

OAK PARK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA #947

DATE: August 15, 2017

PLACE: **Oak Park High School Presentation Room – G9**
899 Kanan Road, Oak Park, CA 91377

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

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

BOARD OF EDUCATION

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

8/11/2017

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

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

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

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

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

Interested parties may review the recording upon request.

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

NEXT REGULAR MEETING

Tuesday, September 19, 2017

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

Oak Park High School, Presentation Room, G9

AGENDA IS POSTED AT THE FOLLOWING LOCATIONS IN OAK PARK:

District Office, 5801 East Conifer St.

Brookside Elementary School, 165 N. Satinwood Ave.

Oak Hills Elementary School, 1010 N. Kanan Rd.

Red Oak Elementary School, 4857 Rockfield St.

Medea Creek Middle School, 1002 Double Tree Rd

Oak Park High School, 899 N. Kanan Rd.

Oak View High School, 5701 East Conifer St

Oak Park Library, 899 N. Kanan Rd.

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

**OAK PARK UNIFIED SCHOOL DISTRICT
AGENDA – REGULAR BOARD MEETING #947
August 15, 2017**

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

CLOSED SESSION: 5:00 p.m.

OPEN SESSION: 6:00 p.m.

The Oak Park Unified School District Board of Education will meet in Regular Session at the **Oak Park High School, Presentation Room – G9**, 899 Kanan Road, Oak Park, CA.

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 : Student Workers, Campus Supervisors, Food Service worker 1, Instructional Assistant 1 DK, Elementary Teachers, Sp Ed Teacher, and Elementary Counselor

C. SUPERINTENDENT EVALUATION

D. CONFERENCE WITH LABOR NEGOTIATORS:

Agency designated representatives: Leslie Heilbron and Martin Klauss

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

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

A. ROLL CALL

B. FLAG SALUTE

C. REPORT OF CLOSED SESSION ACTIONS TAKEN

D. ADOPTION OF AGENDA

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

VI. OPEN COMMUNICATIONS/PRESENTATIONS

A. BOARD REPORTS/DISCUSSION/COMMUNICATIONS

1. Presentation of Recognition to Oak View High School Teacher Susan Allen
2. Remarks from Board Members
3. Remarks from Superintendent
4. Report from Student Board Member
5. Report from Oak Park Education Foundation

6. Report from Oak Park Municipal Advisory Committee

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 Special Board Meeting June 13, 2017, Regular Board Meeting June 19, 2017 and Special Board Meeting – Board Retreat July 23, 2017](#)
- b. [Public Employee/Employment Changes CL23477-CL23529 & 01CE08354-01CE08389](#)
- c. [Approve Purchase Orders – July 1 - 31, 2017](#)
Board Policy 3300 requires Board approval of Purchase Orders
- d. [Approve Overnight Trip for Oak Park High School Speech and Debate Team - Oct. 13-14, 2017](#)
Board Policy 6153 requires Board approval for student overnight trips
- e. [Certify 2016-17 Annual Attendance Report](#)
Board Approval required of Annual Attendance Report
- f. [Authorize Closure of Bank of America Account for OPUSD Section 125 Flexible Spending Accounts](#)
Board approval required for closing of section 125 Flexible spending accounts
- g. [Approve 2017-18 Transportation Agreement with Tumbleweed Transportation](#)
Board Policy 3312 requires Board approval for contracts for services
- h. [Approve Student Teaching Agreement with Loyola Marymount University](#)
Board policy 3312 requires Board approval for contracts for services
- i. [Approve Quarterly Report on Williams Uniform Complaints – July 2017](#)
Education Code 35185 requires Board approval of each quarterly report regarding complaints against the District by the public regarding textbooks and instructional materials, teacher vacancy or misassignment or facility conditions

ACTION

2. BUSINESS SERVICES

- a. [Approve Spending Plan for 2017-18 Education Protection Account Funds](#)
Board approval required for spending plan
- b. [Approve Architectural Services Orders Nos. 8, 9, and 10 for Measure S Projects](#)
Board Policy 3312 requires Board approval for contracts for services
- c. [Approve Consultant Agreement – Professional Services for Measure S Projects, Specialized Facility Planning, Eligibility and State Funding](#)
Board Policy 3312 requires Board approval for contracts for services
- d. [Approve Purchase of Construction Management Software from Measure S Bond Fund](#)
Board approval required for purchases made from Measure S Bond Fund
- e. [Ratify Measure S Construction Contract, Project 17-33S – Districtwide Security Cameras for Campus Safety and Security](#)
Board Policy 3312 requires Board approval for contracts for services
- f. [Ratify Measure R Construction Contracts, Project 17-30R – Exterior Structural Lumber Repair and Replacement at Medea Creek Middle School](#)
Board Policy 3312 requires Board approval for contracts for services

- g. [Ratify Measure R Construction Contracts, Project 17-40R, Asphalt Repair and Replacement at Medea Creek Middle School](#)
Board Policy 3312 requires Board approval for contracts for services
 - h. [Ratify Measure S Construction Contracts, HVAC Replacement Projects 17-24S at Medea Creek Middle School, 17-25S at Oak Hills Elementary School, and 17-27S at Oak Park High School](#)
Board Policy 3312 requires Board approval for contracts for services
 - i. [Ratify Measure R Construction Contracts, Project 17-41R, Gymnasium Improvements at Medea Creek Middle School](#)
Board Policy 3312 requires Board approval for contracts for services
 - j. [Approve Change Order No. 1, Project 14-16R - Districtwide School Signage – Oak Park Independent School, Oak View High School, and District Administrative Office](#)
Board approval required for change orders
 - k. [Approve Notice of Completion, Project 17-08R, Gymnasium Floor Replacement At Medea Creek Middle School](#)
Board approval required for Notice of Completion
 - l. [Approve Notice of Completion, Project 17-09R, Fire Alarm System Upgrades at Medea Creek Middle School and Oak Park High School](#)
Board approval required for Notice of Completion
 - m. [Approve Notice of Completion, Project 17-23S, Roof Replacement at Medea Creek Middle School](#)
Board approval required for Notice of Completion
 - n. [Approve Notice of Completion, Project 17-24S, HVAC Replacement at Medea Creek Middle School](#)
Board approval required for Notice of Completion
 - o. [Approve Notice of Completion, Project 17-25S, HVAC Replacement at Oak Hills Elementary School](#)
Board approval required for Notice of Completion
 - p. [Approve Notice of Completion, Project 17-27S, HVAC Replacement, Building H at Oak Park High School](#)
Board approval required for Notice of Completion
 - q. [Approve Notice of Completion, Project 17-28S, Building H Roof Replacement at Oak Park High School](#)
Board approval required for Notice of Completion
 - r. [Approve Notice of Completion, Project 17-31R, Hydration Station Installation at Medea Creek Middle School and Education Services Center](#)
Board approval required for Notice of Completion
 - s. [Approve Notice of Completion, Project 17-24S-1, Furnish and Install Hvac Units for Building E at Medea Creek Middle School](#)
Board approval required for Notice of Completion
 - t. [Approve Contract for Tree Cutting and Maintenance Services with Four Season Tree Care](#)
Board Policy 3312 requires Board approval for contracts for services
- 3. HUMAN RESOURCES**
- a. [Approve Authorization to Employ an Administrative Consultant](#)
Board approval required to employ an administrative consultant
 - b. [Ratify the Establishment of a District Committee on Assignment in Accordance with Ed Code 44258.7 \(C\) & \(D\)](#)
Board approval required to Establish a Committee on Assignment

- c. [Approve 2017-2018 Declaration of Need for Fully Qualified Educators](#)
Commission on Teacher Credentialing requires certification of Board approval on Declaration of Need for Fully Qualified Educators
- d. [Approve Consolidated Application and Reporting System \(Cars\) Part II– 2017-2018](#)
Board approval required for Consolidated Application and Reporting System
- e. [Approve Annual Teacher Assignment Report](#)
Under provisions of SB 435, Board approval required for Annual Teacher Assignment Report
- f. [Approve Establishment of Position and Job Description for Measure S Construction Management Technician](#)
Board approval required to establish new classified service position
- g. [Approve Compensation for Leadership Positions at Oak Park High School and Medea Creek Middle School](#)
Board approval required to approve new compensation for certificated staff

4. BOARD

- a. [Approve Certification of Signatures for 2017-18 School Year](#)
Education Codes 42632 and 42633 require annual Certification of Signatures
- b. [Approve Proposed Board Meeting Schedule for the 2017-2018 School Year](#)
Board approval required for Board meeting schedule for the 2017-2018 School Year
- c. [Approve Board Goals for 2017-2018](#)
Board approval required for 2017-2018 Board Goals
- d. [Approve Revised 2017 Governance Handbook](#)
Board approval required of revised 2017 Governance Handbook
- e. [Review Amend, and Approve 2017-2018 Moral Imperatives, Goals, and Action Plans](#)
Board will review and approve amendments made by Leadership Team
- f. [Discussion on District and Board Communication Plan](#)
Board will discuss the implementation of a communication plan for district and board members with the community

5. BOARD POLICIES

- a. [Approve Amendment to Board Policy and Administrative Regulation BP 5030 Student Wellness – First Reading](#)
Board Policy and Administrative Regulation 5030 is being submitted to reflect the language created by the work of the Wellness Council.
- b. [Approve Amendment to Board Bylaw BB 9012 Board Member Electronic Communication – First Reading](#)
Board Bylaw updated to reflect NEW COURT DECISION (City of San Jose v. Superior Court) which held that using a personal account or device to send or receive communications regarding public business does not categorically exclude those records from disclosure in response to a request under the California Public Records Act and that public agencies are obliged to disclose applicable records that they can locate with reasonable effort. Board Bylaw 9012 is being submitted with recommended language from CSBA.
- c. [Approve Amendment to Board Policy - BP 2121 Superintendent's Contract – First Reading](#)
Board Policy updated to reflect NEW LAW (SB 1436, 2016) which requires the board, prior to taking final action on the superintendent's salary or benefits, to orally report a summary of the recommended action during open session of a board meeting. Updated policy also clarifies that deliberations regarding the superintendent's salary or other compensation cannot be held during a

special meeting of the board. Board Policy 2121 is being submitted with recommended language from CSBA.

d. Approve Amendment to Board Policy and Administrative Regulation – BP/AR 3551 Food Service Operations/Cafeteria Fund and Adoption of Exhibit Meal Charge Policy – First Reading

Board Policy and regulation updated to reflect NEW FEDERAL GUIDANCE (U.S. Department of Agriculture Memorandum SP 46-2016 and SP 23-2017) which mandates any district participating in the National School Lunch and/or Breakfast Program to adopt a written policy on meal charges, including the collection of delinquent meal charge debt, no later than July 1, 2017, and to annually communicate that policy to parents/guardians. Policy and regulation also reflect NEW STATE GUIDANCE (California Department of Education Management Bulletin SNP-03-2017) which requires district policy to ensure that students with unrecovered or delinquent meal charge debt are not overtly identified, requires that debt collection efforts are consistent with specified cost principles, and establishes conditions for reclassifying unpaid debt as bad debt. Policy also revised to reflect the Buy American provision of federal regulations which requires districts, to the maximum extent practicable, to purchase domestically grown and processed foods. Exhibit added Meal Charge Policy.

e. Approve Amendment to Board Policy and Administrative Regulation - BP/AR 4127/4227/4327 Temporary Athletic Team Coaches – First Reading

Board Policy and regulation updated to reflect NEW LAW (AB 1639, 2016) which requires coaches, beginning July 1, 2017, to complete a training course related to the nature and warning signs of sudden cardiac arrest and to retake such a course every two years thereafter. Policy also allows a coach to submit either the Activity Supervisor Clearance Certificate or the Department of Justice and Federal Bureau of Investigation criminal background check. Material regarding certification of coaches' qualifications to the board and the State Board of Education moved from AR to BP. Board Policy 4127/4227/4327 is being submitted with recommended changes from CSBA.

f. Approve Amendment to Board Policy and Administrative Regulation - BP/AR 6145.2 Athletic Competition – First Reading

Board Policy and regulation updated to reflect NEW LAW (AB 1639, 2016) which requires (1) distribution to student athletes and parents/guardians of information on the nature and warning signs of sudden cardiac arrest, (2) training of coaches and athletic directors on the nature and warning signs of sudden cardiac arrest, and (3) removal of a student from an athletic activity if he/she passes out or faints, until clearance is obtained from a health care provider. Policy also updated to reflect the prohibition against the use of a racially derogatory or discriminatory athletic team name, mascot, or nickname. Policy reflects law which provides that a homeless student must be immediately deemed to meet all residency requirements for participation in interscholastic athletic activities. Regulation also updated to reflect NEW LAW (SB 1375, 2016) which requires districts and schools to post specified Title IX information on their web sites by July 1, 2017. Board Policy 6145.2 is being submitted as with recommended changes from CSBA.

VII INFORMATION ITEMS

a. None

VIII. OPEN DISCUSSION

IX. ADJOURNMENT:

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

**MINUTES OF SPECIAL CLOSED SESSION MEETING 6-13-17
BOARD OF EDUCATION**

#944

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Drew Hazelton, called the special meeting to order at 6:19 p.m. at Oak Park Unified School District Offices, 5801 E. Conifer Street, Conference Room, Oak Park.

BOARD PRESENT

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

FLAG SALUTE

Ragini Aggarwal led the Pledge of Allegiance to the Flag

PUBLIC SPEAKERS

None

ADJOURN TO CLOSED SESSION

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

A. SUPERINTENDENT EVALUATION

The Board adjourned to Closed Session at 6:20 p.m.

There being no further business before this Board, the Board adjourned the meeting at 9:01 p.m.

Date

President of the Board

Date

Clerk or Secretary of the Board

MINUTES OF REGULAR BOARD MEETING 6-19-17 #945
BOARD OF EDUCATION

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Drew Hazelton, called the regular meeting to order at 4:38 p.m. at Brookside Elementary School Multipurpose Room, 165 N. Satinwood Avenue, Oak Park.

BOARD PRESENT

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

BOARD ABSENT

NONE

PUBLIC COMMENTS

NONE

ADJOURN TO CLOSED SESSION

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

A. SUPERINTENDENT EVALUATION

B. CONFERENCE WITH LABOR NEGOTIATOR – Government Code Section 54957.6

Agency designated representative: Drew Hazelton, Board President

Unrepresented employee: Dr. Anthony Knight, Superintendent

C. CONTRACT

Government Code section 54957

Public Employee Appointment/Employment

Title: Superintendent

D. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

Pursuant to Government Code Section 54957

E. PUBLIC EMPLOYEE EMPLOYMENT: Custodian Subs, Campus Supervisor Subs, Food Services Assistant I Sub, Instructional Assistant I Computers, Instructional Assistant II Sp Ed ESY Subs, Instructional Assistant II Sp Ed ESY, Special Ed Teachers, Social Science Teacher, and Temp Contract Teachers

F. CONFERENCE WITH LABOR NEGOTIATORS:

Agency designated representatives: Leslie Heilbron and Martin Klauss

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

The Board adjourned to Closed Session at 4:39 pm.

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Drew Hazelton, called the regular meeting to order at 6: 07 p.m. at the Brookside Elementary School Multipurpose Room, 165 N. Satinwood Avenue, Oak Park.

BOARD PRESENT

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

BOARD ABSENT

NONE

STAFF PRESENT

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

FLAG SALUTE

Jay Greenlinger led the Pledge of Allegiance to the Flag.

REPORT ON CLOSED SESSION

Board President reported that in closed session the Board took no action.

ADOPTION OF AGENDA

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

PUBLIC SPEAKERS

None

PRESENTATIONS

The Board recognized Oak Park High School Track and Field Athlete Reece Smith on his outstanding accomplishments in the Long Jump and Triple Jump

The Board recognized Oak Park High School Boys' Volleyball Team for winning the Coastal Canyon League Championship.

REPORT FROM BOARD MEMBERS

Board Member Allen Rosen reported that he attended the graduations, helped out at Grad Night this year, and he felt that both the events went off great. Allen thanked Dr. Knight and Drew for leading the effort for District of Choice. Denise and Allen spent a worthwhile time with Julie Suarez, Director of Maintenance and Operations on a tour of the schools to look at the proposed fencing.

Board Member Denise Helfstein reported that she also attended the graduations. Denise thanked Drew and Dr. Knight for their work on DOC. Denise also reported that she enjoyed the tour with Julie Suarez and Allen.

Board Member Derek Ross wished everyone a safe summer vacation.

Board Member Barbara Laifman wished everyone a good summer.

Board Member Drew Hazelton reported that he attended the graduations and thanked Allen and Denise for attending the fence tour. He also thanked Julie Suarez for taking the time out on Saturday to the facilities tour with them.

Superintendent Tony Knight reported that the culminations and graduations went off really well.

REPORT FROM OAK PARK MUNICIPAL ADVISORY COMMITTEE

Jane Nye MAC member and the liaison for Oak Park Unified School District reported that at their last meeting they heard the sheriff's update, and it was reported that there was a lot of speeding by parents and students around the high school. The MAC hopes to get an article in the Talon newspaper and speak with the MAC ASB representative about this issue.

DISTRICT OF CHOICE UPDATE

Dr. Knight reported that the legislative action regarding DOC has drawn to a nice conclusion. The trailer bill passed unanimously and is on to the Governor to sign as part of the budget. Dr. Knight will send an email out to everyone tomorrow.

B.1. CONSENT AGENDA

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

- a. [Approve Minutes of Regular Board Meeting May 16, 2017 and Special Board Meeting June 12, 2017](#)
- b. [Public Employee/Employment Changes CL23433-CL23476 & 01CE08281-01CE08353](#)
- c. [Approve Purchase Orders – May 1 - 31, 2017](#)
- d. [Approve Facility Use by Religious Organization](#)
- e. [Approve Renewal Agreement with Ventura County Office of Education For 2017-18 Escape Financial and Payroll/Personnel System Services](#)
- f. [Approve Renewal Agreement with School Services of California for Fiscal Information Services](#)
- g. [Approve Utilization of Piggyback Bids for Purchase of Goods and Services Throughout Fiscal Year 2017-18](#)
- h. [Approve Sale or Disposal of Obsolete Equipment – Child Nutrition Services Equipment](#)
- i. [Approve Sale or Disposal of Obsolete Equipment - Solar Equipment](#)
- j. [Approve Disposal of Obsolete or Surplus Instructional Materials, Books, and/or Library Books](#)
- k. [Approve Resolution No. 17-12, Appropriation and Budgeted Transfers Fiscal Year 2017-18](#)
- l. [Approve Resolution No. 17-13, Temporary Loans Between District Funds for Fiscal Year 2017-18](#)
- m. [Approve Resolution No. 17-14, Year End Budget and Interfund Transfers for Fiscal Year 2017-18](#)

- n. [Approve Resolution No. 17-15, Authority to Improve Compensation for Certain Categories of Employees After July 1, 2017](#)
- o. [Approve Overnight Trip for Oak Park High School Cheer Leading Team – July 10-13, 2017](#)
- p. [Approve Overnight Trip for Oak Park High School Rocket Team – August 19-22, 2017](#)

B.2. BUSINESS SERVICES

- a. [Approve 2017-18 Oak Park Unified School District Local Control and Accountability Plan](#)

Public speaker Jane Nye requested the Board to consider funding \$25,000 for the Kanan Shuttle. According to data based on a survey conducted on behalf of the MAC, there are approximately 6000 riders per month using the Kanan Shuttle.

On motion of Allen Rosen, seconded by Denise Helfstein, the Board of Education approved the 2017-18 Oak Park Unified School District Local Control and Accountability Plan with the provision to include \$25,000 funding for the Kanan Shuttle with the contingency that the county find an alternate funding source for the rest of the amount, and, in regard to future years, to consider options for alternate funding sources or make it a paid service. The Board also asked staff to add an additional .5 Elementary School Counselor to be funded with one-time funds received from the state. Three years of funding for this position will be set aside with the hope that over that period the District will be able to fund the position with ongoing funding. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No –0

- b. [Approve and Adopt 2017-18 Oak Park Unified School District Annual Operating Budget](#)

On motion of Barbara Laifman, seconded by Derek Ross, the Board of Education approved the 2017-18 Annual Operating Budget with the provision to include \$25,000 funding for the Kanan Shuttle with the contingency that the county find an alternate funding source for the rest of the amount, and, in regard to future years, to consider options for alternate funding sources or make it a paid service. The Board also asked staff to add an additional .5 Elementary School Counselor to be funded with one-time funds received from the state. Three years of funding for this position will be set aside with the hope that over that period the District will be able to fund the position with ongoing funding. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No –0

- c. [Approve 2017-18 Employee Health Benefit Plans](#)

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved the 2017-18 Employee Health Benefit Plans. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

- d. [Approve Master Agreement for Architectural Services for Measure S Projects](#)

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved the Master Agreement for Architectural Services for Measure S Projects. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

- e. [Approve Architectural Services Orders for Measure S Projects](#)

On motion of Allen Rosen, seconded by Derek Ross, the Board of Education approved the Architectural Services Orders for Measure S Projects. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. With the recommendation to approve item 2 as a Measure R project. No – 0

f. Award Measure C6 Bond Project Contract – Network Server Backup Storage Refresh

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education awarded the Measure C6 Bond Project Contract – Network Server Backup Storage Refresh. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

g. Award Measure C6 Bond Project Contract– Mobile Virtual Reality Lab Equipment for All Schools

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education awarded the Measure C6 Bond Project Contract – Network Server Backup Storage Refresh. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

h. Award Measure R Bond Project Contract – Exterior Structural Lumber Repair and Replacement at Medea Creek Middle School

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education awarded the Measure R Bond Project Contract – Exterior Structural Lumber Repair and Replacement at Medea Creek Middle School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

i. Award Measure R Bond Project Contracts– Hydration Station Installation at Medea Creek Middle School and Education Services Center

On motion of Barbara Laifman, seconded by Derek Ross, the Board of Education awarded the Measure R Bond Project Contracts– Hydration Station Installation at Medea Creek Middle School and Education Services Center. Motion carried Aye: Hazelton Helfstein, Laifman, Rosen, Ross. No – 0

j. Award Measure S Bond Project Contracts - EV Charging Stations at Oak View High School and Oak Park High School

On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education awarded the Measure S Bond Project Contracts - EV Charging Stations at Oak View High School and Oak Park High School by rejecting the bid from Sigler Commercial HVAC as non-responsive to bid specifications and accepting alternatives 2 and 3. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

k. Award Measure S Bond Project Contracts – Building H Roof and HVAC Replacements at Oak Park High School

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education awarded the Measure S Bond Project Contracts – Building H Roof and HVAC Replacements at Oak Park High School to reject the bid, Motion to approve 2 and 3 BL second Derek Ross. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

l. Award Measure S Bond Project Contracts – Districtwide Fencing for Campus Safety and Security

On motion of Drew Hazelton, seconded by Derek Ross, the Board of Education awarded the Measure S Bond Project Contracts – Districtwide Fencing for Campus Safety and Security for Oak Hills, Red Oak and the lower field Fencing of Oak Park High and at Brookside as presented. The Board also asked district staff to work with the architect related to fencing at Oak Park High School and additional fencing at Brookside Elementary School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

m. Award Measure S Bond Project Contracts – Districtwide Security Cameras for Campus Safety and Security

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education awarded the Measure S Bond Project Contracts – Districtwide Security Cameras for Campus Safety and

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

n. Award Measure S Bond Project Contract – Exterior Lighting for Campus Safety and Security at Oak Park High School

On motion of Allen Rosen, seconded by Denise Helfstein, the Board of Education awarded the Measure S Bond Project Contract – Exterior Lighting for Campus Safety and Security at Oak Park High School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

o. Award Measure S Bond Project Contract – Building E HVAC Replacements at Medea Creek Middle School

On motion of Barbara Laifman, seconded by Derek Ross, the Board of Education awarded the Measure S Bond Project Contract – Building E HVAC Replacements at Medea Creek Middle School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

B.3. HUMAN RESOURCES

a. Approve Participation in the CalSTRS Reduced Workload Program

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved the Participation in the CalSTRS Reduced Workload Program for one year. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

b. Approve Resolution #17-16 Reducing or Discontinuing Particular Kinds of Service for Classified Employees

On motion of Barbara Laifman, seconded by Derek Ross, the Board of Education approved Resolution #17-16 Reducing or Discontinuing Particular Kinds of Service for Classified Employees. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

c. Approve Resolution #17-17 to Reestablish Particular Kinds of Service to Laid Off Certificated Employees

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved Resolution #17-17 to Reestablish Particular Kinds of Service to Laid Off Certificated Employees. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

d. Approve the District's Initial Proposal for Collective Bargaining Negotiations with the Oak Park Teachers Association

Drew Hazelton opened the Public Hearing at 8:34 pm. No comments, Public hearing was closed 8:34 pm. On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education approved the District's Initial Proposal for Collective Bargaining Negotiations with the Oak Park Teachers Association. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

e. Approve the District's Initial Proposal for Collective Bargaining Negotiations with the Oak Park Classified Association

Drew Hazelton opened the Public Hearing at 8:35 pm. No comments, Public hearing was closed 8:35 pm. On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved the District's Initial Proposal for Collective Bargaining Negotiations with the Oak Park Classified Association. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

B.4. BOARD

a. Approve Appointments to the Oak Park Citizens' Oversight Committee

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved the reappointments and appointments to the Oak Park Citizens' Oversight Committee.

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

b. Approve California School Boards Association Membership Dues (\$8,350) and Education Alliance Membership Dues (\$2088), for 2017-2018

On motion of Allen Rosen, seconded by Derek Ross, the Board of Education approved the California School Boards Association Membership Dues (\$8,350) and Education Alliance Membership Dues (\$2088), for 2017-2018. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross. No – 0. Board Member Barbara Laifman recused herself due to a remote interest on account of her being an employee of CSBA.

c. Approve Employment Contract with the Superintendent

Addendum to Contract

Board President stated the following:

The Board will be considering an Addendum to Contract for Employment for Dr. Anthony Knight. The recommended compensation is summarized as follows:

- Effective July 1, 2016, the Superintendent's salary shall be \$221,838.70.

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved the amendment to the Superintendent's contract. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

New Contract for Employment (2017-2021)

Board President stated the following:

The Board will be considering an employment contract for Dr. Anthony Knight, as the District's Superintendent, effective July 1, 2017. The recommended compensation is summarized as follows:

- Annual salary of \$221,838.70
- Base salary in subsequent years reviewed in light of such factors as the Board's yearly evaluation, District finances, the state's economy, step and column increases and longevity that other certificated employees receive, the CPI, and bargaining unit settlements
- Superintendent can earn up to 12 additional days (Comp Time Earned Days) for working beyond the 221 required days, with maximum accrual of 48 CE days
- Superintendent will have 42 CE days as of July 1, 2017
- Superintendent can have District buy back up to 12 earned CE days on June 30th of each year
- Other paid leave (e.g. sick leave) granted to Superintendent on the same basis as granted to other non-teaching certificated employees
- Fringe benefits including health and welfare benefits granted to other certificated administrative employees, annual physical examination, term life insurance (face value 3x Superintendent's salary), professional dues for ACSA, and reimbursement for actual and necessary expenses
- District owned laptop and cellular phone and service
- Up to 12-month buyout if contract terminated without cause

On motion of Denise Helfstein, seconded by Allen Rosen, the Board of Education approved the Superintendent's contract. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

OPEN COMMUNICATIONS

The Board set the date of July 23 and the time as 8:30 am for the Board Retreat to be held at Board Member Barbara Laifman's House.

On motion of Allen Rosen, seconded by Denise Helfstein, there being no further business before this Board, the Regular meeting is declared adjourned at 8:45 p.m.

Date

President of the Board

Date

Clerk or Secretary of the Board

**MINUTES OF SPECIAL BOARD RETREAT MEETING 7-23-17
BOARD OF EDUCATION**

#946

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Drew Hazelton, called the special meeting to order at 8:43 a.m. at the home of Barbara Laifman, 5019 Wagner Way, Oak Park, California.

BOARD PRESENT

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

STAFF PRESENT

Dr. Tony Knight, Superintendent, Dr. Leslie Heilbron Assistant Superintendent HR, Martin Klauss, Assistant Superintendent, Business and Administrative Services, and Dr. Jay Greenlinger, Director Curriculum and Instruction

PUBLIC SPEAKERS

None

DISCUSSION

The Board reviewed and amended the Board Goals for 2017-18.

The Board reviewed and amended the Moral Imperatives and Goals for 2017-18.

The Board held a discussion on Measure A Parcel Tax Results

The Board held a discussion on development of a District Communication Plan

The Board reviewed and amended the 2017 Governance Handbook

The Board reviewed and discussed the Board Self Evaluation conducted via a survey administered by CSBA

There being no further business before this Board, the Board adjourned the meeting at 1:48 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: AUGUST 15, 2017
SUBJECT: B.1.c. APPROVE PURCHASE ORDERS – JUNE 1 THROUGH JULY 31, 2017

CONSENT

ISSUE: Shall the Board approve the attached purchase orders issued for the period June 1 through July 31, 2017?

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

ALTERNATIVES:

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

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

Includes Purchase Orders dated 06/01/2017 - 07/31/2017

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B17-00001	Office Depot Customer Service Center	Personnel/Curriculum Supplies 2016-2017	Human Resources	010	2,151.13
				010	661.37
B17-00034	VCOE	Blanket order for VCOE trainings 2016-2017	Human Resources	010	10,905.00
B17-00056	Pacific Coast Environmental	DISC: Custodial Supplies	Medea Creek Middle School	010	2,207.19
B17-00096	Southwest School Supply	Open order – custodial supplies	Brookside School	010	6,475.37
B17-00127	G.I. Industries	2016-2017 for Sanitation Services	Business Administration	010	35,731.81
B17-00133	Miracle Playground Sales	2016/17 Play Equipment Replacement Parts	Business Administration	010	1,565.96
B17-00136	Shell Oil Co	2016-2017 Gas for District Vehicles	Business Administration	010	17,099.42
B17-00146	M/M Mechanical, Inc	2016-2017 M & O Supplies and Equipment	Business Administration	010	1,700.00
B17-00157	SMITH PIPE & SUPPLY	2016-2017 Grounds/Maintenance Pipe Supplies	Business Administration	010	27,000.00
B17-00160	SiteOne Landscape Supply, LLC	2016/17 PO for Landscaping Supplies	Business Administration	010	11,500.00
B17-00192	Oak Park Water Service	2016-2017 For Water Utility	Business Administration	010	222,495.83
B17-00298	Southwest School Supply	Summer School Supplies & Janitorial OPHS	Summer School	010	1,137.99
B17-00304	Christy White Associates	2016-2017 Annual Financial Audit Services	Business Administration	010	13,050.00
				010	25,950.00
B17-00305	Sunbelt Rentals, Inc	Pro 17-01S Solar Landscape at DO	Business Administration	211	2,338.36
B17-00306	SMITH PIPE & SUPPLY	Pro 17-01S Landscape Supplies	Business Administration	211	895.18
				211	274.82
B17-00307	Valley Growers Nursery, Inc.	Pro 17-01S for Landscaping Supplies	Business Administration	211	14,495.83
				211	12,504.17
B18-00006	Apperson Print Management	Open PO for Scantrons	Medea Creek Middle School	010	2,000.00
B18-00007	Compuwave Inc.	Open PO for computer/printer supplies	Medea Creek Middle School	010	3,500.00
B18-00008	Conejo Awards	Open PO for Engraving, Placques & Signs	Medea Creek Middle School	010	150.00
B18-00009	COSTCO WHOLESALE	Open PO for various supplies	Medea Creek Middle School	010	1,500.00
B18-00010	Do-It Center	DISC: Custodial /maintenance supplies	Medea Creek Middle School	010	200.00
B18-00011	Document Systems	Open PO for supplies for all Ricoh Copiers	Medea Creek Middle School	010	3,800.00
B18-00012	Follett School Solutions, Inc.	OPEN PO for library supplies	Medea Creek Middle School	010	300.00
B18-00013	The Prophet Corp.	Open PO for PE equipment	Medea Creek Middle School	010	500.00
B18-00014	Jaime Alvarez JJER Fitness	PFA: Spin Bike Service	Medea Creek Middle School	010	1,520.00

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

ESCAPE ONLINE

Page 1

Includes Purchase Orders dated 06/01/2017 - 07/31/2017

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B18-00015	Jones School Supply Co. Inc.	Open PO for Quarterly Awards	Medea Creek Middle School	010	300.00
B18-00016	J.W. Pepper & Son Inc.	PFA: Band and Chorus Music	Medea Creek Middle School	010	1,500.00
B18-00017	Nasco	DON: Open PO Science Lab Supplies	Medea Creek Middle School	010	1,200.00
B18-00018	Pacific Coast Environmental	DISC: Custodial Supplies	Medea Creek Middle School	010	800.00
B18-00019	Perma-Bound	PFA: Book Orders 2017-18	Medea Creek Middle School	010	2,000.00
B18-00020	Pitney Bowes Reserve Account	Open PO for postage & power purchase	Medea Creek Middle School	010	700.00
B18-00021	Pitney Bowes Lease Global	Open PO for postage machine lease	Medea Creek Middle School	010	1,000.00
B18-00022	Scantron Corporation	DON: Open PO for Scantron Forms	Medea Creek Middle School	010	1,500.00
B18-00023	SCHOOL NURSE SUPPLY INC	Open PO for Health Office Supplies	Medea Creek Middle School	010	500.00
B18-00024	SOS Survival Products	DON: Earthquake/Emergency Supplies	Medea Creek Middle School	010	4,000.00
B18-00025	Southwest School Supply	Open PO for Custodial supplies	Medea Creek Middle School	010	6,000.00
B18-00026	Southwest School Supply	PFA: Open PO for supplies	Medea Creek Middle School	010	1,000.00
B18-00027	Tri-Valley Supply	DISC: Equipment maintenance & repair	Medea Creek Middle School	010	250.00
B18-00028	Ward's Natural Science	Open PO for consumable Science supplies	Medea Creek Middle School	010	500.00
B18-00029	Witt Company	Open PO for Riso Supplies & Service	Medea Creek Middle School	010	1,000.00
B18-00030	Bader Iqbal M.D. dba Agoura Family Practice	2017-2018 TB Tests	Human Resources	010	5,300.00
B18-00031	Acom Press	Ads for 2017-2018	Human Resources	010	5,362.50
B18-00032	Office Depot Customer Service Center	Personnel/Curriculum Supplies 2017-2018	Human Resources	010	1,608.75
B18-00033	UNITED STATES POSTAL SERVICE	Workroom Hasler Mail Machine 17-18	Human Resources	010	7,000.00
B18-00034	ACCU-PRINTS	Fingerprinting Services 2017-2018	Human Resources	010	1,800.00
B18-00035	Department Of Justice /Bur. of Criminal Investigation	2017-2018 Fingerprinting Services	Human Resources	010	10,000.00
B18-00036	VENTURA COUNTY STAR	2017-2018 Employment Ads	Human Resources	010	3,500.00
B18-00037	Document Systems	Staples, Color Copies and Maintenance for RICOH	Oak Hills Elementary School	010	1,500.00
B18-00038	KYOCERA Document Solutions West LLC	Maintenance and Supplies for RISO Machine	Oak Hills Elementary School	010	1,200.00
B18-00039	Southwest School Supply	School Supplies for 2017-2018 School Year	Oak Hills Elementary School	010	6,500.00
B18-00040	Office Depot Customer Service Center	School Supplies for 2017-2018 School Year	Oak Hills Elementary School	010	500.00
B18-00041	Agoura Lock Technologies, Inc.	Open PO for locks & keys for site	Medea Creek Middle School	010	200.00
B18-00043	Carlson's Building Materials	PFA: Site Improvement Projects	Medea Creek Middle School	010	1,000.00

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

ESCAPE ONLINE

Page 2

Includes Purchase Orders dated 06/01/2017 - 07/31/2017

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B18-00044	Demco	Open PO for Library and School Supplies	Medea Creek Middle School	010	825.00
B18-00045	NICK RAIL MUSIC	PFA: Open PO for Instrument Repairs	Medea Creek Middle School	010	3,000.00
B18-00046	Office Depot Customer Service Center	Open PO for office supplies	Medea Creek Middle School	010	15,000.00
B18-00047	Regency Enterprises, Inc	Open PO for lamp/battery recycling	Medea Creek Middle School	010	200.00
B18-00048	Time Warner Cable	DISC: TV receiver box	Medea Creek Middle School	010	30.00
B18-00049	Southwest School Supply	Red Oak classroom supplies for 2017-2018	Red Oak Elementary School	010	5,000.00
B18-00050	UNITED STATES POSTAL SERVICE	Red Oak stamps and postage for 2017-2018	Red Oak Elementary School	010	300.00
B18-00051	School Health Corporation	Red Oak Health Office Supplies for 2017-2018	Red Oak Elementary School	010	400.00
B18-00052	Document Systems	Red Oak color copies and staples for 2017-2018	Red Oak Elementary School	010	1,500.00
B18-00053	Brian Hoover	Maintenance and Supplies for Fish Tank	Oak Hills Elementary School	010	1,200.00
B18-00054	Southwest School Supply	Custodial Supplies for 2017-2018 School Year	Oak Hills Elementary School	010	5,362.50
B18-00056	Do-It Center	Custodial Supplies for 2017-2018 School Year	Oak Hills Elementary School	010	400.00
B18-00057	Regency Enterprises, Inc	Light Bulbs for 2017-2018 School Year	Oak Hills Elementary School	010	250.00
B18-00058	Pacific Coast Environmental	Custodial Supplies for 2017-2018 School Year	Oak Hills Elementary School	010	1,000.00
B18-00059	Southwest School Supply	Red Oak Custodial Supplies for 2017-2018	Red Oak Elementary School	010	4,000.00
B18-00060	DIY Home Center	Red Oak custodial supplies for 2017-2018	Red Oak Elementary School	010	500.00
B18-00061	School Specialty	Open PO for Art Class Supplies	Medea Creek Middle School	010	450.00
B18-00062	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	DON: Open PO for bus transportation	Medea Creek Middle School	010	500.00
B18-00063	AARDVARK CLAY & SUPPLIES	Don/Art/mat & supp	Oak Park High School	010	5,400.00
B18-00064	COSTCO WHOLESALE	Admin/mat & supp	Oak Park High School	010	5,300.00
B18-00065	Dan Amihud dba Dan's Piano Service	Piano/rnt lse rpr	Oak Park High School	010	1,500.00
B18-00066	Document Systems	Copying/Lott/mat & supp	Oak Park High School	010	4,500.00
B18-00067	Do-It Center	Custodial/mat & supp	Oak Park High School	010	700.00
B18-00068	Do-It Center	OPPA/Don/mat & supp	Oak Park High School	010	1,000.00
B18-00069	Harland Technology	Scantron/Lott/mt lse rpr	Oak Park High School	010	2,200.00
B18-00070	Herff Jones	Grad/mat & supp	Oak Park High School	010	5,200.00
B18-00071	Mrs. Nelson's Library Services	Rebinding/Dics/repair	Oak Park High School	010	5,000.00

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

ESCAPE ONLINE

Page 3

Includes Purchase Orders dated 06/01/2017 - 07/31/2017

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B18-00072	Office Depot Customer Service Center	Office & Classroom/mat & supp	Oak Park High School	010	7,000.00
B18-00073	Pitney Bowes Lease Global	Mail/rnt lse rpr	Oak Park High School	010	2,000.00
B18-00074	PRECISION BUSINESS MACHINES	Fax mach repair	Oak Park High School	010	200.00
B18-00075	Precision Data Products	Scantrons, etc/mat & supp	Oak Park High School	010	3,000.00
B18-00076	School Speciality	Art/Don/mat & supp	Oak Park High School	010	1,000.00
B18-00077	Southwest School Supply	Custodial/mat & supp	Oak Park High School	010	20,000.00
B18-00078	Southwest School Supply	Gen Ed supplies/mat & supp	Oak Park High School	010	8,000.00
B18-00079	Top Quality Printing	Printing/non-instrut supp	Oak Park High School	010	3,000.00
B18-00080	Tri-Valley Supply	Custodial/rnt lse rpr	Oak Park High School	010	800.00
B18-00081	21ST CENTURY TONER CARTRIDGES dba: IMAGING PROD.SPEC.INC.	Toner Cartridges/mat & supp	Oak Park High School	010	3,000.00
B18-00082	Western Industrial Machine Rep	Gen Ed/rnts lse rpar	Oak Park High School	010	1,000.00
B18-00083	Better World Club	2017-18 Renewal of Vehicle Roadside Assistance	Business Administration	010	588.00
B18-00084	Do-It Center	Blanket PO for custodial supplies	Brookside School	010	300.00
B18-00085	Regency Enterprises, Inc	Open Purchase order for light bulbs and recycling	Brookside School	010	500.00
B18-00086	Moore Medical Corp.	Health supplies	Brookside School	010	500.00
B18-00087	AT&T-CalNet 3	Telephone services BAN# 9391028379	Brookside School	010	1,000.00
B18-00088	Office Depot Customer Service Center	office supplies	Brookside School	010	2,000.00
B18-00089	Document Systems	Open purchase order for color copies	Brookside School	010	1,600.00
B18-00090	Southwest School Supply	school supplies	Brookside School	010	4,500.00
B18-00091	Southwest School Supply	Open order – custodial supplies	Brookside School	010	5,000.00
B18-00092	UNITED STATES POSTAL SERVICE	postal supplies	Brookside School	010	200.00
B18-00093	Agoura Lock Technologies, Inc.	keys/locks	Brookside School	010	100.00
B18-00094	Pacific Coast Environmental	Custodial Supplies	Brookside School	010	1,000.00
B18-00095	KYOCERA Document Solutions West LLC	Maintenance and Supplies for Riso	Brookside School	010	1,000.00
B18-00096	WELLS FARGO PAYMENT REMITTANCE CENTER	Superintendent/Board Supplies	Superintendent	010	15,000.00
B18-00097	Conejo Awards	Awards for District in 2017-18	District-wide	010	4,290.00
B18-00098	CR Print	Printing for District during 2017-18	District-wide	010	21,450.00
B18-00099	Scholastic, Inc.	Scholastic Reading Club 2017-2018	Curriculum	010	5,000.00
B18-00101	Grainger Industrial Supply	Supplies/Wood Shop and Misc.	Oak Park High School	010	750.00

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

ESCAPE ONLINE

Page 4

Includes Purchase Orders dated 06/01/2017 - 07/31/2017

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B18-00102	Modern School Supplies, Inc.	CEC/ROP Architectural Supplies	Oak Park High School	010	1,500.00
B18-00103	Regency Enterprises, Inc	Lighting/Custodial/mat & supp	Oak Park High School	010	700.00
B18-00104	Home Depot	2017-2018 Maintenance Supplies and Tools	Business Administration	010	10,000.00
B18-00105	Advanced Water Solutions	2017-18 Water Equipment Rental	Business Administration	010	1,800.00
B18-00106	AED Authority	2017/18 Open PO for AED Batteries - Safety Credits	Business Administration	010	635.00
B18-00107	Agoura Lock Technologies, Inc.	2017-18 Locksmith Services	Business Administration	010	1,000.00
B18-00108	Agoura Wholesale Electric Corp	2017-2018 Electrical Supplies	Business Administration	010	1,000.00
B18-00109	Agromin Horticulture Soils	2017/18 Horticulture Soils - School Garden Prog	Business Administration	010	500.00
B18-00110	All City Management	2017/2018 School Crossing Guard Services	Business Administration	010	105,000.00
B18-00111	ARC Document Solutions, LLC	2017/18 CAD Plotting/Printing of Project Plans	Business Administration	010	500.00
B18-00112	Ready Refresh by Nestle	2017-18 Drinking Water - Grounds/Maintenance	Business Administration	010	500.00
B18-00113	Carlson's Building Materials	2017-2018 Masonry Materials & Supplies	Business Administration	010	500.00
B18-00114	Cedar Valley Plumbing Supple	2017 - 2018 Plumbing Supplies & Tools	Business Administration	010	1,500.00
B18-00116	Commercial Door Company Inc	2017-2018 Annual Fire Door Maintenance MCMS	Business Administration	010	500.00
B18-00117	Commercial Door Company Inc	Annual Fire Door Maintenance MCMS 2017-2018	Business Administration	010	500.00
B18-00118	Crowder Backflow Services, Inc	2017 - 2018 Backflow Services	Business Administration	010	500.00
B18-00119	Dunn-Edwards Corporation	2017-2018 for Paint & Supplies	Business Administration	010	1,000.00
B18-00120	Dial Security	2017 - 2087 Security for IT Room at DO	Business Administration	010	444.00
B18-00121	DCH Thousand Oaks-F, Inc. DCH Ford of Thousand Oaks	2017/18 Open PO Ford Vehicle Repair/Maintenance	Business Administration	010	400.00
B18-00122	Federal Express Corp.	Federal Express Shipping Charges 2016-17	Business Administration	010	1,000.00
B18-00123	G.I. Industries	2017-2018 for Sanitation Services	Business Administration	010	30,000.00
B18-00124	Geary Pacific Supply	2017-18 BARD HVAC District Wide	Business Administration	010	1,000.00
B18-00125	Global Industries	2017/18 Open PO for Supplies/Equipment	Business Administration	010	600.00
B18-00126	Golden State Elevator	2017-2018 Annual Testing Elevators	Business Administration	010	1,500.00
B18-00128	A-1 Lawnmower	2017 -18 Grounds Equipment Repair & Supplies	Business Administration	010	1,000.00

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

ESCAPE ONLINE

Page 5

Includes Purchase Orders dated 06/01/2017 - 07/31/2017

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B18-00129	Green Charge Networks, LLC	Monthly Payments for Battery Back-Up per Agreement	Business Administration	010	8,400.00
B18-00130	Herc Rentals Inc.	2017/18 Open PO for Equipment Rental	Business Administration	010	1,000.00
B18-00131	Hollywood Fire Protection, LLC	2017-2018 Annual Fire Exting. Svs District-Wide	Business Administration	010	1,500.00
B18-00132	Intrepid Glass & Mirror, Inc	2017-2018 Glass Removal, Disposal, & Replacement	Business Administration	010	500.00
B18-00133	Jackie MacDonald DBA JM Enterprise	Open PO for 2017 - 2018 Recycled Paper	Business Administration	010	20,000.00
B18-00134	Johnstone Supply	2017 - 2018 for Plumbing Supplies	Business Administration	010	8,000.00
B18-00135	Ryan Communications	2017-2018 Districtwide Radio Repair/Supplies	Business Administration	010	1,200.00
B18-00136	Cornerstone Construction	2017/18 Open PO for Small Jobs	Business Administration	010	1,000.00
B18-00137	Juan Perez Carrillo Juan Perez Mobile Detail	2017/18 Car Wash + Detail Services	Business Administration	010	4,000.00
B18-00138	Controlled Elements HVAC	2017/18 PO for HVAC Svs.	Business Administration	010	1,000.00
B18-00139	Lister Rents, Inc.	2017-2018 for Misc Equipment Rental	Business Administration	010	750.00
B18-00140	MailFinance	2017/18 Postage Machine Lease at DO	Business Administration	010	2,500.00
B18-00142	McMaster-Carr Company	2017-2018 for Electrical Supplies	Business Administration	010	800.00
B18-00143	Miracle Appliance Parts	2017-2018 Small Appliance Parts	Business Administration	010	500.00
B18-00144	Miracle Playground Sales	2017/18 Play Equipment Replacement Parts	Business Administration	010	700.00
B18-00145	SiteOne Landscape Supply, LLC	2017/18 PO for Landscaping Supplies	Business Administration	010	3,000.00
B18-00146	Oak Park Water Service	2017-2018 For Water Utility	Business Administration	010	195,000.00
B18-00147	Office Depot Customer Service Center	2017-2018 Office Supplies for District Office	Business Administration	010	3,000.00
B18-00148	O'Linn Security	2017-2018 Patrol Services	Business Administration	010	2,000.00
B18-00149	Pacific Coast Environmental	Bio Ball Supplies for Waterless Urinals at DO	Business Administration	010	300.00
B18-00150	Pacific Mobile	MCMS & OHES DOH Trailer Lease/Rent 2017-18	Business Administration	010	11,068.20
B18-00151	Pacwest Air Filter, LLC	2017-2018 HVAC Parts/Supplies	Business Administration	010	5,500.00
B18-00152	Parks Oaks Mower	2017/18 Open PO for Grounds Supplies	Business Administration	010	1,000.00
B18-00153	Pep Boys	2017-2018 for Vehicle Parts and Supplies	Business Administration	010	600.00
B18-00154	Pierres Welding & Maint.	2017-2018 Welding Services Districtwide	Business Administration	010	1,500.00
B18-00155	Print Management Partners, Inc	Open PO Payroll Envelopes	Business Administration	010	527.57

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 6

Includes Purchase Orders dated 06/01/2017 - 07/31/2017

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B18-00156	Agoura Equip Rentals	2017-18 Misc Equipment Rental)	Business Administration	010	2,000.00
B18-00157	Pacific Plumbing Specialists	2017-2018 Plumbing Parts and Supplies	Business Administration	010	2,000.00
B18-00158	Pacificom	2017-2018 Communication Repairs and Supplies	Business Administration	010	1,000.00
B18-00159	WELLS FARGO PAYMENT REMITTANCE CENTER	2017-2018 For Credit Card Purchases	Business Administration	010	20,000.00
B18-00160	A and S Fire Protection, Inc	2017-2018 Inspection of District Fire Hydrants	Business Administration	010	2,500.00
B18-00162	Pyro-Comm Systems, Inc.	2017-2018 Fire Alarm Monitoring Service	Business Administration	010	2,880.00
B18-00163	Pyro-Comm Systems, Inc.	2017 -2018 Fire Alarm Maintenance Service	Business Administration	010	3,000.00
B18-00164	Regency Enterprises, Inc	2017 -2018 for Lighting Supplies	Business Administration	010	1,000.00
B18-00165	Roadside Lumber & Hardware,	Open PO 2017-2018 for Lumber and Supplies	Business Administration	010	1,000.00
B18-00166	Russell Sigler Inc	2017 - 2018 HVAC Parts/Supplies	Business Administration	010	1,000.00
B18-00167	Shell Oil Co	2017 - 2018 Gas for District Vehicles	Business Administration	010	12,500.00
B18-00168	Silver Star Automotive Group	2017-18 Vehicle Maintenance & Repairs	Business Administration	010	500.00
B18-00169	So Cal Edison	2017 - 2018 Electrical Utility Svs Districtwide	Business Administration	010	220,328.00
B18-00170	Southern California Gas Co.	2017 - 2018 for Gas Utility Svs Districtwide	Business Administration	010	23,000.00
B18-00171	Southwest School Supply	2017/18 PO for Custodial Supplies at DO	Business Administration	010	2,500.00
B18-00172	Southwest School Supply	2017/18 PO for Office Supplies at DO	Business Administration	010	2,500.00
B18-00173	Sports Facilities Group	Annual Maintenance Bleachers/Seating MCMS	Business Administration	010	600.00
B18-00174	Sports Facilities Group	Annual Maintenance Bleachers/Seating OPHS	Business Administration	010	600.00
B18-00175	Sports Facilities Group	Annual Safety Inspection/Svs BB Backstops at MCMS	Business Administration	010	1,400.00
B18-00176	Sports Facilities Group	Annual Safety Inspection/Svs BB Backstops at OPHS	Business Administration	010	7,375.00
B18-00177	Time Warner Cable	2017-2018 Open PO for High-speed Data (HSD) Svs.	Business Administration	010	3,200.00
B18-00178	United Rentals	2017 - 2018 Open PO for Equipment Rentals	Business Administration	010	1,000.00
B18-00179	Valley Growers Nursery, Inc.	2017/18 PO for Landscaping Supplies	Business Administration	010	4,000.00
B18-00180	Village Automotive Ctr, Inc.	2017 - 2018 District Vehicle Repairs	Business Administration	010	2,000.00
B18-00181	Walnut Investment, LLC dba Acoustical Material Supply	2017/18 for Acoustical Tiles	Business Administration	010	1,000.00

