

OAK PARK UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION  
**AGENDA #949**

DATE: September 19, 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](http://www.opusd.org)

9/14/2017

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](mailto:raggarwal@opusd.org)

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

The President of the Board shall inquire if there is anyone in the audience who desires to address the board with respect to any items appearing on the closed session agenda, regular session agenda, or on any issue within the subject matter jurisdiction of the Governing Board. The speaker cards are available in the Board Room and must be completed and handed to Ragini Aggarwal, Executive Assistant, prior to the beginning of the meeting. All comments for either agenda items or non-agenda items must be limited to three minutes or less. 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, October 17, 2017**

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

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

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

District Office, 5801 East Conifer St.

Brookside Elementary School, 165 N. Satinwood Ave.

Oak Hills Elementary School, 1010 N. Kanan Rd.

Red Oak Elementary School, 4857 Rockfield St.

Medea Creek Middle School, 1002 Double Tree Rd

Oak Park High School, 899 N. Kanan Rd.

Oak View High School, 5701 East Conifer St

Oak Park Library, 899 N. Kanan Rd.

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

**OAK PARK UNIFIED SCHOOL DISTRICT  
AGENDA – REGULAR BOARD MEETING #949  
September 17, 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. SUPERINTENDENT’S GOALS**

**B. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**

Pursuant to Government Code Section 54957

**C. PUBLIC EMPLOYEE EMPLOYMENT :** Food Service Student Worker, Instructional Assistant I Reading, Instructional Assistants II Sp Ed, Instructional Assistant III Behavior, Instructional Assistant I Computer Lab, Instructional Assistant II Special Ed Subs, Food Service Worker I Subs, Campus Supervisor, Walk on Coaches OPHS, Guest Teachers, Director Fiscal Services

**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**

a. Presentation of Partners in Education Award to Kelly Baum

b. Presentation of Retirement Recognition to Barbara Dickerson, Director of Fiscal Services

- c. Remarks from Board Members
- d. Remarks from Superintendent
- e. Report from Student Board Member
- f. Report from Oak Park Education Foundation
- g. 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 Regular Board Meeting August 15, 2017 and Special Board Meeting August 30, 2017](#)
- b. [Public Employee/Employment Changes 01CL23530-01CL23583 & 01CE08390-01C08477](#)
- c. [Approve Purchase Orders – August 1 - August 31, 2017](#)  
*Board Policy 3300 requires Board approval of Purchase Orders*
- d. [Ratify Overnight Trip for Oak Park High School Student to Attend the Challenge Success Returning Team Conference to Stanford – September 15-16, 2017](#)  
*Board Policy 6153 requires Board approval for student overnight trips*
- e. [Approve Overnight Trip for Oak Park High School Fall Athletic Teams Who Qualify for CIF Play-offs](#)  
*Board Policy 6153 requires Board approval for student overnight trips*
- f. [Approve Overnight Trip for Medea Creek Middle School 8<sup>th</sup> Grade Astrocamp – October 25-27, 2017](#)  
*Board Policy 6153 requires Board approval for student overnight trips*
- g. [Approve Overnight Trip for Medea Creek Middle School 7<sup>th</sup> Grade to Catalina – October 30 - November 1, 2017](#)  
*Board Policy 6153 requires Board approval for student overnight trips*
- h. [Approve Out of State Travel for Certificated Employee to Attend the Pacific Northwest Institute on Special Education and The Law – Seattle, September 25-27, 2017](#)  
*Board Policy 3350 requires Board approval for employee out of state travel*
- i. [Approve Out of State Travel for Classified Employee to Attend the JAMF Nation User Conference in Minneapolis – October 23-27, 2017](#)  
*Board Policy 3350 requires Board approval for employee out of state travel*
- j. [Approve Contract for Non-Public School Placement for Special Education Student #01-17/18 - \\$31,959.36](#)  
*Board Policy 3312 requires Board approval for contracts for services*
- k. [Approve Contract for Non-Public School Placement for Special Education Student #02-17/18 – \\$39,506.28](#)  
*Board Policy 3312 requires Board approval for contracts for services*
- l. [Approve Contract for Non-Public School Placement for Special Education Student #03-17/18 – \\$31,131.36](#)  
*Board Policy 3312 requires Board approval for contracts for services*
- m. [Approve Contract for Non-Public School Placement for Special Education Student #04-17/18 – \\$31,747.80](#)  
*Board Policy 3312 requires Board approval for contracts for services*



- n. [Approve Contract for Non-Public School Placement for Special Education Student #05-17/18 – \\$38,325.00](#)  
*Board Policy 3312 requires Board approval for contracts for services*
- o. [Approve Contract for Non-Public School Placement for Special Education Student #06-17/18 – \\$38,325.00](#)  
*Board Policy 3312 requires Board approval for contracts for services*
- p. [Approve Contract for Non-Public Agency for Special Education Student #07-17/18 – \\$58,840.00](#)  
*Board Policy 3312 requires Board approval for contracts for services*
- q. [Approve Resolution #17-18, Establishing the GANN Appropriation Limit for Fiscal Years 2016-2017 and 2017-2018](#)  
*Constitutional requirement for Board approval establishing appropriations limit*
- r. [Approve Notice of Completion, Project 17-01S, Districtwide Solar Project/EV Charging Stations](#)  
*Board approval required for Notice of Completion*
- s. [Approve Notice of Completion, Project 17-30R, Structural Lumber Upgrades at Medea Creek Middle School](#)  
*Board approval required for Notice of Completion*
- t. [Approve Notice of Completion, Project 17-33S, Districtwide Security Cameras](#)  
*Board approval required for Notice of Completion*
- u. [Approve Notice of Completion, Project 17-34S, Exterior Security Lighting at Oak Park High School](#)  
*Board approval required for Notice of Completion*
- v. [Approve Out of State Travel for Certificated Employee to Attend the Engage, Network and Learn Convention – Austin, October 2-5, 2017](#)  
*Board Policy 3350 requires Board approval for employee out of state travel*
- w. [Approve Overnight Trip for Oak Park High School Cross Country Team to Fresno – October 6 - 7, 2017](#)  
*Board Policy 6153 requires Board approval for student overnight trips*

## **2. BUSINESS SERVICES**

- a. [Approve Certification of Signatures for the New Director of Fiscal Services for the 2017-18 School Year](#)  
*Education Codes 42632 and 42633 require Certification of Signature to be approved and filed with the County for all employees who are authorized to sign order on behalf of the district.*
- b. [Approve Unaudited Actual Revenues and Expenditures for Fiscal Year 2016-17](#)  
*Board is asked to review Unaudited Actual Revenues and Expenditures*
- c. [Approve Updated 2017-18 General Fund Operating Budget](#)  
*Board approval required for updates to the adopted school district budget*
- d. [Ratify Consultant Agreement – Professional Services for Site Topographical Surveying of Specified Measure S Projects](#)  
*Board Policy 3312 requires Board approval for contracts for services*
- e. [Approve Change Order No. 2, Project 17-01S Districtwide Solar Installation](#)  
*Board approval required for change orders*

## **3. CURRICULUM**

- a. [Public Hearing and Approval of Resolution #17-19, Regarding Sufficiency of Textbooks and Instructional Materials for 2017-2018](#)  
*Education Code 60119 requires a Public Hearing and Board approval regarding sufficiency of textbooks and instructional materials annually in order to receive funding for mandated costs*

b. [Approve Additional Textbook for Oak Park High School's English Language Arts Program](#)

*Board approval required for new textbooks*

c. [Approve Consultant Agreement for School Gardens Program 2017-18](#)

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

4. **HUMAN RESOURCES**

a. [Rescind Authorization for Measure S Construction Management Technician Position; Establish New Position and Job Description for Measure S Construction Management Project Engineer](#)

*Board approval required to rescind and approve a new classified service position*

5. **BOARD POLICIES**

a. [Approve Amendment to Board Policy BP 0100 Philosophy – First Reading](#)

*Board Policy updated to reflect district philosophy which is being aligned with the district Moral Imperatives*

**VII INFORMATION ITEMS**

1. [Month 1 Enrollment and Attendance Report 2017-18](#)

**VIII. OPEN DISCUSSION**

1. [Board Member interested on serving the Measure S Technology Sub Committee and Safety and Security Task Force](#)

**IX. ADJOURNMENT:**

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

**IX. SCHOOL REPORTS/SCHOOL SITE COUNCIL REPORTS**

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

**MINUTES OF REGULAR BOARD MEETING      8-15-17      #947**  
**BOARD OF EDUCATION**

**CALL TO ORDER/MEETING PLACE**

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

**BOARD PRESENT**

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

**BOARD ABSENT**

Board Member, Allen Rosen

**PUBLIC COMMENTS**

None

**ADJOURN TO CLOSED SESSION**

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

**A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**

Pursuant to Government Code Section 54957

**B. PUBLIC EMPLOYEE EMPLOYMENT:** 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 and Oak Park Classified Association

The Board adjourned to Closed Session at 5:06 pm.

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Mr. Drew Hazelton, called the regular meeting to order at 6:00 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

**BOARD PRESENT**

Mr. Drew Hazelton, President, Mr. Derek Ross, Vice President, Ms. Denise Helfstein, Clerk, Ms. Barbara Laifman, Member, and Lexi Garfinkel, Student Board Member.

**BOARD ABSENT**

Board Member, Allen Rosen

**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**

Stew McGugan led the Pledge of Allegiance to the Flag.

**REPORT ON CLOSED SESSION**

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

**ADOPTION OF AGENDA**

On motion of Barbara Laifman, seconded by Derek Ross, 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 View High School teacher Susan Allen for her contribution to building innovative pathways for Oak View High School students.

**REPORT FROM BOARD MEMBERS**

Board Member Derek Ross welcomed everyone and said he looked forward to the school year.

Board Member Barbara Laifman reported that she attended the EEAC meeting. Barbara wanted to start off the school year with a quote by Henry David Thoreau - The highest that we can attain to is not Knowledge, but Sympathy with Intelligence.

Board Member Denise Helfstein reported she toured the campuses on the first day of school with Dr. Knight, Dr. Jay Greenlinger, and Board Member Allen Rosen. Denise thanked the staff for a wonderful opening and for all their hard work to get everything ready for the school year. She also thanked the PTO organizations who helped with registration. Denise attended the VCSBA executive meeting on August 14th at the home of Stan Mantooth. The group decided on the dates and dinner meeting topics for the three dinner meetings this coming year.

- Oct 2 - CSBA outreach and advocacy.
- Feb 5 - School Safety, Crisis Intervention, and School Resource Officers
- April 30 – Public Information and Social Media.
- March 17- An additional VCSBA meeting about tracking LCAP expenditures.

Board Member Drew Hazelton thanked Martin, Julie, and Keith who worked tirelessly to get schools ready for the students.

Student Board member Lexi Garfinkel reported that Club week is coming soon, and that ASB is hosting a new student luncheon on Thursday, August 17.

Superintendent Dr. Tony Knight reported the first week of school was very hectic. He spent 3 hours touring all the schools and classrooms with Board members Denise and Allen along with Dr. Jay Greenlinger Director of Curriculum and Instruction. He attended the Brookside ribbon cutting for the new Reading and

Writing project. The district has purchased 36,000 books for the reading program for the elementary schools. Dr. Knight expressed his concern regarding the lower than expected enrollment at the start of the school year. Dr. Knight encouraged everyone to read The Hero Two Doors Down, which is the book chosen for the community book talk.

#### **REPORT FROM OAK PARK EDUCATION FOUNDATION**

Maryam Salour Oak Park Education Foundation Board Member reported that the foundation is making a big push for the endowment fund. They have their first meeting on Monday, August 21.

#### **REPORT FROM OAK PARK MUNICIPAL ADVISORY COMMITTEE**

Jane Nye MAC member and the liaison for the Oak Park Unified School District reported there were vehicle burglaries reported in Oak Park last night. Detectives who attended the MAC meeting urged people not to use the community mail boxes for outgoing mail. Supervisor Linda Parks, thanked the Agoura Hills City Council for their \$25,000 contribution towards the Kanan shuttle, she also thanked the Oak Park Unified School District for the \$25,000 contribution towards the Kanan shuttle. The program Volunteers in Policing was approved by MAC.

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

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

- 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](#)
- d. [Approve Overnight Trip for Oak Park High School Speech and Debate Team - Oct. 13-14, 2017](#)
- e. [Certify 2016-17 Annual Attendance Report](#)
- f. [Authorize Closure of Bank of America Account for OPUSD Section 125 Flexible Spending Accounts](#)
- g. [Approve 2017-18 Transportation Agreement with Tumbleweed Transportation](#)
- h. [Approve Student Teaching Agreement with Loyola Marymount University](#)
- i. [Approve Quarterly Report on Williams Uniform Complaints – July 2017](#)

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

- a. [Approve Spending Plan for 2017-18 Education Protection Account Funds](#)  
On motion of Denise Helfstein, seconded by Barbara Laifman, the Board of Education approved the Spending Plan for 2017-18 Education Protection Funds. Motion carried Aye: Hazelton, Helfstein, Laifman, Ross. No – 0
- b. [Approve Architectural Services Orders Nos. 8, 9, and 10 for Measure S Projects](#)  
On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved the Architectural Services Orders Nos. 8, 9, and 10 for Measure S Projects. Motion carried Aye: Hazelton, Helfstein, Laifman, Ross. No – 0
- c. [Approve Consultant Agreement – Professional Services for Measure S Projects, Specialized Facility Planning, Eligibility and State Funding](#)  
On motion of Denise Helfstein, seconded by Drew Hazelton, the Board of Education approved the Consultant Agreement - Professional Services for Measure S Projects, Specialized Facility Planning, Eligibility and State Funding. Motion carried Aye: Hazelton, Helfstein, Laifman, Ross. No – 0
- d. [Approve Purchase of Construction Management Software from Measure S Bond Fund](#)

- On motion of Denise Helfstein, seconded by Derek Ross, the Board of Education approved the Purchase of Construction Management Software from Measure S Bond Fund. Motion carried Aye: Hazelton, Helfstein, Laifman, Ross. No – 0
- e. [\*\*Ratify Measure S Construction Contract, Project 17-33S – Districtwide Security Cameras for Campus Safety and Security\*\*](#)  
On motion of Barbara Laifman, seconded by Drew Hazelton, the Board of Education ratified Measure S Construction Contract, Project 17-33S – Districtwide Security Cameras for Campus Safety and Security. Motion carried Aye: Hazelton, Helfstein, Laifman, Ross. No – 0
- f. [\*\*Ratify Measure R Construction Contracts, Project 17-30R – Exterior Structural Lumber Repair and Replacement at Medea Creek Middle School\*\*](#)  
On motion of Denise Helfstein, seconded by Barbara Laifman, the Board of Education ratified the Measure R Construction Contracts, Project 17-30R – Exterior Structural Lumber Repair and Replacement at Medea Creek Middle School. Motion carried Aye: Hazelton, Helfstein, Laifman, Ross. No – 0
- g. [\*\*Ratify Measure R Construction Contracts, Project 17-40R, Asphalt Repair and Replacement at Medea Creek Middle School\*\*](#)  
On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education ratified the Measure R Construction Contracts, Project 17-40R, Asphalt Repair and Replacement at Medea Creek Middle School. Motion carried Aye: Hazelton, Helfstein, Laifman, Ross. No – 0
- 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\*\*](#)  
On motion of Derek Ross, seconded by Drew Hazelton, the Board of Education ratified the 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. Motion carried Aye: Hazelton, Helfstein, Laifman, Ross. No – 0
- i. [\*\*Ratify Measure R Construction Contracts, Project 17-41R, Gymnasium Improvements at Medea Creek Middle School\*\*](#)  
On motion of Barbara Laifman, seconded by Derek Ross, the Board of Education ratified the Measure R Construction Contracts, Project 17-41R, Gymnasium Improvements at Medea Creek Middle School. Motion carried Aye: Hazelton, Helfstein, Laifman, Ross.  
No – 0
- j. [\*\*Approve Change Order No. 1, Project 14-16R - Districtwide School Signage – Oak Park Independent School, Oak View High School, and District Administrative Office\*\*](#)  
On motion of Denise Helfstein, seconded by Derek Ross, the Board of Education approved Change Order No. 1, Project 14-16R - Districtwide School Signage – Oak Park Independent School, Oak View High School, and District Administrative Office. Motion carried Aye: Hazelton, Helfstein, Laifman, Ross. No – 0
- k. [\*\*Approve Agenda Items B.2.k, B.2.l, B.2.m, B.2.n, B.2.o, B.2.p, B.2.q, B.2.r and B.2.s.\*\*](#)  
On motion of Drew Hazelton, seconded by Derek Ross, the Board of Education tabled item B.2.n. the Notice of Completion for Project 17-24S, HVAC Replacement at Medea Creek Middle School and approved Items B.2.k, B.2.l, B.2.m, B.2.o, B.2.p, B.2.q, B.2.r, and B.2.s. on a single vote. Moving forward the Board asked staff to add the Notice of Completions to the Consent Calendar. Motion carried Aye: Hazelton, Helfstein, Laifman, Ross. No – 0
- t. [\*\*Approve Contract for Tree Cutting and Maintenance Services with Four Season Tree Care\*\*](#)  
On motion of Barbara Laifman, seconded by Derek Ross, the Board of Education approved Contract for Tree Cutting and Maintenance Services with Four Season Tree Care. Motion carried Aye: Hazelton, Helfstein, Laifman, Ross. No – 0

