hour

Travel time shall be charged at one-half the attorneys' hourly professional rate only from the attorney's nearest office to the destination and shall be prorated if the assigned attorney travels for two or more clients on the same trip. If Client requests a specific attorney, Client agrees to pay for all travel time of that specific attorney in connection with the matter, at one-half the attorneys' hourly professional rate.

2. ON-SITE LEGAL SERVICES

At Client's discretion and by prior arrangement of Client and Attorney, Attorney may provide regularly scheduled on-site legal services ("Office Hours") to address legal issues that may arise in Client's day-to-day operations. **Office Hours for Client consists of eight (8) hours at the Client's administrative offices and travel to and from Client.** Office Hours shall be provided at a reduced daily rate. The rate for Office Hours shall be, and the client agrees to pay Attorney, as follows:

Associate	\$2,050 (discounted from \$2,150)
Partner	\$2,400 (discounted from \$2,650)

3. COSTS AND EXPENSES

In-office Photocopying	\$0.25/page - after the first 100 pages, in a single copy job
Mileage	IRS Standard Rate
Postage	No Charge for regular U.S. postage delivery

Other costs, such as meals, and lodging shall be charged on an actual and necessary basis.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: SEPTEMBER 20, 2016
**SUBJECT: B.1.o APPROVE OUT OF STATE TRAVEL FOR CLASSIFIED
EMPLOYEE TO ATTEND THE JAMF NATION USER
CONFERENCE, MINNESOTA – OCTOBER 18-20, 2016**

Consent

ISSUE: Shall the Board of Education approve the out of state travel for the Oak Park employee to attend the JAMF Nation User Conference in Minnesota?

STATEMENT: According to Board Policy 3350, the Board of Education must approve out of state travel for certificated and classified employees. Sara McCullar will be attending the JAMF Nation User Conference in Minnesota taking place October 18-20, 2016 so that she can get further training and collaboration on how to administer the JAMF Casper Suite desktop management system the district uses to control Macs and iPads around the district. Sara McCullar recently obtained her JAMF administrator certification and was promoted to Certified Computer Technician (the person/position in charge of administering the JAMF remote management services for the district) after that position was vacated in August. Attending the JAMF User's conference is the next step in training after receiving the JAMF administrator certification. This training would be a great boost to her knowledge and help her to more quickly and efficiently solve the district Mac software deployment and management issues.

ALTERNATIVES:

1. Approve the out of state travel for employee to attend the JAMF Nation User Conference in Minnesota.
2. Do not approve the out of state travel for employee to attend the the JAMF Nation User Conference in Minnesota.

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: SEPTEMBER 20, 2016
SUBJECT: B.1.p. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL FUTURE BUSINESS LEADERS OF AMERICA (FBLA) CLUB OFFICER – OCTOBER 6-7, 2016

CONSENT

ISSUE: Shall the Board approve an overnight trip for the Oak Park High School Future Business Leaders of America Club Officer?

BACKGROUND: Principal, Kevin Buchanan, requests approval for this leadership summit scheduled for Oct. 6-7, 2016 at Holiday Inn Express at Ontario Airport. 1 FBLA officer and the club advisor will travel by a district-approved driver in a private vehicle. They will depart after school on Thursday, Oct. 6 and return 5 p.m. on Oct. 7th. They will stay at the Holiday Inn Express in Ontario. The student member will be rooming with multiple other state and section officers from around the CA FBLA organization, with all boarding activities and tasks complete under solidified groups of four or more CA FBLA section team officers. The CA FBLA will cover all 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: AUGUST 16, 2016
SUBJECT: B.2.a. APPROVE ADDENDUM TO CONSULTANT AGREEMENT FOR POLITICAL LOBBYING SERVICES

ACTION

ISSUE: Shall the Board approve an addendum to its consultant agreement for political lobbying services with the firm of Gonzalez, Quintana, Hunter & Cruz to assist the District in promoting the passage of successor legislation to continue the District of Choice (DOC) program?

BACKGROUND: At its meeting in August 2016, the Board ratified a consultant agreement for political lobbying services with the Sacramento firm of Gonzalez, Quintana, Hunter & Cruz (GQHC), for the period June 21, 2016 through September 30, 2016. Absent any action by the State Legislature, the current DOC program authorized by Education Code sunsets in June 2017. In the session of the California legislature that has just ended, Senate Bill 1432, which would have extended the sunset and repeal dates for DOC program to July 1, 2022, failed to pass. Given the importance of the program to OPUSD, both financially and programmatically, it is in the District's best interest to continue with GQHC to pursue passage of a successor bill continuing the (DOC) program in the next legislative session, which begins in December 2016. A copy of the proposed addendum to the agreement with GQHC, extending its services through July 1, 2017, is attached for the Board's information. Staff is actively seeking to build a coalition of other DOC districts to share the monthly fee of \$4,000.

ALTERNATIVES:

1. Approve the addendum to the consultant agreement for political lobbying services with the firm of Gonzalez, Quintana, Hunter & Cruz, in the amount of \$4,000 per month, extending its services through July, 2017.
2. Do not approve the addendum.

RECOMMENDATION: Approve Alternate 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	_____	_____	_____	_____

Addendum to Letter of Agreement
Between Oak Park Unified School District and Gonzalez, Quintana, Hunter, & Cruz,
LLC For Professional Services

This ADDENDUM to the Letter of Agreement (the “Agreement”) between Oak Park Unified School District (hereinafter “OPUSD”) maintaining a place of business at 5801 Conifer Street, Oak Park, CA 91377 and Gonzalez, Quintana, Hunter & Cruz, LLC, (hereinafter “GQHC”) a California corporation maintaining a place of business at 915 L Street, Suite 1270, Sacramento, CA 95814 (hereinafter the “parties”) is made as of September 6, 2016.

WHEREAS, GQHC and OPUSD entered into an agreement on June 21, 2016 (the “Agreement”) to provide government relations representation services concerning state public policy matters and initiatives in the state of California which expires September 30, 2016;

NOW, THEREFORE, the parties hereto agree as follows:

1. **Extension of Services.** Per the Scope of Work described in the Agreement, GQHC will continue to provide services regarding legislation, specifically the School District of Choice program.
2. **Addendum.** Per the provisions of the Agreement, GQHC will provide services as described from September 1, 2016 through July 1, 2017 at the previously agreed to rate of \$4,000.00 per month, inclusive, plus reasonable and documented expenses for each month.

IN WITNESS WHEREOF, the parties hereto have executed this Second Addendum as of the date first above written.

Tony Knight
Superintendent
OPUSD

Delaney L. Hunter
Managing Partner
GQHC

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: SEPTEMBER 20, 2016

SUBJECT: B.2.b. APPROVE BOARD RESPONSE TO THE OAK PARK CITIZENS' OVERSIGHT COMMITTEE 2015-16 ANNUAL REPORT

ACTION/

ISSUE: Shall the Board of Education review, comment, and as appropriate, approve a prepared draft response to the Oak Park Citizens' Oversight Committee 2015-16 Annual Report?

BACKGROUND: The Board has requested that staff prepare a draft response to the 2015-16 annual report of the Oak Park Citizens' Oversight Committee for Board consideration, comment, and input. The requested draft appears on the following pages for the Board's consideration and action.

ALTERNATIVES:

1. Provide staff with the Board's comments and direction for revisions to the initial draft response, to be returned to the Board for its approval at its next meeting.
2. Approve the initial draft as the Board response to the Oak Park Citizens' Oversight Committee 2015-16 Annual 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 UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION
RESPONSE TO THE 2015-16 ANNUAL REPORT OF THE
OAK PARK CITIZEN'S OVERSIGHT COMMITTEE**

Regular Meeting of the Board, September 20, 2016

The Board of Education of the Oak Park Unified School District takes this opportunity to publicly thank the Oak Park Citizens' Oversight Committee for its work during the 2015-16 term and the resulting Annual Reports for Measures C, C6, and R. The Board sincerely appreciates the many hours and dedication that each member of the Committee provides to the school district and the students we serve.

The Board is pleased with the Committee's recognition that bond proceeds continue to be spent only for the purposes specified in each measure. It is appreciated that the Committee acknowledges that the Board has delivered good value to the taxpayers with regard to the costs and benefits of the projects funded by the respective measures. This will remain a Board priority as the bond program continues. While areas of the report exceed the Committee's charter of review and oversight, the Board is nevertheless appreciative of the Committee's hard work and its constructive comments, and its response follows below.

RATE OF EXPENDITURES

In its findings for both measures, the Committee has again expressed its concern regarding the rate of bond expenditures. The Board reiterates its position that when Oak Park voters authorized both bond measures, the expectation of the community was that the program would benefit today's students, and that funds would not be held as an endowment for future generations. Internal Revenue Service (IRS) regulations and guidelines governing the issuance and expenditures of bonds reinforces this, requiring that bond proceeds be committed or expensed within 3-5 years of the date that they were issued. However, the Board has been, and will remain, mindful of this in making its funding decisions.

HOLD OPERATING FUNDS IN RESERVE FOR REPAIRS AND MAINTENANCE

The Committee expressed an opinion that the District should use operating funds, rather than bond funds, for physical plant maintenance, and hold operating funds in reserve to deal with unanticipated/unbudgeted repairs, regardless of any future bond funds being available (or not) for such repairs and maintenance.

It is important to understand that the nature of public school funding makes it virtually impossible to use operating funds or to build reserves to address the types of needs supported by Measures C6 and R. California ranks 48th out of the 50 states in per-pupil funding. Within California, OPUSD ranks 850th out of 950 public school districts. Within that funding structure, 4% of OPUSD's operating budget has been allocated to maintenance of facilities and technology. Receipt of one-time funding in 2015-16 has allowed the district to allocate an additional \$350,000 for deferred maintenance. Any greater allocation to these programs can only come at the expense of classrooms, including class sizes, instructional programs, and direct student support such as counseling.

SERVICING AND SUPPORT

The Committee noted, that while permissible under the law, 50% of the Educational Technology Director's salary is funded by Measure C6 bond funds, and questions how the director will be retained and existing technology will be supported when the C6 bond funds are depleted.

The Board responds that the bond funds support the director's salary in his role as bond program manager for C6. If and when that role is no longer necessary, the salary will be borne solely by the General Fund as the director's focus turns fully to the support and maintenance of the district's existing network and educational technology. The Board shares the Committee's concern regarding the resources to keep up with the growth and constant change in technology. As noted above, the public school funding makes it extremely difficult to use operating funds to address the needs supported by Measures C6 and R. Accordingly, the Board has placed bond Measure S on the November ballot, asking the community to continue its support of excellence in Oak Park schools.

PROJECTED TAX RATES

In its report, the Committee expressed its concern that, in information it received during a presentation by the District's bond financial advisor, the projected tax rates for bond servicing are understated. Citing the most recent 8-year period, the Committee noted that only one year achieved the projected growth in assessed valuation of 5%. The Board responds that the projected rates used at the time of bond issuance is calculated based on the history of assessed property value growth for the preceding 20-year period, an industry standard. It is correct that the growth did not meet the projection during the 8-year period, but over the 20-25 year life of the bonds, it remains a reasonable calculation for the Oak Park community.

SPECIFICITY OF CAPITAL IMPROVEMENT PROJECTS FOR NEW BOND FUNDS

In its report, the Committee's expressed its opinion that the District should be more specific, at the time of any future bond election, regarding the capital improvement projects for which any new bond funds will be spent. State law and the Board's philosophy align in the requirement to provide specific project lists that allow sufficient flexibility to allow for unforeseen and unknowable circumstances. As technology rapidly changes and schools grow older, even as identified projects, modernization, and repairs are completed, new and pressing priorities continue to present themselves. For this reason, the individual Master Plans are not static documents, and are reviewed at least annually and reforecast with updated costs and projects as the needs of the district change, while remaining faithful to the authorized project list.

In closing, at a time when communities across the nation are asking people to step up to support and strengthen their public schools, the work of the Oak Park Citizens' Oversight Committee serves as a model of great community leadership. On behalf of the District's students and dedicated staff, the Board of Education extends its sincerest thanks to the Committee.

Respectfully,

The Board of Education of the
Oak Park Unified School District

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: SEPTEMBER 20, 2016

SUBJECT: B.2.c. APPROVE MEASURE C6 FIVE-YEAR MASTER PLAN 2016 UPDATE

ACTION

ISSUE: Shall the Board of Education approve the Measure C6 Five-Year Equipment and Technology Master Plan 2016 update?

BACKGROUND: It is appropriate to update the District's five-year Measure C6 Equipment and Technology Master Plan. A summary of the specific projects, and the corresponding estimate of costs, has been prepared by the Business Office and Technology Department, and is provided for the Board's information at the link at the bottom of this page. It is requested that the Board approve the Measure C6 Five-Year Equipment and Technology Master Plan update and authorize staff to proceed with these specified projects for the 2016-17 school year.

ALTERNATIVES:

- 1). Approve the Measure C6 Five-Year Equipment and Technology Master Plan update as presented and authorize staff to proceed with these specified projects for the 2016-17 school year.
- 2). Approve the Measure C6 Five-Year Equipment and Technology Master Plan with modifications as directed by the Board.
- 3). Do not approve the Measure C6 Five-Year Equipment and Technology Master Plan.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

[Click here for the Measure C6 Five Year Master Plan](#)

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: SEPTEMBER 20, 2016

SUBJECT: B.2.d. APPROVE MEASURE R FACILITY MASTER PLAN 2016 UPDATE
ACTION

ISSUE: Shall the Board of Education approve Measure R Facility Master Plan 2016 Update?

BACKGROUND: It is appropriate to update the District's ten-year Measure R Facilities Master Plan. A summary of the specific projects, and the corresponding estimate of direct construction costs, is provided for the Board's information at the link at the bottom of this page. This list has been reviewed by District staff and construction manager Balfour Beatty. It is requested that the Board approve the Measure R Facilities Master Plan and authorize staff to proceed with these specified projects for the 2016-17 school year.

ALTERNATIVES:

- 1). Approve the Measure R Facilities Master Plan update as presented and authorize staff to proceed with these specified projects for the 2016-17 school year.
- 2). Approve the Measure R Facilities Master Plan with modifications as directed by the Board.
- 3). Do not approve the Measure R Facilities Master Plan update.

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	_____	_____	_____	_____

[Click on the link for the Measure R Facility Master Plan Update](#)

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: SEPTEMBER 20, 2016
SUBJECT: B.2.e. APPROVE UNAUDITED ACTUAL REVENUES AND EXPENDITURES FOR FISCAL YEAR 2015-16

ACTION

ISSUE: Shall the Board review and accept the unaudited actuals of revenue and expenditures for fiscal year 2015-16?

BACKGROUND: Education Code sections 42127 and 42103 set the timelines and procedures for adoption of school district budgets. With implementation of the July 1, budget adoption, prior year total expenditures and income are not available. Therefore, once the books are closed and prior to forwarding the information to the County and the State Department of Education, the prior year actuals must be presented to the District Board of Education.

On June 16, 2015 the Board of Education reviewed and adopted the budget for fiscal year 2015-16. Included in the budget document were estimated year-end balances for each fund for fiscal year 2015-16. The District's 2015-16 books were officially closed on September 7, 2015, and fiscal year revenues, expenditures, and year-end balances have been finalized. The 2015-16 Unaudited Actuals report has been provided to the Board by the link at the end of this coversheet, and simultaneously posted with the Board's meeting agenda on the District's website.

ALTERNATIVES:

1. Accept the unaudited actual revenues, expenditures, and fund balances for fiscal year 2015-16 as presented.
2. Do not accept the 2015-16 year end actuals.

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	_____	_____	_____	_____

[Click here for the Unaudited Actual Revenues and Expenditure Report](#)

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: SEPTEMBER 20, 2016
SUBJECT: B.2.f. APPROVE CONSULTANT AGREEMENT FOR EMERGENCY CRISIS RESPONSE/SAFE SCHOOL PLAN REVIEW

ACTION

ISSUE: Shall the Board approve a consultant agreement for review and recommendations regarding the District's emergency crisis response/safe school plans?

BACKGROUND: In both the Board Goals and Moral Imperatives and the District's Facility Needs Assessment Report, the safety and security of students, staff, and property has been identified as the District's utmost priority. District staff has requested that Dr. Ronald Stephens, Executive Director of the National School Safety Center conduct a school safety and crisis readiness review to provide a strategic evaluation of policies, systems and programs that compose the crisis preparation, crisis prevention, crisis management and crisis recovery systems of the Oak Park Unified School District. Upon completion of the review, Dr. Stephens will provide a written report with his findings and recommendations. A copy of Dr. Stephens' proposal for services is attached for the Board's information.

ALTERNATIVES:

1. Approve a consultant agreement with Dr. Ronald Stephens, Executive Director of the National School Safety Center, in the amount of \$7,500 for review and recommendations regarding the District's emergency crisis response/safe school plans.
2. Do not approve the consultant agreement.

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	_____	_____	_____	_____

Quotation for Services

September 7, 2016

TO: Dr. Tony Knight
Superintendent of Schools
Oak Park Unified School District

FM: Dr. Ronald Stephens
Executive Director
National School Safety Center
www.schoolsafety.us
805 373 9977

RE: Your Request for a Site Review of your Emergency Response/Crisis Plan

Proposed Scope of Work and Cost

The proposed school safety and crisis readiness review is designed as a strategic evaluation of policies, systems and programs that compose the crisis preparation, crisis prevention, crisis management and crisis recovery systems of the Oak Park Unified School District. During the assessment key factors will be examined to ascertain their direct impact upon student safety, crisis readiness and crisis response systems. The following safety related components will be reviewed:

Oak Park USD's Comprehensive Safe School Plan

Site visits to each OPUSD campus

Threat Assessment Protocols

The "Mutual Aid Agreement" with first responders

Incident Command Protocols

Existing crisis plan elements and their related disaster mitigation

The student code of conduct

An analysis of district policies related to student safety and student management issues and their compliance with federal and state law

A review of recent school crime incidents and police calls for service

Consultation and discussion with key administrative personnel

Once the policy review is completed a written report with findings and recommendations will be sent to the Superintendent of Schools within ten working days following the site visits.

Total cost not to exceed \$7500.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: SEPTEMBER 20, 2016
**SUBJECT: B.2.g. RATIFY AGREEMENTS FOR CONSTRUCTION CONTRACTS,
PROJECT 15-08C, TECHNOLOGY FACILITY IMPROVEMENTS
FROM MEASURE C6 BOND FUND**

ACTION

ISSUE: Shall the Board ratify agreements for construction contracts for Project 15-08F, Technology Facility Improvements, and authorize the use of the Measure C6 bond fund specified portions of this project?

BACKGROUND: Approved in the District's 2015-16 Adopted Budget, the District entered into multiple contracts with construction contractors for Project 15-08F, Technology Facility Improvements. The district solicited proposals from contractors on the District's list of contractors approved under the California Uniform Public Construction Cost Accounting Act (CUPCAA), and awarded contracts to the following contractors:

CONTRACTOR	SCOPE OF WORK	AMOUNT	FUNDING SOURCE
Omega Construction	Principal Construction	\$ 62,228	Measure C6
Taft Electric Company	Main Electrical System/Circuits	\$ 15,230	Gen Fund One-Time
Thousand Oaks Electric	Office Rewire/Installation	\$ 16,725	Gen Fund One-Time
Pacificom, Inc.	Data System Installation	\$ 17,358	Measure C6
Premier Carpet, Inc.	Anti-Static Flooring Installation	\$ 11,486	Gen Fund One-Time
Total Project Cost		\$ 123,027	

Staff is requesting that the Board ratify the contracts and project funding as listed above. Although originally paired with the Maintenance Facility Improvements project, and funded from one-time General Fund discretionary funding, it is appropriate to fund portions of this project from the Measure C6 bond fund. Bond Measure C6 specifically provides for "...up-to-date educational technology...including networking equipment...and the District program offices, etc." Accordingly, staff is requesting that the Board ratify the contracts as listed above and authorize the specified expenditures to be charged to the Measure C6 bond fund.

ALTERNATIVES:

1. Ratify the contracts as listed above, and authorize the contracts for Omega Construction, in the amount of \$62,228, and Pacificom Inc., in the amount of \$17,358, to be charged to the Measure C6 bond fund.
2. Do not ratify the agreements.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

BOARD MEETING, SEPTEMBER 20, 2016

Subject: Ratify Agreements for Construction Contracts, Project 15-08C

Technology Facility Improvements, From Measure C6 Bond Fund

Page 2 of 2

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: SEPTEMBER 20, 2016
SUBJECT: B.2.h. APPROVE NOTICE OF COMPLETION, PROJECT 15-08C, TECHNOLOGY FACILITY IMPROVEMENTS

ACTION

ISSUE: Shall the Board approve a notice of completion for Project 15-08C, Technology Facility Improvements?

BACKGROUND: Approved in the District's 2015-16 Adopted Budget, the District entered into multiple contracts with construction contractors for Technology Facility Improvements. The district solicited proposals from contractors on the District's list of contractors approved under the California Uniform Public Construction Cost Accounting Act (CUPCAA), and awarded contracts to the following contractors:

Contractor	Trade	Amount
Omega Construction	Principal Construction	\$ 62,228
Taft Electric Company	Main Electrical System/Circuits	\$ 15,230
Thousand Oaks Electric	Office Electrical Rewire/Installation	\$ 16,725
Pacificom, Inc.	Data System Installation	\$ 17,358
Premier Carpet, Inc.	Anti-Static Flooring Installation	11,486
Total		\$ 123,027

The work under these contracts is now complete, and the District's staff and construction manager, Balfour Beatty Construction, 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 15-08C, Technology Facility Improvements, 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: District Administrative Office, 5801 Conifer Street, Oak Park, CA 91377

That on or about August 14, 2015 the said Oak Park Unified School District of Ventura County entered into a contract with Omega Construction of Northridge, California, Taft Electric Co. of Ventura, California, Pacificom, Inc. of Camarillo, California, Thousand Oaks Electric Co., of Newbury Park, California, and Premier Carpet Inc., of Chatsworth, California, for Project 15-08C, Technology Facility Improvements, on certain real property hereinbefore described: that said building and improvements were actually completed on August 16, 2016: 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, Shannan Kaesberg, 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: SEPTEMBER 20, 2016
**SUBJECT: B.2.i. RATIFY AGREEMENT FOR CONSTRUCTION CONTRACT,
PROJECT 16-11R, EMERGENCY REPAIRS TO MAIN WATERLINE
AT OAK PARK HIGH SCHOOL**

ACTION

ISSUE: Shall the Board ratify agreements for construction contract in connection with Project 16-11R, Emergency Repairs to Main Waterline at Oak Park High School?

BACKGROUND: During Spring Break in April of this year, Oak Park Water District notified OPUSD of a significant increase in domestic water usage at Oak Park High School. The District's maintenance crew was unable to locate the source of the apparent leak, and M/M Mechanical, Inc. was then engaged to locate it. After an extensive search, the source of the problem was identified as an underground pressure regulator at the main vault. As the repairs required the water supply at the site to be turned off for several days, the decision was made to postpone repairs until both school and summer school were over in July. Precision Plumbing, Inc. was contracted to affect the necessary repairs and equipment replacement, which was completed in late July 2016. Both plumbing companies are on the District's approved list of California Uniform Public Contract Cost Accounting Act (CUPCCAA) contractor list. Accordingly, purchase orders were issued to both companies for their respective emergency repair work:

CONTRACTOR	SCOPE OF WORK	AMOUNT	FUNDING SOURCE
MM Mechanical, Inc.	Leak Detection/Exploration	\$ 62,228	Measure R
Precision Plumbing, Inc.	Pressure Regulator Replacement	\$ 13,727	Measure R
Total Project Cost		\$ 123,027	

After review and discussion of the emergency repairs, District staff and construction manager Balfour Beatty have found that the repairs were essential and recommend that the emergency plumbing repairs be funded from the Measure R bond fund. Measure R bond language authorizes use of bond funds to "Replace, repair or upgrade plumbing, piping, or drainage systems, including water supply..." It is recommended that the Board authorize the revision of the District's Facility Master Plan to incorporate this project, to be funded by Measure R bond funds.

ALTERNATIVES:

1. Ratify the agreements for construction contract in connection with Project 16-11R, Emergency Repairs to Main Waterline at Oak Park High School as specified, and authorize the use of Measure R bond funds for the emergency repairs.
2. Do not ratify the agreements.

RECOMMENDATION: Alternative 1.

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

BOARD MEETING, SEPTEMBER 20, 2016

Ratify Agreement for Construction Contract, Project 16-11R,
Emergency Repairs to Main Waterline at Oak Park High School
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	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: SEPTEMBER 20, 2016
SUBJECT: B.2.j. APPROVE CHANGE ORDER NO. 1, PROJECT 16-10F, OUTDOOR CLASSROOM AT BROOKSIDE ELEMENTARY SCHOOL

ACTION

ISSUE: Shall the Board approve Change Order No. 1 to the contract with Hughes General Engineering, Project 16-10F, Outdoor Classroom at Brookside Elementary School?

BACKGROUND: On August 16, 2016 the Board ratified a contract for Project 16-10F, Outdoor Classroom at Brookside Elementary School, with Taft Electric Company. 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 attached change order request, District staff requested the contractor to perform additional site concrete and rock work, as well as specified landscape removal and additions totaling \$7,682. It is recommended by District staff that the Board approve this additional work as Change Order No. 1.

The total amount of Change Order No. 1 is \$7,682, which when added to the original contract amount of \$144,500, increases the contract total to \$152,182. The budget for Project 16-20F, including all funding sources, is \$300,000. Measure R specifically provides for "Upgrade, repair, replace, modify, or construct site improvements, paths, sidewalks, and walkways...landscaping improvements, irrigation and drainage, etc." Accordingly, it is recommended that Change Order No. 1 be funded from the Measure R bond fund.