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

ESCAPE ONLINE

Page 7

Includes Purchase Orders dated 06/01/2017 - 07/31/2017

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B18-00182	Farmer Bros. Co.	2017-2018 Coffee Supplies	Business Administration	010	2,000.00
B18-00183	Fagen Friedman & Fulfroost LLP	2017-2018 Legal Services	Business Administration	010	150,000.00
B18-00184	Office Depot Customer Service Center	2017-2018 Office Supplies for Measure S	Business Administration	211	700.00
B18-00185	RICHARDS TIRE MAN	2017-2018 Vehicle Maintenance/Repair-Tires	Business Administration	010	500.00
B18-00186	Graphaids	Art/SiteDon/mat & supp	Oak Park High School	010	6,500.00
B18-00187	M/M Mechanical, Inc	2017-2018 M & O Supplies and Equipment	Business Administration	010	500.00
B18-00188	Home Depot	Measure S - Other Misc. Supplies as Required	Business Administration	211	750.00
B18-00189	SMITH PIPE & SUPPLY	2017 - 2018 Grounds/Maintenance Pipe Supplies	Business Administration	010	3,000.00
B18-00190	Southwest School Supply	Other Supply/Disc.	Oak Park High School	010	1,400.00
B18-00191	Tri-Valley Supply	Open PO for Custodial Equipment Repair	Business Administration	010	300.00
B18-00192	Woodcraft Supply, LLC	ROP/Wood Shop/	Oak Park High School	010	1,500.00
B18-00193	Do-It Center	2016-2017 Supplies for Maintenance & Op	Business Administration	010	5,000.00
B18-00194	VCOE	Blanket order for VCOE trainings 2017-2018	Human Resources	010	8,000.00
B18-00195	VCOE	VCOE - Induction (formerly BTSA) program	Human Resources	010	30,000.00
DIR17-00040	Hughes General Engineering	Pro 17-04R Remove and Replace Sidewalk at BES	Business Administration	213	89,622.00
DIR17-00053	Hughes General Engineering	Pro 17-30R Exterior Structural Repair at MCMS	Business Administration	213	9,001.00
DIR17-00054	Hughes General Engineering	Grind Uneven Sidewalks at ROES	Business Administration	010	2,200.00
DIR18-00001	US Air Conditioning	Pro 17-27S HVAC Materials OPHS Bldg H	Business Administration	211	51,522.90
DIR18-00002	Airtek Indoor Air Solutions	Pro 17-25S Air Duct Cleaning HVAC at OHES	Business Administration	211	21,450.00
DIR18-00003	Airtek Indoor Air Solutions	Pro 17-27S Air Duct Cleaning HVAC at OPHS	Business Administration	211	15,680.00
DIR18-00004	Carter Fence Co., Inc.	Pro 17-32S Security Fencing at ROES	Business Administration	211	3,860.00
DIR18-00005	Fence Factory	Pro 17-32S Security Fencing at OPHS	Business Administration	211	58,971.31
DIR18-00006	Carter Fence Co., Inc.	Pro 17-32S Security Fencing at OHES	Business Administration	211	48,845.00
DIR18-00007	Kaiser Air & Sheet Metal Inc.	Pro 17-24S-1 HVAC Replacement E Bldg at MCMS	Business Administration	211	86,000.00
DIR18-00008	Channel Islands Roofing	Pro 17-23S Roof Replacement - Admin & D Bldgs	Business Administration	211	60,316.00
DIR18-00009	Merit Metal Products, Inc.	Pro 17-30R Exterior Structural Lumber Repairs MCMS	Business Administration	213	9,000.00

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

ESCAPE ONLINE

Page 8

Includes Purchase Orders dated 06/01/2017 - 07/31/2017

PO Number	Vendor Name	Description	Location	Fund	Account Amount
DIR18-00010	Kaiser Air & Sheet Metal Inc.	Pro 17-24S HVAC Replacement MCMS Admin/D/Gym/MPR	Business Administration	211	54,180.00
DIR18-00011	Reed Mechanical Systems, Inc.	Pro 17-27S HVAC Replacement OPHS Bldg H	Business Administration	211	24,600.00
DIR18-00012	Pyro-Comm Systems, Inc.	Pro 17-24S-2 Relocate Wiring for HVAC at MCMS	Business Administration	211	7,500.00
DIR18-00013	Cornerstone Construction	Replace Ball Walls at BES	Business Administration	010	7,120.00
DIR18-00014	Pyro-Comm Systems, Inc.	Replace Fire Alarm Panel at OHES	Business Administration	010	2,650.00
DIR18-00015	Taft Electric Company	Pro 17-01S Solar Project Install EV Stations	Business Administration	211	24,772.00
DIR18-00016	Precision Plumbing	Pro 17-31R Hydration Stations at MCMS & DO	Business Administration	213	3,560.00
DIR18-00017	Pyro-Comm Systems, Inc.	Pro 17-24S HVAC Replacement at MCMS	Business Administration	211	2,040.00
DIR18-00018	Airtek Indoor Air Solutions	Pro 17-24S Air Duct Cleaning HVAC MCMS Bldg E	Business Administration	211	15,680.00
DIR18-00019	Airtek Indoor Air Solutions	Pro 17-24S HVAC Air Duct Cleaning D/Admin/PR	Business Administration	211	39,850.00
DIR18-00020	Reed Mechanical Systems, Inc.	Pro 17-25S HVAC Replacement Pods at OHES	Business Administration	211	33,900.00
DIR18-00021	Pacificom	Pro 17-33S Security Camera Cabling Districtwide	Business Administration	211	55,715.00
DIR18-00022	Carter Fence Co., Inc.	Pro 17-32S Iron Security Fence at BES	Business Administration	211	58,490.00
DIR18-00023	Musco Sports Lighting, LLC	Pro 17-34S Security Exterior Lighting at OPHS	Business Administration	211	243,681.25
DIR18-00024	Spectra Company, Inc.	Pro 17-30R Exterior Lumber Repairs at MCMS	Business Administration	213	73,394.00
DIR18-00025	Premier Carpet, Inc.	Pro 17-41R Replace Carpet on Gym Stairs at MCMS	Business Administration	213	6,250.00
DIR18-00026	Cornerstone Construction	Pro 17-41R Gym Wall Restoration at MCMS	Business Administration	213	4,220.00
FS17-00054	San Jose State University Foun	Child Nutrition Course	Food Services	130	425.00
FS18-00001	Controlled Elements HVAC	Freezer & Refrig. Repairs - District Wide	Food Services	130	5,000.00
FS18-00002	Daniel Fowler dba Acorn Appliance Service LLC	Oven & Range Repairs	Food Services	130	1,000.00
FS18-00003	Marx Bros. Fire Extinguisher	Fire System Service /BES- Kitchen Hood	Food Services	130	230.00
FS18-00004	Marx Bros. Fire Extinguisher	Fire System Service /MCMS	Food Services	130	230.00
FS18-00005	Marx Bros. Fire Extinguisher	Fire System Service/OPHS Kitchen	Food Services	130	250.00
FS18-00006	Gold Star Foods	Cooler, Dry, & Frozen Storage Charges	Food Services	130	300.00
FS18-00007	Advanced Sanitation	Pumping Grease Traps- BES-MC-OPHS	Food Services	130	1,110.00

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

ESCAPE ONLINE

Page 9

Includes Purchase Orders dated 06/01/2017 - 07/31/2017

PO Number	Vendor Name	Description	Location	Fund	Account Amount
FS18-00008	Taylor Freezers of California	Sanitizer for Soft Serve Machine	Food Services	130	200.00
FS18-00009	Johnstone Supply	Parts for Refrig & Freezers – BES-OH-RO-MC-OPHS	Food Services	130	300.00
FS18-00010	SCVSFSA-SUPER Co-Op	Commodity Food Co-Op	Food Services	130	100.00
FS18-00011	Western Bagel	Bagels/ Brookside	Food Services	130	300.00
FS18-00012	Western Bagel	Bagels/ Oak Hills	Food Services	130	300.00
FS18-00013	Western Bagel	Bagels/ Red Oak	Food Services	130	300.00
FS18-00014	Western Bagel	Bagels/ Medea Creek	Food Services	130	1,800.00
FS18-00015	Western Bagel	Bagels / OPHS	Food Services	130	2,000.00
FS18-00016	M/M Mechanical, Inc	Small Various Plumbing Jobs	Food Services	130	2,000.00
FS18-00017	Do-It Center	Items for Cafeteria Repairs	Food Services	130	200.00
FS18-00018	Wildflour Bakery & Cafe, LLC	Fresh Bread & Rolls - Brookside	Food Services	130	3,000.00
FS18-00019	Wildflour Bakery & Cafe, LLC	Fresh Bread & Rolls- Oak Hills	Food Services	130	2,000.00
FS18-00020	Wildflour Bakery & Cafe, LLC	Fresh Bread & Rolls - Red Oak	Food Services	130	2,000.00
FS18-00021	Wildflour Bakery & Cafe, LLC	Wheat Bread & Rolls - Medea Creek	Food Services	130	5,000.00
FS18-00022	Wildflour Bakery & Cafe, LLC	Wheat Bread & Rolls - OPHS	Food Services	130	5,000.00
FS18-00023	P&R Paper Supply Company, Inc.	Paper Products / BES-OHES-ROES	Food Services	130	4,000.00
FS18-00024	P&R Paper Supply Company, Inc.	Paper Products/ MCMS	Food Services	130	10,000.00
FS18-00025	P&R Paper Supply Company, Inc.	Paper Products/ OPHS	Food Services	130	10,000.00
FS18-00026	The Berry Man, Inc.	Fresh Produce for Oak Hills Elem.	Food Services	130	1,000.00
FS18-00027	The Berry Man, Inc.	Fresh Produce - Red Oak Elem.	Food Services	130	1,000.00
FS18-00028	The Berry Man, Inc.	Fresh Produce for Brookside Elem.	Food Services	130	1,500.00
FS18-00029	The Berry Man, Inc.	Fresh Produce - Medea Creek	Food Services	130	2,500.00
FS18-00030	The Berry Man, Inc.	Fresh Produce - Oak Park High	Food Services	130	2,800.00
FS18-00031	D'Amore's Pizza Connection	Special Pizza Crusts	Food Services	130	6,390.00
FS18-00032	D'Amore's Pizza Connection	Special Pizza Crusts- Medea Creek	Food Services	130	3,500.00
FS18-00033	D'Amore's Pizza Connection	Special Pizza Crusts-Oak Park High	Food Services	130	4,300.00
FS18-00034	Sunrise Produce Company	Fresh Produce - Brookside Elem	Food Services	130	1,500.00
FS18-00035	Sunrise Produce Company	Fresh Produce - Oak Hills Elem.	Food Services	130	1,100.00
FS18-00036	Sunrise Produce Company	Fresh Produce - Red Oak Elem.	Food Services	130	1,100.00
FS18-00037	Sunrise Produce Company	Fresh Produce - Medea Creek	Food Services	130	4,100.00
FS18-00038	Sunrise Produce Company	Fresh Produce - Oak Park High	Food Services	130	4,200.00

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

ESCAPE ONLINE

Page 10

Includes Purchase Orders dated 06/01/2017 - 07/31/2017					
PO Number	Vendor Name	Description	Location	Fund	Account Amount
FS18-00039	Challenge Dairy Products, Inc.	Dairy Products for Brookside Elem.	Food Services	130	8,000.00
FS18-00040	Challenge Dairy Products, Inc.	Dairy Products for Oak Hills Elem.	Food Services	130	5,000.00
FS18-00041	Challenge Dairy Products, Inc.	Dairy Products for Red Oak Elem.	Food Services	130	5,200.00
FS18-00042	Challenge Dairy Products, Inc.	Dairy Products - Medea Creek	Food Services	130	15,000.00
FS18-00043	Challenge Dairy Products, Inc.	Dairy Products for Oak Park High	Food Services	130	12,500.00
FS18-00044	Tony's Fine Foods	Natural Food- Fresh Chicken	Food Services	130	29,000.00
FS18-00045	Gold Star Foods	Frozen Food/ BES-OH-RO-MC-OPHS	Food Services	130	24,000.00
FS18-00046	United Natural Foods, Inc	Natural Food Products	Food Services	130	20,000.00
FS18-00047	Sysco Ventura, Inc.	Food Items, Drinks, Snacks / Medea Creek	Food Services	130	12,000.00
FS18-00048	Sysco Ventura, Inc.	Food Items, Drinks, Snacks / Oak Park High	Food Services	130	9,000.00
FS18-00049	Jordanos	Food Items for Medea Creek	Food Services	130	10,000.00
FS18-00050	Jordanos	Food Items - Oak Park High	Food Services	130	10,000.00
P17-00020	Office Depot Customer Service Center	Blanket PO for Office Supplies	Home Independent Study Program	010	2,500.00
P17-00051	Pacific Coast Environmental	Maintenance/Mat & Supp	Oak Park High School	010	1,643.68
P17-00488	Dell Inc.	Laptop Comp/VCI grant	Oak Park High School	010	38,054.92
P17-00536	Ryan Communications	Pro 16-07C Phase 2 Emergency Radio Upgrade	Business Administration	212	10,313.00
				212	10,313.21
P17-00623	Project Lead the Way (PLTW)	VCI Path/Engineering/Supplies	Oak Park High School	010	1,018.88
P17-00639	SDSU Research Foundation PLTW	VCI/CTEIG PLTW Conference Eng-Jones	Oak Park High School	010	4,250.00
P17-00660	Coit Services Inc.	DISC: Cleaning Stage Curtains	Medea Creek Middle School	010	785.00
P17-00661	Johnstone Supply	Pro 17-25S HVAC Recovery Equipment at OHES	Business Administration	211	1,527.68
P17-00662	Personnel Concepts Limited	Labor Law Compliance Posters & Notices	Accounting & Payroll	010	3,112.13
P17-00663	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	Donation - 5th grade bus Reagan Library	Brookside School	010	1,280.40
P17-00664	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	Donation - buses 2nd grade	Brookside School	010	1,707.40
P17-00665	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	Donation - 1st grade field trip - buses	Brookside School	010	771.10
P17-00666	Brian Hou	Band Coach/OPIMA/Oth Exp/ASB	Oak Park High School	010	1,000.00
P17-00667	AML Global American Language Services	SpEd IEP Translation / English to Farsi	Districtwide	010	439.47

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 11

Includes Purchase Orders dated 06/01/2017 - 07/31/2017

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P17-00668	Southwest School Supply	Germstar Refills for Auto Dispensers	Business Administration	010	1,531.40
P17-00669	SiteOne Landscape Supply, LLC	Pro 17-01S Solar Landscape at DO	Business Administration	211	4,495.74
P17-00670	AP Exams	Don/AP Exams/mat & supp	Oak Park High School	010	71,394.00
P17-00671	ETS	16-17 CAASPP Parent Address Score Report	Curriculum	010	563.86
P17-00672	Four Seasons Tree Care, Inc.	Tree Removal at OPHS	Business Administration	010	775.00
P17-00673	SiteOne Landscape Supply, LLC	Pro 17-01S Solar Landscape at DO	Business Administration	211	1,619.19
				211	3,098.31
P17-00674	Agoura Wholesale Electric Corp	Pro17-24S-1 HVAC Supplies for MCMS E Bldg.	Business Administration	211	435.19
P17-00675	Auto Collision Center	Repair of Vandalism to 2016 Ford Transit	Business Administration	010	1,682.30
P17-00676	Daniel Oakley	SpEd Independent Contractor/Consulting Services	Districtwide	010	5,510.09
				010	4,489.91
P17-00677	Grainger Industrial Supply	Pro 17-27S & 17-24S HVAC Supplies OPHS/MCMS	Business Administration	211	454.10
P18-00004	Sunburst Digital, Inc.	Wonder Class Robotics ROES Renewal	Curriculum	010	60.00
P18-00005	Sunburst Digital, Inc.	Wonder Class Robotics BES Renewal	Curriculum	010	60.00
P18-00006	Sunburst Digital, Inc.	Wonder Class Robotics OHES Renewal	Curriculum	010	60.00
P18-00007	Pearson Customer Support	MCMS Math - CMP3 on Realize 2018	Curriculum	010	59,296.68
P18-00008	McGraw-Hill Education c/o American Express	OPIS Math Pre-Alg Pre-Cal + ALEKs 2017-2018	Curriculum	010	28,180.46
P18-00009	Textbook Warehouse c/o AMEX	MCMS History Social Science 2017-2018 Textbooks	Curriculum	010	3,614.45
P18-00010	Voyager Sopris Learning	MCMS Sp Ed TransMath 2017-2018	Curriculum	010	2,016.70
P18-00011	Hanson Lab Furniture, Inc	Pro 17-16C Site Furniture at OVHS	Business Administration	212	4,418.75
P18-00012	Zangle National User Group	QUE Conference	Business Administration	010	250.00
P18-00013	Membean Inc.	PFA: Vocab Program	Medea Creek Middle School	010	4,657.00
P18-00014	Fast Bridge Learning	Fast Bridge Learning Program	Oak Hills Elementary School	010	3,120.00
P18-00015	SOAR Learning, Inc.	DON: SOAR Curriculum - Sp. Ed. Medea Creek Middle School		010	1,071.43
P18-00016	Southwest School Supply	Pro 17-07C Elementary Classroom Libraries at BES	Business Administration	212	25,528.25
P18-00017	Southwest School Supply	Pro 17-07C Elementary Classroom Libraries at OHES	Business Administration	212	19,867.59
P18-00018	Southwest School Supply	Pro 17-07C Elementary Classroom Libraries at ROES	Business Administration	212	23,418.64

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 12

Includes Purchase Orders dated 06/01/2017 - 07/31/2017

PO	Vendor Name	Description	Location	Fund	Account
P18-00019	Flinn Scientific, Inc	Science/PFA donation/materials and supplies	Oak Park High School	010	416.12
P18-00020	Document Systems	Staples & Color Copies - OVHS/OPIS	Oak View High School	010	800.00
P18-00021	Ready Refresh by Nestle	OPIS Water #002729877	Home Independent Study Program	010	800.00
P18-00022	Southwest School Supply	Open PO for School Supplies	Home Independent Study Program	010	700.00
P18-00024	Southwest School Supply	Pro 17-16C Classroom Furniture for BES	Business Administration	212	14,426.20
P18-00025	Southwest School Supply	Pro 17-16C Classroom Furniture for OHES	Business Administration	212	12,157.86
P18-00026	Southwest School Supply	Pro 17-16C Classroom Furniture for ROES	Business Administration	212	18,655.07
P18-00027	Southwest School Supply	Pro 17-16C Classroom Furniture for MCMS	Business Administration	212	4,110.89
P18-00028	Southwest School Supply	Pro 17-16C Classroom Furniture for OPHS	Business Administration	212	3,040.54
P18-00029	Southwest School Supply	Pro 17-16C Classroom Furniture for OVHS	Business Administration	212	2,369.80
P18-00030	Southwest School Supply	Pro 17-16C Classroom Furniture for OPIS	Business Administration	212	2,271.86
P18-00031	Smith System Manufacturing Co	Pro 17-16C Classroom Furniture for BES	Business Administration	212	17,097.53
P18-00032	Smith System Manufacturing Co	Pro 17-16C Classroom Furniture for OHES	Business Administration	212	26,122.61
P18-00033	Smith System Manufacturing Co	Pro 17-16C Classroom Furniture for ROES	Business Administration	212	14,160.22
P18-00034	Smith System Manufacturing Co	Pro 17-16C Classroom Furniture for MCMS	Business Administration	212	23,103.26
P18-00035	Smith System Manufacturing Co	Pro 17-16C Classroom Furniture for OPHS	Business Administration	212	31,328.80
P18-00036	Wenger Corporation	Pro 17-16C Classroom Furniture for MCMS	Business Administration	212	5,264.69
P18-00037	Krueger International, Inc.	Pro 17-16C Classroom Furniture for BES	Business Administration	212	7,684.46
P18-00038	Krueger International, Inc.	Pro 17-16C Classroom Furniture for OHES	Business Administration	212	2,992.28
P18-00039	Krueger International, Inc.	Pro 17-16C Classroom Furniture for ROES	Business Administration	212	3,801.48
P18-00040	Loring Colangelo	2017-2018 Parent Reimbursement - Settlement	District-wide	010	35,860.00
P18-00041	All American Air Compressor Co	Woodshop/DISC/Rent Repair	Oak Park High School	010	858.00
P18-00042	Douglas and Sturgess, Inc.	Art Donation/Mat & Supp	Oak Park High School	010	2,000.00
P18-00043	Moore Medical Corp.	Supplies for Health Office	Oak Park High School	010	500.00
P18-00044	Pacific Coast Environmental	Maintenance/Mat & Supp	Oak Park High School	010	3,000.00
P18-00045	Office Depot Customer Service Center	Blanket PO for Office Supplies	Oak View High School	010	1,500.00

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

ESCAPE ONLINE

Page 13

Includes Purchase Orders dated 06/01/2017 - 07/31/2017

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P18-00047	Office Depot Customer Service Center	OPIS Blanket PO for Office Supplies	Home Independent Study Program	010	2,500.00
P18-00048	CR Print	Printing/mat & supp	Oak Park High School	010	3,500.00
P18-00049	3 Day Blinds	Mini Blinds/Othe/SupplyDisc	Oak Park High School	010	415.16
P18-00050	Vista Higher Learning c/o American Express	SpanWkbs/Don/mat & supp	Oak Park High School	010	1,652.06
P18-00051	Hayden-Mcneil Publishing, Inc.	Sci Wkbs/Don/Mat & Suppl	Oak Park High School	010	15,900.00
P18-00052	iDesign Solutions USA Corp	CTEIG/Software & System Eq.	Oak Park High School	010	3,646.46
P18-00053	California School Boards Assn	CSBA Membership Dues 17-18 Education Alliance	Board of Education	010	10,438.00
P18-00054	California School Boards Assn	GAMUT Online 2017-18	Board of Education	010	2,555.00
P18-00055	VCOE	EADMS 2017-2018 Yr 3	Curriculum	010	16,590.00
P18-00056	Ferguson Enterprises #1350	Pro 17-31R Bottle Filling Stations at MCMS & DO	Business Administration	213	4,110.83
P18-00057	Discovery Education Inc	Discovery Science MCMS + 3 Yr License	Curriculum	010	32,340.00
P18-00058	Houghton Mifflin Harcourt c/o American Express	BES Go Math - 2017-2018	Curriculum	010	17,928.47
P18-00059	Delta Education, LLC	BES FOSS Science 2017-2018	Curriculum	010	447.61
P18-00060	Handwriting Without Tears	BES DK Consumable 2017-2018	Curriculum	010	572.13
P18-00061	Handwriting Without Tears	OHES DK Consumable 2017-2018	Curriculum	010	572.13
P18-00062	Handwriting Without Tears	ROES DK Consumable 2017-2018	Curriculum	010	578.51
P18-00063	Delta Education, LLC	OHES FOSS Science 2017-2018	Curriculum	010	957.84
P18-00064	Houghton Mifflin Harcourt c/o American Express	OHES Go Math 2017-2018	Curriculum	010	12,249.99
P18-00065	Houghton Mifflin Harcourt c/o American Express	ROES Go Math 2017-2018	Curriculum	010	19,315.25
P18-00066	Us Bank Trust Nat'l Assn.	Admin Fees 2009 GOB Election 2008 Series A	Business Administration	010	770.00
P18-00067	Us Bank Trust Nat'l Assn.	Admin Fees 2009 GOB Election 2006 Series B	Business Administration	010	770.00
P18-00068	Delta Education, LLC c/o American Express	ROES FOSS Science 2017-2018	Curriculum	010	1,284.27
P18-00069	Pacific Building Maintenance	Rehabilitate BES MPR bamboo floor.	Business Administration	010	7,608.00
P18-00071	ABM Electrical Power Svs	Pro 17-01S Solar Project EV Charging Stations	Business Administration	211	32,469.10
P18-00072	Cornerstone Construction	Pro 17-31R Bottle Filling Station - Wall at MCMS	Business Administration	213	920.00
P18-00073	Cornerstone Construction	Pro 17-31R Bottle Filling Station - Wall at DO	Business Administration	213	920.00
P18-00074	ACSA Membership Processing	ACSA Membership for Leadership	School Site Salaries-NonTeach	010	22,269.00

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

ESCAPE ONLINE

Page 14

Includes Purchase Orders dated 06/01/2017 - 07/31/2017					
PO Number	Vendor Name	Description	Location	Fund	Account Amount
P18-00075	Cornerstone Construction	Replace Boys Locker Room Door at MCMS	Dist. Maintenance & Operations	010	450.00
P18-00076	Accelerate Learning Inc.	BES NGSS Science Grd 4 & 5 StemScopes	Curriculum	010	9,654.65
P18-00077	Textbook Warehouse c/o AMEX	OPHS Textbooks 2017-2018	Curriculum	010	14,758.19
P18-00078	Textbook Warehouse c/o AMEX	ROES History Social Science 2017-2018 Workbooks	Curriculum	010	1,217.91
P18-00079	Oak Meadow school	OPIS Human Anatomy Coloring Book 2017-2018	Curriculum	010	213.31
P18-00080	Textbook Warehouse c/o AMEX	OPIS textbooks 2017-2018	Curriculum	010	2,595.47
P18-00081	Follett School Solutions, Inc.	OPIS Wordly Wise 2017-2018 Workbooks	Curriculum	010	196.89
P18-00082	Follett School Solutions, Inc.	OPIS Biology NGSS Biozone 2017-2018 Workbooks	Curriculum	010	667.89
P18-00083	Houghton Mifflin Harcourt c/o American Express	OPIS Go Math 2017-2018	Curriculum	010	1,149.83
P18-00084	Delta Education, LLC c/o American Express	BES NGSS Pilot Science Grade 2 FOSS	Curriculum	010	3,860.12
P18-00085	Delta Education, LLC c/o American Express	ROES FOSS Pilot NGSS Science Grd K,1 & 3 2017-18	Curriculum	010	12,087.47
P18-00086	Houghton Mifflin Harcourt	OPIS Biology TE Textbooks 2017-2018	Curriculum	010	172.44
P18-00087	Us Bank Trust Nat'l Assn.	Admin Fees 2016 GOB Refunding Bonds	Business Administration	010	1,800.00
P18-00088	Southwest School Supply	Multi-Function Chairs for Maintenance Staff	Business Administration	010	709.54
P18-00089	US Postal Service (AMS-TMS)	2017/2018 postage for DO postage machine	Business Administration	010	7,000.00
P18-00090	Scholastic, Inc.	PFA: Classroom Magazine Subscription	Medea Creek Middle School	010	1,076.43
P18-00091	AT&T-CalNet 3	Open PO for Telephone Charges	Medea Creek Middle School	010	3,000.00
P18-00092	Pearson AGS Globe	AP French Wkbks/Don/mat & supp	Oak Park High School	010	259.14
P18-00093	Pearson Learning Group	CTEIG Software Systems Path C - Amerikaner	Oak Park High School	010	2,722.46
P18-00096	Agoura Lock Technologies, Inc.	Measure S - Other Misc. Supplies as Required	Business Administration	211	322.51
P18-00097	PCM-G, Inc.	Scanners/Bks/Matls/Disc.	Oak Park High School	010	301.36
P18-00098	Cornerstone Construction	Stucco Repair at MCMS	Business Administration	010	520.00
P18-00099	Cornerstone Construction	Repair of Picnic/Lunch Tables at OPHS	Business Administration	010	420.00
P18-00100	Cornerstone Construction	Install New Melamine Panels at MCMS	Business Administration	010	842.00
P18-00101	So Cal Edison	Pro 17-01S Electrical Meter Replacement at OPHS	Business Administration	211	568.01
P18-00102	Project Lead the Way (PLTW)	ROP/Architecture/Participation Fee	Oak Park High School	010	3,000.00

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

ESCAPE ONLINE

Page 15

Includes Purchase Orders dated 06/01/2017 - 07/31/2017

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P18-00103	San Joaquin County Office of Education	Employment Opportunities via EdJoin	Human Resources	010	670.95
P18-00104	Educational Data Systems	2017-2018 CELDT Pre ID	Curriculum	010	421.19
P18-00105	Amplify	OHES Science Amplify Grade K, 4 & 5 2017-2018	Curriculum	010	9,827.89
P18-00106	Amplify	ROES Science Amplify Grade 5 2017-2018	Curriculum	010	15,311.49
P18-00107	Amplify	BES Science Amplify Grade 3 2017-2018	Curriculum	010	4,455.48
P18-00108	Four Seasons Tree Care, Inc.	Pro 17-41R Tree Removal at MCMS	Business Administration	010	875.00
P18-00109	Flinn Scientific, Inc	Science Order 17-18	Oak View High School	010	562.34
P18-00110	Scholastic, Inc.	Scholastic Magazines 2017-2018	Oak View High School	010	213.53
P18-00111	Louis Frank Zankich	Attorney Fees - SpEd Settlement	District-wide	010	4,400.00
P18-00112	Western Psychological Services	SpEd Psychs protocol order	District-wide	010	206.56
T17-00047	Edhesive	VC1- AP Computer Science On-Line Instruction	Oak Park High School	010	4,050.00
T17-00049	Apple Computer, Inc. Ms:198-3E D	Project C720 - iPad Cart for OPHS	Technology Coordinator	212	17,317.20
				212	4,287.86
T17-00050	Apple Computer, Inc. Ms:198-3E D	Project C718 - iPad Totes for Elementary Gr 3	Technology Coordinator	212	60,177.27
				212	15,007.49
T17-00051	Compuwave Inc.	Project C717 - Chromebook Carts for Gr5	Technology Coordinator	212	107,617.20
T17-00052	Compuwave Inc.	Project C719 - Chromebook Carts for MCMS	Technology Coordinator	212	51,768.83
T17-00053	Compuwave Inc.	Project C720 - Chromebook Carts for OPHS	Technology Coordinator	212	54,447.89
T17-00054	Compuwave Inc.	Project C721 - iPad Carts	Technology Coordinator	212	2,661.77
T17-00055	All Connected Inc	Proj 17-33S Security Camera network switches	Technology Coordinator	211	57,648.16
T17-00056	Certiport	CTEIG - GMetrix License	Oak Park High School	010	5,750.00
T17-00057	PDQ.com Corporation	PDQ Enterprise License (Windows Imaging)	Technology Coordinator	010	539.10
T18-00002	JAMF	JAMF MDM Licensing (increased iPad count)	Technology Coordinator	010	2,556.00
T18-00003	Blue Violet Networks, LLC	Proj 17-33S Video Surveillance System expansion HW	Technology Coordinator	211	165,228.95
T18-00004	All Connected Inc	Proj 17-29C File Server Backup Appliance Refresh	Technology Coordinator	212	125,000.00
T18-00005	BE Publishing	Curr. Keyboarding Software	Medea Creek Middle School	010	1,150.72
T18-00006	SHI International	Microsoft Licensing CAMSA Agmt	Technology Coordinator	010	10,766.77
T18-00007	Apple Computer, Inc. Ms:198-3E D	Proj C712 Mobile VR Labs - iPod Touch	Technology Coordinator	212	42,115.26

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 16

Includes Purchase Orders dated 06/01/2017 - 07/31/2017

PO Number	Vendor Name	Description	Location	Fund	Account Amount
T18-00008	Border LAN Security	Anti Virus for Servers and Desktops (3yrs)	Technology Coordinator	010	12,000.00
T18-00009	Amplified IT LLC	Google Admin Services (Backup and Monitoring)	Technology Coordinator	010	12,700.00
T18-00010	HelpSystems LLC	Intermapper network Software License Renewal	Technology Coordinator	010	1,243.00
T18-00011	SHI International	Adobe Creative Cloud District License CETLA Agmt	Technology Coordinator	010	4,100.00
T18-00012	GoGuardian	GoGuardian Admin & Teachers 2017-2018	Curriculum	010	17,856.00
T18-00013	Compuwave Inc.	Replacement Drum for Printer	Superintendent	010	116.90
TB18-00001	Compuwave Inc.	HR printer supplies 2017-2018	Human Resources	010	1,608.75
TB18-00002	CDW GOVERNMENT INC	Blanket PO Equipment & Supplies <\$500	Technology Coordinator	010	8,000.00
TB18-00003	Monoprice	Blanket PO Equipment & Supplies <\$500	Technology Coordinator	010	3,000.00
TB18-00004	Apple Computer, Inc. Ms:198-3E D	Blanket PO for Computer Equip & Repairs	Technology Coordinator	010	10,000.00
TB18-00005	Compuwave Inc.	Blanket PO Equipment & Supplies <\$500	Technology Coordinator	010	7,000.00
TB18-00006	Pacificom	Blanket Purchase Order for ad hoc network cabling	Technology Coordinator	010	2,000.00
TB18-00007	Office Depot Customer Service Center	Blanket PO office supplies	Technology Coordinator	010	500.00
TB18-00008	Scott Electric	Replacement Projector Bulbs (Blanket PO)	Technology Coordinator	010	3,000.00
TB18-00009	CDW GOVERNMENT INC	Projector Refresh - Project 17-02C	Technology Coordinator	212	20,000.00
TB18-00010	All Connected Inc	Network Support, Monitoring, Consulting	Technology Coordinator	010	14,000.00
TB18-00011	Business Machine Security	Blanket PO for Projector Mounts	Technology Coordinator	010	500.00
Total Number of POs			440	Total	4,760,501.97

Fund Recap

Fund	Description	PO Count	Amount
010	General Fund	30	453,453.01
130	Cafeteria Fund	1	425.00
211	Measure S Facilities & Tech	6	25,371.98
212	Measure C6 Technology Bond Fun	3	87,807.47
213	Measure R FACILITIES Bond Fund	1	89,622.00
Total Fiscal Year 2017			656,679.46

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 17

Includes Purchase Orders dated 06/01/2017 - 07/31/2017

Fund Recap (continued)

Fund	Description	PO Count	Amount
010	General Fund	288	1,864,589.61
130	Cafeteria Fund	50	251,310.00
211	Measure S Facilities & Tech	31	1,181,506.78
212	Measure C6 Technology Bond Fun	30	695,040.29
213	Measure R FACILITIES Bond Fund	9	111,375.83
Total Fiscal Year 2018			4,103,822.51
Total			4,760,501.97

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 18

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 15, 2017
SUBJECT: B.1.d. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL SPEECH AND DEBATE TEAM - Oct. 13-14, 2017

CONSENT

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

BACKGROUND: Principal, Kevin Buchanan, requests approval for this tournament scheduled for Oct. 13-14th at Cal State Fullerton, CA. Approximately 25 debaters, team coach and 4 OPHS parent volunteers (male & female) will travel by district approved drivers in private vehicles. They will depart the morning of Friday, Oct. 13th at 10 a.m. and return the evening of Saturday, Oct. 14th. They will stay at the Marriott in Fullerton. The debaters will pay approximately \$150 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: AUGUST 15, 2017
SUBJECT: B.1.e. CERTIFY 2016-17 ANNUAL ATTENDANCE REPORT

CONSENT

ISSUE: Shall the Board receive and certify the 2016-17 Annual Attendance Report recording the District's Average Daily Attendance (ADA) ending with the tenth and final school month of the reporting period?

BACKGROUND: The District's Local Control Funding Formula (LCFF) funding is based on its ADA, which requires the governing board of each school district to certify actual student attendance to the State Superintendent of Instruction at three key times each school year. The First Period Attendance Report, commonly referred to as P-1, is certified and filed with the State at the end of the fourth school month. The Second Period Attendance Report, referred to as P-2, certifies the ADA through April 15 of the reporting year. The District's actual LCFF funding is based on the P-2 Report. The third and final report, the Annual Report, is certified and filed at the conclusion of the fiscal year. Lottery funding is based on the Annual ADA Report.

The third reporting period of the 2016-17 school year concluded at the end of May 2017, and the District's Annual ADA Report is now provided for the Board's review and certification.

RECOMMENDATION: Certify the 2016-17 Annual Attendance Report.

Prepared by: Shannan Kaesberg, Senior Accountant
Barbara Dickerson, Director, Fiscal Services
Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted:

Anthony W. Knight, Ed.D.
Superintendent

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

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

Certification

County: Ventura

Fiscal Year: 2016-17

District: Oak Park Unified

Annual

CDS CODE 56 73874


D243030A

Attendance School District

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

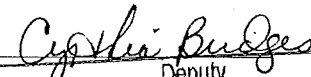
School District Superintendent:

Date:


~~STANLEY C. MANTOOTH~~
COUNTY SUPERINTENDENT OF SCHOOLS

6/8/17

County Superintendent of Schools: By


Deputy

Date:

7/6/17

Any inquiries concerning this report should be directed to:

CONTACT NAME Shannan Kaesberg

PHONE (818) 735-3244 *

FAX (818) 865-8467

E-Mail skaesberg@opusd.org

Attendance School District

County: Ventura

Fiscal Year: 2016-17

District: Oak Park Unified

Annual

CDS CODE 56 73874

Certificate Number: D243030A

Regular ADA		TK/K-3	Grades 4-6	Grades 7-8	Grades 9-12	Total
Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	A-1	1,051.76	979.05	760.20	1,628.26	4,419.27
Extended Year Special Education [EC 56345 (b) (3)] (Divisor 175)	A-2	0.31	0.00	0.14	0.27	0.72
Special Education - Nonpublic, Nonsectarian Schools [EC 56366 (a) (7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions	A-3	0.52	0.62	1.29	0.29	2.72
Extended Year Special Education - Nonpublic, Nonsectarian Schools [EC 56366 (a) (7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions (Divisor 175)	A-4	0.29	0.13	0.09	0.22	0.73
Community Day School [EC 48660] (Divisor 70/135/180)	A-5	0.00	0.00	0.00	0.00	0.00
ADA Totals (Sum of A-1 through A-5)	A-6	1,052.88	979.80	761.72	1,629.04	4,423.44
Other						
Full-Time Traditional Independent Study ADA, pursuant to EC 51747, included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-1	7.99	22.11	42.00	140.92	213.02
Full-Time Traditional Independent Study ADA not eligible for general funding, pursuant to EC 51745.6, and not included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-2	0.00	0.00	0.00	0.00	0.00

California Department of Education

Principal Apportionment Data Collection Software

2016-16.00

Attendance School District

County: Ventura

Fiscal Year: 2016-17

District: Oak Park Unified

Annual

CDS CODE 56 73874

Certificate Number: D243030A

Course Based Independent Study ADA, pursuant to EC 51749.5, included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-3	0.00	0.00	0.00	0.00	0.00
Course Based Independent Study ADA not eligible for general funding, pursuant to EC 51745.6, and not included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-4	0.00	0.00	0.00	0.00	0.00
ADA for Students in Transitional Kindergarten pursuant to EC 46300 included in Section A (Lines A-1 through A-5, TK/K-3 Column, First Year ADA Only)	B-5	61.95				61.95
ADA for Students in Continuation Education included in Section A (Line A-1, Grades 9-12 Column)	B-6				40.05	40.05
ADA for Students in Opportunity Classes included in Section A (Line A-1, Total Column)	B-7					0.00

Attendance School District

County: Ventura

Fiscal Year: 2016-17

District: Oak Park Unified

Annual

CDS CODE 56 73874

Certificate Number: D243030A

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

Attendance School District

County: Ventura

Fiscal Year: 2016-17

District: Oak Park Unified

Annual

CDS CODE 56 73874

Certificate Number: D243030A

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

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 15, 2017
SUBJECT: B.1.f. AUTHORIZE CLOSURE OF BANK OF AMERICA ACCOUNT FOR OPUSD SECTION 125 FLEXIBLE SPENDING ACCOUNTS

CONSENT

ISSUE: Shall the Board authorize closure of the Bank of America account for Oak Park Unified School District (OPUSD) Section 125 Flexible Spending Accounts?

BACKGROUND: OPUSD has long maintained a separate bank account for Section 125 flexible spending accounts, previously administered by AFLAC/Wage Works. Employee deductions and reimbursements for dependent care and medical expenses flowed through this account. AFLAC severed its ties with the District last year, choosing not to participate in open enrollment for these employee benefits. However, the District kept the account active so that any qualified expenses could be made during the run-out time period through January 2017.

Tax Deferred Solutions (TDS) is now the District's third-party administrator for all Section 125 services. A separate bank account is no longer needed as all employee deductions are sent directly to TDS via the payroll system. The District chose to prepay a deposit to TDS in October 2016 so that employees could begin using their flex account debit cards immediately. This deposit was made in anticipation of the eventual closing of the Bank of America account, at which time that amount would be used to reimburse the District's prepayment. It is recommended that the Board authorize closing OPUSD Bank of America Section 125 Account #00171360114, transferring the account balance to OPUSD Bank of America Clearing Account #001713380151.

ALTERNATIVES:

1. Authorize closure of OPUSD Bank of America Section 125 Account #00171360114, transferring the account balance to OPUSD Bank of America Clearing Account #001713380151.
2. Do not authorize the proposed account closure and transfer.

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: AUGUST 15, 2017
**SUBJECT: B.1.g. APPROVE 2017-18 TRANSPORTATION AGREEMENT WITH
TUMBLEWEED TRANSPORTATION**

CONSENT

ISSUE: Shall the Board of Education approve an agreement with Tumbleweed Transportation for student transportation during the 2017-18 school year?

BACKGROUND: Since the 2009-10 school year, the District has contracted with Tumbleweed Transportation, a professional, licensed transportation contractor, to provide transportation services required for Special Education students and other student transportation needs. The contractor has proposed a 10.9% increase in the contract rates, citing the rise in the minimum wage, employee benefits, and the new requirement to provide paid sick leave for hourly employees. The cost of services provided in 2016-17 was \$102,090.

After a thorough review, the District staff has determined that these services will continue to be required in the new school year. Accordingly, staff is recommending the renewal of this agreement as the most cost-effective delivery of this mandatory transportation service. Assuming the Board's approval of this renewal agreement, the cost for this service will be included in the District's 2017-18 general fund operating budget.

ALTERNATIVES:

1. Approve the renewal agreement with Tumbleweed Transportation for Special Education and other student transportation services for the 2017-18 school year.
2. Do not approve the agreement.

RECOMMENDATION: Alternative No. 1

Prepared by: Susan Roberts, Director, Pupil Services
Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted:

Anthony W. Knight, Ed.D
Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: AUGUST 15, 2017

SUBJECT: B.1.h. APPROVE STUDENT TEACHING AGREEMENT WITH LOYOLA MARYMOUNT UNIVERSITY

CONSENT

ISSUE: Shall the Board of Education enter into Student Teaching Agreement with Loyola Marymount University(LMU), commencing August 1, 2017 until July 31, 2020?

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 Loyola Marymount (LMU) for the years August 1, 2017 thru July 31, 2020 and authorize the Superintendent to sign the agreement on behalf of the District.
2. Do not approve Student Teaching Agreement with Loyola Marymount.

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.	_____	_____	_____	_____

STUDENT TEACHING AGREEMENT
(Practice Teaching and Demonstration Teaching)

THIS AGREEMENT is entered into the first day of **August 2017** under the authority of Section 1065 of the California Education code by and between:

LOYOLA MARYMOUNT UNIVERSITY
School of Education
One LMU Drive, Suite 2100
Los Angeles, California 90045-2659

Hereinafter called the "University," and the **Oak Park Unified School District** therein after called the "District": The parties agree as follows:

1. The term of this agreement shall be from **August 1, 2017 through July 31, 2020** unless terminated by either party on advance written notice to the other a minimum of 60 days prior to the end of the semester.
2. The District shall provide practice teaching in schools and classes of the District in terms of "semester units" for students of the University possessing valid Character Identification Clearances.

Practice teaching shall be provided in such schools or classes of the District and under the direct supervision and instruction of such employees of the District as the District and the University, through their duly authorized representatives, may agree upon.

The District may, for good cause, refuse to accept for practice teaching any student of the University assigned to practice teaching in the District; likewise for good cause, the University shall terminate the assignment of any student practice teaching in the District.

"Practice teaching" as used herein and elsewhere in this agreement means active participation in the duties and functions of classroom teaching under the direct supervision and instruction of permanent or probationary employees of the District holding valid credentials issued by the Commission on Teacher Credentialing.

The number of semester units of practice teaching to be provided for each student of the University assigned to practice teaching under this agreement shall be determined by the University.

An assignment of a student of the University to practice teach in schools or classes of the District shall be at the discretion of the University, but a student may be given more than one assignment by the University with prior approval of the District, to practice teach in such schools or classes.

The assignment of a student of the University to practice teaching in the District shall be deemed to be effective for the purpose of this agreement as of the date the student presents to the proper authorities of the District the assignment card or other document given him by the University effecting such assignment, but not earlier than the date of such assignment as shown on such card or other document.

3. The University shall pay the Master Teacher for performance of the services required under this agreement at the rate of \$25.00 per semester unit of practice teaching.

In the event the assignment of a student of the University to practice teaching is terminated by the University for any reason, the District shall receive payment for such student as though there had been no termination of the assignment, except that if such assignment is terminated before one half of the term of the assignment has elapsed, the District shall receive payment for one half of the assignment only. If a student is assigned another Master Teacher by both the University and the District after an assignment has become effective, the payment due the Master Teachers shall be prorated to both Master Teachers based on the amount of their service.

Absences of a student from assigned practice teaching shall not be counted as absences in computing the semester units of practice teaching provided the student by the District.

4. Within a reasonable time following the close of each semester the Master Teacher(s) shall submit a properly executed final evaluation form for all semester units of practice teaching. After receipt of the evaluation form, the University will make payment to the Master Teacher(s) for all practice teaching provided under and in accordance with this agreement during the said semester.

It is understood that the District shall not be obligated to accept assignments of training students beyond the ability of the District to effectively provide services pursuant to this agreement.

5. At the time the University designated a student for participation pursuant to this agreement, the University shall verify the student is covered by the Loyola Marymount University's mandatory Student Accident Insurance.
6. It is understood that, for purposes of this agreement, the student is not an employee of the University or District, regardless of the nature and extent of the acts performed by the student; that inasmuch as the student shall not be an employee of the University or the District, the University and District do not assume, and shall not assume, any liability under any law on account of any act of student while performing, receiving training, or traveling pursuant to this agreement, and that student shall not be entitled to any monetary remuneration for any services performed by student in the course of training.


Mutual Indemnification; Limits on Liability: Each party (the "Indemnifying Party") agrees to protect, indemnify, defend and hold harmless the other party and its respective employees, agents, and independent contractors (the "Indemnified Party") against all claims, losses or damages to persons or property, governmental charges or fines, and costs (including reasonable attorney's fees), arising out or resulting from (i) any breach of any representation, warranty, covenant, obligation or undertaking made by such indemnifying Party hereunder, or (ii) the negligence or willful misconduct of the Indemnifying Party in connection with the subject matter of this Contract, including but not limited to the provision of food and beverage and other services and facilities (including the exhibition premises, as applicable) to the Indemnified Party or (iii) any violation of domestic or foreign law or regulation. The Indemnifying Party obligations hereunder shall survive the termination of this agreement.

Notwithstanding any other provisions in this agreement, the preceding paragraph governs the parties' indemnity obligations to each other hereunder and no limitation of liability is applicable to such obligations.

IN WITNESS THEREOF, the parties hereto have executed this agreement that day and year first above written.

- University -


LOYOLA MARYMOUNT UNIVERSITY



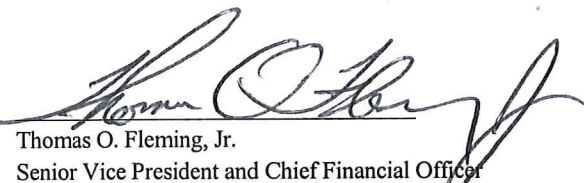
Timothy P. Chang
Associate Dean for Business Services
School of Education

- District -

OAK PARK UNIFIED SCHOOL DISTRICT



Leslie Heilbron, Ed.D.
Assistant Superintendent, Human Resources
Oak Park Unified School District



Thomas O. Fleming, Jr.
Senior Vice President and Chief Financial Officer

TO: BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 15, 2017
SUBJECT B.1.i. APPROVE QUARTERLY REPORT ON WILLIAMS UNIFORM COMPLAINTS – JULY, 2017

CONSENT

ISSUE: Shall the Board of Education Approve the Quarterly Williams Uniform Complaints- July 2017?

BACKGROUND: As a result of a lawsuit filed against the State of California, the State Legislature passed several bills that codified the negotiated settlement to the suit. One of the many requirements of this legislation is for school districts to establish a uniform complaint process to allow parents or member of the public to register written complaints regarding textbook/instructional materials sufficiency, teacher vacancy or missassignment, and hazardous conditions of school facilities.

Education Code 35186 requires the Superintendent or designee report summarized data on the nature and resolution of all Williams Uniform Complaints on a quarterly basis to the Board of Education and the County Office of Education. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. These summaries shall be publicly reported on a quarterly basis at a regularly scheduled Board meeting.

ALTERNATIVES: 1. Approve the Quarterly Report on Williams Uniform Complaints – July 2017
2. Do not approve the Quarterly Report on Williams Uniform Complaints –July 2017

RECOMMENDATION: Alternative #1.

RATIONALE: It is the policy of the district to comply with federal and state laws and regulations governing education programs or activities which receive state or federal funding.

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	_____	_____	_____	_____

Quarterly Report on Williams Uniform Complaints
[Education Code Section 35186]
Fiscal Year 2016-17

District: OAK PARK UNIFIED SCHOOL DISTRICT

Person completing this form: DR. JAY GREENLINGER

Title: DIRECTOR OF CURRICULUM & INSTRUCTION

Quarterly Report Submission Date: ☐ October 2016 (7/1/16 to 9/30/16)
(check one) ☐ January 2017 (10/1/16 to 12/31/16)
☐ April 2017 (1/1/17 to 3/31/17)
☒ July 2017 (4/1/17 to 6/30/17)

Date for information to be reported publicly at governing board meeting: 08/15/2017

Please check the box that applies:

- ☒ No complaints were filed with any school in the district during the quarter indicated above.
- ☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0		
Teacher Vacancy or Misassignment	0		
Facilities Conditions	0		
Totals	0		

ANTHONY W. KNIGHT Ed.D.

Name of District Superintendent

Signature of District Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 15, 2017
SUBJECT: B.2.a. APPROVE SPENDING PLAN FOR 2017-18 EDUCATION PROTECTION ACCOUNT FUNDS

ACTION

ISSUE: Shall the Board review and discuss the proposed spending plan for the 2017-18 Education Protection Account funds as required by Propositions 30 and 55?

BACKGROUND: In November 2012, California voters approved Proposition 30, which established the Education Protection Account (EPA). All temporary tax revenues collected from Proposition 30 over the next 7 years for income tax and 4 years for sales tax, are collected into the Education Protection Account and distributed to K-12 and Higher Education. Proposition 55, approved by California voters in 2016, continued the tax rates for this purpose through 2030.

There are several requirements for local spending determination, disclosure, and reporting on the use of the EPA funds. The governing board must determine the use of the EPA funds in an open session of a public meeting. The EPA funds must be accounted for separately and not used for administrative costs. Additionally, Districts are required to annually report on their website an accounting of the EPA funds received and how those funds were spent.

The proposed OPUSD spending plan for the 2017-18 Education Protection Account accompanies this report for the Board's information and review.

ALTERNATIVES:

1. Approve the proposed 2017-18 EPA Spending Plan as presented.
2. After discussion, direct the Administration to make specified revisions to the proposed 2017-18 EPA Spending Plan.