### **B.3. HUMAN RESOURCES**

**a. [Approve Authorization to Employ an Administrative Consultant](#)**

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

**b. [Ratify the Establishment of a District Committee on Assignment in Accordance with Ed Code 44258.7 \(C\) & \(D\)](#)**

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education ratified the Establishment of a District Committee on Assignment in Accordance with Ed Code 44258.7 (C) & (D). Motion carried Aye: Hazelton, Helfstein, Laifman, Ross. No – 0

**c. [Approve 2017-2018 Declaration of Need for Fully Qualified Educators](#)**

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved the 2017-2018 Declaration of Need for Fully Qualified Educators. Motion carried Aye: Hazelton, Helfstein, Laifman, Ross. No – 0

**d. [Approve Consolidated Application and Reporting System \(Cars\) Part II– 2017-2018](#)**

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved the Consolidated Application and Reporting System (Cars) Part II– 2017-2018. Motion carried Aye: Hazelton, Helfstein, Laifman, Ross. No – 0

**e. [Approve Annual Teacher Assignment Report](#)**

On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education approved the Annual Teacher Assignment Report. Motion carried Aye: Hazelton, Helfstein, Laifman, Ross. No – 0

**f. [Approve Establishment of Position and Job Description for Measure S Construction Management Technician](#)**

On motion of Drew Hazelton, seconded by Denise Helfstein, the Board of Education approved the Establishment of Position and Job Description for Measure S Construction Management Technician. Motion carried Aye: Hazelton, Helfstein, Laifman, Ross. No – 0

**g. [Approve Compensation for Leadership Positions at Oak Park High School and Medea Creek Middle School](#)**

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved the Compensation for Leadership Positions at Oak Park High School and Medea Creek Middle School. Motion carried Aye: Hazelton, Helfstein, Laifman, Ross. No – 0

**h. [Approve Establishment of A District Supervisor of Attendance as Required by Education Code Section 48240](#)**

On motion of Denise Helfstein, seconded by Derek Ross, the Board of Education approved the Establishment of A District Supervisor of Attendance as Required by Education Code Section 48240. Motion carried Aye: Hazelton, Helfstein, Laifman, Ross. No – 0

### **B.4. BOARD**

**a. [Approve Certification of Signatures for 2017-18 School Year](#)**

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved the Certification of Signature for the 2017-18 School Year. Motion carried Aye: Hazelton, Helfstein, Laifman, Ross. No – 0

**b. [Approve Proposed Board Meeting Schedule for the 2017-2018 School Year](#)**

On motion of Drew Hazelton, seconded by Derek Ross, the Board of Education approved the proposed Board Meeting Schedule for the 2017-2018 School Year with the change to have the Budget Study Session on May 29, 2017 and to move the June regular meeting to June 12, 2017. Motion carried Aye: Hazelton, Helfstein, Laifman, Ross. No – 0

**c. [Approve Board Goals for 2017-2018](#)**



On motion of Drew Hazelton, seconded by Barbara Laifman, the Board of Education approved the Board Goals for 2017-2018 with the suggested language change to goal 7 and 8. Motion carried Aye: Hazelton, Helfstein, Laifman, Ross. No – 0

**d. [Approve Revised 2017 Governance Handbook](#)**

On Motion of Derek Ross, seconded by Drew Hazelton, the Board of Education approved the revision of the 2017 Governance Handbook with the addition of information about the book Images of America – Oak Park in the History of Oak Park section as a valuable resource.

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

**e. [Review Amend, and Approve 2017-2018 Moral Imperatives, Goals, and Action Plans](#)**

On Motion of Drew Hazelton, seconded by Denise Helfstein, the Board of Education approved the 2017-2018 Moral Imperatives, Goals, and Action Plans as amended. Motion carried Aye:

Hazelton, Helfstein, Laifman, Ross. No – 0

**f. [Discussion on District and Board Communication Plan](#)**

The Board held a discussion on the District and Board Communication Plan. The board was presented with a draft communication plan.

**5. BOARD POLICIES**

**a. [Approve Amendment to Board Policy and Administrative Regulation BP 5030 Student Wellness – First Reading](#)**

On Motion of Barbara Laifman, seconded by Derek Ross, the Board of Education tabled the Board Policy and Administrative Regulation BP 5030 Student Wellness and recommended that they be provided with the CSBA sample policy of Student Wellness and a summary of the tabled policy. Motion carried Aye: Hazelton, Helfstein, Laifman, Ross. No – 0

**b. [Approve Amendment to Board Bylaw BB 9012 Board Member Electronic Communication – First Reading](#)**

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved Board Bylaw BB 9012 Board Member Electronic Communication as First and final Reading.

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

**c. [Approve Amendment to Board Policy - BP 2121 Superintendent's Contract – First Reading](#)**

On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education approved the amendment to Board Policy BP 2121 Superintendent's Contract as First and Final Reading.

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

**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](#)**

On motion of Barbara Laifman, seconded by Derek Ross, the Board of Education approved the amendment to Board Policy BP/AR 3551 Food Service Operations/Cafeteria Fund and

Adoption of Exhibit Meal Charge Policy as First Reading and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Ross. No – 0

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

On motion of Denise Helfstein, seconded by Barbara Laifman, the Board of Education approved the amendment to Board Policy and Administrative Regulation - BP/AR

4127/4227/4327 Temporary Athletic Team Coaches as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Ross. No – 0

**f. [Approve Amendment to Board Policy and Administrative Regulation - BP/AR 6145.2 Athletic Competition – First Reading](#)**



On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved the amendment to Board Policy and Administrative Regulation - BP/AR 6145.2 Athletic Competition as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Ross. No – 0

#### **OPEN COMMUNICATIONS**

On motion of Derek Ross, seconded by Drew Hazelton, there being no further business before this Board, the Regular meeting is declared adjourned at 9:07 p.m.

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Date

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President of the Board

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Date

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Clerk or Secretary of the Board

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Mr. Drew Hazelton, called the special meeting to order at 5:32 p.m. at Oak Park Unified School District, Conference Room, 5891 Conifer Street, Oak Park.

**BOARD PRESENT**

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

**BOARD ABSENT**

Mr. Derek Ross, Vice President

**STAFF PRESENT**

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

**FLAG SALUTE**

Leslie Heilbron led the Pledge of Allegiance to the Flag

**ADOPTION OF AGENDA**

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

**PUBLIC SPEAKERS**

None

**OPEN SESSION**

**A. BUSINESS SECTION**

**1. HUMAN RESOURCES**

**a. Approve Consultant Agreement for District Supervisor of Attendance**

On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education approved the Consultant Agreement for District Supervisor of Attendance. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen. No – 0.

**2. BOARD POLICIES**

**a. Approve Amendment to Board Policy and Administrative Regulation BP 1312.3 Uniform Complaint Procedure – First Reading**

On motion of Drew Hazelton, seconded by Barbara Laifman, the Board of Education approved the Amendment to Board Policy and Administrative Regulation BP 1312.3 Uniform Complaint Procedure as First and Final Reading with the amendment to remove the mediation section in AR 1312.3(g) and change the number of days in the section Investigation of Complaint in AR 1312.3(g) from one business day to 5 business days. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen. No – 0.

- b. **Approve Amendment to Board Policy and Administrative Regulation 4112.61/4212.61/4312.61 Employment References – First Reading**  
On motion of Barbara Laifman, seconded by Drew Hazelton, the Board of Education approved Amendment to Board Policy and Administrative Regulation 4112.61/4212.61/4312.61 Employment References as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen. No – 0.
- c. **Approve Amendment to Board Policy Board Policy BP 4312.1 Contracts – First Reading**  
On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved Amendment to Board Policy BP 4312.1 Contracts as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen. No – 0.
- d. **Approve Amendment to Board Policy and Administrative Regulation BP 6164.6 Identification and Education Under Section 504 – Second Reading**  
On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education approved Amendment to Board Policy and Administrative Regulation BP 6164.6 Identification and Education Under Section 504 as Second and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen. No – 0.
- e. **Approve Amendment to Board Policy and Administrative Regulation BP 1340 Access to District Records – First Reading**  
On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education approved Amendment to Board Policy and Administrative Regulation BP 1340 Access to District Records as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen. No – 0.
- f. **Approve Amendment to Board Policy and Administrative Regulation BP 3260 Fees and Charges – First Reading**  
On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education approved Amendment to Board Policy and Administrative Regulation BP 3260 Fees and Charges as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen. No – 0.
- g. **Approve Amendment to Board Policy BP 7214 General Obligation Bonds – First Reading**  
On motion of Allen Rosen, seconded by Denise Helfstein, the Board of Education approved Amendment to Board Policy BP 7214 General Obligation Bonds as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen. No – 0.
- h. **Approve Amendment to Board Policy BP 6111 School Calendar – First Reading**  
On motion of Allen Rosen, seconded by Denise Helfstein, the Board of Education approved Amendment to Board Policy BP 6111 School Calendar as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen. No – 0.
- i. **Approve Amendment to Board Policy and Administrative Regulation BP 6142.2 World/Foreign Language Instruction – First Reading**  
On motion of Drew Hazelton, seconded by Allen Rosen, the Board of Education approved Amendment to Board Policy and Administrative Regulation BP 6142.2 World/Foreign Language Instruction as First and Final Reading as amended to remove last paragraph before legal reference in BP 6142.2(b). Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen. No – 0.
- j. **Approve Amendment to Board Policy BP 6142.93 Science Instruction – First Reading**  
On motion of Allen Rosen, seconded by Denise Helfstein, the Board of Education approved Amendment to Board Policy BP 6142.93 Science Instruction as First and Final Reading as amended to remove last paragraph before legal reference in BP 6142.93(b). Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen. No – 0.
- k. **Approve Amendment to Board Policy BP 6144 Controversial Issues – First Reading**  
On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved Amendment to Board Policy BP 6144 Controversial Issues as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen. No – 0.

**l. Approve Amendment to Board Policy BP 6145 Extracurricular and Cocurricular Activities – First Reading**

On motion of Barbara Laifman, seconded by Drew Hazelton, the Board of Education approved Amendment to Board Policy BP 6145 Extracurricular and Cocurricular Activities as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen. No – 0.

**m. Approve Amendment to Board Policy BP 6161.1 Selection and Evaluation of Instructional Materials – First Reading**

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved Amendment to Board Policy BP 6161.1 Selection and Evaluation of Instructional Materials as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen. No – 0.

**n. Approve Amendment to Board Policy BP 0000 Vision – First Reading**

On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education approved Amendment to Board Policy Board Policy BP 0000 Vision as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen. No – 0.

**o. Approve Amendment to Board Policy BP 0100 Philosophy – First Reading**

On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education tabled Board Policy BP 0100 Philosophy. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen. No – 0.

**p. Approve Amendment to Board Policy BP 2140 Evaluation of the Superintendent – First Reading**

On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education approved Amendment to Board Policy BP 2140 Evaluation of the Superintendent as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen. No – 0.

**q. Approve Amendment to Board Bylaw BB 9121 Board President – First Reading**

On motion of Drew Hazelton, seconded by Denise Helfstein, the Board of Education approved Amendment to Board Bylaw BB 9121 Board President as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen. No – 0.

**r. Approve Amendment to Board Bylaw BB 9220 Governing Board Elections – First Reading**

On motion of Denise Helfstein, seconded by Allen Rosen, the Board of Education approved Amendment to Board Bylaw BB 9220 Governing Board Elections as First and Final Reading with Option 2 for deciding tie votes. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen. No – 0.

**s. Approve Amendment to Board Bylaw BB 9230 Orientation – First Reading**

On motion of Allen Rosen, seconded by Drew Hazelton, the Board of Education approved Amendment to Board Bylaw BB 9230 Orientation as First and Final Reading as amended. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen. No – 0.

**t. Approve Amendment to Board Bylaw BB 9400 Board Self-Evaluation – First Reading**

On motion of Allen Rosen, seconded by Denise Helfstein, the Board of Education approved Amendment to Board Bylaw BB 9400 Board Self-Evaluation as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen. No – 0.

On the motion of Allen Rosen, seconded by Denise Helfstein there being no further business before this Board, the Special Board meeting is declared adjourned at 7:45 p.m.

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Date

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President of the Board

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Date

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Clerk or Secretary of the Board

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 19, 2017**  
**SUBJECT: B.1.c. APPROVE PURCHASE ORDERS – AUGUST 1 THROUGH 31, 2017**

CONSENT

**ISSUE:** Shall the Board approve the attached purchase orders issued for the period August 1 - 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,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

Includes Purchase Orders dated 08/01/2017 - 08/31/2017

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B17-00308	Dougherty+Dougherty Architects	Architectural Svs Order #1 Kitchen at MCMS	Business Administration	211	11,300.00
B17-00309	Dougherty+Dougherty Architects	Architectural Svs Order #2 Art Court at OPHS	Business Administration	213	27,240.00
B18-00100	HEINEMANN	Heinemann Reading Club 2017-2018	Curriculum	010	7,000.00
B18-00196	Clark Security/Anixter, Inc	Security Parts & Supplies 2017-2018	Business Administration	010	1,000.00
B18-00197	Ready Refresh by Nestle	Water for portable classrooms D53 and D54	Red Oak Elementary School	010	600.00
B18-00198	A and S Fire Protection, Inc	2017-2018 Annual Fire Sprinkler Inspection - OPHS	Business Administration	010	1,400.00
B18-00199	Conejo Hardwoods	Woodshop/ROP/Mat & Supplies	Oak Park High School	010	10,000.00
B18-00200	AT&T-CalNet 3	2017/2018 fax line charges 597-4244	Red Oak Elementary School	010	2,000.00
B18-00201	Office Depot Customer Service Center	ELA Supplies for Red Oak	Red Oak Elementary School	010	1,767.30
B18-00202	Office Depot Customer Service Center	Blanket P.O. for office supplies for year	Neighborhood Pre-School Program	010	2,500.00
B18-00203	DEPARTMENT OF SOCIAL SERVICES MS B-67	License fees for 17/18 school year	Neighborhood Pre-School Program	010	484.00
B18-00204	Discount School Supply	Art supplies for 2017/2018 school year	Neighborhood Pre-School Program	010	1,500.00
B18-00205	Dick Blick	Art Materials for 2017/2018 school year	Neighborhood Pre-School Program	010	1,500.00
B18-00206	Southwest School Supply	Paper & Materials for Atelier	Neighborhood Pre-School Program	010	750.00
B18-00207	Grainger Industrial Supply	2017-2018 Electrical Supplies	Business Administration	010	15,000.00
B18-00208	AT & T Mobility	Open PO for 2017/18 Cell Phones Svs	Business Administration	010	13,000.00
B18-00209	US Air Conditioning	2017/18 HVAC Service & Parts	Business Administration	010	750.00
B18-00210	Venco Western Inc.	2017-2018 for All Sites Mowing/Fertilization	Business Administration	010	81,900.00
B18-00211	AT&T-CalNet 3	Phone Lines	Oak Hills Elementary School	010	750.00
B18-00212	Pitney Bowes Lease Global	Meter Refill	Oak Park High School	010	3,500.00
B18-00213	Bee Professionals	2017-18 Open PO for Bee Removal	Business Administration	010	500.00
B18-00214	Southwest School Supply	Other Supply/Disc.	Oak Park High School	010	1,650.00
B18-00215	California Mathematics Council	California Math Council - Conference 2017	Curriculum	010	2,500.00
B18-00216	Jive Communications Inc	Hosted VOIP-CALNET 3 Telephone Monthly Svs Fees	Business Administration	010	56,400.00
B18-00217	Southwest School Supply	Purchase of Readers Writers Materials	Brookside School	010	1,500.00
B18-00218	Document Systems	2017-2018 Copier Maintenance Agreement	Business Administration	010	64,676.38
B18-00220	Caroline M Wolf	New ASL Interpreter - C. Wolf	Human Resources	010	1,000.00
B18-00221	Cameron Wilkins	Band Coach/OPIMA/ASB	Oak Park High 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.