ALTERNATIVES:

1. Approve Change Order No. 1 to the contract with Hughes General Engineering, for Project 16-10F, Outdoor Classroom at Brookside Elementary School, in the amount of \$7,682, to be funded from the Measure R bond fund.
2. Do not approve Change Order 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	_____	_____	_____	_____

Hughes General Engineering, Inc.
P. O. Box 2293, Camarillo, CA. 93011-2293

Invoice No. 5218

INVOICE

Customer

Name Oak Park Unified School District
Address 56801 E. Conifer St
City Oak Park, State CA ZIP 91377
Phone

Misc

Date 8/30/2016
Order No. DIR 17-00002
Rep Julie Suarez
FOB

Qty	Description	Unit Price	TOTAL
	PROJECT: BRROSIDE ELEMENTARY SCHOOL 16-10f		
	CHANGE ORDER NO. 1		
1	- Install one added 36" Box Tristania Tree	\$ 2,030.05	\$ 2,030.05
1	Install 3/4" mesh wire & install 4"base under decomposed granite	\$ 2,006.75	\$ 2,006.75
1	Install an additional 44 sf of concrete near shed	\$ 526.70	\$ 526.70
1	Install additional rocks so that Engineered Wood fiber has Border	\$ 439.88	\$ 439.88
1	Removal of Tree and Roots	\$ 2,259.75	\$ 2,259.75
1	Install 12 Additional 1 Gal. muhlenbergia rigens shrubs	\$ 418.61	\$ 418.61
SubTotal			\$ 7,681.74
Shipping			
TOTAL			\$ 7,681.74

Payment

Select One...

Comments

Name

CC #

Expires

Tax Rate(s)

Office Use Only

INVOICE IS DUE AND PAYABLE UPON RECEIPT.

THANK YOU FOR USING HUGHES GENERAL ENGINEERING CONSTRUCTION

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: SEPTEMBER 20, 2016
SUBJECT: B.2.k. APPROVE CHANGE ORDER NO. 1, PROJECT 14-20F, DISTRICTWIDE EXTERIOR LIGHTING UPGRADE

ACTION

ISSUE: Shall the Board approve Change Order No. 1 for Project 14-20F, Districtwide Exterior Lighting Upgrade?

BACKGROUND: On August 18, 2015, the Board approved a contract for Project 14-20F, Districtwide Exterior Lighting Upgrade, to Taft Electric Company. During the course of the project, District staff has recommended changes to the project's scope for conditions unforeseen at the time the contract was awarded. At Red Oak Elementary School one parking lot light standard was found to be severely rusted, and District staff requested that Taft Electric replace it, at a cost of \$4,345. It is recommended by District staff that the Board approve this corrective work as Change Order No. 1.

The total amount of Change Order No. 1 is \$4,345, which when added to the original contract amount of \$80,728, increases the contract total to \$85,073. The budget for Project 14-20F, including contingencies and soft costs, is \$90,000, funded from the Proposition 39 energy grant.

ALTERNATIVES:

1. Approve Change Order No. 1 to the contract with Taft Electric Company, for Project 14-20F, Districtwide Exterior Lighting Upgrade.
2. Do not approve Change Order 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	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: SEPTEMBER 20, 2016
SUBJECT: B.2.I. APPROVE ACCEPTANCE OF DONATION

ACTION

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

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

Site/Program: Oak Park High School, Educational Programs

Gift/Donor: Allot Reality on behalf of Michael F. and Michelle M. De Giosa

Amount: \$155.00

RECOMMENDATION: Accept the donation with thanks.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

TO: BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: SEPTEMBER 20, 2016

SUBJECT: B.3.a. APPROVE CONTRACT FOR NON-PUBLIC AGENCY SERVICES FOR SPECIAL EDUCATION STUDENT #1-16/17 - \$68,952.00

ACTION

ISSUE: Should the Board of Education approve this contract for non-public agency services for this student?

BACKGROUND: This sixteen-year-old, tenth grade student attends Oak Park High School and continues to require non-public agency specialized behavior intervention services throughout the school day. Autism Center for Treatment (ACT) is able to provide these specialized services on the school campus. The total cost for these services is: \$68,952.00. ACT is a certified non-public agency and has a Master contract with Ventura County SELPA.

ALTERNATIVES: 1) Fund this non-public agency.
2) Do not fund this non-public agency.

RECOMMENDATION: Alternative #1

RATIONALE: The District is required by law to provide the services stated on a student's IEP. Autism Center for Treatment (ACT) is a certified non-public agency.

Respectfully Submitted

Anthony W. Knight, Ed.D.
Superintendent

Board Action: On motion of _____, seconded by _____, the Board of Education:
VOTE: AYES NOES ABSTAIN ABSENT
Hazelton _____
Helfstein _____
Laifman _____
Rosen _____
Ross _____
Student Member _____

INDIVIDUAL SERVICES AGREEMENT FOR NONPUBLIC, NONSECTARIAN SCHOOL/AGENCY SERVICES
(Education Code Sections 56365 et seq.)

This agreement is effective on July 1, 2016, or the date student begins attending a nonpublic school or begins receiving services from a nonpublic agency, if after the date identified, and terminates at 5:00 P.M. on June 30, 2017, unless sooner terminated as provided in the Master Contract and by applicable law.

Local Education Agency (LEA)		Oak Park Unified School District	
Address		5801 Conifer Street	
City, State Zip		Oak Park, CA 91377	
LEA Case Manager		Susan Roberts	
Phone and E-Mail		sroberts@oakparkusd.org	
Student Last Name		Student First Name	
Grade		D.O.B.	
		Sex	
Parent/Guardian Last Name		Parent/Guardian First Name	
Address			
City, State, Zip			
Home Phone		Work	
		Cell	
Parent/Guardian Last Name		Parent/Guardian First Name	
Address			
City, State, Zip			
Home Phone		Work	
		Cell	

Nonpublic School/Agency		Autism Center for Treatment (# 1-16/17)	
Address		29525 Canwood Street	
City, State, Zip		Agoura Hills, CA 90301	
IEP Coordinator Name		Aimee Anderson, Ph.D.	
Phone	818 707 1717	Fax	
E-Mail			
Program Administrator Name			
Phone		Fax	
E-Mail			
Education Schedule – Regular School Year			
Number of Days	180	Number of Weeks	
Education Schedule – Extended School Year			
Number of Days	27 days	Number of Weeks	
Contract Begins	July 1, 2016	Ends	June 30, 2017

RELATED SERVICES:

SERVICES	PROVIDER			Cost and Duration of Session	Number of Sessions per wk/mo/yr	Maximum Number of Days or Sessions		Estimated Maximum Total Cost for Contracted Period
	NPS	NPA	OTHER			Reg School Year	ESY	
A. BASIC EDUCATION <i>Positive attendance only</i>								
B. RELATED SERVICES								
1. BID Supervision		X		Ph.D: 178.50/hr PA 127.50/hr MA/MS 102.00	One hour per week	38	5	\$7675.50
2. BII Behavior Therapist		X		51.00/hour	6 hours per day/ESY 4.6 hours	180 (1080 hours)	Up to 27 (121.5 hours)	\$61,276.50

SERVICES	PROVIDER			Cost and Duration of Session	Number of Sessions per wk/mo/yr	Maximum Number of Days or Sessions		Estimated Maximum Total Cost for Contracted Period
	NPS	NPA	OTHER			Reg School Year	ESY	
					TOTAL COST			\$68,952.00

ESTIMATED MAXIMUM COST: \$68,952.00

Other Provisions/Attachments: Non-public Agency services to address goals and objectives in student's IEP. Communication between NPA and parents to be coordinated with school staff.

Progress Reporting Requirements: X Quarterly Monthly Other (Specify)

The parties hereto have executed this Individual Services Agreement by and through their duly authorized agents or representatives as set forth below.

-CONTRACTOR-

-LEA-

Autism Center for Treatment (ACT)
(Name of Nonpublic School/Agency)

Oak Park Unified School District
(Name of LEA)

(Signature) (Date)

(Signature) (Date)

(Name and Title)

Anthony W. Knight, Ed.D.
(Name of Superintendent or Authorized Designee)

TO: BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: SEPTEMBER 20, 2016

**SUBJECT: B.3.b. APPROVE CONTRACT FOR NON-PUBLIC PLACEMENT
and SERVICES FOR SPECIAL EDUCATION STUDENT
#2-16/17 - \$31,366.00**

ACTION

ISSUE: Should the Board of Education approve this contract for non-public school for this student?

BACKGROUND: This sixteen-year-old, tenth grade special education student has been attending school at The Help Group for the last eight years. The IEP team has determined that a non-public school is the least restrictive appropriate placement at this time. Sunrise Non-Public School (HELP Group) is a certified non-public school and has a Master contract with Ventura County SELPA. The cost of this placement is \$31,366.00. The District will receive an estimated \$8,609.00 in revenue limit funds for students in grades 9-12 to reduce the actual cost to \$22,757.00.

ALTERNATIVES: 1) Fund this non-public school placement.
2) Do not fund this non-public school placement.

RECOMMENDATION: Alternative #1

RATIONALE: The District is required by law to provide the services stated on a student's IEP. The H.E.L.P. Group—Sunrise School is a certified non-public school.

Respectfully Submitted

Anthony W. Knight, Ed.D.
Superintendent

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

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

INDIVIDUAL SERVICES AGREEMENT FOR NONPUBLIC, NONSECTARIAN SCHOOL/AGENCY SERVICES
(Education Code Sections 56365 et seq.)

This agreement is effective on July 1, 2016 or the date student begins attending a nonpublic school or begins receiving services from a nonpublic agency, if after the date identified, and terminates at 5:00 P.M. on June 30, 2017, unless sooner terminated as provided in the Master Contract and by applicable law.

Local Education Agency (LEA)	Oak Park Unified School District		
Address	5801 Conifer Street		
City, State Zip	Oak Park, CA 91377		
LEA Case Manager	Susan Roberts		
Phone and E-Mail	sroberts@oakparkusd.org		
Student Last Name		Student First Name	
Grade		D.O.B.	Sex
Parent/Guardian Last Name		Parent/Guardian First Name	
Address			
City, State, Zip			
Home Phone		Work	Cell
Parent/Guardian Last Name		Parent/Guardian First Name	
Address			
City, State, Zip			
Home Phone		Work	Cell

Nonpublic School/Agency	The HELP Group (Sunrise School) (#2-16/17)		
Address	13130 Burbank Blvd		
City, State, Zip	Sherman Oaks, CA 91340		
IEP Coordinator Name	Carol Coelho, Contract Administrator		
Phone	818 779 5105	Fax	
E-Mail	ccoelho@thehelpgroup.org		
Program Administrator Name	Sue Ann Kaples		
Phone		Fax	
E-Mail			
Education Schedule – Regular School Year			
Number of Days	180	Number of Weeks	
Education Schedule – Extended School Year			
Number of Days	20 days	Number of Weeks	
Contract Begins	July 1, 2016	Ends	June 30, 2017

DESIGNATED INSTRUCTION AND SERVICES / RELATED SERVICES:

SERVICES	PROVIDER			Cost and Duration of Session	Number of Sessions per wk/mo/yr	Maximum Number of Days or Sessions		Estimated Maximum Total Cost for Contracted Period
	NPS	NPA	OTHER Specify			Reg School Year	ESY	
A. BASIC EDUCATION <i>Positive attendance only</i>	Sunrise			146.75		180	20	\$29,350.00
B. RELATED SERVICES								
1. Transportation a. Paid to NPS/A								
2. Adapted P.E.								
3. Speech/Language a. Group b. Individual	Group			48.00 per 60 minute session		38	4	\$2,016.00

SERVICES	PROVIDER			Cost and Duration of Session	Number of Sessions per wk/mo/yr	Maximum Number of Days or Sessions		Estimated Maximum Total Cost for Contracted Period
	NPS	NPA	OTHER Specify			Reg School Year	ESY	
c. Consultation								
4. Occupational Therapy								
a. Therapy								
b. Consultation								
					TOTAL COST			\$31,366.00

TOTAL ESTIMATED MAXIMUM BASIC EDUCATION/ RELATED SERVICES COSTS \$31,366.00

Progress Reporting Requirements: X Quarterly Monthly Other (Specify)

The parties hereto have executed this Individual Services Agreement by and through their duly authorized agents or representatives as set forth below.

-CONTRACTOR-

-LEA-

The Help Group – Sunrise School
(Name of Nonpublic School/Agency)

Oak Park Unified School District
(Name of LEA)

(Signature) (Date)

(Signature) (Date)

(Name and Title)

Anthony W. Knight, Ed.D.
(Name of Superintendent or Authorized Designee)

TO: BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: SEPTEMBER 20, 2016

**SUBJECT: B.3.c. APPROVE CONTRACT FOR NON-PUBLIC PLACEMENT
and SERVICES FOR SPECIAL EDUCATION STUDENT
#3-16/17 - \$43,843.30.**

ACTION

ISSUE: Should the Board of Education approve this contract for non-public school for this student?

BACKGROUND: This thirteen-year-old, eighth grade special education student moved into the District in summer 2015 with an existing placement at The Help Group. Bridgeport Non-Public School (HELP Group) is a certified non-public school and has a Master contract with Ventura County SELPA. The cost of this placement is \$43,843.30. The District will receive an estimated \$7,241.00 in revenue limit funds for students in grades 7-8 to reduce the actual cost to \$36,602.30.

ALTERNATIVES: 1) Fund this non-public school placement.
2) Do not fund this non-public school placement.

RECOMMENDATION: Alternative #1

RATIONALE: The District is required by law to provide the services stated on a student's IEP. The H.E.L.P. Group—Bridgeport School is a certified non-public school.

Respectfully Submitted

Anthony W. Knight, Ed.D.
Superintendent

Board Action: On motion of _____, seconded by _____, the Board of Education:
VOTE: AYES NOES ABSTAIN ABSENT
Hazelton _____
Helfstein _____
Laifman _____
Rosen _____
Ross _____
Student Member _____

INDIVIDUAL SERVICES AGREEMENT FOR NONPUBLIC, NONSECTARIAN SCHOOL/AGENCY SERVICES

(Education Code Sections 56365 et seq.)

This agreement is effective on July 1, 2016, or the date student begins attending a nonpublic school or begins receiving services from a nonpublic agency, if after the date identified, and terminates at 5:00 P.M. on June 30, 2017, unless sooner terminated as provided in the Master Contract and by applicable law.

Local Education Agency (LEA)		Oak Park Unified School District	
Address		5801 Conifer Street	
City, State Zip		Oak Park, CA 91377	
LEA Case Manager		Susan Roberts	
Phone and E-Mail		sroberts@oakparkusd.org	
Student Last Name		Student First Name	
Grade		D.O.B.	
		Sex	
Parent/Guardian Last Name		Parent/Guardian First Name	
Address			
City, State, Zip			
Home Phone		Work	
		Cell	
Parent/Guardian Last Name		Parent/Guardian First Name	
Address			
City, State, Zip			
Home Phone		Work	
		Cell	

Nonpublic School/Agency		The HELP Group (Bridgeport School) (#3-16/17)	
Address		13130 Burbank Blvd	
City, State, Zip		Sherman Oaks, CA 91340	
IEP Coordinator Name		Carol Coelho, Contract Administrator	
Phone	818 779 5105	Fax	
E-Mail		ccoelho@thehelpgroup.org	
Program Administrator Name			
Phone		Fax	
E-Mail			
Education Schedule – Regular School Year			
Number of Days	180	Number of Weeks	
Education Schedule – Extended School Year			
Number of Days	20 days	Number of Weeks	
Contract Begins	July 1, 2016	Ends	June 30, 2017

DESIGNATED INSTRUCTION AND SERVICES / RELATED SERVICES:

SERVICES	PROVIDER			Cost and Duration of Session	Number of Sessions per wk/mo/yr	Maximum Number of Days or Sessions		Estimated Maximum Total Cost for Contracted Period
	NPS	NPA	OTHER Specify			Reg School Year	ESY	
A. BASIC EDUCATION <i>Positive attendance only</i>	Bridgeport			146.75		180	20	\$29,350.00
B. RELATED SERVICES								
1. Transportation a. Paid to NPS/A								
2. Adapted P.E.	Bridgeport			67.77 per 60 minute session		38	4	\$2,846.34
3. Speech/Language a. Group	Individual			90.00 per individual		76	4	\$7,200.00

SERVICES	PROVIDER			Cost and Duration of Session	Number of Sessions per wk/mo/yr	Maximum Number of Days or Sessions		Estimated Maximum Total Cost for Contracted Period
	NPS	NPA	OTHER Specify			Reg School Year	ESY	
b. Individual c. Consultation				60 minute session				
4. Occupational Therapy a. Therapy b. Consultation	Bridgeport			105.88 per 60 minute session		38	4	\$4446.966
					TOTAL COST			\$43,843.30

ESTIMATED MAXIMUM COST: \$43,843.30

Other Provisions/Attachments:

Progress Reporting Requirements: X Quarterly Monthly Other (Specify)

The parties hereto have executed this Individual Services Agreement by and through their duly authorized agents or representatives as set forth below.

-CONTRACTOR-

-LEA-

	Oak Park Unified School District
(Name of Nonpublic School/Agency)	(Name of LEA)

(Signature)	(Signature)
(Date)	(Date)
	Anthony W. Knight, Ed.D.
(Name and Title)	(Name of Superintendent or Authorized Designee)

TO: BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: SEPTEMBER 20, 2016

**SUBJECT: B.3.d. APPROVE CONTRACT FOR NON-PUBLIC AGENCY
SERVICES FOR SPECIAL EDUCATION STUDENT #4 16/17
- \$5,160.00**

ACTION

ISSUE: Should the Board of Education approve this contract for non-public agency services for this student?

BACKGROUND: Student is a twenty-one-year old post-secondary student who is in his last year of attendance in the district at Oak Park High School and continues to require non-public agency clinic- based Occupational Therapy Services. Kids Connections is a certified non-public agency and has a Master contract with Ventura County SELPA.

The total cost of these services is \$5,160.00.

ALTERNATIVES: 1) Fund this non-public agency.
2) Do not fund this non-public agency.

RECOMMENDATION: Alternative #1

RATIONALE: The District is required by law to provide the services stated on a student's IEP. Kids Connections is a certified non-public agency.

Respectfully Submitted

Anthony W. Knight, Ed.D.
Superintendent

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

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

INDIVIDUAL SERVICES AGREEMENT FOR NONPUBLIC, NONSECTARIAN SCHOOL/AGENCY SERVICES
(Education Code Sections 56365 et seq.)

This agreement is effective on July 1, 2016 or the date student begins attending a nonpublic school or begins receiving services from a nonpublic agency, if after the date identified, and terminates at 5:00 P.M. on May 30, 2017, unless sooner terminated as provided in the Master Contract and by applicable law.

Local Education Agency (LEA)	Oak Park Unified School District		
Address	5801 Conifer Street		
City, State Zip	Oak Park, CA 91377		
LEA Case Manager	Susan Roberts		
Phone and E-Mail	sroberts@oakparkusd.org		
Student Last Name		Student First Name	
Grade		D.O.B.	Sex
Parent/Guardian Last Name		Parent/Guardian First Name	
Address			
City, State, Zip			
Home Phone		Work	Cell
Parent/Guardian Last Name		Parent/Guardian First Name	
Address			
City, State, Zip			
Home Phone		Work	Cell

Nonpublic School/Agency	Kids Connections (#4-16/17)		
Address	2175 Agate Court		
City, State, Zip	Simi Valley, CA 93065		
IEP Coordinator Name	Cynthia Conway, OTR/L		
Phone	805-416-3384	Fax	
E-Mail			
Program Administrator Name			
Phone		Fax	
E-Mail			
Education Schedule – Regular School Year			
Number of Days	180	Number of Weeks	
Education Schedule – Extended School Year			
Number of Days		Number of Weeks	
Contract Begins	July 1, 2016	Ends	May 30, 2017

DESIGNATED INSTRUCTION AND SERVICES / RELATED SERVICES:

SERVICES	PROVIDER			Cost and Duration of Session	Number of Sessions per wk/mo/yr	Maximum Number of Days or Sessions		Estimated Maximum Total Cost for Contracted Period
	NPS	NPA	OTHER Specify			Reg School Year	ESY	
A. BASIC EDUCATION <i>Positive attendance only</i>								
B. RELATED SERVICES								
1. Occupational Therapy		X		120.00 per 50 min session	43			\$5160.00
					TOTAL COST			\$5160.00

ESTIMATED MAXIMUM RELATED SERVICES COST: \$5160.00

The parties hereto have executed this Individual Services Agreement by and through their duly authorized agents or representatives as set forth below.

-LEA-

(Signature) (Date) (Signature) (Date)

Anthony W. Knight, Ed.D.

TO: BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: SEPTEMBER 20, 2016

**SUBJECT: B.3.e. APPROVE CONTRACT FOR NON-PUBLIC SCHOOL FOR
SPECIAL EDUCATION STUDENT #5-16/17 - \$37,750.00
ACTION**

ISSUE: Should the Board of Education approve this contract for non-public school agency services for this student?

BACKGROUND: This eight-year-old, second grade student was placed by an agency (not OPUSD) in a residential treatment facility in San Diego. California Education Code 48200 specifies that the parent's district of residence is responsible for educational costs when a student is placed in a residential program in California by a public agency other than a school district. Student has been placed at the San Diego Center for Children Academy (SDCCA). SDCCA is a certified non-public school and has a Master contract with Ventura County SELPA. The cost of placement at SDCCA will be reimbursed by the Ventura County SELPA using out-of-home funds.

ALTERNATIVES: 1) Fund this non-public placement.
2) Do not fund this non-public placement.

RECOMMENDATION: Alternative #1

RATIONALE: The District is required by law to provide the services stated on a student's IEP. San Diego Center for Children Academy School.

Respectfully Submitted

Anthony W. Knight, Ed.D.
Superintendent

Board Action: On motion of _____, seconded by _____, the Board of Education:
VOTE: AYES NOES ABSTAIN ABSENT
Hazelton _____
Helfstein _____
Laifman _____
Rosen _____
Ross _____
Student Member _____

INDIVIDUAL SERVICES AGREEMENT FOR NONPUBLIC, NONSECTARIAN SCHOOL/AGENCY SERVICES
(Education Code Sections 56365 et seq.)

This agreement is effective on July 1, 2016 or the date student begins attending a nonpublic school or begins receiving services from a nonpublic agency, if after the date identified, and terminates at 5:00 P.M. on June 30, 2017, unless sooner terminated as provided in the Master Contract and by applicable law.

Local Education Agency (LEA)	Oak Park Unified School District		
Address	5801 Conifer Street		
City, State Zip	Oak Park, CA 91377		
LEA Case Manager	Susan Roberts		
Phone and E-Mail	sroberts@oakparkusd.org		
Student Last Name		Student First Name	
Grade	D.OB.	Sex	
Parent/Guardian Last Name		Parent/Guardian First Name	
Address			
City, State, Zip			
Home Phone		Work	Cell
Parent/Guardian Last Name		Parent/Guardian First Name	
Address			
City, State, Zip			
Home Phone		Work	Cell

Nonpublic School/Agency	San Diego Center for Children Academy (#5-16/17)		
Address	3002 Armstrong Street		
City, State, Zip	San Diego, CA 92111-5702		
IEP Coordinator Name	Christy Gordon, School Administrator		
Phone	858 569 2131	Fax	
E-Mail	cgordon@centerforchildren.org		
Program Administrator Name	Nancy Macnamara, M.E.D., Principal/Director of Education		
Phone	858 569 2199	Fax	
E-Mail	nmacnamara@centerforchildren.org		
Education Schedule - Regular School Year			
Number of Days	24	Number of Weeks	
Education Schedule - Extended School Year			
Number of Days		Number of Weeks	
Contract Begins	July 1, 2016	Ends	June 30, 2017

DESIGNATED INSTRUCTION AND SERVICES / RELATED SERVICES:

SERVICES	PROVIDER			Cost and Duration of Session	Number of Sessions per wk/mo/yr	Maximum Number of Days or Sessions		Estimated Maximum Total Cost for Contracted Period
	NPS	NPA	OTHER Specify			Reg School Year	ESY	
A. BASIC EDUCATION <i>Positive attendance only</i>	SDCCA			188.75		180	20	37,750.00
B. RELATED SERVICES								
1. Transportation a. Paid to NPS/A								
2. Adapted P.E.								
3. Speech/Language a. Group b. Individual								

SERVICES	PROVIDER			Cost and Duration of Session	Number of Sessions per wk/mo/yr	Maximum Number of Days or Sessions		Estimated Maximum Total Cost for Contracted Period
	NPS	NPA	OTHER Specify			Reg School Year	ESY	
c. Consultation								
4. Occupational Therapy								
a. Therapy								
b. Consultation								
					TOTAL COST			\$37,750.00

ESTIMATED MAXIMUM COST: \$37,750.00

Other Provisions/Attachments: Contract is for non-public school educational services only

Progress Reporting Requirements: X Quarterly Monthly Other (Specify)

The parties hereto have executed this Individual Services Agreement by and through their duly authorized agents or representatives as set forth below.

-CONTRACTOR-

-LEA-

	Oak Park Unified School District
(Name of Nonpublic School/Agency)	(Name of LEA)

	(Date)		(Date)
(Signature)		(Signature)	

	Anthony W. Knight, Ed.D.
(Name and Title)	(Name of Superintendent or Authorized Designee)

TO: BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: SEPTEMBER 20, 2016

**SUBJECT: B.3.f. APPROVE CONTRACT FOR NON-PUBLIC PLACEMENT
AND SERVICES FOR SPECIAL EDUCATION STUDENT #6-
16/17 - \$34,025.44**

ACTION

ISSUE: Should the Board of Education approve this contract for non-public school for this student?

BACKGROUND: This nine-year-old, fourth grade special education student is placed at The Help Group. Village Glen Non-Public School (HELP Group) is a certified non-public school and has a Master contract with Ventura County SELPA. The cost of this placement is \$34,025.44; this includes tuition, speech & language therapy, counseling and occupational therapy. The District will receive an estimated \$7,032.00 in revenue limit funds for students in grades K-5 to reduce the actual cost to \$26,993.44.

ALTERNATIVES: 1) Fund this non-public school placement.
2) Do not fund this non-public school placement.

RECOMMENDATION: Alternative #1

RATIONALE: The District is required by law to provide the services stated on a student's IEP. The H.E.L.P. Group—Village Glen School is a certified non-public school.

Respectfully Submitted

Anthony W. Knight, Ed.D.
Superintendent

Board Action: On motion of _____, seconded by _____, the Board of Education:
VOTE: AYES NOES ABSTAIN ABSENT
Hazelton _____
Helfstein _____
Laifman _____
Rosen _____
Ross _____
Student Member _____

INDIVIDUAL SERVICES AGREEMENT FOR NONPUBLIC, NONSECTARIAN SCHOOL/AGENCY SERVICES
(Education Code Sections 56365 et seq.)