RECOMMENDATION: Alternative No. 1

Prepared by: Barbara Dickerson, Director, Fiscal Services
Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

Model OB18-03 2017-18 Adopted Budget

Fiscal Year 2017/18

Fund 010 General Fund

Revenue	Description	Amount	Percentage of Sources
8000	Revenue	5,625,065	100.00%
Total Revenue		5,625,065	100.00%

Expenditure	Description	Amount	Percentage of Sources
1000 Certificated Salaries			
1100	Teachers' Salaries	4,195,591	74.59%
Total 1000		4,195,591	74.59%

3000 Employee Benefits			
3100	STRS	605,424	10.76%
3300	OASDI/Medicare/Alternative	60,836	1.08%
3400	Health & Welfare Benefits	686,980	12.21%
3500	State Unemployment Insurance	2,098	.04%
3600	Workers' Compensation Insuranc	74,136	1.32%
Total 3000		1,429,474	25.41%
Total Expenditure		5,625,065	100.00%

Starting Balance	0
+ Revenues	5,625,065
- Expenditures	5,625,065
- Budgeted Reserves & Fund Bal	0
= Unappropriated Balance	0

Starting Balance	0
+ Total Revenues	5,625,065
= Total Sources	5,625,065

Expenditure	Description	Amount	Percentage of Sources
1000	Certificated Salaries	4,195,591	74.59%
2000			%
3000	Employee Benefits	1,429,474	25.41%
4000			%
5000			%
6000			%
7000			%
- Total Expenditures		5,625,065	100.00%
- Total Budgeted Reserves and Fund Balance		0	.00%
= Unappropriated Balance		0	.00%

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 15, 2017
SUBJECT: B.2.b. APPROVE ARCHITECTURAL SERVICES ORDER NOS. 8, 9, AND 10 FOR MEASURE S PROJECTS

ACTION

ISSUE: Shall the Board of Education approve Architectural Services Orders 8, 9, and 10 with Dougherty Architects for specific Measure S Projects?

BACKGROUND: The Measure S Committee Recommendations of Priority Projects, accepted by the Board at its May 2017 meeting, included several projects requiring architectural services. At this evening's meeting, the Board is asked to approve the following Architectural Service Orders (ASO), as governed by the Master Agreement with Dougherty, approved by the Board in June 2017, for the following Measure S projects:

ASO	Description	Fee	Fund
8	General Architectural Consulting	\$ 30,000	Measure S
9	Brookside Elementary School (BES) Modernization	\$ 10,000	Measure S
10	Site Safety and Security/BES/MCMS/OPHS	\$ 12,700	Measure S
Total Authorization Requested		\$ 52,700	

ASO 8 provides for the architect's general consulting services, meeting attendance, etc. as requested by the Administration and/or Board. In ASO 9, the architect is proposing an initial report for the BES relocatable modernization. ASO 10 encompasses work authorized by the Board at its meeting on June 19, 2017.

ALTERNATIVES:

1. Approve Architectural Service Orders 8, 9, and 10 with Dougherty Architects for the specified Measure S Projects, in the total amount of \$52,700.
2. Direct staff to modify the Architectural Services Orders.
3. Do not approve the Architectural Service Orders.

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	_____	_____	_____	_____

**ARCHITECTURAL SERVICE ORDER
AUTHORIZATION NO. 8**

I. PARTIES TO THE AGREEMENT

Oak Park Unified School District (District) and Dougherty Architects, LLP (Architect).

This Architectural Service Order is entered into effective July 17, 2017 between Oak Park Unified District (District) and Dougherty Architects LLP (Architect) for architectural and engineering services for the project described herein, and incorporating all of the terms and conditions of the Master Agreement for Architectural and Engineering Services, entered into by the Parties on June 19, 2017.

II. PROJECT IDENTIFICATION:

District Project Number N/A

District Project Title General Architectural Consulting Services (As Requested)

II. PROJECT SCOPE, SCHEDULE AND DELIVERABLES REQUIREMENTS:

Details of the project scope, schedule, and deliverables of this Architectural Service Order are itemized as follows: As specified in the Architect's Architectural Services Proposal 8, attached and incorporated herein.

III. PROJECT BUDGET

A.	Project Construction Cost (Estimated Hard Cost)	\$	<u>N/A</u>
B.	Soft Costs (Architect's Fees, DSA Fees, Testing/Inspection etc.), not to exceed 25% of Hard Cost estimate	\$	<u>N/A</u>
C.	Total Project Budget	\$	<u>N/A</u>

IV. ARCHITECT COMPENSATION

Architect's compensation and any adjustments thereto shall be computed as provided for by Article X of the Master Agreement for Architectural and Engineering Services

A.	Base Fee this Service Order	\$	<u>29,500</u>
B.	Reimbursable Expenses	\$	<u>500</u>
C.	Total Architect's Compensation this Service Order	\$	<u>30,000</u>

V. SERVICE ORDER AGREEMENT ACCEPTANCE

This Architectural Service Order is bound by the general terms and conditions of the Master Agreement for Architectural and Engineering Services, entered into by the Parties on June 19, 2017. This Architectural Service Order describes in detail the Architect's specific scope of services, and includes a schedule for completion of the services, agreed upon compensation, along with other provisions required to clearly indicate the required services, and terms of this Architectural Service Order. This Service Order, entered into as of the day and year written above, is agreed upon and executed by the Parties below:

Oak Park Unified School District

5801 Conifer Street
Oak Park, CA 91377

Dougherty Architects LLP

3194 D Airport Loop,
Costa Mesa, CA 92626

Martin Klauss
Assistant Superintendent
Business and Administrative Services

Brian Dougherty
Partner/Principal-In-Charge

Date

Date



Architectural Services Proposal 8

1. This service proposal is entered into effective July 15, 2017 for the Master Agreement between Oak Park Unified School District (OPUSD) and Dougherty Architects_(CONSULTANT) for projects to be completed on a time and material basis. The projects will be as requested by the District on an as-needed basis. This proposal will be used when the scope of the work is minor and does not warrant a fee proposal, or if the scope of work is not sufficiently defined to establish a fixed fee.
2. Scope of Services: General consulting, meetings, small scope projects, research, and other tasks requested by OPUSD.
Task assignments shall be documented in writing and described on the Consultant's invoices.
 - A. This Authorization proposal authorizes a not to exceed fee for all of the work listed above for \$30,000. The proposal also includes a \$500 allowance for reimbursable costs as defined in the Master Agreement.
 - B. Projects that are converted to a fixed fee will credit the time and materials costs already billed against the total fee for the work.
3. Total Compensation Under This Service Proposal

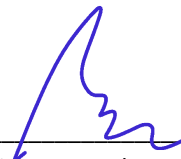
Previous Contract Authorizations

\$93,990

This Work Authorization

\$30,000

Martin Klauss
Assistant Superintendent, Business Services
Oak Park Unified School District



Brian P. Dougherty
Principal
Dougherty

**ARCHITECTURAL SERVICE ORDER
AUTHORIZATION NO. 9**

I. PARTIES TO THE AGREEMENT

Oak Park Unified School District (District) and Dougherty Architects, LLP (Architect).

This Architectural Service Order is entered into effective July 17, 2017 between Oak Park Unified District (District) and Dougherty Architects LLP (Architect) for architectural and engineering services for the project described herein, and incorporating all of the terms and conditions of the Master Agreement for Architectural and Engineering Services, entered into by the Parties on June 19, 2017.

II. PROJECT IDENTIFICATION:

District Project Number Project 17-42S

District Project Title Brookside Elementary School Modernization

II. PROJECT SCOPE, SCHEDULE AND DELIVERABLES REQUIREMENTS:

Details of the project scope, schedule, and deliverables of this Architectural Service Order are itemized as follows: As specified in the Architect's Architectural Services Proposal 10, attached and incorporated herein.

III. PROJECT BUDGET

A.	Project Construction Cost (Estimated Hard Cost)	\$ <u>TBD</u>
B.	Soft Costs (Architect's Fees, DSA Fees, Testing/Inspection etc.), not to exceed 25% of Hard Cost estimate	\$ <u>TBD</u>
C.	Total Project Budget	\$ <u>TBD</u>

IV. ARCHITECT COMPENSATION

Architect's compensation and any adjustments thereto shall be computed as provided for by Article X of the Master Agreement for Architectural and Engineering Services

A.	Base Fee this Service Order	\$ <u>9,900</u>
B.	Reimbursable Expenses	\$ <u>100</u>
C.	Total Architect's Compensation this Service Order	\$ <u>10,000</u>

V. SERVICE ORDER AGREEMENT ACCEPTANCE

This Architectural Service Order is bound by the general terms and conditions of the Master Agreement for Architectural and Engineering Services, entered into by the Parties on June 19, 2017. This Architectural Service Order describes in detail the Architect's specific scope of services, and includes a schedule for completion of the services, agreed upon compensation, along with other provisions required to clearly indicate the required services, and terms of this Architectural Service Order. This Service Order, entered into as of the day and year written above, is agreed upon and executed by the Parties below:

Oak Park Unified School District

5801 Conifer Street
Oak Park, CA 91377

Dougherty Architects LLP

3194 D Airport Loop,
Costa Mesa, CA 92626

Martin Klauss
Assistant Superintendent
Business and Administrative Services

Brian Dougherty
Partner/Principal-In-Charge

Date

Date

Architectural Services Proposal 9

1. This service proposal is entered into effective July 17, 2017 for the Master Agreement between Oak Park Unified School District (OPUSD) and Dougherty Architects_(CONSULTANT) for architectural and engineering services at Brookside Elementary School.

2. Scope of Services

In accordance with the terms of the Agreement, CONSULTANT is hereby authorized to perform the following services:

- Programming Report for the modernization of Brookside Elementary School. The focus will be replacing deteriorating relocatable classrooms with new building(s). Preliminary site locations will be identified.
- Meeting with stakeholders to determine needs and current capabilities.
- Site investigations including preparation of a site plan and review of as-built conditions.
- Programming report (book format) including:
 - ❖ Narrative describing the project and the existing conditions.
 - ❖ Square footage requirements and adjacencies.
 - ❖ Minimum of two options with associated costs.
 - ❖ Preliminary site plans.
 - ❖ Preliminary floor plans to show sizes and adjacencies (not design drawings).
 - ❖ Meeting Notes
- Meeting with stakeholders to review final programming report.
- Corrections and modifications to Report.

Exclusions:

1. Engineering Services

3. Compensation Under This Service Proposal

This Authorization proposal authorizes the amount of \$10,000 to include architectural services as described above. The proposal also includes a \$100 allowance for reimbursable costs as defined in the Master Agreement.

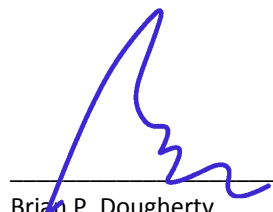
Previous Contract Authorizations

\$93,990

This Work Authorization

\$10,000

Martin Klauss
Assistant Sup., Business Services
Oak Park Unified School District



Brian P. Dougherty
Principal
Dougherty

**ARCHITECTURAL SERVICE ORDER
AUTHORIZATION NO. 10**

I. PARTIES TO THE AGREEMENT

Oak Park Unified School District (District) and Dougherty Architects, LLP (Architect).

This Architectural Service Order is entered into effective July 17, 2017 between Oak Park Unified District (District) and Dougherty Architects LLP (Architect) for architectural and engineering services for the project described herein, and incorporating all of the terms and conditions of the Master Agreement for Architectural and Engineering Services, entered into by the Parties on June 19, 2017.

II. PROJECT IDENTIFICATION:

District Project Number Project 17-32S, Fencing and Project 17-34S, Ext Lighting
District Project Title Districtwide Campus Safety and Security

II. PROJECT SCOPE, SCHEDULE AND DELIVERABLES REQUIREMENTS:

Details of the project scope, schedule, and deliverables of this Architectural Service Order are itemized as follows: As specified in the Architect's Architectural Services Proposal 10, attached and incorporated herein.

III. PROJECT BUDGET

A.	Project Construction Cost (Estimated Hard Cost)	\$ <u>N/A</u>
B.	Soft Costs (Architect's Fees, DSA Fees, Testing/Inspection etc.), not to exceed 25% of Hard Cost estimate	\$ <u>12,700</u>
C.	Total Project Budget	\$ <u>12,700</u>

IV. ARCHITECT COMPENSATION

Architect's compensation and any adjustments thereto shall be computed as provided for by Article X of the Master Agreement for Architectural and Engineering Services

A.	Base Fee this Service Order	\$ <u>12,600</u>
B.	Reimbursable Expenses	\$ <u>100</u>
C.	Total Architect's Compensation this Service Order	\$ <u>12,700</u>

V. SERVICE ORDER AGREEMENT ACCEPTANCE

This Architectural Service Order is bound by the general terms and conditions of the Master Agreement for Architectural and Engineering Services, entered into by the Parties on June 19, 2017. This Architectural Service Order describes in detail the Architect's specific scope of services, and includes a schedule for completion of the services, agreed upon compensation, along with other provisions required to clearly indicate the required services, and terms of this Architectural Service Order. This Service Order, entered into as of the day and year written above, is agreed upon and executed by the Parties below:

Oak Park Unified School District

5801 Conifer Street
Oak Park, CA 91377

Dougherty Architects LLP

3194 D Airport Loop,
Costa Mesa, CA 92626

Martin Klauss
Assistant Superintendent
Business and Administrative Services

Brian Dougherty
Partner/Principal-In-Charge

Date

Date

Architectural Services Proposal 10

1. This service proposal is entered into effective July 17, 2017 for the Master Agreement between Oak Park Unified School District (OPUSD) and Dougherty Architects,(CONSULTANT) for architectural and engineering services at Brookside Elementary School, Medea Creek Middle School and Oak Park High School

2. Scope of Services

In accordance with the terms of the Agreement, CONSULTANT is hereby authorized to perform the following services related to site security:

Brookside

- Prepare security fencing plans and specifications at both sides of the administration building and between playground and public park.
- Create patio barrier to prevent entry to campus.
- Modify principal's office to allow access through reception.

Medea Creek

- Prepare plans for concrete walk and patio at the east side of Building C.
- Prepare security lighting layout for the path from the front of the school to the patio.

Oak Park High School

- Prepare plans and specifications for a security gate and fencing at the west entry to the football stadium.
- Create plans for a security gate and fencing at the main entry.
- Create concrete landing at the west entry point.

Exclusions:

1. Bidding Assistance other than responding to questions.
2. DSA Review

Assumptions:

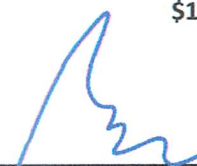
1. The projects will be bid and awarded by the District's Facilities staff.
2. Front end (General Conditions and Division 1) documents will not be required.

3. Compensation Under This Service Proposal

This Authorization proposal authorizes the amount of \$12,700 to include architectural services as described above. The proposal also includes a \$100 allowance for reimbursable costs as defined in the Master Agreement.

Previous Contract Authorizations	\$93,990
This Work Authorization	
Brookside Fencing	\$5,100
Medea Creek Patio and Lighting	4,200
<u>Oak Park Fencing</u>	<u>3,400</u>
Total Security Items	\$12,700

 Martin Klauss
 Assistant Sup., Business Services
 Oak Park Unified School District



 Brian P. Dougherty
 Principal
 Dougherty

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 15, 2017
SUBJECT: B.2.c. APPROVE CONSULTANT AGREEMENT – PROFESSIONAL SERVICES FOR MEASURE S PROJECTS, SPECIALIZED FACILITY PLANNING, ELIGIBILITY AND STATE FUNDING

ACTION

ISSUE: Shall the Board approve a consultant agreement for professional services related to specialized facility planning, eligibility and state funding in connection with the State Facility Program and Measure S bond projects?

BACKGROUND: As OPUSD begins its priority planning for Measure S bond projects, it is essential to retain expert advice to receive and maximize potential matching funds from available state programs. To that end, the Administration has reached out to Betty Hanson of Key Analytics to help the District fully understand the State Facility Program (SFP), and to assist in applying for matching state funds to maximize and extend our Measure S dollars. Ms. Hanson performed this same service for OPUSD in the successful Measure R modernization projects at Brookside Elementary and Oak Park High School, which provided \$4.7 million in matching State funds.

Key Analytics has provided the accompanying proposal for professional services related to specialized facility planning, eligibility and state funding. Under the proposed 5-year agreement, Key Analytics' fee will be \$1,500 annually. The fee to establish each school's baseline eligibility is \$500 per site, and the specialized services for facility planning, eligibility, and application for SFP funding to State Allocation Board (SAB), the consultant's fee for services is 2% of the SAB apportionment for each project receiving SFP funding.

ALTERNATIVES:

1. Approve the proposed consultant agreement with Key Analytics for professional services in specialized facility planning, eligibility and state funding in connection with the State Facility Program and OPUSD Measure S bond projects.
2. Do not approve a consultant agreement for professional services in specialized facility planning, eligibility and state funding.

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	_____	_____	_____	_____



a division of
CALIFORNIA FINANCIAL SERVICES

August 2, 2017

Martin Klauss
Assistant Superintendent, Business Services
Oak Park Unified School District
5801 Conifer Street, Oak Park, CA 91377

RE: Proposal/Agreement for Specialized Facility Planning – Eligibility and State Funding
Oak Park Unified School District

Dear Mr. Klauss:

This is to follow up on our phone conversation regarding your request for a proposal/agreement to provide facility planning services to update eligibility and obtain funding for modernization and possibly new construction for the Oak Park Unified School District. The attached proposal/agreement will assist the District in researching and preparing documents needed to determine and obtain available grants for modernization funding for eligible schools and possible new construction funding for addition/replacement projects.

Please call me at (323) 363-1651 if you have any questions about the attached proposal/agreement. We look forward to working with you once again. Thank you for considering Key Analytics in your District's facility planning efforts.

Sincerely,

Betty Hanson, Ed. D.

Enc.

555 Corporate Dr., Suite 100
Ladera Ranch, CA 92694
(323) 363-1651

PROPOSAL FOR FACILITY PLANNING AND ELIGIBILITY SERVICES

The Oak Park Unified School District is planning the implementation of its facility master plan and is seeking to update eligibility for state funding from State Bond funds to help meet its facility needs. Key Analytics has specialized expertise in working with districts to establish eligibility for modernization and new construction projects and obtaining State funding for eligible projects. The following services will be provided to assist the District the implementation of its facility master plan:

I. PHASE I – ELIGIBILITY FOR MODERNIZATION AND NEW CONSTRUCTION

- A. **STRATEGIC PLANNING** - In coordination with the DISTRICT staff, determine strategies to obtain maximum and highest priority funding from the State School Facility Program bond funds as it relates to the eligibility for funding applications;
- B. **ENROLLMENT PROJECTIONS** –Calculate the five year enrollment projections utilizing the State standard cohort survival method based on the latest and three previous CBEDS and special education data to maximize new construction eligibility. Incorporate new housing development based on tentative tract maps that have city/county approval provided by District;
- C. **CALCULATE ELIGIBILITY** – Based on site maps of the District’s schools, years of construction, and square footages of facilities, determine the existing capacity at each school site. Calculate eligible grant units for district-wide new construction, and school-by-school modernization. Submit the SAB 50-01 Enrollment Certification/Projection (if new construction eligibility increases), and the 50-03 Eligibility Determination document(s) for modernization projects under the School Facility Program based on Proposition 51 State Bond provisions. Prepare documents required for submittal to the State for review and approval.
- D. **VALIDATION OF ELIGIBILITY** – If State requires site visits, assist staff in scheduling and reviewing documents with State agents while walking the sites.

II. PHASE I -COMPENSATION TO CONSULTANT FOR SPECIALIZED FACILITY PLANNING AND STATE FUNDING SERVICES

- A. The DISTRICT agrees to pay and CONSULTANT agrees to receive as full compensation for the rendering of *Specialized Facilities Planning and State Funding Services*, as described in Section I above, the following payment schedule:
 - 1. A fee equal to \$1,500 is due annually for the preparation of eligibility determination documents for new construction funding.
 - 2. A fee of \$500 per site is due for updating baseline eligibility for modernization facility funding.

III. SPECIALIZED FACILITY PLANNING AND STATE FUNDING SERVICES

- A. **CALIFORNIA DEPARTMENT OF EDUCATION (CDE) PLAN APPROVAL:** In conjunction with the assigned architect, prepare SFPD 4.07 or 4.08 Educational Specification Summary for New Construction, and Modernization projects (collectively,

555 Corporate Dr., Suite 100
Ladera Ranch, CA 92694
(323) 363-1651

the “SFP Funding Amounts”) , including coordinating submittal of plans to the CDE for review and approval. CDE plan approval is required as part of the funding application for modernization and new construction.

B. PREPARE SFP FUNDING APPLICATIONS: Prepare applications (SAB 50-04 Application for Funding) for each of the DISTRICT’s eligible Modernization and New Construction projects when working drawings are completed. Coordinate with the architect(s) and construction management team to file requests for any excess funding or facility hardship categories, including ADA and Fire Life Safety, which are eligible under the School Facility Program (“SFP”). Coordinate with architect(s) and construction management team to ensure the 60 percent commensurate rule established by the Office of Public School Construction (“OPSC”) is met for funding approval.

C. APPLICATION REVISIONS: Revise and/or update applications based on changes to the DISTRICT’s eligibility and/or SFP regulatory changes related to future statewide school bond issuances.

The CONSULTANT’s identification of the DISTRICT’s eligibility should not be construed a recommendation of specific projects. The DISTRICT shall be solely responsible for selecting and prioritizing projects to be included in the SFP Funding applications.

D. FUND RELEASE: Coordinate with DISTRICT staff, construction manager, and architect to prepare for release of State SFP Funding amounts after each project has been apportioned including compliance with prequalification of contractors, bidding, construction contract, and Labor Compliance requirements.

E. STATE LIAISON: Serve as a liaison with the OPSC and the CDE needed to monitor and facilitate the:

1. Processing of preliminary and final plan approval;
2. State eligibility documents and applications for approval by the State Allocation Board (“SAB”) and subsequent apportionments of the State SFP Funding Amounts;
3. Monitor the application submittals to OPSC and SAB for final apportionment approval; and
4. Respond to the 15-day and 4-day letters initiated by OPSC through the processing of the funding application.

F. OTHER PLANNING SERVICES: Provide assistance to DISTRICT regarding other potential funding opportunities for other facility related projects upon request.

IV. COMPENSATION TO STATE CONSULTANT FOR SPECIALIZED FACILITY PLANNING AND STATE FUNDING SERVICES

A. The DISTRICT agrees to pay and the CONSULTANT agrees to receive as full compensation for the rendering of the *Specialized Facilities Planning and State*

Funding Services, as described in Section III above, the following payment amounts and schedule:

- a. A fee equal of two (2) percent of the SAB apportionment for each project SFP Funding Amount is due in two phases to the STATE CONSULTANT for providing all of the services set forth in Section III, Items A through F above;
- b. The first phase of the fee totals **\$5,000** per project application, and is due upon submittal of the funding application to the OPSC; and
- c. The balance of the two percent fee is due upon the SAB action to apportion the SFP Funding amount to the DISTRICT.
- d. Such fee is due 30-days after completion of the services and submission of an invoice by the STATE CONSULTANT.

V. EDUCATIONAL SPECIFICATION FOR NEW SCHOOLS OR FACILITY REPLACEMENT

If more than 50 percent of the portable/permanent classrooms are removed and replaced at a specific school (including portable classrooms), a **full** educational specification is required as a condition for CDE plan approval and State funding. When needed, the CONSULTANT will provide the following additional educational specification services which may be needed for the DISTRICT's schools depending on the planned scope of work.

A. PREPARATION OF FULL EDUCATIONAL SPECIFICATION DOCUMENT: In coordination with the DISTRICT and school site staff, architect, and construction management team, develop a narrative of the components of the educational specifications needed to obtain CDE plan approval for eligible State Funding including:

1. Development of Educational Specifications for replacement of more than 50 percent of classrooms at a school.
2. Preparing DISTRICT Board agenda items needed for adoption of the EDUCATIONAL SPECIFICATIONS as required by CDE; and
3. Monitoring the approval process with CDE for issuance of final plan approval letter.

B. The DISTRICT agrees to pay and the STATE CONSULTANT agrees to receive as full compensation for the rendering of the ***Educational Specifications for New Schools or Facility Replacement Services***, as described in Section V above, the following payment amount and schedule:

1. When applicable, a fee equal to **\$5,000** per site for the coordination and development of the ***educational specifications*** when required for a new school or replacement school; and
2. Such fee is due 30-days after completion of the services and submission of an invoice by the STATE CONSULTANT.

VI. Other Terms

- a. **Term of the AGREEMENT** - The initial term of this AGREEMENT shall be five (5) years commencing on the date of signing hereof and is renewable per DISTRICT request for an additional five (5) years.
- b. The DISTRICT may, at its sole discretion, contract for additional CONSULTANT services related to but not included in the services described herein at a rate of \$250 per hour which shall be subject to the terms of this AGREEMENT or, alternatively, by separate written contract;
- c. For projects described above, the CONSULTANT shall be reimbursed for out-of-pocket expenses, which include travel expenses, charges for outside services specifically requested by the DISTRICT, filing fees, printing charges and other like expenditures -- provided that any individual expense exceeding \$500.00 shall have the prior written approval, including email confirmation, of a DISTRICT REPRESENTATIVE. The CONSULTANT shall be reimbursed for such expenses within 30 days of submitting an itemized statement therefore. Notwithstanding the foregoing provisions, should the contemplated proceedings be abandoned or discontinued for any reason and the financing is not completed, the CONSULTANT shall be reimbursed by the DISTRICT for out-of-pocket expenses upon submission of an itemized statement therefore. These costs shall be billed no more frequently than monthly, if incurred, and shall be payable within thirty (30) days; and
- d. Should any payment hereunder remain unpaid 120 days after it is invoiced and is due and payable, the DISTRICT shall pay the CONSULTANT a late payment fee, determined monthly, equal to 1% of the unpaid balance until all amounts are paid.

VII. OTHER MATTERS

- A. **Severability** - Should any portion of the AGREEMENT be invalidated through legal proceedings, the remaining portions of the AGREEMENT shall remain valid and binding upon both parties.
- B. **Sub-consultants** – The CONSULTANT may utilize inputs and data provided by the DISTRICT, DISTRICT consultants or consultants retained by the CONSULTANT without or at the direction of the DISTRICT. The CONSULTANT agrees that all payments to such sub-consultants shall be the sole responsibility of the CONSULTANT but only to the extent of payments received from the DISTRICT for such services.
- C. **Independent Contractor Status** - CONSULTANT and any and all agents and employees of CONSULTANT shall perform the services pursuant to this AGREEMENT as an independent contractor, not as officers, employees or agents of the DISTRICT. In providing services under this AGREEMENT, the CONSULTANT shall maintain a professional working relationship with the DISTRICT.

- D. **Indemnity** - CONSULTANT shall indemnify, defend and save the DISTRICT, its Board of Trustees, officers, agents, and employees harmless from any and all claims, damages, losses, causes of action and demands, including reasonable attorney's fees and costs, incurred in court action with or in any manner arising out of CONSULTANT'S performance of or failure to perform any of the duties contemplated by this AGREEMENT, unless such failure was caused in whole or in part by a negligent act or omission of DISTRICT. DISTRICT shall indemnify and hold CONSULTANT its officers, agents and employees harmless from any and all actions or omissions to act which are the responsibility, in whole or in part, of DISTRICT. The obligation to indemnify and hold a party harmless as set forth herein shall include payment of any and all attorneys' fees and other expenses which are the subject of such agreement to indemnify and hold harmless, in addition to any damages actually incurred.
- E. **Taxes** - CONSULTANT shall be liable and solely responsible for paying all required taxes, including, but not limited to, federal and state income taxes and social security taxes, on all amounts payable to CONSULTANT. All payments to the CONSULTANT shall be reported to the appropriate State and Federal tax authorities as required.
- F. **Amendment** - This agreement cannot be changed or supplemented orally and may be modified or suspended only by written instrument executed by all parties.
- G. **Compliance with Law** - While performing the services contemplated by this AGREEMENT, CONSULTANT and DISTRICT agree to comply with all applicable laws and regulations.
- H. **Work Records** - All written work products generated by CONSULTANT, shall be deemed to be the mutual property of the DISTRICT and the CONSULTANT. The DISTRICT's right to documents produced by CONSULTANT pursuant to this AGREEMENT shall be limited to read only copies of the work performed and shall not include any ownership interest, license or possession of any spreadsheets, databases, computer models or data files utilized in preparing the materials.
- I. **Entire Agreement** - This AGREEMENT constitutes the entire agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral relating to the services to be provided in the AGREEMENT. Prior agreements not directly related to the service to be provided in this AGREEMENT shall remain in full force and effect.
- J. **Successors Permitted, Assignment** - This agreement shall remain valid and binding upon a successor DISTRICT or CONSULTANT in the event that either entity is merged, unified, divided or formed as a successor to either of the two parties to this AGREEMENT.
- K. **Execution of the AGREEMENT in Counterparts** - This AGREEMENT may be executed in counterparts each of which shall be an original. Electronic signatures may be provided to this AGREEMENT or any amendment thereto consistent with the provisions of the California Uniform Electronic Transactions Act.
- L. **Term of the AGREEMENT** - The initial term of this AGREEMENT shall be five (5) years commencing on the date of signing hereof.
- M. **Renewal of the AGREEMENT** - At the expiration of the initial term, this AGREEMENT shall automatically renew on a month-to-month basis unless otherwise terminated or extended for a longer term by the mutual consent of the parties. Any renewal shall be considered an extension of the original agreement for the purposes of calculating fees. Failure to renew the AGREEMENT shall not result in a reduction, cancellation or termination of any fees which have been earned by, but not yet paid to CONSULTANT during the term of the

AGREEMENT, and all such fees shall remain payable pursuant to the AGREEMENT's provisions regarding CONSULTANT's fees for services provided under this AGREEMENT.

- N. **Termination of the AGREEMENT** - This AGREEMENT may be terminated by either party, with or without cause, upon thirty days written notice of either the DISTRICT REPRESENTATIVE or the CONSULTANT. In the case of a termination by the DISTRICT, all fees that are owed by the DISTRICT, including pending Revenue Generation Services for projects pending funding, including funding with the State School Facilities Program, remain payable to CONSULTANT.
1. **Fees Due on Termination for State Funding Applications:** If termination of this AGREEMENT occurs after eligibility has been calculated and funding sources identified but prior to the filing of applications for one or more projects, a fee of \$4,500 per project identified in the eligibility analysis shall be paid to the CONSULTANT by the DISTRICT. This fee is in addition to any other amounts due under the AGREEMENT for work completed prior to the termination date.
- O. **Fee Disputes** – The parties agree to work cooperatively to resolve any, if any fee, disputes that arise during the term of this contract. Should such efforts fail to resolve any dispute(s), the parties agree that any legal costs incurred to enforce the terms of this agreement shall be recoverable by the prevailing party.
- P. **Notices** -- Except for invoices submitted by CONSULTANT, all notices or other communications to either party by the other shall be deemed given when made in writing and delivered, mailed or send by electronic transmission to such party at their respective addresses as follows:

If to DISTRICT:

Martin Klauss
Assistant Superintendent, Business Services
Oak Park Unified School District
5801 Conifer Street, Oak Park, CA 91377
(805) 735-3254
mklauss@opusd.org

If to CONSULTANT:

Mark Epstein
Managing Director
Key Analytics
412 Humboldt Street
Santa Rosa, CA 95404
Phone: (707) 544-7800
mepstein@calschools.com

All notices shall be effective immediately upon personal delivery or electronic transmission; or on the first business day after delivery to an overnight delivery service, or on the third business day if mailed, postage prepaid.

VIII. DISPUTE RESOLUTION

DISTRICT and CONSULTANT shall use good faith efforts to resolve all disputes informally through direct discussions between the DISTRICT REPRESENTATIVE and a representative of CONSULTANT to be appointed by CONSULTANT for this purpose.

If the parties cannot resolve their dispute by direct consultation, the dispute shall be referred to mediation through the offices of Judicial Arbitration and Mediation Services (JAMS) at the JAMS office which is geographically most closely located to the chief administrative office of DISTRICT. The parties shall jointly attempt to agree on a mediator from a list of mediators provided by JAMS, but if they cannot so agree, they shall request that JAMS provide the parties with a list of potential mediators containing an odd number of not less than five, and DISTRICT and CONSULTANT shall alternatively strike one name from the list with the last remaining name deemed to be the mediator selected by the parties.

If the dispute is not resolved in mediation, the matter shall then be submitted to binding arbitration through JAMS and such arbitration shall be conducted pursuant to the JAMS Streamlined Arbitration Rules & Procedures. Nothing contained herein shall limit either party from seeking injunctive or equitable relief from a court of competent jurisdiction, provided that such injunctive or equitable relief shall be solely in addition to, and not in substitution for the dispute resolution process otherwise provided herein. The prevailing party in any arbitration or litigation procedure shall be entitled, in addition to any other relief to an award of reasonable attorney's fees incurred.

IN WITNESS WHEREOF, the DISTRICT has caused this AGREEMENT to be properly executed and the CONSULTANT has caused this AGREEMENT to be properly executed, as of the date set forth below.

Oak Park Unified School District

By: _____ Date: _____
Martin Klauss
Assistant Superintendent, Business Services

KEY ANALYTICS A California Corporation

By: _____ Date: _____
R Mark Epstein
Managing Director

555 Corporate Dr., Suite 100
Ladera Ranch, CA 92694
(323) 363-1651

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 15, 2017
SUBJECT: B.2.d. APPROVE PURCHASE OF CONSTRUCTION MANAGEMENT SOFTWARE FROM MEASURE S BOND FUND

ACTION

ISSUE: Shall the Board approve the purchase of construction management documentation tracking software utilizing Measure S bond funds?

BACKGROUND: As the number and pace of Measure S project accelerates, it is imperative that the Construction Management department acquire software to assist in the maintenance and tracking of contract and construction documents, as well as essential cost and financial information. After surveying multiple school districts and interviewing several vendors, staff has identified the software product Account-Ability from Colbi Technologies as the program best able to meet the District's needs.

At the request of staff, Colbi Technologies has provided the accompanying proposal for its web-based Account-Ability and Cobi Docs construction management documentation tracking software and related training and support. The one-time cost of the Account-Ability and Cobi Docs software, and Archival Exit plan is \$40,000. The on-going Annual Software and Web Services Fee is \$15,000 per year. Staff is not recommending exercising the FAST Data Integration Services or Import of Historical Data options at this time.

ALTERNATIVES:

1. Approve the purchase of the web-based Account-Ability and Cobi Docs construction management documentation tracking software and related training and support, in the one-time amount of \$40,000, and Annual Software and Web Services Fee of \$15,000 per year, from Colbi Technologies, to be funded from Measure S Bond Fund.
2. Do not approve the purchase of the construction management software.

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

July 25, 2017

It is our pleasure to provide this proposal summarizing the Account-Ability™ product and services Colbi Technologies would be providing to Oak Park Unified School District for management of their school building program. This proposal is valid for 90-days.

**Account-Ability™
Implementation**

\$20,000

Account-Ability™ software will be customized for the District and made available via the web by Colbi Technologies. Customization of the program will specifically incorporate the district's account code structure and internal control processes for project budgeting development, contract award, modification, and payments.

In addition to the customization and installation staffing, Colbi Technologies will provide four days of management consulting and/or training as desired by the district to facilitate a smooth transition to the new system. Typical training includes a half-day interactive workshop flowcharting the district's contracting and payment processes, followed by three days of hands-on training in the district's computer lab. A half-day of follow up is provided four to six weeks later, to assure that the primary software users have adopted best practices. Reimbursement for reasonable travel and lodging costs incurred to provide on-site services apply.

**Annual Software
Services Fee**

\$15,000

The Annual Software Services fee covers the License to use **Account-Ability™** software, Annual Support Services, and Annual Web Services. There is no restriction on the dollar amount of contracts managed or projects planned in the software. There is no restriction on the number of users the District authorizes to use the software; *however, the number of concurrent users is restricted based on the Web Services as described below.* The fee is an allowable OPSC, Developer Fee, or General Obligation Bond expenditure for program management.

Annual Support Services Colbi Technologies will provide support including phone support, online support, Colbi Technologies spring and fall workshops, Best Practice Advisories and Alerts, application updates, six hours of training, and eight hours of consulting services per year. Reimbursement for reasonable travel and lodging costs incurred to provide on-site services apply.

Annual Web Services — Five Users Colbi Technologies will provide the software via the web to any computer meeting the required specifications for a maximum of five concurrent authorized users when security login requirements are met. Additional users may be added at \$525 per user per year.

The Web Server fee includes access to the software via the web and data maintenance on a Colbi Technologies server with daily backups.

Archival Exit Plan — Advanced Purchase At the end of the district building program, the district will be provided permanent web access, via a single secure login, to **Account-Ability™** for read-only access to the Transaction module. This enables the district to view all data and print reports. In addition, read-write access is provided to the Budget Development module, which provides full access to the financial planning tools for future building programs.

\$5,000

This option may be purchased at the end of the building program for the regularly published price, which is currently \$15,000.

Import of Historical Data Colbi Technologies can import historical expenditure data from digital files – this provides for full reporting of work completed prior to implementation of Account-Ability along with on-going and future projects. In addition, this historical data is easily mined for use in building budgets for future projects based on actual expenditure profiles experienced by the District.

Price to be Determined

Cost will vary based on the integrity and amount of data. Colbi Technologies will provide a not-to-exceed estimate after review of sample data. After acceptance of completed work, the District will be billed for actual cost, but not more than the agreed to not-to-exceed cost.

Colbi Docs™**Annual Fee**

\$10,000
with concurrent purchase
of Account-Ability

Colbi Docs is a separate software system that provides on-line routing, tracking, processing and storage of project documents. Template workflows and forms for a typical project team are included for construction: material submittals, requests for information, change requests, requests for proposal, notices to proceed, change orders, and inspector deficiency notices.

One day of initial training will be provided in facilities provided by the District; reimbursement for reasonable travel and lodging costs incurred to provide on-site services apply. Phone support during normal business hours will be provided for 2 Colbi Docs Administrative Users as authorized by the District.

The annual fee provides for storage up to 100 gigabytes, additional storage capacity is available for \$300 per year for each additional 10 gigabytes.

There is no limit on the number of projects or document processes that the District configures Colbi Docs to handle. There is no limit on the number of Colbi Docs users authorized by the District.

FAST
Data Integration
Services

\$100/hour

Colbi Technologies will provide FAST staff augmentation services (Facilities Accounting Support Team) for transactional data entry.

FAST services are performed by experience personnel online using Colbi Docs — this ensures that all documents/actions are logged/filed. From source documents, FAST personnel use Account-Ability to generate requests for payments and purchase orders that are routed for review and approval prior to entry into the accounting system by District personnel — this ensures informed decision-making prior to execution in the accounting system. FAST personnel then enter warrant and purchase order information received from District Accounting into Account-Ability to verify that requested transactions are completed — this ensures accuracy. FAST services document that District internal control processes for contracting and payments are consistently followed.

We appreciate this opportunity to be of service to the Oak Park Unified School District.

Date: July 25, 2017

Signed: _____

Larry Goshorn, President, Colbi Technologies

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 15, 2017
SUBJECT: B.2.e. RATIFY MEASURE S CONSTRUCTION CONTRACT, PROJECT 17-33S – DISTRICTWIDE SECURITY CAMERAS FOR CAMPUS SAFETY AND SECURITY

ACTION

ISSUE: Shall the Board ratify a construction contract in connection with Project 17-33S – Districtwide Security Cameras for Campus Safety and Security?

BACKGROUND: After the Board’s final meeting of the 2016-17 school year, the subject project was identified and found by Administration and maintenance and construction management staff to be essential for completion prior to the start of the 2017-18 school year.

The Board is respectfully requested to ratify the award of a contract for this work to the following company on the District’s approved list of California Uniform Public Contract Cost Accounting Act (CUPCAA) contractor list, and authorize the use of the funding source identified below:

CONTRACTOR	SCOPE OF WORK	AMOUNT	FUNDING
Taft Electric Company	Solar Structure Electrical Wiring	\$ 18,271	Measure S
Total Cost		\$ 18,271	

This project was authorized by the Board at its meeting on June 12, 2017.

ALTERNATIVES:

1. Ratify a construction contract in connection with Project 17-33S – Districtwide Security Cameras for Campus Safety and Security to Taft Electric Company, Inc., in the amount of \$18,271, and authorize the use of Measure S bond funds for this project.
2. Do not ratify the contracts.

RECOMMENDATION: Alternative 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: AUGUST 15, 2017
**SUBJECT: B.2.f. RATIFY MEASURE R CONSTRUCTION CONTRACTS,
PROJECT 17-30R – EXTERIOR STRUCTURAL LUMBER REPAIR
AND REPLACEMENT AT MEDEA CREEK MIDDLE SCHOOL**

ACTION

ISSUE: Shall the Board ratify construction contracts in connection with Project 17-30R – Exterior Structural Lumber Repair and Replacement at Medea Creek Middle School?

BACKGROUND: After the Board’s final meeting of the 2016-17 school year, the subject project was identified and found by Administration and maintenance and construction management staff to be essential for completion prior to the start of the 2017-18 school year.

The Board is respectfully requested to ratify the award of contracts for this work to the following companies on the District’s approved list of California Uniform Public Contract Cost Accounting Act (CUPCAA) contractor list, and authorize the use of the funding source identified below:

CONTRACTOR	SCOPE OF WORK	AMOUNT	FUNDING
Spectra Company	Furnish/Install/Repair Structural Lumber	\$ 73,394	Measure R
Merit Metal Products, Inc.	Sheet Metal Fabrication/Installation	\$ 12,300	Measure R
Hughes General Engineering	Structural Lumber Demolition	\$ 9,001	Measure R
Courtyard Construction	Shade Sail Fabrication/Installation	\$ 45,526	Measure R
Total Project Cost		\$ 140,747	

This project was authorized by the Board in the Measure R Master Plan approved in April 2017, and more specifically at its meeting on June 12, 2017. The budget for this project, including 20% contingency, is \$125,000.

ALTERNATIVES:

1. Ratify construction contracts in connection with Project 17-30R – Exterior Structural Lumber Repair and Replacement at Medea Creek Middle School to Spectra Company, in the amount of \$73,394; Merit Metal Products, Inc., in the amount of \$12,300; Hughes General Engineering, in the amount of \$9,001; and Courtyard Construction, in the amount of \$45,526; and authorize the use of Measure R bond funds for this project.
2. Do not ratify the contracts.

RECOMMENDATION: Alternative 1.

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

BOARD MEETING, AUGUST 15, 2017

Approve Measure R Construction Contract, Project 17-30R –
Exterior Structural Lumber Repair and Replacement
At Medea Creek Middle 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: AUGUST 15, 2017
**SUBJECT: B.2.g. RATIFY MEASURE R CONSTRUCTION CONTRACTS,
PROJECT 17-40R, ASPHALT REPAIR AND REPLACEMENT
AT MEDEA CREEK MIDDLE SCHOOL**

ACTION

ISSUE: Shall the Board ratify a construction contract in connection with Project 17-40R, Asphalt Repair and Replacement at Medea Creek Middle School?

BACKGROUND: After the Board's final meeting of the 2016-17 school year, the subject project was identified and found by Administration and maintenance and construction management staff to be essential for completion prior to the start of the 2017-18 school year.

The Board is respectfully requested to ratify the award of a contract for this work to the following company on the District's approved list of California Uniform Public Contract Cost Accounting Act (CUPCCAA) contractor list, and authorize the use of the funding source identified below:

CONTRACTOR	SCOPE OF WORK	AMOUNT	FUNDING
Cutcrete Sawing, Inc.	Remove/Replace/Stripe Asphalt	\$ 121,690	Measure R
Total Project Cost		\$ 121,690	

Measure R specifically provides for the "upgrade, repair, replace, modify, or construct site improvements...". The budget for this project, including 10% contingency, is \$140,000.

ALTERNATIVES:

1. Ratify a construction contract in connection with Project 17-40R, Asphalt Repair and Replacement at Medea Creek Middle School to Cutcrete Sawing, Inc. in the amount of \$121,690, and authorize the use of Measure R bond funds for this project.
2. Do not ratify the contracts.

RECOMMENDATION: Alternative 1.

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

BOARD MEETING, AUGUST 15, 2017
Ratify Measure R Construction Contracts,
Project 17-40R, Asphalt Repair and Replacement
At Medea Creek Middle 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: AUGUST 15, 2017
SUBJECT: B.2.h. RATIFY MEASURE S CONSTRUCTION CONTRACTS, HVAC REPLACEMENT PROJECTS 17-24S AT MEDEA CREEK MIDDLE SCHOOL, 17-25S AT OAK HILLS ELEMENTARY SCHOOL, AND 17-27S AT OAK PARK HIGH SCHOOL

ACTION

ISSUE: Shall the Board ratify construction contracts in connection with HVAC Replacement Projects 17-24S at Medea Creek Middle School, 17-25S at Oak Hills Elementary School, and 17-27S at Oak Park High School?

BACKGROUND: After the Board's final meeting of the 2016-17 school year, the subject projects were identified and found by Administration and maintenance and construction management staff to be essential for completion prior to the start of the 2017-18 school year.

The Board is respectfully requested to ratify the award of contracts for this work to AirTek Indoor Air Solutions, a contractor on the District's approved California Uniform Public Contract Cost Accounting Act (CUPCAA) contractor list, and authorize the use of the funding source identified below:

PROJECT/CONTRACT	SCOPE OF WORK	AMOUNT	FUNDING
Project 17-24S/24S-1, MCMS HVAC	HVAC Air Duct Cleaning	\$ 39,850	Measure S
Project 17-25S, OHES HVAC	HVAC Air Duct Cleaning	\$ 19,950	Measure S
Project 17-27S, OPHS HVAC	HVAC Air Duct Cleaning	\$ 15,680	Measure S
Total Cost - 3 Contracts/Projects		\$ 75,480	

These three HVAC replacement projects were authorized by the Board at its meetings on May 16, 2017 and June 12, 2017, as Measure S bond projects.

ALTERNATIVES:

1. Ratify individual construction contracts with AirTek Indoor Air Solutions in connection with HVAC Replacement Projects 17-24S at Medea Creek Middle School, in the amount of \$39,850; 17-25S at Oak Hills Elementary School, in the amount of \$19,950; and 17-27S at Oak Park High School in the amount of \$15,680; and authorize the use of Measure S bond funds for these contracts.
2. Do not ratify the contracts.

RECOMMENDATION: Alternative 1.

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

BOARD MEETING, AUGUST 15, 2017

Ratify Measure S Construction Contracts, HVAC Replacement Projects

17-24S at Medea Creek Middle School,

17-25S at Oak Hills Elementary School, and

17-27S 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: AUGUST 15, 2017
SUBJECT: B.2.i. RATIFY MEASURE R CONSTRUCTION CONTRACTS, PROJECT 17-41R, GYMNASIUM IMPROVEMENTS AT MEDEA CREEK MIDDLE SCHOOL

ACTION

ISSUE: Shall the Board ratify construction contracts in connection with Project 17-41R, Gymnasium Improvements at Medea Creek Middle School?

BACKGROUND: After the Board’s final meeting of the 2016-17 school year, the subject project was identified and found by Administration and maintenance and construction management staff to be essential for completion prior to the start of the 2017-18 school year.

The Board is respectfully requested to ratify the award of contracts for this work to the following companies on the District’s approved list of California Uniform Public Contract Cost Accounting Act (CUPCAA) contractor list, and authorize the use of the funding source identified below:

CONTRACTOR	SCOPE OF WORK	AMOUNT	FUNDING
Cali USA Acoustic, Inc.	Furnish/Install Wall/Ceiling Acoustic Panels	\$ 63,546	Measure R
Premier Carpet, Inc.	Furnish/Install Stage Steps Carpet	\$ 6,250	Measure R
Cornerstone Construction	Repair/Paint Walls	\$ 4,220	Measure R
Total Project Cost		\$ 74,016	

Measure R specifically provides for the “upgrade of...facility interiors, including floor and ceiling finishes...and interior walls”. The budget for this project, including 10% contingency, is \$80,000.

ALTERNATIVES:

1. Ratify construction contracts in connection with Project 17-41R, Gymnasium Improvements at Medea Creek Middle School to Cali USA Acoustic, Inc., in the amount of \$63,546; Premier Carpet, Inc., in the amount of \$6,250; and Cornerstone Construction, in the amount of \$4,220; and authorize the use of Measure R bond funds for this project.
2. Do not ratify the contracts.

RECOMMENDATION: Alternative 1.

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

BOARD MEETING, AUGUST 15, 2017

Ratify Measure R Construction Contracts, Project 17-41R,
Gymnasium Improvements at Medea Creek Middle 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: AUGUST 15, 2017
SUBJECT: B.2.j. APPROVE CHANGE ORDER NO. 1, PROJECT 14-16R - DISTRICTWIDE SCHOOL SIGNAGE – OAK PARK INDEPENDENT SCHOOL, OAK VIEW HIGH SCHOOLS, AND DISTRICT ADMINISTRATIVE OFFICE

ACTION

ISSUE: Shall the Board approve Change Order No. 1 to the contract with Hughes General Engineering, Inc. for Project 14-16R, Districtwide School Signage – Oak Park Independent School, Oak View High Schools, and District Administrative Office?

BACKGROUND: On March 21, 2017, the Board entered into a contract with Hughes General Engineering, Inc. for Project 14-16R, Districtwide School Signage – Oak Park Independent School, Oak View High Schools, and District Administrative Office. 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. As outlined in the accompanying change order form, on recommendation of the project structural engineer, district staff requested the contractor to provide additional structural concrete in order to support increased size and weight of sign. The total amount of Change Order No. 1 for Hughes General Engineering is \$7,842.44, which when added to the original contract amount of \$21,632.00, increases the contract total to \$29,474.44. It is recommended by District staff that the Board approve this additional work as Change Order No. 1.

ALTERNATIVES:

1. Approve Change Order No. 1 to the contract with Hughes General Engineering, Inc., in the amount of \$7,842.44, for Project 14-16R, Districtwide School Signage – Oak Park Independent School, Oak View High Schools, and District Administrative Office, 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	_____	_____	_____	_____



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

CHANGE ORDER 14-16-1
07/11/17

PROJECT NUMBER: 14-16R
PROJECT NAME: DISTRICTWIDE SIGNAGE
CONTRACATOR: HUGHES GENERAL ENGINEERING
SCOPE OF WORK: AS RECOMMENDED BY STRUCTURAL ENGINEER, ADDITIONAL STRUCTURAL CONCRETE REQUIRED TO SUPPORT INCREASED SIZE AND WEIGHT OF SIGN (REFER TO ATTACHED)

COST:

Original Contract Amount	\$	21,632.00
Previous Approved Change Orders	\$	0:00
This Change Order	\$	7,842.44
Adjusted Contract Amount	\$	29,474.44

TIME:

Original Contract Completion Date	May 20, 2017
Previous Approved Completion Extension Days	None
Completion days Extension this Change Order	None
Adjusted Contract Completion Date	June 1, 2017

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

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

OAK PARK UNIFIED SCHOOL DISTRICT

By _____

Date _____

OPUSD FACILITIES/CONSTRUCTION
MANAGER

By _____

Date 7/14/17

CONTRACTOR:

By _____

Date 7-15-17

ARCHITECT/ENGINEER:

By _____

Date _____

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: AUGUST 15, 2017

SUBJECT: B.2.k APPROVE NOTICE OF COMPLETION, PROJECT 17-08R, GYMNASIUM FLOOR REPLACEMENT AT MEDEA CREEK MIDDLE SCHOOL

ACTION

ISSUE: Shall the Board approve the Notice of Completion for Project 17-08R, Gymnasium Floor Replacement at Medea Creek Middle School, contracted with Geary Flooring, Inc.?

BACKGROUND: On April 18, 2017, the Board of Education authorized the award of a contract for Project 17-08R, Gymnasium Floor Replacement at Medea Creek Middle School, to Geary Flooring, Inc., of El Cajon, California.