[SIGNATURE](#)
[ONLINE](#)

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Includes Purchase Orders dated 08/01/2017 - 08/31/2017

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B18-00222	Shanee Parker	Band Coach/OPIMA/ASB	Oak Park High School	010	1,000.00
B18-00223	A.J. Asano	Band Coach/OPIMA/ASB	Oak Park High School	010	1,000.00
B18-00224	Camille Ramirez	Band Coach/OPIMA/ASB	Oak Park High School	010	1,000.00
B18-00225	Charlotte Betry	Band Coach/OPIMA/ASB	Oak Park High School	010	1,000.00
B18-00226	AVM Technologies, Inc. Confide	Shredding services district wide	Superintendent	010	1,500.00
	ntial Data Destruction				
B18-00227	Shred-It USA, LLC	2017-18 Shredding Services	Business Administration	010	250.00
DIR17-00047	Hughes General Engineering	Pro 14-16R DO/OVHS/OPIS Sign Install	Business Administration	213	29,474.44
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
DIR18-00027	Best Contracting Services	Pro 17-28S Roof Replacement OPHS Bldg H	Business Administration	211	54,705.00
DIR18-00028	Blue Violet Networks, LLC	Pro17-33S Install of Districtwide Security Cameras	Business Administration	211	54,408.76
DIR18-00029	Plowboy Landscapes, Inc.	"Back to School" Landscape Clean-Up at all Sites	Business Administration	010	17,040.00
DIR18-00030	Taft Electric Company	Pro 17-33S Install 110 V for Security Cameras	Business Administration	211	18,271.00
DIR18-00031	Courtyard Construction, Inc.	Pro 17-30R-1 Exterior Structural Shade Sails	Business Administration	213	45,526.00
DIR18-00032	Cutcrete Sawing	Pro 17-40R Basketball Courts Asphalt at MCMS	Business Administration	213	121,690.00
DIR18-00033	Southwest School Supply	Classroom Library Furniture	Business Administration	212	5,382.88
DIR18-00034	Thousand Oaks Electric	Pro 17-24S-2 Conduit for HVAC at MCMS	Business Administration	211	4,150.00
DIR18-00035	Merit Metal Products, Inc.	Pro 17-30R Remove & Replace Trellis Tail Caps	Business Administration	213	3,300.00
DIR18-00036	Thousand Oaks Electric	Pro 17-24S Conduit for HVAC at MCMS	Business Administration	211	2,675.00
DIR18-00037	Comerstone Construction	Pro 17-30 R Ext Structural Repair at MCMS	Business Administration	213	6,850.00
P17-00678	VCOE	SpEd Staff trainings - SELPA 2016/17	District-wide	010	2,297.50
P17-00679	Dougherty+Dougherty Architects	General Architectural Consulting Svs	Business Administration	211	8,755.00
P17-00680	CR Print	Printing for Measure A Parcel Tax Election	Business Administration	010	5,851.60
P17-00681	Daniel Zeigler Design	Newsletter for Measure A Parcel Tax Election	Business Administration	010	2,500.00
P17-00682	Statewide Information Systems	Mailing for Measure A Parcel Tax Election	Business Administration	010	1,105.00
P17-00683	Bragg Investment Co.,Inc. DBA Bragg Crane Service	Pro 17-25S Crane Svs for HVAC at OHES	Business Administration	211	3,548.50
P17-00684	Bragg Investment Co.,Inc. DBA Bragg Crane Service	Pro 17-27S Crane Svs for HVAC at OPHS	Business Administration	211	3,762.50

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

TABLE ONLINE

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Includes Purchase Orders dated 08/01/2017 - 08/31/2017

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P17-00685	Bragg Investment Co., Inc. DBA Bragg Crane Service	Pro 17-24S Crane Svs for HVAC at MCMS	Business Administration	211	10,604.00
P17-00686	VCOE	2016-2017 - Excess Costs Transportation	District-wide	010	80,739.18
P17-00687	Conejo Uni Sch Dist	2016/17 - CVUSD Infant Excess Costs (Tuition)	District-wide	010	6,000.00
P18-00095	Mats Inc	Pro 17-08 MCMS Gym Floor Mats	Business Administration	010	1,908.13
P18-00113	ChargePoint, Inc.	Pro 17-01S Upgrade DO Ev Charging Station	Business Administration	211	3,337.50
P18-00114	Sunbelt Rentals, Inc	Pro 17-24S Forklift Rental for HVAC at MCMS	Business Administration	211	4,895.33
P18-00115	AT&T-CalNet 3	OVHS/OPIS Fax Line	Oak View High School	010	500.00
P18-00116	VCOE	Fees GASB-68 Reports & Schedules	Business Administration	010	350.00
P18-00117	Accrediting Commission For Schools/Wasc	WASC Annual Installment	Oak View High School	010	970.00
P18-00118	Accrediting Commission For Schools/Wasc	WASC Annual Installment	Home Independent Study Program	010	970.00
P18-00119	SiteOne Landscape Supply, LLC	Pro 17-40R Relocate Irrigation Supplies-BB Asphalt	Business Administration	213	6,304.28
P18-00120	Cali USA Acoustics, Inc.	Pro 17-41R Gym Improvements at MCMS	Business Administration	213	63,546.00
P18-00121	School Innovations & Advocacy Deposits	2017/18 Consulting Svs. per Agreement	Business Administration	010	17,700.00
P18-00122	Performance Nursery Corp DBA South Bay Gardens	2017/18 PO for Landscape Supplies	Business Administration	010	2,000.00
P18-00124	Cornerstone Construction	Construct & Install 23 Window Screens at OHES	Business Administration	010	820.00
P18-00126	Home Depot	ROP/Woodshop/mat & supp	Oak Park High School	010	3,000.00
P18-00127	Ventura County Schools	2016-17 Liability & Property Contribution	Business Administration	010	221,423.96
P18-00128	Textbook Warehouse Inc.	OHES 5th grade Social Studies Making New Nation	Curriculum	010	675.13
P18-00129	Perma-Bound	MCMS Novels The Alchemist Peter Pan 2017-2018	Curriculum	010	7,954.58
P18-00130	Curriculum Associates	Quick-Word handbooks for 2nd grade	Red Oak Elementary School	010	243.61
P18-00131	Challenge Success	Challenge Success Returning Team 2017	Superintendent	010	4,200.00
P18-00132	Cpm Educational Program	MCMS CPM Algebra Math Pilot 2017-2018 Course 3	Curriculum	010	7,500.00
P18-00133	Southwest School Supply	Pro 17-16C Classroom Furniture for OHES	Business Administration	212	1,023.59
P18-00134	Document Systems	Richo color excess charge-MPC4503-R	Neighborhood Pre-School Program	010	643.50
P18-00135	Compuwave Inc.	Toner for Printer - Room 17	Neighborhood Pre-School Program	010	870.87
P18-00136	Gobo LLC	LCAP Infographic Annual Subscription 17-18	Superintendent	010	2,995.00

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.

SCAPE ONLINE

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Includes Purchase Orders dated 08/01/2017 - 08/31/2017

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P18-00137	Membean Inc.	PFA: Vocab Program	Medea Creek Middle School	010	545.00
P18-00138	Project Lead the Way (PLTW)	VC2E Architecture Supplies	Oak Park High School	010	9,129.45
P18-00139	Project Lead the Way (PLTW)	VC2E Architecture Supplies	Oak Park High School	010	620.48
P18-00140	Wicks Aircraft Supply Co	ROP Architecture Supplies	Oak Park High School	010	238.52
P18-00141	Dubuque Bank and Truck Co.	Pro 14-29F Lease/Purchase of Solar Install at OPHS	Business Administration	010	58,071.28
P18-00142	Textbook Warehouse Inc.	OPHS Additional Textbook Order Curriculum 17-18		010	10,648.48
P18-00143	Accrediting Commission For Schools/Wasc	Accreditation/oth exp	Oak Park High School	010	970.00
P18-00144	Follett School Solutions, Inc.	Destiny Library Software Renewal 2017-2018	Curriculum	010	4,196.16
P18-00145	AED Authority	Safety Credits - Lifepak 1000 Defibrillators	Business Administration	010	5,178.00
P18-00146	Us Bank Trust Nat'l Assn.	Admin Fees 2008 GOB Election 2011A & 2011B Series	Business Administration	010	1,815.00
P18-00147	Cornerstone Construction	Wood-like Melamine Panels for MCMS Band Rm.	Business Administration	010	275.00
P18-00148	Poor Richards Press	OVHS Health HSSH WorkBooks 2017-2018	Curriculum	010	430.07
P18-00149	McGraw-Hill Education c/o American Express	OVHS Health Textbooks 2017-2018	Curriculum	010	1,282.48
P18-00150	Textbook Warehouse Inc.	OPHS Algebra I 2017-2018 Workbooks	Curriculum	010	458.88
P18-00151	HEINEMANN	BES ELA Units of Study Reading Grade K & 3	Curriculum	010	731.45
P18-00152	HEINEMANN	OHES ELA Units of Study Reading/Writing Gd K & 4	Curriculum	010	1,013.41
P18-00153	Compuwave Inc.	Printers for site	Red Oak Elementary School	010	756.11
P18-00154	Houghton Mifflin Harcourt c/o American Express	OPIS Science Fusion 2017-2018 - K-5 On-Line	Curriculum	010	1,177.85
P18-00155	ACT Research Services (64)	District ACT Profile Data Report	Superintendent	010	330.50
P18-00156	Document Systems	2016-17 Copy Overages Districtwide	Business Administration	010	6,494.56
P18-00157	Pasco Scientific	Aero Space Eng/Other Exp/Inst Accts.	Oak Park High School	010	66.04
P18-00158	Project Lead the Way (PLTW)	Aero Space/Other Exp/Inst. Accts.	Oak Park High School	010	5,525.09
P18-00159	Parent Settlement	SpEd NPS Residential- Parent Reimbursement 2017/18	District-wide	010	5,625.00
P18-00160	Parent Settlement	SpEd NPS Residential-Parent Reimbursement 2017/18	District-wide	010	5,275.00
P18-00161	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	SpEd - Tumbleweed Transportation 2017-18	District-wide	010	80,000.00
P18-00162	Las Virgenes School Dist	2017-2018 - Program Services (LVUSD) - SpEd	District-wide	010	130,000.00

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.

2017-09-07 10:21 AM ONLINE

Includes Purchase Orders dated 08/01/2017 - 08/31/2017

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P18-00163	VCOE	2017-2018 - Physical Therapy Services - VCOE	District-wide	010	5,000.00
P18-00164	Office Depot Customer Service Center	2017-2018 - Office Depot Supplies - SpEd	District-wide	010	2,400.00
P18-00165	VCOE	2017-18 /VCOE Intensive Social Services	District-wide	010	10,000.00
P18-00166	VCOE	2017/18 - SpEd trainings/workshops - SELPA	District-wide	010	1,500.00
P18-00167	VCOE	2017/18 - VCOE Student Excess Costs (Tuition)	District-wide	010	117,500.00
P18-00168	Conejo Uni Sch Dist	2017/18 - CVUSD Student Excess Costs (Tuition)	District-wide	010	73,000.00
P18-00169	VCOE	2017/18 - Excess Costs (Transportation)	District-wide	010	60,000.00
P18-00170	Cutcrete Sawing	Parking Lot Striping at OPHS	Business Administration	010	580.00
P18-00171	Poor Richards Press	OPIS Health HSSH WorkBooks 2017-2018	Curriculum	010	351.75
P18-00172	Houghton Mifflin Harcourt	OPIS Go Math Grade 6 2017-2018	Curriculum	010	157.12
P18-00173	Oak Park High School PFA	PFA Reimbursement for Overpayment	Oak Park High School	010	5,625.00
P18-00174	Ventura County Association of School Psychologists	2017/18 - VCASP Membership - psychs	District-wide	010	120.00
P18-00175	Underwood Family Farms c/o American Express	1st Grade Field Trip to Underwood Family Farms	Oak Hills Elementary School	010	1,512.00
P18-00176	Southwinds Transportation	Buses - 5th Grade Field Trip to Santa Cruz Island	Oak Hills Elementary School	010	2,461.80
P18-00177	Southwinds Transportation	Buses for 5th Grade Field Trip to Reagan Library	Oak Hills Elementary School	010	1,046.20
P18-00178	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	Buses for 4th Grade Field Trip to Olivas Adobe	Oak Hills Elementary School	010	1,533.00
P18-00179	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	Buses for 1st Grade Field Trip to Tree People	Oak Hills Elementary School	010	918.00
P18-00180	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	Buses for 4th Grade Field Trip to Ventura Mission	Oak Hills Elementary School	010	1,557.00
P18-00181	Micro Audiometrics Corp	Micro Audiometrics - Vision Machine Calibration	District-wide	010	126.30
P18-00182	Christine Brown	OPIS/OVHS WASC Consultant	Oak View High School	010	2,800.00
P18-00183	Intrepid Glass & Mirror, Inc	Disc/other Supply/glass replacement	Oak Park High School	010	380.00
P18-00184	Finish Line Paving, Inc.	Pro 17-40R Move Sea Containers and Replace	Business Administration	213	1,290.00
P18-00185	City Of Ventura Parks & Rec.	4th Grade Field Trip to Ventura Mission	Oak Hills Elementary School	010	926.00
P18-00186	Thomson West	Oth/Suppl/Disc	Oak Park High School	010	88.80
P18-00187	Textbook Warehouse Inc.	OHES 5th grade Go Math Practice Books	Curriculum	010	34.59

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 08/01/2017 - 08/31/2017

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P18-00188	Grammar Flip, LLC	LOTT: Grammar Program	Medea Creek Middle School	010	156.00
P18-00189	Performances To Grow On	Parent funded field trip, 2nd, Theater tickets	Red Oak Elementary School	010	2,592.00
P18-00190	Literacy Partners	Prof Develop Teachers ELA 8.30.2017	Curriculum	010	2,250.00
P18-00191	Island Packers Cruises	Donation Santa Cruz	Brookside School	010	5,160.00
P18-00192	New Matter, Inc.	VCI: Engineering - 3D printer	Medea Creek Middle School	010	535.18
P18-00193	BE Publishing	VCI: Software & Systems Dev - keyboard covers	Medea Creek Middle School	010	866.39
P18-00194	City Of Ventura Parks & Rec.	4th Grade Field Trip to Olivas Adobe	Oak Hills Elementary School	010	1,120.00
P18-00195	Pioneer Valley Books	Level B Books for K-2nd Grade	Oak Hills Elementary School	010	385.00
P18-00196	Tree People	1st Grade Field Trip to Tree People	Oak Hills Elementary School	010	395.00
P18-00197	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	Buses for 1st Grade Field Trip to Underwood Farms	Oak Hills Elementary School	010	900.00
P18-00198	Ventura County Library	OP Library Shared Cost 2012-13, Accounting & Payroll 2013-14, 2016-17		010	69,665.78
P18-00199	Compuwave Inc.	Color Toner Office Printer	Home Independent Study Program	010	392.79
P18-00200	Santa Barbara Museum Of Natural History	Parent funded field trip—3rd gr—Museum	Red Oak Elementary School	010	400.00
T18-00007	Apple Computer, Inc. Ms:198-3E D	Proj C712 Mobile VR Labs - iPod Touch	Technology Coordinator	212	39,071.51
T18-00015	All Connected Inc	Basic Maintenance of Internal Connections (ERATE)	Technology Coordinator	212	45,000.00
<b>Total Number of POs</b>			<b>147</b>	<b>Total</b>	<b>2,007,566.54</b>

## Fund Recap

Fund	Description	PO Count	Amount
010	General Fund	1	2,297.50
<b>Total Fiscal Year 2017</b>			<b>2,297.50</b>
010	General Fund	119	1,373,627.75
211	Measure S Facilities & Tech	14	235,942.59
212	Measure C6 Technology Bond Fund	4	90,477.98
213	Measure R FACILITIES Bond Fund	9	305,220.72
<b>Total Fiscal Year 2018</b>			<b>2,005,269.04</b>
<b>Total</b>			<b>2,007,566.54</b>

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 of 6

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 19, 2017**  
**SUBJECT: B.1.d. RATIFY OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL STUDENT TO ATTEND CHALLENGE SUCCESS RETURNING TEAM CONFERENCE SEPTEMBER 15-16, 2017**

CONSENT

**ISSUE:** Should the Board of Education approve the overnight trip for OPHS student to attend the Challenge Success Returning Team Conference at Stanford, CA?