This agreement is effective on July 1, 2016, or the date student begins attending a nonpublic school or begins receiving services from a nonpublic agency, if after the date identified, and terminates at 5:00 P.M. on June 30, 2017, unless sooner terminated as provided in the Master Contract and by applicable law.

Local Education Agency (LEA)	Oak Park Unified School District		
Address	5801 Conifer Street		
City, State Zip	Oak Park, CA 91377		
LEA Case Manager	Susan Roberts		
Phone and E-Mail	sroberts@oakparkusd.org		
Student Last Name		Student First Name	
Grade		D.O.B.	Sex
Parent/Guardian Last Name		Parent/Guardian First Name	
Address			
City, State, Zip			
Home Phone		Work	Cell
Parent/Guardian Last Name		Parent/Guardian First Name	
Address			
City, State, Zip			
Home Phone		Work	Cell

Nonpublic School/Agency	The HELP Group (Village Glen) (Contract #6-16/17)		
Address	13130 Burbank Blvd		
City, State, Zip	Sherman Oaks, CA 91340		
IEP Coordinator Name	Carol Coelho, Contract Administrator		
Phone	818 779 5105	Fax	
E-Mail	ccoelho@thehelpgroup.org		
Program Administrator Name			
Phone		Fax	
E-Mail			
Education Schedule – Regular School Year			
Number of Days	180	Number of Weeks	
Education Schedule – Extended School Year			
Number of Days	20 days	Number of Weeks	
Contract Begins	July 1, 2016	Ends	June 30, 2017

DESIGNATED INSTRUCTION AND SERVICES / RELATED SERVICES:

SERVICES	PROVIDER			Cost and Duration of Session	Number of Sessions per wk/mo/yr	Maximum Number of Days or Sessions		Estimated Maximum Total Cost for Contracted Period
	NPS	NPA	OTHER Specify			Reg School Year	ESY	
A. BASIC EDUCATION <i>Positive attendance only</i>	Village Glen			146.75		180	20	\$29,350.00
B. RELATED SERVICES								
1. Transportation a. Paid to NPS/A								
2. Group Counseling	Village Glen			\$27.00 per 30 minute session		38	4	\$1,134.00
3. Speech/Language	Village Glen			\$48.00		38	4	\$2,016.00

TO: BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: SEPTEMBER 20, 2016

**SUBJECT: B.3.g. APPROVE CONTRACT FOR NON-PUBLIC PLACEMENT
AND SERVICES FOR SPECIAL EDUCATION STUDENT #7-
16/17 - \$29,330.00**

ACTION

ISSUE: Should the Board of Education approve this contract for non-public agency services for this student?

BACKGROUND: This seventeen-year-old, 10th grade special education student was placed at Summit View School (The Help Group). Summit View Non-Public School is a certified non-public school and has a Master contract with Ventura County SELPA. The cost of this placement is \$29,330.00. The District will receive an estimated \$8,609.00 in revenue limit funds for students in grades 9-12 to reduce the actual cost to \$20,721.00.

ALTERNATIVES: 1) Fund this non-public agency.
2) Do not fund this non-public agency.

RECOMMENDATION: Alternative #1

RATIONALE: The District is required by law to provide the services stated on a student's IEP. The H.E.L.P. Group – Summit View School is a certified non-public school.

Respectfully Submitted

Anthony W. Knight, Ed.D.
Superintendent

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

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

INDIVIDUAL SERVICES AGREEMENT FOR NONPUBLIC, NONSECTARIAN SCHOOL/AGENCY SERVICES
(Education Code Sections 56365 et seq.)

This agreement is effective on July 1, 2016, or the date student begins attending a nonpublic school or begins receiving services from a nonpublic agency, if after the date identified, and terminates at 5:00 P.M. on June 30, 2017, unless sooner terminated as provided in the Master Contract and by applicable law.

Local Education Agency (LEA)		Oak Park Unified School District	
Address		5801 Conifer Street	
City, State Zip		Oak Park, CA 91377	
LEA Case Manager		Susan Roberts	
Phone and E-Mail		sroberts@oakparkusd.org	
Student Last Name		Student First Name	
Grade	D.OB.	Sex	
Parent/Guardian Last Name		Parent/Guardian First Name	
Address			
City, State, Zip			
Home Phone	Work	Cell	
Parent/Guardian Last Name		Parent/Guardian First Name	
Address			
City, State, Zip			
Home Phone	Work	Cell	

Nonpublic School/Agency		The HELP Group (Contract #7-16/17)	
Address		13130 Burbank Blvd	
City, State, Zip		Sherman Oaks, CA 91340	
IEP Coordinator Name		Carol Coelho, Contract Administrator	
Phone	818 779 5105	Fax	
E-Mail		ccoelho@thehelpgroup.org	
Program Administrator Name			
Phone		Fax	
E-Mail			
Education Schedule – Regular School Year			
Number of Days	180	Number of Weeks	
Education Schedule – Extended School Year			
Number of Days	20 days	Number of Weeks	
Contract Begins	July 1, 2016	Ends	June 30, 2017

DESIGNATED INSTRUCTION AND SERVICES / RELATED SERVICES:

SERVICES	PROVIDER			Cost and Duration of Session	Number of Sessions per wk/mo/yr	Maximum Number of Days or Sessions		Estimated Maximum Total Cost for Contracted Period
	NPS	NPA	OTHER Specify			Reg School Year	ESY	
A. BASIC EDUCATION <i>Positive attendance only</i>	Summit View			140.89		180	20	\$28,178.00
B. RELATED SERVICES								
1. Transportation a. Paid to NPS/A								
2. Group Counseling								
3. Speech/Language a. Group b. Individual c. Consultation	Summit View(a)			\$48.00 per 60 minute		20	4	\$1,152.00

SERVICES	PROVIDER			Cost and Duration of Session	Number of Sessions per wk/mo/yr	Maximum Number of Days or Sessions		Estimated Maximum Total Cost for Contracted Period
	NPS	NPA	OTHER Specify			Reg School Year	ESY	
				session				
4. Occupational Therapy a. Therapy b. Consultation								
5. Transportation								
					TOTAL COST			\$29,330.00

ESTIMATED MAXIMUM COST: \$29,330.00

Other Provisions/Attachments:

Progress Reporting Requirements: X Quarterly Monthly Other (Specify)

The parties hereto have executed this Individual Services Agreement by and through their duly authorized agents or representatives as set forth below.

-CONTRACTOR-

-LEA-

(Name of Nonpublic School/Agency)

(Name of LEA)

(Signature)

(Date)

(Signature)

(Date)

(Name and Title)

(Name of Superintendent or Authorized Designee)

TO: BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: SEPTEMBER 20, 2016

**SUBJECT: B.3.h. APPROVE CONTRACT FOR NON-PUBLIC PLACEMENT
AND SERVICES FOR SPECIAL EDUCATION STUDENT #8-
16/17 - \$92,796.00.**

ACTION

ISSUE: Should the Board of Education approve this contract for non-public agency services for this student?

BACKGROUND: This seventeen-year-old, 12th grade special education student is placed in a residential treatment facility; room and board, and therapeutic and mental health services are funded by Ventura County SELPA. The student will attend Heritage School, a certified non-public school with a master contract with Ventura County SELPA. The cost of this placement is \$19,800.00 for tuition for the regular school year (180 days at \$110.00 per day), \$54,036.00 for room and board, and \$18,960.00 for mental health services. The Ventura County SELPA will reimburse the District for costs for room and board and therapeutic and mental health services (\$72,996.00). The District will receive an estimated \$8,609.00 in revenue limit funds for students in grades 9-12, which will reduce the actual cost of the educational placement to \$11,191.00.

ALTERNATIVES: 1) Fund this non-public agency.
2) Do not fund this non-public agency.

RECOMMENDATION: Alternative #1

RATIONALE: The District is required by law to provide the services stated on a student's IEP. Heritage School is a certified non-public school.

Respectfully Submitted

Anthony W. Knight, Ed.D.
Superintendent

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

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

INDIVIDUAL SERVICES AGREEMENT FOR NONPUBLIC, NONSECTARIAN SCHOOL/AGENCY SERVICES
(Education Code Sections 56365 et seq.)

This agreement is effective on July 1, 2016, or the date student begins attending a nonpublic school or begins receiving services from a nonpublic agency, if after the date identified, and terminates at 5:00 P.M. on May 30, 2017, unless sooner terminated as provided in the Master Contract and by applicable law.

Local Education Agency (LEA)	Oak Park Unified School District		
Address	5801 Conifer Street		
City, State Zip	Oak Park, CA 91377		
LEA Case Manager	Susan Roberts		
Phone and E-Mail	sroberts@oakparkusd.org		
Student Last Name		Student First Name	
Grade		D.OB.	Sex
Parent/Guardian Last Name		Parent/Guardian First Name	
Address			
City, State, Zip			
Home Phone		Work	Cell
Parent/Guardian Last Name		Parent/Guardian First Name	
Address			
City, State, Zip			
Home Phone	818 963 0995	Work	Cell

Nonpublic School/Agency	Heritage School		
Address	5600 North Heritage School Drive		
City, State, Zip	Provo Utah 84604		
IEP Coordinator Name	Kevin Curtis Contract Administrator (#8-16/17)		
Phone	800 464 3040	Fax	
E-Mail			
Program Administrator Name			
Phone		Fax	
E-Mail			
Education Schedule – Regular School Year			
Number of Days	180	Number of Weeks	
Education Schedule – Extended School Year			
Number of Days	Included above	Number of Weeks	
Contract Begins	July 1, 2016	Ends	May 30, 2017

DESIGNATED INSTRUCTION AND SERVICES / RELATED SERVICES:

SERVICES	PROVIDER			Cost and Duration of Session	Number of Sessions per wk/mo/yr	Maximum Number of Days or Sessions		Estimated Maximum Total Cost for Contracted Period
	NPS	NPA	OTHER Specify			Reg School Year	ESY	
A. BASIC EDUCATION <i>Positive attendance only</i>	Heritage			110.00		180		\$19,800.00
B. RELATED SERVICES								
1. Room and Board				228.00		237		54,036.00
2. Mental Health Services				80.00		237		18,960.00
3. Speech/Language a. Group b. Individual c. Consultation								

TO: BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: SEPTEMBER 20, 2016

**SUBJECT: B.3.i. APPROVE CONTRACT FOR NON-PUBLIC PLACEMENT
AND SERVICES FOR SPECIAL EDUCATION STUDENT #9-
16/17 - \$112,970.00**

ACTION

ISSUE: Should the Board of Education approve this contract for non-public agency services for this student?

BACKGROUND: This seventeen-year-old, 12th grade special education student was placed in a residential treatment facility; room and board, therapeutic and mental health services are funded by Ventura County SELPA. The student will attend New Haven, a certified non-public school and residential treatment facility with a master contract with Ventura County SELPA. The cost of this placement is \$21,150.00 for tuition for the regular school year (180 days at \$117.50 per day) and \$91,820.00 for room and board and mental health services. The Ventura County SELPA will reimburse the District for costs for room and board and mental health services (\$91,820.00). The District will receive an estimated \$8,609.00 in revenue limit funds for students in grades 9-12, which will reduce the actual cost to \$12,541.00.

ALTERNATIVES: 1) Fund this non-public agency.
2) Do not fund this non-public agency.

RECOMMENDATION: Alternative #1

RATIONALE: The District is required by law to provide the services stated on a student's IEP. New Haven is a certified non-public school.

Respectfully Submitted

Anthony W. Knight, Ed.D.
Superintendent

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

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

INDIVIDUAL SERVICES AGREEMENT FOR NONPUBLIC, NONSECTARIAN SCHOOL/AGENCY SERVICES
(Education Code Sections 56365 et seq.)

This agreement is effective on July 1, 2016, or the date student begins attending a nonpublic school or begins receiving services from a nonpublic agency, if after the date identified, and terminates at 5:00 P.M. on May, 2017, unless sooner terminated as provided in the Master Contract and by applicable law.

Local Education Agency (LEA)		Oak Park Unified School District	
Address		5801 Conifer Street	
City, State Zip		Oak Park, CA 91377	
LEA Case Manager		Susan Roberts	
Phone and E-Mail		sroberts@opusd.org	
Student Last Name		Student First Name	
Grade		D.OB.	
		Sex	
Parent/Guardian Last Name		Parent/Guardian First Name	
Address			
City, State, Zip			
Home Phone		Work	Cell
Parent/Guardian Last Name		Parent/Guardian First Name	
Address			
City, State, Zip			
Home Phone		Work	Cell

Nonpublic School/Agency		New Haven	
Address		PO Box 1199	
City, State, Zip		Vista CA 92085-1199	
IEP Coordinator Name		Chuck Marshall Contract Administrator (#9-16/17)	
Phone	760 630 4035	Fax	
E-Mail		LLaMontagne@newhavenyfs.org	
Program Administrator Name			
Phone		Fax	
E-Mail			
Education Schedule – Regular School Year			
Number of Days	180	Number of Weeks	
Education Schedule – Extended School Year			
Number of Days	Included above	Number of Weeks	
Contract Begins	July 1, 2016	Ends	May 30, 2017

DESIGNATED INSTRUCTION AND SERVICES / RELATED SERVICES:

SERVICES	PROVIDER			Cost and Duration of Session	Number of Sessions per wk/mo/yr	Maximum Number of Days or Sessions		Estimated Maximum Total Cost for Contracted Period
	NPS	NPA	OTHER Specify			Reg School Year	ESY	
A. BASIC EDUCATION <i>Positive attendance only</i>	New Haven			117.50		180		\$21,150.00
B. RELATED SERVICES								
1. Room and Board								
2. Mental Health Services and all Residential				9,182.00 per month		10 months		\$91,820.00
3. Speech/Language a. Group b. Individual								

SERVICES	PROVIDER			Cost and Duration of Session	Number of Sessions per wk/mo/yr	Maximum Number of Days or Sessions		Estimated Maximum Total Cost for Contracted Period
	NPS	NPA	OTHER Specify			Reg School Year	ESY	
c. Consultation								
4. Occupational Therapy								
a. Therapy								
b. Consultation								
					TOTAL COST			\$112,970.00

ESTIMATED MAXIMUM COST: \$112,970.00

TOTAL ESTIMATED MAXIMUM BASIC EDUCATION/ RELATED SERVICES COSTS:

Other Provisions/Attachments:

Progress Reporting Requirements: X Quarterly Monthly Other (Specify)

The parties hereto have executed this Individual Services Agreement by and through their duly authorized agents or representatives as set forth below.

-CONTRACTOR-

-LEA-

(Name of Nonpublic School/Agency)

Oak Park Unified School District
(Name of LEA)

(Signature) (Date)

(Signature) (Date)

(Name and Title)

Anthony W. Knight, Ed. D.
(Name of Superintendent or Authorized Designee)

TO: BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: SEPTEMBER 20, 2016

SUBJECT: B.4.a PUBLIC HEARING AND APPROVAL OF RESOLUTION #16-19 REGARDING SUFFICIENCY OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS FOR 2016-17

Public Hearing/Action

ISSUE: Shall the Board of Education approve Resolution #16-19 assuring sufficient core textbooks and instructional materials for students in 2016-2017?

BACKGROUND: Education Code 60119 requires that districts and the governing Board, in order to receive textbook and instructional materials funding from the state, shall hold a public hearing regarding the sufficiency of core textbooks and instructional materials in the district.

During the 2016-2017 school year, the district has followed the state curriculum framework guidelines and complied with all associated recommendations. The District also purchased additional textbooks to accommodate growth or replacement needs for increased enrollment.

Textbook selection has become a key component of districtwide curriculum committee work including thoughtful scrutiny related to academic standards and rigorous criteria. The District Curriculum Office and Curriculum Council reviews the three-to-five year curriculum plan and implementation process including textbook adoptions to ensure quality, coherence, and access. District and site funds augment state textbook funds to supplement core needs. A list of adopted textbooks is being provided to the Board.

- [Link to the Textbooks List](#)

It has been determined that in 2016-2017, as in years past, the Oak Park Unified School District provided sufficient core textbooks and instructional materials necessary for appropriate grade level instruction. This determination meets specific requirements of Education Code 60119.

- ALTERNATIVES:**
1. Approve Resolution #16-19 as presented enabling the district to access state funding for textbooks and instructional materials for 2016-2017.
 2. Do not approve Resolution #16-19 as presented enabling the district to access state funding for textbooks and instructional materials for 2016-2017.

RECOMMENDATION: Alternative #1

Respectfully Submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

**OAK PARK UNIFIED SCHOOL DISTRICT
RESOLUTION #16-19
REGARDING SUFFICIENCY OF INSTRUCTIONAL MATERIALS**

WHEREAS, the Board of Education of the Oak Park Unified School District, in order to comply with the requirements of Education Code 60119, held a public hearing on September 20, 2016 at 6:00 p.m., which is on or before the eighth week of school and which did not take place during or immediately following school hours; and

WHEREAS, the Board provided at least ten (10) days notice of the public hearing by posting it in at least three public places within the district that stated the time, place and purpose of the hearing; and

WHEREAS, the Board encouraged participation by parents/guardians, teachers, members of the community and bargaining unit leaders in the public hearing; and

WHEREAS, the information provided at the public hearing detailed the extent to which sufficient textbooks and instructional materials were provided to all students, including English learners, in the Oak Park Unified School District; and

WHEREAS, the definition of “sufficient textbooks or instructional materials” means that each student, including each English learner, has a standards-aligned textbook or instructional materials to use in class and to take home, which may include materials in a digital format but shall not include photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage; and

WHEREAS, the definition of “sufficient textbooks and instructional materials” also means that all student who are enrolled in the same course within the Oak Park Unified School District have standards-aligned textbooks or instructional materials from the same adoption cycle, and

WHEREAS, textbooks, or instructional materials in core curriculum subjects should be aligned with state academic content standards adopted by the State Board of Education pursuant to Education Code 60605 or the Common Core Standards adopted pursuant to Education 60605.8;

WHEREAS, sufficient standards-aligned textbooks or instructional materials that are consistent with the cycles and content of the curriculum frameworks were provided to each student, including English learner, in the following subjects (a list of adopted textbooks and instructional materials is attached): Mathematics, Science, History-Social Science and English/Language Arts, Foreign Language and Health.

WHEREAS, laboratory science equipment was available for science laboratory classes offered in grade 9-12 inclusive;

NOW, THEREFORE, BE IT RESOLVED that for the 2016-2017 school year, the Oak Park Unified School District has provided each student with sufficient standards-aligned textbooks or instructional materials that are consistent with the cycles and content of the curriculum frameworks.

PASSED and ADOPTED this 20th day of September, 2016.

AYES: _____ NOES: _____ ABSTAIN: _____ ABSENT: _____

Allen Rosen, President, Board of Education

Anthony W. Knight, Ed.D., Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: SEPTEMBER 20, 2016
SUBJECT: B.4.b. APPROVE CONSULTANT AGREEMENT FOR ELEMENTARY SCHOOL GARDEN PROGRAM

ACTION

ISSUE: Shall the Board approve a consultant agreement for an elementary school garden program for the 2016-17 fiscal year?

BACKGROUND: In approving its 2016-17 budget, the Board set as a priority for its one-time discretionary funds the implementation of an elementary school garden program. In response to a request by District administration, 2Eden Design Studio has submitted the attached proposal to provide a school garden program in the amount of \$51,975. Staff has reviewed the proposal and interviewed 2Eden Design Studio's principal, Debra Leith, and enthusiastically recommends that the Board approve the agreement with 2Eden Design Studio for these services.

The cost of the proposed consultant services for an elementary school garden program is included in the District's adopted budget for 2016-17.

ALTERNATIVES:

1. Approve a consultant agreement with 2Eden Design Studio for an elementary school garden program for the 2016-17 fiscal year.
2. Do not approve the agreement for an elementary school garden program.

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	_____	_____	_____	_____



September 08, 2016

Dr Tony Knight
Superintendent
Oak Park Unified School District
5801 Conifer Street
Oak Park, CA 91377

Dear Dr Knight,

OPUSD SCHOOL GARDENS PROGRAM – CONTRACT 2016-2017

Following a very successful pilot program last year, thank you for the invitation to present a proposal to provide a School Garden Program for Oak Park Unified School District for the 2016-2017 school year. We are delighted to once again be considered as a potential service provider for this important program and look forward to continuing 'Growing with OPUSD' to support the education of compassionate and creative global citizens.

The scope of our proposed service provision is outlined below.

SCOPE AND MANNER OF SERVICE PROVISION

LOCATION

The contract will be delivered at the following district campuses:

- Oak Park Neighborhood School
- Oak Hills Elementary
- Red Oak Elementary
- Brookside Elementary
- Medea Creek Middle School

SESSION BREAKDOWN

The contract will be divided into five sections as follows:

- 1) Program development including standards and curriculum aligned lesson planning and preparation (October 2016 – May 2017) 120 hours total.

(Continued/)

- 2) Elementary grades 4&5 – Delivery of garden instruction and standards/curriculum aligned lessons, garden preparation and planting, culmination in a harvest related event (October to December 2016 – 135 hours).
- 3) Elementary grades 2&3 - Delivery of garden instruction and standards/curriculum aligned lessons, garden preparation and planting, culmination in a harvest related event (January to March 2017 – 135 hours).
- 4) Elementary grades TK-1 - Delivery of garden instruction and standards/curriculum aligned lessons, garden preparation and planting, culmination in a harvest related event (March to May – 135 hours).
- 5) OPNS – Delivery of 1 hour of age appropriate garden instruction each week for 30 weeks, garden preparation and planting (October to May – 30 hours)
- 6) MCMS – Delivery of 45 mins instruction/supervision of the MCMS Garden Club each week for 30 weeks and weekly activity preparation (October to May – 22.5 hours)

CONTENT

Specific content will be defined during lesson planning however provision will be aligned to Common Core and Next Generation Science Standards and prepared/delivered according to the direction of the OPUSD Science Specialist and OPUSD Director of Curriculum & Instruction.

Additional services are available on request but are outside the scope of this contract.

PAYMENT FOR SERVICES

Payment for services is requested as a three-payment plan in advance of each 3-month delivery window. The proposed payment schedule is as follows:

1st October 2016 - \$17,325.00
9th January 2017 - \$17,325.00
13th March 2017 - \$17,325.00

TOTAL CONTRACT VALUE - \$51,975.00

(Continued/)

2EDEN STANDARD TERMS AND CONDITIONS

Services from other vendors

All services and materials required from other vendors will be agreed directly by you with the vendor and payment made directly to the vendor and in accordance with the vendor's terms and conditions. 2eden design does not accept any responsibility for other service or materials providers or the services/materials provided by them. If requested, we do work hard however to connect you with vendors that have a great track record, previous experience relative to your project and have proven themselves in providing a quality service or product.

Discretionary design and planning approvals are not guaranteed as part of our service and sometimes result in a change of scope of work or design concept to satisfy the agenda of a committee or agency. Because of this, changes to the level and type of service provision as a result of discretionary reviews are not included in this estimate and the contract will need to be renegotiated and revised accordingly and in agreement with the service provider and Oak Park Unified School District.

Surveying, soils testing/geology reports, grading plan and environmental reports are not included as services provided by 2eden landscape design unless otherwise specified in writing. At this time it is recommended that soils testing should be undertaken at each site either by students as part of Next Generation Science Standards teaching and aligned to the study of soils or as an independent test to assess the quality and constituents of the existing soil and to inform the requirement for amendment to improve fertility and maximize growing potential. Alternatively, 2eden design highly recommend soils testing from University of Massachusetts, Soil and Plant Tissue Testing Laboratory (also recommended by the UCCE California Master Gardener program), which provides comprehensive analysis for as little as \$15 per sample. www.soiltest.umass.edu. The decision and provision of funds to soil test ultimately rests with OPUSD and, although recommended as good practice, does not in any way impact the provision of this contract.

Estimate and compensation

Services described in the proposal will be provided and billed as the payment schedule outlined on page 2 of this contract, until the scope of work is complete or the client orders work to stop. Limitation of fees, if applicable, shall be described in the scope of work. At this stage we estimate payment for services to be no more than \$51,975.00

Bills for services rendered and reimbursable expenses are included in this document. Balances unpaid after thirty (30) calendar days will accrue interest from the date of invoice at the rate of one and one-half percent per month.

Termination

Either party may terminate this agreement with 21 days prior written notice. All fees accumulated up to the date of termination are due and payable.

(Continued/)

Dispute resolution

The parties agree that, in the event of any dispute under the contract in which the amount sought is \$10,000.00 or less, any litigation to resolve the dispute shall be brought only in the Ventura County Small Claims Court. If the amount in dispute exceeds \$10,000.00, the parties agree that they will first submit the matter to a mutually agreed upon mediator. The cost of the mediator shall be borne equally by the parties. If the mediator is unable to resolve the dispute, then the parties shall submit the matter to binding arbitration before a mutually agreed upon arbitrator. The prevailing party in the arbitration shall be entitled to the reimbursement of his/hers attorney's fees and costs from the non-prevailing party. If the matter is settled at any time prior to the arbitrator's rendition of an award, each party shall bear its own costs and expenses, including attorney's fees, and the arbitrator's fees shall be borne equally by the parties.

Additional services

Additional services not in the scope of this agreement may be provided at the written direction of the client, at rates to be agreed in advance of provision. The client may request a written revision to the original agreement or an additional agreement for added services prior to commencing additional work.

Independent Contractor

It is expressly understood and agreed that the Contractor, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of District. Contractor further understands and agrees that he or she is an independent contractor and that the filing and acceptance of this declaration creates a rebuttable presumption of his or her status as an independent contractor and that, as such, Contractor or Contractor's employees are not entitled to coverage under the California Workers' Compensation Insurance laws, Unemployment Insurance or any other benefit normally conveyed to District's employees. Contractor will be responsible for payment of all Contractor's employees' wages, payroll taxes, employee benefits and any amounts due for federal and state income taxes and Social Security taxes since these taxes will not be withheld from payments under this agreement.

Insurance

Contractor shall, at Contractor's sole cost and expense, provide for and maintain in force and effect, from the commencement of services until expiration of this Agreement, a policy or policies of insurance covering Contractor's services. All insurance shall be with an insurance company with a rating of A or better, as rated by the current edition of Best's Key Rating Guide, published by A.M. Best Company, Oldwick, New Jersey 08858 and authorized to conduct business in the State of California.

Required insurance coverage shall include: Comprehensive general liability and property damage insurance and comprehensive automobile liability insurance covering activities and operations of the Contractor. Such liability insurance shall provide a minimum coverage of \$1,000,000.