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

ALTERNATIVES:

1. Approve the Notice of Completion for Project 17-08R, Gymnasium Floor Replacement at Medea Creek Middle School, contracted with Geary Flooring, Inc., of El Cajon, California.
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: Medea Creek Middle School, 1002 Doubletree Road, Oak Park, CA 91377

That on or about April 18, 2017 the said Oak Park Unified School District of Ventura County entered into a contract with Geary Flooring, Inc., of El Cajon, California, for Project 17-08R, Gymnasium Floor Replacement at Medea Creek Middle School, contracted with on certain real property hereinbefore described: that said building and improvements were actually completed on August 15, 2017; that the address of said Oak Park Unified School District is 5801 E. Conifer Street, Oak Park, CA 91377, Ventura County, California.

OAK PARK UNIFIED SCHOOL DISTRICT

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

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

Anthony W. Knight, Ed.D., Superintendent

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

STATE OF CALIFORNIA
COUNTY OF VENTURA

Oak Park Unified School District

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

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

WITNESS my hand and official seal.

Signature _____ (SEAL)

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: AUGUST 15, 2017

SUBJECT: B.2.1. APPROVE NOTICE OF COMPLETION, 17-09R, FIRE ALARM SYSTEM UPGRADES AT MEDEA CREEK MIDDLE SCHOOL AND OAK PARK HIGH SCHOOL

ACTION

ISSUE: Shall the Board approve the Notice of Completion for Project 17-09R, Fire Alarm System Upgrades at Medea Creek Middle School and Oak Park High School, contracted with Pyro-Comm Systems, Inc.?

BACKGROUND: On April 18, 2017, the Board of Education authorized the award of a contract for Project 17-09R, Fire Alarm System Upgrades at Medea Creek Middle School and Oak Park High School, contracted with Pyro-Comm Systems, Inc., of Huntington Beach, California.

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

ALTERNATIVES:

1. Approve the Notice of Completion for Project 17-09R, Fire Alarm System Upgrades at Medea Creek Middle School and Oak Park High School contracted with Pyro-Comm Systems, Inc., of Huntington Beach, California.
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: Medea Creek Middle School, 1002 Doubletree Road, Oak Park, CA 91377; and Oak Park High School, 899 N. Kanan Road, Oak Park, CA 91377

That on or about April 18, 2017 the said Oak Park Unified School District of Ventura County entered into a contract with Pyro-Comm Systems, Inc., of Huntington Beach, California, for Project 17-09R, Fire Alarm System Upgrades at Medea Creek Middle School and Oak Park High School on certain real property hereinbefore described: that said building and improvements were actually completed on August 15, 2017; that the address of said Oak Park Unified School District is 5801 E. 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: AUGUST 15, 2017
SUBJECT: B.2.m. APPROVE NOTICE OF COMPLETION, PROJECT 17-23S, ROOF REPLACEMENT AT MEDEA CREEK MIDDLE SCHOOL

ACTION

ISSUE: Shall the Board approve the Notice of Completion for Project 17-23S, Roof Replacement at Medea Creek Middle School, contracted with Channel Islands Roofing Company?

BACKGROUND: On June 12, 2017, the Board of Education authorized the award of a contract for Project 17-23S, Roof Replacement at Medea Creek Middle School, contracted with Channel Islands Roofing Company, of Oxnard, California.

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

ALTERNATIVES: 1. Approve the Notice of Completion for Project 17-23S, Roof Replacement at Medea Creek Middle School contracted with Channel Islands Roofing Company of Oxnard, California.
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: Medea Creek Middle School, 1002 Doubletree Road, Oak Park, CA 91377

That on or about June 12, 2017 the said Oak Park Unified School District of Ventura County entered into a contract with Channel Islands Roofing Company, Oxnard, California, for Project 17-23S, Roof Replacement at Medea Creek Middle School on certain real property hereinbefore described: that said building and improvements were actually completed on August 15, 2017: that the address of said Oak Park Unified School District is 5801 E. 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: AUGUST 15, 2017

SUBJECT: B.2.n. APPROVE NOTICE OF COMPLETION, PROJECT 17-24S, HVAC REPLACEMENT AT MEDEA CREEK MIDDLE SCHOOL

ACTION

ISSUE: Shall the Board approve the Notice of Completion for Project 17-24S, HVAC Replacement at Medea Creek Middle School, contracted with Kaiser Air Conditioning and Sheet Metal, Inc., and Bragg Crane Service?

BACKGROUND: On June 12, 2017, the Board of Education authorized the award of a contract for Project 17-24S, HVAC Replacement at Medea Creek Middle School, contracted with Kaiser Air Conditioning and Sheet Metal, Inc. of Oxnard, California, and Bragg Crane Service of Long Beach, California.

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

ALTERNATIVES:

1. Approve the Notice of Completion for Project 17-24S, HVAC Replacement at Medea Creek Middle School contracted with Kaiser Air Conditioning and Sheet Metal, Inc. of Oxnard, California, and Bragg Crane Service of Long Beach, California.
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: Medea Creek Middle School, 1002 Doubletree Road, Oak Park, CA 91377

That on or about June 12, 2017 the said Oak Park Unified School District of Ventura County entered into a contract with Kaiser Air Conditioning and Sheet Metal, Inc. of Oxnard, California, and Bragg Crane Service of Long Beach, California, for Project 17-24S, HVAC Replacement at Medea Creek Middle School on certain real property hereinbefore described: that said building and improvements were actually completed on August 15, 2017: that the address of said Oak Park Unified School District is 5801 E. 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: AUGUST 15, 2017

SUBJECT: B.2.o. APPROVE NOTICE OF COMPLETION, PROJECT 17-25S, HVAC REPLACEMENT AT OAK HILLS ELEMENTARY SCHOOL

ACTION

ISSUE: Shall the Board approve the Notice of Completion for Project 17-25S, HVAC Replacement at Oak Hills Elementary School, contracted with Reed Mechanical Systems, Inc. and Bragg Crane Services?

BACKGROUND: On June 12, 2017, the Board of Education authorized the award of a contract for Project 17-25S, HVAC Replacement at Oak Hills Elementary School, contracted with Reed Mechanical Systems, Inc. of Ventura, California, and Bragg Crane Services of Long Beach, California.

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

ALTERNATIVES:

1. Approve the Notice of Completion for Project 17-25S, HVAC Replacement at Oak Hills Elementary School contracted with Reed Mechanical Systems, Inc. of Ventura, California, and Bragg Crane Services of Long Beach, California.
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: Oak Hills Elementary School, 1010 N. Kanan Road, Oak Park, CA 91377

That on or about June 12, 2017 the said Oak Park Unified School District of Ventura County entered into a contract with Reed Mechanical Systems, Inc. of Ventura, California, and Bragg Crane Services of Long Beach, California, for Project 17-25S, HVAC Replacement at Oak Hills Elementary School on certain real property hereinbefore described: that said building and improvements were actually completed on August 15, 2017: that the address of said Oak Park Unified School District is 5801 E. 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: AUGUST 15, 2017

SUBJECT: B.2.p. APPROVE NOTICE OF COMPLETION, PROJECT 17-27S, HVAC REPLACEMENT, BUILDING H AT OAK PARK HIGH SCHOOL

ACTION

ISSUE: Shall the Board approve the Notice of Completion for Project 17-27S, HVAC Replacement, Building H at Oak Park High School, contracted with Reed Mechanical Systems, Inc.?

BACKGROUND: On June 19, 2017, the Board of Education authorized the award of a contract for Project 17-27S, HVAC Replacement, Building H at Oak Park High School, contracted with Reed Mechanical Systems, Inc. of Ventura, California.

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

ALTERNATIVES:

1. Approve the Notice of Completion for Project 17-27S, HVAC Replacement, Building H at Oak Park High School contracted with Reed Mechanical Systems, Inc. of Ventura, California.
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: Oak Park High School, 899 N. Kanan Road, Oak Park, CA 91377

That on or about June 19, 2017 the said Oak Park Unified School District of Ventura County entered into a contract with Reed Mechanical Systems, Inc. of Ventura, California, for Project 17-27S, HVAC Replacement, Building H at Oak Park High School on certain real property hereinbefore described: that said building and improvements were actually completed on August 15, 2017: that the address of said Oak Park Unified School District is 5801 E. 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: AUGUST 15, 2017

SUBJECT: B.2.q. APPROVE NOTICE OF COMPLETION, PROJECT 17-28S, BUILDING H ROOF REPLACEMENT AT OAK PARK HIGH SCHOOL

ACTION

ISSUE: Shall the Board approve the Notice of Completion for Project 17-28S, Building H Roof Replacement at Oak Park High School, contracted with Best Contracting Services, Inc.?

BACKGROUND: On June 19, 2017, the Board of Education authorized the award of a contract for Project 17-28S, Building H Roof Replacement at Oak Park High School, contracted with Best Contracting Services, Inc., of Gardena, California.

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

ALTERNATIVES:

1. Approve the Notice of Completion for Project 17-28S, Building H Roof Replacement at Oak Park High School contracted with Best Contracting Services, Inc., of Gardena, California.
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: Oak Park High School, 899 N. Kanan Road, Oak Park, CA 91377

That on or about June 19, 2017 the said Oak Park Unified School District of Ventura County entered into a contract with Best Contracting Services, Inc., of Gardena, California, for Project 17-28S, Building H Roof Replacement at Oak Park High School on certain real property hereinbefore described: that said building and improvements were actually completed on August 15, 2017: that the address of said Oak Park Unified School District is 5801 E. 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: AUGUST 15, 2017

**SUBJECT: B.2.r. APPROVE NOTICE OF COMPLETION, PROJECT 17-31R,
HYDRATION STATION INSTALLATION AT MEDEA CREEK
MIDDLE SCHOOL AND EDUCATION SERVICES CENTER**

ACTION

ISSUE: Shall the Board approve the Notice of Completion for Project 17-31R, Hydration Station Installation at Medea Creek Middle School and Education Services Center, contracted with FEI – Thousand Oaks, Precision Plumbing-Mechanical, and Cornerstone Construction?

BACKGROUND: On June 19, 2017, the Board of Education authorized the award of a contract for Project 17-31R, Hydration Station Installation at Medea Creek Middle School and Education Services Center, contracted with FEI – Thousand Oaks of Thousand Oaks, California, Precision Plumbing-Mechanical of Moorpark, California, and Cornerstone Construction of Westlake Village, California.

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

ALTERNATIVES:

1. Approve the Notice of Completion for Project 17-31R, Hydration Station Installation at Medea Creek Middle School and Education Services Center contracted with FEI – Thousand Oaks of Thousand Oaks, California, Precision Plumbing-Mechanical of Moorpark, California, and Cornerstone Construction of Westlake Village, California.
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: Medea Creek Middle School, 1002 Doubletree Road, Oak Park, CA 91377; and Oak Park Education Services Center, 5801 Conifer Street, Oak Park, CA 91377

That on or about June 19, 2017 the said Oak Park Unified School District of Ventura County entered into a contract with FEI – Thousand Oaks of Thousand Oaks, California, Precision Plumbing-Mechanical of Moorpark, California, and Cornerstone Construction of Westlake Village, California, for Project 17-31R, Hydration Station Installation at Medea Creek Middle School and Education Services Center on certain real property hereinbefore described: that said building and improvements were actually completed on August 15, 2017: that the address of said Oak Park Unified School District is 5801 E. 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: AUGUST 15, 2017

SUBJECT: B.2.s. APPROVE NOTICE OF COMPLETION, PROJECT 17-24S-1, FURNISH AND INSTALL HVAC UNITS FOR BUILDING E AT MEDEA CREEK MIDDLE SCHOOL

ACTION

ISSUE: Shall the Board approve the Notice of Completion for Project 17-24S-1, Furnish and Install HVAC Units for Building E at Medea Creek Middle School, contracted with Kaiser Air Conditioning and Sheet Metal, Inc.?

BACKGROUND: On June 19, 2017, the Board of Education authorized the award of a contract for Project 17-24S-1, Furnish and Install HVAC Units for Building E at Medea Creek Middle School, contracted with Kaiser Air Conditioning and Sheet Metal, Inc. of Oxnard, California.

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

ALTERNATIVES:

1. Approve the Notice of Completion for Project 17-24S-1, Furnish and Install HVAC Units for Building E at Medea Creek Middle School contracted with Kaiser Air Conditioning and Sheet Metal, Inc. of Oxnard, California.
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: Medea Creek Middle School, 1002 Doubletree Road, Oak Park, CA 91377

That on or about June 19, 2017 the said Oak Park Unified School District of Ventura County entered into a contract with Kaiser Air Conditioning and Sheet Metal, Inc. of Oxnard, California, for Project 17-24S-1, Furnish and Install HVAC Units for Building E at Medea Creek Middle School on certain real property hereinbefore described: that said building and improvements were actually completed on August 15, 2017: that the address of said Oak Park Unified School District is 5801 E. 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: AUGUST 15, 2017
SUBJECT: B.2.t. APPROVE CONTRACT FOR TREE CUTTING AND MAINTENANCE SERVICES WITH FOUR SEASON TREE CARE

ACTION

ISSUE: Shall the Board approve a contract for Tree Cutting and Maintenance Services with Four Season Tree Care?

BACKGROUND: Four Seasons Tree Care has provided a complimentary audit for OPUSD in order to get a better idea of the number and type of trees we have on each campus. Four Seasons has mapped of all six of the District's campuses and put together the maintenance scopes with notes and trimming cost for each property. The initial maintenance proposal is \$28,290 in Year 1 to trim the most at-risk trees at each site as appropriate, and \$14,000-\$18,000 per year thereafter to trim select trees on a scheduled based on the age and condition of trees as identified in the survey. Administration is enthusiastic about the program, and recommends acceptance of the proposal to be funded in Year 1 from 2017-18 one-time state funding, and maintenance in subsequent years into the on-going grounds budget, which expends nearly \$15,000 annually in trimming trees in a reactive, rather than proactive basis. A summary of Four Season's proposal follows for the Board's review and information.

ALTERNATIVES:

1. Approve a contract for Tree Cutting and Maintenance Services with Four Season Tree Care, in the amount of \$28,290 in 2017-18 to be funded from 2017-18 one-time state funding, and \$14,000-\$18,000 per year thereafter, to be funded from the Maintenance and Grounds annual operating budget.
2. Do not approve a contract for Tree Cutting and Maintenance Services with Four Season Tree Care.

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	_____	_____	_____	_____



3835 E. Thousand Oaks BLVD, Suite R #113
phone www.FourSeasonsTC.com
Thousand Oaks, CA 91362
fax

805-908.9704
805-716.8070

Oak Park Unified School District
5701 East Conifer Street,
Oak Park, CA 91377
Attn: Julie Suarez

RE: Tree care at the Oak Park Unified School District

Dear Mrs. Suarez,

Thank you for giving Four Seasons Tree Care the opportunity to present you with an Annual Proposal Summary for the maintenance of trees at OPUSD sites.

Site	Scope Description	2017	2018	2019	Notes
Red Oak Elementary School	Tree Maintenance	\$ 2,870.00	\$ 2,140.00	\$ 1,050.00	This annual tree maintenance cost summary represents scopes of work that are needed at each of the District's sites. While these costs are based on current urban forest conditions, it does not account for environmental changes, projects that impact tree counts or remote areas of campus locations that have yet to be assessed and accounted for. The 2019 maintenance scopes will see some revision to account for the aforementioned.
Oak Hills Elementary School	Tree Maintenance	\$ 2,115.00	\$ 1,195.00	\$ -	
Medea Creek Middle School	Tree Maintenance	\$ 7,020.00	\$ 2,100.00	\$ 480.00	
Oak Park High School	Tree Maintenance	\$ 12,055.00	\$ 5,895.00	\$ 4,692.00	
District Office/Oak View High School	Tree Maintenance	\$ 2,565.00	\$ 750.00	\$ 1,175.00	
Brookside Elementary School	Tree Maintenance	\$ 1,665.00	\$ 1,990.00	\$ 3,500.00	Following this year's maintenance and inventoring the remaining trees, we anticipate a maintenance cost of \$14,000 - \$18,000 annually. This excludes work orders and emergency work.
ANNUAL TOTALS		\$ 28,290.00	\$ 14,070.00	\$ est 10,897.00	

Should our summary meet with your approval, please approve each Proposal in the ArborPlus mapping software. If you should have any questions you can call me at (805) 908-9704.

Sincerely,

Kevin Rowe

Kevin Rowe
General Manager - Four Seasons Tree Care Inc.

Lic # 901201



TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 15, 2017
SUBJECT: B.3.a. APPROVE AUTHORIZATION TO EMPLOY AN ADMINISTRATIVE CONSULTANT

ACTION

ISSUE: Shall the Board authorize the employment of an administrative consultant?

BACKGROUND: Prior to the significant reduction in funding for schools that began in 2008, the district's personnel and educational programs were supported with a full-time Assistant Superintendent of Human Resources and a full-time Director of Curriculum and Instruction. Eight years ago, as drastic budget cuts impacted local school budgets, the Superintendent and the Assistant Superintendent of Human Resources absorbed the responsibilities for curriculum and instruction. During this same time period the district added and expanded a number of programs, including the implementation of the new California Standards and related assessment protocols, a new state funding formula and the state-mandated LCAP. Last year the position of Director of Curriculum and Instruction was reinstated to add support to the district's increasing administrative responsibilities. In addition, the renewal of the District of Choice program this past year required increased time and resources from the district office staff. Tied to the renewal of the DOC program is a more comprehensive reporting requirement that will need to be developed and implemented this upcoming school year. For the past seven years a part-time administrative consultant has been hired to support a variety of projects including the District of Choice program. The recommendation from staff is to continue this part-time consultant position for one more year to provide oversight of the District of Choice program and to help transition areas of responsibility to current district staff.

ALTERNATIVES: 1. Approve the authorization to employ an administrative consultant.
2. Do not approve the authorization to employ an administrative consultant.

RECOMMENDATION: Alternative No. 1

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

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
Human Resources Department
5801 East Conifer Street, Oak Park, CA 91377

Employment Agreement
Between Clifford Moore and the Oak Park Unified School District
For Administrative Consulting Services

This employment Agreement between Clifford Moore, retired administrator, and the Oak Park Unified School District is required to support the educational services throughout the district during the 2017-2018 school year. This agreement will renew the services provided by Mr. Moore to the district during the 2016-2017 school year under the conditions outlined below.

Mr. Moore has agreed to continue to provide services to the District for the 2017-2018 school year in support of the administrative functions in the Human Resources and the Educational Services departments. Under this agreement, Mr. Moore will receive a daily per diem rate of \$375 and continuing family health benefits coverage in PPO Plan 3B. Health benefits coverage will be effective for Mr. Moore and his dependents through September 30, 2018.

Mr. Moore will develop with the Superintendent a calendar of scheduled work days that will best support the District's mission and goals. Based on the needs of the District this work schedule will include a minimum of 85 days and a maximum of 95 days of support throughout the year in the areas assigned by the Superintendent. In the event of budget cutbacks, it is acknowledged that the work year may be subject to a reduction in days and the consultant will work with the Superintendent to reduce days as may be necessary.

Mr. Moore shall be deemed an employee of the District serving under a temporary contract for purposes of employment and health benefits. Contracted days will be submitted monthly to the business department on a soft time card and monitored by the Superintendent's Office.

Clifford E. Moore, Consultant

Date

Anthony W. Knight, Ed.D.,
Superintendent

Date

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 15, 2017
**SUBJECT: B.3.b. RATIFY THE ESTABLISHMENT OF A DISTRICT COMMITTEE ON
ASSIGNMENT IN ACCORDANCE WITH ED CODE 44258.7 (c) & (d)**

ACTION

ISSUE: Shall the Board authorize establishing a district Committee on Assignment to review competency criteria for teachers who have special skills and preparation and have consented to teach an elective class outside his or her credential authorization?

BACKGROUND: Even though Oak Park has a history of attracting and retaining fully credentialed and highly qualified teachers in all subject areas taught within the district, there are times when credentialing lags behind new subject matter areas that are introduced into the curriculum. Such is the case with the new engineering pathway courses taught at Oak Park High School. Although we do have teachers who have completed specific training and preparation in these courses, the classes are outside the scope of their regular credential authorizations. Education Code 44528.7 (c) & (d) allows a full-time teacher with special skills and training outside his or her credential authorization to be assigned to teach an *elective* class (with their consent) provided the assignment is approved by a local Committee on Assignment. Once this committee is authorized by the board and district superintendent, committee members will review teacher training and preparation against a set of criteria to determine the competency of the teachers to teach the courses. The Education Code requires that the plan for setting up the Committee on Assignment be filed with the Country Superintendent of Schools. The required components of this plan are outlined in the following document.

ALTERNATIVES: 1. Ratify the establishment of a District Committee on Assignment.
2. Do not ratify the establishment of a District Committee on Assignment.

RECOMMENDATION: Alternative No. 1

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

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
Committee on Assignment
Background/Procedures/Criteria

Over the past three years Oak Park High School has expanded its offerings of Career Technical Education courses in response to an increased interest in the career/technical fields of study. As a result of this growth we have experienced a shortage of teachers with CTE or Designated Subjects credentials who are appropriately credentialed to teach our elective engineering pathway courses. We have actively recruited teachers who are fully credentialed in this subject area, but have not been successful in hiring teachers who meet the criteria. Since 2015 we have had three Oak Park Unified teachers express an interest in pursuing the training necessary to teach these classes and all have taken extensive summer training classes at local universities to prepare themselves to teach our engineering courses. Education Code 44258.7 (c) (d) allows a full-time teacher with special skills and preparation outside his or her credential authorization to be assigned to teach an elective class provided the assignment is approved by a local Committee on Assignment. Our District Superintendent and Board President have approved the formation of a local Committee on Assignment to review the training and background of these three teachers. The following narrative outlines the plan used in establishing this committee and describes the criteria used to determine the competency of the teachers who will be evaluated. The courses that will be taught by teachers being evaluated by this committee are:

- Introduction to Engineering Design
- Digital Electronics
- Aerospace Engineering

Procedures for selecting the Committee on Assignment

The Education Code requires that the membership of the committee shall include an equal number of teachers, selected by teachers, and school administrators, selected by administrators. The two teachers on this committee were selected by our local bargaining unit president and the two administrators were selected by our Assistant Superintendent, Human Resources. The permanent teachers who were selected for the committee are teacher leaders who have experience with assessing curriculum and teacher effectiveness. The term of office for the committee was set at three years. Information related to the committee's role was discussed with the four committee members in a preliminary meeting during the summer. Additionally, the criteria for determining the competency of the teachers in question was forwarded to the committee along with statements of competence from each of the teachers for review prior to the start of the school year. The committee will meet prior to the start of the school year and consider the following criteria to determine the qualifications and competency of the teachers to teach the engineering path courses.

Criteria for determining teacher qualifications

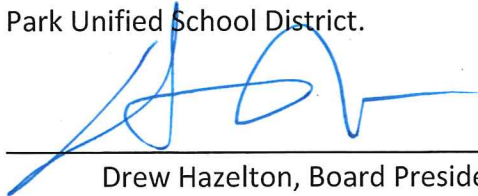
The following criteria were used to determine the competency of the three teachers who will be teaching the engineering courses offered at Oak Park High School.

- Training specific to the elective course being taught (primarily the PLTW courses)
- Years of teaching experience in the course or related courses
- Teaching background and success within areas of current credential
- Previous outside related work experience
- Science/Math/Engineering background
- CTE credential
- Experience with the Next Generation Science Standards (NGSS)
- Understanding of the engineering design process
- Inquiry based teaching style
- Professional development related to engineering pathways

Approval of Establishing a local Committee on Assignment

Approval for the establishment of a local Committee on Assignment is hereby given for considering the qualifications of teachers who will be teaching courses in the engineering pathway at Oak Park High School in the Oak Park Unified School District.



Dr. Anthony Knight, Ed.D., Superintendent

Drew Hazelton, Board President

8/3/17

Date

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 15, 2017
SUBJECT: B.3.c. APPROVE 2017-2018 DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

ACTION

ISSUE: Shall the Board of Education approve the Declaration of Need for Fully Qualified Educators form CL-500 for the 2017/2018 school year denoting our potential need for use of emergency credentials?

BACKGROUND: In compliance with the new California requirement to submit annual declaration of need in anticipation of need for emergency credentialed staff, the Commission on Teacher Credentialing now requires each Board of Education to approve in public session, a declaration of anticipated needs in terms of staffing vacancies where emergency credentials may be needed.

ALTERNATIVES:

1. Approve the accompanying form CL-500 denoting a revision for our potential need for the use of emergency credentials.
2. Do not approve this Declaration of Need.

RECOMMENDATION: Alternative #1

RATIONALE: While we rarely have need to use other than a fully credentialed teacher, the “declaration of need” process allows us the option to retain the services of a partially credentialed teacher in hard to fill teaching areas, if needed.

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.	_____	_____	_____	_____



State of California
Commission on Teacher Credentialing
Certification Division
1900 Capitol Avenue
Sacramento, CA 95811-4213

Email: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 2017-2018

Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT

Name of District: Oak Park USD District CDS Code: 56

Name of County: Ventura County CDS Code: 73874

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on 08 / 15 / 2017 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► Enclose a copy of the board agenda item

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2018.

Submitted by (Superintendent, Board Secretary, or Designee):

Leslie Heilbron, Ed.D Leslie Heilbron Assistant Superintendent HR
Name Signature Title

818-879-0372 818-735-3226 08/04/2017
Fax Number Telephone Number Date

5801 Conifer Street Oak Park CA 91377
Mailing Address

lheilbron@opUSD.org
Email Address

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL OR AGENCY

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

The declaration shall remain in force until June 30, 2018.

Submitted by Superintendent, Director, or Designee:

<i>Fax Number</i>	<i>Telephone Number</i>	<i>Date</i>
-------------------	-------------------------	-------------

E-Mail Address

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	
Single Subject	
Special Education	
TOTAL	

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program? Yes ☐ No ☒

If no, explain. We use only college interns if needed.

Does your agency participate in a Commission-approved college or university internship program? Yes ☐ No ☒

If yes, how many interns do you expect to have this year? _____

If yes, list each college or university with which you participate in an internship program.

If no, explain why you do not participate in an internship program.

This year we do not have a need for interns.

TO: MEMBERS OF BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: AUGUST 15, 2017

**SUBJECT: B.3.d. APPROVE CONSOLIDATED APPLICATION AND REPORTING
SYSTEM(CARS) PART II – 2017-2018**

ACTION

ISSUE: Shall the Board of Education approve the Application for Funding for Consolidated Aide Programs?

BACKGROUND: The Consolidated Application (ConApp) is used by the California Department of Education (CDE) to distribute categorical funds from state and federal programs to school districts. The winter release of the application (Part 1) is submitted in January of each year and contains the district entitlements for each funded program. The spring release (Part 11) documents participation in these programs and provides assurances that the district will comply with the legal requirements.

The Consolidated Application (Part 11) is included for the Board's reference.

ALTERNATIVES: 1. Accept the Consolidated Application Entitlements and approve Part II.
2. Do not accept the Consolidated Application Entitlements and approve Part II.

RECOMMENDATION: Alternative #1

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

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	_____	_____	_____	_____

2017-18 Certification of Assurances

Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <http://www.cde.ca.gov/fg/aa/co/ca17asstoc.asp>.

CDE Program Contact:

Joy Paull, jpaull@cde.ca.gov, 916-319-0297

Consolidated Application Certification Statement

I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and I agree to have the use of these funds reviewed and/or audited according to the standards and criteria set forth in the California Department of Education's Categorical Program Monitoring (CPM) Manual. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those for which a waiver has been obtained or requested. A copy of all waivers or requests is on file. I certify that actual ink signatures for this form is on file.

Authorized Representative's Full Name	Leslie Heilbron
Authorized Representative's Signature	
Authorized Representative's Title	Assistant Superintendent
Authorized Representative Signature Date	06/13/2017

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

2017-18 Protected Prayer Certification

ESSA Section 8524 specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

CDE Program Contact:

Franco Rozic, Title I Monitoring and Support Office, frozic@cde.ca.gov, 916-319-0269

Mindi Yates, Title I Policy and Program Guidance Office, myates@cde.ca.gov, 916-319-0789

Protected Prayer Certification Statement

The LEA hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	Dr. Leslie Heilbron
Authorized Representative Title	Assistant Superintendent - Human Resources
Authorized Representative Signature Date	06/16/2017
Comment If the LEA is not able to certify at this time an explanation must be provided in the Comment field. (Maximum 500 characters)	

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

2017-18 Application for Funding**CDE Program Contact:**Education Data Office, ConApp@cde.ca.gov, 916-319-0297**Local Governing Board Approval**

The LEA is required to review and receive approval of their Application for Funding selections with their local governing board.

Date of approval by local governing board	08/15/2017
---	------------

District English Learner Advisory Committee (DELAC) Review

Per Title 5 of the California Code of Regulations Section 11308, if your district has more than 50 English learners the district must establish a District English Learner Advisory Committee (DELAC) and involve them in the application for funding for programs that serve English learners.

DELAC representative's full name	Barbara Laifman
DELAC review date	04/17/2017
Meeting minutes web address Please enter the Web address of DELAC review meeting minutes (format http://SomeWebsiteName.xxx). If a Web address is not available, the LEA must keep the minutes on file which indicates that the application is approved by the committee.	https://www.oakparkusd.org/site/Default.aspx?PageID=146
DELAC comment If an advisory committee refused to review the application, or if DELAC review is not applicable, enter a comment. (Maximum 500 characters)	

Application for Categorical Programs

To receive specific categorical funds for a school year the LEA must apply for the fund by selecting Yes. Only the categorical funds the LEA is eligible to receive are displayed.

Title I Part A (Basic Grant) ESSA Sec. 1111 et seq. SACS 3010	Yes
Title II Part A (Supporting Effective Instruction) ESEA Sec. 2104 SACS 4035	Yes
Title III Part A Immigrant ESEA Sec. 3102 SACS 4201	Yes
Title III Part A English Learner ESEA Sec. 3102 SACS 4203	Yes

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

2017-18 Title III, Part A English Learner Student Program Subgrant Budget

The purpose of this report is to provide a proposed budget for 2017-18 English learner (EL) student program subgrant funds only per the Title III, Part A, English Learner Students Program requirements (ESSA, Title III, Part A, Sections 3114, 3115, & 3116).

CDE Program Contact:

Patty Stevens, Language Policy and Leadership Office, pstevens@cde.ca.gov, 916-323-5838
Geoffrey Ndirangu, Language Policy and Leadership Office, gndirang@cde.ca.gov, 916-323-5831

Estimated Entitlement Calculation

Note: If the estimated entitlement amount does not meet the minimum \$10,000 program eligibility criteria for direct funding status, further action may be required. To receive instructions regarding the consortium application process, please contact Patty Stevens by phone at 916-323-5838 or by e-mail at pstevens@cde.ca.gov.

Estimated English learner per student allocation	\$93.37
Estimated English learner student count	230
Estimated English learner entitlement amount	\$21,475

Budget

Professional development activities	\$0
Program and other authorized activities	\$0
English Proficiency and Academic Achievement	\$21,475
Parent, family, and community engagement	\$0
Direct administration costs (Amount cannot exceed 2% of the estimated entitlement)	\$0
Indirect costs (Amount should be calculated using the LEA's approved indirect cost rate)	\$0
Total allocation budget	\$21,475

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

2017-18 Title III, Part A Immigrant Student Program Subgrant Budget

The purpose of this report is to provide a proposed budget for 2017-18 Immigrant Student Program Subgrant funds only per the Title III, Part A, Immigrant Student Program requirements (ESSA, Title III, Part A, Sections 3114, 3115, & 3116).

CDE Program Contact:

Patty Stevens, Language Policy and Leadership Office, pstevens@cde.ca.gov, 916-323-5838
Geoffrey Ndirangu, Language Policy and Leadership Office, gndirang@cde.ca.gov, 916-323-5831

Estimated Entitlement Calculation

Note: Only LEAs that have 21 or more eligible immigrant students, and that have experienced a significant increase of two percent or greater growth in eligible immigrant student enrollment in the current year compared with the average of the two preceding fiscal years are eligible for Title III, Part A Immigrant Student Program Subgrant funds. Use your Immigration student count that was provided to the California Longitudinal Pupil Achievement Data System on census day of October 5, 2016.

Estimated Immigrant per student allocation	\$80.77
Estimated Immigrant student count	135
Estimated Immigrant entitlement amount	\$10,904

Budget

Authorized activities	\$10,904
Direct administration costs (Amount cannot exceed 2% of the estimated entitlement)	\$0
Indirect costs (Amount should be calculated using the LEA's approved indirect cost rate)	\$0
Total allocation budget	\$10,904

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

2017-18 Substitute System for Time Accounting

This certification may be used by auditors and by CDE oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the LEA submits and certifies this data collection.

CDE Program Contact:

Julie Brucklacher, Financial Accountability and Info Srv Office, jbruckla@cde.ca.gov, 916-327-0858

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate. Additional information on the predetermined schedule substitute system of time accounting can be found at <http://www.cde.ca.gov/fg/ac/co/timeaccounting2013.asp>. Detailed information on documenting salaries and wages, including both substitute systems of time accounting, are described in Procedure 905 of the California School Accounting Manual posted on the Web at <http://www.cde.ca.gov/fg/ac/sa/>.

2017-18 Request for authorization	No
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 15, 2017
SUBJECT: B.3.e. APPROVE ANNUAL TEACHER ASSIGNMENT REPORT

ACTION

ISSUE: Shall the Board of Education approve the recommendation of the Superintendent to certify that all teachers are appropriately assigned in subject areas for which they qualified?

BACKGROUND: Education code Section 44258.9 requires school districts to establish procedures for reviewing teacher assignments annually and to report their findings to their local government in a public meeting. The state has recognized the need to provide a degree of flexibility in the assignment of teachers and offers several ways in which teachers can be deemed qualified to serve in particular areas. These include:

1. Credentials on file
2. Education code provisions
3. Board Waiver
4. Committee on Assignment

ALTERNATIVES: 1. Approve the recommendations of the Superintendent
2. Do not approve the recommendations of the Superintendent

RECOMMENDATION: Alternative #1

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

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

**Human Resources
Memorandum**

TO: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
FROM: DR. LESLIE HEILBRON, ASSISTANT SUPERINTENDENT, HUMAN RESOURCES
DATE: AUGUST 15, 2017
RE: **CREDENTIAL INFORMATION – 2017-2018**

BACKGROUND INFORMATION

Under the provisions of SB 435, the Board of Education receives a report of fully credentialed staff who are assigned to teach in academic areas for which they may not have a formal credential, but for which they have the requisite number of units required for knowledge of the subject and the ability to teach the subject in the classroom. The following credential assignments are brought to the Board of Education annually. These assignments are brought to the Board in accordance with the requirements of the Education Code and the California Commission on Teacher Credentialing.

Education Code section 44256(b) (grades 8 and below) allows, with the approval of the governing board, the holder of a multiple subject or standard elementary teaching credential to teach, with his or her consent, in departmentalized classes below grade level 9 if the teacher has completed 12 semester units, or 6 upper division or graduate semester units in the subject to be taught.

Education Code section 44258.2 (grade 5-8) allows that the holder of a single subject standard secondary teaching credential may, with his or her consent, be assigned by action of the governing board, to teach classes in grades 5 through 8 in a middle school, provided that the teacher has a minimum of 12 semester units or 6 upper division or graduate semester units of coursework at an accredited institution in the subject to be taught.

Sharon Lavene	Social Studies	Alison Stein	Social Studies
Steven White	Language Arts		

Education Code section 44258.7b (grade 9-12) allows a person who holds a teaching credential in a subject or subjects other than physical education may be authorized by action of the governing board, to coach one period per day in a competitive sport for which students receive physical education credit, provided he or she is a full-time employee of the school district and has completed a minimum of 20 hours of first aid instruction.

Zach Borquez Competitive Marching Band

Education Code 44258.7c (grades K-12) allows a full-time teacher with special skills and preparation outside his/her credential authorization to be assigned to teach in an elective area of his or her special skills in a full-time assignment, provided the assignment is approved by the local Committee on Assignments prior to the beginning of the assignment.

Ken Jones
Allan Prescott
David Sloan

Education Code 44263 allows the holder of a teaching credential to serve by approval of the governing board and with the consent of the teacher, any single subject departmentalized class if the teacher has completed 18 semester units of coursework, or 9 semester units of upper division or graduate coursework in the subject to be taught.

Sheri Boone Spanish
Eric Pryor Health

Education Code 44865 allows the holder of a valid teaching credential to be assigned with the consent of the teacher to teach any subject at any grade level to students in the following programs:

Continuation Schools

Susan Allen
Randi Liepman
Karen (KC) Kelem

Home Independent Study

Ty DeLong
Amy Kobayashi
Barbara Harrison
Kate Thompson

Samantha Lyons
Daniel O'Brien
Jim Barnett
Lori Glazer

**Human Resources
Memorandum**

TO: DR. ANTHONY W. KNIGHT
FROM: DR. LESLIE HEILBRON, ASSISTANT SUPERINTENDENT, HUMAN RESOURCES
DATE: AUGUST 15, 2017
RE: **CREDENTIAL INFORMATION – 2017-2018**

BACKGROUND INFORMATION

Under the provisions of SB 435, the Board of Education receives a report of fully credentialed staff who are assigned to teach in academic areas for which they may not have a formal credential, but for which they have the requisite number of units required for knowledge of the subject and the ability to teach the subject in the classroom. The following credential assignments are brought to the Board of Education annually. These assignments are brought to the Board in accordance with the requirements of the Education Code and the California Commission on Teacher Credentialing.

Education Code section 44256(b) (grades 8 and below) allows, with the approval of the governing board, the holder of a multiple subject or standard elementary teaching credential to teach, with his or her consent, in departmentalized classes below grade level 9 if the teacher has completed 12 semester units, or 6 upper division or graduate semester units in the subject to be taught.

Education Code section 44258.2 (grade 5-8) allows that the holder of a single subject standard secondary teaching credential may, with his or her consent, be assigned by action of the governing board, to teach classes in grades 5 through 8 in a middle school, provided that the teacher has a minimum of 12 semester units or 6 upper division or graduate semester units of coursework at an accredited institution in the subject to be taught.

Sharon Lavene	Social Studies	Alison Stein	Social Studies
Steven White	Language Arts		

Education Code section 44258.7b (grade 9-12) allows a person who holds a teaching credential in a subject or subjects other than physical education may be authorized by action of the governing board, to coach one period per day in a competitive sport for which students receive physical education credit, provided he or she is a full-time employee of the school district and has completed a minimum of 20 hours of first aid instruction.

Zach Borquez Competitive Marching Band

Education Code 44258.7c (grades K-12) allows a full-time teacher with special skills and preparation outside his/her credential authorization to be assigned to teach in an elective area of his or her special skills in a full-time assignment, provided the assignment is approved by the local Committee on Assignments prior to the beginning of the assignment.

Ken Jones
Allan Prescott
David Sloan

Education Code 44263 allows the holder of a teaching credential to serve by approval of the governing board and with the consent of the teacher, any single subject departmentalized class if the teacher has completed 18 semester units of coursework, or 9 semester units of upper division or graduate coursework in the subject to be taught.

Sheri Boone Spanish
Eric Pryor Health

Education Code 44865 allows the holder of a valid teaching credential to be assigned with the consent of the teacher to teach any subject at any grade level to students in the following programs:

Continuation Schools

Susan Allen
Randi Liepman
Karen (KC) Kelem

Home Independent Study

Ty DeLong
Amy Kobayashi
Barbara Harrison
Kate Thompson

Samantha Lyons
Daniel O'Brien
Jim Barnett
Lori Glazer

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 15, 2017
SUBJECT: B.3.f. APPROVE ESTABLISHMENT OF POSITION AND JOB DESCRIPTION FOR MEASURE S CONSTRUCTION MANAGEMENT TECHNICIAN

ACTION

ISSUE: Shall the Board authorize the establishment of a new classified service position, Bond Construction Management Technician, to be paid from the Measure S bond fund, and approve the associated job description and salary placement?

BACKGROUND: At its meeting in January 2017, the Board approved the establishment of the Measure S Bond Construction Management Department, headed by a Bond Construction Manager with 3 to 4 support personnel, all employed directly by the District. Presently, only the Bond Construction Manager position has been filled. At this evening's meeting, Administration is requesting that the Board approve establishment of the new classified position of Bond Construction Management Technician to be paid from the Measure S bond fund, and the accompanying job description and placement on the Classified salary schedule.

This new position will report to the Bond Construction Manager and to the Assistant Superintendent, Business and Administrative Services. The recommended salary placement of the proposed position is new Range 25 of the classified salary schedule. A copy of the proposed job description and salary schedule placement follows for the Board's review and approval.

ALTERNATIVES:

1. Approve the establishment of a new classified service position, Bond Construction Management Technician, and the associated job description and salary placement, to be paid from the Measure S bond fund.
2. Do not approve the establishment of the new classified service position.

RECOMMENDATION: Alternative No. 1

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

CLASS TITLE: CONSTRUCTION MANAGEMENT TECHNICIAN – BOND FACILITIES PROGRAM

DEFINITION

This is an 8 hour a day, twelve (12) month position

Salary: Range 25 on Classified Salary Schedule (CC/CH)

Under general supervision of the Measure S Bond Construction Manager, and as appropriate, the Director of Business Operations and Director of Educational Technology, this is a single class position characterized by the responsibility to perform complex technical duties in a variety of school facilities planning and construction management projects, including the Measure S Master Plan, design and construction contract preparation and administration, and assistance in the implementation and management of the Measure S Bond Program.; performs related work as required.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

This job description is not intended to be a list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principle elements of the job. Incumbents may perform any combination of the following essential functions below.

Assists the Construction Manager, and as appropriate the Director of Business Operations, in developing the data base and projections for the Measure S Master Plan, including assistance with the generation of spread sheets and other documents required for Bond Project tracking.

Assist with, manage, and track, by written notation and recording of minutes of meetings for both construction and technology projects that will occur throughout the Measure S Bond Program, including updating of information and distribution to appropriate stakeholders. Provide information regarding construction contract matters to contractors, district personnel and other public agencies; maintain construction and Measure S calendars. Represent the department on Measure S planning and project-related meetings and committees; prepares and assists with graphic displays-materials, agendas, and meeting minutes; create and maintain Measure S Committee and Board of Education agenda items for approval for award of contracts and change orders, etc.; manage and provide support for district's Measure S Website

Assist with the construction document development and administration, including expediting of all project documentation and bid package development for informal and formal bids; assemble contract documents, advertisements for bids, and assist with bid award; process contract documents including, applicable bonds and insurances. Attend contractor progress and quality control meetings, both in office and on construction sites as needed. Generate purchase orders in district's financial system; provide required construction documentation for submission to Ventura County Office of Education for contractor, vendor, and consultant payments, including tracking of compliance with contract requirements, and verification of payment packages for completeness and required releases; assist with processing of all required project close out documents and notices of completion.

Maintain, update, and support the list of district-approved contractors and vendors as a resource for district informal bid projects as permitted by the California Uniform Public Contract Cost Accounting Act (Public Contract Code Section 22000 et seq.)

Manages the Department of Industrial Relations (DIR) website relating to all contractors or vendors performing work for the district where DIR requirements are mandatory.

Oak Park Unifies School District

Job Description: Construction Management Technician – Bond Facilities Program

Page 2 of 2

EMPLOYMENT STANDARDS

Knowledge of:

District policies, rules, regulations and laws relating to planning matters; requirements for DIR registration and documentation; State and County requirements related to contracts and other documents necessary for design, construction and/or renovation of new schools and additions including Division of State Architect (DSA) requirements.

Ability to:

Perform complex technical work involving independent judgment; communicate clearly and effectively both verbally and in writing; accomplish advanced work in Google and Microsoft office applications, including Word, Excel, Access and PowerPoint; learn effective use of the district's web-based financial and construction management systems; maintain complex records and prepare comprehensive reports; manage multiple contracts, including monitoring and tracking expenditures; work cooperatively and effectively with contractors, architects and their consultants, parents, and District personnel involved with the planning and construction process; be approachable; operate calculators and office machines.

EDUCATION AND EXPERIENCE

High school diploma or equivalent; minimum of 3 years' experience in a similar role, preferably with a K-12 school district or public agency in a position that demonstrates a high aptitude to learn quickly, excellent organizational skills, perform with diverse teams, work independently, and produce results with minimal supervision.

WORK CONDITIONS

Indoor office environment and outdoors in maintenance and construction environments; subject to sitting, walking, or standing for prolonged periods of time; required to travel within the district, and attend periodic evening meetings; may require use of personal vehicle in the course of employment; operation of computer, keyboard, telephone, and other office maintenance equipment.

OAK PARK UNIFIED SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULES CC & CH & CB2
EMPLOYEES WORKING 20 HOURS OR MORE PER WEEK

2017-18 SCHOOL YEAR

Board Approved: August 15, 2017

Effective: July 1, 2017

JOB CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	WORK YEAR
<u>CLERICAL SUPPORT</u>							
Health Services Technician	10	16.13	17.10	18.16	19.26	20.44	10 Month
Student Services Assistant I	10	2796.22	2964.31	3148.56	3339.32	3542.94	10 Month
Department Clerk	10						10 Month
Guest Teacher/Interdistrict Permit Coordinator	12	17.10	18.16	19.26	20.44	21.65	11 Month
Student Services Assistant II	12	2964.31	3148.56	3339.32	3542.94	3752.88	10.5 Month
Support Services Coordinator	12						12 Month
ASB Bookkeeper/Athletics Secretary	14	18.16	19.26	20.44	21.65	22.96	10.5 Month
Student Services Assistant III	14	3148.56	3339.32	3542.94	3752.88	3979.36	11.5 Month
Student Services Bookkeeper	14						10.5 Month
Support Services Coordinator	14						12 Month
Accounting Assistant I	14.5	18.59	19.66	20.81	22.01	23.29	12 Month
		3222.48	3408.29	3607.97	3815.99	4037.92	
Department Secretary	16	19.91	21.06	22.26	23.55	24.90	11 Month
School Office Manager I	16	3450.51	3650.23	3858.21	4082.87	4315.87	10.5 Month
Credentials Technician	16						12 Month
Accounting Assistant II	16.5	20.67	21.85	23.12	24.43	25.85	12 Month
		3582.77	3788.04	4007.16	4234.58	4481.44	
School Office Manager II	17.5	20.84	22.09	23.42	24.81	26.29	11 Month
		3612.20	3829.45	4058.81	4300.20	4556.73	
School Office Manager III	18.5	21.34	22.63	23.99	25.43	26.97	11.5 Month
		3699.73	3922.98	4158.38	4408.86	4674.44	
Business Department Assistant	20	22.34	23.68	25.10	26.60	28.20	12 Month
		3872.06	4104.38	4350.62	4611.67	4888.38	
Accounting Assistant III	23	25.86	27.41	29.05	30.80	32.65	12 Month
		4482.33	4751.26	5036.35	5338.53	5658.84	
Senior Accountant	28	31.26	33.15	35.16	37.29	39.54	12 Month
		5418.96	5746.80	6094.50	6463.28	6854.46	
<u>CUSTODIAL/MAINTENANCE/GROUNDS</u>							
Custodian	14	18.16	19.26	20.44	21.65	22.96	12 Month
		3148.56	3339.32	3542.94	3752.88	3979.36	
Grounds Maintenance Worker	15	18.69	19.84	21.04	22.34	23.68	12 Month
		3239.07	3439.52	3646.41	3872.67	4105.44	
Head Custodian I	15.5	18.79	19.94	21.12	22.40	23.74	12 Month
		3257.87	3456.53	3661.35	3882.30	4115.24	
Head Custodian II	17	20.65	21.88	23.19	24.58	26.06	12 Month
		3578.98	3793.23	4019.55	4261.01	4517.49	
General Maintenance Worker	18	20.96	22.21	23.54	24.95	26.44	12 Month
		3633.30	3850.58	4079.94	4324.37	4583.88	
Head Custodian III	18.5	21.34	22.63	23.99	25.43	26.97	12 Month
		3699.73	3922.98	4158.38	4408.86	4674.44	
Maintenance Engineer	20	22.34	23.68	25.10	26.60	28.20	12 Month
		3872.06	4104.38	4350.62	4611.67	4888.38	
Grounds Maintenance Supervisor	21	23.68	25.10	26.60	28.20	29.95	12 Month
		4104.38	4350.62	4611.67	4888.38	5191.58	

OAK PARK UNIFIED SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULES CC & CH & CB2
EMPLOYEES WORKING 20 HOURS OR MORE PER WEEK

2017-18 SCHOOL YEAR

Board Approved: August 15, 2017

Effective: July 1, 2017

JOB CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	WORK YEAR
<u>CHILD NUTRITION SERVICES</u>							
Child Nutrition Services Assistant I	5	13.99	14.80	15.70	16.66	17.67	180 Days
Child Nutrition Services Assistant II	7	14.80	15.70	16.66	17.67	18.71	180 Days
Child Nutrition Services Cook	8	15.22	16.13	17.10	18.16	19.26	180 Days
Child Nutrition Services Manager	10	16.13 2796.22	17.10 2964.31	18.16 3148.56	19.26 3339.32	20.44 3542.94	180 Days
Child Nutrition Services Assistant/Delivery	12	17.10 2964.31	18.16 3148.56	19.26 3339.32	20.44 3542.94	21.65 3752.88	180 Days
<u>OTHER CLASSIFIED SUPPORT</u>							
Assistant Computer Support Technician	7.0	14.80 2565.61	15.70 2721.96	16.66 2887.20	17.67 3063.09	18.71 3242.55	12 Month
Instructional Assistant I	7.5	14.91 2583.86	15.80 2739.42	16.76 2905.62	17.77 3080.16	18.82 3263.11	180 Days
Instructional Assistant II	10	16.13 2796.22	17.10 2964.31	18.16 3148.56	19.26 3339.32	20.44 3542.94	180 Days
Library/Media Technician	13	17.78 3082.38	18.85 3267.30	20.00 3467.02	21.20 3675.04	22.50 3899.73	10 Month
College/Career Center Technician	13.5	17.90 3102.74	18.97 3287.68	20.12 3487.38	21.32 3695.39	22.61 3920.08	10.5 Month
Instructional Assistant III	14	18.16 3148.56	19.26 3339.32	20.44 3542.94	21.65 3752.88	22.96 3979.36	180 Days
Computer Technician	18	20.96 3633.30	22.21 3850.58	23.54 4079.94	24.95 4324.37	26.44 4583.88	12 Month
Certified Sign Language Interpreter	20	22.34	23.68	25.10	26.60	28.20	180 Days
Technology Department Assistant	20	3872.06	4104.38	4350.62	4611.67	4888.38	12 Month
Technology Assistant Lead	23	25.86	27.41	29.05	30.80	32.65	12 Month
Certified Repair Technician	23	4482.33	4751.26	5036.35	5338.53	5658.84	12 Month
Construction Management Technician	25	27.97 4848.09	29.65 5138.97	31.42 5447.31	33.31 5774.15	35.31 6120.60	12 Month
Network Administrator	26	29.04 5033.09	30.79 5337.33	32.65 5659.96	34.63 6002.06	36.72 6364.87	12 Month
Occupational Therapist	30	34.86 6042.93	36.95 6405.49	39.17 6789.79	41.52 7197.20	44.01 7629.02	10 Month
Behavior Specialist* CB2	G*	404.00 76760.00	416.50 79135.00	429.38 81582.20	442.66 84105.40	456.35 86706.50	204 Days

TO: MEMBERS, BOARD OF EDUCATION
FROM: ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 15, 2017
SUBJECT: B.3.g. APPROVE COMPENSATION FOR LEADERSHIP POSITIONS AT OAK PARK HIGH SCHOOL AND MEDEA CREEK MIDDLE SCHOOL

ACTION

ISSUE: Shall the Board approve compensation for leadership positions at Oak Park High School and Medea Creek Middle School?