**BACKGROUND:** Principal Kevin Buchanan requests approval for Oak Park High School student, Meghan Cleary to attend the Challenge Success Returning Team Conference at Stanford, CA. Principal Kevin Buchanan will also be attending the conference along with 9 other staff members and administrators from Oak Park Unified School District, Oak Park High School, and Medea Creek Middle School. The group will depart on September 15 and return on September 16. The team will be flying to San Francisco on Friday September 15 and will be staying at the Sheraton Palo Alto. They will return on Saturday September 16<sup>th</sup>.

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

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

Respectfully submitted,

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

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 19, 2017**  
**SUBJECT: B.1.e. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL CIF PLAY-OFFS COMPETITION – FALL SPORTS**

CONSENT

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

**BACKGROUND:** Principal, Kevin Buchanan, requests approval for any/all fall sports team(s) (Girls' Tennis, Volleyball, Golf, Football, and Cross Country) that might qualify for CIF play-offs and require overnight travel and accommodations due to distance. Details of specific trips will be updated as they occur. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved *Field Trip Planning Guide/Checklist* have been met.

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

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

Respectfully submitted,

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

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 19, 2017**  
**SUBJECT: B.1.f. APPROVE OVERNIGHT TRIP FOR MEDEA CREEK MIDDLE SCHOOL  
8<sup>th</sup> GRADE – OCTOBER 25-27, 2017**

CONSENT

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

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

**STATEMENT:** This trip is scheduled for October 25-27 with departure @ 8:00 a.m. and with return @ 4:00 p.m. The cost is a voluntary donation of \$350.00 (Includes transportation, classes, food and lodging), with participating chaperones paying half of the student donation. MCMS sees that all interested students (space permitting) are able to attend, regardless of cost. Chaperones include MCMS staff members and parent volunteers. The bus company is to be determined. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved Field Trip Planning Guide/Checklist have been met.

**ALTERNATIVES:** 1. Approve the October overnight trip to Astrocamp in Idyllwild.  
2. Do not approve the October overnight trip to Astrocamp in Idyllwild.

**RECOMMENDATION:** Alternative #1.

Respectfully submitted,

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

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 19, 2017**  
**SUBJECT: B.1.g. APPROVE OVERNIGHT TRIP FOR MEDEA CREEK MIDDLE SCHOOL 7<sup>th</sup> GRADE TO CATALINA, OCTOBER 30- NOVEMBER 1, 2017**

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**CONSENT**

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

**BACKGROUND:** This is the 28<sup>th</sup> trip that Medea Creek has made to Catalina. In the past, the trip has been a wonderful hands-on science experience in marine biology. Students attending will participate in classes that extend the 7<sup>th</sup> grade science curriculum (classes include *Fish/Invertebrates*, *Tide pooling/Plankton*, and *Squid Dissection*) as well as team building activities that encourage physical challenges (snorkeling, sea kayaking, and night snorkel). Each year students say this is an outstanding environmental educational experience.

**STATEMENT:** The trip is scheduled for leaving @6:00a.m on October 30<sup>th</sup> and returning to MCMS on November 1<sup>st</sup>, 2017 @4:00p.m. The cost is a voluntary donation of \$360.00 (Includes transportation, classes, food and lodging), with participating chaperones paying half of the student fee. MCMS sees that all interested students (space permitting) are able to attend, regardless of cost. Chaperones include MCMS staff members and parent volunteers. The bus company is Southwinds Transportation. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved Field Trip Planning Guide/Checklist have been met.

**ALTERNATIVES:** 1. Approve the overnight marine biology trip.  
2. Do not approve the overnight marine biology trip.

**RECOMMENDATION:** Alternative #1.

Respectfully submitted:

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Anthony W. Knight, Ed  
Superintendent

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

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

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: SEPTEMBER 19, 2017**

**SUBJECT: B.1.h. APPROVE OUT OF STATE TRAVEL FOR CERTIFICATED EMPLOYEE TO ATTEND THE PACIFIC NORTHWEST INSTITUTE ON SPECIAL EDUCATION AND THE LAW IN SEATTLE, WA**

**CONSENT**

**ISSUE:** Shall the Board of Education approve the out of state travel for the Oak Park certificated employee to attend the Pacific Northwest Institute on Special Education and The Law?

**STATEMENT:** According to Board Policy 3350, the Board of Education must approve out of state travel for certificated and classified employees. Jennifer Golden will be attending the Pacific Northwest Institute on Special Education and The Law from September 25-27, 2017. This two-and-a-half-day conference is an annual overview of selected legal issues affecting special education administration and practices. It includes annual updates on legal decisions related to special education and 504. Expert speakers from around the country present on such topics as: due process and mediation; collaborative problem-solving, facilitation, and other ADR strategies; behavior intervention and the law; and writing legally defensible IEPs. The conference is invaluable in terms of the rich legal information obtained, allowing us to better train staff with the most up-to-date, legally-compliant practices, and to collaborate with families to better develop programs for our students.

**ALTERNATIVES:**

1. Approve the out of state travel for employees to attend Pacific Northwest Institute On Special Education and The Law in Sattle, WA.
2. Do not approve the out of state travel for employees to attend the Pacific Northwest Institute On Special Education and The Law in Sattle, WA.

**RECOMMENDATION:** Alternative No. 1

Respectfully submitted,

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

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

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



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 19, 2017**  
**SUBJECT: B.1.i. APPROVE OUT OF STATE TRAVEL FOR CLASSIFIED  
EMPLOYEE TO ATTEND THE JAMF NATION USER  
CONFERENCE, MINNEAPOLIS, MN – OCTOBER 23-27, 2017**

CONSENT

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

**STATEMENT:** According to Board Policy 3350, the Board of Education must approve out of state travel for certificated and classified employees. Vsean Everett will be attending the JAMF Nation User Conference in Minneapolis taking place October 24-27 so that he can get further training and collaboration on how to administer the JAMF Casper Suite desktop management system the district uses to control Macs and iPads around the district. Vasean Everett recently obtained his JAMF administrator certification. Attending the JAMF User's conference is the next step in training after receiving the JAMF administrator certification. This training would be a great boost to his knowledge and help him to more quickly and efficiently solve the district Mac software deployment and management issues.

**ALTERNATIVES:**

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

**RECOMMENDATION:** Alternative #1

Respectfully submitted,

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

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

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

**TO: BOARD OF EDUCATION**

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

**DATE: SEPTEMBER 19, 2017**

**SUBJECT: B.1.j. APPROVE CONTRACT FOR NON-PUBLIC SCHOOL  
PLACEMENT AND SERVICES FOR SPECIAL EDUCATION  
STUDENT #1-17/18 - \$31,959.36.**

**CONSENT**

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

**BACKGROUND:** This seventeen-year-old, twelfth grade special education student has been attending school at The Help Group for the last nine years. The IEP team has determined that a non-public school is the least restrictive appropriate placement at this time. Sunrise Non-Public School (The Help Group) is a certified non-public school and has a Master contract with Ventura County SELPA. The cost of this placement for the 2017-2018 school year is \$31,959.36. The District will receive an estimated \$9,222.00 in LCFF funds for students in grades 9-12 to reduce the actual cost to \$22,737.36.

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

**RECOMMENDATION:** Alternative #1

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

Respectfully submitted,

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

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

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

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

This agreement is effective on July 1, 2017 or the date student begins attending a nonpublic school or begins receiving services from a nonpublic agency, if after the date identified, and terminates at 5:00 P.M. on June 30, 2018, unless sooner terminated as provided in the Master Contract and by applicable law.

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

Nonpublic School/Agency		The HELP Group (Sunrise School) (#1-17/18)	
Address		13130 Burbank Blvd	
City, State, Zip		Sherman Oaks, CA 91340	
IEP Coordinator Name		Carol Coelho, Contract Administrator	
Phone	818 779 5105	Fax	
E-Mail		ccoelho@thehelpgroup.org	
Program Administrator Name		Sue Ann Kaples	
Phone		Fax	
E-Mail			
Education Schedule - Regular School Year			
Number of Days	180 days	Number of Weeks	
Education Schedule - Extended School Year			
Number of Days	20 days	Number of Weeks	
Contract Begins	July 1, 2017	Ends	June 30, 2018

**DESIGNATED INSTRUCTION AND SERVICES / RELATED SERVICES:**

SERVICES	PROVIDER			Cost and Duration of Session	Number of Sessions per wk/mo/yr	Maximum Number of Days or Sessions		Estimated Maximum Total Cost for Contracted Period
	NPS	NPA	OTHER Specify			Reg School Year	ESY	
A. BASIC EDUCATION <i>Positive attendance only</i>	Sunrise			148.92		180	20	\$29,784.00
B. RELATED SERVICES								
1. Transportation a. Paid to NPS/IA								
2. Adapted P.E.								
3. Speech/Language a. Group b. Individual	Group			49.44 per 60 minute session		40	4	\$2,175.36

SERVICES	PROVIDER			Cost and Duration of Session	Number of Sessions per wk/mo/yr	Maximum Number of Days or Sessions		Estimated Maximum Total Cost for Contracted Period
	NPS	NPA	OTHER Specify			Reg School Year	ESY	
c. Consultation								
4. Occupational Therapy								
a. Therapy								
b. Consultation								
TOTAL COST								\$31,959.36

TOTAL ESTIMATED MAXIMUM BASIC EDUCATION/ RELATED SERVICES COSTS \$31,959.36 to include one hour per week of group speech at \$49.44 per hour.

Progress Reporting Requirements:   X   Quarterly        Monthly        Other (Specify       )

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

-CONTRACTOR-

-LEA-

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

Oak Park Unified School District  
(Name of LEA)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Name and Title)

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

**TO: BOARD OF EDUCATION**

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

**DATE: SEPTEMBER 19, 2017**

**SUBJECT: B.1.k. APPROVE CONTRACT FOR NON-PUBLIC SCHOOL  
PLACEMENT AND SERVICES FOR SPECIAL  
EDUCATION STUDENT #2-17/18 - \$39,506.28**

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**CONSENT**

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

**BACKGROUND:** This fifteen-year-old, ninth grade special education student moved into the District in summer 2015 with an existing placement at The Help Group. Bridgeport Non-Public School (The Help Group) is a certified non-public school and has a Master contract with Ventura County SELPA. The cost of this placement for the 2017-2018 school year is \$39,506.28. The District will receive an estimated \$9,222.00 in LCFF funds for students in grades 9-12 to reduce the actual cost to \$30,284.28.

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

**RECOMMENDATION:** Alternative #1

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

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

This agreement is effective on July 1, 2017, or the date student begins attending a nonpublic school or begins receiving services from a nonpublic agency, if after the date identified, and terminates at 5:00 P.M. on June 30, 2018, unless sooner terminated as provided in the Master Contract and by applicable law.

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

<b>Nonpublic School/Agency</b>		The HELP Group (Bridgeport School) (#2-17/18)	
<b>Address</b>		13130 Burbank Blvd	
<b>City, State, Zip</b>		Sherman Oaks, CA 91340	
<b>IEP Coordinator Name</b>		Carol Coelho, Contract Administrator	
<b>Phone</b>	818 779 5105	<b>Fax</b>	
<b>E-Mail</b>		ccoelho@thehelpgroup.org	
<b>Program Administrator Name</b>			
<b>Phone</b>		<b>Fax</b>	
<b>E-Mail</b>			
<b>Education Schedule – Regular School Year</b>			
<b>Number of Days</b>	180	<b>Number of Weeks</b>	
<b>Education Schedule – Extended School Year</b>			
<b>Number of Days</b>	20 days	<b>Number of Weeks</b>	
<b>Contract Begins</b>	July 1, 2017	<b>Ends</b>	June 30, 2018

**DESIGNATED INSTRUCTION AND SERVICES / RELATED SERVICES:**

SERVICES	PROVIDER			Cost and Duration of Session	Number of Sessions per wk/mo/yr	Maximum Number of Days or Sessions		Estimated Maximum Total Cost for Contracted Period
	NPS	NPA	OTHER Specify			Reg School Year	ESY	
<b>A. BASIC EDUCATION</b> <i>Positive attendance only</i>	Bridgeport			148.92		180	20	29,784.00
<b>B. RELATED SERVICES</b>								
1. Transportation a. Paid to NPS/A								
2. Adapted P.E.								
3. Speech/Language a. Group b. Individual	Individual			46.35 per individual 30 minute		40	No ind speech	1,854.00



**TO: BOARD OF EDUCATION**

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

**DATE: SEPTEMBER 19, 2017**

**SUBJECT: B.1.I. APPROVE CONTRACT FOR NON-PUBLIC SCHOOL  
PLACEMENT AND SERVICES FOR SPECIAL EDUCATION  
STUDENT #3-17/18 - \$31,131.36**

**CONSENT**

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

**BACKGROUND:** This sixteen-year-old, eleventh grade special education student was placed at Summit View School (The Help Group). Summit View Non-Public School is a certified non-public school and has a Master contract with Ventura County SELPA. The cost of this placement for the 2017-2018 school year is \$31,131.36. The District will receive an estimated \$9,222.00 in LCFF funds for students in grades 9-12 to reduce the actual cost to \$21,909.36.

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

**RECOMMENDATION:** Alternative #1

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

Respectfully submitted,

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

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

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



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

This agreement is effective on July 1, 2017, or the date student begins attending a nonpublic school or begins receiving services from a nonpublic agency, if after the date identified, and terminates at 5:00 P.M. on June 30, 2018, unless sooner terminated as provided in the Master Contract and by applicable law.

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

Nonpublic School/Agency		The HELP Group (Contract #3-17/18)	
Address		13130 Burbank Blvd	
City, State, Zip		Sherman Oaks, CA 91340	
IEP Coordinator Name		Carol Coelho, Contract Administrator	
Phone	818 779 5105	Fax	
E-Mail		ccoelho@thehelpgroup.org	
Program Administrator Name			
Phone		Fax	
E-Mail			
Education Schedule – Regular School Year			
Number of Days	180	Number of Weeks	
Education Schedule – Extended School Year			
Number of Days	20 days	Number of Weeks	
Contract Begins	July 1, 2017	Ends	June 30, 2018

**DESIGNATED INSTRUCTION AND SERVICES / RELATED SERVICES:**

SERVICES	PROVIDER			Cost and Duration of Session	Number of Sessions per wk/mo/yr	Maximum Number of Days or Sessions		Estimated Maximum Total Cost for Contracted Period
	NPS	NPA	OTHER Specify			Reg School Year	ESY	
A. BASIC EDUCATION <i>Positive attendance only</i>	Summit View			142.98		180	20	28,956.00
B. RELATED SERVICES								
1. Transportation a. Paid to NPS/A								
2. Group Counseling								
3. Speech/Language a. Group b. Individual c. Consultation	Summit View			\$49.44 per 60 minute		40	4	2,175.36



**TO: BOARD OF EDUCATION**

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

**DATE: SEPTEMBER 19, 2017**

**SUBJECT: B.1.m. APPROVE CONTRACT FOR NON-PUBLIC SCHOOL  
PLACEMENT AND SERVICES FOR SPECIAL  
EDUCATION STUDENT #4-17/18 - \$31,747.80**

**CONSENT**

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

**BACKGROUND:** This thirteen-year-old, eighth grade student was recently placed by the IEP team at Summit View School, a non-public school operated by The Help Group. The cost of the special education and related services for the 2017-2018 school year is \$31,747.80. The District will receive an estimated \$7,229.00 in LCFF funds for students in grades 7-8, reducing the actual cost to \$24,518.80.

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

**RECOMMENDATION:** Alternative #1

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

Respectfully submitted,

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

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

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

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

This agreement is effective on July 1, 2017, or the date student begins attending a nonpublic school or begins receiving services from a nonpublic agency, if after the date identified, and terminates at 5:00 P.M. on June 30, 2018, unless sooner terminated as provided in the Master Contract and by applicable law.