(Continued/)

Contractor shall furnish to District, prior to commencement of services under this Agreement, Certificates of Insurance as evidence of the coverage and limits stated above. Certificates of Insurance shall:

- A. Name the District as additional insured.
- B. Provide a minimum of 30 days advance written notice of cancellation or material changes.
- C. State that coverage afforded the District, as additional insured shall apply as primary and not excess to any insurance issued the District.

Indemnification

Contractor shall indemnify and hold harmless the District, its' officers, agents and employees from every claim or demand made, and every liability, loss, damages, or expense of any nature whatsoever, which may be incurred as a result of Contractor's performance under this agreement, except for liability resulting from the sole negligence or willful misconduct of the District, its officers, employees, or agents who are directly employed by the District, and except for liability resulting from the active negligence of the District.

Thank you again for your interest in our school garden program provision. If you have any questions regarding this proposal, please don't hesitate to contact me by phone or email.

Sincerely,



Debra Leith
Certified Landscape Designer & Master Gardener
2eden studio – design.garden.grow



CONTRACT FOR SERVICES RENDERED

This is a contract entered into by 2eden studio (hereinafter referred to as "the Provider") and Oak Park Unified School District (hereinafter referred to as "the Client") on this date _____.

The Provider's place of business is 28602 Acacia Glen St, Agoura Hills, CA 91301 and the Client's place of business is 5801 Conifer Ave, Oak Park, CA 91377.

The Client hereby engages the Provider to provide services described herein under "Scope and Manner of Services." The Provider hereby agrees to provide the Client with such services in exchange for consideration described herein under "Payment for Services Rendered."

Scope and Manner of Services – as described in pages 1&2 of the above contract. The Client shall pay the Provider for services rendered according to the Payment Schedule on page 2 of the above contract, within thirty (30) calendar days of the date on any invoice for services rendered from the Provider.

Should the Client fail to pay the Provider the full amount specified in any invoice within calendar days of the invoice's date, a late fee equal to 1.5% shall be added to the amount due and interest of percent per month shall accrue from the calendar day following the invoice's date.

APPLICABLE LAW

This contract shall be governed by the laws of the County of Ventura in the State of California and any applicable Federal law.

SIGNATURES

In witness of their agreement to the terms above, the parties or their authorized agents hereby affix their signatures:

(Printed Name of Client or agent)

(Signature of Client or agent) (Date)

Debra Leith, 2eden design

(Printed Name of Provider or agent)



09.08.16

(Signature of Provider or agent) (Date)



September 08, 2016

Dr Tony Knight
Superintendent
Oak Park Unified School District
5801 Conifer Street
Oak Park, CA 91377

Dear Dr Knight,

OPUSD SCHOOL GARDENS PROGRAM – PILOT PROGRAM REVIEW

Thank you once again for your invitation to submit a proposal to provide a second year of School Garden Programming. As we are still in discussion and planning for the garden program curriculum for the coming year, I thought it might be helpful to provide a review of program achievements for 2015-2016.

Whilst the program will continuously morph and migrate to align to newly published standards and to ensure that it is fresh and engaging, the groundwork set in the very first year of the program provides good insight into the curriculum, health and wellbeing, environmental and sustainability concepts and overall quality (not forgetting basic gardening skills!) that we have been able to incorporate so far.

To conclude this review, I have also listed six goals as a starting point for setting overall objectives to guide the delivery of the 2016-2017 program.

REVIEW

FALL 2015

We provided three garden instructors for 1 day per week at each of the elementary schools. We began with a 6-week block of lessons for all TK-1st grade students and each class received 30 minutes of garden instruction per week. The areas of instruction covered were:

Week one – garden rules, rules for tools, respecting each other and everything in our school garden, using our 5 senses in the garden.

Center 1 – garden tour and question time

Center 2 – make a seed tray from a recycled paper grocery bag

Center 3 – look at seed packets for different types of cool season vegetables, decide what to plant and draw a picture. Will you grow something you've eaten before or try something new? Why are fruits and vegetables good for us?

Week two – what do seeds need to grow? Energy from food, nutrients, water, light/sun/warmth, air. They don't need soil, so long as we find another way of giving them nutrients, for example in water. A seed is a perfect lunchbox. It contains a perfect package to allow germination.

Center 1 – mixing a special soil recipe for our seed trays (potting mix, peat, vermiculite, compost)

Center 2 – using the broadcasting method to plant tiny seeds

Week three – germination and parts of a plant (roots, shoots/stem, leaves, flowers, fruits, seeds)

Center 1 – sort and name the parts of a plant

Center 2 – identifying real examples of parts of a plant in our garden

Week four – transplanting baby plants, growing a plant to take home, why do we need to transplant?

Center 1 – transplanting our baby plants

Center 2 – transplanting bigger plants into our school garden (hole size, depth, width, spacing, reading plant markers)

Week five – garden vocabulary and garden detectives

Center 1 – making a class poster of words and things found in our garden, garden tasks, garden processes, parts of a plant, words that explain gardening and growing

Center 2 – garden detectives – find all the garden items on the list

Week six – review, taking a look at where it all started (looking inside a seed), making plant markers, Swiss Chard taste test, garden class culmination and taking our plants home

Center 1 – making a plant marker for our plant, what information does a plant marker need?

Center 2 – look inside a seed (a red kidney bean) find the parts inside the seed

Center 3 – taste test (Swiss Chard) and vote

During Fall 2015, OPNS students made seed trays, planted seeds, mixed and dug soil, looked inside a seed, and colored alphabetical pictures of fruits and vegetables. They also decorated planters with colorful tape and harvested radishes.

At the MCMS Garden Club we discussed gardening planning and succession planting and crop rotation, nutrient take up and use. We refreshed the existing garden with new compost, harvested onions, made recycled seed trays and broadcast cool season lettuce, chard, kale, beets and radish. We transplanted larger plants into the garden and pruned herbs and perennial vegetables.

WINTER 2015-16

We provided three garden instructors for 1 day per week at each of the elementary schools. This next 6-week block of lessons was for all 2nd- 3rd grade students and each class received 30 minutes of garden instruction per week. The areas of instruction covered were:

Week one – garden rules, rules for tools, respecting each other and everything in our school garden, using our 5 senses in the garden, garden vocabulary

Center 1 – garden tour, basic elements of our garden (planting beds, compost pile, irrigation, cool season and warm season fruits and vegetables, creatures, how to protect our plants) question time
Center 2 – garden vocabulary poster (benchmark)

Week two – what do plants need to grow (water, air, nutrients, sunlight). Germination and parts of a plant.

Center 1 – look inside a seed and identify parts of a seed
Center 2 – make a model of a germinating seed

Week three – parts of a plant continued – what is the role of each basic part of a plant? Planting seeds.

Center 1 – mixing our special soil recipe and planting seeds
Center 2 – School Garden mini market (what part of the plant do we eat?) Roots – carrot and radish (tap roots and fibrous roots), Stem (asparagus and celery) – phloem, xylem, transporting sugars and water. Leaves (chard and lettuce) – photosynthesis. Flowers (broccoli, cauliflower and sprouts) – attract pollinators and make seeds. Fruit (tomato, lime, squash) – grows from a pollinated flower, protects the developing seeds. Seeds (corn, peas, beans) – little cases with a baby plant inside and enough food/energy for germination.

Week four – soil, compost and composting science. Nutrients and where they come from. What is soil? What is compost? How much soil does the world have to grow its food on? Apple demonstration. Why soil is so important.

Center 1 – compost is made of biodegradable matter. Nature's lifecycle – death, decay and re-birth. Composting as nature's own recycling process. Sort the pile of 'trash' into biodegradable, recycling and trash.
Center 2 – Critters help make compost. A hands-on exploratory of decomposers in our soil.

Week five – Pollination, parts of a flower, pollinators and adaptations. Pollination is about plant reproduction. How does pollination happen? Self-pollinating plants and cross-pollinating plants. Why plants look and smell different can tell us what type of pollinator they attract. How some pollinators have adaptations to help them collect food/nectar/energy from the flower and while feeding unknowingly pollinate the flower.

Center 1 – match the pollinator to the plant
Center 2 – pollination experiment

Week six – feedback (something I learned in garden class), plant markers, revisiting and adding to garden word/vocabulary poster, Swiss Chard taste test, culmination presentation

Center 1 – make a plant marker with information about your plant
Center 2 – add something new to your class garden vocabulary poster
Center 3 – taste test Swiss Chard and vote

During Winter 2015-2016, OPNS students planted and colored pictures of Marigolds/Targetes and learned that Marigolds are very good at keeping creatures that we don't want away from our fruits

and vegetables. They looked at worms and other decomposers in our soil under a magnifying glass and learned that some creatures can be very helpful in our garden.

At the MCMS Garden Club we also reviewed decomposition and discuss the creatures, microbes, fungi and bacteria responsible for helping improve our soil and the creation of compost. In the garden we weeded, pruned, transplanted and harvested lettuces, carrots and herbs.

SPRING 2016

We provided three garden instructors for 1 day per week at each of the elementary schools. This final 6-week block of lessons was for all 4th – 5th grade students and each class received 30 minutes of garden instruction per week. Students were provided clipboards and encouraged to take notes in a style of their choosing – written, diagrams, vocabulary. The areas of instruction covered were:

Week one – garden rules, rules for tools, respecting each other and everything in our school garden, using our 5 senses in the garden, garden vocabulary, garden processes

Center 1 – garden tour, basic and more complex elements of our garden (planting beds, compost pile, irrigation, cool season and warm season fruits and vegetables, creatures, how to protect our plants (IPM – integrated pest management), decomposition, mulching, germination, propagation, transpiration, photosynthesis, environmental factors (weather, aspect, exposure), sustainability, organic, non GMO, question time

Center 2 – garden vocabulary poster (benchmark)

Week two – what do plants need to grow (water, air, nutrients, sunlight). Germination and six basic parts of a plant. What is the role of the seed? Planting seeds

Center 1 – look inside a seed and identify parts of a seed, draw a diagram and label parts of a seed

Center 2 – mixing a good seeding soil and understanding what each component is and what it does (compost, potting mix, vermiculite & peat), planting bean seeds by using the ‘drilling’ method of seed planting.

Week three – Pollination, anatomy of a flower, pollinators and adaptations. Pollination is about plant reproduction. How does pollination happen? Self-pollinating plants and cross-pollinating plants. Why plants look and smell different can tell us what type of pollinator they attract. How some pollinators have adaptations to help them collect food/nectar/energy from the flower and while feeding unknowingly pollinate the flower.

Draw the flower and label the parts.

Center 1 – match the pollinator to the plant

Center 2 – pollination experiment

Week four – soil, compost and composting science. Nutrients and where they come from. What is soil? What is compost? How much soil does the world have to grow its food on? Apple demonstration. Why soil is so important.

Center 1 – compost is made of biodegradable matter. Nature’s lifecycle – death, decay and re-birth. Composting as nature’s own recycling process. Sort the pile of ‘trash’ into biodegradable, recycling and trash.

Center 2 – Critters help make compost. A hands-on exploratory of decomposers in our soil. Unseen decomposers including bacteria, microbes, fungi.

**Week five - parts of a plant continued – what is the role of each basic part of a plant?
What part of the plant do we eat? Why should we eat different fruits and vegetables and
why are they different colors?**

Center 1 – School Garden mini market (what part of the plant do we eat?) Roots – carrot and radish (tap roots and fibrous roots), Stem (asparagus and celery) – phloem, xylem, transporting sugars and water. Leaves (chard and lettuce) – photosynthesis. Flowers (broccoli, cauliflower and sprouts) – attract pollinators and make seeds. Fruit (tomato, lime, squash) – grows from a pollinated flower, protects the developing seeds. Seeds (corn, peas, beans) – little cases with a baby plant inside and enough food/energy for germination.

Center 2 – Eat the rainbow – phytonutrients, vitamins, nutrients, antioxidants. What color fruits and vegetables have a positive impact on what parts of our bodies? Red – heart health & memory; Yellow – immune system and vision; Dark orange – vision, heart, immune system; Green – bones, teeth, vision, intestines, cholesterol; Blue/Purple – healthy aging, memory; Brown/White/Tan – heart health, immune system, cholesterol.

**Week six – review, what I didn't know before I came to garden class, plant markers,
revisiting and adding to garden word/vocabulary poster, Swiss Chard taste test,
culmination presentation**

Center 1 – make a plant marker with information about your plant

Center 2 – add something new to your class garden vocabulary poster

Center 3 – taste test Swiss Chard and vote

During Spring 2016, OPNS students planted sunflowers and learned about the tallest sunflower ever! They made nature bracelets for Earth Day and we did classes on basic pollinators. They each took home a red kidney bean plant they had grown from seed, and colored a plant marker.

At the MCMS Garden Club we did a lesson on urban foraging and made arrangements and decorations for the Teacher Appreciation luncheon from landscape and floral items gathered all over the campus, plus edibles from the garden. We harvested lettuces, kale and chard. The students helped to sow more seeds for their own garden and seeded for the gardens at the elementary schools.

IN ADDITION

During the 2015-2016 school year, Zeden school gardens also assisted the District with several key projects including:

- A design for a memorial garden at OPIS
- School Gardens booth at the annual Sustainability Fair (fundraising for Sustainable Harvest International)
- A design for a new organic garden at MCMS
- Pollination Stations (an OPUSD EEAC Earth Day/Big Sunday project – design and supervision of installation)

SCHOOL GARDEN PROGRAM 2016-17

Finally, in anticipation of the year ahead, we look forward to delivering a program that will:

- 1) Further promote global citizenship, sustainability and environmental stewardship.
- 2) Be increasingly valued as a quality resource in the teaching of Common Core and Next Generation Science Standards, with greater alignment to newly published standards, improved partnerships with teaching staff and direction from OPUSD Specialists and the Director of Curriculum & Instruction.
- 3) Make greater connections to nutrition, health and wellbeing and assist, where possible, with growing and provision of school grown, organic produce for school breakfasts, nutrition breaks and lunches.
- 4) Continue to work closely with OPUSD Business Operations, Facilities and Maintenance to further improve OPUSD School Gardens and campuses.
- 5) Make more progress in the delivery and promotion of edible schoolyards.
- 6) Help facilitate implementation, education and promotion of this year's EEAC focus on reducing food waste.

Thank you again for your interest in our school garden program provision.

Sincerely,



Debra Leith
Certified Landscape Designer & Master Gardener
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TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: SEPTEMBER 20, 2016

SUBJECT: B.5.a. APPROVE RESOLUTION 16-20, IN SUPPORT OF PROPOSITION 51, KINDERGARTEN THROUGH COMMUNITY COLLEGE PUBLIC EDUCATION FACILITIES BOND ACT OF 2016

ACTION

ISSUE: Shall the Board approve Resolution 16-20, supporting proposition 51, Kindergarten Through Community College Public Education Facilities Bond Act of 2016?

BACKGROUND: Proposition 51 - the Kindergarten through Community College Public Education Facilities Bond Act of 2016 - provides for renovation and upgrade of existing classrooms, construction of new classrooms to accommodate growth, and for career technical education facilities. This state general obligation bond measure totals \$9 billion, \$7 billion of which would be devoted to K-12 education: \$3 billion for new facilities construction, \$3 billion for modernization needs and \$500 million each for charter schools and career technical education. Administration is recommending the District support, Proposition 51, Kindergarten Through Community College Public Education Facilities Bond Act of 2016 as it will not raise State taxes; and bring in State matching funds which will reduce the need for additional local property taxes for school facilities.

ALTERNATIVES:

1. Approve Resolution 16-20, supporting proposition 51, Kindergarten through Community College public education facilities bond act of 2016.
2. Do not approve Resolution 16-20.

RECOMMENDATION: Alternative No. 1

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT

RESOLUTION NO. 16-20

PROPOSITION 51: The Kindergarten through Community College Public Education Facilities Bond Act of 2016

WHEREAS, Article IX Section 5 of the California Constitution finds public education is a State responsibility; and

WHEREAS, Article 1 Section 28 of the California Constitution states that public schools shall be safe, secure and peaceful; and

WHEREAS, the voters of the State of California have, since 1982, consistently approved statewide school construction and modernization bond measures to provide resources through programs contained in Division 1, Part 10, Article 12 and Article 12.5 of the Education Code; and

WHEREAS, state school construction and modernization bond funds are matched with funds provided by local communities; and

WHEREAS, the State of California is out of school facility funds and cannot provide the State match for almost \$2 billion in projects already filed under current law; and

WHEREAS, the Oak Park Unified School District has \$85,994,000 in facility need which may be partially funded by State bonds; and

WHEREAS, Proposition 51, the Kindergarten through Community College Public Education Facilities Bond Act of 2016 provides resources for renovation and upgrade of existing classrooms, construction of new classrooms to accommodate growth, and for career technical education facilities to provide job training to meet the trained workforce needs of California employers; and

WHEREAS, 13,000 middle class jobs are created for each \$1 billion in school facility infrastructure investment¹; and

WHEREAS, Proposition 98 and the new Local Control Funding Formula are intended to improve educational achievement for all students but do not provide dedicated facilities funding; and

WHEREAS, quality 21st Century school facilities designed for student needs of today and tomorrow enhance academic achievement and further the State's academic and economic goals; and

WHEREAS, the Kindergarten through Community College Public Education Facilities Bond Act of 2016 will provide State matching funds;

¹ Economic Analysis of the Impacts of Proposition 55 of the California Economy"/Californians for Accountability and Schools (Dr. J. Robert Fountain)

WHEREAS, the California School Boards Association supports the Kindergarten through Community College Public Education Facilities Bond Act of 2016; now, therefore, be it

RESOLVED that the Oak Park Unified School District Board of Education supports Proposition 51, the Kindergarten through Community College Public Education Facilities Bond Act of 2016.

PASSED AND ADOPTED this 20th day of September, 2016, by the members of the Board of Education of the Oak Park Unified School District.

AYES:

NOES:

ABSENT:

ABSTAIN:

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

Signature (Governing Board Secretary)

Date

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: SEPTEMBER 20, 2016

SUBJECT: B.5.b. APPROVE RESOLUTION 16-21, IN SUPPORT OF PROPOSITION 55, THE CHILDREN'S EDUCATION AND HEALTH CARE PROTECTION ACT

ACTION

ISSUE: Shall the Board approve Resolution 16-21, supporting proposition 55, The Children's Education and Health Care Protection Act?

BACKGROUND: Proposition 55 - The Children's Education and Health Care Protection Act would extend for 12 more years the temporary personal income tax increases on high-income earners -- approved in 2012 as part of Prop 30 - to fund education and health care.
The tax applies to single-filer incomes over \$250,000, joint-filer incomes over \$500,000 and head-of-household incomes over \$340,000, with specific tax rates different depending on which of four high-income tax brackets residents fall into. State officials estimate the tax extension would generate between \$4 billion and \$9 billion per year from 2019-30, depending on economic conditions. Administration is recommending the District support, Proposition 55 as tax revenues would be allocated at 89% to K-12 schools and 11% to community colleges, with up to \$2 billion in certain years for health care programs.

ALTERNATIVES:

1. Approve Resolution 16-21, supporting proposition 55, The Children's Education and Health Care Protection Act.
2. Do not approve Resolution 16-21.

RECOMMENDATION: Alternative No. 1

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT

RESOLUTION NO. 16-21

PROPOSITION 55: The Children's Education and Health Care Protection Act

WHEREAS, the Oak Park Unified School District Board of Education is committed to making policy and financial decisions that enable the school district to provide quality educational programs and services to the school-age children of our community; and

WHEREAS, during the recent recession, the state cut more than \$56 billion from education, healthcare and other critical services; and public schools statewide experienced unprecedented funding reductions and apportionment deferrals; and

WHEREAS, California public schools rank 42nd out of the 50 states in per-pupil spending; California public schools are the most crowded in the nation; and California provides fewer guidance counselors and librarians per student than any other state in the nation;¹ and

WHEREAS, many of California's schoolchildren come from low-income families that lack access to the health care services needed to keep those children in school and learning; and

WHEREAS, passage of Proposition 30 in 2012 helped increase state revenues, providing a significant boost to California's K-12 school spending and sending funds directly to school districts through the Education Protection Account; and

WHEREAS, the revenues from Proposition 30 will decline after 2016 and will disappear completely after 2018, the last year its provisions will be in effect; and

WHEREAS, Proposition 55, the California Children's Education and Health Care Protection Act of 2016 would extend the Proposition 30 temporary income tax rates for an additional 12 years, to continue funding the Education Protection Account and boost spending on health care for low income families; and

WHEREAS, unless Californians extend the Proposition 30 temporary tax increases, the state's schools most likely will receive relatively fewer dollars in the years ahead, raising the prospect that California's school spending will fall even further behind the nation; and now, therefore, be it

RESOLVED that the Oak Park Unified School District Board of Education joins the California School Boards Association and governing boards around the state in supporting Proposition 55, the California Children's Education and Health Care Protection Act of 2016 and in urging the Legislature to work with the public education community to identify stable, long-term, adequate funding solutions for public schools.

¹ http://calbudgetcenter.org/wp-content/uploads/Californias-Support-for-K12-Education-Ranks-Low-by-Almost-Any-Measure_FactSheet_11.17.2015.pdf

BE IT FURTHER RESOLVED, that this body, the Oak Park Unified School District Board of Education, supports the passage of Proposition 55, the California Children’s Education and Health Care Protection Act of 2016 because it provides needed revenue to public schools.

PASSED AND ADOPTED this 20th day of September, 2016, by the members of the Board of Education of the Oak Park Unified School District.

AYES:

NOES:

ABSENT:

ABSTAIN:

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

Signature (Governing Board Secretary)

Date

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: SEPTEMBER 20, 2016

SUBJECT: B.5.c. APPROVE RESOLUTION 16-22, IN SUPPORT OF PROPOSITION 56, THE CALIFORNIA HEALTH CARE, RESEARCH AND PREVENTION TOBACCO TAX ACT OF 2016

ACTION

ISSUE: Shall the Board approve Resolution 16-22, supporting proposition 56, The California Health Care, Research and Prevention Tobacco Tax Act of 2016?

BACKGROUND: Proposition 56 - The California Health Care, Research and Prevention Tobacco Tax Act of 2016 is an initiative that will increase funding for health care, health education for students, provide expansion of medical residency positions for graduating medical students and is in the best interests of students and the community. Proposition 56 is an increase in taxes on tobacco products (including electronic cigarettes) which could generate as much as \$1.5 billion (with \$1 billion in matching federal funds), of which as much as \$45 million would be allocated to the Department of Education for tobacco education and prevention programs. Administration is recommending the District support, Proposition 55, The California Health Care, Research and Prevention Tobacco Tax Act of 2016 as extending these income tax provisions, which will otherwise sunset in 2018, could generate as much as \$4 billion annually for K-12 education in California.

ALTERNATIVES:

1. Approve Resolution 16-22, supporting proposition 56, The California Health Care, Research and Prevention Tobacco Tax Act of 2016.
2. Do not approve Resolution 16-22.

RECOMMENDATION: Alternative No. 1

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT

RESOLUTION NO. 16-22

PROPOSITION 56: The California Health Care, Research and Prevention Tobacco Tax Act of 2016

WHEREAS, smoking is the leading preventable cause of death in California; and

WHEREAS, 90 percent of smokers start as teens¹; and

WHEREAS, over 17,000 children in California become addicted to smoking every year²; and

WHEREAS, half of all teens who start smoking will die from smoking related illness³; and

WHEREAS, for every 10 percent increase in the cost of a pack of cigarettes, teen smoking drops by up to 6.5 percent⁴; and

WHEREAS, teen e-cigarette (vaping) use tripled between 2013 and 2014⁵; and

WHEREAS, Proposition 56, the California Healthcare, Research and Prevention Tobacco Tax Act of 2016 will prevent teens from becoming addicted to tobacco; and

WHEREAS, every year, smoking costs California taxpayers billions of dollars, including \$3.5 billion spent annually on Medi-Cal to treat smoking-related diseases⁶; and

WHEREAS, Proposition 56, the California Healthcare, Research and Prevention Tobacco Tax Act of 2016 will reduce smoking rates and reduce long-term healthcare costs; and

WHEREAS, Proposition 56, the California Healthcare, Research and Prevention Tobacco Tax Act of 2016 will increase the tax on a pack of cigarettes sold in California from 87 cents per pack to \$2.87, and place equivalent taxes on other tobacco products containing nicotine, like e-cigarettes (vaping); and

WHEREAS, Proposition 56, the California Healthcare, Research and Prevention Tobacco Tax Act of 2016 will raise approximately \$2.5 billion annually, 85 percent of which will fund healthcare programs; and

¹ SAMHSA, calculated based on data in 2012 *National Survey on Drug Use and Health*.

<https://www.tobaccofreekids.org/research/factsheets/pdf/0127.pdf>.

² Campaign for Tobacco Free Kids, "Toll of Tobacco in California."

https://www.tobaccofreekids.org/facts_issues/toll_us/california

³ Campaign for Tobacco Free Kids, "Toll of Tobacco in California."

https://www.tobaccofreekids.org/facts_issues/toll_us/california

⁴ Chaloupka, FJ, "Macro-Social Influences: The Effects of Prices and Tobacco Control Policies on the Demand for Tobacco Products," *Nicotine and Tobacco Research* 1(Suppl 1): S105-9, 1999;

⁵ Centers for Disease Control and Prevention, "E-cigarette use triples among middle and high school students in just one year." April 15, 2015. <http://www.cdc.gov/media/releases/2015/p0416-e-cigarette-use.html>

⁶ Campaign for Tobacco Free Kids, "Toll of Tobacco in California."

https://www.tobaccofreekids.org/facts_issues/toll_us/california

WHEREAS, these programs include Medi-Cal which is the primary medical care for the majority of California's school children, smoking prevention programs at our schools through grants administered by the California Department of Education, research on tobacco-related diseases including cancer, heart and lung disease through the University of California, increasing medical residency programs for our students graduating from California medical schools; and

WHEREAS, Proposition 56, the California Healthcare, Research and Prevention Tobacco Tax Act of 2016 is supported by the California School Boards Association; and

WHEREAS, Proposition 56, the California Healthcare, Research and Prevention Tobacco Tax Act of 2016 is also supported by State Superintendent of Public Instruction Tom Torlakson, the American Cancer Society Cancer Action Network, the American Heart Association, the American Lung Association in California, the California Medical Association, the California Dental Association, the California Hospital Association, the Service Employees International Union; now, therefore, be it

RESOLVED that the Governing Board of the Oak Park Unified School District supports Proposition 56, the California Healthcare, Research and Prevention Tobacco Tax Act of 2016.