BACKGROUND: This recommended revision addresses changes in the compensation of staff in leadership positions at Oak Park High School and Medea Creek Middle School. The revised stipend schedule for Oak Park High School bases the compensation on the number of staff in the department. Department leads with eight (8) or more FTE will receive \$5000.00 and leads with seven (7) or less FTE will receive \$4000.00. Department Chairs at Medea Creek Middle School will receive stipends of \$1500.00 and Grade Level Leads will receive stipends of \$800.00 and \$500.00 for additional leads in Math, Science and Humanities. This schedule of compensation is proposed for the 2017-2018 and 2018–2019 school years, to be funded by one-time State funds received in the 2017-2018 school year.

ALTERNATIVES:

1. Approve the proposed schedule of compensation for leadership positions at Oak Park High School and Medea Creek Middle School, to be funded from a two-year commitment of one-time State funds received in the 2017-2018 school year.
2. Do not approve the proposed schedule of compensation for leadership positions at Oak Park High School and Medea Creek Middle School.

RECOMMENDATION: Alternative 1.

Prepared by:
Leslie Heilbron, Assistant Superintendent

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 15, 2017
SUBJECT: B.4.a. APPROVE ANNUAL CERTIFICATION OF SIGNATURES FOR 2017-2018

ACTION

ISSUE: Shall the Board of Education approve the annual Certification of Signatures for the 2017-2018?

STATEMENT: The school district must annually file a Certification of Signatures at the beginning of each fiscal year as required by the Ventura County Schools Business and Advisory Services Office and in accordance with provisions of Education Code. These authorizations will be valid through December 5, 2017, unless revisions to staff responsibilities are made during the school year or new members are elected or appointed to the Board.

ALTERNATIVES: 1. Approve Certification of Signatures for 2017-2018.
2. Do not approve Certification of Signatures for 2017-2018 as submitted.

RECOMMENDATION: Alternative #1.

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

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

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

These approved signatures will be considered valid for the period of July 1, 2017 to December 5, 2017

Date of Board Action: August 15, 2017 Signature: _____
Secretary of the Board

PART I

Signatures of Members of the Board

Signature: _____
Print/Type: Drew Hazelton
President of the Board of Education

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

Signature: _____
Print/Type: Denise Helfstein
Clerk of the Board of Education

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

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

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

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

*K-12 Districts

42632

42633

PART 2

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

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

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

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

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

Signature: _____
Print/Type: _____
Title: _____
Authorized to Sign: _____

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

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

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

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

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

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

TO: BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: AUGUST 15, 2017

SUBJECT: B.4.b. APPROVE PROPOSED BOARD MEETING SCHEDULE FOR THE 2017-2018 SCHOOL YEAR

ACTION

ISSUE: Should the Board of Education approve the proposed Board Meeting schedule for the 2017-18 School Year.

BACKGROUND: The Board approved the 2017 meeting schedule through December 2017 at the December 6, 2016 Board Meeting. For planning purposes, the meetings for the entire 2017-2018 school year need to be scheduled. The Board has not approved the dates listed below beginning with January 2017 and we are asking the Board to consider the recommended dates at this time:

August 15, 2017	Single Regular Meeting in August
September 19, 2017	Single Regular Meeting in September
October 17, 2017	Single Regular Meeting in October
*November 14, 2017	Single Regular Meeting in November
**December 5, 2017	Annual Organizational Meeting
January 16, 2018	Single Regular Meeting in January
February 20, 2018	Single Regular Meeting in February
March 20, 2018	Single Regular Meeting in March
April 17, 2018	Single Regular Meeting in April
May 15, 2018	Single Regular Meeting in May
TBD, 2018	Budget Study Session Meeting
**June 19, 2018	Single Regular Meeting in June
TBD	Board Retreat

* Second Tuesday of the Month

** First Tuesday of the month (Falls within 15 days after 1st Friday)

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: AUGUST 15, 2017
SUBJECT: B.4.c. APPROVE 2017-2018 BOARD GOALS

ACTION

ISSUE: Shall the Board approve 2017-2018 Board Goals?

BACKGROUND: The Board held a Board Retreat on July 23, 2017 and reviewed and revised the Board Goals from 2016-2017 to create new Goals for 2017-18.

ALTERNATIVES: 1. Approve the 2017-18 Board Goals.
2. Do not approve the 2017-18 Board Goals

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	_____	_____	_____	_____

BOARD OF EDUCATION
GOALS
2017-2018

1. The Board will provide a monthly report of Board meetings, developed by the Board President and/or Superintendent, which shall be and distributed for publication given to the School Newsletters, posted on social media, and posted on the District web site:
~~1. The Superintendent will draft the monthly report and the Board President will review and embellish, if desired.~~
2. The Board will ensure the engagement of the learning community in the development and communication of the District's Moral Imperatives and Goals, Local Control and Accountability Plan, and Annual Budget.
- ~~2.~~3. The Board, in conjunction with the Superintendent, will maintain and continue to develop relationships with local, state and Federal representatives.
- ~~3.~~4. The Board will review the governance handbook every other year, in even~~odd~~ calendar years.
- ~~4.~~5. The Board will conduct a Board self-evaluation every other year, in odd~~even~~ calendar years.
6. The Board will regularly honor students, staff and parents at monthly Board meetings.
7. Create opportunities to attain direct feedback from students, staff, parents and community members.
- ~~5.~~8. Visits/Observation of Board regarding Reading and Writer's Workshop.

TO: BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 15, 2017
SUBJECT: B.4.d REVIEW, AMEND, APPROVE GOVERNANCE HANDBOOK

ACTION

ISSUE: Shall the Board of Education review, amend and approve the 2017 Governance Handbook?

BACKGROUND: Every other year the Board will review and amend the Governance Handbooks as necessary

ALTERNATIVES: 1. Approve the amended 2017 Governance Handbook
2. Do not approve the amended 2017 Governance Handbook

RECOMMENDATION: At Board's discretion.

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

GOVERNANCE HANDBOOK

Board of Trustees

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

Superintendent

Dr. ~~Tony~~ ~~Anthony~~ Knight

Approved October 16, 2012

Amended 7-21-14, 8-18-15, 8-15-17

Table of Contents

OPUSD FACTS	3
Schools	3
DISTRICT AT A GLANCE	5
District History.....	5
District Staff.....	7
WHO'S WHO IN OPUSD	8
WHO'S WHO IN OAK PARK AND VENTURA COUNTY	9
CURRENT SCHOOL BONDS	10
Measure S.....	10
Measure R	10
Measure C6	10
EFFECTIVE GOVERNANCE	11
Responsibilities of the Board.....	11
Act as community leaders	12
Responsibilities of Individual Trustees	13
Structure, Protocols and Norms	13
Board Meeting Agendas	13
Trustee Requests for Agenda Items	14
Trustee Requests for Information	14
School Visits.....	14
Attending School Events and District Functions.....	15
Badges	15
Responding to Community Concerns	15
Responding to Email.....	16
Serving on Committees	16
Board Meeting Management	16
BOARD ROLES.....	17
Board President.....	17
Board Vice-President.....	17
The Board Clerk	17
All Trustees.....	17
GOVERNANCE CALENDAR	18

OPUSD FACTS

Schools

Oak Park Neighborhood School

Director: Kim Gregorchuk

Office Manager: Jane Straughan (JStraughan@opusd.org)

1010 North Kanan Road

Oak Park, CA 91377

(818) 707-7742

Enrollment: ~~56~~ 50

Brookside Elementary School

Principal: Sara Ahl (sahl@opusd.org)

Office Manager: Virginia Standing (vstanding@opusd.org)

~~PTA President: Tina Wang (BESPTAPresident@gmail.com)~~

~~SSC Chair: Andrew Cook (acook@thecleargroup.com)~~

165 North Satinwood Ave

Oak Park, CA 91377

(818) 597-4200

Enrollment: ~~604~~ 572

Oak Hills Elementary School

Principal: Erik Warren (ewarren@opusd.org)

Office Manager: Maureen Frey (MFrey@opusd.org)

~~PTA President: JoLynn Khordodi (jkhordodi@hotmail.com)~~

~~SSC Chair: Meredith Glickman (meriglick@oal.com)~~

1010 North Kanan Road

Oak Park, CA 91377

(818) 707-4224

Enrollment: ~~533~~ 543

Red Oak Elementary School

Principal: Jon Duim (jdium@opusd.org)

Office Manager: Susan Crumpley (SCrumpley@opusd.org)

~~PFA CO-President: Shay Hass (shay@networking.com)~~

~~SSC Chair: Maryam Salour (msalour2029@yahoo.com)~~

4857 Rockfield Street

Oak Park, CA 91377

(818) 707-7972

Enrollment: ~~597~~ 585

Medea Creek Middle School

Principal: Brad Benioff (bbenioff@opusd.org)
Office Manager: Debbie Church (DChurch@opusd.org)
~~PFA President: Julie John (juliejohn6309@gmail.com)~~
~~SSC Chair: Julie Prince (jprince207@sbcglobal.net)~~
1002 Doubletree Road
Oak Park, CA 91377
(818) 707-7922
Enrollment: ~~1104~~ 1109

Oak Park High School

Principal: Kevin Buchanan (kbuchanan@opusd.org)
Office Manager: ~~Toni Paulson (TPaulson@oakparkusd.org)~~ Michelle
[DiCamillo\(MDicamillo@opusd.org\)](mailto:DiCamillo@opusd.org)
~~PFC President: Julie Ahdoot (ophspfc@gmail.com)~~
~~SSC Chair: Sarah Salzman (ssalzm04@opusd.us)~~
899 North Kanan Road
Oak Park, CA 91377
(818) 735-3300
Enrollment: ~~1537~~ 1591

Oak View High School

Principal: Stew McGugan (imcgugan@opusd.org)
Office Manager: Linda Roberts (LRoberts@opusd.org)
~~SSC Chair: Kelly Watson (kwatson@oakparkusd.org)~~
5701 Conifer ~~Avenue~~ Street
Oak Park, CA 91377
(818) 735-3217
Enrollment ~~35~~ 30

Oak Park Independent School

Principal: Stew McGugan (imcgugan@opusd.org)
Office Manager: ~~Cristina Sanchez (csanchez@oakparkusd.org)~~ Susan Meskis
[\(SMeskis@opusd.org\)](mailto:SMeskis@opusd.org)
~~SSC Chair:~~
5701 Conifer ~~Avenue~~ Street
Oak Park, CA 91377
(818) 735-3200
Enrollment ~~212~~ 183

DISTRICT AT A GLANCE

District Motto

"Educating Compassionate and Creative Global Citizens"

When we talk about **compassion**, we understand the literal meaning of the word, which is co-suffering. Compassionate people understand the plight and difficulties of others and work to alleviate suffering wherever it exists. We can demonstrate and practice compassion to others, to animals, to the environment. Children learn about compassion by observing adults practice it and by what they hear adults say. Schools can teach students about compassion in many ways, through literature, history, discussion, and by providing opportunities to do good.

Creativity is the spark that makes life interesting. We all possess it and it is important that a school system help students to discover it within themselves and nurture it. Creative people are interesting, solve problems, have open minds, and see the world in new ways. Creativity is probably the most important '21st century skill.'

We are **citizens** of our locality, of our state, and of our nation. We are also citizens of the world. When we look at the Earth from space we do not see borders and boundaries. We are part of a web of people who share this place. Being a good global citizen means participating in our own democracy, having a sense of social responsibility for the people around us, of our nation, and of the world, and caring for the environment we all share and will pass on to our posterity.

District History

The Oak Park Unified School District is located in the southeast corner of Ventura County, immediately adjacent to the Los Angeles County line. Prior to 1977, the area served by the District had been included in the Simi Valley Unified School District, which was formed in 1936.

Although the first school was built in Simi Valley in 1890, the Oak Park area experienced no growth until 1967 when 160 homes were built. Additional homes were constructed subsequent to 1967, and in 1968, Brookside Elementary School was completed to house the elementary students living in those homes.

Beginning in 1970, Oak Park residents made a formal request to the Las Virgenes Unified School District Governing Board for annexation to that District. Three denials of this request prompted District residents to begin the process of forming their own school district.

On January 13, 1977, the State Board of Education approved the proposed Oak Park Unified School District, and an election was held in Oak Park on May 31, 1977. Seventy-seven percent of the eligible Oak Park electorate voted in that election and unification was approved with a ninety-three percent affirmative vote. A five-member Board of Education was elected at the same time, and their first business meeting was held on June 14, 1977.

In the year of 1998, there were approximately 4,700 residential addresses in Oak Park based on Oak Park Water Service hook-ups. Based on housing units completed, as of 12/01/98 ~~the population of Oak Park is approximately~~ there were homes built for a population of 17,500. ~~17,225.~~ According to the 2010 census the community of Oak Park has approximately 13,811 residents living in over 5,000 homes, apartments, and condominiums.

Oak Park, California - Overview	2010 Census		2000 Census	
	Counts	Percentages	Counts	Percentages
Total Population	13,811	100.00%	14,215	100.00%
Population by Gender				
Female	7,170	51.92%	7,319	51.49%
Male	6,641	48.08%	6,896	48.51%
Population by Age				
Persons 0 to 4 years	604	4.37%	1,040	7.32%
Persons 5 to 17 years	3,018	21.85%	3,688	25.94%
Persons 18 to 64 years	9,016	65.28%	8,759	61.62%
Persons 65 years and over	1,173	8.49%	728	5.12%

In 1991, the Agoura Hills Postmaster gave the community of Oak Park permission to use Oak Park, CA 91301 instead of using the previously assigned Agoura zip code. And as of January 1, 1999, Oak Park now has its own Zip Code – 91377. Residents are happy with this, as it is one more step in identifying this unique community.

District Staff

Staff	2017	2015
Certificated Teachers	241	193
School Psychologists	6	6
Counselors	11	9
Certificated Management	# 16 5 Principals (Stew is a Director) 3 Assistant Principals 1 Dean of Students 1 Superintendent 1 Assistant Superintendent 4 Directors 1 Program Specialist	# 15 6 Principals 3 Assistant Principals 1 Dean of Students 1 Superintendent 1 Assistant Superintendent 2 Directors 1 Program Specialist
Classified Staff	248	218
Classified Management	# 9 1 Assistant Superintendent 4 Directors 1 Construction Manager 3 Confidential	# 7 1 Assistant Superintendent 3 Directors 3 Confidential
English Language Learners	\$5.01% (CALPADS - October 2016)	7.63%
Students Receiving Free and Reduced Lunch	6.71%	<6%
Primary Languages spoken at home other than English	Hebrew, Mandarin, Spanish, Russian, Hindi and Farsi, as well as more than 29 other languages	Hebrew, Mandarin, Spanish, Russian, Hindi and Farsi, as well as more than 29 other languages

~~193 # of Certificated Teachers (and 1 Nurse)-~~

~~9 # of Counselors~~

~~6 # of School Psychologists~~

~~15 # of Certificated Management (6 Principals, 3 Assistant Principals, 1 Dean of Students, 1 Superintendent, 1 Assistant Superintendent, 2 Directors, 1 Program Specialist)~~

~~218 # of Classified Staff~~

~~7 # of Classified Management (1 Assistant Superintendent, 3 Directors, 3 Confidential)-~~

~~7.63% of English Language Learners~~

~~<6% of Students Receiving Free and Reduced Lunch~~

~~Primary Languages spoken at home other than English: Hebrew, Mandarin, Spanish, Russian, Hindi and Farsi, as well as more than 29 other languages-~~

WHO'S WHO IN OPUSD

Superintendent

Executive Assistant

Assistant Superintendent - Business Services

Assistant Superintendent - Human Resources

Director, Educational Technology

Director, Curriculum & Instruction

Director, Child Nutrition

Director, Business Services

Director, Fiscal Services

Director, Pupil Services

Director, Alternative Education

Director, Preschool Education

Program Specialist

~~District Science Specialist~~

~~District Technology Specialist~~

TOSA (Teacher on Special Assignment)

Senior Accountant

Educational Consultant

High School Counselors

Middle School Counselors

OVHS, OPIS Counselor

Elementary Counselors

District Nurse

Legal Counsel

Auditor

Anthony W. Knight, Ed.D.

Ragini Aggarwal ~~Linda Sheridan~~

Martin Klauss

Leslie Heilbron, Ed.D.

Enoch Kwok

Jay Greenlinger, Ed.D.

Carole Ly

Julie Suarez

Barbara Dickerson

Susan Roberts

Stew McGugan

Kim Gregorchuk

Jennifer Golden, Ed.S.

~~Debra Hammill~~

~~Heather Sloan~~

Keenan Kilbrick

Shannon Kaesberg

Cliff Moore

Randy McLelland

Janet Svoboda

Julie ~~Ross~~ ~~Heeney~~

Jenny Charrett ~~Debi Fries~~

Suzanne ~~Stasiefski~~ ~~Senkiw~~

Dianne Large

Carol Gallivan

Robert Sitomertmore

Jeremy Rogers

Holly Baxter

Samantha King Eglit

JoAnn Housman

Fagen Friedman & Fulfrost

6300 Wilshire Boulevard

Suite 1700

Los Angeles, CA 90048

(323) 330-6300

James Fernow, Partner

Christy White Accountancy

2727 Camino Del Rio South

Suite 219

San Diego, CA 92108

(619) 270-8222

Christy White, CPA, President

Valerie McMasters-Shaw, Audit Mgr

WHO'S WHO IN OAK PARK AND VENTURA COUNTY

Supervisor Linda Parks
Ventura County District 2
625 W. Hillcrest Drive, Thousand Oaks, CA 91360,
805-214-2510
linda.parks@ventura.org

Assemblywoman Jacqui Irwin
44th Assembly District
2301 E. Daily Drive, Suite 200, Camarillo, CA 93010
805-482-1904
assemblymember.irwin@assembly.ca.gov

Senator ~~Fran Pavley~~ Henry Stern
27th Senate District
5016 N. Parkway Calabasas, Suite 222, Calabasas, CA 91302
818-876-3352

U.S. Representative Julia Brownley
26th Congressional District
223 E. Thousand Oaks Boulevard, Suite 411, Thousand Oaks, CA 91360
805-379-1799

Rancho Simi Recreation and Park District
1692 Sycamore Drive, Simi Valley, CA 93065
818-865-9304
Renee Pease, Oak Park Community Center
Larry Peterson, General Manager

Oak Park Municipal Advisory Council
~~Michael Paule~~ Alon Glickstein, Chair, ~~Michael Green~~ Chris Chapman, Vice Chair
Contact through Linda Parks office

~~Friends of~~ Oak Park Education Foundation Schools
~~Barry Myerson~~ Ryan Rosen, Chair
~~Robert Brown~~ Andy Goldbeck, Vice Chair
info@friendsofoakparkschools.org oakparkeducationfoundation.org

Community Foundation of Oak Park
Alon Glickstein, Chair
Jerry Clebanoff, Vice-Chair
info@OakParkFoundation.org

CURRENT SCHOOL BONDS

~~MEASURE C PARCEL TAX~~

~~This is a flat tax of \$197 per parcel in Oak Park. Seniors 65 years of age and older who own and live in the property are exempt from this tax if they file for an exemption annually. To file for an exemption, please call Linda Sheridan (818) 735-3206. This tax raises nearly \$1 million in general fund revenues for the schools. It helps to keep class sizes lower and programs in place such as art, music, practical arts, and technology education. This tax was voted on by Oak Park residents and was passed and then renewed with over 80% of the vote. It expires in 2017.~~

~~OAK PARK USD BOND~~

~~This was the original school bond that was passed in 1978 that built all of the schools in Oak Park with the exception of Brookside School, which was built by the Simi Valley USD prior to the formation of the Oak Park USD in 1978. The amount of this tax is going down each year as it is paid back. This year the tax is \$91.40 per \$100K of assessed valuation. So, if your property is valued at \$500,000, then your tax amount would be 5 x \$91.50. This tax is expected to be paid off in 2017.~~

Measure S

Measure S was passed in November 2016 and is a \$60 million bond limited in scope to pay for facilities, technology, and equipment. The tax rate is projected as \$60 per \$100K of assessed valuation.

Measure R

Measure R was passed by Oak Park voters in 2008 and is a \$29.5 million facilities repair and modernization program. The proceeds from this bond are being used to replace roofs, paint, repair, and generally upgrade the existing facilities to ensure that they are safe and modern. The tax is \$52.90 per \$100K of assessed valuation.

Measure C6

Measure C6 was passed in 2006 and is a \$17.5 million bond limited in scope to pay for technology and equipment. It funds one of the most comprehensive programs in educational technology innovation in any California school system. The tax is \$20.30 per \$100K of assessed valuation.

EFFECTIVE GOVERNANCE

School district governance creates and maintains the framework through which high-quality leadership can be exercised throughout the educational system. An effective governance team is one that transforms the beliefs and values of the community into goals and policies that direct the community's schools.

The board and superintendent working together as a governance team, serve to lead the district to achieve the desired goals. Their actions embody the basic characteristics and behaviors that enable each governance team member to work with the others to effectively create a climate for excellence in the school district and maintain a focus on student learning and achievement. This is accomplished by:

- Maintaining a unity of purpose
- Agreeing upon and governing within appropriate roles
- Creating and sustaining a positive governance culture
- Creating a supportive structure for effective governance
- Ensuring accountability to the students, parents, teachers, [staff](#) and [community](#)

Responsibilities of the Board

Set the direction for the community's schools

- Keep the District focused on learning, ~~and~~ achievement [and well being](#) for all students
- Generate, review and revise direction setting documents (moral imperatives, vision, priorities, strategic goals, success indicators, [budget](#) and LCAP)
- Ensure that the established direction and goals are the driving force for all district efforts

Establish an effective and efficient structure for the school district

- Employ, support and work collaboratively with the Superintendent and recognize the distinct roles of each
- Establish a human resources framework that includes policies for hiring and evaluating personnel
- Establish a framework for the district's collective bargaining process and adopt responsible agreements
- Oversee the development of and adopt district policies and keep them up to date
- Set the direction for and adopt the curriculum

- Establish budget priorities [that reflect the district's vision and goals](#), adopt a fiscally responsible annual budget [that supports the LCAP](#), and regularly monitor the fiscal health of the District
- Oversee facilities issues and ensure that a safe and appropriate educational environment is provided to all students

Provide support through our behavior and actions

- Operate openly, with trust and integrity
- Govern within Board adopted policies, procedures and norms
- Act with professional demeanor that models the district's beliefs and vision, treating everyone with civility and respect
- Support staff implementation of Board direction and policy
- Ensure a positive working climate exists
- Be knowledgeable about district efforts and issues
- Keep private information private, and stay within accordance of the Brown Act
- Conduct announced school site visits and attend special events

Ensure accountability

- Hire, support and collaborate with the superintendent so that the vision, goals, and policies of the district can be implemented.
- Conduct regular and timely evaluations of the superintendent based on the vision, goals, and performance of the district, and ensure that the superintendent holds district personnel accountable
- Monitor, review and revise policies to ensure consistency with the law and the District's vision and goals
- Serve as a judicial and appeals body or appoint others to serve in that capacity
- Monitor student achievement and program effectiveness
- Monitor and adjust district finances
- Monitor the collective bargaining process
- Take collective responsibility for the Board's performance and periodically evaluate its own effectiveness
- Take collective responsibility for all board actions

Act as community leaders

- Speak with a common voice about the district vision, direction, priorities, goals and issues

- Engage and involve the community in district schools and activities
- Ensure opportunities for the diverse range of views in the community to inform board deliberations.
- Communicate clear information about policies, programs and fiscal condition of the district
- Work with individuals and groups within our community to maintain the common good
- Educate the community and the media about the issues facing students, the district and public education
- Advocate for children, district programs and public education to the general public, key community members and local, state and national leaders

Responsibilities of Individual Trustees

Authority is granted to the board as a whole, not each trustee individually; therefore, the board along with the superintendent must work together to make decisions that best serve all students. As such, each Trustee must:

- Keep learning and achievement for all students as the primary focus
- Value, support and advocate for public education
- Recognize and respect differences of perspective and style on the board and among staff, students, parents, and community
- Act with dignity, and understand the implications of demeanor and behavior
- Keep confidential matters confidential
- Commit the time and energy necessary to be an informed and effective leader.
- Understands the role and responsibility of the Board
- Understand that authority rests with the board as a whole and not with individual Trustees
- Work to build and sustain an effective governance team

Structure, Protocols and Norms

The Board's effectiveness is enhanced through the establishment of structure, protocols and norms that define how board members and the Superintendent will operate within the governance team. This section will explicitly define governance principles, mutually agreed upon expectations, and specific processes under which the team will operate.

Board Meeting Agendas

Agendas ~~and all supporting materials~~ for all regularly scheduled board meetings will be available to the board 10 days prior to the board meeting and to the public 72

hours before a meeting (as required by law).

Agendas ~~and supporting materials~~ for other meetings will be distributed as required by law and board policy.

Supporting materials should be distributed in conjunction with the agenda, or as soon as practical.

Trustee Requests for Agenda Items

Trustees should send requests for agenda items to the Board President and copy the Superintendent.

Trustee Requests for Information

All requests for information should be directed to the Superintendent. (S)He will then forward that request to the appropriate staff member. The staff member will then respond to the Superintendent, and the Superintendent will determine whether the response (and the initial request) should be sent out to all Trustees.

If the request is overly time consuming or inappropriate, the Superintendent and Board President will discuss the issue with the requesting Trustee and they will jointly determine whether to move forward with the request.

If a Trustee contacts a staff member directly, the staff has been instructed to route all such requests back to the Superintendent.

If a Trustee is working directly with a staff member as part of a committee or special project, then requests for information pertaining to the committee or project can be sent directly to the staff member, with notification to the superintendent, taking special care to stay within the bounds of an individual trustee.

School Visits

Visiting schools is a reminder to trustees that students and their learning are the primary focus of a trustee's work. These visits provide invaluable insight into how Board policy is implemented at the school site level. Each trustee should have knowledge of each school site and its programs through visits and other forms of communication to ensure that progress towards district goals is being made. School visits also show appreciation and support for the staff's work.

To visit a school, Trustees should contact the individual school's principal, and give notice to the Superintendent, ahead of time to arrange a visit. If possible, trustees will visit sites together to reduce the amount of disruption in the classroom. Trustees should always be cautious about interrupting the learning environment. Teachers will understand that they do not need to interrupt a lesson when a trustee visits a classroom.

Trustees should avoid showing up at a school site unplanned and unannounced.

Attending School Events and District Functions

Trustees should strive to attend school events and district functions whenever possible. Being present at events is an easy way to lend support to the district, administrators, staff and students. It also allows a Trustee to see first-hand what is happening at the schools and to observe how the programs that have been implemented are supporting district goals. Finally, it is a great way to keep in touch with the Oak Park community.

Badges

- Badges should be worn whenever visiting a school site in the capacity of a Trustee or when attending a district or school function
- Security badges should be worn by school board members whenever on school site campuses and should at all times be readily available to school board members, as this will provide access to school sites in the event of an emergency

Responding to Community Concerns

Whether responding to a complaint from a parent, a concern from a community member or an issue from a teacher or student, it is critically important that a Trustee keep these items in mind:

- An individual trustee has no authority. All decision-making authority rests with the board as a whole.
- A Trustee has no operational role in the school district
- Confidential matters must be kept confidential (by law)

With these three items in mind, a Trustee must respond to questions from the community with understanding, honesty and integrity.

When someone brings a concern to the Board, we will listen carefully without jumping to any conclusion, and will then direct that individual to the employee in the district most appropriate and able to help them resolve their concern. We will make sure they understand the appropriate order of who to contact (i.e., teacher, then principal, then district staff) and are aware of any formal forms or policies that might assist them. The Superintendent and principal(s) will be copied on correspondence.

This will ensure everyone is treated fairly, equally and expeditiously and that the processes and procedures of the district are upheld. It will also clarify that one Board member has no individual authority to fix a problem. As a representative of

the public, it is important that the Board member invite the person with the complaint to ultimately get back to him or her -if the issue is not resolved.

Responding to Email

If an email is sent to all board members and the superintendent, the Superintendent or Board President will respond to the sender within 24 hours, when possible

If an email is sent to all board members and not the superintendent, the board president will forward to the superintendent and notify the sender that this has been done. The Superintendent or Board President will then respond to the email within 24 hours, when possible

If an email is sent to some board members but not all, the superintendent will forward the email to the missing trustee(s).

Serving on Committees

Each Trustee is required to sit as a member (or act as an alternate) on any number of school or community committees. The assignment to these committees will occur at the annual organizational meeting in December. Serving on committees shall always comply with Board Policy BB-9130.

Board Meeting Management

We understand that Board meetings are meetings of the Board held in public, not open forum town hall meetings. We will keep this in mind as we conduct our meetings, allowing the public to provide input at the time allotted to ensure the multiple voices of the community inform Board deliberations.

However, when the Board deliberates, it will be a time for the Board to listen and learn from each other, taking the public input into consideration, not a time to re-engage with the public.

We will consistently abide by our formal processes relating to this issue so that all persons are treated fairly and equally. We will review our policies, bylaws and protocols relating to Board meeting management (e.g., time limits on input from members of the public), revising or reaffirming them as appropriate.

BOARD ROLES

Board President

- Fosters an environment of communication by promoting a culture of open, transparent communication.
- Prepares the Board agendas with the Superintendent.
- Chairs the Board meetings ensuring that the community members as well as all board members have opportunities to participate, and facilitates effective deliberation.
- Serves, in collaboration with the superintendent, as the official media contact for the Board.
- Serves as negotiator for the Superintendent contract.

Board Vice-President

- Chairs the Board Meeting if the President is not available.
- Will assume the role of President should the Board President not be able to continue his/her term.

The Board Clerk

- When required by law:
 - Certifies actions taken by the Board
 - ~~Maintains records and reports.~~
 - Signs approved Board meeting minutes
 - Signs documents on behalf of the Board

All Trustees

- Make a concerted effort to attend and be prepared for all regular and special board meetings
- Understand and provide support for district goals
- Maintain a working knowledge of board policies
- Strive to keep current with
 - Local, State and Federal issues dealing with Public Education
 - Issues, processes and legislation relating to the education system
 - The processes of funding for Public Schools
- Attend and/or Complete the following (when applicable and funding allows)
 - New Board Member Workshop
 - CSBA's Masters in Governance Program
 - Board President's Workshop
 - Annual CSBA/NSBA conferences
 - Take advantage of any free seminars or webinars that are offered

GOVERNANCE CALENDAR

July

- Board Retreat (Review Moral Imperative and Goals, Governance Handbook or Board Self Evaluation, Board Goals) (Held in either June or July)

August

- School Begins
- [Student Board Representative starts](#)
- Report from Technology – Summer Work Update
- Approve Board Meeting Schedule for School Year
- Approve Quarterly Williams Report
- Deadline to file for School Board candidacy (even years only)
- ~~• Approve resolution regarding sufficiency of textbooks~~
- [Approve Moral Imperatives, Goals & Action Plans](#)
- [Approve Board Governance Handbook and Board Goals](#)

September

- ~~• Student Board Rep Starts~~
- Report from [Facilities](#) ~~PC~~ - Summer Work Update
- ~~• Approve Moral Imperatives, Goals & Action Plans~~
- ~~• Approve Board Governance Handbook and Board Goals~~
- Receive and approve Special Education NPS/NPA contracts
- [Approve resolution regarding sufficiency of textbooks](#)
- [Approve District of Choice Annual Report \(Beginning September 2018\)](#)

October

- [Food Service Presentation](#)
- Receive SBAC Testing Results
- Receive Summer School Report
- Set/Review Superintendent goals
- Approve School Calendar
- Approve Classified Holiday Calendar

November

- ~~• District of Choice Update~~ [Preliminary enrollment & vacancy projections](#)
- ~~• Review Facilities Master Plan and Needs Assessment Plan Does this still work?~~
- Approve Quarterly Williams Report

December

- Board Organizational Meeting (must be held within 15 days after the first Friday)
- Approve Board Meeting schedule for fiscal year
- Approve certification of signatures
- First Interim Financial Report & Budget Update

- District of Choice applications due by December 31
- Approve District of Choice Enrollment Capacity
- ~~Approve Facilities Master Plan Does this still work?~~

January

- District of Choice Lottery
- Approve External Auditors Reports
- Approve Quarterly Williams Report

February

- Physical Fitness Results
- Approve Single Plan for Student Achievement
- Approve SARCs
- Mid-year review of Moral Imperatives and Goals & Superintendent goals
- Nominate CSBA Delegate Assembly candidates
- ~~Approve Quarterly Williams Report~~
- RWW Presentation

March

- Second Interim Financial Report & Budget Update
- Reduction or Discontinuing Particular Kinds of Services (RIF) Notices due by March 15
- Food Service Presentation

April

- Superintendent Evaluation - Board Discussion
- Approve Safe School Plans
- Approve Quarterly Williams Report

May

- Present Superintendent Evaluation
- Approve Instructional Minutes / Bell Schedule
- Approve School Handbooks & Disciplinary Plans
- ~~Approve Quarterly Williams Report~~
- Approve CSBA Delegate Assembly elections
- Receive Annual District of Choice Report (only for 2017-2018)
- Receive LCAP for next school year
- School Ends/Graduations

June

- Budget and LCAP Study Session and Hearings
- Adopt the budget and LCAP (prior to June 30)
- Rescind RIFs
- ~~School Ends / Graduations~~
- Receive OPCOC Report
- Renew Superintendent contract (if needed)

- Approve certification of signatures
- Approve Out of State Travel
- ~~Approve Certification of Signatures~~
- Approve CSBA Membership

TO: BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 15, 2017
SUBJECT: B.4.e. REVIEW, AMEND, AND APPROVE 2017-2018 MORAL IMPERATIVES, GOALS AND ACTION PLANS

ACTION

ISSUE: Shall the Board of Education review, amend and approve the 2017-2018 Moral Imperatives, Goals and Action Plans?

BACKGROUND: On July 23, 2017 at the Board Retreat, the Board of Education began the process of reviewing and amending the 2017-2018 Moral Imperatives and Goals. The Leadership Team reviewed and amended this document at their Retreat on July 27, 2017. At this time, the Board will review those changes.

ALTERNATIVES: 1. Approve the amended 2017-2018 Moral Imperatives, Goals and Action Plans.
2. Do not approve the amended 2017-2018 Moral Imperatives, Goals and Action Plans.

RECOMMENDATION: At Board's discretion.

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	_____	_____	_____	_____

GOALS 2017-2018

OAK PARK UNIFIED SCHOOL DISTRICT 2017-2018 TEACHING AND LEARNING MORAL IMPERATIVES

We believe that every Student

Will Learn and Exceed California State Standards

- By offering learning opportunities that are as authentic as possible, personally meaningful and ready for them for the 21st century
- By providing programs that emphasize creativity and participation in the Arts
- By providing this in a safe, stable, balanced and nurturing environment

Will Reach Their Individual Potential

- By empowering Students to explore, create, discover and reflect
- By encouraging students to become independent lifelong learners, thinkers and producers
- By ensuring the well-being of the whole child including nutrition, physical fitness, stress management and mental health

Will Become a Compassionate and Creative Global Citizen

- By recognizing, celebrating and embracing diversity, inclusiveness and personal beliefs
- By fostering character development, acceptance, ethical and compassionate behavior, social responsibility, community service and global stewardship

GOALS	ACTION PLANS/MEASURABLE OUTCOMES	ASSESSMENTS
<p>1a. Provide Continue our differentiated and inquiry based instruction so that all of our students (including GATE and Special Education) experience a challenging learning environment through depth, complexity, and real world applications. Create a learning environment that encourages achievement and lifelong learning where students so that they can find and pursue their passion, and maximize the likelihood that every student will reach their individual potential.</p>	<ul style="list-style-type: none"> ● Provide professional development that balances teacher choice with common instructional practices in order to offer a more cohesive program across schools, departments, and grade levels. ● Encourage more professional development for staff and offerings for parents that include Critical Thinking Instructional methodologies, strategies, and approaches, at residential summer programs and Local and National Gate conferences and workshops. ● Embed this emphasis into all teacher goal setting and evaluation processes ● All instructional staff should have goals related to this. ● Provide more opportunities and time for staff to share with one another best practices and expertise across all areas, such as cross-school collaborations, visiting each other's classrooms, conducting workshops and e-learning, and the Demonstration Day at MCMS. ● Continue to build Implement with fidelity a CTE program that allows students to pursue their passions and interests in meaningful ways, including internships, community resources, field trips, and authentic experiences. ● Expand student interns for Technology Department. ● Continue Establish a new intensive OVHS career exploration program for all 11th graders. ● Expand STEAM night program and career exploration opportunities. ● Expand Odyssey of the Mind program K-8 and look for alternatives to the I2I program. Find more bell to 	

GOALS	ACTION PLANS/MEASURABLE OUTCOMES	ASSESSMENTS
	<p>bell opportunities for creative, advanced and hands on activities for students in a variety of learning pursuits.</p> <ul style="list-style-type: none"> • Continue to articulate and expand the enrichment opportunities available to students at all of the schools. • Ensure that the three pillars of a quality GATE program are in place at all levels: Differentiation, Acceleration, and Enrichment. • Encourage expanded parent participation on GATE DAC. • Review the process for GATE certification and any incentives for achieving this. • Better communicate the OPUSD GATE program to parents and staff including showcasing best practices in teaching and learning. • Communicate and publicize the GATE program to show how differentiated instruction is embedded into our instructional program. • Ensure students and parents are made aware of a-the variety of resources, including financial, available for college and career decision-making • Ensure students understand their college options, and are provided information and support to make college decisions that take into account their academic, financial, and personal goals. Encourage more students to opt for 4-year colleges upon graduation from high school and ensure proper guidance throughout a student's academic career if this is their chosen path. If a 4-year college is their chosen a potential path, then during annual counselor meetings, review progress towards UC a-g/Cal State requirements. • Continue Explore ways to implement CP courses at OVHS. • Explore individual aspects of the AVID program for applicability to identified Oak Park students. • The National Clearing House program will be used to track post-secondary school data. • Continue specialized staff development for special education teachers with an emphasis on evidence-based practices. • Offer staff development opportunities for general education teachers to ensure successful access to the curriculum for students with learning differences. • Continue targeted professional development for instructional aides to include district-level and county-level trainings. • Continue articulation between sites for transitioning students. • Continue to provide general education teachers with additional professional development for pre-referral interventions for at-risk students. • Continue district-wide coordination of aide assignments to best serve students. • Continue structured social skills groups across school sites, using successful in place programs as a model for other schools as a way to promote our climate of care. 	

GOALS	ACTION PLANS/MEASURABLE OUTCOMES	ASSESSMENTS
	<ul style="list-style-type: none"> Continue to provide behavioral and emotional support services and ensure earliest possible intervention. Continue to recognize students for a variety of achievements at all levels. For example, posting student success on district social media, and recognition in video announcements and student newspapers. Recognize students with service seal/recognition district wide. Pursue the idea of an annual scholarship offered by Oak Park Education Foundation. Teaching and modeling socially responsible habits by recycling in each classroom district wide, sorting food waste for composting and recycling in lunch areas at each site district wide. 	
<p>1ba. Continue emphasis on integrating Prepare for the new state accountability standards including, including effective implementation of Reading and Writing Workshop (RWW), continued communication to parents regarding the meaning of common core the California state standards, CAASSP SBAC testing and scores -</p>	<ul style="list-style-type: none"> Support the implementation of math instructional materials, professional development, and technology integration. Evaluate ELA materials for K-5 to determine the best model for literacy instruction. Expand the ongoing use Support the K-5 implementation of Readinger's and Writingr's Workshop in K-5 classroom through coaching support and professional development. Continue Provide aide support and smaller class sizes for students in the ELA Support Core classes at MCMS. Support the transition to digital materials for ELA at OPHS. Develop a comprehensive math instruction plan for OPIS/OVHS. Use a Science Articulation Team to evaluate materials, identify professional development needs, and create a comprehensive NGSS scope and sequence. Explore opportunities for Continue to encourage and support articulation between and among schools, grade levels, and departments. Provide staff development in using tools, such as EADMS and FastBridge- to create and administer standards-aligned formative and benchmark assessments. RWW-regular reports to the Board regarding implementation of RWW Visits/Observation of Board regarding RWW Continue to communicate with parents about the implementation of the New California Standards. Begin Continue to discuss the creation of a cumulative digital learning portfolio for all students K-12, including alternative forms of grading for K-5. Evaluate Implement Math materials for Middle and High School at OPIS. Provide communication to parents and the community regarding CAASPP results, the CA School Dashboard, and new instructional initiatives in the district. 	

GOALS	ACTION PLANS/MEASURABLE OUTCOMES	ASSESSMENTS
<p>1c. Develop a comprehensive math articulation plan to be implemented in the beginning of the 2018-2019 school year. Ensure that there is a smooth transition in math between elementary and middle school, and middle and high school inclusive of all students at all levels, including a focus on benchmarks for transition to the next level.</p>	<ul style="list-style-type: none"> ● Math articulation committee (K-12) will focus this year on transitions from grades 5 to 6 and 8 to 9. ● Set new math benchmarks for elementary level as part of the textbook pilot of <i>Go Math</i>. ● A committee will be formed to look at new materials for grades DK-12. ● Strengthen Evaluate and improve intervention program at elementary and secondary level. ● Use digital tools, such as EADMS to create multiple measures for Math diagnostics. ● Use tools such as EADMS to create standards aligned benchmark assessments. ● High School will convert to using ixl ALEKS for math intervention program. ● Oak Park Independent School will convert middle and high school math program to ALEKS ● Update our school websites and develop a parent communication plan about math placement for grades 6-12. 	
<p>1d. STEAM instruction will have an overreaching plan with emphasis at all levels on experiential learning and will support the NGSS to serve as a foundation for academic success.</p>	<ul style="list-style-type: none"> ● Expand I2I and look at other programs and competitions to involve more students and teachers. ● Find ways to integrate marine science into the existing program and provide more opportunities for students to learn about and participate in protecting the ocean environment. ● Offer environmental, computer robotics and rocketry electives at MCMS. Continue to support participation in robotics, rocketry and solar boat teams at OPHS. ● Continue to offer Introductory & AP Computer Programming at OPHS. ● Integrate Science Specialist in STEAM instruction at all grade levels. ● Begin implementation and training for the Next Generation Science Standards at all levels. ● Examine a sustainable agricultural science program, K-12. ● Continue to expand and develop Career Pathways through VC Innovates consortium. ● Expand STEAM Night, Science Nights at the schools, garden program and other such experiences. 	
<p>1e. Continue to define, communicate and enhance GATE program.</p>	<ul style="list-style-type: none"> ● Support the Odyssey of the Mind program at the K-8 levels. ● Encourage more professional development for staff and offerings for parents that include Critical Thinking Instructional methodologies, strategies, and approaches, at residential summer programs and Local and National Gate conferences and workshops. ● Continue to articulate and expand the enrichment opportunities available to students at all of the schools. ● Ensure that the three pillars of a quality GATE program are in place at all levels: Differentiation, Acceleration, and Enrichment. 	

GOALS	ACTION PLANS/MEASURABLE OUTCOMES	ASSESSMENTS
	<ul style="list-style-type: none"> ● Encourage expanded parent participation on GATE DAC. ● Review the process for GATE certification and any incentives for achieving this. ● Better communicate the OPUSD GATE program to parents and staff including showcasing best practices in teaching and learning. 	
<p>1fd. Intervention programs will be available to students in reading, writing and mathematics at all levels.</p>	<ul style="list-style-type: none"> ● Explore Expand new models for math intervention program at grades 7 and 8 at MCMS. ● OPHS will continue efforts to design and implement math placement and intervention procedures to increase the percentage of students enrolled in higher level math classes. ● Evaluate the Pilot of a systematic response to intervention program at the elementary level that targets individual skills deficits. ● Evaluate other models of intervention for literacy and math in grades K-5. ● Increase EADMS implementation to include Use diagnostic formative and summative standards-based assessments across scope and sequence of OPHS Math curriculum. ● Pilot a new literacy intervention program (“Support Core” in grades 6, 7 and 8) at MCMS. ● Expand of Pilot FastBridge assessment tool (literacy and math) to include MCMS and Elementary Schools. ● Continue the Math Skills Computer-Adaptive Learning Lab to facilitate student acceleration through Math scope & sequence. ● OPIS is reviewing a math program that will implement new California Math Standards and continuing Khan Academy access. ● 	
<p>1ge. The district shall embrace global stewardship, and integrate environmental awareness throughout the curriculum at all levels, and incorporate learning opportunities with Green Improvements.</p>	<ul style="list-style-type: none"> ● EEAC will plan events and areas of focus throughout the school year. ● Create learning opportunities about renewables. ● Help students make the connection between food and the environment, hunger, food insecurity and poverty locally, nationally, and globally. ● Recycling programs will be expanded at all levels to include food waste composting, 100% recycling of paper and other items to take us toward Zero Waste. ● Science enrichment programs will emphasize environmental science. ● Energy conservation will be monitored and quantified. Students will learn about new renewable energy projects. ● Students will learn about water and water conservation and develop and participate in projects to save water at each school site. ● Training for Environmental Education Initiative will begin through the District Science Specialist. 	

GOALS	ACTION PLANS/MEASURABLE OUTCOMES	ASSESSMENTS
	<ul style="list-style-type: none"> Promote awareness of animal welfare issues and help students develop compassion for people, animals, and the diversity of life on earth. Implement Continue the Integrated Pest Management programs at all school sites. Integrate content standards into school garden instructional activities. Explore a learning curriculum tied to recent environmental investment including districtwide solar. 	
<p>1hf. Emphasize a robust Arts component in all instruction including performing, instrumental, media, technical and visual art forms, and emphasize individual creativity and self-expression. Ensure that STEAM instruction includes a robust arts program, including performing, instrumental, media, technical and visual art forms, and emphasizes individual creativity and self-expression.</p>	<ul style="list-style-type: none"> Continue restructuring & coordinating the elementary Art and Music programs. Continue to promote and develop instrumental music program at OPHS to include a marching band color guard and strings orchestra. Work with Oak Park Education Foundation Friends of Oak Park Schools to develop more enriching visual arts programs at the elementary schools. Implement Animation elective at MCMS. Encourage arts integration across the curriculum at K-8. Explore funding sources of funds to fully support regular instruction and integration of the visual arts in the elementary schools. Continue and expand the STEAM career night at MCMS and other career exploration across grades K-8. Convene a study session to evaluate our current arts program, explore different avenues to effectuate the further incorporation of the arts, and identify funding. Find ways to integrate marine science into the existing program and provide more opportunities for students to learn about and participate in protecting the ocean environment. Offer environmental, computer robotics and rocketry electives at MCMS. Continue to support participation in robotics, rocketry at OPHS. Continue to offer Introductory & AP Computer Programming at OPHS. Examine a sustainable agricultural science program, K-12. Continue to expand and develop Career Pathways through VC Innovates consortium. Expand garden program and other such experiences. 	
<p>1gi. Continue the district wide emphasis on wellness and balance, and the development of new and innovative strategies to reduce stress. and a plan Continue to monitor the ongoing impact. Innovate on the subject and of these strategies. Integrate</p>	<ul style="list-style-type: none"> Re-administer Challenge Success survey to measure changes from initial survey Curriculum Council, with input from all stakeholders, will recommend revisions to the District's Homework policy with a plan to implement a revised policy beginning in the 18-19 school year. Explore animal therapy as a stress management strategy. Add pertinent questions to SKTF survey 	

GOALS	ACTION PLANS/MEASURABLE OUTCOMES	ASSESSMENTS
<p>wellness and balance fully into the district's culture and philosophy. drive a common vision throughout all levels of the district.</p>	<ul style="list-style-type: none"> ● Student Nutrition program will to continue to improve food quality and serve more natural and organic food and plant-based menu items. ● Student Nutrition staff to provide pilot lessons at the elementary level to help students make connections between physical fitness, Integrate health education and science into the existing academic curriculum and nutrition at all schools. ● Director of Food Services to report to the Board bi-annually. ● Evaluate and potentially adjust the existing high school Health program-curriculum to ensure it is in-line alignment with District Goals and Policy. ● Provide concise and consistent communication and implementation of the Wellness Policy across all sites. Provide support to parent and student groups to help them understand and interpret the Wellness Policy and legal restrictions for serving food. ● Develop Further explore a sustainable agriculture program K-12. ● Continue to review U niformity and balance of the student workload will continue to be reviewed, particularly as it relates to the quantity, and quality, and benefit of assigned homework and projects. Balance the educational benefit of homework with the time spent completing it. ● Support EEAC theme for this year: Oceans California Wild and Food Waste. ● Continue to monitor student stress and wellness levels, attendance, and overall balance through the Healthy Kids survey, Challenge Success survey and Safe Kids Task Force. ● Expand Provide more opportunities for Girls' Empowerment Counseling group at OVHS/OPIS. ● Expand counseling group opportunities from Ventura County Behavioral Health at OPIS/OVHS. ● Implement the action items relating to student stress as written in the high school OPHS WASC action plan. ● Promote and monitor the use of stress reduction strategies District-wide, at all levels and including parents, staff and students. ● Continue implementing of TUPE (Tobacco Use Prevention Education) in Grades 6-12 and include the dangers of e-cigarettes, vaping devices, and marijuana. 	