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

Nonpublic School/Agency		The HELP Group (Summit View) (#4 17/18)	
Address		13130 Burbank Blvd	
City, State, Zip		Sherman Oaks, CA 91340	
IEP Coordinator Name		Carol Coelho, Contract Administrator	
Phone	818 779 5105	Fax	
E-Mail		ccoelho@thehelpgroup.org	
Program Administrator Name			
Phone		Fax	
E-Mail			
Education Schedule – Regular School Year			
Number of Days	180 days	Number of Weeks	
Education Schedule – Extended School Year			
Number of Days	20 days	Number of Weeks	
Contract Begins	July 1, 2017	Ends	June 30, 2018

**DESIGNATED INSTRUCTION AND SERVICES / RELATED SERVICES:**

SERVICES	PROVIDER			Cost and Duration of Session	Number of Sessions per wk/mo/yr	Maximum Number of Days or Sessions		Estimated Maximum Total Cost for Contracted Period
	NPS	NPA	OTHER Specify			Reg School Year	ESY	
A. BASIC EDUCATION <i>Positive attendance only</i>	Summit View			142.98		180	20	28,596.00
B. RELATED SERVICES								
1. Transportation a. Paid to NPS/A								
2. Adapted P.E.								
3. Counseling a. Group	Summit View Group			\$27.81 per ½ hr	40 per year			1112.40

SERVICES	PROVIDER			Cost and Duration of Session	Number of Sessions per wk/mo/yr	Maximum Number of Days or Sessions		Estimated Maximum Total Cost for Contracted Period
	NPS	NPA	OTHER Specify			Reg School Year	ESY	
b. Individual in	Individual			\$ 46.35 per ½ hour	40 per year		4	2039.40
4. Occupational Therapy a. Therapy b. Consultation								
					TOTAL COST			31,747.80

**TOTAL ESTIMATED MAXIMUM BASIC EDUCATION/ RELATED SERVICES COSTS** including 120 minutes per month individual counseling and 120 minutes per month group; 120 minutes individual during ESY

Other Provisions/Attachments:

Progress Reporting Requirements:   X   Quarterly        Monthly        Other (Specify                                 )

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

**-CONTRACTOR-**

**-LEA-**

\_\_\_\_\_  
(Name of Nonpublic School/Agency)

Oak Park Unified School District

\_\_\_\_\_  
(Name of LEA)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Name and Title)

Anthony W. Knight, Ed.D.

\_\_\_\_\_  
(Name of Superintendent or Authorized Designee)

**TO: BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 19, 2017**  
**SUBJECT: B.1.n. APPROVE CONTRACT FOR NON-PUBLIC SCHOOL  
PLACEMENT AND SERVICES FOR SPECIAL  
EDUCATION STUDENT #5-17/18 - \$38,325.00**

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**CONSENT**

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

**BACKGROUND:** This eight-year-old, third grade student was recently placed by the IEP team in a residential treatment facility, Intermountain, in Montana. Intermountain is certified by the state as a residential placement and has a certified non-public school on-site. The cost for room and board (\$18,250.00) and mental health services (\$94,900.00) will be reimbursed by the SELPA. OPUSD will be responsible for the costs for basic special education services of the non-public school. The estimated cost of these special education services for the 2017-2018 school year is \$38,325.00; the district cost will be offset by approximately \$7,766.00 in LCFF funds for students K-3, reducing the actual cost to \$30,559.00.

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

**RECOMMENDATION:** Alternative #1

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

Respectfully submitted,

---

Anthony W. Knight, Ed.D.  
Superintendent

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

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

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

This agreement is effective on July, 2017, or the date student begins attending a nonpublic school or begins receiving services from a nonpublic agency, if after the date identified, and terminates at 5:00 P.M. on June 30, 2018, unless sooner terminated as provided in the Master Contract and by applicable law.

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

<b>Nonpublic School/Agency</b>		Intermountain (#05-17/18)	
<b>Address</b>		500 South Lamborn Street	
<b>City, State, Zip</b>		Helena MT 59601	
<b>IEP Coordinator Name</b>			
<b>Phone</b>	406 442 7920	<b>Fax</b>	406 442 7949
<b>E-Mail</b>			
<b>Program Administrator Name</b>		Sami Butler	
<b>Phone</b>		<b>Fax</b>	
<b>E-Mail</b>			
<b>Education Schedule – Regular School Year</b>			
<b>Number of Days</b>	180	<b>Number of Weeks</b>	
<b>Education Schedule – Extended School Year</b>			
<b>Number of Days</b>	30 days	<b>Number of Weeks</b>	
<b>Contract Begins</b>	July 1, 2017	<b>Ends</b>	June 30, 2018

**DESIGNATED INSTRUCTION AND SERVICES / RELATED SERVICES:**

SERVICES	PROVIDER			Cost and Duration of Session	Number of Sessions per wk/mo/yr	Maximum Number of Days or Sessions		Estimated Maximum Total Cost for Contracted Period
	NPS	NPA	OTHER Specify			Reg School Year	ESY	
A. BASIC EDUCATION Positive attendance only				182.50		210 total		38,325.00
B. RELATED SERVICES								
1. Mental Health Support				260.00	365			94,900.00
2. Room and Board				50.00	365			18,250.00
3. Speech/Language a. Group b. Individual c. Consultation								

SERVICES	PROVIDER			Cost and Duration of Session	Number of Sessions per wk/mo/yr	Maximum Number of Days or Sessions		Estimated Maximum Total Cost for Contracted Period
	NPS	NPA	OTHER Specify			Reg School Year	ESY	
4. Occupational Therapy a. Therapy b. Consultation								
					TOTAL COST			\$151,475.00

**TOTAL ESTIMATED MAXIMUM BASIC EDUCATION/ RELATED SERVICES COSTS: \$151,475.00**

Other Provisions/Attachments:

Progress Reporting Requirements:   X   Quarterly        Monthly        Other (Specify                     )

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

**-CONTRACTOR-**

**-LEA-**

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

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

	Susan Roberts, Pupil Services Director
(Name and Title)	(Name of Superintendent or Authorized Designee)



**TO: BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 19, 2017**  
**SUBJECT: B.1.o. APPROVE CONTRACT FOR NON-PUBLIC SCHOOL  
PLACEMENT AND SERVICES FOR SPECIAL  
EDUCATION STUDENT #6-17/18 - \$38,325.00**

---

**CONSENT**

---

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

**BACKGROUND:** This thirteen-year-old, eighth grade student was recently placed by the IEP team in a residential treatment facility, Intermountain, in Montana. Intermountain is certified by the state as a residential placement and has a certified non-public school on-site. The cost for room and board (\$18,250.00) and mental health services (\$94,900.00) will be reimbursed by the SELPA. OPUSD will be responsible for the basic special education services of the non-public school. The estimated cost of these special education services for the 2017-2018 school year is \$38,325.00; the district cost will be offset by approximately \$7,229.00 in LCFF funds for students 6-8, reducing the actual cost to \$31,096.00.

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

**RECOMMENDATION:** Alternative #1

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

Respectfully submitted,

---

Anthony W. Knight, Ed.D.  
Superintendent

---

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

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

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

This agreement is effective on July, 2017, or the date student begins attending a nonpublic school or begins receiving services from a nonpublic agency, if after the date identified, and terminates at 5:00 P.M. on June 30, 2018, unless sooner terminated as provided in the Master Contract and by applicable law.

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

<b>Nonpublic School/Agency</b>		Intermountain (#06-17/18)	
<b>Address</b>		500 South Lamborn Street	
<b>City, State, Zip</b>		Helena MT 59601	
<b>IEP Coordinator Name</b>			
<b>Phone</b>	406 442 7920	<b>Fax</b>	406 442 7949
<b>E-Mail</b>			
<b>Program Administrator Name</b>		Sami Butler	
<b>Phone</b>		<b>Fax</b>	
<b>E-Mail</b>			
<b>Education Schedule – Regular School Year</b>			
<b>Number of Days</b>	180	<b>Number of Weeks</b>	
<b>Education Schedule – Extended School Year</b>			
<b>Number of Days</b>	30 days	<b>Number of Weeks</b>	
<b>Contract Begins</b>	July 1, 2017	<b>Ends</b>	June 30, 2018

**DESIGNATED INSTRUCTION AND SERVICES / RELATED SERVICES:**

SERVICES	PROVIDER			Cost and Duration of Session	Number of Sessions per wk/mo/yr	Maximum Number of Days or Sessions		Estimated Maximum Total Cost for Contracted Period
	NPS	NPA	OTHER Specify			Reg School Year	ESY	
<b>A. BASIC EDUCATION</b> <i>Positive attendance only</i>				182.50		210 total		38,325.00
<b>B. RELATED SERVICES</b>								
1. Mental Health Support				260.00	365			94,900.00
2. Room and Board				50.00	365			18,250.00
3. Speech/Language a. Group b. Individual c. Consultation								



**TO: BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 19, 2017**  
**SUBJECT: B.1.p. APPROVE CONTRACT FOR NON-PUBLIC AGENCY SERVICES FOR SPECIAL EDUCATION STUDENT #7-17/18 – \$58,840.00**

**CONSENT**

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

**BACKGROUND:** This seventeen-year-old, eleventh grade student attends Oak Park High School and continues to require non-public agency specialized behavior intervention services throughout the school day. Children's Developmental Milestones (CDM)) is able to provide these specialized services on the school campus. The total cost for these services for the 2017-2018 school year is \$58,840.00. Children's Developmental Milestones is a certified non-public agency and has a Master contract with Ventura County SELPA.

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

**RECOMMENDATION:** Alternative #1

**RATIONALE:** The District is required by law to provide the services stated on a student's IEP. Children's Developmental Milestones (CDM) is a certified non-public agency.

Respectfully submitted,

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

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

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

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

This agreement is effective on July 1, 2017 or the date student begins attending a nonpublic school or begins receiving services from a nonpublic agency, if after the date identified, and terminates at 5:00 P.M. on June 30, 2018, unless sooner terminated as provided in the Master Contract and by applicable law.

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

<b>Nonpublic School/Agency</b>		Children's Developmental Milestones (#7-17/18)			
<b>Address</b>		21241 Ventura Blvd Suite 187			
<b>City, State, Zip</b>		Woodland Hills CA 91364			
<b>IEP Coordinator Name</b>		Eileen Gholizadeh, MA, BICM Co-Founder/ Executive Director			
<b>Phone</b>		(818) 203-5063	<b>Fax</b>	(805) 617-1725 - Fax	
<b>E-Mail</b>		eileen@cdmtherapy.com			
<b>Program Administrator Name</b>					
<b>Phone</b>			<b>Fax</b>		
<b>E-Mail</b>					
<b>Education Schedule – Regular School Year</b>					
<b>Number of Days</b>			<b>Number of Weeks</b>		
<b>Education Schedule – Extended School Year</b>					
<b>Number of Days</b>		180	<b>Number of Weeks</b>		
<b>Contract Begins</b>		July 1, 2017	<b>Ends</b>		June 30, 2018

**DESIGNATED INSTRUCTION AND SERVICES / RELATED SERVICES:**

SERVICES	PROVIDER			Cost and Duration of Session	Number of Sessions per wk/mo/yr	Maximum Number of Days or Sessions		Estimated Maximum Total Cost for Contracted Period
	NPS	NPA	OTHER Specify			Reg School Year	ESY	
A. BASIC EDUCATION Positive attendance only								
B. RELATED SERVICES								

SERVICES	PROVIDER			Cost and Duration of Session	Number of Sessions per wk/mo/yr	Maximum Number of Days or Sessions		Estimated Maximum Total Cost for Contracted Period
	NPS	NPA	OTHER Specify			Reg School Year	ESY	
1. Behavior Intervention Development (Supervision)		X		80.00 per hour		44	4	3840.00
2. Behavior Intervention Instruction (Aide)		X		50.00 per hour	6 hours per day for 180 days plus 20 hours for social skills group	4.5 hours per day for 27 days		55,000.00
					TOTAL COST			\$58,840.00

**ESTIMATED MAXIMUM COST: \$58,840.00**

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

**Progress Reporting Requirements:** \_\_\_\_\_ Quarterly \_\_\_\_\_ Monthly X Other (Specify NA)

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

**-CONTRACTOR-**

**-LEA-**

Children's Developmental Milestones (CDM)

Oak Park Unified School District

(Name of Nonpublic School/Agency)

(Name of LEA).

(Signature)

(Date)

(Signature)

(Date)

(Name and Title)

Anthony W. Knight, Ed. D.

(Name of Superintendent or Authorized Designee)

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: SEPTEMBER 19, 2017**

**SUBJECT: B.1.q. APPROVE RESOLUTION NO. 17-18 ESTABLISHING THE GANN APPROPRIATION LIMIT FOR FISCAL YEARS 2016-17 AND 2017-18**  
**CONSENT**

**ISSUE:** Shall the Board adopt Resolution No. 17-18 establishing the Oak Park Unified School District Gann Appropriation Limit for fiscal years 2016-17 and 2017-18?

**BACKGROUND:** The Gann Initiative (Proposition 4, 1979) created a constitutional requirement for school districts to annually adopt a resolution establishing its maximum appropriations limit. In compliance with this requirement, OPUSD Resolution No. 17-18 establishes the District's revised actual Gann Limit for the 2016-17 fiscal year and its projected Gann Limit for the 2017-18 fiscal year. The resolution accompanies this report for the Board's review and action.

The 2017-18 Gann Appropriation Limit is based on current budget estimates for 2017-18 tax proceeds. This calculation complies with the requirements of SB98 and AB198. The completed appropriation limit forms are included in the District's Unaudited Actuals and will be submitted to the State Department of Education, and approved by the State Board of Education.

**ALTERNATIVES:**

1. Adopt Resolution No. 17-18, establishing the District's Gann Appropriation Limit for fiscal years 2016-17 and 2017-18.
2. Do not adopt Resolution No. 17-18.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted:

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

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

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

**Oak Park Unified School District**

**RESOLUTION NO. 17-18**

**RESOLUTION OF THE BOARD OF EDUCATION  
OF THE OAK PARK UNIFIED SCHOOL DISTRICT  
ESTABLISHING THE GANN APPROPRIATION LIMIT  
FOR FISCAL YEARS 2016-17 AND 2017-18**

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

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

WHEREAS, the District must establish a revised Gann limit for the 2016-17 fiscal year and a projected Gann Limit for the 2017-18 fiscal year in accordance with the provisions of Article XIII-B and applicable statutory law;

NOW, THEREFORE, BE IT RESOLVED that this Board does provide public notice that the following calculations and documentation of the Gann limits for the 2016-17 and 2017-18 fiscal years are made in accord with applicable constitutional and statutory law;

AND BE IT FURTHER RESOLVED that this Board does hereby declare that the appropriations in the Budget for the 2016-17 and 2017-18 fiscal years do not exceed the limitations imposed by Proposition 4;

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

I, the undersigned, Secretary to the Board of Education of the Oak Park Unified School District, do hereby certify the foregoing to be true and correct copy of a resolution by the governing board of the aforesaid school district at a meeting held on the 19th day of September 2017.