PASSED AND ADOPTED this 20th day of September, 2016, by the members of the Board of Education of the Oak Park Unified School District.

AYES:

NOES:

ABSENT:

ABSTAIN:

Signature (Governing Board Secretary)

Date

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: SEPTEMBER 20, 2016

SUBJECT: B.5.d. APPROVE RESOLUTION 16-23, IN SUPPORT OF PROPOSITION 58, THE CALIFORNIA EDUCATION FOR A GLOBAL ECONOMY INITIATIVE (CALIFORNIA EdGE)

ACTION

ISSUE: Shall the Board approve Resolution 16-23, supporting proposition 58, The California Education for a Global Economy Initiative (California EdGE)?

BACKGROUND: In 1998, voters approved Proposition 227 requiring that all students be taught in English, and that English learners be taught in sheltered English immersion courses. Proposition 58, The California Education for a Global Economy Initiative (California EdGE) repeals those provisions but also preserves requirement that public schools ensure students obtain English language proficiency. It requires school districts to solicit parent/community input in developing language acquisition programs. Requires instruction to ensure English acquisition as rapidly and effectively as possible. Authorizes school districts to establish dual-language immersion programs for both native and non-native English speakers. Administration is recommending the District support, the EdGE initiative as it also provides greater flexibility for students who are native English speakers to participate in programs to learn other languages.

ALTERNATIVES:

1. Approve Resolution 16-23, supporting proposition 58, The California Education for a Global Economy Initiative (California EdGE)
2. Do not approve Resolution 16-23.

RECOMMENDATION: Alternative No. 1

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT

RESOLUTION NO. 16-23

**PROPOSITION 58: The California Education for a Global Economy Initiative
(California EdGE)**

WHEREAS, All California school children have the right to an equal opportunity to advance and excel in all subjects, including the opportunity to develop fluency and literacy in the English language, as well as other languages; and

WHEREAS, The Board of Education of the Oak Park Unified School District believes that a world class, 21st Century education must ensure that every student has the opportunity to learn, read, communicate, compose and think at a high level of sophistication in both English and in additional languages; and

WHEREAS, Proposition 58, the California EdGE Initiative is consistent with this governing board's dedication to improving student outcomes and the need to produce graduates with skills which prepare them for employment in the global economy; and

WHEREAS, California employers across all sectors, both public and private, are actively recruiting multilingual employees because of their ability to forge stronger bonds with customers, clients, and business partners; and

WHEREAS, Passage of Proposition 58, the California EdGE Initiative will provide the Oak Park Unified School District with more flexibility and greater educational options concerning the education of our students along with greater opportunity for our students to access innovative language programs; and

WHEREAS, Proposition 58, the California EdGE Initiative provides school districts greater local control in devising programs for their students to improve mastery of English and other languages; and

WHEREAS, the California School Boards Association supports Proposition 58, the California EdGE Initiative; and

WHEREAS, Proposition 58, the California EdGE Initiative was placed on the November 8, 2016 general election ballot as a result of bipartisan action by the California Legislature; now, therefore, be it

RESOLVED that the Board of Education of the Oak Park Unified School District supports Proposition 58, the California Education for a Global Economy (EdGE) Initiative.

PASSED AND ADOPTED this 20th day of September, 2016, by the members of the Board of Education of the Oak Park Unified School District.

AYES:

NOES:

ABSENT:

ABSTAIN:

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

Signature (Governing Board Secretary)

Date

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: SEPTEMBER 20, 2016

**SUBJECT: B.6.a APPROVE NEW MANDATED BOARD POLICY AND ADMINISTRATIVE
REGULATION 3230 – FEDERAL GRANTS FUNDS - First Reading
ACTION**

ISSUE: Should the Board of Education approve the proposed NEW Board Policy 3230 – Federal Grants Funds?

BACKGROUND: New mandated Board policy and mandated regulation reflect major requirements for the management of federal grant funds contained in the Office of Management and Budget's (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (commonly called the "Uniform Guidance"), including the mandate to adopt written procedures related to procurement, conflict of interest, cash management, and allowable costs. Policy addresses the board's desire to maintain fiscal integrity and transparency in the use of federal grant funds, key components of the district's financial management system, and the submission of performance reports in accordance with law and the requirements of the awarding agency. Regulation includes material related to allowable costs, procurement, cash management, audits, and records, including requirements for employees to document "time and effort" spent on grant activities.

ALTERNATIVES:

1. Approve and adopt the New Board Policy 3230 – Federal Grants Funds.
2. Do not adopt Board Policy 3230 – Federal Grants Funds.
3. Adopt a modified version of the mandated Board Policy 3230 – Federal Grants Funds.

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

ADMINISTRATIVE REGULATION

Series 3000

Business and Non-instructional Operations

BP 3230(a)

Federal Grant Funds

The Governing Board recognizes the district's responsibility to maintain fiscal integrity and transparency in the use of all funds awarded through federal grants. The district shall comply with all requirements detailed in any grant agreement with an awarding agency and with the federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards specified in 7 CFR 200.0-200.521 and any stricter state laws and district policy.

Any goods or services purchased with federal funds shall be reasonable in cost and necessary for the proper and efficient performance or administration of the program.

The Superintendent or designee shall ensure that the district's financial management systems and procedures provide for the following: (2 CFR 200.302)

1. Identification in district accounts of each federal award received and expended and the federal program under which it was received

(cf. 3100 - Budget)

2. Accurate, current, and complete disclosure of the financial and performance results of each federal award or program in accordance with the reporting requirements of 2 CFR 200.327 and 200.328

(cf. 3460 - Financial Reports and Accountability)

3. Records and supporting documentation that adequately identify the source and application of funds for federally funded activities, including information pertaining to federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income, and interest

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

4. Effective controls and accountability for all funds, property, and other assets and assurance that all assets are used solely for authorized purposes

5. Comparison of actual expenditures with budgeted amounts for each federal award

6. Written procedures to implement provisions governing payments as specified in 2 CFR 200.305

7. Written procedures for determining the allowability of costs in accordance with 2 CFR 200.400-200.475 and the terms and conditions of the federal grant award

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 3000

Business and Non-instructional Operations

BP 3230(b)

(cf. 3400 - Management of District Assets/Accounts)

The Superintendent or designee shall develop and implement appropriate internal control processes to reasonably assure that transactions are properly executed, recorded, and accounted for so that the district can prepare reliable financial statements and federal reports, maintain accountability over assets, and demonstrate compliance with federal laws, regulations, and conditions of the federal award. (2 CFR 200.61, 200.62, 200.303)

Equipment purchased with federal funds shall be properly inventoried and adequately maintained to safeguard against loss, damage, or theft of the property.

(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)

(cf. 3440 - Inventories)

(cf. 3512 - Equipment)

All staff involved in the administration or implementation of programs and activities supported by federal funds shall receive information and training on the allowable use of federal funds, purchasing procedures, and reporting processes commensurate with their duties.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The district shall submit performance reports to the awarding agency in accordance with the schedule and indicators required for that federal grant by law and the awarding agency. As required, such reports may include a comparison of actual accomplishments to the objectives of the federal award, the relationship between financial data and performance accomplishments, the reasons that established goals were not met if applicable, cost information to demonstrate cost effective practices, analysis and explanation of any cost overruns or high unit costs, and other relevant information. The final performance report shall be submitted within 90 days after the ending date of the grant. (2 CFR 200.301, 200.328)

(cf. 0500 - Accountability)

(cf. 6190 - Evaluation of the Instructional Program)

Legal Reference:

EDUCATION CODE

42122-42129 Budget requirements

CODE OF FEDERAL REGULATIONS, TITLE 2

180.220 Amount of contract subject to suspension and debarment rules

200.0-200.521 Federal uniform grant guidance, especially:

200.1-200.99 Definitions

200.100-200.113 General provisions

200.317-200.326 Procurement standards

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 3000

Business and Non-instructional Operations

BP 3230(c)

200.327-200.329 Monitoring and reporting

200.333-200.337 Record retention

200.400-200.475 Cost principles

200.500-200.521 Audit requirements

CODE OF FEDERAL REGULATIONS, TITLE 34

76.730-76.731 Records related to federal grant programs

CODE OF FEDERAL REGULATIONS, TITLE 48

2.101 Federal acquisition regulation; definitions

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California Department of Education Audit Guide

California School Accounting Manual

EDUCATION AUDIT APPEALS PANEL PUBLICATIONS

Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Questions and Answers Regarding 2 CFR Part 200, March 17, 2016

WEB SITES

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

Education Audit Appeals Panel: <http://www.eaap.ca.gov>

Office of Management and Budget, Uniform Guidance: https://www.whitehouse.gov/omb/grants_docs

State Controller's Office: <http://www.sco.ca.gov>

System for Award Management (SAM): www.sam.gov/portal/SAM/##11

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

U.S. Government Accountability Office: <http://www.gao.gov>

Adopted: 9-20-16

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 3000

Business and Non-instructional Operations

AR 3230(a)

Federal Grant Funds

Allowable Costs

Prior to obligating or spending any federal grant funds, the Superintendent or designee shall determine whether a proposed purchase is an allowable expenditure of federal funds in accordance with 2 CFR 200.400-200.475 and the terms and conditions of the federal grant award. He/she shall also determine whether the expense is a direct or indirect cost as defined in 2 CFR 200.413 and 200.414 and, if the purchase will benefit other programs not included in the grant award, the appropriate share to be allocated to the federal grant.

(cf. 3350 - Travel Expenses)

The Superintendent or designee shall review and approve all transactions involving federal grant funds and shall ensure the proper coding of expenditures consistent with the California School Accounting Manual.

(cf. 3300 - Expenditures and Purchases)

(cf. 3314 - Payment for Goods and Services)

Period of Performance

All obligations of federal funds shall occur on or between the beginning and ending dates of the grant project and shall be paid no later than 90 days after the end of the funding period, unless specifically authorized by the grant award to be carried over beyond the initial term of the grant. (2 CFR 200.77, 200.308, 200.309, 200.343)

Procurement

On or before July 1, 2017, or such later date as may be approved in the Uniform Guidance, the Superintendent or designee shall comply with the standards specified in 2 CFR 200.317-200.326 and Appendix II of Part 200 when procuring goods and services needed to carry out a federal grant as well as any more restrictive state laws and district policies concerning the procurement of goods and services.

As appropriate to encourage greater economy and efficiency, the Superintendent or designee shall avoid acquisition of unnecessary or duplicative items, give consideration to consolidating or breaking out procurements, analyze lease versus purchase alternatives, consider entering into an interagency agreement for procurement of common or shared goods and services, and/or use federal excess or surplus property. (2 CFR 200.318)

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 3000

Business and Non-instructional Operations

AR 3230(b)

The procurement of goods or services with federal funds shall be conducted in a manner that provides full and open competition in accordance with state laws and district regulations and the following requirements:

1. Any purchase of supplies or services that does not exceed the "micro-purchase" threshold specified in 48 CFR 2.101 may be awarded without soliciting competitive quotes, provided that the district considers the price to be reasonable and maintains written evidence of this reasonableness in the record of all micro-purchases. (2 CFR 200.67, 200.320)

2. For any purchase that exceeds the micro-purchase threshold but is less than the bid limit required by Public Contract Code 20111, the Superintendent or designee shall utilize "small-purchase" procedures that include obtaining price or rate quotes from an adequate number of qualified sources. (2 CFR 200.320)

3. Contracts for goods or services over the bid limits required by Public Contract Code 20111 shall be awarded pursuant to California law and AR 3311 - Bids, unless exempt from bidding under the law.

(cf. 3311 - Bids)

4. If a purchase is exempt from bidding and the district's solicitation is by a request for proposals, the award may be made by either a fixed-price or cost-reimbursement type contract awarded to the entity whose proposal is most advantageous to the program, with price and other factors considered. (2 CFR 200.320)

(cf. 3312 - Contracts)

5. Procurement by noncompetitive proposals (sole sourcing) may be used only when the item is available from a single source, the need or emergency will not permit a delay resulting from competitive solicitation, the awarding agency expressly authorizes sole sourcing in response to the district's request, and/or competition is determined inadequate after solicitation of a number of sources. (2 CFR 200.320)

6. Time and materials type contracts may be used only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost is the sum of the actual cost of materials and direct labor hours charged at fixed hourly rates that reflect wages, general administrative expenses, and profit. (200.328)

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 3000

Business and Non-instructional Operations

AR 3230(c)

For any purchase of \$25,000 or more, the Superintendent or designee shall verify that any vendor which is used to procure goods or services is not excluded or disqualified by the federal government. (2 CFR 180.220, 200.213)

All solicitations shall incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description shall avoid detailed product specifications to the extent possible, but may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. When it is impractical or not economical to make a clear and accurate description of the technical requirements, a brand name or equivalent description may be used to define the performance or other salient requirements of procurement, clearly stating the specific features of the named brand which must be met by offers. In addition, every solicitation shall identify all requirements which the offer must fulfill and any other factors to be used in evaluating bids or proposals. (2 CFR 200.319)

The Superintendent or designee shall maintain sufficient records to document the procurement, including, but not limited to, the rationale for the method of procurement, selection of the contract type, contractor selection or rejection, and the basis for the contract price. (2 CFR 200.318)

The Superintendent or designee shall ensure that all contracts for purchases using federal grant funds contain the applicable contract provisions described in Appendix II to Part 200 - Contract Provisions for Non-Federal Entity Contracts Under Federal Awards. (2 CFR 200.326)

Capital Expenditures

The Superintendent or designee shall obtain prior written approval from the awarding agency before using federal funds to make capital expenditures, including the acquisition of land, facilities, equipment, and intellectual property and expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life. (2 CFR 200.12, 200.13, 200.20, 200.33, 200.48, 200.58, 200.89, 200.313, 200.439)

Conflict of Interest

No Governing Board member, district employee, or district representative shall participate in the selection, award, or administration of a contract supported by federal funds if he/she has a real or apparent conflict of interest, such as when he/she or a member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of them has a

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financial interest in or a tangible personal benefit from a firm considered for a contract. Such persons are prohibited from soliciting or accepting gratuities, favors, or anything of monetary value from contractors or subcontractors unless the gift is an unsolicited item of nominal value. (2 CFR 200.318)

Employees engaged in the selection, award, and administration of contracts shall also comply with BB 9270 - Conflict of Interest.

(cf. 9270 - Conflict of Interest)

Cash Management

The Superintendent or designee shall ensure the district's compliance with 2 CFR 200.305 pertaining to payments and cash management, including compliance with applicable methods and procedures that minimize the time elapsing between the transfer of funds to the district and the district's disbursement of funds. (2 CFR 200.305)

When authorized by law, the district may receive advance payments of federal grant funds, limited to the minimum amounts needed and timed in accordance with the actual immediate cash requirements of the district for carrying out the purpose of the program or project. Except under specified conditions, the district shall maintain the advance payments in an interest-bearing account. The district shall remit interest earned on the advanced payment to the awarding agency on an annual basis, but may retain interest amounts specified in 2 CFR 200.305 for administrative expenses. (2 CFR 200.305)

When required by the awarding agency, the district shall instead submit a request for reimbursement of actual expenses incurred. The district may also request reimbursement as an alternative to receiving advance payments. (2 CFR 200.305)

The Superintendent or designee shall maintain source documentation supporting the expenditure of federal funds, such as invoices, time sheets, payroll stubs, or other appropriate documentation.

Personnel

All district employees who are paid in full or in part with federal funds, including employees whose salary is paid with state or local funds but is used to meet a required match or in-kind contribution to a federal program, shall document the amount of time they spend on grant activities. (2 CFR 200.430)

Records

Except as otherwise provided in 2 CFR 200.333, or where state law or district policy requires a

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longer retention period, financial records, supporting documents, statistical records, and all other district records related to a federal award shall be retained for a period of three years from the date of submission of the final expenditure report or, for a federal award that is renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report. (2 CFR 200.333)

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

Audits

Whenever the district expends \$750,000 or more in federal grant funds during a fiscal year, it shall arrange for either a single audit or a program-specific audit in accordance with 2 CFR 200.507 or 200.514. (2 CFR 200.501)

The Superintendent or designee shall ensure that the audit meets the requirements specified in 2 CFR 200.500-200.521.

Specified records pertaining to the audit of federal funds expended by the district shall be transmitted to the clearinghouse designated by the federal Office of Management and Budget and shall be made available for public inspection. Such records shall be transmitted within 30 days after receipt of the auditor's report or within nine months after the end of the audit period, whichever is sooner, unless a longer period is agreed to in advance by the federal agency or a different period is specified in a program-specific audit guide. (2 CFR 200.512)

In the event that the audit identifies any deficiency, the Superintendent or designee shall promptly act to either correct the identified deficiency, produce recommended improvements, or demonstrate that the audit finding is invalid or does not warrant action. (2 CFR 200.26, 200.508, 200.511)

Adopted: 9-20-16

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: SEPTEMBER 20, 2016

**SUBJECT: B.6.b. APPROVE AMENDMENT TO BOARD POLICY AND
ADMINISTRATIVE REGULATION 3270 – SALE AND DISPOSAL
OF BOOKS, EQUIPMENT AND SUPPLIES – First Reading**

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 3270 – Sale and Disposal of Books, Equipment and Supplies?

BACKGROUND: Board Policy 3270 is a mandated policy updated to make minor revisions in the renumbering of legal cites pursuant to the Uniform Guidance for federal grant funds and to cross-reference new BP/AR 3230 - Federal Grant Funds. Board Policy 3270 is being submitted with recommended changes from CSBA.

ALTERNATIVES:

1. Approve the amendment to Board Policy 3270 – Sale and Disposal of Books, Equipment and Supplies.
2. Do not amend Board Policy 3270 – Sale and Disposal of Books, Equipment and Supplies.
3. Adopt a modified version of the amendment to Board Policy 3270 – Sale and Disposal of Books, Equipment and Supplies.

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

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BP 3270(a)

Sale And Disposal Of Books, Equipment And Supplies

The Governing Board recognizes its fiscal responsibility to maximize the use of district equipment, supplies, instructional materials, and other personal property while providing up-to-date resources that facilitate student learning and effective district operations. When the Board, upon recommendation of the Superintendent or designee, declares any district-owned property unusable, obsolete, or no longer needed, the Board shall determine the estimated value of the property and shall decide whether the property will be donated, sold, or otherwise disposed of as prescribed by law and administrative regulation.

(cf. 0440 – District Technology Plan)

(cf. 3512 – Equipment)

(cf. 6161.11 – Supplementary Instructional Materials)

(cf. 6163.1 – Library Media Centers)

The Board shall approve the price and terms of any sale or lease of personal property of the district.

If the Board members who are in attendance at a meeting unanimously agree that the property, whether one or more items, does not exceed \$2,500 in value, the property may be sold without advertising for bids. (Education Code 17546)

(cf. 9323.2 - Actions by the Board)

If the Board members who are in attendance at a meeting unanimously find that the value of the property is insufficient to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the Board or may be disposed of in the local public dump. (Education Code 14546)

Instructional materials shall be considered obsolete or unusable by the district if they have been replaced by more recent editions or new materials selected by the Board, are not aligned with the district's academic standards or course of study, and have no foreseeable value in other instructional areas. Such materials may be sold or donated if they continue to serve educational purposes that would benefit others outside the district. Instructional materials are not appropriate for sale or donation if they meet any of the following criteria:

1. Contain information rendered inaccurate or incomplete by new research or technologies
2. Contain demeaning, stereotyping or patronizing references to any group of persons protected against discrimination by law or Board policy
3. Are damaged beyond use or repair

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

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BP 3270(b)

(cf. 1312.4 – Williams Uniform Complaint Procedures)
(cf. 6011 – Academic Standards)
(cf. 6143 – Courses of Study)
(cf. 6161.1 – Selection and Evaluation of Instructional Materials)

The Superintendent or designee shall establish procedures to be used whenever the district sells equipment or supplies originally acquired under a federal grant or subgrant. Such procedures shall be designed to ensure the highest possible ~~return~~ ~~revenue~~.

(cf. 3230 - Federal Grant Funds)
(cf. 3440 - Inventories)

Legal Reference:

EDUCATION CODE

17540-17542 Sale or lease of personal property by one district to another

17545-17555 Sale of personal property

35168 Inventory, including record of time and mode of disposal

~~42291.5 – Temporary school bus designation~~

605100-60530 ~~100-60530~~ Sale, donation, or disposal of instructional materials ~~Determination of obsolescence~~

GOVERNMENT CODE

25505 District property; disposition; proceeds

CODE OF REGULATIONS, TITLE 5

3944 Consolidated categorical programs, district title to equipment

3946 Disposal of equipment purchased with state and federal consolidated application funds

UNITED STATES CODE, TITLE 40

549 Surplus property

CODE OF FEDERAL REGULATIONS, TITLE ~~23~~ ~~4~~

~~80.32-80.33 Equipment acquired under a grant or subgrant~~

200.0-200.521 Federal uniform grant guidance

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

Standards for Evaluating Instructional Materials for Social Content, 2013

WEB SITES

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

School Services of California, Inc.: <http://www.sscal.com>

Adopted: 1-11-78

Amended: 3-18-86, 5-2-89, 9-17-02, 12-16-03, 2-16-10, 12-8-15

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Sale And Disposal Of Books, Equipment And Supplies

Instructional Materials

Surplus or undistributed obsolete instructional materials that are usable for educational purposes may be sold by the district. Alternatively, such materials may be donated to: (Education Code 60510)

1. Another district, county free library, or other state institution
2. A United States public agency or institution
3. A nonprofit charitable organization
4. Children or adults in California or foreign countries for the purpose of increasing the general literacy of the people.

(cf. 0440 – District Technology Plan)

(cf. 6161.1 – Selection and Evaluation of Instructional Materials)

(cf. 6161.11 – Supplementary Instructional Materials)

(cf. 6163.1 – Library Media Centers)

Any organization, agency or institution receiving obsolete instructional materials donated by the district shall certify to the Governing Board that it agrees to make no charge to any person to whom it gives or lends these materials. (Education Code 60511)

At least 60 days before selling or donating surplus or obsolete instructional materials, the Superintendent or designee shall notify the public of the District's intention to do so through a public service announcement on a local television station, in a local newspaper, or by other means that will most effectively reach the entities described above. Representatives of these entities and members of the public also shall be notified of the opportunity to address the Board regarding the distribution of these materials.

(cf. 9323 - Meeting Conduct)

Surplus or undistributed obsolete instructional materials which are unusable or which cannot be distributed as specified above may be disposed of by either of the following: (Education Code 60530)

1. Mutilated so as not to be salable as instructional materials and sold for scrap or for use in the manufacture of paper pulp or other substances at the highest obtainable price
2. Destroyed by any economical means, provided that the materials are not destroyed until at least 30 days after the Board has given notice to all persons who have filed a request for such notice

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*(cf. 3510 – Green School Operations
cf. 3511.1 – Integrated Waste Management)*

Equipment/Supplies Acquired with Federal Funds

When a district has a need to replace equipment originally purchased with funds from a federal grant or subgrant, it may, subject to the approval of the agency that awarded the grant, trade in the original equipment or sell the property and use the proceeds to offset the cost of the replacement property. (2 CFR 200.313 ~~34 CFR 80.32~~)

(cf. 3230 - Federal Grant Funds)

When any original or replacement equipment or supplies acquired under a federal grant or subgrant are no longer needed for the original project or program or for other federally supported activities, the district may retain or sell such items or, if the item has a current fair market value of less than \$5,000, may otherwise dispose of the item in a manner approved by the Board. Whenever the district sells equipment or supplies that have a current fair market value of \$5,000 or more, it shall provide an amount to the federal agency equal to the agency's share of the current market value of the equipment or the proceeds from the sale of the equipment or supplies (2 CFR 200.313, 200.314 ~~34 CFR 80.32-80.33~~)

In the event that the district is provided equipment that is federally owned, the district shall request disposition instructions from the federal agency when it no longer needs the equipment. (2 CFR 200.313~~34 CFR 80.32~~)

Other Personal Property

The district may sell other surplus or obsolete district-owned personal property through any of the following methods:

1. The Superintendent or designee may advertise for bids by posting a notice in at least three public places in the district for at least two weeks or by publishing a notice at least once a week for at least two weeks in a newspaper having a general circulation in the district and, if possible, publishing within the district. The district shall sell the property to the highest responsible bidder or shall reject all bids. (Education Code 17545, 18548)

Property for which no qualified bid has been received may be sold, without further advertising, by the Superintendent or designee. (Education Code 17546)

(cf. 3311 – Bids)

2. The property may be sold by means of a public auction conducted by district employees, employees of other public agencies, or by contract with a private auction firm. (Education Code 17545)

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3. The district may sell the property without advertising for bids under any of the following conditions:

a. The Board members ~~in attendance at attending~~ a meeting have unanimously determined that the property does not exceed \$2,500 in value. (Education Code 17546)

(cf. 9323.2 – Actions by the Board)

b. The district sells the property to agencies of federal, state, or local government, or to any other school district, or to any agency eligible under the federal surplus property law and the sale price equals the cost of the property plus the estimated cost of purchasing, storing, and handling. (Education Code 17540; 40 USC 549)

c. The district sells or leases the property to agencies of federal, state, or local government or to any other school district and the price and terms of the sale or lease are fixed by the Board and approved by the County Superintendent of Schools. (Education Code 17542)

Money received from the sale of surplus property shall be either deposited in the district reserve or general fund or credited to the fund from which the original purchase was made. (Education Code 17547)

(cf. 3100 – Budget)

Adopted: 1-11-78

Amended: 3-18-86, 5-2-89, 9-17-02, 11-09, 12-8-15

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: SEPTEMBER 20, 2016

**SUBJECT: B.6.c. APPROVE AMENDMENT TO BOARD POLICY AND
ADMINISTRATIVE REGULATION 3311 – BIDS – First Reading**

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy and Administrative Regulation 3311 - Bids?

BACKGROUND: Board Policy and Administrative Regulation 3311 are being updated to reflect the to include requirements for districts that choose to use the alternative Uniform Public Construction Cost Accounting Act (UPCCAA) for contracting for public works projects. Policy and regulation also updated to reflect NEW LAW (AB 1358, 2015) which authorizes a district to award a design -build contract for a public works project in excess of \$1 million on the basis of either low bid or "best value," as defined. Regulation also reflects new 2016 bid limit established by the Superintendent of Public Instruction for specified projects, and adds new section on "Lease-Leaseback Contract" reflecting legal requirements and NEW COURT DECISION (McGee v. Balfour Beatty Construction LLC).