GOALS	ACTION PLANS/MEASURABLE OUTCOMES	ASSESSMENTS
<p>1j.h. Refine our physical education and athletic programs to ensure our athletic programs and coaching staff they emphasize and Continue athletic programs to ensure our athletic programs and coaching staff they emphasize and develop leadership, teamwork, diversity, individual athletic potential, and life-long physical fitness. Continue to Investigate the potential of an off-site aquatics program.</p>	<ul style="list-style-type: none"> Support the inclusion of wellness and nutrition education in the new elementary physical education program that will include wellness and nutrition education in addition to teaching students about being physically active for life. Make connections between health nutrition education provided by classroom teachers and the food services program. Coordinate elementary health education instruction between the classroom teachers and physical education teachers. Expand athletic opportunities for students by adding additional sports & levels to existing programs already in place. Develop positive leadership skills in athletics. Continue to require the National Federation of State High School Associations, Fundamentals of Coaching course for new coaches. Continue administrative oversight of team sports and coaches and follow a CIF Code of Ethics for coaches. Increase More flexibility will be available in terms of P.E. credit for in school and out of school athletics. Ensure that athletic participation is linked to safety and positive well-being for life. 	
<p>1k. Continue to offer special education programs that will provide the best possible outcomes in terms of meeting the specific needs of each child.</p>	<ul style="list-style-type: none"> Continue specialized staff development for special education teachers with an emphasis on evidence-based practices. Offer staff development opportunities for general education teachers to ensure successful access to the curriculum for students with learning differences. Continue targeted professional development for instructional aides to include district level and county-level trainings. Continue articulation between sites for transitioning students. Continue to provide general education teachers with additional professional development for pre-referral interventions for at risk students. Continue district wide coordination of aide assignments to best serve students. Structured social skills groups across school sites. Increase support to students receiving behavioral and emotional support services and ensure earliest possible intervention. 	
<p>1l.i. Provide academic social-emotional and college-career Counseling services programs at all levels will be supported in order to meet the social and emotional needs, academic and career counseling of all</p>	<ul style="list-style-type: none"> Continue to embed Anti-bullying strategies and programs will be embedded in the program at each school. Stronger and increase anti-bullying programs at elementary schools and middle school. Integrate anti-bullying strategies in Digital Citizenship training. Continue MCMS-WEB (Where Everyone Belongs) 6th grade transition and cross grade mentoring, thereby 	

GOALS	ACTION PLANS/MEASURABLE OUTCOMES	ASSESSMENTS
<p>students, as well as parent education. Provide parent education in these areas. Ensure that staff are accountable to establish and maintain a climate of care.</p>	<p>expanding peer leadership opportunities. implementing Peer Leadership Uniting Students.</p> <ul style="list-style-type: none"> ● Promote programs, workshops, and experiences for students and staff that teach acceptance, empathy, appreciation, and respect for differences. ● Assess and strengthen the Ensure values transfer to after school programs that OPUSD children attend, such as Rancho Simi AM/PM, PTA after school programs, etc. ● Expand counseling programs as much as possible to improve the counselor: student ratio at all levels. ● Continue our relationship with the ADL <i>No Place for Hate</i> program at the secondary schools. ● Expand participation in ADL <i>No Place for Hate</i> at elementary and middle school. ● Establish a committee to develop an Honor Code across the district. ● Refine the role of the new counselor of special programs at OPHS. ● Implement a parent education component that is responsive to the needs of parents in supporting their child's learning and social-emotional development. Including stress management and mental health. ● Consider feasibility of stress-management supports, programs, workshops, etc. for staff. 	
<p>1m.j. Develop programs that celebrate and encourage diversity, self-respect, and recognition of each student's role in the local and global community. Research the options for an on-line citizenship curriculum</p> <p>Continue implementation of the comprehensive digital citizenship curriculum for staff and students that began in the 2017-2018 school year.</p>	<ul style="list-style-type: none"> ● Support the International Gala/International Day merger and other programs that celebrate the cultural diversity of our students at all levels. ● Continue Community Service recognition program that recognizes for students' for their meaningful efforts that demonstrate compassion for people, animals, and the environment with a focus on appropriate forums and nomination and recognition process at each school site. ● Continue integration ng of digital citizenship skills and practices as part of the K-12 student technology standards. ● Deploy the K-5 digital citizenship lessons, with classroom teachers weaving digital citizenship into the classroom. ● TOSA to work with secondary Curriculum Catalysts to identify digital citizenship lessons for use by classroom teachers. Each subject matter will focus on different specific areas of digital citizenship. 	
<p>1n.k. Implement 6K-12 Student technology standards, ensure they are implemented consistently and are aligned with curricular goals. Ensure technology at each school site is being utilized to its</p>	<ul style="list-style-type: none"> ● Provide in-classroom support to assist teachers in transforming learning and collaboration through technology by leveraging TechTOSAs and, Technology Learning Coach (TLC), and TechLITEs. ● Tech TOSAs and TLC to meet regularly with grade level, subject area teams (Curriculum Catalysts) and individuals to develop and implement K-12 student technology standards aligned lessons that combine digital citizenship, New California Standards, and Next 	

GOALS	ACTION PLANS/MEASURABLE OUTCOMES	ASSESSMENTS
<p>fullest potential to enhance student learning.</p>	<p>Generation Science Standards ensuring they align with the district curricular goals and meet statutory requirements.</p> <ul style="list-style-type: none"> ○ Provide adequate support to meet all Smarter Balanced assessments requirements. ○ Infrastructure - deploy robust network and adequate number of computing devices. ○ Teacher Prep - training in various modules that teachers will administer, begin using EADMS to facilitate formative and summative assessment of student content mastery. ○ Student Prep - prepare by using CAASPP practice test and EADMS item. ● Expand deployment of 1-to-1 mobile devices beyond TechLite classrooms around the district into High School Science and High School and Middle School Language Arts. ● Implement a parent purchase district managed chromebook program to supplement the district's access to 1-to-1 computing. ● Begin shift in focus of elementary computer labs towards creativity, STEAM, and makerspace type learning activities: TOSA to work with computer lab instructors to implement enhanced curricular activities in the computer lab based on these ideas. ● Implement GoGuardian (chromebooks) and Apple Classroom (iPads) as tools for digital classroom management at all grade levels ● Deploy a set of VR Goggles at each site for facilitation of virtual field trips ● Utilize Technology Committee to monitor progress of technology implementation plans and develop a strategy for deploying a sustainable 1-to-1 mobile computing initiative. ● Explore different models of integration utilizing a variety of device types in the same teaching environment to support the creation and implementation of novel and student-centered teaching and learning. 	
<p>10. Create an environment where the potential of each child can be realized, that promotes life long learning and habituates socially responsible actions. Ensures that every student reaches their individual potential.</p>	<ul style="list-style-type: none"> ● Continue to recognize students for a variety of achievements at all levels. For example, posting student success on district social media, and recognition in video announcements and student newspapers. ● Recognize students with service seal/recognition district wide. ● Pursue the idea of an annual scholarship offered by Friends of Oak Park Schools. ● Teaching and modeling socially responsible habits by recycling in each classroom district wide, sorting food waste for composting and recycling in lunch areas at each site district wide. 	

GOALS	ACTION PLANS/MEASURABLE OUTCOMES	ASSESSMENTS
<p>1pl. Continue to ensure compliance with Explore the district's responsibilities and compliance with Title IX.</p>	<ul style="list-style-type: none"> ● Provide opportunities for professional development activities for administrators and key staff to ensure equal access to activities and programs for boys and girls. ● Consider expansioning of California Healthy Kids Survey to include questions regarding Title IX. ● Apply OPHS resources at OPHS to assess compliance in the areas of participation, facilities and benefits. ● Continue monthly Title IX leadership committee meetings. 	

OAK PARK UNIFIED SCHOOL DISTRICT 2017-2018 ORGANIZATION AND SHARED LEADERSHIP MORAL IMPERATIVES

We believe that success depends on

The support of our teachers, administrators and staff

- By empowering teachers to be leaders, and continuing to find ways to support their efforts
- By ensuring that everyone in the organization accepts personal responsibility and will be held accountable for student success
- By hiring and retaining a diverse, talented workforce, continuing to provide opportunities for professional development, and providing support for the effective use of technology
- By fostering a work environment where the skills, expertise, commitment, and morale of the teachers, administration, counselors and support staff is supported and recognized

The cooperation of the broader Oak Park community

- By engaging students, parents and the community as key participants and full partners in our mission
- By working together with our teachers' and classified associations to ensure positive morale, to solve problems jointly, and to model a professional collaborative working relationship

Self-reflection and a desire to improve

- By embracing new ideas, trying new things, and looking for ways to enhance our effectiveness
- By learning from our mistakes and implementing continuous improvement

GOALS	ACTION PLANS/MEASURABLE OUTCOMES	ASSESSMENTS
2a. Empower teachers as leaders and continue to find ways to enhance leadership throughout the District through collaboration, shared decision making, accountability and equity.	<ul style="list-style-type: none"> ● Engage teachers in committees such as math articulation, writing, WASC Action Plan, EEAC, GATE DAC, Curriculum Council, Common Core, LCAP, OPII (Oak Park Inquiry Institute), and others. ● Continue to participate in Ventura County Teacher Leadership Academy. ● Encourage more teachers to pursue administrative pathways through ACSA and other opportunities. ● Continue to train coaches and implement the OPII. ● Evaluate the Implement a new revised department chairperson model at OPHS and MCMS to both recognize their responsibilities and foster greater collaboration. This model will be explored at other levels and schools. 	
2b. Engage Teachers, parents, administrators, support staff, and students need to be fully invested in and informed about the education decision-making process. Ensure decisions that impact student learning and organizational change are timely communicated with school site staff, administration and school office staff.	<ul style="list-style-type: none"> ● Continue to honor the School Site Council model by engaging Site Councils in the change process, hearing reports at school board meetings, and working closely with school leaders. ● District level committee meetings will be summarized and shared with staff. ● Articulate moral imperatives, goals, and action plans and solicit input ● at staff meetings. ● District level administrators will participate in school staff meetings throughout the year. ● Support the PTO Council and use it as a working group to assist with LCAP, decision-making, ideas, innovations, etc. Continue community stakeholder meetings for parents and community members to 	

GOALS	ACTION PLANS/MEASURABLE OUTCOMES	ASSESSMENTS
	<p>discuss education changes that impact student learning, on topics such as NGSS.</p> <ul style="list-style-type: none"> ● Invite a representative from the COC, each PTO, each SSC, the Oak Park Education Foundation and the Community Foundation to the board study session on the LCAP and Budget ● Report results of districtwide surveys. ● Explore the concept of providing a salary incentive for teachers to attain GATE and other special certifications. ● Embed these moral imperatives, goals, and action plans into the core work that we do each day. ● District administration will improve the process of developing and communicating our moral imperatives, goals and action plans with school sites and solicit feedback so that they are truly shared and owned by everyone. ● Ensure that the district LCAP is summarized as an infographic and distributed throughout the learning community and larger Oak Park community. 	
<p>2c. Principals shall work together, support each other, and share innovations Education Innovation will be shared across school sites.</p>	<ul style="list-style-type: none"> ● Principals will work as a part of the Leadership Team on problem solving and ways to further our moral imperatives, goals, and action plans. ● Find ways to share successful programs amongst school sites, such as visiting classrooms that are successfully implementing Common Core, Inquiry Based Learning, and technology applications. ● Support and assist the High Schools in implementing recommendations from their WASC action plans, and apply district-wide to the extent appropriate. ● Develop strategies to support administrators' ability to be more engaged in classrooms at their school and across the District. 	
<p>2d. Professional development will be matched to organizational goals and will emphasize choice, relevancy, and district vision. Participants shall be encouraged to share their new learning.</p>	<ul style="list-style-type: none"> ● Continue to provide quality research-based professional development. ● Share with one another best practices and expertise across all areas, such as visiting each other's classrooms, conducting workshops and use of e-learning. ● Encourage and Provide additional support and more training for staff teacher and administrator training in the Reading and Writing Projects. 	
<p>2e. Continue positive collaborative relationship with employee associations.</p>	<ul style="list-style-type: none"> ● Use a collaborative process to focus on solving issues and finding innovations to better the quality of education, enhance employee morale, and continue to make Oak Park a great place to work. 	

GOALS	ACTION PLANS/MEASURABLE OUTCOMES	ASSESSMENTS
<p>2f. Administrators at the school and district level should be engaged with the students in the learning process, including classroom observations to assess successful implementation of the new California standards.</p>	<ul style="list-style-type: none"> ● Encourage administrators to find ways to work with students on a regular basis. Some ideas are through school gardens, enrichment activities, club sponsorships, etc. ● Develop strategies to support administrators' ability to be more engaged in classrooms at their school and across the District. 	
<p>2gf. Develop and implement a comprehensive social media strategy with the goal of enhancing our brand and providing a forum for ongoing communication with the community at large. Develop branding, marketing, social media and advocacy plans.</p>	<ul style="list-style-type: none"> ● Update FAQs in regard to DOC. ● Continue a quarterly newsletter that is mailed out on a regular basis to the community at large, placing special emphasis on student experiences for all communications. ● Continue to work with Friends of Oak Park Schools, our the Oak Park Education Foundation, and look for other potential partnership opportunities. ● Use social media to positively engage the community. ● Revise Look at the District brochure to ensure it reflects current practices, programs, and offerings. ● Plan a special Board meeting on this topic with a social media and communications expert. 	
<p>2g. Stay apprised of the DOC program on a statewide level, including the maintenance and continued development of relationships with lobbyists, other DOCs, and elected officials.</p>	<ul style="list-style-type: none"> ● Consider working with legislators and others on the interpretation of the hard cap and on moving this to a rolling cap to protect the program long term. ● Develop a transition plan to address the administration of the DOC program after 2017-18. 	
<p>2h. Continue and expand our community outreach program Explore new ways to fully integrate, give back to and enrich a community that so generously supports the school district.</p>	<ul style="list-style-type: none"> ● Continue a community outreach committee and find new ways to engage our community in the schools and ways for our schools to serve the community as part of our core mission. ● Engage other potential partners in the outreach effort. ● Engage parents in new ways to increase understanding of our financial situation and to support the Foundation in lowering class sizes and establishing new programs that are of interest to them. ● 	
<p>2i. Ensure that the moral imperatives, LCAP, goals and associated action plan are presented to and understood by all levels of the organization and foster a decision-making process whereby all decisions are weighed against the current goals.</p>	<ul style="list-style-type: none"> ● Embed these moral imperatives, goals, and action plans into the core work that we do each day. ● District administration will improve the process of developing and communicating our moral imperatives, goals and action plans with school sites and solicit feedback so that they are truly shared and owned by everyone. 	

GOALS	ACTION PLANS/MEASURABLE OUTCOMES	ASSESSMENTS
2j. Keep a paper-free environment to the extent practical.	<ul style="list-style-type: none"> ● Principals will emphasize the use of digital technologies over paper whenever possible or appropriate. ● The Board and Leadership Team will continue to model this process. ● Encourage migration to Google Classrooms. ● Raise consciousness about paper use throughout the district. ● Continue to implement and expand a paperless registration process to the extent possible. 	
2k. Incorporate the Needs Assessment Plan into an ongoing Master Plan.	<ul style="list-style-type: none"> ● Should the bond measure be successful, develop a new collaborative model for implementation of the plan. 	
2l. Support and assist the High Schools in implementing recommendations from their WASC action plans, and apply district-wide to the extent appropriate.	<ul style="list-style-type: none"> ● Provide District level support in curriculum and instruction, human resources, technology, and in any other areas of need. ● Share successes and challenges across the District. 	

OAK PARK UNIFIED SCHOOL DISTRICT 2017-2018 FINANCE BUDGET AND FACILITIES MORAL IMPERATIVES

We believe that in order to deliver on this promise we must

Ensure the safety of our Students, Staff and Faculty

- By maintaining an environment that maximizes the safety and security of all those within the facilities and on the grounds

Ensure that our resources and goals are connected

- By maintaining a balanced budget that supports our moral imperatives and LCAP and reflects our mission
- By operating with efficiency, effectiveness, integrity and transparency

GOALS	ACTION PLANS/MEASURABLE OUTCOMES	ASSESSMENTS
3a. To provide safe, clean, and high quality facilities that support the instructional program, including an ongoing deferred maintenance program	<ul style="list-style-type: none"> • Establish an ongoing 10-year Facility Capital Improvement Master Plan, building off of the existing Measure R Master Plan and Needs Assessment Plan, and identify potential funding sources for implementation. • Establish an ongoing 5 Year Facility Deferred Maintenance program, and identify potential funding sources for implementation. • Implement an Continue the Integrated Pest Management (IPM) program, providing natural alternatives to pesticides, herbicides, and rodenticides, consistent with BP/AR 3514.2. • Take greater responsibility for the health of the creeks in the community. • Enhance the landscape at the schools and ensure that weeds are eradicated, turf and plants are watered and maintained, and the general appearance of the schools is pleasing to the community. • Continue to provide training for campus supervisors. • Expand installation of electronic surveillance cameras and safety/security lighting at all sites. • Verify the effectiveness of the ID badge system for visitors. Review board policies and school site procedures regarding school site visitation. • Provide prompt and efficient communication to school sites, students, families, and community, as appropriate. 	
3b. Continue to evaluate and explore options to create greater efficiency and maximize resources.	<ul style="list-style-type: none"> • Continue to look for ways to save energy, water, gas, and paper, especially when looking at Measure R S upgrades and all future needs. • Develop a Continue implementation of plan to utilize Prop. 39 funds to reduce our carbon footprint. • Continue to explore solar power options and energy storage. 	

GOALS	ACTION PLANS/MEASURABLE OUTCOMES	ASSESSMENTS
3c. Ensure employee total compensation is always a priority in the budgeting process, as part of the effort to provide the highest quality education to all students.	<ul style="list-style-type: none"> ● Work with employee associations on common goals such as to maintain reasonable class sizes, provide quality health benefits to employees and ensure total compensation is competitive. 	
3d. Maintain fiscal responsibility and transparency throughout the district and to the community at large.	<ul style="list-style-type: none"> ● Create a “lessons learned” document from the loss of the Parcel Tax that will assist with future efforts. ● Use our resources fully toward our core mission: To educate our students and maintain our employees while maintaining solvency. ● Continue communication, including meetings with parents and staff regarding the budget and our financial situation. ● Continue LCAP committee. ● Continue LCAP community survey. ● Provide a summary of the LCAP for the community. 	
3e. Provide an annual updated spending plan and a long-term needs assessment plan with input from the Measure S committee as guided by the Measure S subcommittees. and initiate proactive efforts in regard to communicating with and bringing into the conversation the Oak Park community.	<ul style="list-style-type: none"> ● Communicate Measure S improvements and the impact they are having on student learning. ● Tackle challenge of rapid rate at which technology depreciates. ● Consult with the schools and the district Needs Assessment Measure S Committee to revise the Master Plan and provide costing and prioritization of projects based on the available funds. ● Develop a plan for conclusion of Measure R and Measure C6 funds and post Measure R and C6, and/or ongoing maintenance. ● Develop a plan for sustainable funding for ongoing technology acquisition and refresh. 	
3f. Improve Disaster Preparedness to maximize safety of all those within facilities and on the grounds in the event of a disaster, including planning for and executing a district-wide emergency drill.	<ul style="list-style-type: none"> ● Continue to review and update disaster preparedness plan and equipment at all sites. ● Continue disaster preparedness training for staff. ● Design Board of Education plan for emergencies/disasters. ● Develop a Continue to update the common safety plan for all schools. ● Create a webpage content specific to school disaster policies and distribute that information to parents via e-mail. ● Centralize the oversight of disaster preparation at the school sites. ● Test text Alert system from School Messenger. ● Conduct unannounced random tests at the schools to test various emergency procedures. ● Communicate about disaster preparedness to families. ● Emergency radios. ● Third party assessment. ● Create a new committee charged with security and safety, reporting out annually in regard to security and safety. 	

GOALS	ACTION PLANS/MEASURABLE OUTCOMES	ASSESSMENTS
<p>3g. Explore additional sources of funds and structure for the district.</p>	<ul style="list-style-type: none"> ● In light of limited State funding received by the district, staff will engage stakeholders in investigation of alternative and supplemental funding sources, and the building of relationships that result in increased financial resources. Alternative ways of funding explored may include, but are not limited to, expanded partnerships with the Oak Park Community and Education Foundations, building Alumni networks, developing corporate partnerships, etc. 	

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: AUGUST 15, 2017

SUBJECT: B.4.f DISCUSS DISTRICT AND BOARD MEMBER COMMUNICATION PLAN

DISCUSSION

ISSUE: Shall the Board discuss establishing a District and Board Member Communication Plan?

BACKGROUND: The Oak Park Unified School District and the Governing Board of Education would like to set up a communication plan to ensure the smooth flow of information and inform the various internal and external District stakeholders about District and school level activities, emergencies and other relevant educational information.

ALTERNATIVES: None; information and discussion only.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: AUGUST 15, 2017

**SUBJECT: B. 5. a. APPROVE AMENDMENT OF BOARD POLICY AND
ADMINISTRATIVE REGULATION 5030 – STUDENT
WELLNESS – First Reading**

ACTION

ISSUE: Should the Board of Education approve amendment of Board Policy and Administrative Regulation 5030 – Student Wellness?

BACKGROUND: Policy and Administrative Regulation 5030 is being submitted to reflect the language created by the work of the Wellness Council.

ALTERNATIVES:

1. Approve the amendment of Board Policy and Administrative Regulation 5030 – Student Wellness.
2. Do not approve the amendment Board Policy and Administrative Regulation 5030 – Student Wellness.

RECOMMENDATION:
Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5030(a)

School Wellness

The Local School Wellness Policy is a document required by the United States Department of Agriculture (USDA) of any organization participating in the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP). This policy guides the District's efforts to establish a school environment that prioritizes the health and well-being of our students, staff, and faculty; and optimizes their ability to learn and work effectively.

This policy is created in consultation with model wellness policies developed by the UConn Rudd Center for Food Policy and Obesity and the Alliance for a Healthier Generation.

For more information on the Local School Wellness Policy Implementation Under the Healthy, Hunger-Free Kids Act of 2010, see the Final Rule and the Summary of the Final Rule.

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. As part of this mission, the District supports and strives to model a healthy environment where children learn positive lifestyle and dietary practices leading to habits that will carry throughout their lifetimes.

The District promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as vital components of the total learning environment. It is the goal of the District to have schools contribute to the basic health status of children by facilitating learning through the support and promotion of good nutrition and physical activity, ~~and~~ schools cannot achieve their primary mission of education if students are not healthy and fit physically, mentally, and socially.

In addition, the District recognizes the role of the school as part of the larger community to help ~~combat~~ ~~eradicate~~ the pervasive public health problem of childhood obesity. As a component of the Child Nutrition and WIC Reauthorization Act of 2004 (Public Law 108-265: Section 204) ~~and the Healthy, Hunger-Free Kids Act of 2010 (HHFKA)~~, the U.S. Congress established a requirement that all school districts with a federally funded school meal program form a Wellness Committee ~~and establish a Local School Wellness Policy~~.

~~The It is the desire of the~~ Oak Park Unified School District ~~shall that~~:

- ~~EThe District will~~ engage students, parents, teachers, ~~school~~~~child~~ nutrition professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies.:-

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5030(b)

-
- ~~Provide a~~ All students in grades K-12 ~~with will have~~ opportunities, support, and encouragement to be physically active on a regular basis.-
 - ~~Ensure that all f~~ Foods and beverages sold or served at school will meet guidelines set forth in this policy and also meet or exceed the nutrition state and federal guidelines. ~~Specify the need for consistency in food brought in by parents/teachers or used in lessons.~~
 - ~~Emphasize in education and practice the~~ The health, environmental, and animal welfare benefits of a more plant-based diet ~~will be emphasized in education and practice. Should we consider adding something about “whole foods,” “eating seasonally,” and our intention to encourage more students to eat a variety of colorful plant foods, including beans, whole grains, fruits and vegetables? Should we reword this to be more “friendly” to the general public?~~
 - ~~Serve m~~ Meals that served will reflect the ethnic diversity of the school district.
 - ~~Engage q~~ Qualified school ~~child~~ nutrition professionals to ~~will~~ provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; ~~and will~~ and accommodate the religious, ethnic, and cultural diversity of the student body in meal planning;
 - ~~P, and will~~ provide clean, safe, and pleasant settings and adequate time for students to eat.
 - ~~Ensure consistent nutrition messaging throughout schools, classrooms, cafeterias, and school media.~~
 - ~~P~~ Schools ~~will~~ provide nutrition education for both students and families, and provide physical education to all students in order to foster lifelong habits of healthy eating and physical activity, and ~~will~~ establish linkages between health education and school meal programs, and with related community services.

(cf. 0000 - Vision)

(cf. 0100 - Philosophy)

(cf. 0200 - Goals for the School District)

(cf. 1325 - Advertising and Promotion)

(cf. 3312 - Contracts)

(cf. 5141.6 - Student Health and Social Services)

(cf. 6010 - Goals and Objectives)

(cf. 6142.7 - Physical Education)

(cf. 6142.8 - Comprehensive Health Education)

Preamble

Whereas, a healthy diet and physical activity are needed in order for children to grow, learn, and thrive;

Whereas, good health fosters student attendance and education;

Whereas, obesity rates have doubled in children and tripled in adolescents over the last two decades, and physical inactivity and excessive caloric intake are the predominant causes of obesity;

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5030(c)

Whereas, heart disease, cancer, stroke, and diabetes are responsible for two-thirds of deaths in the United States, and major risk factors for those diseases, including unhealthy eating habits, physical inactivity, and obesity, often are established in childhood; ~~and,~~

Whereas, there are many health, environmental, and animal welfare benefits to eating a more plant-based diet;

Whereas, school gardens bring an understanding of agriculture, promote outdoor activity, and foster healthy eating habits;

Whereas, community participation is essential to the development and implementation of successful school wellness policies; and

Whereas, this policy and the associated administrative regulations will be evolutionary in nature and movement toward these standards will be implemented as practical and affordable;-

Therefore, be it resolved, the Oak Park Unified School District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity.

Nutrition ~~Guidelines for All~~ ~~a Quality of~~ Food and Beverages ~~Available on School~~ ~~Sold and/or~~ ~~Provided on~~ Campuses

OPUSD is committed to providing students with foods and beverages of optimal nutritional value. All foods served will meet or exceed nutrition requirements established by local, state and federal statutes and regulations as well as meeting ~~new~~ District standards outlined in Administrative Regulations.

The District shall also establish procedures and standards to be used for food given to students either as a reward or a celebration, food sold at fundraisers, and food sold on campus by groups other than Child Nutrition, including vending machines and student stores.

(cf. 1230 - School-Connected Organizations)

Goals for Nutrition/Health Education ~~and Promotion~~ ~~Goals~~

The ~~Oak Park Unified School District~~ OPUSD policy aims to teach, encourage and support health-promoting behaviors in students and staff. -To meet these goals the Board has established guidelines to promote student learning, environmental responsibility and waste reduction, communications with parents, food marketing in schools, and staff wellness in Administrative Regulations.

Goals for Physical Education and Physical Activity

Schools in the ~~D~~istrict will provide all students in kindergarten through grade twelve (K-12) the opportunity, support, and encouragement to be physically active on a regular basis through a variety of physical education instruction and physical activity programs. -Physical Education

OAK PARK UNIFIED SCHOOL DISTRICT

BOARD POLICY

Series 5000

Students

BP 5030(d)

instruction will include fitness-based activities that are fun and strongly encourage student involvement. -The largest emphasis will be placed on personal fitness in all classes. -All programs will work towards students achieving an active lifestyle and the development of life-long healthy habits.

The Board has established guidelines on physical education, curriculum and instruction, facilities for physical education instruction, assessment of student learning, professional development, goals for student learning, physical activity, daily recess, integrating physical activity into the classroom, opportunities for physical activity before and after school, safe routes to school, use of school facilities outside of school hours, student safety during physical activity, physical activity for school staff, and goals for other school-based activities in Administrative Regulation.

(cf. 6142.7 - Physical Education)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

District ~~Formation of a~~ Wellness Council

Committee Role and Membership

The District Wellness Council (DWC) is active and meets at least four times during the school year to review, revise, and strengthen, as needed, policy content and to design and evaluate implementation plans throughout district schools. The committee shall also undertake additional tasks as consistent with the wellness policy guidelines issued by the USDA. All meeting dates and times will be posted on the school district's website and meetings will be open to the public. ~~The District Wellness Council meets on the 1st Tuesday of each month, from 9-10 am at the District Office. will implement, monitor, and, as necessary, strengthen all components of the Local Wellness Policy.~~

~~The committee will be comprised of district administrators, a member of the Board, teachers, the school nurse, the child nutrition director, parents, members of the community and students, and will serve as a resource to school sites for implementing and monitoring the District Wellness Policy.~~

The DWC membership will represent all school levels (elementary and secondary schools) and include (to the extent possible), but not be limited to: parents and caregivers; students; representatives of the school nutrition program (e.g., school nutrition director); physical education teachers; health education teachers; school health professionals (e.g., health education teachers, school health services staff [e.g., nurses, physicians, dentists, health educators, and other allied health personnel who provide school health services], and mental health and social services staff [e.g., school counselors, psychologists, social workers, or psychiatrists]; school administrators (e.g., superintendent, principal, vice principal), school board members; health professionals (e.g., dietitians, doctors, nurses, dentists); and the general public. When possible,

OAK PARK UNIFIED SCHOOL DISTRICT

BOARD POLICY

Series 5000

Students

BP 5030(e)

membership will also include Supplemental Nutrition Assistance Program Education coordinators (SNAP-EDEDSNAP-Ed). To the extent possible, the DWC will include representatives from each school and reflect the diversity of the community.

Leadership

The Superintendent will convene the DWC and facilitate development of and updates to the wellness policy, and will ensure each school's compliance with the policy. ~~The designated official(s) for oversight is the Head of the Wellness~~

Name	Title / Relationship to the School or District	Email address	Role on Committee
Jennifer von Schneidau	Community Member/Head of Wellness Council	ehasealex@mac.com	Leads wellness council meetings; liaises with other parent groups; assists in reviewing and revising wellness policy

~~The principal at each school who will ensure that the school implements the policy and will collect, summarize and report on evaluation data to the committee.~~

Wellness Policy Implementation, Monitoring, Accountability and Community Engagement

Implementation Plan

The District will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions and timelines specific to each school; includes information about who will be responsible to make what change, by how much, where and when; contains specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness. It is recommended that the District uses the Healthy Schools Program online tool to complete a school-level assessment based on the Centers for Disease Control and Prevention's School Health Index, create an action plan that fosters implementation and generate an annual progress report.

OAK PARK UNIFIED SCHOOL DISTRICT

BOARD POLICY

Series 5000

Students

BP 5030(f)

This wellness policy and the progress reports will be posted at www.oakparkusd.org.

Recordkeeping

The District will retain records to document compliance with the requirements of the wellness policy at the superintendent's office. Documentation maintained in this location will include but will not be limited to:

- The written wellness policy;
- Documentation demonstrating that the policy has been made available to the public;
- Documentation of efforts to review and update the Local School Wellness Policy; including an indication of who is involved in the update and methods the district uses to make stakeholders aware of their ability to participate on the DWC;
- Documentation to demonstrate compliance with the annual public notification requirements;
- The most recent assessment on the implementation of the local school wellness policy;
- Documentation demonstrating the most recent assessment on the implementation of the Local School Wellness Policy has been made available to the public.

Annual Notification of Policy

The District will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. The District will make this information available via the district website and/or district-wide communications. The District will provide as much information as possible about the school nutrition environment. This will include a summary of the District's (or schools') events or activities related to wellness policy implementation. Annually, the District will also publicize the name and contact information of the District/school officials leading and coordinating the committee, as well as information on how the public can get involved with the school wellness committee.

Triennial Progress Assessments

At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- The extent to which schools under the jurisdiction of the District are in compliance with the wellness policy;
- The extent to which the District's wellness policy compares to the Alliance for a Healthier Generation's model wellness policy; and
- A description of the progress made in attaining the goals of the District's wellness policy.

The position/person responsible for managing the triennial assessment ~~and contact information~~ is:

Director of Student Nutrition
5801 Conifer Street
Oak Park, CA 91377

OAK PARK UNIFIED SCHOOL DISTRICT

BOARD POLICY

Series 5000

Students

BP 5030(g)

The DWC, in collaboration with individual schools, will monitor schools' compliance with this wellness policy.

The District will actively notify households/families of the availability of the triennial progress report.

Revisions and Updating the Policy

The DWC will update or modify the wellness policy based on the results of the annual School Health Index and triennial assessments and/or as District priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.

Community Involvement, Outreach and Communications

The District is committed to being responsive to community input, which begins with awareness of the wellness policy. The District will actively communicate ways in which representatives of DWC and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means appropriate for the District. The District will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. The District will use electronic mechanisms, such as email or displaying notices on the district's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy. The District will ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the district and individual schools are communicating important school information with parents.

The District will actively notify the public about the content of or any updates to the wellness policy annually, at a minimum. The District will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

Non-Discrimination 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.

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5030(h)

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.

(cf. 1220 - Citizen Advisory Committees)

(cf. 9140 - Board Representatives)

Legal Reference:

EDUCATION CODE

49430-49436 Pupil Nutrition, Health, and Achievement Act of 2001

49490-49493 School breakfast and lunch programs

49500-49505 School meals

49510-49520 Nutrition

49530-49536 Child Nutrition Act

49540-49546 Child care food program

49547-49548.3 Comprehensive nutrition services

49550-49560 Meals for needy students

49565-49565.8 California Fresh Start pilot program

49570 National School Lunch Act

51222 Physical education

51223 Physical education, elementary schools

CODE OF REGULATIONS, TITLE 5

15500-15501 Food sales by student organizations

15510 Mandatory meals for needy students

15530-15535 Nutrition education

15550-15565 School lunch and breakfast programs

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5030(i)

UNITED STATES CODE, TITLE 42

1751-1769 National School Lunch Program, especially:

1751 Note Local wellness policy

1771-1791 Child Nutrition Act, including:

1773 School Breakfast Program

1779 Rules and regulations, Child Nutrition Act

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program

220.1-220.21 National School Breakfast Program

Management Resources:

CSBA POLICY BRIEFS

The New Nutrition Standards: Implications for Student Wellness Policies, November 2005

CSBA PUBLICATIONS

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. 2005

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Healthy Children Ready to Learn, January 2005

Health Framework for California Public Schools, Kindergarten Through Grade Twelve, 2003

Physical Education Framework for California Public Schools, Kindergarten Through Grade 12, 1994

CENTERS FOR DISEASE CONTROL PUBLICATIONS

School Health Index for Physical Activity and Healthy Eating: A Self-Assessment and Planning Guide for Elementary and Middle/High Schools, 2004

NATIONAL ASSOCIATION OF STATE BOARDS OF EDUCATION (NASBE) PUBLICATIONS

Fit, Healthy and Ready to Learn, 2000

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

Dietary Guidelines for Americans, 2005

Team Nutrition, Food and Nutrition Services, Changing the Scene, Improving the School Nutrition Environment: A Guide to Local Action, 2000

WEB SITES

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

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

California Department of Health Services: <http://www.dhs.ca.gov>

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

California Project LEAN (Leaders Encouraging Activity and Nutrition): <http://www.californiaprojectlean.org>

Centers for Disease Control and Prevention (CDC): <http://www.cdc.gov>

Dairy Council of California: <http://www.dairycouncilofca.org>

National Alliance for Nutrition and Activity: <http://www.cspinet.org/nutritionpolicy/nana.html>

National Association of State Boards of Education: <http://www.nasbe.org>

National School Boards Association: <http://www.nsba.org>

School Nutrition Association: <http://www.schoolnutrition.org>

Society for Nutrition Education: <http://www.sne.org>

U.S. Department of Agriculture: http://www.fns.usda.gov/tn/Healthy/wellnesspolicy_steps.html

Adopted: 10-18-05

Amended: 5-16-06, 6-17-14, 8-15-17

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5030(a)

School Wellness

I. NUTRITION

School Meals

Our school district is committed to serving healthy meals to children, with plenty of fruits, vegetables, and whole grains; that are moderate in sodium, low in saturated fat, and have zero grams trans-fat per serving; and to meeting the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to bolster the development of lifelong healthy eating patterns and support healthy choices while accommodating cultural food preferences and special dietary needs.

All schools shall offer school meals through the NSLP; and all except alternative schools shall offer meals through the SBP, that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Meet or exceed nutrition standards mandated by the USDA and by the California Department of Education;
- Are scratch-cooked using minimally-processed ingredients. For items such as bread and pizza crusts that cannot be prepared in school kitchens due to the practical limitations of time, cost, and/or equipment, the District will source directly from local businesses that demonstrate consistent commitment to the same or higher standards of preparation and use of ingredients;
- Prioritize the use of ingredients that are grown in season and as close as possible to our schools, whenever practicable, for higher retention of nutrients, freshness, lower carbon footprint, and support of the local economy. The District prefers the following order of geographic preference in procuring foods and beverages: local (in Ventura and Los Angeles Counties), regional (Southern California), California, West Coast, and United States; and the school cafeterias will indicate those preferences in procurement;
- Prioritize the use of ingredients that are organic and/or, at a minimum, non-genetically modified (non-GMO), whenever practicable. The District will refer to the [Non-GMO Project's database of verified products](#) in vetting all relevant products and ingredients, with particular vigilance towards soy, corn, and canola--the [three most ubiquitous GMO foods](#). Our school cafeterias will continue to cook exclusively with expeller-pressed, non-GMO canola oil; and beginning in the 2017-18 school year, will transition from non-GMO to certified-organic tofu;

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5030(b)

-
- Feature a daily vegetarian or vegan option that will provide sufficient nutrients, including requisite protein content, to ensure high quality nutrition;
 - Do not include beef, pork, lamb, or fish due to health and environmental concerns;
 - Accommodate students with special dietary needs; and
 - Promote healthy food choices by implementing at least ten of the following [Smarter Lunchrooms Strategies](#) at all schools:
 - Whole fruit options are displayed in attractive bowls or baskets (instead of chaffing dishes or hotel pans).
 - Offer fruit in a second location on all service lines, one of which is right before each point of sale and beside the optional milk.
 - All available menu choices, particularly fruit and vegetable options are given creative or descriptive names.
 - Offer more than one vegetable option each day.
 - Offer both hot and cold vegetable options each day.
 - At least one fruit is identified as the featured fruit-of-the-day and is labeled with a creative, descriptive name at the point of selection.
 - At least one vegetable is identified as the featured vegetable-of-the-day and is labeled with a creative, descriptive name at the point of selection.
 - Incorporate a serving of vegetables into an entrée item at least once a week.
 - The combo meal of the day is displayed on a sample tray or photograph (middle and high schools).
 - A (reimbursable) combo meal is offered as a grab-and-go meal (middle and high schools).
 - Attractive, healthful food posters are displayed in dining and service areas.
 - A menu board with tomorrow's featured meal with creative names is readable from 5 feet away in the service or dining area.
 - Information about the benefits of school meals is provided to teachers and administration at least annually.
 - Nutrition education is integrated into the school day.
 - All staff members, especially those serving, have been trained to politely prompt students to select and consume the daily vegetable options with their meal.
 - Student surveys and taste testing opportunities are used to inform menu development, dining space decor and promotional ideas.
 - Student artwork is displayed in the service and/or dining areas.
 - Daily announcements are used to promote and market menu options.

In addition, our District will:

- Continue to feature *Try It Tuesdays* on the middle and high school menus to test new recipes, including those that highlight cuisines reflecting the ethnic diversity of our district. As well, our kitchens will also continue to explore recipes that utilize a more

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5030(c)

diverse selection of ingredients including traditional and heirloom varieties of grains such as farro, spelt, quinoa, Kamut, millet, and rice; pulses and legumes; vegetables and fruits; and herbs and spices;

- Continuously vet new ingredients to be used in school meals, replacing existing ones as necessary to ensure the highest quality food that we can practically afford through the school meals program;
- Continue to participate in the Meatless Monday program sponsored by the Johns Hopkins Bloomberg School of Public Health;
- Continue to explore and promote the health, environmental, and animal welfare advantages of a more plant-based diet by testing a greater variety of recipes and integrating these ideas in nutrition education;
- Continue to explore the use of non-dairy milk in the cooking and baking process and provide information to students and families about any such ingredients used;
- Continue to cultivate an intensive garden-to-table program that can provide the school cafeterias with locally grown, organic produce that is picked at their peak and free from potentially harmful residues of toxic agricultural chemicals (e.g. chemical pesticides, herbicides, fertilizers, waxes, and fungicides) used in industrial farming;
- Improve existing school kitchens through facilities upgrades and purchase of automated equipment to ensure that staff have the appropriate tools and space to perform their tasks effectively;
- Replace current heat-and-serve kitchens with full-service facilities at school sites where public bond money is expended to repair or remodel the schools;
- Continue to promote school meals by notifying parents and guardians of the availability of the breakfast and lunch programs [through direct emails, posted information on District and school websites, inclusion in registration materials of sample menus and applications for free or reduced-price meals. The District will also explore monthly cafeteria promotions and increase social media activity](#) ~~and encouraging them to submit applications to determine eligibility for reduced or free meals;~~
- Continue to prevent the overt identification of students who are eligible for free and reduced-price school meals and of students with negative or delinquent cafeteria balances; and
- Ensure that any student who is without a meal who comes into the cafeteria during lunchtime will be provided with the advertised meal of the day (unless it is sold out), regardless of the presence or absence of funds; the child's cafeteria account will be charged the full cost of the meal and a notification will be sent directly to the child's parent(s) and/or guardian(s).

Meal Times and Scheduling

All schools shall:

-

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5030(d)

- Provide students with adequate time to eat meals. At the middle and high schools, students shall have at least 20 minutes after sitting down for lunch. At the elementary level, students shall be required to remain seated to eat for at least 10 to 15 minutes prior to playing;
- Schedule meal periods at appropriate times ~~(e.g. lunch should be scheduled between 11 am to 1 pm);~~
 - Lunch meals shall be served between 11 am to 1 pm.
 - Breakfast meals shall be served during “Nutrition,” the snack recess period, at all sites
- Refrain from scheduling tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities;
- Consider scheduling recess before lunch at the elementary level; and
- Provide students access to handwashing before consumption of meals and snacks.

Water

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day* and throughout every school campus* (“school campus” and “school day” are defined in the glossary). The District will make drinking water available where school meals are served during mealtimes.

Additionally,

- Water cups will be available in the cafeteria if a drinking fountain is not present;
- All water sources and containers will be maintained on a regular basis to ensure good hygiene and health safety standards. Such sources and containers may include drinking fountains, water jugs, hydration stations, water jets and other methods for delivering drinking water; and
- Students will be encouraged to bring and carry (approved) water bottles filled with only water throughout the day.

Environmental Responsibility and Waste Reduction

The District will ensure that:

- Meals prepared in schools utilize fresh, whole, unpackaged, unprocessed or minimally-processed ingredients, to the maximum extent possible, in order to preserve nutrition content and reduce packaging waste;
- School cafeterias will model environmentally-sound practices by educating and involving students and staff in reducing waste, composting, and recycling;
- School meals will be served in packaging and with utensils made from recycled materials that can (possibly) be recycled again;
- A food waste collection and composting program shall be implemented in all school cafeterias.

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5030(e)

Staff Qualifications and Professional Development

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the [USDA professional standards for child nutrition professionals](#). These school nutrition personnel will refer to [USDA's Professional Standards for School Nutrition Standards website](#) to search for training that meets their learning needs. All staff members working in the kitchens possess a current Food Handler's Card. At least one staff member in each kitchen will have a Food Safety Manager's Certification.

OPUSD'S Standards for Foods and Beverages Served to Students

These standards pertain to all foods and beverages offered on school campus

- Whole, minimally-processed foods and beverages shall be prioritized over highly industrially-processed varieties (e.g. scratch-cooked muffins at a local bakery vs. muffins in the bakery section of a grocery store).
- When considering serving prepackaged, processed foods and beverages, select more nutrient dense options that are made with whole ingredients and minimal chemical food additives.
- Foods and beverages containing potentially harmful food additives, typically found in industrially-processed foods, shall not be served unless no suitable alternative is available AND approval is provided by the District. Such food additives include but are not limited to:
 - Artificial colors (e.g. Yellow #5, Blue #1, and Red #40)
 - Artificial flavor
 - Artificial sweeteners (e.g. saccharin (Sweet 'N Low), sucralose (Splenda), aspartame (Equal), and acesulfame-K)
 - Artificial preservatives
 - Recombinant bovine growth hormone (rBGH/rBST)
 - High fructose corn syrup (HFCS)
 - Partially hydrogenated oils or trans fats
 - Nitrates and nitrites
 - Antibiotics; and
 - Genetically modified organisms (GMOs)
- Candy, soda, and other similar foods and beverages of no nutritional value shall not be served.
- Beef, pork, lamb, or fish shall not be served.
- Foods that are fried and/or contain excessive sugar ($\geq 35\%$ sugar by weight), sodium (≥ 200 mg for snacks; ≥ 480 mg for sodium), and fat ($\geq 35\%$ calories from fat), especially in combination, shall be limited (Source: *Quick Reference Cards*).
- Beverages that contain excessive sugar (> 16.8 g added sweetener per 8 fl oz) shall be limited (Source: *Quick Reference Cards*).

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5030(f)

-
- At any event where more than one food or beverage choice is offered, at least one nutritious option such as fruit, salad, bottled water, and non-fried foods must also be offered.
 - At any event where more than one entree is offered, at least one vegetarian or plant-based choice must also be offered.
 - Foods and beverages must be served in portion sizes appropriate for children.
 - When serving foods and beverages, use minimal packaging and/or consider packaging and utensils made from recycled materials that can be recycled again.
 - When planning a menu, consider pairing rich, calorie-dense foods with lighter, nutrient-dense options. For instance, if cheese pizza will be served, offer a lightly tossed Caesar salad or baby carrots as a side rather than fried potato chips.
 - The District aims to serve foods and beverages of the highest quality, and therefore urges all individuals and organizations to consider origin, ingredient lists, and nutrition labels when selecting items to offer. OPUSD recognizes the practical challenges such as cost and availability, and will make exceptions to the following additional standards on a case-by-case basis. All entities should strive to source and serve foods and beverages that meet these standards whenever possible and practicable:
 - Are not genetically modified (non-GMO), but are ideally certified-organic or made from organic ingredients.
 - Are grown in season and as close as possible to our schools, for higher retention of nutrients, freshness, lower carbon footprint, and support of the local economy.
 - Considers the following order of geographic preference: local (in Ventura and Los Angeles Counties) > regional (Southern California) > California > West Coast > and United States.
 - Eggs and poultry are pasture-raised and third-party humanely certified.
 - Milk comes from cows that are pasture-raised, grass-fed, and not treated with hormones or antibiotics.
 - Cheese and cheese products are vegetarian, made using non-animal rennet.
 - Plant-based milks and cheeses should be considered.

Competitive Foods

Foods and beverages **sold*** to **students** on **school campus*** during the **school day*** are referred to as *competitive foods*. All competitive foods must meet all federal and state standards detailed in the *Quick Reference Cards* AND District standards listed in *OPUSD's Standards for Foods and Beverages Served to Students*.

- **Sold** refers to the exchange of a food or beverage for money, coupons, vouchers, or orders.
- **School campus** means all areas of the property under the jurisdiction of the school that are accessible by students during the school day (7 *CFR*, Section 210.11[a][4]).

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5030(g)

- **School day** means the period from midnight before to 30 minutes after the end of the official school day (7 *CFR*, Section 210.11[a][5]).

Food and beverage sales in this category are the most heavily regulated and will be subject to review during the audit by the state. Evidence of non-compliance to the federal and California regulations listed in the *Quick Reference Cards* can impact school funding. School administration at each school site must track and document compliance of all competitive food sales occurring on school campus.

Competitive Food Sales at OPUSD

At OPUSD, only the **Associated Student Body (ASB)** may sell a maximum of one category of food or beverage at any one time and only up to 4 times during a single school year. The state of California has the following additional regulations pertaining to competitive foods sold by student organization (5 CCR 15501):

- All food or beverage item(s) must be **pre-approved** by the governing board of the school district.
At OPUSD, any food or beverage intended to be sold must be approved by the Superintendent.
- Food(s) or beverage(s) **cannot be prepared on campus**.
If a food vendor is invited on campus to sell compliant foods, he or she cannot assemble any part of the food or beverage on campus. As well, if frozen yogurt sundaes are being offered, the sundae must be fully assembled prior to being brought onto campus. Adding a cherry on top or a spray of whipped cream just as serving would not be permitted.
- The food or beverage categories that are sold **cannot** be the same as the categories **sold in the school food service program** at that school during the same school day.
A category is defined as a group of like items, such as fruit popsicles and tropical fruit. However, categories are not predefined by the state or District. Student organizations are encouraged to contact the Student Nutrition office for guidance.

~~———— All foods and beverages to be sold to students shall be carefully vetted by the student nutrition department to ensure compliance with federal, state, and District standards. Foods and beverages determined to be non-compliant foods shall not be sold. The District will compile, periodically update, and share with campus organizations a list of compliant items.~~

~~Any student, parent, or other campus organization with the intent to sell competitive foods must seek pre-approval by providing the District's student nutrition department with dates, times, and all relevant documentation pertaining to the items to be sold (including but not limited to nutrition labels, ingredients lists, and recipes). Additionally, event organizers shall be responsible for seeking and maintaining compliance on all foods and beverages to be sold to students occurring during the school day.~~

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5030(h)

-
- ~~All foods and beverages to be sold to students shall be carefully vetted by the student nutrition department to ensure compliance with federal, state, and District standards. Foods and beverages determined to be non-compliant foods shall not be sold. The District will compile, periodically update, and share with campus organizations a list of compliant items.~~
 - ~~Prepackaged foods and beverages with simpler ingredients lists and higher nutritional value shall be prioritized.~~
 - ~~Foods and beverages that contain potentially harmful food additives, including but not limited to artificial preservatives; nitrates and, nitrites; artificial sweeteners (such as sucralose, aspartame, and acesulfame-K); recombinant bovine growth hormone (rBGH/rBST); high fructose corn syrup; excessive salt, fat, and sugar; artificial flavors and colors; partially hydrogenated oils (trans fats); antibiotics; and genetically modified organisms (GMOs) shall not be sold.~~
 - ~~Beef, pork, lamb, or fish will be not served at any time.~~
 - ~~Grain products, which include but is not limited to pizza crusts, bagels, sandwich bread, rice, pasta, and grain-based desserts, must be 100% whole grain or whole grain rich (e.g. at least 50% whole grain).~~
 - ~~The sale of water in plastic bottles shall continue to include an upcharge of \$0.25 with the proceeds going to WaterAid International.~~
 - ~~The District aims to serve our students foods and beverages of the highest quality, and therefore expects all entities to consider origin, ingredients lists, and nutrition labels when selecting items to offer. OPUSD recognizes the practical challenges such as cost and availability, and will make exceptions to these District standards on a case-by-case basis. However, there are no exceptions to the federal and state standards for competitive foods.~~

~~All entities offering competitive foods should strive to source and serve foods and beverages that meet the following standards:~~

- ~~Are not genetically modified (non-GMO), but are ideally certified organic or made from organic ingredients;~~
- ~~Are grown in season and as close as possible to our schools, for higher retention of nutrients, freshness, lower carbon footprint, and support of the local economy;~~
- ~~Considers the following order of geographic preference: local (in Ventura and Los Angeles Counties), regional (Southern California), California, West Coast, and United States;~~
- ~~Poultry is pasture-raised and third-party humanely certified. Our school cafeterias serve exclusively California raised, free range, free-range, antibiotic-free, whole muscle poultry;~~
- ~~Eggs are pasture-raised and third-party humanely certified. Our school cafeterias currently serve California SEFS-Compliant eggs;~~
-
-

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5030(i)

- ~~—Milk comes from cows that are pasture-raised, grass-fed, and not treated with hormones or antibiotics. Our school cafeterias currently serve antibiotic-free milk. Plain or flavored milk alternatives, such as those made from soybeans, tree nuts, or peas, will be made available to students at the snack bars at the middle and high schools as cost and availability allow.~~
- ~~—Cheese and cheese products are vegetarian, made using non-animal rennet. Our cafeterias serve cheese made from milk produced in California.~~

Foods and Beverages Served But NOT SOLD During the School Day

When foods and beverages are given away without charge to students, they are not considered competitive foods and are NOT subject to federal and state standards listed in the *Quick Reference Cards*. However, parents, guardians, staff, teachers, school organizations must still honor *OPUSD's Standards for Foods and Beverages Served to Students* when selecting foods and beverages to offer to students as classroom snacks, for class parties and celebrations; at rehearsals, practices, and meetings; for cooking classes and other classroom lessons; and for any other similar activities where students are present on school campus during the school day. As well, proper food safety protocols must be observed at all times.

Classroom Activities, Celebrations, and Parties

- Each classroom teacher has the discretion to allow a **maximum of one food or beverage per event per day** that does not comply with the standards listed in *OPUSD's Standards for Foods and Beverages Served to Students* for celebrations and/or holidays.
- Parents/guardians must ask a teacher about food allergies before bringing foods or beverages into his/her classroom. Teachers are encouraged to provide information to parents/guardians about resident food allergies when requesting foods and beverages for consumption or use in the classroom.
- Foods and beverages must be served in portion sizes appropriate for children. For example, offer muffins or cupcakes in 2 oz rather than 5 oz portions. Similarly, hand out one small cookie to every child who wants one rather than allow children to serve themselves as many as they can.
- Offer naturally lighter, but equally satisfying alternatives of snacks that appeal to children. For a movie party, consider providing lightly salted popcorn or frozen yogurt topped with fresh berries and a small drizzle of chocolate sauce rather than caramel corn or ice cream sundaes with candy fixings.
- At any event where more than one food or beverage choice is offered, at least one nutritious option such as fresh fruit, salad, and non-fried foods must also be offered.
- At any event where more than one entree is offered, at least one vegetarian or plant-based choice must also be offered.
- At an event where many food or beverages choices are available, limit the number of choices offered for certain food categories, such as fried foods, sugary desserts, and foods and beverages containing potentially harmful food additives. Instead, increase the

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5030(j)

opportunity for children to select a healthier option. For example, offer one type of cookie and one type of chips, but offer several varieties of 100% fruit popsicles.