---

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



	2016-17 Calculations			2017-18 Calculations		
	Extracted Data	Adjustments*	Entered Data/ Totals	Extracted Data	Adjustments*	Entered Data/ Totals
<b>A. PRIOR YEAR DATA</b> (2015-16 Actual Appropriations Limit and Gann ADA are from district's prior year Gann data reported to the CDE)	<b>2015-16 Actual</b>			<b>2016-17 Actual</b>		
1. FINAL PRIOR YEAR APPROPRIATIONS LIMIT (Preload/Line D11, PY column)	30,227,002.73		30,227,002.73			31,471,175.48
2. PRIOR YEAR GANN ADA (Preload/Line B3, PY column)	4,484.19		4,484.19			4,430.62
ADJUSTMENTS TO PRIOR YEAR LIMIT	<b>Adjustments to 2015-16</b>			<b>Adjustments to 2016-17</b>		
3. District Lapses, Reorganizations and Other Transfers						
4. Temporary Voter Approved Increases						
5. Less: Lapses of Voter Approved Increases						
6. TOTAL ADJUSTMENTS TO PRIOR YEAR LIMIT (Lines A3 plus A4 minus A5)		0.00				0.00
7. ADJUSTMENTS TO PRIOR YEAR ADA (Only for district lapses, reorganizations and other transfers, and only if adjustments to the appropriations limit are entered in Line A3 above)						
<b>B. CURRENT YEAR GANN ADA</b> (2016-17 data should tie to Principal Apportionment Software Attendance reports and include ADA for charter schools reporting with the district)	<b>2016-17 P2 Report</b>			<b>2017-18 P2 Estimate</b>		
1. Total K-12 ADA (Form A, Line A6)	4,430.62		4,430.62	4,504.11		4,504.11
2. Total Charter Schools ADA (Form A, Line C9)	0.00		0.00	0.00		0.00
3. TOTAL CURRENT YEAR P2 ADA (Line B1 plus B2)			4,430.62			4,504.11
<b>C. LOCAL PROCEEDS OF TAXES/STATE AID RECEIVED</b> TAXES AND SUBVENTIONS (Funds 01, 09, and 62)	<b>2016-17 Actual</b>			<b>2017-18 Budget</b>		
1. Homeowners' Exemption (Object 8021)	82,827.65		82,827.65	81,604.00		81,604.00
2. Timber Yield Tax (Object 8022)	0.00		0.00	0.00		0.00
3. Other Subventions/In-Lieu Taxes (Object 8029)	0.00		0.00	0.00		0.00
4. Secured Roll Taxes (Object 8041)	10,426,064.39		10,426,064.39	9,897,544.00		9,897,544.00
5. Unsecured Roll Taxes (Object 8042)	317,454.79		317,454.79	317,455.00		317,455.00
6. Prior Years' Taxes (Object 8043)	18,223.07		18,223.07	18,223.00		18,223.00
7. Supplemental Taxes (Object 8044)	272,309.33		272,309.33	179,425.00		179,425.00
8. Ed. Rev. Augmentation Fund (ERAF) (Object 8045)	(10,161.36)		(10,161.36)	248,451.00		248,451.00
9. Penalties and Int. from Delinquent Taxes (Object 8048)	0.00		0.00	0.00		0.00
10. Other In-Lieu Taxes (Object 8082)	0.00		0.00	0.00		0.00
11. Comm. Redevelopment Funds (objects 8047 & 8625)	0.00		0.00	0.00		0.00
12. Parcel Taxes (Object 8621)	874,810.78		874,810.78	0.00		0.00
13. Other Non-Ad Valorem Taxes (Object 8622) (Taxes only)	0.00		0.00	0.00		0.00
14. Penalties and Int. from Delinquent Non-LCFF Taxes (Object 8629) (Only those for the above taxes)	0.00		0.00	0.00		0.00
15. Transfers to Charter Schools in Lieu of Property Taxes (Object 8096)						
16. TOTAL TAXES AND SUBVENTIONS (Lines C1 through C15)	11,981,528.65	0.00	11,981,528.65	10,742,702.00	0.00	10,742,702.00
OTHER LOCAL REVENUES (Funds 01, 09, and 62)						
17. To General Fund from Bond Interest and Redemption Fund (Excess debt service taxes) (Object 8914)	0.00		0.00	0.00		0.00
18. TOTAL LOCAL PROCEEDS OF TAXES (Lines C16 plus C17)	11,981,528.65	0.00	11,981,528.65	10,742,702.00	0.00	10,742,702.00

	2016-17 Calculations			2017-18 Calculations		
	Extracted Data	Adjustments*	Entered Data/ Totals	Extracted Data	Adjustments*	Entered Data/ Totals
<b>EXCLUDED APPROPRIATIONS</b>						
19. Medicare (Enter federally mandated amounts only from objs. 3301 & 3302; do not include negotiated amounts)			418,677.37			410,522.58
<b>OTHER EXCLUSIONS</b>						
20. Americans with Disabilities Act						
21. Unreimbursed Court Mandated Desegregation Costs						
22. Other Unfunded Court-ordered or Federal Mandates						
23. TOTAL EXCLUSIONS (Lines C19 through C22)			418,677.37			410,522.58
<b>STATE AID RECEIVED (Funds 01, 09, and 62)</b>						
24. LCFF - CY (objects 8011 and 8012)	23,847,403.13		23,847,403.13	25,301,497.00		25,301,497.00
25. LCFF/Revenue Limit State Aid - Prior Years (Object 8019)	23,138.00		23,138.00	0.00		0.00
26. TOTAL STATE AID RECEIVED (Lines C24 plus C25)	23,870,541.13	0.00	23,870,541.13	25,301,497.00	0.00	25,301,497.00
<b>DATA FOR INTEREST CALCULATION</b>						
27. Total Revenues (Funds 01, 09 & 62; objects 8000-8799)	44,200,882.90		44,200,882.90	42,798,282.00		42,798,282.00
28. Total Interest and Return on Investments (Funds 01, 09, and 62; objects 8660 and 8662)	51,926.01		51,926.01	27,753.00		27,753.00
<b>APPROPRIATIONS LIMIT CALCULATIONS</b>	2016-17 Actual			2017-18 Budget		
<b>D. PRELIMINARY APPROPRIATIONS LIMIT</b>						
1. Revised Prior Year Program Limit (Lines A1 plus A6)			30,227,002.73			31,471,175.48
2. Inflation Adjustment			1.0537			1.0369
3. Program Population Adjustment (Lines B3 divided by [A2 plus A7]) (Round to four decimal places)			0.9881			1.0166
4. PRELIMINARY APPROPRIATIONS LIMIT (Lines D1 times D2 times D3)			31,471,175.48			33,174,160.72
<b>APPROPRIATIONS SUBJECT TO THE LIMIT</b>						
5. Local Revenues Excluding Interest (Line C18)			11,981,528.65			10,742,702.00
6. Preliminary State Aid Calculation						
a. Minimum State Aid in Local Limit (Greater of \$120 times Line B3 or \$2,400; but not greater than Line C26 or less than zero)			531,674.40			540,493.20
b. Maximum State Aid in Local Limit (Lesser of Line C26 or Lines D4 minus D5 plus C23; but not less than zero)			19,908,324.20			22,841,981.30
c. Preliminary State Aid in Local Limit (Greater of Lines D6a or D6b)			19,908,324.20			22,841,981.30
7. Local Revenues in Proceeds of Taxes						
a. Interest Counting in Local Limit (Line C28 divided by [Lines C27 minus C28] times [Lines D5 plus D6c])			37,507.41			21,792.48
b. Total Local Proceeds of Taxes (Lines D5 plus D7a)			12,019,036.06			10,764,494.48
8. State Aid in Proceeds of Taxes (Greater of Line D6a, or Lines D4 minus D7b plus C23; but not greater than Line C26 or less than zero)			19,870,816.79			22,820,188.82
9. Total Appropriations Subject to the Limit						
a. Local Revenues (Line D7b)			12,019,036.06			
b. State Subventions (Line D8)			19,870,816.79			
c. Less: Excluded Appropriations (Line C23)			418,677.37			
d. TOTAL APPROPRIATIONS SUBJECT TO THE LIMIT (Lines D9a plus D9b minus D9c)			31,471,175.48			

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

818-735-3215  
Contact Phone Number

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: SEPTEMBER 19, 2017**

**SUBJECT: B.1.r. APPROVE NOTICE OF COMPLETION, PROJECT 17-01S,  
DISTRICTWIDE SOLAR PROJECT/EV CHARGING STATIONS**

CONSENT

**ISSUE:** Shall the Board approve the Notice of Completion for Project 17-01S, Districtwide Solar Project/EV Charging Stations, contracted with ChargePoint, Inc. and Taft Electric Co.?

**BACKGROUND:** On June 19, 2017, the Board of Education authorized the award of a contract for Project 17-01S, Districtwide Solar Project/EV Charging Stations, contracted with ChargePoint, Inc. of Campbell, California and Taft Electric Co. 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 17-01S, Districtwide Solar Project/EV Charging Stations contracted with ChargePoint, Inc. of Campbell, California, and Taft Electric Co. 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 View High School, 5701 Conifer Street, Oak Park, CA 91377; and 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 ChargePoint, Inc. of Campbell, California and Taft Electric Co. of Ventura, California, for Project 17-01S, Districtwide Solar Project/EV Charging Stations on certain real property hereinbefore described: that said building and improvements were actually completed on September 19, 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: SEPTEMBER 19, 2017**  
**SUBJECT: B.1.s. APPROVE NOTICE OF COMPLETION, PROJECT 17-30R, STRUCTURAL LUMBER UPGRADES AT MEDEA CREEK MIDDLE SCHOOL**

CONSENT

**ISSUE:** Shall the Board approve the Notice of Completion for Project 17-30R, Structural Lumber Upgrades at Medea Creek Middle School, contracted with Spectra Company, Merit Metal Products, Inc., Hughes General Engineering, Cornerstone Construction, and Courtyard Construction?

**BACKGROUND:** On June 19, 2017, the Board of Education authorized the award of a contract for Project 17-30R, Structural Lumber Upgrades at Medea Creek Middle School, contracted with Spectra Company of Pomona, California, Merit Metal Products, Inc. of Oxnard, California, Hughes General Engineering of Camarillo, California, Cornerstone Construction of Indian Wells, California, and Courtyard Construction of Woodland Hills, 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 17-30R, Structural Lumber Upgrades at Medea Creek Middle School contracted with Spectra Company of Pomona, California, Merit Metal Products, Inc. of Oxnard, California, Hughes General Engineering of Camarillo, California, Cornerstone Construction of Indian Wells, California, and Courtyard Construction of Woodland Hills, 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:

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

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 Spectra Company of Pomona, California, Merit Metal Products, Inc. of Oxnard, California, Hughes General Engineering of Camarillo, California, Cornerstone Construction of Indian Wells, California, and Courtyard Construction of Woodland Hills, California, for Project 17-30R, Structural Lumber Upgrades at Medea Creek Middle School on certain real property hereinbefore described: that said building and improvements were actually completed on September 19, 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: SEPTEMBER 19, 2017**  
**SUBJECT: B.1.t. APPROVE NOTICE OF COMPLETION, PROJECT 17-33S,  
DISTRICTWIDE SECURITY CAMERAS**

CONSENT

**ISSUE:** Shall the Board approve the Notice of Completion for Project 17-33S, Districtwide Security Cameras, contracted with Blue Violet Networks, Inc., AllConnected, Inc., Pacificom, Inc., and Taft Electric Co.?

**BACKGROUND:** On June 19, 2017, the Board of Education authorized the award of a contract for Project 17-33S, Districtwide Security Cameras, contracted with Blue Violet Networks, Inc. of Costa Mesa, California, AllConnected, Inc. of Simi Valley, California, Pacificom, Inc. of Camarillo, California, and Taft Electric Co 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 17-33S, Districtwide Security Cameras, contracted with Blue Violet Networks, Inc. of Costa Mesa, California, AllConnected, Inc. of Simi Valley, California, Pacificom, Inc. of Camarillo, California, and Taft Electric Co 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: Brookside Elementary School, 165 N. Satinwood Avenue, Oak Park, CA 91377; Oak Hills Elementary School, 1010 N. Kanan Road, Oak Park, CA 91377; Red Oak Elementary School, 4857 Rockfield Street, Oak Park, CA 91377; Medea Creek Middle School, 1002 Doubletree Road, Oak Park, CA 91377; Oak Park High School, 899 N. Kanan Road, Oak Park, CA 91377; and Oak View High School, 5701 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 Blue Violet Networks, Inc. of Costa Mesa, California, AllConnected, Inc. of Simi Valley, California, Pacificom, Inc. of Camarillo, California, and Taft Electric Co. of Ventura, California, for Project 17-33S, Districtwide Security Cameras on certain real property hereinbefore described: that said building and improvements were actually completed on September 19, 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: SEPTEMBER 19, 2017**

**SUBJECT: B.1.u. APPROVE NOTICE OF COMPLETION, PROJECT 17-34S, EXTERIOR SECURITY LIGHTING AT OAK PARK HIGH SCHOOL**

CONSENT

**ISSUE:** Shall the Board approve the Notice of Completion for Project 17-34S, Exterior Security Lighting at Oak Park High School, contracted with Musco Sports Lighting LLC?

**BACKGROUND:** On June 19, 2017, the Board of Education authorized the award of a contract for Project 17-34S, Exterior Security Lighting at Oak Park High School, contracted with Musco Sports Lighting LLC, of Tustin, 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 17-34S, Exterior Security Lighting at Oak Park High School contracted with Musco Sports Lighting LLC, of Tustin, 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 Musco Sports Lighting LLC, of Tustin, California, for Project 17-34S, Exterior Security Lighting at Oak Park High School on certain real property hereinbefore described: that said building and improvements were actually completed on September 19, 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: SEPTEMBER 19, 2017**

**SUBJECT: B.1.v. APPROVE OUT OF STATE TRAVEL FOR CERTIFICATED EMPLOYEE TO ATTEND THE ENGAGE, NETWORK AND LEARN CONVENTION IN AUSTIN, TX**

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**CONSENT**

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**ISSUE:** Shall the Board of Education approve the out of state travel for the Oak Park certificated employee to attend the Engage, Network and Learn Convention?

**STATEMENT:** According to Board Policy 3350, the Board of Education must approve out of state travel for certificated and classified employees. Tony Peluce will be attending the Engage, Network and Learn Convention from October 2-5, 2017. This 4 day convention is the main event for developing knowledge in the artisitic and programming aspects of the Unity game design platform. As CTE courses become more integrated into STEAM topics, our course offerings must stay at the forefront of the industrial practices. This conference will keep our instructor informed and connected with the latest trends and tools in the game design industry.

**ALTERNATIVES:**

1. Approve the out of state travel for employees to attend Engage, Network and Learn Convention Austin, TX.
2. Do not approve the out of state travel for employees to attend the Engage, Network and Learn Convention Austin, TX.

**RECOMMENDATION:** Alternative No. 1

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 19, 2017**  
**SUBJECT: B.1.w. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL CROSS COUNTRY TEAM TO FRESNO – OCTOBER 6-7, 2017**

CONSENT

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

**BACKGROUND:** Principal, Kevin Buchanan, requests approval for this invitational scheduled for Oct. 6-7, 2017 in Fresno, CA. Approximately 45 athletes, 5 OPHS coaches and 5 OPHS parent (male & female) volunteers will travel by district approved drivers in district and private vehicles. They will depart on Friday Oct 6<sup>th</sup> at 12 p.m. and return Saturday, Oct. 7<sup>th</sup> by 5 p.m. Team and chaperones will stay at the Holiday Inn Express and Suites in Fresno, CA. Athletes will pay approximately \$75 to cover the cost of transportation and hotel. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved *Field Trip Planning Guide/Checklist* have been met.

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

**RECOMMENDATION:** Alternative #1.

Prepared by: Geri Sterling  
Certified by: Kevin Buchanan

Respectfully submitted,

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

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 19, 2017**  
**SUBJECT: B.2.a. APPROVE CERTIFICATION OF SIGNATURES FOR THE NEW DIRECTOR OF FISCAL SERVICES FOR THE 2017-18 SCHOOL YEAR**

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**ACTION**

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**ISSUE:** Shall the Board of Education approve the Certification of Signatures for the new Director of Fiscal Services for 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. Barbara Dickerson the current Director of Fiscal Services is retiring on September 30, 2017 and Lisa Nilles will be joining Oak Park Unified School District as the new Director of Fiscal Service on October 2, 2017.

**ALTERNATIVES:** 1. Approve the Certification of Signatures for the New Director of Fiscal Services 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 after any reorganization or staff change.

Respectfully submitted,

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

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

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

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

I, **ANTHONY W. KNIGHT**, Secretary to the Board of Education of the School District of Ventura County, California certify that the signatures shown below are the 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.

The approved signatures on file with the county for **BARBARA DICKERSON**, outgoing Director of Fiscal Services will not be considered valid after September 29, 2017.

The approved signatures for **LISA NILLES**, incoming Director of Fiscal Services will be considered valid for the period of October 2, 2017 – December 5, 2017.

Date of Board Action: September 19, 2017      Signature: \_\_\_\_\_  
Secretary of the Board

**PART I**

Signatures of Members of the Board

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

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

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

Signature: \_\_\_\_\_  
Print/Type: \_\_\_\_\_  
Member of the Board of Education

\*K-12 Districts

42632

42633

## PART 2

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

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

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

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

Signature:  \_\_\_\_\_  
Print/Type: LISA NILLES  
Title: DIRECTOR, FISCAL SERVICES  
Authorized to Sign: B, C, D, E, F

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

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



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

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

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

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 19, 2017**  
**SUBJECT: B.2.b. APPROVE UNAUDITED ACTUAL REVENUES AND EXPENDITURES FOR FISCAL YEAR 2016-17**

**ACTION**

**ISSUE:** Shall the Board review and accept the unaudited actuals of revenue and expenditures for fiscal year 2016-17?

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

On June 19, 2017, the Board of Education reviewed and adopted the budget for the new 2017-18 fiscal year. Included in the budget document were estimated year-end balances for each fund for the closing fiscal year of 2016-17. The District's 2016-17 books were officially closed on September 11, 2017, and the fiscal year's revenues, expenditures, and year-end balances were finalized. The 2016-17 Unaudited Actuals Report is available at <https://goo.gl/uSxooa> for the Board's review and action.