ALTERNATIVES:

1. Approve the amendment to Board Policy and Administrative Regulation 3311 - Bids.
2. Do not amend Board Policy and Administrative Regulation 3311 - Bids.
3. Adopt a modified version of the amendment to Board Policy and Administrative Regulation 3311 - Bids.

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

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BP 3311(a)

Bids

The Governing Board is committed to promoting public accountability and ensuring prudent use of public funds. ~~When~~ⁱⁿ leasing, ~~or~~ purchasing, ~~or contracting for~~ equipment, materials, supplies, or services for the district, ~~including and~~ when contracting for public projects involving district facilities, the Board shall explore lawful opportunities to obtain the greatest possible value for its expenditures of public funds. When required by law, or if the Board determines that it is in the best interest of the district, such ~~contracts leases and purchases~~ shall be made using competitive bidding.

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

(cf. 3000 – Concepts and Roles)

(cf. 3300 – Expenditures and Purchases)

~~Pursuant to Public Contract Code Sections 22010-22020 and 22030-22045, the District has notified the Office of the State Controller of its intention to utilize the California Uniform Public Construction Cost Accounting Act. The District has, by resolution, elected to become subject to the procedures in the Act as allowed by law and specified in Administrative Regulation.~~

No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading legal requirements regarding contracting after competitive bidding. (Public Contract Code 20116, 22033)

The Superintendent or designee shall establish comprehensive bidding procedures for the district in accordance with law. The procedures shall include a process for advertising bids, instructions and timelines for submit~~ting~~^{ed} and opening bids, and other relevant requirements.

~~No work, project, service, or purchase shall be split or separated into smaller work orders to projects for the purpose of evading the legal requirements of Public Contract Code 20111-20118.4. (Public Contract Code 20116)~~

For award of contracts which, by law or Board policy, require prequalification, the procedures shall identify a uniform system for rating bidders and shall address the issues covered by the standardized questionnaire and model guidelines developed by the Department of Industrial Relations pursuant to Public Contract Code 20101.

(cf. 9270 - Conflict of Interest)

When calling for bids, the Superintendent or designee shall ensure that the bid specifications clearly describes in appropriate detail the quality, delivery, and service required and includes all information which the district knows, or has in its possession, that is relevant to the work to be

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performed or that may impact the cost of performing the work.

~~The Superintendent or designee shall develop the procedures to be used for rating bidders for award of contracts which, by law or Board policy, require prequalification. The procedures shall identify a uniform system for rating bidders and shall address the issues covered by the standardized questionnaire and model guidelines developed by the Department of Industrial Relations pursuant to Public Contract Code 20101.~~

~~(cf. 9270—Conflict of Interest)~~

Except as authorized by law and specified in the administrative regulation, contracts shall be let to the lowest responsible bidder who shall give such security as the Board requires, or else all bids shall be rejected. (Public Contract Code 20111)

When the Board has determined that it is in the best interest of the district, the ~~Board~~ **district** may piggyback onto the contract of another public agency or corporation to lease or purchase equipment or supplies to the extent authorized by law. (Public Contract Code 20118)

For use in contracting for public works projects, the Board has, by resolution, adopted the procedures set forth in the Uniform Public Construction Cost Accounting Act pursuant to Public Contract Code 22030-22045, including the required cost accounting procedures and the informal bidding procedures when allowed by law. The Board delegates to the Superintendent or designee the responsibilities to award any contract eligible for informal bidding procedures and to develop plans, specifications, and working details for all public projects requiring formal bidding procedures.

Legal Reference:

EDUCATION CODE

17070.10-17079.30 Leroy F. Greene School Facilities Act

17250.10-17250.55 Design-build contracts

17406 Lease-leaseback contract

17595 Purchases ~~of supplies~~ through Department of General Services

17602 Purchase of surplus property from federal agencies

38083 Purchase of perishable foodstuffs and seasonable commodities

38110-38120 **Apparatus and** ~~Purchase of supplies through county superintendent~~

39802 Transportation services

CODE OF CIVIL PROCEDURE

446 Verification of pleadings

GOVERNMENT CODE

4217.10-4217.18 Energy conservation contracts

4330-4334 Preference ~~of~~ **for** California-made materials

6252 Definition of public record

53060 Special services and advice

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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54201-54205 Purchase of supplies and equipment by local agencies

PUBLIC CONTRACT CODE

1102 Emergencies

2000-200~~1~~2 Responsive bidders

3000-3010 Roofing projects

3400 Bids, specifications by brand or trade name not permitted

3410 United States produce and processed foods

6610 Bid visits

12200 Definitions, recycled goods, materials and supplies

20101-20103.7 Public construction projects, requirements for bidding

20103.8 Award of contracts

20107 Bidder's security

2011~~0~~4-20118.4 Contracting by Sschool districts

20189 Bidder's security, earthquake relief

22002 Definition of public project

22030-22045 Alternative procedures for public projects (UPCCAA)

22050 Alternative emergency procedures

22152 Recycled product procurement

COURT DECISIONS

McGee v. Balfour Beatty Construction, LLC, et al. (4/12/16, No. B262850)

Davis v. Fresno Unified School District, (2015) 237 Cal.App.4th 261

Los Angeles Unified School District v. Great American Insurance Co., (2010) 49 Cal.4th 739

Great West Contractors Inc. v. Irvine Unified School District, (2010) 187 Cal.App. 4th 1425

Marshall v. Pasadena Unified School District, (2004) 119 Cal.App. 4th 1241

Konica Business Machines v. Regents of the University of California, (1988) 206

Cal.App.3d 449

City of Inglewood-Los Angeles County Civic Center Authority v. Superior Court,

(1972) 7 Cal.3d 861

ATTORNEY GENERAL OPINIONS

89 Ops.Cal.Atty.Gen. 1 (2006)

Management Resources:

CALIFORNIA UNIFORM CONSTRUCTION COST ACCOUNTING COMMISSION PUBLICATIONS

Cost Accounting Policies and Procedures Manual

Frequently Asked Questions

WEB SITES

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

California Association of School Business Officials: <http://www.casbo.org>

California Uniform Construction Cost Accounting Commission: http://www.sco.ca.gov/ard_cuccac.html

Adopted: 7-23-80

Amended: 6-23-82, 2-7-84, 3-18-86, 6-6-89, 9-17-02, 12-16-03, 10-21-08, 11-19-13, 1-21-14

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AR 3311(a)

Bids

Informal Bid Procedures

~~Public projects as defined by the California Uniform Public Construction Cost Accounting Act, of one hundred seventy-five thousand dollars or less may be let to contract by informal procedures as set forth in Section 22032, et seq. of the Public Contract Code.~~

~~(a) Public projects of \$45,000 or less may be done by district employees by force account, by negotiated contract, or by purchase order.~~

~~(b) Public projects of \$175,000 or less may be let to contract by informal procedures in accordance with Public Contract Code section 22034.~~

~~(c) Public projects of more than \$175,000 shall be let by formal bidding procedure.~~

Contractors List

~~A list of contractors shall be developed and maintained in accordance with the provisions of Section 22034 of the Public Contract Code and criteria promulgated from time to time by the California Uniform Public Construction Cost Accounting Commission.~~

Notice Inviting Bids

~~Where a public project is to be performed which is subject to the provisions of the procedures of the California Uniform Public Construction Cost Accounting Act, a notice inviting informal bids shall be mailed to all contractors for the category of work to be bid as shown on the list developed in accordance with Section 22036 of the Public Contract Code, or to all construction trade journals as specified by the California Uniform Public Construction Cost Accounting Commission in accordance with Section 22036 of the Public Contract Code or to both the contractors on the list and to the specified construction trade journals.—Additional contractors and/or construction trade journals may be notified at the discretion of the Superintendent; provided however:~~

~~(1) If there is no list of qualified contractors maintained by the District for the particular category of work to be performed, the notice of inviting bids shall be sent only to the construction trade journals specified by the Commission.~~

~~(2) If the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.~~

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AR 3311(ab)

Award of Contracts

~~The Governing Board may authorize the Superintendent or designee to award informal contracts defined in the California Uniform Public Construction Cost Accounting Act, pursuant to these Administrative Procedures.~~

Advertised/~~Formal~~ Competitive Bids

The district shall advertise for ~~formal~~ competitive bids ~~to let~~ when any public project contract involving an expenditure of \$~~175~~15,000 or more. Public project means construction, reconstruction, erection, alteration, renovation, improvement, painting, repainting, demolition, and repair work involving a district owned, leased, or operated facility. (Public Contract Code 20111, 22002)

The district shall also advertise for ~~seek~~ competitive bids when a ~~through advertisement for~~ contracts exceeds the amount specified in law, as annually adjusted by the Superintendent of Public Instruction, for any of the following: (Public Contract Code 20111; ~~Government Code 53060~~)

1. The purchase of equipment, materials, or supplies to be furnished, sold, or leased to the district
2. Services, not including construction services, or special services and advice in accounting, financial, legal, or administrative matters
3. Repairs that are not a public project, including maintenance

Maintenance means routine, recurring, and usual work for preserving, protecting, and keeping a district facility operating in a safe, efficient, and continually usable condition for the intended purpose for which it was designed, improved, constructed, altered, or repaired. Maintenance includes, but is not limited to, carpentry, electrical, plumbing, glazing, and other craft work designed to preserve the facility, as well as repairs, cleaning, and other operations on machinery and other permanently attached equipment, ~~but~~ Maintenance does not include painting, repainting, or decorating other than touchup, or among other types of work, janitorial or custodial services and protection provided by security forces. (Public Contract Code 20115)

Instructions and Procedures for Advertised Bids

The Superintendent or designee shall call for bids by placing a notice at least once a week for two weeks in a local newspaper of general circulation published in the district, or if no such newspaper exists, then in some newspaper of general circulation that is circulated in the county.

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The Superintendent or designee also may post the notice on the district's web site or through an electronic portal. The notice shall state the work to be done or materials or supplies to be furnished and the time and place and web site where bids will be opened. The district may accept a bid that has been submitted electronically or on paper. (Public Contract Code 20112)

(cf. 1113 – District and School Web Sites)

The notice shall contain the time, date, and location of any mandatory prebid conference, site visit, or meeting. ~~The notice shall also~~ and details regarding when and where project documents, including the final plan and specifications, are available. Any such mandatory visit or meeting shall occur not less than five calendar days after the publication of the initial notice. (Public Contract Code 6610)

Bid instructions and specifications shall include the following requirements and information:

1. All bidders shall ~~specify~~ certify the minimum, if not exact, percentage of post-consumer materials in the products, materials, goods, or supplies offered or sold. (Public Contract Code 22152)

(cf. 3510 – Green School Operations)

2. All bids for construction work shall be presented under sealed cover and shall be accompanied by one of the following forms of bidder's security: (Public Contract Code 20107, 20111)

- a. Cash
- b. A cashier's check made payable to the district
- c. A certified check made payable to the district
- d. A bidder's bond executed by an admitted surety insurer and made payable to the district

The security of unsuccessful bidders shall be returned in a reasonable period of time, but in no event ~~any~~ later than 60 days after the bid is awarded. (Public Contract Code 20111)

3. When a standardized proposal form is provided by the district, bids not presented on the standard form shall be disregarded. (Public Contract Code 20111.5)

4. Bids shall not be accepted after the advertised bid opening time, regardless of whether the bids are actually opened at that time. (Public Contract Code 20112)

5. When two or more identical lowest or highest bids are received, the Governing Board may determine by lot which bid shall be accepted. (Public Contract Code 20117)

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6. If the district requires that the bid include prices for items that may be added to or deducted from the scope of work in the contract, the bid solicitation shall specify which one of the following methods will be used to determine the lowest bid. In the absence of such a specification, only the method provided in item #6a, below, ~~will~~ shall be used~~÷~~. (Public Contract Code 20103.8)

a. The lowest bid shall be the lowest total of the bid prices on the base contract without consideration of the prices on the additive or deductive items.

b. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that were specifically identified in the bid solicitation as being used for the purpose of determining the lowest bid price.

c. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that, when taken in order from a specifically identified list of those items in the solicitation, and added to or subtracted from the base contract, are less than or equal to a funding amount publicly disclosed by the district before the first bid is opened.

The lowest bid shall be determined in a manner that prevents any information that would identify any of the bidders or proposed subcontractors or suppliers from being revealed to the district before the ranking of all bidders from lowest to highest has been determined. (Public Contract Code 20103.8)

7. The district shall consider only responsive bids from responsible bidders in determining the lowest bid.

~~78~~. Any subsequent change or alteration of a contract shall be governed by the provisions of Public Contract Code 20118.4.

~~89~~. After being opened, all submitted bids become public records pursuant to Government Code 6252 and shall be made available for public review pursuant to law, Board policy, and administrative regulation.

(cf. 1340 - Access to District Records)

~~109~~. When a bid is disqualified as nonresponsive based on district investigation or other information not obtained from the submitted bid, the Superintendent or designee shall notify the bidder and give him/her an opportunity to respond to the information.

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Prequalification Procedure

When required by law or the Board, ~~each prospective bidder~~ the Superintendent or the designee shall ~~establish complete and submit a standardized~~ a uniform system for rating bidders on the basis of ~~completed~~ questionnaires and financial statements in order to determine the size of contracts on which each bidder is qualified to bid. For this purpose, the Superintendent or designee shall furnish prospective bidders ~~provide~~ a standardized proposal form which, ~~requires when completed, shall indicate a complete statement of the~~ bidder's statement of financial ability and experience in performing public works. The bidder's information shall be verified under oath in the manner in which civil law pleadings are verified. The questionnaires and financial statements shall not be public records and shall not be open to public inspection. (Code of Civil Procedure 446; Public Contract Code 20111.5, 20111.6)

When any public project involves an expenditure of \$1,000,000 or more and is funded or reimbursed wholly or partly by the School Facilities Program funds or other future state school bond, the district shall prequalify prospective bidders either quarterly or annually. The prequalification shall be valid for one year and the following requirements shall apply: (Education Code 17406, 17407; Public Contract Code 20111.6)

1. Prospective bidders, including, but not limited to, prime, general engineering, and general building contractors and electrical, mechanical, and plumbing subcontractors, as defined in the Business and Professions Code 4113, 7056, or 7057, as applicable, shall submit ~~the a~~ a standardized questionnaire and financial statement 10 or more business ~~at least five~~ days, as determined by the district, before the date fixed for public opening of sealed bids. ~~(Public Contract Code 20111.5) The Superintendent or designee shall establish a uniform system for rating bidders on the basis of completed questionnaires and financial statements in order to determine the size of contracts on which each bidder is qualified to bid. Bidders must be prequalified by the district at least one day before the fixed bid opening date. (Public Contract Code 20111.5)~~

2. Prospective bidders shall be prequalified by the district five or more business days, as determined by the district, before the date fixed for the public opening of sealed bids.

~~—The district may establish a procedure for prequalifying bidders on a quarterly basis and may authorize that prequalification be considered valid for up to one calendar year following the date of the initial prequalification. (Public Contract Code 20111.5)~~

If the project includes electrical, mechanical, or plumbing components that will be performed by electrical, mechanical, or plumbing contractors, the Superintendent or designee shall make available to all bidders a list of prequalified general contractors and electrical,

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~~4-~~ mechanical, and plumbing subcontractors five or more business days, as determined by the district, before the date fixed for the public opening of sealed bids.

For all other contracts requiring competitive bidding, the district may establish a procedure for prequalifying bidders on a quarterly basis and may authorize that prequalification be considered valid for up to one calendar year following the date of the initial prequalification. Prospective bidders for such contracts shall submit the questionnaire and financial statement at least five days before the date fixed for public opening of sealed bids and shall be prequalified by the district at least one day before the fixed bid-opening date. (Public Contract Code 20111.5)

Award of Contract

The district shall award each contract to the lowest responsible bidder except in the following circumstances:

1. When the contract is for the procurement and/or maintenance of electronic data processing systems and supporting software, in which case the Board may contract with any one of the three lowest responsible bidders (Public Contract Code 20118.1)
2. When the contract is ~~for~~ for any transportation service which involves ~~contract involving~~ an expenditure of more than \$10,000, ~~and which will the Board contemplates may be made with a~~ any person or corporation other than a common carrier, municipally owned transit system, or a parent/guardian of students who are to be transported, in which case the Board may contract with other than the lowest bidder (Education Code 39802)
3. When the contract is one for which the Board has established goals and requirements relating to participation of ~~minority, women,~~ disabled veteran, or small business enterprises in accordance with Public Contract Code 2000-2002, in which case the Board may contract with the lowest responsible bidder who ~~submits a responsive bid and~~ compiles or makes a good faith effort to comply with the goals and requirements (Public Contract Code 2000-2002)
4. When procuring a design-build contract for a public works project in excess of \$1,000,000 in accordance with the section "Design-Build Contracts" below, in which case the Board may award the contract to either the low bid or the best value to the district, taking into consideration, at a minimum, price, technical design and construction expertise, and life-cycle costs (Education Code 17250.20, 17250.25)

(cf. 9270 - Conflict of Interest)

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Protests by Bidders

A bidder may protest a bid award if he/she believes that the award is not in compliance with law, Board policy, or the bid specification. A protest must be filed in writing with the Superintendent or designee within five working days after receipt of notification of the contract award and shall include all documents supporting or justifying the protest. A bidder's failure to file the protest documents in a timely manner shall constitute a waiver of his/her right to protest the award of the contract.

The Superintendent or designee shall review the documents submitted with the bidder's claims and render a decision in writing within 30 working days. The Superintendent or designee may also ~~may~~ convene a meeting with the bidder in order to attempt to resolve the problem.

The bidder may appeal the Superintendent or designee's decision to the Board. The Superintendent or designee shall provide ~~reasonable~~ notice to the bidder of the date and time for Board consideration of the protest **at least three business days before the Board meeting**. The Board's decision shall be final.

Alternative Bid Procedures for Technological Supplies and Equipment

Rather than seek competitive bids, the Board may use competitive negotiation when it makes a finding that a district procurement is for computers, software, telecommunications equipment, microwave equipment, ~~or and~~ other related electronic equipment and apparatus. Competitive negotiation shall not be used to contract for construction or for the procurement of any product that is available in substantial quantities to the general public. (Public Contract Code 20118.2)

The competitive negotiation **process** shall include, but not be limited to, the following requirements: (Public Contract Code 20118.2)

1. The Superintendent or designee shall prepare a request for proposals (RFP) that shall be submitted to an adequate number of qualified sources, as determined by the district, to permit reasonable competition consistent with the nature and requirement of the procurement.
2. Notice of the RFP shall be published at least twice in a newspaper of general circulation, at least 10 days before the date for receipt of the proposals.
3. The Superintendent or designee shall make every effort to generate the maximum feasible number of proposals from qualified sources and shall make a finding to that effect before proceeding to negotiate if only a single response to the RFP is received.
4. The RFP shall identify all significant evaluation factors, including price, and their relative importance.

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5. The Superintendent or designee shall provide reasonable procedures for the technical evaluation of the RFPs received, the identification of qualified sources, and the selection for the award of the contract.

6. The Board shall award the contract to the qualified bidder whose proposal meets the evaluation standards and will be most advantageous to the district with price and all other factors considered.

7. If the Board does not award the contract to the bidder whose proposal contains the lowest price, then the Board ~~district~~ shall make a finding setting forth the basis for the award to another bidder.

8. The Board, at its discretion, may reject all proposals and request new RFPs.

9. Provisions in any contract concerning utilization of small business enterprises that are in accordance with the RFP shall not be subject to negotiation with the successful proposer.

Design-Build Contracts

When it is in the best interest of the district, the Board may approve a contract with a single entity for both design and construction of any school facility in excess of \$1,000,000, awarding the contract to either the low bid or the best value as determined by evaluation of objective criteria. (Education Code 17250.20)

The procurement process for design-build projects shall be as follows: (Education Code 17250.25)

1. The district shall prepare a set of documents setting forth the scope and estimated price of the project. The documents may include, but are not limited to, the size, type, and desired design character of the project; performance specifications covering the quality of materials, equipment, workmanship, preliminary plans, or building layouts; or any other information deemed necessary to describe adequately the district's needs. The documents may include operations during a training or transition period, but shall not include long-term operations for a project. The performance specifications and any plans shall be prepared by a design professional who is duly licensed and registered in California.

2. The district shall prepare and issue a request for qualifications in order to prequalify or develop a short list of the design-build entities whose proposals shall be evaluated for final selection. The request for qualifications shall include, but is not limited to, all of the following elements:

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a. Identification of the basic scope and needs of the project or contract, the expected cost range, the methodology that will be used by the district to evaluate proposals, the procedure for final selection of the design-build entity, and any other information deemed necessary by the district to inform interested parties of the contracting opportunity

b. Significant factors that the district reasonably expects to consider in evaluating qualifications, including technical design and construction experience, acceptable safety record, and all other non-price-related factors

c. A standard template request for statements of qualifications prepared by the district, which shall contain all of the information required pursuant to Education Code 17250.25

The district also may identify specific types of subcontractors that must be included in the statement of qualification and proposal.

A design-build entity shall not be prequalified or short-listed unless the entity provides an enforceable commitment to the district that the entity and its subcontractors at every tier will use a skilled and trained workforce, as defined in Education Code 17250.25, to perform all work on the project or contract that falls within an apprenticeable occupation in the building and construction trades. The entity may demonstrate such commitment through a project labor agreement, by becoming a party to the district's project labor agreement, or through an agreement with the district to provide evidence of compliance on a monthly basis during the performance of the project or contract. (Education Code 17250.25)

3. The district shall prepare a request for proposals that invites prequalified or short-listed entities to submit competitive sealed proposals in a manner prescribed by the district. The request for proposals shall include the information identified in items #2a and 2b above and the relative importance or weight assigned to each of the factors. If the district uses a best value selection method, the district may reserve the right to request proposal revisions and hold discussions and negotiations with responsive proposers, in which case the district shall so specify in the request for proposals and shall publish separately or incorporate into the request for proposals applicable procedures to be observed by the district to ensure that any discussions or negotiations are conducted in good faith.

4. For those projects utilizing low bid as the final selection method, the bidding process shall result in lump-sum bids by the prequalified or short-listed design-build entities, and the contract shall be awarded to the lowest responsible bidder.

5. For those projects utilizing best value as a selection method, the following procedures shall be used:

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a. Competitive proposals shall be evaluated using only the criteria and selection procedures specifically identified in the request for proposals. Criteria shall be weighted as deemed appropriate by the district and shall, at a minimum, include price, unless a stipulated sum is specified; technical design and construction experience; and life-cycle costs over 15 or more years.

b. Following any discussions or negotiations with responsive proposers and completion of the evaluation process, the responsive proposers shall be ranked on a determination of value provided, provided that no more than three proposers are required to be ranked.

c. The contract shall be awarded to the responsible entity whose proposal is determined by the district to have offered the best value to the public.

d. The district shall publicly announce the contract award, identifying the entity to which the award is made and the basis of the award. This statement and the contract file shall provide sufficient information to satisfy an external audit.

Sole Sourcing

In any contract for the construction, alteration or repair of school facilities, the Superintendent or designee shall ensure that ~~not draft~~ the bid specification ~~in a manner that~~: (Public Contract Code 3400)

1. ~~Does not~~ ~~D~~irectly or indirectly ~~;~~ limits bidding to any one specific concern
2. ~~Does not~~ ~~E~~calls for a designated material, product, thing, or service by a specific brand or trade name, unless the specification is followed by the words “or equal” so that bidders may furnish any equal material, product, thing, or service ~~;~~

In ~~any~~ such cases ~~s~~, the bid specification shall provide a time period, before and/or after the award of the contract, for the contractor to submit data substantiating the request for substituting the designated material, product, thing, or service. If no such time period is specified, the contractor may submit the data within 35 days after the award of the contract.