- When considering purchasing food from outside vendors, parents and teachers may want to consider selecting from the *Approved Food Vendor List*; OPUSD-approved vendors have submitted proof of liability insurance and safe food handling.
- Class parties or celebrations should be scheduled after the lunch period or towards the end of the school day whenever possible.
- Birthdays shall be celebrated in ways that do not involve bringing outside foods or beverages into the classroom or on school campus, including during after school hours.
- Please refer to:
 - *OPUSD's Snack Guide* for specific suggestions on recommended snacks
 - Alliance for a Healthier Generation Publications
 - *Non-Food Celebration Ideas*
 - *Healthy Snack Ideas*
 - *Healthy Potluck Sign-Up*

Rewards and Incentives

Research clearly indicates that the use of food to reward/reinforce desirable behavior and academic performance, etc. has negative, unintended consequences. **Foods and beverages shall not be used as a reward, or withheld as punishment for any reason, such as for performance or behavior.**

Classroom Activities and Celebrations

~~When food and beverages are not exchanged for money, they are not considered competitive foods and are not subjected to the federal and California nutritional standards. However, parents, guardians, staff, and teachers shall still consider the District's standards for competitive foods listed in the Competitive Foods section when selecting foods and beverages offered to students as classroom snacks, for occasional class parties and special events, at rehearsals and practices, for cooking classes, and for any other similar activities at which students are present on a school campus.~~

The following exception applies:

- ~~— Each classroom teacher may allow a maximum of one food or beverage per event per day that does not comply with the District's nutrition standards for celebrations and/or holidays such as Valentine's Day and Halloween.~~

Additionally, **Fundraising**

For the purposes of fundraising, the District encourages school organizations to

- Use non-food items

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5030(k)

- Promote physical activity
- Abstain from promoting branded products (e.g. Domino's Dough Raising Program and branded candy sales)
- Follow proper protocol described in AR 5030(f) for obtaining pre-approval for all activities that involve the sale of competitive foods and documenting compliance with standards.
- ~~— School organizations should use non-food items for fundraising purposes.~~
- ~~— Fundraising activities that promote physical activity are encouraged.~~
- ~~— Fundraising activities shall not promote branded products (for example, Domino's Dough Raising Program, branded candy sales).~~
- ~~— As indicated in the Competitive Foods section, fundraising activities that include the sale of foods and beverages to students during school hours on school campuses must comply with federal, state, and District nutrition standards. Any organization selling food to students during school hours is required to document compliance with standards.~~
- ~~— School organizations should use non-food items for fundraising purposes.~~
- ~~— Fundraising activities that promote physical activity are encouraged.~~
- ~~— Fundraising activities shall not promote branded products (for example, Domino's Dough Raising Program, branded candy sales).~~

Foods and Beverages Sold and Served OUTSIDE the School Day*

Foods and beverages offered outside the school day, whether sold or given away at no charge, are NOT subject to the federal and state standards listed in the *Quick Reference Cards*. Event organizers are strongly encouraged to honor *OPUSD's Standards for Foods and Beverages Served to Students* when selecting items to offer to students and families at any school campus event such as Back to School Night, Open House, school dances, fairs, sports games, and any other fundraisers that occur outside the school day.

At a minimum,

- At any event where more than one food or beverage choice is offered, at least one nutritious option such as fresh fruit, salad, and non-fried foods must also be offered.
- At any event where more than one entree is offered, at least one vegetarian or plant-based choice must also be offered.

Event organizers must follow proper procedure to notify the District of the intention to serve or sell food and beverages at any event occurring on school campus:

- At least one month before the anticipated date of the event, access OPUSD's *Event Resource Packet* and submit a completed *Event Resource Request Form* to the Business Services office along with all required documentation.
- Event organizers are encouraged to contract with licensed food and beverage vendors or with OPUSD Campus Catering for school events. The District strongly discourages the

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5030(l)

preparation and/or cooking of food on school campus due to the high risk of foodborne illness and liability.

- All individuals handling food must observe food safety protocols as required by the County of Ventura Environmental Health Division. This includes foods or beverages prepared at and brought from home; cooked onsite; or removed from manufacturer packaging before serving.
- **Only District-approved food and beverage vendors** may be contracted to sell or offer foods and beverages at school events.
 - The District shall compile a list of approved vendors on an ongoing basis to be shared with event organizers.
 - All vendors must have the following documents on file at the Business Services office: liability insurance certificate and endorsement naming OPUSD as the additionally insured; Ventura County-issued food permit; current health inspection seal; current Food Handler's Card or Food Manager's Certificate; and menus.
 - Event organizers interested in bringing in new vendors are responsible for contacting them and requesting documentation to be sent to the Business Services office. Event organizers must ensure that their vendors of interest are approved before contracting with them.
 - Vendors may only serve menu items that are approved by the District.
 - Vendors not approved by the District, or with missing or expired documentation are prohibited from selling or offering food or beverages on school grounds and at school events.

Event organizers are encouraged to contact the Business Services office and the Student Nutrition office for further clarification and guidance.

~~Event organizers are strongly encouraged but are not required to follow all of the District's nutrition standards in selecting foods and beverages to offer to students and families at school-sponsored events such as school dances, fairs, and sports games.~~

~~However, event organizers must still observe the following:~~

- ~~• Healthy choices such as plant-based foods, fresh fruit, and salads, must be offered at all events in addition to other items sold. The District will compile and share a list of suggested options.~~
- ~~• The ethnic diversity of the district shall be considered when considering the types of foods and beverages to offer.~~
- ~~• Only District-approved food and beverage vendors may be contracted to sell food and beverages at school activities. All vendors are required to submit appropriate documentation, including but not limited to proof of insurance, food safety certifications, and menus. Vendors not approved by the District are prohibited from selling on school~~

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5030(m)

~~grounds. The District shall compile a list of approved vendors on an ongoing basis. Approvals must be sought annually as all vendors must have up-to-date documentation to maintain compliance. Vendors are only allowed to serve menu items that are approved by OPUSD.~~

- ~~• Event organizers are strongly encouraged to use licensed and approved vendors or OPUSD campus catering rather than cook their own food in order to ensure food safety and reduce liability.~~
- ~~• Event organizers shall follow proper protocol to notify the District and gain approval for desired vendors before a scheduled event.~~
- ~~• Event organizers should contact the Assistant to the Director of Maintenance and Operations Department and the student nutrition department for further guidance regarding approvals for food and beverage vendors.~~

(cf. 1230 - School-Connected Organizations)

Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and participation in school meal programs. Students and staff will receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by school staff, teachers, parents, students and the community.

The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will occur through at least:

- Implementing ten or more evidence-based healthy food promotion techniques through the school meal programs using [Smarter Lunchroom techniques](#); and
- Ensuring 100% of foods and beverages promoted to students meet the USDA Smart Snacks in School nutrition standards. Additional promotion techniques that the District and individual schools will consider are available at <http://www.foodplanner.healthiergeneration.org/>.

Nutrition and Health Education

To meet the Nutrition/Health Education goals, the Board will enable schools to:

- Integrate California Health Education Standards into the core curriculum in all grades;
- Expand the garden education program at the elementary school sites to continue to provide students with hands-on experiences in planting, harvesting, food preparation,

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5030(n)

serving and tasting, and participating in ceremonies and celebrations that observe food traditions; these lessons will be integrated with nutrition and core health curriculum and articulated with state standards;

- Integrate hands-on experiences in gardens and classrooms with other relevant enrichment activities such as farm field studies, farmers market tours, community garden and health care facility visits. These opportunities shall likewise align with core health curriculum so that students begin to understand how lifestyle-related behaviors affect health, quality of life; and longevity; and how nutrition, food development and distribution affect individual and community health;
- Develop a nutrition and health education program for each grade level as part of a sequential, coordinated, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health; the curriculum shall link to the school meal program, other school foods, and nutrition-related community services;
- Develop a Career Technical Education (CTE) pathway in Entrepreneurship that will incorporate the development of a one acre farm at Oak Park High School. This farm will be capable of growing a variety of crops that can be commodified and marketed, such as flowers for floral arrangements, produce for the school cafeterias, a student-run cafe, community supported agriculture (CSA) boxes, and/or subscription meal services. CTE pathway will also provide for culinary arts and student-run café;
- Limit health education materials provided by industry-sponsored groups such as the Dairy Council or meat producers associations;
- Include enjoyable, developmentally-appropriate, culturally-relevant, participatory activities such as contests, promotions, cooking demonstrations or taste-testings;
- Promote fruits, vegetables, whole grain products, healthy food preparation methods and health-enhancing nutrition practices;
- Engage students as active participants in developing, advocating, and implementing nutrition and health-related policies, programs, and services;
- Provide instructional staff with adequate and ongoing in-services in health education that focus on teaching strategies that assess health knowledge and skills, and promote healthy behaviors;
- Integrate eating experiences, gardens, cooking classes and nutrition/health education into the core academic curriculum at all grade levels;
- Develop an edible education program based on principles and curriculum of The Edible Schoolyard Project, which: “Places the child at the center of their learning. Through holistic, inclusive, culturally-responsive pedagogy and practices, students develop skills, knowledge and behaviors that enrich their academic and non-academic lives, bolster their individual, community, and global identities, and cultivate meaningful engagement with their own health, the health of their communities, and the health of the environment. A child-centered theory and practice, edible education engages every context within a

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5030(o)

child's learning, from the traditional classroom to the kitchen and garden classrooms, the lunchroom, as well as their home and broader communities.”

(cf. 6010 - Goals and Objectives)

(cf. 6011 - Academic Standards)

(cf. 6143 - Courses of Study)

Student Goals for Learning in Nutrition and Health Education

Students will:

- Learn self-management skills related to diet, physical activity and safe food handling;
- Understand and demonstrate behaviors that prevent disease and speed recovery from illness;
- Demonstrate ways in which they can enhance and maintain healthy lifestyle-related behaviors, using knowledge gained from curriculum and current medical recommendations;
- Implement skills that demonstrate personal responsibility, particularly in positive goal-setting and decision-making;
- Analyze the influence of family, peer pressure, culture, media, technology and other factors on their decisions related to nutrition, physical activity, and lifestyle choices;
- Understand and demonstrate how to be positive, active role models for promoting health-enhancing behaviors (including healthy food and beverage choices) for their families, peers, and community through advocacy and interpersonal communication skills;
- Understand and accept individual differences in human growth and development and the relationship between the human body, nutrition, and healthy behaviors;
- Identify information, products, and services to promote healthy growth and development; and
- Explore various food, agriculture, nutrition and health-related careers as vocational options.

(cf. 6142.8 - Comprehensive Health Education)

Food and Beverage Marketing in Schools

The District is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. The District strives to teach students how to make informed choices about nutrition, health and physical activity. These efforts will be weakened if students are subjected to advertising on District property that contains messages inconsistent with the health information the District is imparting through nutrition education and health promotion efforts. Thus, any foods and beverages marketed or promoted to students on the school campus* during the school day* will meet or exceed state and District nutrition standards,

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5030(p)

such that only those foods that comply with or exceed those nutrition standards are permitted to be marketed or promoted to students.

Food and beverage marketing often includes oral, written, or graphic statements used for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product. This term includes, but is not limited to the following:

- Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container;
- Displays, such as on vending machine exteriors;
- Corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards (Note: immediate replacement of these items are not required; however, the District will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that is financially possible over time so that items are in compliance with the marketing policy.);
- Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, pupil assignment books or school supplies displayed, distributed, offered or sold by the District;
- Advertisements in school publications or school mailings;
- Sponsorship of school activities, fundraisers, or sports teams;
- Broadcasts on school radio stations or in-school television, such as Channel One;
- Educational incentive programs such as contests, or programs that provide schools with supplies or funds when families purchase specific food products; and
- Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

As the District/school nutrition services/Athletics Department/PTA/PTO reviews existing contracts and considers new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by the District wellness policy.

(cf. 3312 - Contracts)

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

(cf. 3554 - Other Food Sales)

(cf. 5148 - Child Care and Development)

(cf. 6300 - Preschool/Early Childhood Education)

II. PHYSICAL EDUCATION & PHYSICAL ACTIVITY

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5030(q)

Physical education is a planned sequential program of curricula and instruction that helps students develop the knowledge, skills, and confidence necessary for an active lifestyle.

Physical Education Standards

The minimum requirements for physical education at OPUSD are as follows:

- All K-12 students (including students with disabilities and/or special health-care needs and those in alternative educational settings) will receive physical education instruction as designated (Education Codes 51210, 51222, and 51223):
 - A minimum of 200 minutes for every 10 school days for students in grades 1-6; and
 - A minimum of 400 minutes for every 10 school days for students in grades 7-10.
- Temporary exemptions from physical education should be limited to students whose medical conditions do not allow for inclusion in the general, modified, or adapted physical education program. (Education Code 51241);
- High school students who are exempt from two years of physical education in grades 10, 11, or 12, per local district policy, must be provided with the opportunity to participate in a variety of physical education elective courses. (Education Codes 51222(b) and 51241);
- High school physical education course content will include each of the following areas when facilities, safety, and budget constraints allow: (1) effects of physical activity on dynamic health; (2) mechanics of body movement; (3) aquatics; (4) gymnastics and tumbling; (5) individual and dual sports; (6) rhythm and dance; (7) team sports; and (8) combatives. (5 CCR 10060);
- Physical education instruction is delivered directly by a teacher credentialed to teach physical education, K-12. (Education Code 44203);
- Class size is consistent with the requirements of good instruction and safety. (5 CCR 10060) Class size will be discussed by physical education teachers and site administrators to ensure that good instruction and safety guidelines are being followed if problems arise;
- The District will administer the State of California Physical Fitness test annually to all students in grades five, seven, and nine during the months of February, March, April, or May. (Education Code 60800);
- Tests will be administered by credentialed teachers who have received proper training in testing protocol;
- Students will receive their individual fitness test results upon completing the test (Education Code 60800); and
- Teachers and other school and community personnel will not use physical activity such as running laps or push-ups, or withhold opportunities for physical activity such as recess or physical education as punishment. (Education Code 49001)

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5030(r)

All physical education instruction should be based on the physical education content standards and should include the following:

- Full inclusion of all students;
- At least 50 percent of instructional time spent in moderate-to-vigorous physical activity;
- Maximum participation and ample practice opportunities for class activities;
- A variety of instructional techniques and opportunities for growth and success;
- Differentiation when possible and appropriate;
- Well-designed lessons that facilitate student learning;
- Out-of-school assignments that support learning in the class room, the practice of learned skills, and that are health and fitness based;
- Appropriate discipline and class management;
- Instruction in a variety of motor skills designed to enhance the physical, mental, and social/emotional development of every child;
- Fitness education and assessment to help students understand, improve, and/or maintain their physical well-being. This assessment shall be explained, practiced, and reported to students and their parents;
- Development of cognitive concepts about motor skills and fitness;
- Include outside speakers and experts in regard to health and fitness.

Facilities for Physical Education Instruction

- Physical Education facilities shall be considered a learning environment at each site;
- School personnel will minimize the use of physical education facilities for non-instructional purposes during the school day. A master calendar for physical education facilities should be kept at each site so that all parties are aware of facility use;
- Physical Education facilities should be properly maintained by the site and district on a regular basis ensuring safety and security for students and teachers. The district and sites should continue with a system of communication that ensures proper maintenance;
- When weather or other activities create conflicts in the usage of physical education facilities, site administration and physical education teachers should work together to find acceptable alternatives.

Assessment of Student Learning in Physical Education

- OPUSD will send each student's physical fitness test results to parents and guardians;
- In addition to the required physical fitness test, assessment of student learning and accurate reporting of progress should be an ongoing process in physical education;
- When possible, the use of technology to assess student learning and fitness should be used;
- When possible, student assessment should be tracked throughout their time in OPUSD to measure growth and development over a period of years.

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5030(s)

Professional Development

Teachers assigned to deliver physical education instruction should receive focused, on-going professional development related to curriculum, instruction, and assessment in physical education. The district will help facilitate this training when possible.

(cf. 4131- Staff Development)

(cf. 4331- Staff Development)

Goals for Student Learning in Physical Education

The CDE's 2004 *Physical Education Model Content Standards for California Public Schools: Kindergarten Through Grade Twelve* outlines the essential skills and knowledge that all students need for maintaining a physically active lifestyle.

The five overarching state standards that students shall demonstrate are:

- Motor skills and movement patterns needed to perform a variety of physical activities;
- Knowledge of movement concepts, principles, and strategies as they apply to learning and the performance of physical activities;
- The assessment and maintenance of a level of physical fitness to improve health and performance;
- Knowledge of physical fitness concepts, principles, and strategies to improve health and performance;
- The utilization of psychological and sociological concepts, principles, and strategies as applied to the learning and performance of physical activities.
- Modify the Physical Education curriculum to include mindfulness-based physical activities/relaxation techniques such as meditation, tai chi, and yoga.

Physical Activity

Physical activity refers to participation in activities that require physical effort. Physical activity programs may provide participants with structured activity such as games and sports, unstructured activity, such as walking programs and dance, or opportunities to participate in physical activity in the daily routine, such as walk-to-school programs.

Daily Recess

All elementary school students will have at least 20 minutes a day of supervised recess, preferably outdoors, during which schools should encourage moderate-to-vigorous physical activity, including the provision of space and equipment.

Physical Activity into the Classroom

- Schools will discourage extended periods, such as those spanning two or more hours, of inactivity. When activities such as mandatory schoolwide testing necessitate that students

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5030(t)

remain indoors for long periods of time, schools should give students periodic breaks during which they are encouraged to stand and be moderately active;

- Classroom time in physical education should be spent on learning and discussing health and fitness related topics, when possible; and
- Alternative classroom seating arrangements that encourage movement and comfort will be encouraged.

Physical Activity Before and After School

- Schools will offer a range of activities that meet the needs, interests, and abilities of all students, including boys, girls, students with disabilities, and students with special health-care needs;
- All elementary, middle, and high schools will offer extracurricular physical activity programs, such as physical activity clubs, intramural programs, and special events that focus on physical activity. Oak Park High School shall continue to offer interscholastic sports programs, as appropriate;
- After school enrichment programs will provide and encourage daily periods of moderate-to-vigorous physical activity for all participants, including the provision of space and equipment.

Student Safety During Physical Activity

The District or school site will:

- Establish rules and procedures concerning safety for students and staff, and assign responsibility for these rules and procedures appropriately;
- In collaboration with community health officials, establish local standards for weather (heat) and air quality pertaining to student participation in outdoor physical activity.
- Establish policies that encourage the use of hats and sunscreen to prevent skin cancer and UV damage;
- Ensure that students and staff have access to appropriate hydration, such as water or other fluids;
- In conjunction with a nurse, develop an emergency response system to expedite aid to students and/or staff who are injured or who become ill at school. The emergency response system should be communicated to the school community, and the necessary training and practice should take place on a regular basis;
- Properly monitor and maintain equipment used for physical activity to ensure the safety of all participants;
- In conjunction with a nurse and the physical education teacher, outline guidelines for students to participate in physical activity at school when they have a medical condition. These policies shall be communicated to all members of the school community and

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5030(u)

designed to ensure student well-being while providing for maximum participation in physical activity scaffolded to their level.

Safe Routes to School

- The school district will assess and, if necessary, improve students' ability to safely walk and bike to school. When appropriate, the district should collaborate with local public works, public safety, and/or police departments to achieve safe routes for walking and biking to school;
- The District will explore the availability of federal "safe routes to school" funds, administered by the State Department of Transportation, to finance such improvements;
- The District will encourage students to walk or bike to school to help alleviate transportation problems and encourage personal fitness.

Use of School Facilities Outside of School Hours

- School facilities and open spaces at school will be made available to students, staff, and community members before, during, and after the school day, on weekends, and during school vacation periods when appropriate and possible;
- School facilities and open spaces should be made available to community agencies and organizations that offer physical activity and nutrition programs;
- Schools are also encouraged to develop joint-use agreements or memoranda of understanding with other civic and community partners that promote wellness;
- Facility-use agreements with all groups shall include clauses that provide for payment, upkeep, care, and maintenance for all school facilities being used.

III: OTHER ACTIVITIES THAT PROMOTE STUDENT WELLNESS

The District will integrate wellness activities across the entire school setting to ensure that all efforts are complementary, not duplicative, and work towards the same set of goals and objectives in promoting student well-being, optimal development and strong educational outcomes.

Schools in the District are encouraged to coordinate content across curricular areas that promote student health, such as teaching nutrition concepts in mathematics, with consultation provided by either the school or the District's curriculum experts.

All efforts related to obtaining federal, state or association recognition for efforts, or grants/funding opportunities for healthy school environments will be coordinated with and complementary of the wellness policy, including but not limited to ensuring the involvement of the DWC.

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5030(v)

All school-sponsored events will adhere to the wellness policy guidelines. All school-sponsored wellness events will include physical activity and healthy eating opportunities when appropriate.

Students and/or staff shall have access to:

- A school nurse or a designated staff member who has current certification in CPR and First Aid and is supervised by, and has physical or electronic access to, the District nurse or another duly qualified supervisor of health;
- School counselors and psychologists to support and assist in making healthy decisions, managing emotions, and coping with crises. Eating disorder behaviors, including obesity, are often related to mental, emotional, and social problems, and overweight students may suffer from low self-esteem and/or be the target of bullying. A plan and training will be organized to assist in identifying students with these issues;
- A physically and emotionally safe and healthy school environment that supports health literacy and successful learning. The school environment will likewise cultivate a sense of community and mutual support among staff and students;
- School-based before and after school programs that are aligned with the health and wellness policies adopted by the District; and
- Consistent health education, including but not limited to, nutrition and physical activity provided to parents and families through the school/District newsletter, informational handouts, parent meetings, the school/District websites, and other venues.

Staff Wellness

Staff wellness initiatives will support employees' efforts to improve their personal health and fitness so they can serve as role models and promote the health of others, including students. The District highly values the health and well-being of every staff member and supports personal efforts to maintain a healthy lifestyle by implementing the following activities and policies:

- Lunch meals in the school cafeterias will be offered to staff at a discounted price to encourage healthy eating habits and to promote the school nutrition program. The difference between the paid staff price and the minimum price required by the federal government for adult lunches will be subsidized by the general fund;
- Food served at school events such as professional development, receptions, and visitations should comply with District nutrition standards to ensure consistency and to model healthy nutrition habits. School organizations are encouraged to order food through the Student Nutrition Department for school campus events unless it is impractical or unavailable;
- The District will plan, establish, and implement activities to promote physical activity among staff and provide staff with convenient opportunities to engage in regular physical activity. School personnel should model healthy fitness habits whenever possible;

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5030(w)

- The District recommends but does not require that food and beverages available through vending machines in staff-only areas meet District nutrition standards. Information related to installing healthier vending machines will be provided to school principals to assist in the decision-making process.

Communications with Parents

The District will make the following information available to families via the District website, district-wide communications, school-site specific communications, and with registration materials:

- Content of, implementation of, and updates to the wellness policy;
- Summary sheets, fact sheets, and/or lists that target specific sections of the wellness policy to more easily communicate policies relevant to different groups;
- Summary of District-wide or school-site activities related to wellness policy implementation; and
- Contact information for the District's officials leading and coordinating the school wellness council and how to get involved.

The District will also:

- Support parents' efforts to provide a healthy diet to their children and ensure ample opportunity for daily physical activity during the regular school day;
- Offer lifestyle-enriching seminars for staff, parents, and students; and send home nutrition and/health information, post healthy lifestyle tips on the district wellness website, and provide nutrient analyses of school menus;
- Encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet state/district nutrition standards;
- Provide parents a list of foods that meet the district's food and beverage standards and offer ideas for healthy celebrations/parties, rewards, and fundraising activities;
- Create opportunities for parents to share healthy food practices with others in the school community through parent-support groups and district-wide events;
- Provide information about physical education and other school-based physical activity opportunities before, during, and after the school day and support parents' efforts to provide their children with opportunities to be physically active outside of school; and
- Disallow the delivery of "fast food" to students at snack or lunch whether from the parent, the vendor, or anyone else.

(cf. 1113 - District and School Web Sites)

(cf. 6020 - Parent Involvement)

IV: EVALUATION AND ENFORCEMENT

- The District superintendent will ensure overall compliance with District-wide nutrition and physical activity wellness policies.

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5030(x)

-
- The school principals will ensure compliance at his/her school site, particularly relating to activities occurring in classrooms and pertaining to fundraising and other events occurring on school campuses during and outside of the school day. He/she will use the Healthy Schools Program online tool to complete a school-level assessment based on the Centers for Disease Control and Prevention's School Health Index, and create an action plan that fosters implementation within his/her school site. The principals will also record their school's progress toward nutrition and physical education goals stated in this policy; ~~and~~ track all school-wide and classroom-specific wellness initiatives that are being carried out over the course of the school year; ~~and maintain documentation of all competitive food sales by parent organizations, students organizations, and classes occurring at the school site.~~ He/she will provide quarterly reports on the school's compliance to the District's superintendent;
 - The District's director of curriculum will oversee the integration of the health and physical education standards into the classrooms;
 - The District's school nutrition director will ensure compliance with nutrition policies within the school meals programs; ~~and provide document~~ information on any nutrition-promoting activities occurring in the school cafeterias; ~~maintain documentation of all competitive food sales conducted by the food service program.~~ He/she will provide monthly reports on compliance to the District's superintendent and the ~~District Wellness Council (DWC)~~;
 - The DWC will collect all updates and provide reports on district-wide compliance to the Board of Education, parent/teacher organizations, school principals, and school health services personnel in the District;
 - Using information provided by each school principal and recorded from the school nutrition program, the school nutrition director will compile an annual progress report at the end of the academic year to include the following information: (1) the extent to which each school is in compliance with the wellness policy, (2) a comparison of the district policy to model local school wellness policies; (3) the progress made in attaining the goals of the policy; (4) any recommend changes to the policy; (5) a detailed action plan for the following school year to achieve annual goals and objectives; and (6) any additional information required by the USDA. The annual report shall be posted on the school district website ~~and a copy will be available at each school site.~~

Non-Discrimination 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.

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5030(y)

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, 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.

Adopted: 5-16-06

Amended: 3-08, 6-14, 8-15-17

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5030(z)

Glossary:

Extended School Day – the time during, before and afterschool that includes activities such as clubs, intramural sports, band and choir practice, drama rehearsals and more.

School Campus - areas that are owned or leased by the school and used at any time for school-related activities, including on the outside of the school building, school buses or other vehicles used to transport students, athletic fields and stadiums (e.g., on scoreboards, coolers, cups, and water bottles), or parking lots.

School Day – the time between midnight the night before to 30 minutes after the end of the instructional day.

Triennial – recurring every three years.

Helpful Resources:

- [Harvard Public Health Nutrition Source](https://www.hsph.harvard.edu/nutritionsource/) (<https://www.hsph.harvard.edu/nutritionsource/>)
(<https://www.hsph.harvard.edu/nutritionsource/what-should-you-eat/>)
- [Oregon State University's Linus Pauling Institute](http://lpi.oregonstate.edu/) (<http://lpi.oregonstate.edu/>)
- [UC Berkeley Wellness](http://www.berkeleywellness.com/healthy-eating/food) (<http://www.berkeleywellness.com/healthy-eating/food>)
- [UCSF Sugar Science](http://sugarscience.ucsf.edu/) (<http://sugarscience.ucsf.edu/>)
- [University of Connecticut's Rudd Center for Food Policy and Obesity](http://www.uconnruddcenter.org/)
(<http://www.uconnruddcenter.org/>)
- [Columbia University's Earth Institute](http://blogs.ei.columbia.edu/category/agriculture/) (<http://blogs.ei.columbia.edu/category/agriculture/>)
- [Iowa State's Leopold Center for Sustainable Agriculture](http://www.leopoldcenter.org/)
- [Non-GMO Project](https://www.nongmoproject.org/find-non-gmo/verified-products/product-categories/) (<https://www.nongmoproject.org/find-non-gmo/verified-products/product-categories/>)
- [The Edible Schoolyard](http://edibleschoolyard.org/) (<http://edibleschoolyard.org/>)
- [California Competitive Foods Standards for Public Schools](http://www.cdfa.ca.gov/foodsafety/Pages/default.aspx)
- [Smart Snacks in Schools](http://www.smartsnacksinschools.org/)

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: AUGUST 15, 2017

SUBJECT: B.5.b. APPROVE AMENDMENT OF BYLAWS OF THE BOARD 9012– BOARD MEMBER ELECTRONIC COMMUNICATIONS - First Reading ACTION

ISSUE: Should the Board of Education approve the proposed amendment of Bylaws of the Board 9012 – Board Member Electronic Communications?

BACKGROUND: Board Bylaw 9012 updated to reflect NEW COURT DECISION (City of San Jose v. Superior Court) which held that using a personal account or device to send or receive communications regarding public business does not categorically exclude those records from disclosure in response to a request under the California Public Records Act and that public agencies are obliged to disclose applicable records that they can locate with reasonable effort. Board Bylaw 9012 is being submitted with recommended language from CSBA.

ALTERNATIVES:

1. Approve the amendment of Bylaws of the Board 9012 – Board Member Electronic Communications.
2. Do not approve the amendment of Bylaws of the Board 9012 – Board Member Electronic Communications.

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 BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9012(a)

Board Member Electronic Communications

The Governing Board recognizes that electronic communication ~~among Board members and between Board members, district administration, and members of the public~~ is an efficient and convenient way ~~for Board members~~ to communicate and expedite the exchange of information ~~within and to help keep the community informed about the goals, programs, district and achievements with members of the district and its schools public~~. Board members shall exercise caution so as to ensure that electronic communications are not used as a means for the Board to deliberate outside of an agendaized Board meeting ~~nor to circumvent the public's right to access records regarding district business~~.

(cf. 1100 - Communication with the Public)

~~(cf. 6020 - Parent Involvement)~~

(cf. 9000 - Role of the Board)

(cf. 9322 - Agenda/Meeting Materials)

A majority of the Board shall not, outside of an authorized meeting, use a series of electronic communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board. (Government Code 54952.2)

(cf. 9320 - Meetings and Notices)

Examples of permissible electronic communications concerning district business include, but are not limited to, dissemination of Board meeting agendas and agenda packets, reports of activities from the Superintendent, and reminders regarding meeting times, dates, and places.

In addition, Board members may use electronic communications to discuss matters that do not pertain to district business, regardless of the number of Board members participating in the discussion.

Board members shall make every effort to ensure that their electronic communications conform to the same standards and protocols established for other forms of communication. A Board member may respond, as appropriate, to an electronic communication received from a member of the community and should make clear that his/her response does not necessarily reflect the views of the Board as a whole. ~~Any~~ ~~Complaints~~ or requests for information ~~may~~ ~~should~~ be forwarded to the Superintendent in accordance with Board bylaws and protocols so that the issue may receive proper consideration and be handled through the appropriate district process. As appropriate, communication received from the ~~press-media~~ shall be forwarded to the designated district spokesperson.

OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9012(b)

(cf. 1112 - Media Relations)
(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 3320 - Claims and Actions Against the District)
(cf. 9005 - Governance Standards)
(cf. 9121 - ~~Board~~ President)
(cf. 9200 - Limits of Board Member Authority)
~~(cf. 9270 - Conflict of Interest)~~

~~In order to minimize the risk of improper disclosure, Board members shall avoid reference to confidential information and information acquired during closed session.~~

~~(cf. 4112.6/4212.6/4312.6 - Personnel Files)
(cf. 5125 - Student Records)
(cf. 9011 - Disclosure of Confidential/Privileged Information)
(cf. 9321 - Closed Session Purposes and Agendas)~~

~~Board members may use~~ To the extent possible, electronic communications ~~to discuss matters other than district~~ regarding any district-related business ~~with each other, regardless of the number of members participating in the discussion~~ shall be transmitted through a district-provided device or account. When any such communication is transmitted through a Board member's personal device or account, he/she shall copy the communication to a district electronic storage device for easy retrieval.

~~Like other writings concerning district business, a Board member's electronic communication may be subject to disclosure under the California Public Records Act.~~

(cf. 1340 - Access to District Records)
(cf. 3580 - District Records)

Legal Reference:

EDUCATION CODE

35140 Time and place of meetings

35145 Public meetings

35145.5 Agenda; public participation; regulations

35147 Open meeting law exceptions and applications

GOVERNMENT CODE

6250-6270 California Public Records Act

11135 State programs and activities, discrimination

54950-54963 The Ralph M. Brown Act, especially:

54952.2 Meeting, defined

54953 Meetings to be open and public; attendance

54954.2 Agenda posting requirements, board actions

OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9012(c)

COURT DECISIONS

City of San Jose v. Superior Court (2017) 2 Cal.5th 608

Management Resources:

CSBA PUBLICATIONS

Legal Alert: Tips for Governing Boards in Response to Public Records Act Ruling on Electronic Communications, March 2017

The Brown Act: School Boards and Open Meeting Laws, rev. 2006

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Legislative Bodies, 2003

LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

Open and Public IV: A Guide to the Ralph M. Brown Act, rev. 2007

WEB SITES

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

CSBA, Agenda Online: ~~<http://www.csba.org/Services/Services/GovernanceTechnology/AgendaOnline.aspx>~~

~~<http://www.cacities.org/index.jsp?zone=ilsg>~~

<http://www.csba.org/ProductsAndServices/AllServices/AgendaOnline.aspx>

California Attorney General's Office: <http://oag.ca.gov>

Adopted: 5-19-2009

Amended: 8-15-2017

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: AUGUST 15, 2017

**SUBJECT: B.5.c. APPROVE AMENDMENT TO BOARD POLICY 2121 –
SUPERINTENDENT’S CONTRACT - First Reading
ACTION**

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 2121 – Superintendent’s Contract?

BACKGROUND: Board Policy 2121 is being updated to reflect NEW LAW (SB 1436, 2016) which requires the board, prior to taking final action on the superintendent's salary or benefits, to orally report a summary of the recommended action during open session of a board meeting. Updated policy also clarifies that deliberations regarding the superintendent's salary or other compensation cannot be held during a special meeting of the board. Board Policy BP 2121 is being submitted with recommended language from CSBA.

ALTERNATIVES:

1. Approve the amendment to Board Policy 2121 – Superintendent’s Contract.
2. Do not amend Board Policy 2121 – Superintendent’s Contract.
3. Adopt a modified version of the amendment to Board Policy 2121 – Superintendent’s Contract.

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 2000

Administration

BP 2121(a)

Superintendent's Contract

The Governing Board believes that the Superintendent's employment contract should outline the framework through which the Board and Superintendent are to work together to achieve district goals and objectives. When approving the Superintendent's employment contract, the Board shall consider the need for stability in district administration and shall ensure the best use of district resources.

(cf. 0200 – Goals for the School District)
(cf. 2120 - Superintendent Recruitment and Selection)
(cf. 4312.1 - Contracts)
(cf. 9000 - Role of the Board)

The contract shall be reviewed by the district's legal counsel and may include the following:

1. Term of the contract, which shall be for no more than four years pursuant to Education Code 35031
2. Length of the work year and hours of work
3. Salary, health and welfare benefits, and other compensation for the position

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

4. Reimbursement of work-related expenses, including mileage reimbursement, consistent with Board policies, regulations, and guidelines applicable to other professional administrative staff

(cf. 3350 – Travel Expenses)

The contract may also address payment for professional dues and activities, the district's provision of cell phones or other technological devices, and the Superintendent's use of his/her personal vehicle.

(cf. 4040 – Employee Use of Technology)

5. Vacation, illness and injury leave, and personal leaves

(cf. 4161/4261/4361 – Leaves)
(cf. 4161.1/4361.1 – Personal Illness/Injury Leave)
(cf. 4161.2/4261.2/4361.2 – Personal Leaves)
(cf. 4161.5/4261.5/4361.5 – Military Leave)
(cf. 4161.8/4261.8/4361.8 – Family Care and Medical Leave)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 2000

Administration

BP 2121(b)

6. General duties and responsibilities of the position

(cf. 2110 – Superintendent Responsibilities and Duties)

7. Criteria, process, and procedure for annual evaluation of the Superintendent

(cf. 2140 – Evaluation of the Superintendent)

8. A statement that any subsequent increase in the Superintendent's salary shall be at the sole discretion of the Board

9. A statement that there shall be no automatic renewal or extension of the contract, although the Board can enter into a new contract with the Superintendent prior to the expiration of the existing contract

10. Timeline for providing written notice to the Superintendent if the Board does not wish to enter into a new contract, which shall be at least 45 **calendar** days in advance of the expiration of the term of the contract pursuant to Education Code 35031, and the responsibility of the Superintendent to remind the Board **in writing and** in a timely manner of the requirement to give notice

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

11. Conditions and process for termination of the contract, including the maximum cash settlement that the Superintendent may receive if the contract is terminated prior to its expiration date

12. Matters related to liability and indemnification against demands, claims, suits, actions, and legal proceedings brought against the Superintendent in his/her official capacity in the performance of duties related to his/her employment

The Board may deliberate about terms of the contract in closed session at a regular meeting. **However, Discussions regarding the salary, salary schedule, or other compensation may occur in the closed session of a regular meeting only between the Board and its designated representative(s), as permitted under Government Code 54957.6 ~~between the Board and its designated representative(s)~~ (the "labor exception"), for the purpose of reviewing the Board's position and/or instructing the designated representative(s) prior to or during bona fide negotiations with the current or prospective Superintendent. Such deliberations shall not be held during a special meeting.** (Government Code 54956, 54957, 54957.6)

The Board may consult with district legal counsel prior to holding a closed session with the

OAK PARK UNIFIED SCHOOL DISTRICT

BOARD POLICY

Series 2000

Administration

BP 2121(c)

designated representative(s) to discuss compensation to be paid to the current or prospective Superintendent.

(cf. 9320 – Meetings and Notices)

(cf. 9321 - Closed Session Purposes and Agendas)

(cf. 9321.1 - Closed Session Actions and Reports)

Terms of the contract shall remain confidential until the ratification process commences.

(cf. 9011 - Disclosure of Confidential/Privileged Information)

The Board shall take final action on the Superintendent's contract ~~in~~ during an open session of a regularly scheduled Board meeting, and that action ~~which~~ shall be reflected in the Board's minutes. At that meeting, prior to taking action, the Board shall orally report a summary of the recommendation for the final action on the Superintendent's salary or compensation in the form of fringe benefits. (Government Code 3511.1, 53262, 54953)

Copies of the contract and other public records created or received in the process of developing the recommendation related to the Superintendent's salary, benefits, and other compensation shall be available to the public upon request. (Government Code 53262, 54953, 54957.6)

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

Termination of Contract

Prior to the expiration of the contract, the Board may terminate the Superintendent's employment contract in accordance with law and applicable contract provisions.

(cf. 4117.5/4217.5/4317.5 – Termination Agreements)

In such an event, any cash settlement that the Superintendent may receive upon termination of the contract shall not exceed his/her monthly salary multiplied by the number of months left on the contract or, if the unexpired term of the contract is more than 18 months and the contract was executed prior to January 1, 2016, no greater than the Superintendent's monthly salary multiplied by 18. For any contract executed on or after January 1, 2016, any cash settlement shall not exceed the Superintendent's monthly salary multiplied by 12. (Government Code 53260)

The cash settlement shall not include any noncash items other than health benefits, which may be continued for the same duration of time as covered in the settlement or until the Superintendent finds other employment, whichever occurs first. (Government Code 53260, 53261)

However, when the termination of the Superintendent's contract is based upon the Board's belief

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 2000

Administration

BP 2121(d)

and subsequent confirmation through an independent audit that the Superintendent has engaged in fraud, misappropriation of funds, or other illegal fiscal practices, no cash or noncash settlement of any amount shall be provided. (Government Code 53260)

In addition, if the Superintendent is convicted of a crime involving an abuse of his/her office or position, he/she shall reimburse the district for payments he/she receives as paid leave salary pending investigation or as cash settlement upon his/her termination, and for any funds expended by the district in his/her defense against a crime involving his/her office or position. (Government Code 53243-53243.4, 53260)

Legal Reference:

EDUCATION CODE

35031 Term of employment

41325-41329.3 Conditions of emergency apportionment

GOVERNMENT CODE

3511.1-3511.2 Local agency executives

[6250-6270 California Public Records Act](#)

53243-53243.4 Abuse of office

53260-53264 Employment contracts

[54953 Oral summary of recommended salary and benefits of superintendent](#)

54954 Time and place of regular meetings

54956 Special meetings

54957 Closed session personnel matters

54957.1 Closed session, public report of action taken

54957.6 Closed sessions regarding employee matters

UNITED STATES CODE, TITLE 26

105 Self-insured medical reimbursement plan; definition of highly compensated individual

UNITED STATES CODE, TITLE 42

300gg-16 Group health plan; nondiscrimination in favor of highly compensated individuals

CODE OF FEDERAL REGULATIONS

1.105-11 Self-insured medical reimbursement plan

COURT DECISIONS

San Diego Union v. City Council, (1983) 146 Cal.App.3d 947

ATTORNEY GENERAL OPINIONS

57 Ops. Cal. Atty. Gen. 209 (1974)

Management Resources:

CSBA PUBLICATIONS

Superintendent Contract Template, 2015

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Local Legislative Bodies, 2003

WEB SITES

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

Association of California School Administrators: <http://www.acsa.org>

[California Office of the Attorney General](#); ~~Department of Justice: <http://eaag.state.ca.us/>~~ <http://oag.ca.gov>

Adopted: 4-2-91

Amended: 9-17-02, 9-16-03, 4-19-05, 3-20-12, 2-16-16, 8-16-16, [8-15-17](#)

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: AUGUST 15, 2017

SUBJECT: B.5.d. APPROVE AMENDMENT TO BOARD POLICY 3551 – FOOD SERVICE OPERATIONS/CAFETERIA FUND– First Reading

ACTION

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 3551 – Food Service Operations/Cafeteria Fund?

BACKGROUND: Board Policy 3551 Policy and regulation updated to reflect NEW FEDERAL GUIDANCE (U.S. Department of Agriculture Memorandum SP 46-2016 and SP 23-2017) which mandates any district participating in the National School Lunch and/or Breakfast Program to adopt a written policy on meal charges, including the collection of delinquent meal charge debt, no later than July 1, 2017, and to annually communicate that policy to parents/guardians. Policy and regulation also reflect NEW STATE GUIDANCE (California Department of Education Management Bulletin SNP-03-2017) which requires district policy to ensure that students with unrecovered or delinquent meal charge debt are not overtly identified, requires that debt collection efforts are consistent with specified cost principles, and establishes conditions for reclassifying unpaid debt as bad debt. Policy also revised to reflect the Buy American provision of federal regulations which requires districts, to the maximum extent practicable, to purchase domestically grown and processed foods. Exhibit added which states the Meal Charge Policy.

ALTERNATIVES:

1. Approve the amendment to Board Policy 3551 – Food Service Operations/Cafeteria Fund.
2. Do not amend Board Policy 3551 – Food Service Operations/Cafeteria Fund.

RECOMMENDATION:
Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

**APPROVE AMENDMENT TO BOARD POLICY 3551 – FOOD SERVICE
OPERATIONS/CAFETERIA FUND– First Reading**

June 19, 2017

Page 2

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3551(a)

Food Service Operations/Cafeteria Fund

The Governing Board intends that, ~~insofar as possible~~, school food services shall be a self-supporting, nonprofit program. To ensure program quality and increase cost effectiveness, the Superintendent or designee shall centralize and direct the purchasing of foods and supplies, the planning of menus, and the auditing of all food service accounts for the district.

(cf. 3100 – Budget)

(cf. 3300 – Expenditures and Purchases)

(cf. 3311 – Bids)

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

(cf. 3552 - Summer Meal Program)

(cf. 5030 – Student Wellness)

The Superintendent or designee shall ensure that all food service personnel possess ~~the required appropriate~~ qualifications and receive ongoing professional development related to the effective management and implementation of the district's food services program ~~in accordance with law~~.

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

(cf. 4331 - Staff Development)

At least once each year, food service administrators, other appropriate personnel who conduct or oversee administrative procedures, and other food service personnel shall receive training provided by the California Department of Education (CDE). (42 USC 1776)

Meal Sales

Meals may be sold to students, district employees, Board members, and employees or members of the fund or association maintaining the cafeteria. (Education Code 38082)

In addition, meals may be sold to nonstudents, including parents/guardians, volunteers, students' siblings, or other individuals, who are on campus for a legitimate purpose. Any meals served to nonstudents shall not be subsidized by federal or state reimbursements, food service revenues, or U.S. Department of Agriculture (USDA) foods.

Meal prices, as recommended by the Superintendent or designee and approved by the Board, shall be based on the costs of providing ~~ed~~ food services and consistent with Education Code 38084 and 42 USC 1760.

Students who are enrolled in the free or reduced-price meals ~~s~~ programs ~~s~~ shall receive meals free of charge or at a reduced price in accordance with law, Board policy, and administrative regulation. Such students shall not be overtly identified or treated differently from other students.

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

(cf. 3553 – Free and Reduced Price Meals)

OAK PARK UNIFIED SCHOOL DISTRICT

BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3551(b)

(cf. 5145.3 - Nondiscrimination/Harassment)

~~Meals may be sold to nonstudents, including parents/guardians, volunteers, student siblings or other individuals who are on campus for a legitimate purpose. Any meals served to nonstudents shall not be subsidized by federal or state reimbursements, food service revenues, or U.S. Department of Agriculture (USDA) foods.~~

The Superintendent or designee shall establish strategies and procedures for the collection of meal payments, including delinquent meal payments, and shall clearly communicate these procedures and related district policies to students and parents/guardians. The procedures adopted by the Superintendent or designee shall conform with 2 CFR 200.426 and any applicable CDE guidance, and shall not overtly identify students with unrecovered or delinquent debt or treat them differently than other students.

Cafeteria Fund

The Superintendent or designee shall establish a cafeteria fund independent of the district's general fund.

The wages, salaries and benefits of food service employees shall be paid from the cafeteria fund. (Education Code 38103)

The Superintendent or designee shall ensure that state and federal funds provided through school meal programs are allocated only for purposes related to the operation or improvement of food services and reasonable and necessary indirect program costs as allowed by law.

(cf. 3230 - Federal Grant Funds)

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

(cf. 3460 - Financial Reports and Accountability)

Contracts with Outside Services

With Board approval, the district may enter into a contract for food service consulting services or management services in one or more district schools. (Education Code 45103.5; 42 USC 1758; 7 CFR 210.16)

(cf. 3312 - Contracts)

(cf. 3600 - Consultants)

Procurement of Foods

To the maximum extent practicable, foods purchased for use in school meals by the district or by any entity purchasing food on its behalf shall be domestic commodities or products. Domestic commodity or product means an agricultural commodity that is produced in the United States

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3551(c)

and a food product that is processed in the United States substantially using agricultural commodities that are produced in the United States. (42 USC 1760; 7 CFR 210.21)

A nondomestic food product may be purchased for use in the district's food service program only as a last resort when the product is not produced or manufactured in the United States in sufficient and reasonable quantities of a satisfactory quality, or when competitive bids reveal the costs of a United States product are significantly higher than the nondomestic product. In such cases, the Superintendent or designee shall retain documentation justifying the exception.

Program Monitoring and Evaluation

The Superintendent or designee shall present to the Board, at least annually, financial reports regarding revenues and expenditures related to the food service program.

The Superintendent or designee shall provide all necessary documentation required for the Administrative Review conducted by the CDE to ensure compliance of the district's food service program with federal requirements related to maintenance of the nonprofit school food service account, meal charges, paid lunch equity, revenue from nonprogram goods, indirect costs, and USDA foods.

(cf. 3555 – Nutrition Program Compliance)

Legal Reference:

EDUCATION CODE

38080-38086 Cafeteria, establishment and use

38090-38095 Cafeterias, funds and accounts

38100-38103 Cafeterias, allocation of charges

42646 Alternate payroll procedure

45103.5 Contracts for management consulting services; restrictions

49490-49493 School breakfast and lunch programs

49500-49505 School meals

49554 Contract for services

49550-49562 Meals for needy students

HEALTH AND SAFETY CODE

113700-114437 California Retail Food Code

CODE OF REGULATIONS, TITLE 5

15550-15565 School lunch and breakfast programs

UNITED STATES CODE, TITLE 42

1751-1769j School lunch programs

1771-1791 Child nutrition, including:

1773 School breakfast program

CODE OF FEDERAL REGULATIONS, TITLE 2

200.56 Indirect costs, definition

200.400-200.475 Cost principles

200 Appendix VII Indirect cost proposals

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3551(d)

220.1-220.21 National School Breakfast Program

250.1-250.70 USDA foods

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

Food Distribution Program Administrative Manual

Unpaid Meal Charges: Local Meal Charge Policies, Clarification on Collection of Delinquent Meal Payments, and Excess Student Account Balances, Management Bulletin, SNP-03-2017, April 2017

Clarification for the Use of Alternate Meals in the National School Lunch and School Breakfast Programs, Bad Debt Policies, and the Handling of Unpaid Meal Charges, Management Bulletin USDA-SNP-06-2015, May 2015

Cafeteria Funds – Allowable Uses, Management Bulletin NSD-SNP-07-2013, May 2013

Paid Lunch Equity Requirement, Management Bulletin USDA-SNP-16-2012, October 2012

Storage and Inventory Management of United States Department of Agriculture (USDA) Donated Foods, Management Bulletin USDA-FDP-02-2010, August 2010

~~Clarification for the Use of Alternate Meals in the National School Lunch and School Breakfast Programs; and the Handling of Unpaid Meal Charges USDA SNP-01-2008, February 2008~~

Adult and Sibling Meals in the National School Lunch and School Breakfast Programs, Management Bulletin 00-111 July 2000

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

FAQs About School Meals

Unpaid Meal Charges: Guidance and Q&A, SP 23-2017, March 2017

~~Financial Management of the School Meal Programs, Correspondence, August 30, 2013~~

Indirect Costs: Guidance for State Agencies and School Food Authorities, 2011

~~US DEPARTMENT OF EDUCATION GUIDANCE~~

~~FAQs About School Meals~~

Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools, September 2016

Unpaid Meal Charges: Local Meal Charge Policies, SP 46-2016, July 2016

Compliance with and Enforcement of the Buy American Provision in the National School Lunch Program, SP 24-2016, February 2016

Discretionary Elimination of Reduced Price Charges in the School Meal Programs, SP 17-2014, January 2014WEB
SITES

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

California School Nutrition Association: <http://www.calsna.org>

U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov/cnd/>

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

Adopted: 9-17-02

Amended: 2-17-04, 5-20-08, 8-16-11, 2-20-14, 8-15-17

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 3000

Business and Non-Instructional Operations

AR 3551(a)

Food Service Operations/Cafeteria Fund

Payments for Meals

With the exception of students who are eligible to receive meals at no cost, students may pay on a per-meal basis or may submit payments in advance. The Superintendent or designee shall maintain a system for accurately recording payments received and tracking meals provided to each student.

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

(cf. 3552 - Summer Meal Program)

(cf. 3553 – Free and Reduced Price Meals)

(cf. 3555 – Nutrition Program Compliance)

At the beginning of the school year, **and whenever a student enrolls during the school year**, parents/guardians shall be notified of the district's meal payment policies and **be encouraged to prepay for meals whenever possible. The Superintendent or designee shall communicate the district's meal payment policies through multiple methods, including, but not limited to:**

1. **Explaining the meal charge policy within registration materials provided to parents/guardians at the start of the school year**
2. **Including the policy in print versions of student handbooks, if provided to parents/guardians annually**
3. **Providing the policy whenever parents/guardians are notified regarding the application process for free and reduced-price meals, such as in the distribution of applications at the start of the school year**
4. **Posting the policy on the district's web site**
5. **Establishing a system to notify parents/guardians when a student's meal payment account has a low or negative balance**

(cf. 1113 – District and School Web Sites)

(cf. 5145.6 - Parental Notifications)

~~Students and their parents/guardians shall be notified whenever their account has a zero balance. Whenever a student's account has an unpaid balance of \$50 or more, parents/guardians shall be notified in writing that full payment is due within seven (7) school days from the date of the notice.~~

~~In cases of repeated nonpayment by a student, the Superintendent or designee may contact parents/guardians to discuss the reasons for the nonpayment. The Superintendent or designee~~

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 3000

Business and Non-Instructional Operations

AR 3551(b)

~~may evaluate individual circumstances to determine if the student's parents/guardians need assistance completing an application for free or reduced-price meals or need referral to social services.~~

In any school that uses ~~of~~ a system of meal tickets or other similar medium of exchange rather than an electronic point-of-sale system, the Superintendent or designee shall develop a process for **providing** replacement tickets to any student who reports his/her tickets as lost or stolen. However, whenever any student reports an excessive number of lost or stolen tickets, the Superintendent or designee shall notify the parent/guardian and may provide an alternative method of tracking meal usage for that student.