**ALTERNATIVES:**

1. Accept the unaudited actual revenues, expenditures, and fund balances report for fiscal year 2016-17 as presented.
2. Do not accept the 2016-17 year-end actuals report.

**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	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 19, 2019**  
**SUBJECT: B.2.c. APPROVE UPDATED 2017-18 GENERAL FUND OPERATING BUDGET**

ACTION

**ISSUE:** Shall the Board of Education receive updated information pertaining to the District's 2017-18 budget, and approve changes to the Adopted Budget as recommended by Administration?

**BACKGROUND:** At this evening's meeting, Business and Administrative Services will provide the most current information pertaining to the 2017-18 operating budget. Included in this discussion will be the Administration's recommendation for modification of the District's adopted budget to reflect the State's adopted budget, as well as actual OPUSD student enrollment and personnel staffing, and revised projected revenues, expenses, and reserves. A summary of the recommended budget changes accompanies this report.

**RECOMMENDATION:** 1. Approve changes to the 2017-18 District operating budget as recommended by the Administration.  
2. Do not approve the recommended changes to the 2017-18 District budget.

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	_____	_____	_____	_____

DESCRIPTION	2017-18 ADOPTED BUDGET	2017-18 45 DAY REVISION - A	2017-18 45 DAY REVISION - B
<b>A) REVENUES</b>			
1) LCFF Funding <i>Reduction for lower enrollment (now based on 4433.66 ADA)</i>	36,044,209	36,044,209 <i>(457,009)</i>	36,044,209 <i>(457,009)</i>
2) Federal Revenues	1,013,605	1,013,605	1,013,605
3) Other State Revenues <i>2017-18 One-time funding Mandate Backlog - \$147 per ADA</i>	1,250,219 <i>0</i>	1,250,219 <i>650,379</i>	1,250,219 <i>650,379</i>
4) Other Local Revenues Measure C Parcel Tax Friends of Oak Park Schools	4,490,249 0 0	4,490,249 0 0	4,490,249 0 0
5) Total Revenues	42,798,282	42,991,652	42,991,652
<b>B) EXPENDITURES</b>			
1) Certificated Salaries Retro 2.5% Step and Column Attrition Savings Increase: 0.5 FTE Special Education Teacher <i>Increase: 0.5 FTE Special Education Teacher</i> <i>Increase: 0.5 FTE Elementary School Counselor (One Time \$)</i> <i>Increase: Department Chairs &amp; Grade Level Reps (One Time \$)</i> Reduction: 3.0 FTE Elementary Teaching Positions Reduction: 4 Sections (0.8 FTE) at MCMS Reduction: Retirement Attrition (2.0 FTE) Reduction: 0.2 FTE Science TOSA (GF Contributions) Program cost shifts, reallocation, and reduce prior year one-time expense <i>On-going LCAP FTE's from 2016-17 are included above</i>	21,048,964 530,338 202,552 (60,262) 57,281 <i>0</i> <i>0</i> <i>0</i> (248,575) (80,323) (20,160) (34,461) (119,373)	21,048,964 530,338 202,552 (60,262) 57,281 <i>57,281</i> <i>57,281</i> <i>60,260</i> (248,575) (80,323) (20,160) (34,461) <i>(185,712)</i>	21,048,964 530,338 202,552 (60,262) 57,281 <i>57,281</i> <i>57,281</i> <i>60,260</i> (248,575) (80,323) (20,160) (34,461) <i>(185,712)</i>
2) Classified Salaries Retro 2.5% Step and Column Reduction: Grounds Department from 5.0 to 4.0 FTE <i>On-going LCAP FTE's from 2016-17 are included above</i>	6,274,264 135,635 53,770 (58,771)	6,274,264 135,635 53,770 (58,771)	6,274,264 135,635 53,770 (58,771)
3) Employee Benefits STRS employer contribution increase (estimated at 1.85%) PERS employer contribution increase (estimated at 2.04%) Retro 2.5% <i>Reduce prior year one-time expenditures</i>	8,812,848 399,775 89,406 112,243 <i>0</i>	8,812,848 399,775 89,406 112,243 <i>(52,112)</i>	8,812,848 399,775 89,406 112,243 <i>(52,112)</i>
4) Books & Supplies <i>On-going LCAP materials and supplies from 2016-17 are included above</i> Reduce prior year one-time expenditures	1,280,571 (85,557)	1,280,571 (85,557)	1,280,571 (85,557)
5) Services & Other Expenses <i>On-going LCAP professional development from 2016-17 are included above</i> Additional Legal Expense Attendance Supervisor (One Time \$) Support for Kanan Shuttle (One Time \$) Tree Maintenance (One Time \$) Solar/ Electrical Energy Savings Reduce prior year one-time expenditures	4,474,301 0 0 0 (360,000) (202,497)	4,474,301 0 10,000 25,000 29,000 (360,000) <i>(304,424)</i>	4,474,301 0 10,000 25,000 29,000 (360,000) <i>(304,424)</i>
6) Capital Outlay LCAP 4B Non Measure R projects	0 0	0 0	0 0
7) Other Outgo	427,867	427,867	427,867
8) Direct Support/Indirect Cost	0	0	0
9) Total Expenditures	42,629,836	42,648,279	42,648,279
<b>C) EXCESS (DEFICIENCY) REV v EXP</b>	168,446	343,373	343,373
<b>D) OTHER FINANCING SOURCES/USES</b>			
1) Interfund Transfers In	0	0	0
2) Interfund Transfers Out To: Cafeteria Fund 130 in support of Child Nutrition To: Fund 170 toward 4.15% Reserve To: Fund 170 for Deferred Maintenance <i>To: Fund 170 for Year 2 &amp; 3 Elementary Counselor (One Time \$)</i> <i>To: Fund 170 for 2nd Year Department Chairs &amp; Grade Level Reps (One Time \$)</i>	152,153 0 0 0 <i>0</i> <i>0</i>	105,000 0 0 0 <i>114,562</i> <i>60,260</i>	105,000 0 0 0 <i>0</i> <i>0</i>
3) Other Sources/Use	0	0	0
4) Contributions	0	0	0
5) Total, Other Financing Sources/Uses	152,153	279,822	105,000
<b>E) NET FUND INCREASE (DECREASE)</b>	16,293	63,551	238,373
<b>F) ENDING BALANCE</b>			
1) Estimated Beginning Balance July 1	2,325,376	787,866	787,866
2) Estimated Ending Balance June 30	2,341,669	851,417	1,026,239
3) Components of Ending Balance a) Revolving Cash b) Restricted g) Unassigned/Unappropriated	2,000 550,580 1,789,089	2,000 602,682 246,735	2,000 602,682 421,557
<b>G) AVAILABLE RESERVES (UNRESTRICTED)</b>			
1) General Fund (Fund 010) c) Unassigned/Unappropriated 1) One-time Unrestricted 2) On-going Unrestricted 3) Total Unassigned/Unappropriated Less: Recommended Budget Allocations c) Retro 2.5% Raise d) State Standards Implementation e) Future Elementary Instrumental Music f) Additional Legal Expense Remaining Unassigned/ Unappropriated	102,149 1,686,940 1,789,089 778,216 102,149 36,000 75,000 797,724	304,881 57,899 362,780 0 102,149 36,000 50,000 174,631	304,881 57,899 362,780 0 0 0 50,000 312,780
2) Special Reserve Fund (Fund 170) a) Economic Uncertainties b) Deferred Maintenance c) Yr 1-5 Turf Replacement WVSL/ OPUSD <i>d) Year 2 &amp; 3 Elementary Counselor (One Time \$)</i> <i>e) 2nd Year Department Chairs &amp; Grade Level Reps (One Time \$)</i> f) Undesignated/Unappropriated	949,046 400,000 100,000 <i>0</i> <i>0</i> 0	1,078,497 0 0 <i>114,562</i> <i>60,260</i> 0	1,253,319 0 0 <i>0</i> <i>0</i> 0
3) Total Available Reserves (Amount) Total Available Reserves (Percentage)	1,746,770 4.10%	1,253,128 2.92%	1,566,099 3.66%
<b>H) AMOUNT REQUIRED FOR 3% RESERVE DESIGNATED FOR ECONOMIC UNCERTAINTIES</b>	1,278,895	1,287,843	1,282,598

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 19, 2017**  
**SUBJECT: B.2.d. RATIFY CONSULTANT AGREEMENT – PROFESSIONAL SERVICES FOR SITE TOPOGRAPHICAL SURVEYING OF SPECIFIED MEASURE S PROJECTS**

ACTION

**ISSUE:** Shall the Board ratify a consultant agreement with civil engineering firm Benner & Carpenter for professional services to provide site topographical surveys of specified Measure S projects?

**BACKGROUND:** To support the District's aggressive Measure S facility modernization and upgrade schedule, it is necessary to update school site topographical information, title reports, easements, etc., in order to provide the project architect with the most current information in preparing drawings and plans for DSA approval. To that end, the civil engineering firm of Benner & Carpenter has been engaged to provide these services, and the firm's proposal follows for the Board's review. The firm has previously provided the District with similar services for Measure R bond projects.

**ALTERNATIVES:**

1. Ratify the consultant agreement with civil engineering firm Benner & Carpenter for professional services providing site topographical surveys of specified Measure S projects, in the amount of \$85,885, to be funded from the Measure S bond fund.
2. Do not ratify the consultant agreement.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Keith Henderson, Construction Manager  
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	_____	_____	_____	_____



***BENNER and CARPENTER, INC.***

CIVIL ENGINEERS • LAND SURVEYORS

506 EAST MAIN STREET  
SANTA PAULA, CALIFORNIA 93060  
(805) 525-3396  
FAX # (805) 656-1989

August 28, 2017

Oak Park Unified School District  
5801 East Conifer Street  
Oak Park, California 91377

Attention: Mr. Keith Henderson

Subject: Revised Proposal for Aerial Topographic Surveys at Various Schools,  
Oak Park Unified School District

Gentlemen:

Benner and Carpenter, Inc., is pleased to provide this proposal for aerial topographic surveys at four different school sites in the Oak Park Unified School District. We will provide the topographic surveys for "Part A" per the scope of services as outlined in your July 19, 2017, request for proposal. The "Part B" scope has been modified to only include obtaining the title report, plotting the easements, and providing a metes and bounds survey. Deliverables will consist of an AutoCad Civil 3D 2016 drawing file, a digital color orthophoto, pdf files of the survey and a pdf file of the title reports.

Our fee for each school is as follows:

Medea Creek Middle School

- |                     |          |
|---------------------|----------|
| • Part A            | \$18,915 |
| • Part B (modified) | \$3,980  |

Oak Hills Elementary School

- |                     |          |
|---------------------|----------|
| • Part A            | \$17,090 |
| • Part B (modified) | \$3,980  |

Red Oak Elementary School

- |                     |          |
|---------------------|----------|
| • Part A            | \$16,980 |
| • Part B (modified) | \$3,980  |

*Celebrating Over 40 Years in Business*

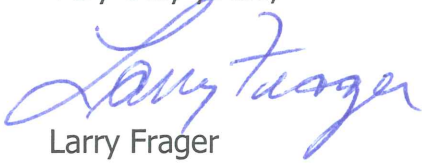
Brookside Elementary School

- Part A \$16,980
- Part B (modified) \$3,980

We anticipate Part A to take approximately six weeks for each school and Part B to take approximately eight weeks for each school. The title reports will take at least six weeks to complete. We will have the survey work done before the title reports. If the title reports are done sooner, we will deliver the final product ahead of schedule.

Please feel free to give me a call if you have any questions.

Very truly yours,



Larry Frager

LF/ss

October 1, 2016

*BENNER AND CARPENTER, INC.  
HOURLY FEE SCHEDULE*

Clerical	\$ 65.00 per hour
Engineering/Surveying Assistant	120.00 per hour
Designer-Computer	125.00 per hour
Senior Designer-Computer	145.00 per hour
Project Director	145.00 per hour
Planning Director	145.00 per hour
Designer-Engineering	145.00 per hour
Registered Engineer	150.00 per hour
Licensed Surveyor	150.00 per hour
Principal Surveyor	175.00 per hour
Principal Engineer	175.00 per hour
One-Man Robotic Crew	177.00 per hour
Two-Man Field Crew	235.00 per hour
Three-Man Field Crew	295.00 per hour
One-Man GPS Field Crew	202.00 per hour
Two-Man GPS Field Crew	260.00 per hour

***Note: Fees are subject to change.***



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 17, 2017**  
**SUBJECT: B.2.e. APPROVE CHANGE ORDER NO. 2, PROJECT 17-01S, DISTRICTWIDE SOLAR INSTALLATION**

ACTION

**ISSUE:** Shall the Board approve Change Order No. 2 to the contract with PFMG Construction LTD, for Project 17-01S, Districtwide Solar Installation?

**BACKGROUND:** On January 17, 2017, the Board entered into a contract with PFMG Construction LTD, for Project 17-01S, Districtwide Solar Installation. During the course of the project, District and school site staff have recommended changes to the project's scope for conditions unforeseen at the time the contract was awarded. As itemized in the accompanying change order request, District staff has requested that the contractor relocate the solar system electrical equipment from its current location on the quad at Brookside Elementary School to an area that will have less impact on the school's day-to-day operations. The total amount of Change Order No. 2 is \$78,176, which when added to the original contract amount of \$6,663,570, and Change Order No. 1 in the amount of \$51,809, increases the contract total to \$6,793,556. It is recommended by District staff that the Board approve this additional work as Change Order No. 2.

**ALTERNATIVES:**

1. Approve Change Order No. 2 to the contract with PFMG Construction LTD, for Project 17-01S, Districtwide Solar Installation, in the amount of \$78,176, funded from the Measure S bond fund.
2. Do not approve Change Order No. 2.

**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	_____	_____	_____	_____



## **CHANGE IN WORK FORM**

**PROJECT NAME:** Oak Park Unified School District    **CHANGE ORDER NUMBER:** #2  
**OWNER ADDRESS:** 5801 Conifer Street    **DATE OF CHANGE ORDER:** 08/09/2017  
Oak Park, CA 91377    **REI CHANGE ORDER:** #10  
Attention: Keith Henderson, Construction Manager    **PROJECT No.** 102 OPUSD  
**JOB ADDRESS:** Brookside Elementary School  
**DATE OF AGREEMENT:** January 17, 2017  
**DEVELOPER:** PFMG Construction, LTD  
**CLIENT:** Oak Park Unified School District  
**CONTRACTOR ADDRESS:** 5801 Conifer Street, Oak  
Park CA 91377

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**The Agreement between the Parties listed above is changed as follows:**

**Brookside ES Equipment Relocation per OPUSD Request:** Additional time, equipment and materials to the contracted scope, in order to complete District requested relocation of electrical switch gear.

**Exclusions:** Shift or overtime labor premiums

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**Adjustment to Contract Price**

1. .... The original Contract Price was	\$ 6,663,570.00
2. .... Current CO2 Amount	\$ 78,176.00
3. .... Previous CO1 Amount	\$ 51,808.69
4. .... The Contract Price prior to this Change Order was	\$ 6,715,379.69
5. .... The new Contract Price including this Change Order will be	\$ 6,793,555.69

**Adjustment to dates in Project Schedule**

The following dates are modified (*list all dates per phase as modified; insert N/A if no dates modified*):

The Project Substantial Completion Date will remain unchanged.

The Guaranteed Final Completion Guaranteed Date will remain unchanged.

Impact on Payment Progress Payment Schedule (include revised Progress Payment Schedule): None.

Impact on Minimum Performance Criteria and Performance Guarantees: None.

Impact on Design Basis: Design documents for Oak Park Unified School District sites shall be turned over to Owner.

Other impacts to liability or obligation of Contractor or Owner under the Agreement: None.

Upon execution of this Change Order by Owner and Contractor, the above-referenced change shall become a valid and binding part of the original Agreement without exception or qualification, unless noted in this Change Order. Except as modified by this and any previously issued Change Orders, all other terms and conditions of the Agreement shall remain in full force and effect. This Change Order is executed by each of the Parties' duly authorized representatives.