When the bid is for a roof project, a material, product, thing, or service is considered “equal” to ~~that~~ ~~one~~ designated if it is equal in quality, durability, design, and appearance; will perform the intended function equally well; and conforms substantially to the detailed requirements in the bid specification. (Public Contract Code 3002)

However, the Superintendent or designee may designate a specific material, product, thing, or service by brand or trade name (sole sourcing) if the Board has made a finding, described in the

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invitation for bids or RFP, that a particular material, product, thing, or service is designated for any of the following purposes: (Public Contract Code 3400)

1. To conduct a field test or experiment to determine its suitability for future use;
2. To match others in use on a particular public improvement that has been completed or is in the course of completion;
3. To obtain a necessary item that is only available from one source
4. To respond to the Board's declaration of an emergency, as long as the declaration has been approved by four-fifths of the Board ~~that~~ when issued the invitation for bid or RFP

(cf. 9323.2 – Actions by the Board)

Bids Not Required

Without advertising for bids and upon a determination that it is in the best interest of the district, the Board may authorize another public corporation or agency, by contract, lease, requisition, or purchase order, to lease data-processing equipment or to purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner that the other public corporation or agency is authorized to make the leases or purchases from a vendor ("piggyback"). Alternatively, if the public corporation or agency has an existing contract with a vendor for the lease or purchase of personal property, the district may authorize the lease or purchase of personal property directly from the vendor and make payments under the same terms that are available to the public corporation or agency under the contract. (Public Contract Code 20118)

(cf. 3300 – Expenditures and Purchases)

~~In addition, upon a determination that it is in the best interest of the district and without advertising for bids, the Board may lease currently owned district property to any person, firm, or corporation for a minimum of \$1 per year, as long as the lease requires the person, firm, or corporation to construct a building or buildings on the property for the district's use during the lease and the property and building(s) will vest in the district at the expiration of the lease ("lease-leaseback"). (Education Code 17406)~~

(cf. 3512 – Equipment ~~280 – Sale of Lease of District Owned Real Property~~)

Without advertising for bids, the Board may enter into an energy service contract and any related facility ground lease, when it determines that the terms of the contract and lease are in the best interest of the district. The Board's determination shall be made at a regularly scheduled public hearing of which notice is given to the public at least two weeks in advance and shall be based on cost comparison findings specified in Government Code 4217.12. (Government Code 4217.12)

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~~(cf. 3510 – Green School Operations)~~

(cf. 3511 – Energy and Water Management)

(cf. 9320 – Meetings and Notices)

Supplementary textbooks, library books, educational films, audiovisual materials, test materials, workbooks, instructional computer software packages, or periodicals may be purchased in any amount without taking estimates or advertising for bids. (Public Contract Code 20118.3)

(cf. 6161.1 – Selection and Evaluation of Instructional Materials)

(cf. 6161.11 – Supplementary Instructional Materials)

(cf. 6163.1 – Library Media Centers)

Perishable foodstuffs and seasonal commodities needed in the operations of cafeterias may be purchased through bid or on the open market. (Education Code 38083)

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

Bids shall not be required for day labor under circumstances specified in Public Contract Code 20114. Day labor shall include the use of maintenance personnel employed on a permanent or temporary basis. (Public Contract Code 20114)

In an emergency when any repairs, alterations, work, or improvement to any school facility is necessary to permit the continuance of existing school classes or to avoid danger to life or property, the Board may, by unanimous vote and with the approval of the County Superintendent of Schools, contract for labor and materials or supplies without advertising for or inviting bids or may authorize the use of day labor or force account for the emergency purpose. (Public Contract Code 1102, 20113)

(cf. 3517 – Facilities Inspection)

~~Bids shall also not be required for day labor under circumstances specified in Public Contract Code 20114. Day labor shall include the use of maintenance personnel employed on a permanent or temporary basis. (Public Contract Code 20114)~~

The district may purchase any surplus property from the federal government or any of its agencies in any quantity needed for the operation of its schools without taking estimates or advertising for bids. (Education Code 17602)

Lease-Leaseback Contract

Upon a determination that it is in the best interest of the district and without advertising for bids, the Board may lease currently owned district property to any person, firm, or corporation for a minimum of \$1 per year, as long as the lease requires the person, firm, or corporation to

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construct a building or buildings on the property for the district's use during the lease and the property and building(s) will vest in the district at the expiration of the lease ("lease-leaseback"). Prior to entering into a lease-leaseback agreement, the Superintendent or designee shall have on file the contractor's enforceable commitment that the contractor and its subcontractors at every tier will use a skilled and trained workforce to perform all work on the project or contract that falls within an apprenticeable occupation in the building and construction trades. (Education Code 17406, 17407.5)

(cf. 3280 - Sale or Lease of District-Owned Real Property)

Any lease-leaseback agreement shall be reviewed by the district's legal counsel to ensure that all required terms, including a lease term that provides for the district's occupancy of the building or improved property during the lease and an appropriate financing component, are included in the agreement.

(cf. 9124 - Attorney)

Regardless of the funding source, when any lease-leaseback agreement is for a public project, involves an expenditure of \$1,000,000 or more, and meets other criteria in Public Contract Code 20111.6, the prequalification requirements specified in the "Prequalification Procedure" section above shall be followed. (Education Code 17406)

Uniform Public Construction Cost Accounting Act

Procedures for awarding contracts for public works projects shall be determined on the basis of the amount of the project, as follows:

1. Public projects of \$45,000 or less may be performed by district employees by force account, negotiated contract, or purchase order. (Public Contract Code 22032)
2. Contracts for public projects of \$175,000 or less may be awarded through the following informal procedures: (Public Contract Code 22032, 22034, 22038)
 - a. The Superintendent or designee shall maintain a list of qualified contractors, identified according to categories of work.
 - b. The Superintendent or designee shall prepare a notice inviting informal bids which describes the project in general terms, explains how to obtain more information about the project, and states the time and place for submission of bids. The notice shall be disseminated by mail, fax, or email to one or both of the following:

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(1) To all contractors on the district's list for the category of work being bid, unless the product or service is proprietary, at least 10 calendar days before bids are due

(2) To all construction trade journals identified pursuant to Public Contract Code 22036

c. The district shall review the informal bids and award the contract, except that:

(1) If all bids received through the informal process are in excess of \$175,000, the contract may be awarded to the lowest responsible bidder, provided that the Board adopts a resolution with a four-fifths vote to award the contract at \$187,500 or less and the Board determines the district's cost estimate was reasonable.

(2) If no bids are received through the informal bid procedure, the project may be performed by district employees by force account or negotiated contract.

3. Public projects of more than \$175,000 shall, except as otherwise provided by law, be subject to formal bidding procedures, as follows: (Public Contract Code 22032, 22037, 22038)

a. Notice inviting formal bids shall state the time and place for receiving and opening sealed bids and distinctly describe the project. The notice shall be disseminated in both of the following ways:

(1) Through publication in a newspaper of general circulation in the district's jurisdiction or, if there is no such newspaper, then by posting the notice in at least three places designated by the district as places for posting its notices. Such notice shall be published at least 14 calendar days before the date that bids will be opened.

(2) By mail and electronically, if available, by either fax or email, to all construction trade journals identified pursuant to Public Contract Code 22036. Such notice shall be sent at least 15 calendar days before the date that bids will be opened.

In addition to notice required above, the district may give such other notice as it deems proper.

b. The district shall award the contract as follows:

(1) The contract shall be awarded to the lowest responsible bidder. If two or more bids are the same and the lowest, the district may accept the one it chooses.

(2) At its discretion, the district may reject all bids presented and declare that the project can be more economically performed by district employees, provided that the district notifies an apparent low bidder, in writing, of the district's intention to reject the bid. Such notice shall be

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mailed at least two business days prior to the hearing at which the district intends to reject the bid.

(3) If no bids are received through the formal bid procedure, the project may be performed by district employees by force account or negotiated contract.

In cases of emergency when repair or replacements are necessary, the Board may proceed at once to replace or repair a facility without adopting plans, specifications, strain sheets, or working details, or giving notice for bids to let contracts, in accordance with the contracting procedures in Public Contract Code 22050. The work may be done by day labor under the direction of the Board and/or contractor. (Public Contract Code 22035)

Adopted: 7-23-80

Amended: 3-18-86, 6-6-89, 9-17-02, 3-06, 7-08, 11-10, 8-13, 1-14

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: SEPTEMBER 20, 2016
SUBJECT: B.6.d. APPROVE AMENDMENT TO BOARD POLICY 3513.3 – TOBACCO-FREE SCHOOLS - First Reading

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 3513.3 – Tobacco-Free Schools?

BACKGROUND: Board Policy 3513.3 is being revised to reflect NEW LAW (ABX2 9, 2016) which requires all districts, not just those receiving state Tobacco-Use Prevention Education funds, to prohibit tobacco use on school campuses. Policy also reflects new definitions of "smoking" and "tobacco" pursuant to NEW LAW (SBX2 5, 2016). Regulation reflects provision of ABX2 9 which requires signs prohibiting tobacco use to be displayed at all school entrances, and deletes option to designate a smoking area on campus.

ALTERNATIVES:

1. Approve the amendment to Board Policy 3513.3 – Tobacco-Free Schools
2. Do not amend Board Policy 3513.3 – Tobacco-Free Schools.
3. Adopt a modified version of the amendment to Board Policy 3513.3 – Tobacco-Free Schools.

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

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Business and Non-Instructional Operations

BP 3513.3(a)

Tobacco-Free Schools

The Governing Board recognizes that smoking and ~~other the~~ uses of tobacco and nicotine products, ~~including the breathing of second hand smoke,~~ constitute a serious public health hazard which are inconsistent with ~~its~~ the district goal ~~to~~ of providing a healthy environment for students and staff.

(cf. 3514 – Environmental Safety)

(cf. 4159/4259/4359 - Employee Assistance Programs)

(cf. 5030 – Student Wellness)

(cf. 5131.62 - Tobacco)

(cf. 5141.23 – Asthma Management)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6143 - Courses of Study)

The Board prohibits ~~smoking and/or~~ the use of tobacco products at any time in district-owned or leased buildings, on district property, and in district vehicles. (Health and Safety Code 104420~~;~~, 104559 ~~Labor Code 6404.5; 20 USC 6083~~)

~~These~~is prohibitions apply~~ies~~ to all employees, students, and visitors at any ~~district or~~ school-sponsored instructional program, activity, or athletic event held on or off district property. Any written joint use agreement governing community use of district facilities or grounds shall include notice of the district's tobacco-free schools policy and consequences for violations of the policy.

(cf. 1330 – Use of School Facilities)

(cf. 1330.1 – Joint Use Agreements)

~~The products prohibited include any product containing tobacco or nicotine, including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, electronic cigarettes, electronic hookahs, and other vapor emitting devices, with or without nicotine content, that mimic the use of tobacco products except may be allowed in a high school play or for an educational purpose with prior permission of the school principal.~~

Smoking means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor or any oral smoking device for the purpose of circumventing the prohibition of smoking. (Business and Professions Code 22950.5; Education Code 48901)

Tobacco products include: (Business and Professions Code 22950.5; Education Code 48901)

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BP 3513.3(b)

1. Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, or snuff
2. An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah
3. Any component, part, or accessory of a tobacco product, whether or not sold separately

This policy does not prohibit the use or possession of prescription products and ~~or~~ other cessation aids that have been approved by the U.S. Department of Health and Human Services, Food and Drug Administration, such as a nicotine patches or gum.

Smoking or use of any tobacco-related products and/or disposal of any tobacco-related waste is prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. In addition, any form of intimidation, threat, or retaliation against a person for attempting to enforce this policy is prohibited. (Health and Safety Code 104495)

Legal Reference:

EDUCATION CODE

48900 Grounds for suspension/expulsion

48901 Prohibition against tobacco use by students

BUSINESS AND PROFESSIONS CODE

22950.5 Stop Tobacco Access to Kids Enforcement Act; definitions

HEALTH AND SAFETY CODE

39002 Control of air pollution from non-vehicular sources

104350-104495 Tobacco use prevention, especially:

104495 Prohibition of smoking and tobacco waste on playgrounds

104559 Tobacco use prohibition

119405 Unlawful to sell or furnish electronic cigarettes to minors

LABOR CODE

3300 Employer, definition

6304 Safe and healthful workplace

6404.5 Occupational safety and health; use of tobacco products

UNITED STATES CODE, TITLE 20

6083 Nonsmoking policy for children's services

71100-71227 ~~Safe and Drug Free Schools and Communities Act~~ Student Support and Academic Enrichment Grants

CODE OF FEDERAL REGULATIONS, TITLE 21

1140.1-1140.34 Unlawful sale of cigarettes and smokeless tobacco to minors

**OAK PARK UNIFIED SCHOOL DISTRICT
BOARD POLICY**

Series 3000

Business and Non-Instructional Operations

BP 3513.3(c)

CSEA #506 and Associated Teachers of Metropolitan Riverside v. Riverside Unified School District (1989) PERB Order #750 (13 PERC 20147)

Management Resources:

WEB SITES

California Department of Education, Alcohol, Tobacco and Other Drug Prevention:

<http://www.cde.ca.gov/ls/he/at>

California Department of Education, Tobacco-Free School District Certification:

<http://www.cde.ca.gov/ls/he/at/tobaccofreecert.asp> ~~http://www.cde.ca.gov/ls/he/at/~~ ~~http://www.cde.ca.gov~~

California Department of Public Health, Tobacco Control: <http://www.cdph.ca.gov/programs/tobacco>

Occupational Safety and Health Standards Board: <http://www.dir.ca.gov/OSHSB/oshsb.html>

U.S. Environmental Protection Agency: <http://www.epa.gov>

Adopted: 11-17-92

Amended: 5-2-95, 9-17-02, 1-20-04, 10-18-11, 11-19-13, 8-19-14

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 3000

Business and Non-Instructional Operations

AR 3513.3(a)

Tobacco-Free Schools

Notifications

Information about the district's tobacco-free schools policy and enforcement procedures shall be communicated clearly to employees, parents/guardians, students, and the community. (Health and Safety Code 104420)

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

(cf. 5145.6 - Parental Notifications)

The Superintendent or designee may disseminate this information through annual written notifications, district and school web sites, student and parent handbooks, and/or other appropriate methods of communication.

(cf. 1113 - District and School Web Sites)

The Superintendent or designee shall ensure that signs stating "Tobacco use is prohibited" ~~shall be~~ are prominently displayed at all entrances to school property. (Health and Safety Code 104420, 104559)

Enforcement/Discipline

Any employee or student who violates the district's tobacco-free schools policy shall be asked to refrain from smoking and shall be subject to disciplinary action as appropriate.

(cf. 4118 - Suspension/Disciplinary Action)

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

(cf. 5144 - Discipline)

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

Any other person who violates the district's policy on tobacco-free schools shall be informed of the district's policy and asked to refrain from smoking. If the person fails to comply with this request, the Superintendent or designee may:

1. Direct the person to leave school property
2. Request local law enforcement assistance in removing the person from school premises
3. If the person repeatedly violates the tobacco-free schools policy, prohibit him/her from entering district property for a specified period of time

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Business and Non-Instructional Operations

AR 3513.3(b)

(cf. 1250 - Visitors/Outsiders)

(cf. 3515.2 - Disruptions)

The Superintendent or designee shall not be required to physically eject a nonemployee who is smoking or to request that the nonemployee refrain from smoking under circumstances involving a risk of physical harm to the district or any employee. (Labor Code 6404.5)

Adopted: 9-17-02

Amended: 3-11

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: SEPTEMBER 20, 2016

**SUBJECT: B.6.e. APPROVE AMENDMENT TO BOARD POLICY 3541.2
TRANSPORTATION FOR STUDENTS WITH DISABILITIES – First
Reading**

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 3541.2 Transportation for Students with Disabilities and deletion of the Administrative Regulation 3541.2?

BACKGROUND: Board Policy 3541.2 is being updated to clarify the policy's applicability to students receiving services pursuant to Section 504 of the federal Rehabilitation Act of 1973, add sample criteria for individualized education program (IEP) teams to use when determining a student's transportation needs, and add material re: the provision of information to IEP teams. Regulation deleted and material moved to BP re: provision of alternative transportation when a student is excluded from school bus transportation for a disciplinary or other reason, assurance that a contract with a nonpublic, nonsectarian school or agency addresses transportation as necessary, and transportation of service animals.

ALTERNATIVES:

1. Approve the amendment to Board Policy 3541.2 – Transportation for Students with Disabilities.
2. Do not amend Board Policy 3541.2 – Transportation for Students with Disabilities.
3. Adopt a modified version of the amendment to Board Policy 3541.2 – Transportation for Students with Disabilities.

RECOMMENDATION:
Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3541.2(a)

Transportation For Students With Disabilities

The Governing Board desires to meet the ~~shall ensure that appropriate~~ transportation needs of ~~services are provided for~~ students with disabilities to enable them to benefit from special education and related services. The district shall provide appropriate transportation services for a student with disabilities when the district is the student's district of residence and the transportation services are required by his/her ~~as specified in their~~ individualized education program (IEP) or Section 504 accommodation plan. ~~The district may make home-to-school transportation available for students at no cost to parents/guardians as specified in the student's IEP.~~

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

(cf. 3250 - Transportation ~~Fees~~)

(cf. 6159 - Individualized Education Program ~~(IEP)~~)

~~(cf. 6159.2 - Nonpublic Nonsectarian School and Agency Services for Special Education)~~

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

(cf. 6164.6 - Identification and Education under Section 504)

The specific needs of the student shall be the primary consideration when an IEP team is determining the student's transportation needs. Considerations may include, but are not limited to, the student's health needs, travel distances, physical accessibility and safety of streets and sidewalks, accessibility of public transportation systems, midday or other transportation needs, extended-year services, and, as necessary, implementation of a behavioral intervention plan.

The Superintendent or designee shall provide IEP teams with information about district ~~establish criteria and procedures for determining the most appropriate mode of transportation for an individual student based on identified needs as determined in the IEP or accommodation plan.~~ services in order to assist them in making decisions as to the mode, schedule, and location of transportation services that may be available to each student with disabilities. The IEP team may communicate with district transportation staff and/or invite transportation staff to attend IEP team meetings where the student's transportation needs will be discussed.

Transportation services specified in a student's IEP or Section 504 plan shall be provided at no cost to the student or his/her parent/guardian.

(cf. 3540 - Transportation)

If a student whose IEP or accommodation plan specifies transportation needs is excluded from school bus transportation for any reason, such as suspension, expulsion, or other reason, the district shall provide alternative transportation at no cost to the student or parent/guardian. (Education Code 48915.5)

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Business and Non-Instructional Operations

BP 3541.2(b)

(cf. 5131.1 - Bus Conduct)

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

When contracting with a nonpublic, nonsectarian school or agency to provide special education services, the Superintendent or designee shall ensure that the contract includes general administrative and financial agreements related to the provision of transportation services if specified in the student's IEP. (Education Code 56366)

(cf. 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education)

The Superintendent or designee shall arrange transportation schedules so that students with disabilities do not spend an excessive amount of time on buses [compared to other students](#). Arrivals and departures shall not reduce the length of the school day for these students except as may be prescribed on an individual basis.

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

(cf. 3541 - Transportation Routes and Services)

The Superintendent or designee shall ~~establish procedures to ensure compatibility between~~ [ensure that any](#) mobile seating devices [used on district buses are compatible with](#) ~~and~~ bus securement systems [required by 49 CFR 571.222](#). (Education Code 56195.8)

(cf. 3542 - School Bus Drivers)

As necessary, a student with disabilities may be accompanied on school transportation by a service animal, as defined in 28 CFR 35.104, including a specially trained guide dog, signal dog, or service dog. (Education Code 39839; Civil Code 54.1-54.2; 28 CFR 35.136)

(cf. 6163.2 - Animals at School)

When transportation is not specifically required by the IEP or Section 504 plan of a student with disabilities, the student shall be subject to the rules and policies regarding regular transportation offerings within the district.

Legal Reference:

EDUCATION CODE

39807.5 Payment of transportation cost

39839 Guide dogs, signal dogs, and service dogs on bus

41850-41854 Allowances for transportation

~~48209-48209.16~~ [48300-48315](#) Alternative interdistrict attendance program

48915.5 Expulsion of students with exceptional needs

[56040](#) No cost for special education and related services

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BP 3541.2(c)

56195.8 Adoption of policies

56327 Assessment for special education and related services

56345 Individualized education program

~~56366~~– 56365-56366.1 Nonpublic nonsectarian schools or agencies

CIVIL CODE

54.1-54.2 Service animals

56366.1 Waiver of requirements under section 56365 and 56366

CODE OF REGULATIONS, TITLE 5

15050 Transfer of funds to child development fund and development center for handicapped pupils fund

15243 Physically handicapped minors

15271 Exclusion from report

UNITED STATES CODE, TITLE 20

1400-1482⁷ Individuals with Disabilities Education Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.104 Definitions

35.136 Service animals

UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act of 1973

300.1-300.818 Individuals with Disabilities Education Act, especially:

300.34 Transportation defined as related service

CODE OF FEDERAL REGULATIONS, TITLE 34

104.4 Equal opportunity under the Rehabilitation Act of 1973, Section 504

CODE OF FEDERAL REGULATIONS, TITLE 49

571.222 Federal requirements for bus securement systems

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS ~~MANAGEMENT ADVISORIES~~

~~0500.92 Implementation of~~ Special Education Transportation ~~Guidelines Apportionment (#92-02)~~

~~CDE PROGRAM ADVISORIES~~

~~0609.95 School transportation fee exemption for handicapped children and pupils whose parents or guardians are indigent (LO: 2-95)~~

Pupil Fees, Deposits and Other Charges, Fiscal Management Advisory 12-02, April 24, 2013

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Protecting Students with Disabilities: Frequently Asked Questions About Section 504 and the Education of Children with Disabilities, 2009

Questions and Answers on Serving Children with Disabilities Eligible for Transportation, 2009

WEB SITES

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

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

Adopted: 9-17-02

Amended: 2-17-04

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: SEPTEMBER 20, 2016

SUBJECT: B.6.f. APPROVE AND ADOPT BOARD POLICY 3555 – NUTRITION PROGRAM COMPLIANCE–First Reading

ISSUE: Should the Board of Education approve and adopt the proposed Board Policy 3555 – Nutrition Program Compliance?

BACKGROUND: Board Policy 3555 is mandated for any district whose child nutrition programs (i.e., National School Lunch Program, School Breakfast Program, Special Milk Program, and/or other child nutrition program) receive state or federal funding. 5 CCR 4621 mandates that districts adopt uniform complaint procedures for the investigation and resolution of specified types of complaints, and 5 CCR 4610 makes those procedures applicable to allegations of unlawful discrimination, harassment, intimidation, bullying, or violation of state or federal laws governing educational programs, including child nutrition programs.

ALTERNATIVES:

1. Approve and adopt the Board Policy 3555 – Nutrition Program Compliance.
2. Do not adopt Board Policy 3555 – Nutrition Program Compliance.
3. Adopt a modified version of the mandated Board Policy 3555 – Nutrition Program Compliance.

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

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BP 3555(a)

Nutrition Program Compliance

The Governing Board recognizes the district's responsibility to comply with state and federal nondiscrimination laws as they apply to the district's nutrition programs. The district shall not deny any individual the benefits or service of any nutrition program or discriminate against him/her on any basis prohibited by law.

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

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

(cf. 3552 - Summer Meal Program)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 5030 - Student Wellness)

Coordinator

The Board designates the compliance officer(s) specified in AR 1312.3 - Uniform Complaint Procedures as the district's civil rights coordinator to ensure compliance with the laws governing its nutrition programs and to investigate any related complaints.

The responsibilities of the compliance officer/coordinator include, but are not limited to:

1. Providing the name of the civil rights coordinator, Section 504 coordinator, and Title IX coordinator, if different from the civil rights coordinator, to the California Department of Education and other interested parties

(cf. 6164.6 - Identification and Education Under Section 504)

2. Annually providing mandatory civil rights training to all frontline staff who interact with program applicants or participants and to those who supervise frontline staff

The subject matter of such training shall include, but not be limited to, collection and use of data, effective public notification systems, complaint procedures, compliance review techniques, resolution of noncompliance, requirements for reasonable accommodation of persons with disabilities, requirements for language assistance, conflict resolution, and customer service.

3. Establishing admission and enrollment procedures that do not restrict enrollment of students on the basis of race, ethnicity, national origin, or disability, including preventing staff from incorrectly denying applications and ensuring that such persons have equal access to all programs

(cf. 6159 - Individualized Education Program)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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BP 3555(b)

4. Sending a public release announcing the availability of the child nutrition programs and/or changes in the programs to public media and to community and grassroots organizations that interact directly with eligible or potentially eligible participants
5. Communicating the program's nondiscrimination policy and applicable complaint procedures, as provided in the section "Notifications" below
6. Providing appropriate translation services when a significant number of persons in the surrounding population have limited English proficiency
7. Ensuring that every part of a facility is accessible to and usable by persons with disabilities and that participants with disabilities are not excluded from the benefits or services due to inaccessibility of facilities
8. Ensuring that special meals are made available to participants with disabilities who have a medical statement on file documenting that their disability restricts their diet

(cf. 5141.27 - Food Allergies/Special Dietary Needs)
9. Implementing procedures to process and resolve civil rights (discrimination) complaints and program-related complaints, including maintaining a complaint log and working with the appropriate person to resolve any complaint
10. Developing a method, which preferably uses self-identification or self-reporting, to collect racial and ethnic data for potentially eligible populations, applicants, and participants

(cf. 5022 - Students and Family Privacy Rights)
(cf. 5125 - Student Records)

Notifications

The U.S. Department of Agriculture's (USDA) "And Justice for All" civil rights poster or a substitute poster approved by the USDA's Food and Nutrition Service shall be displayed in areas visible to the district's nutrition program participants, such as food service areas and school offices.

The coordinator shall notify the public, all program applicants, participants, and potentially eligible persons of their program rights and responsibilities and steps necessary for participation. Applicants, participants, and the public also shall be advised of their right to file a complaint, how to file a complaint, the complaint procedures, and that a complaint may be file anonymously or by a third party.

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BP 3555(c)

(cf. 5145.6 - Parental Notifications)

In addition, all forms of communication available to the public regarding program availability shall contain, in a prominent location, the following statement:

"In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider."

Forms of communication requiring this nondiscrimination statement include, but are not limited to, web sites, public information releases, publications, and posters, but exclude menus. The nondiscrimination statement need not be included on every page of program information on the district's or school's web site, but the statement or a link to the statement shall be included on the

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BP 3555(d)

home page of the program information.

A short version of the nondiscrimination statement, stating "This institution is an equal opportunity provider," may be used on pamphlets, brochures, and flyers in the same print size as the rest of the text.

Complaints

Any complaint concerning the district's nutrition programs shall be investigated using the process identified in AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

When a complaint alleging discrimination on the basis of race, color, national origin, sex, age, or disability is unresolved at the district level, the coordinator shall notify the complainant of the option to contact and/or forward his/her complaint to one of the following agencies:

1. Child Nutrition Program Civil Rights and Program Complaint Coordinator, California Department of Education, Nutrition Services Division, 1430 N Street, Room 4503, Sacramento, CA 95814-2342 or call (916) 323-8531 or (800) 952-5609
2. U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, (866) 632-9992, (800) 877-8339 (Federal Relay Service - English), (800) 845-6136 (Federal Relay Service - Spanish), fax (202) 690-7442, or email program.intake.usda.gov.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

48985 Notices to parents in language other than English

49060-49079 Student records

49490-49590 Child nutrition programs

PENAL CODE

422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5

3080 Application of section

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities in Education Act

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BP 3555(d)

1681-1688 Discrimination based on sex or blindness, Title IX
UNITED STATES CODE, TITLE 29
794 Section 504 of the Rehabilitation Act of 1973
UNITED STATES CODE, TITLE 42
2000d-2000d-7 Title VI, Civil Rights Act of 1964
2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended
2000h-2000h-6 Title IX
12101-12213 Americans with Disabilities Act
CODE OF FEDERAL REGULATIONS, TITLE 7
210.23 National School Lunch Program, district responsibilities
215.7 Special Milk Program, requirements for participation
215.14 Special Milk Program, nondiscrimination
220.7 School Breakfast Program, requirements for participation
225.3 Summer Food Service Program, administration
225.7 Summer Food Service Program, program monitoring
CODE OF FEDERAL REGULATIONS, TITLE 28
35.101-35.190 Americans with Disabilities Act
36.303 Auxiliary aids and services
CODE OF FEDERAL REGULATIONS, TITLE 34
100.1-100.13 Nondiscrimination in federal programs, effectuating Title VI
104.1-104.39 Section 504 of the Rehabilitation Act of 1973
106.1-106.61 Discrimination on the basis of sex, effectuating Title IX, especially:
106.9 Dissemination of policy
Management Resources:
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Civil Rights and Complaint Procedures for the U.S. Department of Agriculture Child Nutrition Programs, rev.
November 2015
U.S. DEPARTMENT OF AGRICULTURE, FOOD AND NUTRITION SERVICE PUBLICATIONS
Civil Rights Compliance and Enforcement - Nutrition Programs and Activities, FNS Instruction 113-1, November
2005
U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
Notice of Non-Discrimination, August 2010
WEB SITES
California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/l/nu>
U.S. Department of Agriculture, Food and Nutrition Services: <http://www.fns.usda.gov>
U.S. Department of Agriculture, Office for Civil Rights: <http://www.ascr.usda.gov>
U.S. Department of Education, Office for Civil Rights: <http://www2.ed.gov/ocr>

Adopted: 9-20-2016

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: SEPTEMBER 20, 2016
SUBJECT: B.6.g APPROVE AMENDMENT TO BOARD POLICY 3580 – DISTRICT RECORDS –First Reading

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 3580 – District Records?