In order to avoid potential misuse of a student's food service account by someone other than the student in whose name the account has been established, the Superintendent or designee shall verify a student's identity when setting up the account and when charging any meal to the account. The Superintendent or designee shall investigate any claim that a bill does not belong to a student or is inaccurate, shall not require a student to pay a bill that appears to be the result of identify theft, and shall open a new account with a new account number for a student who appears to be the subject of identity theft.

(cf. 1340 – Access to District Records)

(cf. 3580 – District Records)

Any payments made to a student's food service account shall, if not used within the school year, be carried over into the next school year or be refunded to the student's parents/guardians.

Unpaid and Delinquent Meal Charges

Students and their parents/guardians shall be notified whenever their account has a low or negative balance. Whenever a student's account has an unpaid balance of \$50 or more, parents/guardians shall be notified in writing that full payment is due within seven school days from the date of the notice.

In cases of repeated nonpayment by a student, the Superintendent or designee may contact parents/guardians to discuss the reasons for the nonpayment. The Superintendent or designee may evaluate individual circumstances to determine if the student's parents/guardians need assistance completing an application for free or reduced-price meals or need referral to social services.

The Superintendent or designee may enter into a repayment plan with a student's parents/guardians for payment of the student's unpaid meal charge balance over a period of time. As necessary, the repayment plan may allow the unrecovered or delinquent debt to carry over into the next fiscal year.

The district's efforts to collect debt shall be consistent with district policies and procedures, California Department of Education (CDE) guidance, and 2 CFR 200.426. The district shall not spend more than the actual debt owed in efforts to recover unpaid meal charges.

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 3000

Business and Non-Instructional Operations

AR 3551(c)

The Superintendent or designee shall maintain records of the efforts made to collect unpaid meal charges and, if applicable, financial documentation showing when the unpaid meal balance has become an operating loss.

Reimbursement Claims

The Superintendent or designee shall maintain records of the number of meals served each day by school site and by category of free, reduced-price, and full-price meals. The Superintendent or designee shall submit reimbursement claims for school meals to the ~~California Department of Education (CDE)~~ using the online Child Nutrition Information and Payment System.

Cafeteria Funds

All proceeds from food sales and other services offered by the cafeteria shall be deposited in the cafeteria fund as provided by law. The income and expenditures of any cafeteria revolving account established by the Governing Board shall be recorded as income and expenditures of the cafeteria fund. (Education Code 38090, 38091, ~~38092~~)

(cf. 3100 – Budget)

(cf. 3300 – Expenditures and Purchases)

The cafeteria fund shall be used only for those expenditures authorized by the Board as necessary for the operation of school cafeterias in accordance with Education Code 38100-38103, 2 CFR ~~Part 200 Appendix VII225~~, and the California School Accounting Manual. (~~Education Code 38091, 38101; 2 CFR 225~~)

Any charges to, or transfers from, a food service program shall be dated and accompanied by a written explanation of the expenditure's purpose and basis. (Education Code 38101)

(cf. 3110 – Transfer of Funds)

Indirect costs charged to the food service program shall be based on either the district's prior year indirect cost rate or the statewide average approved indirect cost rate for the second prior fiscal year, whichever is less. (Education Code 38101)

Net cash resources in the nonprofit school food service shall not exceed three months average expenditures. (2 CFR 220.14)

U.S. Department of Agriculture Foods

The Superintendent or designee shall ensure that foods received through the U.S. Department of Agriculture (USDA) are handled, stored, and distributed in facilities which: (7 CFR 250.14)

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 3000

Business and Non-Instructional Operations

AR 3551(c)

1. Are sanitary and free from rodent, bird, insect, and other animal infestation
2. Safeguard foods against theft, spoilage, and other loss
3. Maintain foods at proper storage temperatures
4. Store foods off the floor in a manner to allow for adequate ventilation
5. Take other protective measures as may be necessary

The Superintendent or designee shall maintain inventories of USDA foods in accordance with 7 CFR 250.59 and CDE procedures, and shall ensure that foods are used before their expiration dates.

USDA donated foods shall be used in school lunches as far as practicable. USDA foods also may be used in other nonprofit food service activities, including, but not limited to, school breakfasts or other meals, a la carte foods sold to students, meals served to adults directly involved in the operation and administration of the food service and to other school staff, and training in nutrition, health, food service, or general home economics instruction for students, provided that any revenues from such activities accrue to the district's nonprofit food service account. (7 CFR 250.59)

Contracts with Outside Services

The term of any contract for food service management or consulting services shall not exceed one year. Any renewal of the contract or further requests for proposals to provide such services shall be considered on a year-to-year basis. (Education Code 45103.5; 7 CFR 210.16)

Any contract for management of the food service operation shall be approved by CDE and comply with the conditions in Education Code 49554 and 7 CFR 210.16 as applicable. The district shall retain control of the quality, extent, and general nature of its food services, including prices to be charged to students for meals, and shall monitor the food service operation through periodic on-site visits. The district shall not enter into a contract with a food service company to provide a la carte food services only, unless the company agrees to offer free, reduced-price, and full-price reimbursable meals to all eligible students. (Education Code 49554; 42 USC 1758; 7 CFR 210.16)

Any contract for consulting services shall not result in the supervision of food service classified staff by the management consultant, nor shall it result in the elimination of any food service classified staff or position or have any adverse effect on the wages, benefits, or other terms and conditions of employment of classified food service staff or positions. All persons providing consulting services shall be subject to applicable employment conditions related to health and

OAK PARK UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE REGULATION

Series 3000

Business and Non-Instructional Operations

AR 3551(d)

safety as listed in Education Code 45103.5. (Education Code 45103.5)

(cf. 3312 - Contracts)

(cf. 3515.6 - Criminal Background Checks for Contractors)

(cf. 3600 - Consultants)

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

(cf. 4212 - Appointments and Conditions of Employment)

Adopted: 9-17-02

Amended: 11-07, 2-14, 8-15-17

The policies listed in this document are guided by the OPUSD Board Policy and Administrative Regulations pertaining to Food Service Operations/Cafeteria Fund and by the California Department of Education Guidance on Unpaid Meal Charges and Excess Account Balances.

Meal Policy

Any student who comes into the cafeteria at nutrition or lunch and requests a meal will not be turned away. He/she will be provided with the reimbursable meal* (see Glossary for definition) of the day regardless of the presence or absence of funds on hand or in his/her meal account. Only if the cafeteria has sold out of the meal of the day will the staff then offer the student a different reimbursable meal. The full cost of the meal will be charged to the student's meal account, and parents/guardians must resolve all valid charges on meals requested by the student.

The cafeteria staff are unable to track when a student has rejected his/her own meal from home and wants one from the cafeteria instead. However, if a staff member suspects that that may be happening, he or she will bring the matter to the attention of the school site administration and to District administration. Parents/guardians are ultimately responsible for educating their children on family-specific rules regarding meal purchases in the cafeteria.

A la Carte or Second Meal Purchases with Insufficient Funds

Purchases of a la carte items at the snack bars or second meals in the cafeteria at Medea Creek Middle School and Oak Park High School are not allowed unless funds are available. If a student wants to make an a la carte purchase but does not have sufficient funds, he/she will be redirected to the cafeteria to get a reimbursable meal instead. Snack bars do not offer reimbursable meals.

In accordance with federal policy, students are always handed their tray or plate of food before their accounts can be accessed and charged. For food safety purposes and to prevent overt identification of students with insufficient funds, cafeterias will not take back a meal that has already been served to a student. If a student requests and has been handed a second meal before reaching the point of sale system, the staff will allow the student to purchase the second meal even if the student does not have sufficient funds to pay for it. The meal will be charged to the student's account and the negative balance must be resolved by the parents/guardians.

Charging Meals at the Point of Sale

ELEMENTARY SCHOOLS: At the beginning of the school year, the District will create color-coded meal cards for all students at the elementary schools. Cards will contain the student's name, most recent class photo (if available), student identification number, and a unique barcode. Each student will have two cards, one to exchange for breakfast meals at Nutrition and the other for lunch meals. All cards will be given to the classroom teacher for safekeeping. Before each meal period, teachers will dispense the cards for the appropriate meal period to the students who will be eating in the cafeteria. Students will go up to the cafeteria window, take their meal, and hand their card to the cafeteria staff member who will verify their identity and scan the cards in the point of sale system at the end of the meal period. The cafeteria staff member will return all cards to the teachers' boxes by the end of the day.

MIDDLE AND HIGH SCHOOLS: Upon receiving their meals, students will either enter their student ID number on a number keypad at the point of sale OR show their student ID card to be scanned.

Negative Balances and Debt Recovery

The District will communicate all matters concerning negative meal accounts directly with parents/guardians. School cafeteria staff will not solicit funds from students or parents. The staff at Medea Creek Middle School, Oak Park High School, and Oak View High School may alert students at the point of sale if and when their account balances are low.

Within 24 hours of a student's meal account dropping under \$0, a courtesy notice will be automatically generated and emailed to the parents/guardians whose email addresses are listed in the student information system. Parents/guardians are expected to respond to the email or refill the account within 7 calendar days. A second email notification will be sent at the end of the 7th day and once a week thereafter if no response or payment has been received and if there are no further charges on the student's account. If a student continues to incur charges on his/her account while it is in arrears, an email notification will be sent each time new charges are incurred.

If an account remains unpaid one month after the date the account first became negative, it is considered unrecovered or delinquent*. A printed notice will be mailed home and/or given to the student's homeroom teacher to hand to the student in a discreet envelope. A phone call may also be placed to the parents/guardians at the phone numbers listed on the student information system. Email notifications will continue to be generated and sent on at least a weekly basis for as long as the account remains unpaid. Printed notices and phone calls may also be used in pursuance of payment for the unrecovered debt.

If an account exceeds \$50 in negative charges, a printed notice will be sent to parents/guardians via certified mail requesting payment within 7 calendar days of receiving the notice. Additionally, families with accounts consistently in arrears may receive a phone call from the Superintendent or designee to discuss reasons for repeated delinquency and be provided with information on free and reduced-price meals or social services.

All notifications will be addressed to a parent/guardian directly and will include 1) information on the value of the negative balance at the time the email was generated; 2) request for the parent to make contact with the student nutrition department to contest a charge either via email or by telephone within 7 calendar days of receiving the notice; 4) three payment options; 5) a link to the application for free and reduced-price meals as well as a note encouraging families to apply at any time during the school year; and 6) indication of the option to enter into a payment plan to resolve the balance, if needed.

The District will track negative accounts a minimum of 3 times a week, and will record details including 1) when accounts become delinquent using the date the account initially went negative; 2) follow-up phone calls made and responses received; 3) when, where, and to whom follow-up letters were sent; 4) all relevant communications with parents/guardians. Evidence of efforts to collect unpaid meal charges will also include:

- Evidence the collection efforts fell within the timeframe and methods established by the CDE or local meal charge policy;
- Financial documentation showing when the unpaid meal charge(s) became an operating loss;
- Documentation showing when the repayment plan was agreed to by all parties (as applicable);
- Evidence any funds written off as bad debt were restored to the NSFSFA using nonfederal funding sources

Office managers at each school site may be asked to assist in the process of recovering delinquent funds on a quarterly basis.

The District will continue to provide a student with a full reimbursable meal regardless of the status of his/her account.

Delinquent/Bad Debt

Unrecovered or delinquent debt becomes bad debt when not resolved by the end of the fiscal year on June 30th. As well, if a student transfers out of the District without resolving the debt, the debt becomes bad debt.

California disallows the carryover of bad debt* from one fiscal year to the next. Federal funding cannot be used to pay off bad debt, so funds must originate from a local or state source. The student nutrition department is not expected to look for alternative funding sources.

The student nutrition department will make efforts to collect bad debt and receive payment for unpaid meal charges for up to 20 days after the last day of school. After efforts to recover bad debt have been exhausted, funds will be transferred on June 15th into the Cafeteria Fund from the General Fund (or each school's account) to cover payment of all bad debt. Any payments received from families after June 15th and before June 30th will be returned to the General Fund. Payments received after the end of the fiscal year for students still attending schools in the District will be applied to accounts for use in the fiscal year. If the student nutrition department receives payments for students who have left the District after the end of the fiscal year, the funds will also be returned to the General Fund.

Repayment Plans

Families desiring to set up a repayment plan must contact the student nutrition department before the end of the fiscal year, June 30th. Unrecovered debt that is part of a repayment plan may carry forward into the next fiscal year.

Unused Funds

Any funds remaining on an account at the end of the school year will carry into the next.

Unused funds may be refunded at any time. Parents/guardians are responsible for requesting refunds on unused funds by emailing the student nutrition department with clear instructions on where the refund check should be mailed.

After the last day of school, the District will send a one-time email to the parents/guardians of all students who have left the District notifying them of the unused funds. For students on Free and Reduced-Price meals, the District will also mail a letter to the parents/guardians. Families will have 7 days from the date the email was sent (or 7 days from the date of receipt of the mailed letter) to respond and provide directions on how to disperse the funds.

Families may opt to transfer the unused funds to siblings still attending schools in the District, request a refund, or donate the balance to help resolve any outstanding negative fund balances remaining for other students.

The District will set aside all donated funds to be used to assist families of students who need help with paying for school meals, including but not limited to, students on reduced-price meals who are unable to pay the \$0.40 charges and families who do not qualify for free or reduced-price meals based on federal eligibility rates but are otherwise in need.

The District will retain proof of all communications with families regarding unused balances, including instructions regarding transfers, refunds, and donations.

Fund Transfers Between Siblings

Parents/guardians wanting to transfer funds at anytime during the school year from one child's account to a sibling's account must contact the student nutrition department and provide clear instructions on how much and between which accounts the transactions should occur. The District will not automatically move funds between accounts without express instructions from parents/guardians.

Account Fraud

It is important that email addresses and other contact information are up-to-date on the student information system to ensure that parents are receiving important email notifications regarding their children's accounts.

Families are strongly encouraged to regularly track cafeteria spending via the online student information system and to contact the student nutrition department if any charges look suspicious. If a parent has a concern about incorrect charges on a child's account, he/she must contact the student nutrition department within 10 days of the time the charge was incurred to ensure prompt action in curbing fraudulent or unauthorized activity. After 10 days, all charges to the account are considered valid and must be resolved.

Authorization for Use of Funds on Extra Purchases and Other Spending Restrictions

For parents of children receiving reduced-price meals at Medea Creek Middle School, Oak Park High School, and Oak View High School who have prepaid to the cafeteria accounts to cover the \$0.40 lunch charge, an authorization form will be mailed with the eligibility letter. The form requests parents to indicate whether or not their child is allowed to use the funds in their account for a la carte and/or second meal purchases. Parents may also place a limit on a la carte purchases. It is critical that parents complete and mail back this authorization in the prepaid envelope to ensure that the funds in the accounts are used appropriately. Parents may also fax or scan and email the form to the student nutrition office.

Any parents/guardians wanting to restrict spending on student accounts for any reason should complete the appropriate form and return it to the student nutrition department.

Policy Communication

The Meal Charge Policy will be shared with all administrators and principals, and to families in "Back to School" packets, on the District's website, in student handbooks, and via email notification. Families who arrive mid-year will likewise be provided with information by the office managers at each school. Office managers at each school will be supplied with copies of the notices to include with new student packets.

All cafeteria staff will be trained on this policy.

Payment Options

CREDIT OR DEBIT ONLINE: Parents/guardians may access the online payment portal through Q-Parent Connect at <https://oakparkusd.vcoe.org/parentconnect/>. A transaction fee of 2.9% + \$0.30 will be assessed by PayPal on every payment made. Parents must enter as the PIN the email address they have on file with the District and a unique password provided to them at registration. The password can be easily reset by clicking on "Need Your Login Information?" on Q-Parent Connect.

CASH: Cash is accepted in person in the cafeterias and at the Student Nutrition office. Cash must be placed in a sealed envelope with the child's full name and student ID number (if available) clearly printed on the front.

CHECK: All checks must be made payable to *OPUSD*. Checks are accepted in the cafeterias, at the administrative office at all school sites, and at the Student Nutrition office. All checks must include the full name of the student and student ID number (if available). Checks covering payments for more than one child must include clear instructions on how the money should be divided. If a check is returned due to not sufficient funds (NSF), the full amount of the check and the NSF fee will be deducted from the student's cafeteria account. If a check has been returned due to NSF, parents must make the replacement payment using the online payment system or with cash.

GLOSSARY

A **reimbursable meal** is defined as a meal that meets all the federal nutrition requirements. At OPUSD, a reimbursable meal typically includes an entrée item, fresh fruit, fresh or cooked vegetables, a choice of milk, and any other sides or condiments relevant to a specific meal.

Unrecovered or delinquent debt refers to meal charges that have not been paid by the student(s) or parent(s) during the fiscal year.

Bad debt is considered unrecovered or delinquent debt that, after all reasonable steps have been taken, has not been recovered by, or before, the end of the fiscal year in which the debt was incurred.

TO: MEMBERS, BOARD OF EDUCATION

FROM: ANTHONY KNIGHT, SUPERINTENDENT

DATE: AUGUST 15, 2017

**SUBJECT: B.5.e APPROVE AMENDMENT TO BOARD POLICY 4127/4227/4327 –
TEMPORARY ATHLETIC TEAM COACHES – First Reading
ACTION**

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 4127/4227/4327 – Temporary Athletic Team Coaches?

BACKGROUND: Board Policy and regulation BP/AR - 4127/4227/4327 updated to reflect NEW LAW (AB 1639, 2016) which requires coaches, beginning July 1, 2017, to complete a training course related to the nature and warning signs of sudden cardiac arrest and to retake such a course every two years thereafter. Policy also allows a coach to submit either the Activity Supervisor Clearance Certificate or the Department of Justice and Federal Bureau of Investigation criminal background check. Material regarding certification of coaches' qualifications to the board and the State Board of Education moved from AR to BP. Board Policy 4127/4227/4327 is being submitted with recommended changes from CSBA.

ALTERNATIVES:

1. Approve the amendment to Board Policy 4127/4227/4327 – Temporary Athletic Team Coaches.
2. Do not amend Board Policy 4127/4227/4327 – Temporary Athletic Team Coaches.

RECOMMENDATION:
Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4127,4227,4327(a)

Temporary Athletic Team Coaches

The Governing Board desires to employ **highly** qualified coaches for the district's sports and interscholastic athletic programs in order to enhance the knowledge, skills, motivation, and safety of student athletes.

(cf. 6142.7 – Physical Education and Activity)
(cf. 6145.2 – Athletic Competition)

The Superintendent or designee may **employ-hire** a certificated or non-certificated employee, other than a substitute employee, to supervise or instruct interscholastic athletic activities as a temporary employee in a limited assignment capacity. (5 CCR 5590)

(cf. 4121 - Temporary/Substitute Personnel)

When hiring a person to fill a position as a temporary athletic team coach, the position shall first be made available to qualified certificated teachers currently employed by the district.
(Education Code 44919)

~~The Superintendent shall establish qualification criteria for all athletic coaches in accordance with law and with district standards and priorities. These criteria shall ensure that coaches possess the proper credential or Activity Supervisor Clearance Certificate and an appropriate level of competence, knowledge and skill.~~

All coaches shall be subject to Board policies, administrative regulation ~~as well as~~ **California Interscholastic Federation** bylaws and codes of ethical conduct.

(cf. 4118 – Dismissal/Suspension/Disciplinary Action)
(cf. 4218 – Dismissal/Suspension/Disciplinary Action)
(cf. 5131.1 - Bus Conduct)
(cf. 5131.63 – Steroids)
(cf. 5141.1 - Child Abuse Prevention and Reporting)

Non-certificated coaches **shall** have no authority to **assign give** grades to students. (5 CCR 5591)

(cf. 5121 – Grades/Evaluation of Student Achievement)

Qualifications and Training

The Superintendent or designee shall establish qualification criteria for all athletic coaches in accordance with law and district standards. These criteria shall ensure that coaches possess an appropriate level of competence, knowledge, and skill.

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4127,4227,4327(b)

Any noncertificated employee or volunteer who works with students in a district-sponsored interscholastic athletic program shall, prior to beginning his/her duties, submit to the Superintendent or designee either an Activity Supervisor Clearance Certificate issued by the Commission on Teacher Credentialing or a Department of Justice and Federal Bureau of Investigation criminal background clearance. (Education Code 49024)

(cf. 1240 - Volunteer Assistance)

(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)

Following the selection of a temporary athletic team coach, the Superintendent or designee shall certify to the Board, at the next regular Board meeting or within 30 days, whichever is sooner, that the coach meets the qualifications and competencies required by 5 CCR 5593. By April 1 of each year, the Board shall certify to the State Board of Education that the provisions of 5 CCR 5593 have been met. (5 CCR 5594)

In addition, the Superintendent or designee shall regularly report to the Board regarding the extent to which the district's coaches have completed the trainings required by law, including those required pursuant to Education Code 33479.6 and 49032, and by district policy.

Legal Reference:

EDUCATION CODE

35179-35179.7 Interscholastic athletics ~~program and activities~~

33479-33479.9 The Eric Parades Sudden Cardiac Arrest Prevention Act

44010 Sex offense

44011 Controlled substance offense

~~44258.7 Credential types: Activity Supervisor Clearance Certificate~~

44332-44332.5 Temporary certificates

44424 Conviction of a crime

44808 Liability when students are not on school property

44916 Written statement indicating employment status

44919 Classification of temporary employees

45125.01 Interagency agreements for criminal record information

45347 Instructional aides subject to requirements for classified staff

45349 Use of volunteers to supervise or instruct student

49024 Activity Supervisor Clearance Certificate

49030-49034 ~~3~~ Performance-enhancing substances

49406 Examination for tuberculosis

CODE OF REGULATIONS, TITLE 5

5531 Supervision of extracurricular activities of pupils

5590-5596 Duties of temporary athletic team coaches

COURT DECISIONS

Neily v. Manhattan Beach Unified School District, (2011) 192 Cal. App. 4th 187

Kavanaugh v. West Sonoma County Union High School District, (2003) 29 Cal. 4th 911

CTA v. Rialto Unified School District, (1997-)14 Cal. 4th 627 *San Jose Teachers Association, CTA, NEA v. Barozzi*, (1991) 230 Cal. App. 3d 1376, ~~281 Cal. Rptr. 724~~

Management Resources:

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4127,4227,4327(c)

CSBA PUBLICATIONS

Steroids and Students: What Boards Need to Know, Policy Brief, July 2005

~~*A School Board Member's Guide to CIF and Interscholastic Sports, 1997*~~

CALIFORNIA INTERSCHOLASTIC FEDERATION PUBLICATIONS

~~*Pursuing Victory with Honor, 1999*~~

California Interscholastic Federation Constitution and Bylaws

~~*Pursuing Victory with Honor, 1999*~~

COMMISSION ON TEACHER CREDENTIALING CODED CORRESPONDENCE

~~09-19~~ ~~10-11~~ Implementation of Assembly Bill ~~1025~~ ~~346~~ Concerning the Activity Supervisor Clearance Certificate (ASCC), ~~December 2, 2009~~ July 20, 2010

WEB SITES

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

California Athletic Trainers' Association: <http://www.ca-at.org>

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

California Interscholastic Federation: <http://www.cifstate.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

National Athletic Trainers' Association: <http://www.nata.org>

Adopted: 1-21-92

Amended: 9-17-02; 2-21-06, 08-15-17

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 4000

Personnel

AR 4127, 4227, 4327(a)

Temporary Athletic Team Coaches

Qualifications

Minimum qualifications ~~At the first regular Governing Board meeting or within 30 days after selection of a~~ for temporary athletic team coaches, ~~whichever is sooner, the Superintendent or designee shall certify to the Board that all temporary athletic team coaches meet the qualifications and shall include, but are not necessarily limited to,~~ competencies in the following areas: ~~required by law.~~ (5 CCR 5594)

~~Upon the recommendation of the Superintendent or designee, the Board shall certify to the State Board of Education, by April 1 of each year, that the district conforms with state requirements governing the employment of temporary athletic team coaches. (5 CCR 5594)~~

Competencies

~~The Superintendent or designee shall determine whether a temporary athletic team coach is knowledgeable and competent in the areas of: (5 CCR 5593)~~

1. Care and prevention of athletic injuries, basic sports injury first aid, and emergency procedures, ~~The Superintendent or designee shall establish qualifications in this competency area as evidenced by one or more of the following:~~

a. Completion of a college-level course in the care and prevention of athletic injuries and possession of a valid cardiopulmonary resuscitation (CPR) card

b. A valid sports injury certificate or first aid card, and a valid ~~cardiopulmonary resuscitation (CPR)~~ card

c. A valid Emergency Medical Technician (EMT) I or II card

d. A valid trainer's certification issued by the National or California Athletic Trainers' Association (NATA/CATA)

e. ~~Possession of both valid CPR and first aid cards and~~ ~~Practical~~ practical experience under the supervision of an athletic coach or trainer or experience assisting in team athletic training and conditioning ~~and both valid CPR and first aid cards~~

2. Coaching ~~theory and techniques~~ ~~The Superintendent or designee shall establish qualifications in coaching theory and techniques~~ in the sport or game being coached, as evidenced by one or

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 4000

Personnel

AR 4127, 4227, 4327(b)

more of the following:

- a. Completion of a college course in coaching theory and techniques
- b. Completion of inservice programs arranged by a school district or county office of education
- c. Prior service as a student coach or assistant athletic coach in the sport or game being coached
- d. Prior coaching in community youth athletic programs in the sport being coached
- e. Prior participation in organized competitive athletics at the high school level or above in the sport being coached

3. ~~Rules and regulations in the athletic activity being coached. The Superintendent or designee shall establish-~~ Knowledge of the rules and regulations pertaining to the sport or game being coached, the league rules, and, at the high school level, regulations of the California Interscholastic Federation: (CIF)

4. ~~Knowledge of~~ Child or adolescent psychology, ~~whichever is as~~ appropriate, ~~to the grade level of the involved activity. The Superintendent or designee shall establish competency in knowledge of child or adolescent psychology-~~ as it relates to sport participation, as evidenced by one or more of the following:

- a. Completion of a college-level course in child psychology for elementary school positions and adolescent or sports psychology for secondary school positions
- b. Completion of a seminar or workshop on human growth and development of youth
- c. Prior active involvement with youth in school or community sports program

The Superintendent or designee may waive competency requirements for persons enrolled in appropriate training courses leading to acquisition of the competency, provided such persons serve under the direct supervision of a fully qualified coach until the competencies are met. (5 CCR 5593)

Volunteers who supervise or direct an athletic program shall meet the qualification criteria specified in 5 CCR 5593 required for temporary athletic team coaches employed by the district. Any volunteer who does not meet such criteria shall serve only under the supervision of a fully

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 4000

Personnel

AR 4127, 4227, 4327(c)

qualified coach and shall not be given charge of an athletic program.

(cf. 1240 - Volunteer Assistance)

Additional ~~Competencies~~ Qualifications of ~~for~~ Noncertificated Personnel and Volunteers

In addition to the ~~competencies~~ qualifications listed above, ~~the Superintendent or designee shall determine that a~~ any noncertificated ~~person~~ employee ~~d~~ or volunteer assigned as a temporary ~~athletic~~ team coach shall: (5 CCR 5592)

~~1. Has not been convicted of any offense referred to in Education Code 44010, 44011 or 44424, or any offense involving moral turpitude or evidencing unfitness to associate with children.~~

~~*(cf. 4212.5 - Criminal Record Check)*~~

21. ~~Is~~ Be free from tuberculosis and any other contagious disease that would prohibit certificated teachers from teaching, as verified by a written statement, renewable every four years, from a licensed physician or other person approved by the district.

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

~~Noncertificated coaches have no authority to give grades to students. (5 CCR 5591)~~

2. Not have been convicted of any offense referred to in Education Code 44010, 44011, or 44424, or any offense involving moral turpitude or evidencing unfitness to associate with children

Any noncertificated employee or volunteer assigned as a temporary athletic team coach shall obtain an Activity Supervisor Clearance Certificate or a criminal background check in accordance with Board policy. (Education Code 49024)

(cf. 1240 - Volunteer Assistance)

Training

Each employee or volunteer high school athletic team coach shall complete, at his/her expense, a coaching education program that meets the standards developed by the CIF and includes, but is not limited to, training in regard to sport psychology, sport pedagogy, sport physiology, sport management, statewide and school regulations, and CPR and first aid, including the signs, symptoms, and appropriate response to concussions. A high school coach who has completed the education program in another California school district shall be deemed to have met the requirement for this district. An individual who has not completed the education program may be

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 4000

Personnel

AR 4127, 4227, 4327(d)

assigned as a coach for no longer than one season of interscholastic competition. (Education Code 35179.1, 49032)

In addition, prior to coaching an athletic activity and every two years thereafter, athletic coaches shall complete an approved training course on the nature and warning signs of sudden cardiac arrest. (Education Code 33479.2, 33479.6, 33479.7)

Code of Ethical Conduct

Employees providing supervisory or instructional services in interscholastic athletic programs and activities shall: (5 CCR 5596)

1. Show respect for players, officials, and other coaches
2. Respect the integrity and judgment of game officials
3. Establish and model fair play, sportsmanship, and proper conduct
4. Establish player safety and welfare as the highest priority
5. Provide proper supervision of students at all times
6. Use discretion when providing constructive criticism and when reprimanding players
7. Maintain consistency in requiring all players to adhere to the established rules and standards of the game
8. Properly instruct players in the safe use of equipment
9. Avoid exerting undue influence on a student's decision to enroll in an athletic program at any public or private postsecondary educational institution
10. Avoid exerting undue influence on students to take lighter academic course(s) in order to be eligible to participate in athletics
11. Avoid suggesting, providing, or encouraging any athlete to use nonprescriptive drugs, anabolic steroids, or any substance to increase physical development or performance that is not approved by the U.S. Food and Drug Administration, U.S. Surgeon General, or the American Medical Association

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 4000

Personnel

AR 4127, 4227, 4327(e)

(cf. 5131.63 - Steroids)

12. Avoid recruitment of athletes from other schools
13. Follow the rules of behavior and the procedures for crowd control as established by the ~~Board~~ district and the league in which the district participates

Adopted: 1-21-92

Amended: 9-17-02, 8-15-17

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: AUGUST 15, 2017

**SUBJECT: B.5.f. APPROVE AMENDMENT TO BOARD POLICY 6145.2 –
ATHLETIC COMPETITION – First Reading**

ACTION

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 6145.2 - Athletic Competition?

BACKGROUND: Board Policy and regulation BP/AR - 6145.2 Policy and regulation updated to reflect NEW LAW (AB 1639, 2016) which requires (1) distribution to student athletes and parents/guardians of information on the nature and warning signs of sudden cardiac arrest, (2) training of coaches and athletic directors on the nature and warning signs of sudden cardiac arrest, and (3) removal of a student from an athletic activity if he/she passes out or faints, until clearance is obtained from a health care provider. Policy also updated to reflect the prohibition against the use of a racially derogatory or discriminatory athletic team name, mascot, or nickname. Policy reflects law which provides that a homeless student must be immediately deemed to meet all residency requirements for participation in interscholastic athletic activities. Regulation also updated to reflect NEW LAW (SB 1375, 2016) which requires districts and schools to post specified Title IX information on their web sites by July 1, 2017. Board Policy 6145.2 is being submitted as with recommended changes from CSBA.

ALTERNATIVES:

1. Approve the amendment to Board Policy 6145.2 - Athletic Competition.
2. Do not amend Board Policy 6145.2 - Athletic Competition.

RECOMMENDATION:
Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

APPROVE AMENDMENT TO BOARD POLICY 6145.2 – ATHLETIC COMPETITION
– First Reading
June 19, 2017
Page 2

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6145.2(a)

Athletic Competition

The Governing Board recognizes that the district's athletic program constitutes an integral component of the educational program and helps to build a positive school climate. The athletic program also promotes the physical, social, and emotional well-being and character development of participating students. The district's athletic program shall be ~~designed to meet students' interests and abilities and be~~ varied in scope to attract wide participation.

(cf. 3541.1 - Transportation for School-Related Trips)

(cf. 5030 – Student Wellness)

(cf. 5137 - Positive School Climate)

(cf. 6142.7 - Physical Education *and Activity*)

(cf. 7110 - Facilities Master Plan)

All athletic teams shall be supervised by qualified coaches to ensure that student athletes receive appropriate instruction and guidance related to safety, health, sports skills, ~~training and preparation for competition~~ sportsmanship. Athletic events shall be officiated by qualified personnel.

(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)

The Board encourages business and community support for district athletic programs, subject to applicable district policies and regulations governing advertisements and donations.

(cf. 1260 – Educational Foundation)

(cf. 1321 – Solicitation of Funds from and by Students)

(cf. 1325 – Advertising and Promotion)

(cf. 1700 – Relations Between Private Industry and the Schools)

(cf. 3290 – Gifts, Grants and Bequests)

Nondiscrimination and Equivalent Opportunities in the Athletic Program

The district's athletic program shall be free from discrimination and discriminatory practices prohibited by state and federal law, including, but not limited to, the use of any racially derogatory or discriminatory school or athletic team name, mascot, or nickname. The Superintendent or designee shall ensure that equivalent athletic opportunities are provided for ~~both~~ males and females, and that students are permitted to participate in athletic activities consistent with their gender identity.

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

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6145.2(b)

Any complaint regarding the district's athletic program shall be filed in accordance with the district's ~~U~~uniform ~~C~~complaint ~~P~~procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

California Interscholastic Federation

Any district school ~~The Board maintains membership~~ in the California Interscholastic Federation (CIF) shall conduct its ~~and requires that interscholastic~~ athletic activities ~~be conducted~~ in accordance with ~~Board policy, administrative regulation and~~ CIF bylaws and rules ~~and any applicable district policy and regulation~~. The Superintendent or designee shall have responsibility for the district's interscholastic athletic program, while the principal or designee at each participating school shall be responsible for ~~the~~ site-level decisions, as appropriate.

~~Upon recommendation of the Superintendent, t~~The Board shall annually designate ~~an employee or employees from Oak Park High School to serve as~~ a representative to the local CIF league ~~from each school that participates in CIF sports. Appointees shall represent the district in performing all duties required by the CIF league. In making this selection, the Board~~The superintendent or designee shall recommend a candidate for the position who demonstrates an ~~consider the employee's~~ understanding of the district's goals for student learning and interscholastic ~~and extra-curricular~~ activities, knowledge of the athletic programs, awareness of the implications of league decisions for the school and the district, and ~~individual~~ interpersonal communication and leadership skills.

The ~~Superintendent or designee~~ated representative shall vote on issues ~~ensure~~ that impact interscholastic athletics at the league and section levels, perform any other duties required by the ~~district representatives to~~ CIF league, and report regularly to the Board on league, section, and statewide issues, ~~as well as activities and prospective actions~~ related to athletics programs.

(cf. 0500 – Accountability)

Student Eligibility

~~The first priority of student athletes shall be a commitment to their education and academic achievement.~~

(cf. 6011 – Academic Standards)

Eligibility requirements for student participation in the district's interscholastic athletic program, including requirements pertaining to academic achievement, ~~and residency~~, shall be the same as

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6145.2(c)

those set by the district for participation in extracurricular and co-curricular activities.

(cf. 3530 – Risk Management/Insurance)
(cf. 5111.1 - District Residency)
(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 6145 - Extracurricular and Co-curricular Activities)
(cf. 6146.1 - High School Graduation Requirements)
~~(cf. 6162.52 – High School Exit Examination)~~
(cf. 6173 – Education for Homeless Children)
(cf. 6173.1 – Education for Foster Youth)
(cf. 6173.2 – Education ~~for~~ of Children of Military Families)

In addition, the Superintendent or designee shall ensure that students participating in interscholastic athletics governed by CIF satisfy any additional CIF eligibility requirements.

Students shall not be charged a fee to participate in an athletic program, including, but not limited to, a fee to cover the cost of uniforms, locks, lockers, or athletic equipment.

(cf. 3260 - Fees and Charges)
(cf. 5143 - Insurance)

Sportsmanship

The Board values the quality and integrity of the athletic program and the character development of ~~the~~ student athletes. Student athletes, coaches, parents/guardians, spectators, and others are expected to demonstrate good sportsmanship, ethical conduct, and fair play during all athletic competitions. They shall also abide by the core principles of trustworthiness, respect, responsibility, fairness, caring, and good citizenship, and the Codes of ~~Conduct~~Ethics, adopted by CIF.

Students and staff ~~may~~ shall be subject to disciplinary action for improper conduct.

(cf. 3515.2 – Disruptions)
(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 5131 – Conduct)
(cf. 5131.1 – Bus Conduct)
(cf. 5131.4 – Student Disturbances)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 – Suspension and Expulsion/Due Process (Individuals with Disabilities))

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6145.2(d)

Health and Safety

The Board desires to give student health and safety the highest consideration in planning and conducting athletic activities.

Students shall have a medical clearance before participating in ~~the~~ interscholastic athletic programs. Care shall be taken to ensure that all athletic trainings and competitions are conducted in a manner that will not overtax the physical capabilities of the participants. When appropriate, protective equipment shall be used to prevent or minimize injuries.

(cf. 5131.61 - Drug Testing)
(cf. 5131.63 - Steroids)
(cf. 5141.3 - Health Examinations)
(cf. 5141.6 - School Health Services)
(cf. 5141.7 - Sun Safety)
(cf. 5143 - Insurance)

Coaches and appropriate district employees shall take every possible precaution to ensure that athletic equipment is kept in safe and serviceable condition. The Superintendent or designee shall ensure that all athletic equipment is cleaned and inspected for safety before the beginning of each school year.

(cf. 5142 - Safety)

In the event ~~that~~ of an injury or a perceived imminent risk to a student's health, such as a concussion or passing out, fainting, or other sign of sudden cardiac arrest, during or immediately after an athletic activity, ~~occurs~~, the coach or any other ~~appropriate~~ district employee who is present ~~shall observe universal precautions and~~ shall remove the student athlete from the activity, observe universal procedures in handling blood or other bodily fluid, and/or seek medical treatment for the student as appropriate.

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)
(cf. 4119.43/4219.43/4319.43 - Universal Precautions)
(cf. 5141 - Health Care and Emergencies)
(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)
(cf. 5141.22 - Infectious Diseases)

Whenever an injury is suffered by a student, the Superintendent or designee shall notify the student's parent/guardian of the date, time, and extent of any injury suffered by the student and any actions taken to treat the student.

Legal Reference:

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6145.2(e)

EDUCATION CODE

200-262.4 Prohibition of discrimination ~~on the basis of sex~~

270-271 Athletes' Bill of Rights

17578 Cleaning and sterilizing of football equipment

17580-17581 Football equipment

~~32220-32224 Insurance for athletic teams, especially:~~

32221.5 Required insurance for athletic activities

33353-33353.5 California Interscholastic Federation; implementation of policies, insurance program

33354 California Department of Education authority over interscholastic athletics

~~33479-33479.9 The Eric Parades Sudden Cardiac Arrest Prevention Act~~

35160.5 District policies; rules and regulations

35179 Interscholastic athletics

~~35179.1 California High School Coaching Education and Training Program~~

~~35179.5 Interscholastic athletics; limitation on full-contact practices~~

48850 Interscholastic athletics; students in foster care ~~and homeless students~~

48900 Grounds ~~of~~ for suspension and expulsion

48930-48938 Student organizations

~~49010-49013 Student fees~~

49020-49023 Athletic programs; legislative intent, equal opportunity, ~~apportionment, prohibited sex discrimination~~

49030-49034 Performance-enhancing substances

49458 Health examinations, interscholastic athletic program

49475 Health and safety, concussions and head injuries

49700-49701 Education of children of military families

51242 Exemption from physical education for high school students in interscholastic athletic program

PENAL CODE

245.6 Hazing

CODE OF REGULATIONS, TITLE 5

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

4920-4922 Nondiscrimination in intramural, interscholastic, and club activities

5531 Supervision of extracurricular activities of students

5590-5596 Employment of non-certificated coaches

UNITED STATES CODE, TITLE 20

1681-1688 Discrimination based on sex or blindness, Title IX

CODE OF FEDERAL REGULATIONS, TITLE 34

106.31 Nondiscrimination on the basis of sex in education programs or activities

106.33 Comparable facilities

106.41 Nondiscrimination in athletic programs

COURT DECISIONS

Mansourian v. Regents of University of California, (2010) ~~594 F.3d 1095~~ 602 F. 3d 957

~~602 F. 3d 957~~ McCormick v. School District of Mamaroneck, (2004) 370 F. 3d 275

Kahn v. East Side Union High School District, (2003~~4~~) 31 Cal. 4th 990~~†~~

~~McCormick v. School District of Mamaroneck, (2004) 370 F.3d 275~~

Hartzell v. Connell, (1984) 35 Cal. 3d 899

Management Resources:

CSBA PUBLICATIONS

~~Student Fees Litigation Update, Education Legal Alliance Advisory, May 20, 2011~~

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6145.2(f)

~~*A School Board Member's Guide to CIF and Interscholastic Sports, 1997*~~
Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Discrimination, March 2017
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Pupil Fees, Deposits, and Other Charges, Fiscal Management Advisory 12-02, April 24, 2013
CALIFORNIA INTERSCHOLASTIC FEDERATION PUBLICATIONS
California Interscholastic Federation Constitution and Bylaws
A Guide to Equity in Athletics
Guidelines for Gender Identity Participation
Keep Their Heart in the Game: A Sudden Cardiac Arrest Information Sheet for Athletes and Parents/Guardians
Acute Concussion Evaluation (ACE) Care Plan, 2006
Pursuing Victory with Honor, 1999
CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS
Heads Up: Concussion in High School Sports, Tool Kit, June 2010
Heads Up: Concussion in Youth Sports, Tool Kit, July 2007
Acute Concussion Evaluation (ACE) Care Plan, 2006
~~OFFICE FOR CIVIL RIGHTS~~, U.S. DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS
PUBLICATIONS
Withdrawal of Dear Colleague Letter on Transgender Students, Dear Colleague Letter, February 22, 2017
Intercollegiate Athletics Policy Clarification: The Three-Part Test – Part Three, Dear Colleague letter, April 20, 2010
WEB SITES
CSBA: <http://www.csba.org>
California Department of Education, ~~Equal Opportunity and Access~~: <http://www.cde.ca.gov/re/di/eo>
California Interscholastic Federation: <http://www.cifstate.org>
Centers for Disease Control and Prevention, Concussion Resources: <http://www.cdc.gov/concussion>
National Federation of State High School Associations: <http://www.nfhs.org>
National Operating Committee on Standards for Athletic Equipment: <http://www.nocsae.org>
U.S. Anti-Doping Agency: <http://www.usada.org>
U.S. Department of Education, Office for Civil Rights: <http://www2.ed.gov/ocr>

Adopted: 4-26-78

Amended: 4-14-82, 6-19-84, 9-17-02, 2-19-08, 3-16-10, 5-15-12, 8-15-17

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 6000

Instruction

AR 6145.2(a)

Athletic Competition

Nondiscrimination and Equivalent Opportunities in the Athletic Program

No ~~person~~ student shall be excluded from participation in, be denied the benefits of, be denied equivalent opportunity in, or otherwise be discriminated against in interscholastic, intramural, or club athletics on the basis of actual or perceived sex, sexual orientation, gender, gender identity, gender expression, ethnic group identification, race, ancestry, national origin, religion, color, mental or physical disability, or any other basis specified in law. (Education Code 220, 221.5, 230; 5 CCR 4920; 34 CFR 106.41)

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

(cf. 5145.3 – Nondiscrimination/Harassment)

The Superintendent or designee may provide single-sex teams ~~where~~ when selection for the teams is based on competitive skills. (5 CCR 4921; 34 CFR 106.41)

Each student shall be allowed to participate in any single-sex athletic program or activity consistent with his/her gender identity and for which he/she is otherwise eligible to participate, irrespective of the gender listed on the student's records. (Education Code 221.5)

(cf. 5125 - Student Records)

When a school provides only one team in a particular sport for members of one sex, but provides no team in the same sport for members of the other sex, and athletic opportunities in the total program for that sex have been previously limited, members of the excluded sex shall be allowed to try out and compete with the team. The same standards for eligibility shall be applied to every student trying out for a the team, regardless of sex, sexual orientation, gender, gender identity, gender expression, or other protected group status. (5 CCR 4921; 34 CFR 106.41)

The Superintendent or designee shall ensure that equivalent opportunities are available to both sexes in athletic programs by considering, among other factors: (5 CCR 4922; 34 CFR 106.41)

1. Whether the offered selection of sports and levels of competition effectively accommodate the interests and abilities of both sexes

The athletic program may be found to effectively accommodate the interests and abilities of both sexes using any one of the following tests: (Education Code 230)

- a. Whether the interscholastic-level participation opportunities for male and female students are provided in numbers substantially proportionate to their respective enrollments-
- b. Where the members of one sex have been and are underrepresented among interscholastic

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 6000

Instruction

AR 6145.2(b)

athletes, ~~whether~~ the district can show a history and a continuing practice of program expansion that is demonstrably responsive to the developing interests and abilities of the members of that sex-

c. Where the members of one sex are underrepresented among interscholastic athletes and the district cannot show a history and ~~a~~ continuing practice of program expansion as required in item #1b above, ~~whether~~ the district can demonstrate that the interests and abilities of the members of that sex have been fully and effectively accommodated by the present program

2. The provision and maintenance of equipment and supplies
3. Scheduling of games and practice times, selection of the season for a sport, and location of the games and practices
4. Travel and per diem allowances
5. Opportunities to receive coaching and academic tutoring
6. Assignment and compensation of coaches and tutors
7. Provision of locker rooms, practice facilities, and competitive facilities
8. Provision of medical and training facilities and services
9. Provision of housing and dining facilities and services
10. Publicity
11. Provision of necessary funds

~~Beginning with the 2015-16 school year and every year thereafter, e~~Each school that offers competitive athletics shall, ~~at the end of the school year~~, post ~~the following information~~ on its school web site, or on the district web site if the school does not have a web site, ~~at the end of the school year~~. ~~The following information:~~ (Education Code 221.9)-

1. The total enrollment of the school, classified by gender
2. The number of students enrolled at the school who participate in competitive athletics, classified by gender
3. The number of boys' and girls' teams, classified by sport and by competition level

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 6000

Instruction

AR 6145.2(c)

(cf. 1113 – District and School Web Sites)

The data reported for items #1-3 above shall reflect the total number of players on a team roster on the official first day of competition. The materials used to compile this information shall be retained by the school for at least three years after the information is posted on the web site. (Education Code 221.9)

(cf. 3580 – District Records)

Health and Safety Concussion and Head Injuries

The Superintendent or designee shall annually distribute to student athletes and their parents/guardians an information sheet on concussions and head injuries. The student and parent/-guardian shall sign and return the information sheet before the student's initiating practice or competition. (Education Code 49475)

(cf. 5145.6 – Parental Notifications)

The Superintendent or designee shall provide training to coaches and/or athletic trainers regarding concussion symptoms, prevention, and appropriate response. (Education Code 35179.1, 49032)

(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)

If a student athlete is suspected of sustaining a concussion or head injury in an athletic activity, he/she shall be immediately removed from the activity for the remainder of the day. The student shall not be permitted to return to the activity until he/she is evaluated by a licensed health care provider trained in the management of concussions and receives the health care provider's written clearance to return to the activity. If the health care provider determines that the athlete sustained a concussion or a head injury, the athlete shall also complete a graduated return-to-play protocol of no less than seven days in duration under the supervision of a licensed health care provider. (Education Code 49475)

~~The Superintendent or designee shall notify the student's parent/guardian of the date, time, and extent of any injury suffered by the student and any actions taken to treat the student.~~

~~The Superintendent or designee shall provide training to coaches and/or athletic trainers regarding concussion symptoms, prevention, and appropriate response.~~

~~*(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)*~~

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 6000

Instruction

AR 6145.2(d)

A middle school or high school football team shall not hold a full-contact practice during the off-season and shall not conduct more than two full-contact practices per week during the preseason and regular season (from 30 days before the commencement of the regular season until the completion of the final interscholastic football game of that season). In addition, the full-contact portion of a practice shall not exceed 90 minutes in any single day. For these purposes, full-contact practice means a practice where drills or live action is conducted that involves collisions at game speed, where players execute tackles and other activity that is typical of an actual tackle football game. (Education Code 35179.5)

Sudden Cardiac Arrest

The Superintendent or designee shall distribute the California Interscholastic Federation (CIF) information sheet on sudden cardiac arrest to all student athletes who will be participating in a CIF-governed athletic activity and to their parents/guardians. The student and parent/guardian shall sign and return the information sheet prior to the student's participation in the athletic activity. If an athletic activity is not covered by the CIF, the student and his/her parent/guardian shall, prior to participating in the athletic activity, sign and return an acknowledgement that they have received and reviewed the sudden cardiac arrest information posted on the California Department of Education's web site. (Education Code 33479.2, 33479.3)

The Superintendent or designee shall provide training to coaches and/or athletic trainers regarding the nature and warning signs of sudden cardiac arrest. (Education Code 33479.6, 33479.7, 35179.1, 49032)

If a student athlete passes out or faints, or is known to have passed out or fainted, while participating in or immediately following his/her participation in an athletic activity, the student shall be removed from participation at that time. If a student exhibits any other symptoms of sudden cardiac arrest, including seizures during exercise, unexplained shortness of breath, chest pains, dizziness, racing heart rate, or extreme fatigue, he/she may be removed from participation by a coach or other employee who observes these symptoms. If any such symptoms are observed, notification shall be given to the student's parent/guardian so that the parent/guardian can determine the treatment, if any, the student should seek. A student who has been removed from participation shall not be permitted to return until he/she is evaluated and given written clearance to return to participation by a health care provider. (Education Code 33479.2, 33479.5)

Additional Parental Notifications

Before a student participates in interscholastic athletic activities, the Superintendent or designee shall, in addition to providing his/her parents/guardians with information on the signs and symptoms of concussions and sudden cardiac arrest as described above, send a notice to the student's parents/guardians which:

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 6000

Instruction

AR 6145.2(e)

1. Contains information about the procedures for filing a discrimination complaint that arises out of an interscholastic athletic activity, including the name of the district's Title IX Coordinator

(cf. 1312.3 - Uniform Complaint Procedures)

2. Includes a copy of the Student's Title IX ~~R~~rights pursuant to Education Code 221.8

3. Explains that there is an element of risk associated with all athletic competitions and that the district cannot guarantee that students will not be injured, despite ~~its~~ a commitment to ~~provide for~~ every participant's health and welfare

(cf. 3530 - Risk Management/Insurance)

4. Provides information about insurance protection pursuant to Education Code 32221.5

(cf. 5143 – Insurance)

5. Requests parental permission for the student to participate in the program and, if appropriate, be transported by the ~~school~~district to and from competitions

(cf. 3541.1 - Transportation for School-Related Trips)

6. States the district's expectation that students adhere strictly to all safety rules, regulations, and instructions, as well as rules and guidelines related to conduct and sportsmanship

(cf. 5144 – Discipline)

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

7. Includes a copy of the local California Interscholastic Federation (CIF) league rules

8. Includes information about the CIF bylaw and district policy requiring any student athlete and his/her parent/guardian to sign a statement that the student will not use steroids, ~~unless prescribed by a licensed health care practitioner~~, or ~~prohibited~~ dietary supplements ~~that include substances~~ banned by the U.S. Anti-Doping Agency.

(cf. 5131.63 – Steroids)

Adopted: 9-17-02

Amended: 3-07, 11-11, 2-14, 3-15, 8-15-17