BACKGROUND: Board Policy 3580 is being updated legal requirement to disclose any breach of security of district records that contain personal information, as defined, by providing a written or electronic notification that meets the content and formatting requirements specified in law.

ALTERNATIVES:

1. Approve the amendment to Board Policy 3580 – District Records.
2. Do not amend Board Policy 3580 – District Records.
3. Adopt a modified version of the amendment to Board Policy 3580 – District Records.

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	_____	_____	_____	_____

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BP 3580(a)

District Records

The Governing Board recognizes the importance of securing and retaining district documents. The Superintendent or designee shall ensure that district records are developed, maintained and disposed of in accordance with law, Board policy, and administrative regulation.

(cf. 1340 - Access to District Records)

(cf. 3440 - Inventories)

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

(cf. 5125 - Student Records)

The Superintendent or designee shall consult with district legal counsel, site administrators, district information technology staff, personnel department staff, and others as necessary to develop a secure document management system that provides for the storage, retrieval, archiving, and destruction of district documents, including electronically stored information such as email. This document management system shall be designed to comply with state and federal laws regarding security of records, record retention and destruction, response to “litigation hold” discovery requests, and the recovery of records in the event of a disaster or emergency.

(cf. 0400 – District Technology Plan)

(cf. 3516 – Emergencies and Disaster Preparedness Plan)

(cf. 4040 - Employee Use of Technology)

(cf. 9011 – Board Member Electronic Communications)

The Superintendent or designee shall ensure the confidentiality of records as required by law and shall establish regulations to safeguard data against damage, ~~loss~~, or ~~theft~~ ~~loss~~.

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

~~*(cf. 5125 – Student Records)*~~

~~*(cf. 5125.1 - Release of Directory Information)*~~

~~In the event of any known or reasonably suspected breach of the security of district records containing confidential personal information including, but not limited to, a social security number, driver’s license or identification card number, medical information, health insurance information, or an account number in combination with an access code or password that would permit access to a financial account, the Superintendent or designee shall immediately notify local law enforcement agencies and any affected persons. Notification of affected individuals may be delayed if a law enforcement agency determines that the notification would impede a criminal investigation.~~

The Superintendent or designee shall ensure that employees receive information about the district’s document management system, including retention and confidentiality requirements

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BP 3580(b)

and an employee's obligations in the event of a litigation hold established on the advice of legal counsel.

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

If the district discovers or is notified that a breach of security of district records containing unencrypted personal information has occurred, the Superintendent or designee shall notify every individual whose personal information was, or is reasonably believed to have been, acquired by an unauthorized person. Personal information includes, but is not limited to, a social security number, driver's license or identification card number, medical information, health insurance information, or an account number in combination with an access code or password that would permit access to a financial account. (Civil Code 1798.29)

The Superintendent or designee shall provide the notice in a timely manner either in writing or electronically, unless otherwise provided in law. The notice shall include the material specified in Civil Code 1798.29, be formatted as required, and be distributed in a timely manner, consistent with the legitimate needs of law enforcement to conduct an uncompromised investigation or any measures necessary to determine the scope of the breach and restore reasonable integrity of the data system. (Civil Code 1798.29)

(cf. 1112 - Media Relations)

(cf. 1113 - District and School Web Sites)

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

(cf. 5145.6 - Parental Notifications)

Safe at Home Program

District public records shall not include the actual addresses of students, parents/guardians or employees when a substitute address is designated by the Secretary of State pursuant to the Safe at Home program. (Government Code 6206, 6207)

When a substitute address card is provided pursuant to this program, the confidential, actual address may be used only to establish district residency requirements for enrollment and for school emergency purposes.

(cf. 5111.1 - District Residency)

(cf. 5141 – Health Care and Emergencies)

Legal Reference:

EDUCATION CODE

35145 Public meetings

35163 Official actions, minutes and journal

35250-35255 Records and reports

44031 Personnel file contents and inspection

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BP 3580(c)

49065 Reasonable charge for transcripts

49069 Absolute right to access

CIVIL CODE

1798.29 Breach of security involving personal information

CODE OF CIVIL PROCEDURE

1985.8 Electronic Discovery Act

2031.010-2031.060 Civil Discovery Act, scope of discovery demand

2031.210-2031.320 Civil Discovery Act, response to inspection demand

GOVERNMENT CODE

6205-6210 Confidentiality of addresses for victims of domestic violence

6252-6265 Inspection of public records

12946 Retention of employment applications and records for two years

PENAL CODE

11170 Retention of child abuse reports

CODE OF REGULATIONS, TITLE 5

430 Individual student records; definition

432 Varieties of pupil records

16020-16022 Records-general provisions

16023-16027 Retention of records

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

CODE OF FEDERAL REGULATIONS< TITLE 34

99.1-99.8 Family Educational Rights and Privacy Act

Management Resources:

WEB SITES

California Secretary of State: <http://www.sos.ca.gov/safeathome>

Adopted: 7-11-89

Amended: 9-17-02, 2-17-04

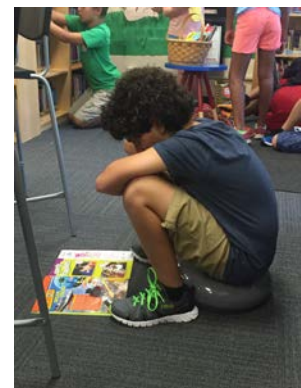
TO: MEMBERS, BOARD OF EDUCATION
FROM: SARA AHL, PRINCIPAL, BROOKSIDE ELEMENTARY SCHOOL
DATE: SEPTEMBER 20, 2016
SUBJECT: MONTHLY BOARD REPORT

SCHOOL EVENTS:

- The first month of school has been smooth and successful! We have many happy Tigers on campus every day!



- Our 5th grade classrooms are busy exploring the many new features of their new flexible seating arrangements. Teachers are finding that students are quickly taking responsibility for their learning, making good choices, and have more pride in their environment. In short, from the kids' mouths, "we LOVE it!" To support the implementation of this pilot program, our counselor, Holly Baxter, has conducted for our 5th graders a series of interactive lessons to better understand their learning styles and how their individual needs and preferences lend themselves to making the right choices in their learning.



- The annual Welcome-Back PTA Movie Night was as fun as ever! This is one of our best community events each year. We work to make Brookside a place to build relationships, community, and school spirit.



- We officially kicked off our school-wide bucketfilling program on August 18. Sponsored by our PTA, *Bucketfillers for Life* came to present the bucket-filling metaphor to our students. Students and staff now aim to “fill more, dip less,” as our daily motto. Filling another’s bucket means doing or saying something kind, helpful, or supportive. Dipping from another’s bucket means doing something that makes someone feel bad or sad. The program is based on the book, Have You Filled a Bucket Today? by Carol McCloud.



- The Kindergarten Yard ribbon-cutting event was held on the first day of school. We continue to highlight the invaluable partnership between our parent community, our school, and our school district. This wonderful project would never have taken flight without the support of all stakeholders. Our kindergarten students seem to be enjoying their new surroundings and are taking advantage of all of its features.



FIELD TRIPS:

The 5th grade classes will be incorporating a capstone field trip to CReATE Studio (in Westlake Village) to their Native America unit in social studies. This will bring a new inquiry-based piece to the traditional structure of teaching and learning.

SCHOOL SITE COUNCIL:

Brookside School Site Council will hold its first meeting on September 13, 2016.

CALENDAR HIGHLIGHTS:

September 12	National Arts in Education Week
September 12 -13	Music Van for grades 3 & 5

Respectfully Submitted,

Anthony W. Knight, E.d.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION

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

DATE: SEPTEMBER 20, 2016

SUBJECT: MONTHLY BOARD REPORT

Oak Hills Family Picnic

On Friday evening, August 26th, the entire Oak Hills community gathered on the playground for the Oak Hills Family Picnic. We enjoyed food (d'Amore Pizza) and entertainment. The turnout this year seemed very good, and the event proved to be a great opportunity to welcome all newcomers, and catch up with old friends after the summer. A special thanks goes out to our PTA for organizing such a successful event.

Student Council

The Oak Hills student council is off to a great start. Students from each homeroom class are elected by their classmates to represent their class at our monthly meetings. Officers are then selected from among the representatives. All students who run for representative are encouraged to participate as a member at large, regardless of the outcome of the elections. The spring semester officers are:

President:	Savannah Whitten Rowand
Vice-President:	Ella Belsky
Secretary:	Taylor Mansman
Treasurer:	Brooke Herstein
Publicists:	Presley Deck
	Mia Jong
	Sophia Folendorf
	Sophia Mannino

Congratulations to all of our candidates for delivering thoughtful speeches, and running honorable campaigns. We look forward to their service and leadership.

Music Van

Our students enjoyed another visit from the New West Symphony Music Van last week. The children gained hands-on experience with an extensive variety of instruments as they rotated between the brass, woodwinds, strings, and percussion sections. Our before/after-school chorus and instrumental music programs are growing and we already begun our weekly practice.

GATE and Enrichment Programs

This week we began our 5th grade STEAM enrichment program. This program is designed to offer an additional course of study, beyond the differentiated, inquiry-based, hands-on projects that occur regularly for all students. The program is open to all interested fifth-

grade students and is often of particular interest to many of our GATE identified students. This year we have over sixty students participating.

This lunchtime program, now in its fifth year, is based on the Science of Disney Imagineering curriculum. This series of classes provides students with an exciting “hands-on” extension of basic science concepts. Students will have the opportunity to use “outside the box” thinking to complete activities related to the subject of the week. Additionally, students will use reading, writing, art, math, and computer knowledge to further their understanding of the science theme being taught. The program is being coordinated by our GATE coordinator Kate Loe and will be taught by Stacy Dishlip.

Back-to-School Night

Back to school night at Oak Hills was a great success, with two sessions, K-2nd and 3rd-5th. Each group gathered on the playground for a brief general meeting, which included an overview of the elementary counseling program by Holly Baxter, information from the Ventura County Library, and a presentation by our PTA. Parents spent the rest of the evening in the classrooms meeting with their child’s teacher(s). The parents discovered the exciting learning opportunities that await their children over the course of the year, learned what they will need to do to support their child’s education at home.

Respectfully Submitted,

Anthony W. Knight, E.d.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION

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

DATE: SEPTEMBER 20, 2016

SUBJECT: MONTHLY BOARD REPORT

Back-to-School Night

Back-to-School Night was held on August 24 for all grade levels. Discovery Kindergarten, regular Kindergarten, first and second grades made their presentations at 6:00 while the third, fourth and fifth grades presented at 7:30. A short parent meeting was held in the Multipurpose Room starting at 7:00. The principal welcomed the parents and talked about the value of parental involvement at Red Oak Elementary School. PFA co-presidents, Stephanie Love and Suzie Nicks spoke about the value and purpose of the Parent Faculty Association. Elementary school counselor, Holly Baxter spoke about the elementary school counseling services and Mrs. Galvez from the Ventura County Library spoke about the value of reading and the services they provide. Our Director of Nutrition spoke about the direction of food services and provided free samples of the foods served on campus. Throughout the night, teachers made presentations individually in their classrooms and also as a grade level group in our Multi-purpose Room and library. All the presentations at Back-to-School night were well attended by parents. Dr. Knight and several school board members attended the parent meeting and made classroom visits.

School Site Council

Our School Site Council met for the first time this school year on August 22. We had one new faculty member, and two new parent members. Our SSC purpose statement was reviewed and the bylaws were passed out. New additions to our staff were introduced, enrollment reviewed and the work that was done this summer to improve our facilities was explained. There was a discussion of the District of Choice program and the efforts to renew this state program. Leaders were selected to report, record and lead our SSC.

Rattler Respect

A new character traits/skills program was created and implemented starting this month. Rattler Respect will focus monthly on specific character traits. Lessons, videos and activities are being created and have been developed to teach these traits. Two new forms were created to reinforce the traits. The forms are Rattler Respect Reminder and Rattler Respect Commendation. A copy of each will go home to parents to keep them informed of their child's behavior. Spirit Sticks will be given out as a reward for students caught demonstrating positive character traits.

Respectfully Submitted,

Anthony W. Knight, E.d.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: BRAD BENIOFF, PRINCIPAL, MEDEA CREEK MIDDLE SCHOOL
DATE: SEPTEMBER 20, 2016
SUBJECT: MONTHLY SCHOOL REPORT

Outdoor Education Meeting September 8th @3:00: There is an informational meeting in the gym for 6th grade parents regarding the engaging, annual curricular trip to Pali Institute in Running Springs November 30th-December 2nd.

Club Fair September 9th: Students have the opportunity to sign-up for a student Club that interests them or they may work with the Assistant Principal to, possibly, start one of their own with an adult sponsor. Thanks to ASB for hosting this, as well as the adult club sponsors for being there and sponsoring a year-long Club!

Homework Club 3:00-4:00 began this month September 1st in the MCMS Library

W.E.B (Where Everyone Belongs): MCMS Counselors continue to implement this middle school mentoring (8th graders to 6th graders) and transition program to foster student leadership and build a culture of caring and connectedness at school. They have had morning get-togethers and have much more planned!

Mock Trial Begins at MCMS, September 2016 -April 2017: 7th and 8th grade students learn what it's like to be an attorney, witness, court clerk or bailiff in a criminal mock trial! Ms. Tristine Wenker is the teacher sponsor and Rose De Mattia is the parent facilitator.

Tobacco Bus of Horrors September 14-16: Ventura County Department of Public Health will park its 'movable classroom' here to instruct students on making healthy choices and avoiding tobacco. This is part of our TUPE (Tobacco Use Prevention Education) work in the 6th grade.

Oak Park's 50th Celebration at MCMS September 16th at lunch in the library: MCMS will mark the occasion by hosting a student-assembled panel discussion of staff members who "remember when." We will learn, remember and celebrate who we were and how we experience Oak Park now.

Respectfully Submitted,

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: KEVIN BUCHANAN, PRINCIPAL, OAK PARK HIGH SCHOOL
DATE: SEPTEMBER 20, 2016
SUBJECT: MONTHLY BOARD REPORT

REGISTRATION

Thanks to Andrea Shapiro, PFA volunteers, and staff, who organized the fall registration. Because of several adjustments to the scheduling processes and procedures, there was less pressure on the counseling office as students adjusted their schedules. The counselors spent the first few weeks balancing classes and making minor adjustments to student schedules. Once again this year we conducted a freshman orientation on the 9th grade registration day and incoming freshmen received guided campus tours, a Q&A session with ASB students who presented “Tips & Tricks” for a successful freshman year. They also received their schedules with their teachers and rooms listed along with lunch on the great lawn and a goodie bag that included a new OPHS sports bottle, T-Shirt, OPHS Athletic bumper, sticker, and daily planner. The electronic re-enrollment process presented some challenges as we rolled it out for the first time but we opened and staffed a computer lab during registration was very busy and helped a lot. We once again reassigned lockers electronically and as of today every student has an assigned locker. We also decided to distribute textbooks prior to and it went very well so that every student had his or her textbooks prior to the first day of school

TEACHERS RETURN

We have some staff changes, and we welcomed our new office manager, Michelle DiCamillo who spent 16 years at Brookside Elementary and has worked the OPHS summer school for the past two years. Many thanks to our office staff and Toni Paulson who have been helping her get up and running. Other new staff members include chemistry teacher Zaloe Goira-Virto who joins us from Santa Clarita, CA, and originally hails from Spain. Allan Prescott is our new Wood/ Architecture teacher. Allan was already working in the District maintenance department and is excited to take over the program so ably managed by Ken Paulson. D.J. Cook is moving back to OPHS full time and will be teaching social science in addition to team teaching ASB with Heidi. Also joining our custodial Team is Jose Tamayo who’s had a busy summer and has had a very quick orientation. He’s a local young man and a 2008 graduate of Moorpark High. Kevin Smith is returning from a yearlong leave of absence and we’re glad to have him back on board. Other changes include adding an attendance TOSA, which has been filled by Russ Peters

FACILITIES

Although we did not have any major construction jobs on our campus this summer, we did have several smaller but important projects. The planters from the visitor parking area have been moved to the main thoroughfare by the I-Building to open up some parking spots and to create additional student plaza-style seating. The parking lot has been repaved and re-stripped. The class of 2016 presented a beautiful bronze eagle statue that has been installed next to the I-Building facing the great lawn. A new electronic Marquee has been mounted near the entrance of the gym and ASB will be using it to display upcoming events and student announcements. The new home side bleachers have finally been installed in the gym with a generous donation from the Agoura Youth Basketball Association. Solar powered USB charging stations and power outlets are now installed on the shade structure posts so students can charge their devices and work outside.

Inside rooms, we have replaced carpets in G-5, G-6 and G-7, and new quieter air conditioning systems have been installed on the I-Building. The Eagle stadium bathrooms have had new epoxy flooring installed and the gym foyer bathrooms will be going through some minor changes to meet ADA guidelines. The classrooms and other areas have been completely cleaned and the landscaping groomed and tidied up. Richard, Erik, Oscar, Serafin, and Jose, have done a fine job of getting classrooms ready and up and running. Special thanks go to Julie Suarez for her tireless efforts to get OPHS ready in time for school.

NATIONAL MERIT SCHOLARSHIP PROGRAM

This year, four OPHS seniors were selected as Semifinalists for the 2017 National Merit Scholarship Program. Their selection indicates that they scored among the top 1,200 students in the state of California. Representing the top one percent of each state’s high school seniors, these excellent students continue in the competition for National

Merit Scholarship Finalist awards. The students are: Tara Foroohar, Alexander John, Grigory Manyak and Matthew Yerich.

ATHLETIC UPDATE

We would like to welcome four new head coaches to our athletic program. Casey Webb is our new interim head football coach, replacing Tim Kenney who has relocated to Northern California. Casey has been with the football program for a long time and is teaching PE at Medea Creek. Renee Matzner takes over as dance coach after spending a long time as assistant coach. Medea Creek teacher Steve White is coaching cross-country and track and has already been preparing the XC team during summer. Adam Quinn is taking over both the girls 'and boys' volleyball teams replacing his father Patrick who has retired and relocated to Arizona. We continue to expand and improve our athletic program with a focus on Title IX compliance by increasing female participation. Teams have been working all summer with conditioning and training and we are looking forward to successful seasons.

BACK-TO-SCHOOL NIGHT

Back to School Night will be held on September 15. The evening will begin for our teachers with a dinner hosted by our PFA, and following a brief parent welcome in the Gym, the school bell will then lead parents through their student's class schedule and to their classrooms where teachers will discuss the courses and class procedures.

THE MERRY WIVES OF WINDSOR

Under the direction of Mr. Allan Hunt and produced by the Oak Park Performing Alliance (OPPAA) our students in rehearsals for our fall Shakespeare production. This play will be set in London during the swinging '60s. Later in the year, we will be staging the musical "Hair", along with a student-led production to be named later.

SUICIDE AWARENESS WEEK

OPHS Counselors are conducting a series of activities to increase awareness and provide students and parents with tools and techniques to identify the signs of students at risk and resources to aid students who are suffering from depression and are susceptible to self-harm.

Respectfully Submitted:

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION

FROM: STEWART MCGUGAN, DIRECTOR OF ALTERNATIVE EDUCATION

DATE: SEPTEMBER 20, 2016

SUBJECT: MONTHLY BOARD REPORT



BOTH SCHOOLS



VENTURA COUNTY INNOVATES

We will be offering three new Ventura County Innovates (VCI) courses. We are excited to introduce George Gabriel (Ventura County District provides teacher). George will be teaching our new Sound Engineering class on Fridays. George is a talented composer, producer, and music director who shares our passion of providing engaging opportunities for students into potential career pathways. We are also offering Careers in Education (Susan Allen, OVHS). Our final new class will be Health Science Emergency Medicine (EMT), (KC Kelem, OVHS). It is wonderful that we are able to broaden our options, as we have had very few in the past.

CAASPP SCORES

When comparing our CAASPP results to other similar schools in the Ventura County, OPIS and OVHS had the highest scores for math and English. We know that we have room to grown in both areas and we will continue to look at ways to improve. We were happy to see that our teachers' and students' efforts will continue to show in our scores. We have a very hardworking staff and student body, and I am proud that our results can show our dedication.



OAK VIEW HIGH SCHOOL



PROFESSIONAL TRAININGS

With the help of Susan Roberts and Pupil Services, we have arranged for our special education teacher's aide to shadow an OPHS aide. This will help our aide learn better practices through observation. We have the Empire Counseling group coming in to provide training on strategies to support students with oppositional tendencies. Our Occupational Therapists are planning a presentation to give students effective strategies when copying information from the board. We are also looking forward to the two training days at MCMS to help teachers when addressing students with anxiety, stress, depression and school refusal. All of these trainings are focused on very key areas that we have seen grow over the past three years. We are very excited and thankful for these opportunities.

FANTASY LEAGUE

Jeremy Rogers and Randi Liepman have started a fantasy football club. The students were so happy to have a league and to be able to play against Mr. McGugan, Mr. Rogers and Mrs. Liepman. Mrs. Liepman is a huge SD Chargers fan and she has selected Philip Rivers with her first pick (not good). Mr. McGugan is working to find donations/prizes for students who finish in the top three in the league. This has been a great morale booster for the students and staff.

ASB UPDATES

- We talked about ideas for "spirit days" at Oak View.
- The ASB decided that we would like to sponsor a "Wear Your Pajamas to School Day" in September.
- The seniors would like to plan a trip to Magic Mountain in the Spring. They will arrange to meet with Principal McGugan concerning this matter.
- We discussed Halloween and possible games
- Lokrantz School visit
- ASB meets twice a month

COUNTY ALTERNATIVE EDUCATION SUMMIT

All OVHS staff members were able to attend the Ventura County Alternative Education Summit last week. Former Ventura Superintendent and Continuation school principal, Dr. Trudy Arriaga, gave a riveting speech about “Cultural Proficiency.” Mr. McGugan was on the “Best Practices for CTE Courses” panel. Teachers were able to attend “Best Practices in Math/Independent Study” and “Understanding the Culture of At Risk Students.” Overall, it was a great summit.

OAK PARK 50th ANNIVERSARY

OVHS is looking forward to the Oak Park 50th Anniversary. Mr. McGugan will make morning announcements regarding interesting historical facts about Oak Park during the week leading up to the anniversary. Susan Allen's class (English) will write origin myths based on the facts of Oak Park's founding, but in the style of an ancient Greek myth.

BACK-TO-SCHOOL NIGHT

Back to School Night was held on August 25th at OVHS. The night started with opening remarks from Mr. McGugan and Jeremy Rogers. Board Member, Barbara Laifman, and Superintendent, Tony Knight, attended and were able to speak with parents as well. Students and parents went from classroom to classroom, hearing about what each teacher expects from the students, as well as hearing a course overview.

NEW TEACHER

I would like to welcome Scott Deck, our new teacher, who will be overseeing our Study Skills class and helping assistant teachers in and out of the classroom. Scott is also working at Oak Park High School and is very familiar with our students. He has worked at OPHS for more than five years and is known for having a great rapport with his students. He loves spending time with his kids and coaching them in baseball and soccer. We are extremely lucky to have him!!!



OAK PARK INDEPENDENT SCHOOL



REVAMPING HISTORY AND ENGLISH CURRICULUM

Mr. DeLong and Mrs. Thompson are currently looking at writing/updating our history and English curriculum for grades 9-12. Mr. DeLong is working with the district curriculum council to see if certain textbooks need approval. The teachers are piloting the new changes with a couple of students and have had great reviews on what they have implemented so far.

REGISTRATION

We are starting off the year with roughly 210 students. We had a very successful registration with office manager, Sue Meskis, overseeing the entire process. She did an amazing job arranging for students to get their ID cards, check out textbooks, sign their independent school contracts, meet with Mr. Rogers, if necessary, and to turn in all registration paperwork.

Respectfully Submitted:

Anthony W. Knight Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: KIM GREGORCHUK, DIRECTOR, OAK PARK NEIGHBORHOOD SCHOOL
DATE: SEPTEMBER 20, 2016
SUBJECT: MONTHLY BOARD REPORT

We have started the school year with a bang!! The classrooms are full and the parents are excited and engaged. The children have settled into the routine and seem to be eager to begin their day. They are enjoying water play indoors and out and keeping cool in the process.

Our Open House was a success, with several prospective families attending and enrolling for the Tuesday/Thursday program. Thank you, Dr. Knight, for attending.

After the first week of attendance, we had our Back-to-School Picnic. It was a delightful time of relaxing and visiting. I think some great friendships were started. Mad Science provided a wonderful, engaging science program, "Fire and Ice". With many warnings to "not try this at home", the children saw how quickly flash paper burns, how fire uses oxygen, and what dry ice looks like and how it reacts to other substances. Thank you, Barbara Laifman, for attending our picnic and your kind words.

September is a busy month for the teachers as they hold intake conferences for the parents and begin the Desired Results Developmental Profile (DRDP) for each child. The intake conferences are an opportunity for the parents to meet with the teachers and tell the teachers about their child. The conferences also help the teachers and families build a bond. The DRDP is required for our grant from First 5 and provides an excellent snapshot of a child's overall growth and development as they begin the school year. The DRDP is repeated during the last month of school to show the progress made during the school year.

As always, please stop by anytime. I am always proud to show off our classrooms and phenomenal teachers.

Respectfully Submitted:

Anthony W. Knight, Ed.D.
Superintendent