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Developer: PFMG Construction, LTD

Name: Chris DeWitt

Title: VP Construction Operations

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Client: Oak Park Unified School District

Name: Keith Henderson

Title: Construction Manager

## PROPOSED CHANGE ORDER

Client Address:

**PFMG Solar, LLC**  
Contact: Chris DeWitt  
7777 Center Avenue, Suite 200  
Huntington Beach, CA 92647

**PCO #** 10  
**Date:** 9/7/2017  
**Project Name:** Oak Park USD  
**Project Number:** 400001  
**Page Number:** 1

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### **Work Description**

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Gentlemen:

We are pleased to present our **PCO # 10**

**\* Oak Park USD - Brookside ES - Equipment Relocation Per OPUSD Request**

- Additional time, equipment, & materials to the contracted scope to complete district requested electrical equipment relocation.

The price for this modified scope of work is: **ELECTRICAL LUMP SUM ADD \$ 78,176.00**

**Our estimate for this work excludes the following:**

·Shift or overtime labor premiums.

Any work above and beyond the scope of this change order will require an additional approved change order before additional scope will be executed.

No schedule impacts for releasing of equipment have been considered. Per your direction, we **have not** proceeded with these revisions.

Thank you for your continued cooperation, and should you have any questions regarding this matter, please feel free to contact us at your earliest convenience.

Sincerely,  
**ROSENDIN ELECTRIC, INC.**

Nate Johnson  
Project Manager

# PROPOSED CHANGE ORDER

PCO # 10  
 Date: 9/7/2017  
 Project Name: Oak Park USD  
 Project Number: 400001  
 Page Number: 2

## Itemized Breakdown

Description	Qty	Unit	Price	Labor	Total Mat.	Total Hrs.
600A 2-SECTION SWITCHBOARD	1	E	0.00	21.60	0.00	21.60
150KVA 3PH 480-120/208V K-RATED XFMR	1	E	0.00	36.25	0.00	36.25
4"x4"x1" XFMR NEOPRENE PAD	4	E	8.00	0.00	32.00	0.00
CADWELD CABLE TO COLUMN	1	E	18.00	1.30	18.00	1.30
400A 600V 3P N-3R HDF SFTY SW	3	E	4,464.00	9.00	0.00	27.00
400A/600V-FRS DUAL EL FUSE	9	E	250.37	0.17	0.00	1.53
DISCONNECT SWITCH ENGRAVED NAME P	3	E	5.00	0.18	15.00	0.54
# 1 WIRE TERMINATION-POWER	12	E	0.00	0.30	0.00	3.60
3/4" EMT CONDUIT	50	C	248.63	5.00	17.48	2.50
3/4" EMT INS STL SS CONNECTORS	2	C	91.09	10.00	0.36	0.20
3/4" EMT STL SS COUPLING	4	C	84.06	5.00	0.67	0.20
3/4" EMT 1-H STEEL STRAP	7	C	66.93	4.00	0.42	0.26
3 1/2" GRC (GALV)	30	C	5,741.24	25.00	297.84	7.50
3 1/2" GRC COUPLING	3	C	3,260.83	0.00	37.56	0.00
3 1/2" STEEL LOCKNUT	9	C	1,319.89	0.00	19.98	0.00
3 1/2" PLASTIC BUSHING	6	C	650.57	140.00	7.47	8.40
3/4" INS GROUND BUSHING	2	C	991.83	45.00	4.72	0.90
3 1/2"x12" GRC NIPPLE	3	C	5,336.69	110.00	77.45	3.30
3 1/2" GRC STRUT CLAMP	3	C	935.88	6.00	6.14	0.18
3 1/2" RISER CLAMP	6	C	1,469.04	40.00	44.59	2.40
3 1/2" PVC-40 CONDUIT (UG/EMBEDED)	140	C	346.24	5.25	239.40	7.35
3 1/2" PVC-80 CONDUIT (UG/EMBEDED)	15	C	337.00	5.25	50.55	0.79
3 1/2" PVC-80 STD 90 ELBOW (UG/EMBEDED)	6	E	30.95	0.70	185.40	4.20
3 1/2" PVC COUPLING (UG/EMBEDED)	3	C	530.71	25.00	7.96	0.75
3 1/2" PVC TERMINAL ADAPTER (UG/EMBEDED)	3	C	760.76	30.00	13.69	0.90
3 1/2" PVC FEMALE ADAPTER (UG/EMBEDED)	3	C	825.78	30.00	12.39	0.90
2" STEEL FLEX	3	C	467.97	20.00	8.22	0.60
3" STEEL FLEX	6	C	986.44	30.00	35.70	1.80
2" INS STL STR FLEX CONNECTOR	1	C	7,585.00	30.00	30.34	0.30
3" INS STL STR FLEX CONNECTOR	2	C	16,424.00	50.00	131.39	1.00
2" INS STL 90 DEG FLEX CONNECTOR	1	C	14,103.00	36.00	56.41	0.36
3" INS STL 90 DEG FLEX CONNECTOR	2	C	35,782.00	60.00	286.26	1.20
1 5/8" SLOTTED GALVANIZED CHANNEL	30	C	629.04	15.00	43.52	4.50
3H CORNER ANGLE	6	C	1,096.31	10.00	12.93	60.00
2H POST BASE	2	C	11,705.00	0.25	43.98	0.50
1/2"x1-1/2" HEX HEAD SCREW	26	C	243.51	16.00	31.66	4.16
1/2" SPRING NUT	26	C	296.60	6.00	24.16	1.56
1/2"x3" MACHINE BOLT	6	C	78.49	8.00	4.24	0.48
1/2" STEEL HEX NUT	6	C	23.60	8.00	1.09	0.48
1/2" FLAT STEEL WASHER	6	C	18.07	0.00	0.82	0.00
1/2" LOCK WASHER	10	C	8.26	0.00	0.64	0.00
750MCM HYPRESS 2-HOLE LUG	30	C	8,648.00	135.00	1,556.64	40.50
B2436 UTILITY BOX 24"x36"	4	E	284.63	3.00	1,138.52	12.00
2PC. STEEL CHECKER PLATE H20 LOADING	4	E	545.27	0.42	2,181.08	1.68
HOLD DOWN BOLT SS (B2436)	8	E	6.18	0.18	49.44	1.44
NEOPRENE MOUNT - 25-400LB LOAD (4) 1/2"	0	E	35.00	0.00	0.00	0.00
1/2"x4 1/2" KB-TZ CRACKED CONCRETE AN	4	C	83.75	8.00	3.35	0.32
#6 THHN/THWN STRANDED	5	M	1,182.84	11.00	1.89	0.06
#3/0 THHN/THWN STRANDED	15	M	6,694.90	22.00	33.57	0.33
#2 THHN/THWN STRANDED	5	M	2,716.78	14.00	4.59	0.07
#250 THHN/THWN STRANDED	20	M	9,983.60	26.00	68.17	0.52
#400 THHN/THWN STRANDED	30	M	15,671.10	29.00	157.30	0.87
150-300KVA TRANSFORMER LUG KIT	1	E	353.29	0.00	211.97	0.00
1/4"x1 3/4" KB3 WEDGE ANCHOR	7	C	19.17	4.00	1.25	0.26
#2 THHN GREEN STRANDED	55	M	2,716.78	14.00	50.47	0.77
1/2"x3 3/4" KB-TZ CRACKED CONCRETE AN	4	C	78.75	8.00	3.15	0.32
1/2"x5 1/2" KB-TZ CRACKED CONCRETE AN	8	C	88.75	8.00	7.10	0.64
#750 THHN/THWN STRANDED	555	M	40,375.30	38.00	7,650.62	21.09
#1 THHN/THWN STRANDED	185	M	3,475.27	16.00	219.51	2.96

# PROPOSED CHANGE ORDER

PCO # 10  
Date: 9/7/2017  
Project Name: Oak Park USD  
Project Number: 400001  
Page Number: 3

Description	Qty	ade Price	U	Labor	U	Total Mat.	Total Hrs.
Totals	1,401					15,139.04	293.31

## Summary

General Materials		15,139.04
CED POWER - SWITCHGEAR		5,300.00
Material Tax (@ 8.250 %)		1,686.22
<b>Material Total</b>		<b>22,125.26</b>
GENERAL FOREMAN (80.00 Hrs @ \$85.00)		6,800.00
FOREMAN (80.00 Hrs @ \$65.00)		5,200.00
ENGINEERING (10.00 Hrs @ \$120.00)		1,200.00
CONSUMABLES (160.00 @ 0.00 @ \$2.00 + 0.000 % + 0.000 % + 0.000 %)		320.00
REI RECOGNITION PROGRAM (160.00 @ 0.00 @ \$0.50 + 0.000 % + 0.000 % + 0.000 %)		80.00
TRUCK & TOOL (75.00 @ 0.00 @ \$5.00 + 0.000 % + 0.000 % + 0.000 %)		375.00
FORKLIFT (per Day) (1.00 @ 1.00 @ \$1,200.00 + 0.000 %+ 0.000 % + 0.000 %)		1,200.00
<b>Subtotal</b>		<b>37,300.26</b>
Overhead (@ 10.000 %)		3,730.03
Markup (@ 5.000 %)		2,051.51
<b>Subtotal</b>		<b>43,081.80</b>
CAL EMPIRE (\$23,848.00 + 0.000 % + 10.000 % + 5.000 %)		27,544.44
GOLD STAR FENCE (\$4,999.39 + 0.000 % + 10.000 % + 5.000 %)		5,774.30
CONNER LANDSCAPING (\$1,000.00 + 0.000 % + 10.000 % + 5.000 %)		1,155.00
<b>Subtotal</b>		<b>77,555.54</b>
Payment& Performance Bond (@ 0.800 %)		620.44
Final Adjustment		0.02
<b>Final Amount</b>		<b>\$78,176.00</b>

**TO: BOARD OF EDUCATION**

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

**DATE: SEPTEMBER 19, 2017**

**SUBJECT: B.3.a PUBLIC HEARING AND APPROVAL OF RESOLUTION #17-19 REGARDING SUFFICIENCY OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS FOR 2017-18**

**Public Hearing/Action**

**ISSUE:** Shall the Board of Education approve Resolution #17-19 assuring sufficient core textbooks and instructional materials for students in 2017-2018?

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

During the 2017-2018 school year, the district has followed the state curriculum framework guidelines and complied with all associated recommendations. The District also purchased additional textbooks to accommodate growth or replacement needs for increased enrollment.

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

- **Textbook List - <https://goo.gl/QGrcTW>**

It has been determined that in 2017-2018, as in years past, the Oak Park Unified School District provided sufficient core textbooks and instructional materials necessary for appropriate grade level instruction. This determination meets specific requirements of Education Code 60119.

- ALTERNATIVES:**
1. Approve Resolution #17-19 as presented enabling the district to access state funding for textbooks and instructional materials for 2017-2018.
  2. Do not approve Resolution #17-19 as presented enabling the district to access state funding for textbooks and instructional materials for 2017-2018.

**RECOMMENDATION:** Alternative #1

Respectfully Submitted,

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

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

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

**OAK PARK UNIFIED SCHOOL DISTRICT  
RESOLUTION #17-19  
REGARDING SUFFICIENCY OF INSTRUCTIONAL MATERIALS**

**WHEREAS**, the Board of Education of the Oak Park Unified School District, in order to comply with the requirements of Education Code 60119, held a public hearing on September 19, 2017 at 6:00 p.m., which is on or before the eighth week of school and which did not take place during or immediately following school hours, and;

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

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

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

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

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

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

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

**THEREFORE, IT IS RESOLVED** that for the 2017-2018 school year, the Oak Park Unified School District has provided each student with sufficient standards-aligned textbooks or instructional materials that are consistent with the cycles and content of the curriculum frameworks.

PASSED and ADOPTED this 19<sup>th</sup> day of September, 2017 at a meeting, by the following vote:

AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_ ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Drew Hazelton, President, Board of Education

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



**TO: BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 19, 2017**  
**SUBJECT: B.3.b. APPROVE ADDITIONAL TEXTBOOK AT OAK PARK HIGH SCHOOL**

ACTION

**ISSUE:** Shall Oak Park High School add an additional textbook in support of its curriculum?

**STATEMENT:** Oak Park High School would like to add an additional book to its English/Language Arts program. The book is *The Hobbit*, and a description is provided for the Board's reference. This book is being recommended based on the Curriculum's Council approval on September 5, 2017.

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

**RECOMMENDATION:** Alternative No. 1

Prepared by: Dr. Jay Greenlinger, Director, Curriculum and Instruction

Respectfully submitted:

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

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

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

## 12th Grade English Literature - Honors

Dear Curriculum Council,

I would like to solicit your approval for the following text. This text will be used in the senior, year-long Honors English class: *The Hobbit* by J.R.R. Tolkien. I have included a brief summary of the book taken from Amazon.com. It will be used in a British Literature: Medieval Ages unit about epic heroes, and serve as a mentor text to a culminating narrative writing unit.

### ***The Hobbit* – J.R.R. Tolkien**

ISBN-10: 0618260307

ISBN-13: 978-0618260300

Paperback \$8.47

Hardcover \$10.63

OverDrive Rental \$ waiting a price

\*This is also a Free Publish book

*"In a hole in the ground there lived a hobbit. Not a nasty, dirty, wet hole, filled with the ends of worms and an oozy smell, nor yet a dry, bare, sandy hole with nothing in it to sit down on or to eat: it was a hobbit-hole, and that means comfort."*

Written for J.R.R. Tolkien's own children, *The Hobbit* met with instant critical acclaim when it was first published in 1937. Now recognized as a timeless classic, this introduction to the hobbit Bilbo Baggins, the wizard Gandalf, Gollum, and the spectacular world of Middle-earth recounts of the adventures of a reluctant hero, a powerful and dangerous ring, and the cruel dragon Smaug the Magnificent. The text in this 372-page paperback edition is based on that first published in Great Britain by Collins Modern Classics (1998), and includes a note on the text by Douglas A. Anderson (2001). Unforgettable!" (Amazon.com).

Tris Wenker

OPHS

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 19, 2017**  
**SUBJECT: B.3.c APPROVE CONSULTANT AGREEMENT FOR ELEMENTARY SCHOOL GARDEN PROGRAM**

ACTION

**ISSUE:** Shall the Board approve a consultant agreement for the elementary and middle school garden program for the 2017-18 fiscal year?

**BACKGROUND:** In approving its 2017-18 budget, the Board set as a priority for its one-time discretionary funds the implementation of an elementary school garden program. In response to a request by District administration, 2Eden Design Studio has submitted the attached proposal to provide a school garden program in the amount of \$51,975. Staff has reviewed the proposal and interviewed 2Eden Design Studio's principal, Debra Leith, and enthusiastically recommends that the Board approve the agreement with 2Eden Design Studio for these services.

The cost of the proposed consultant services for an elementary school garden program is included in the District's adopted budget for 2017-18.

**ALTERNATIVES:**

1. Approve a consultant agreement with 2Eden Design Studio for an elementary school garden program for the 2017-18 fiscal year.
2. Do not approve the agreement for an elementary school garden program.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Dr. Jay Greenlinger, Director, Curriculum and Instruction

Respectfully submitted:

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

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

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



September 05, 2017

Jay Greenlinger  
Director of Curriculum & Instruction  
Oak Park Unified School District  
5801 Conifer Street  
Oak Park, CA 91377

Dear Mr Greenlinger,

### **OPUSD SCHOOL GARDENS PROGRAM – CONTRACT 2017-2018**

Following a very successful second year of programming, thank you for the invitation to present a proposal to continue to provide a School Garden Program for Oak Park Unified School District for the 2017-2018 school year. We are delighted to once again be considered as a potential service provider for this important program and look forward to continuing 'Growing with OPUSD' to support the education of compassionate and creative global citizens.

The scope of our proposed service provision is outlined below.

#### SCOPE AND MANNER OF SERVICE PROVISION

##### LOCATION

The contract will be delivered at the following district campuses:

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

##### SESSION BREAKDOWN

The contract will be divided into five sections as follows:

- 1) Program development including standards and curriculum aligned lesson planning and preparation (October 2017 – May 2018) 120 hours total.

(Continued/)

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

## CONTENT

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

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

## PAYMENT FOR SERVICES

Payment for services is requested as a three-payment plan based on each 3-month delivery window. The proposed payment schedule is as follows and invoices can be submitted up to 30 days in advance to allow for processing time:

3rd October 2017 - \$17,325.00

9<sup>th</sup> January 2017 - \$17,325.00

12<sup>th</sup> March 2017 - \$17,325.00

TOTAL CONTRACT SERVICE PROVISION VALUE - \$51,975.00

**MATERIALS COSTS** - In addition to services provision, budget allocation has been requested to be identified (by the Assistant Superintendent, Business Services) for materials necessary to service the garden program. Materials costs include plants and seeds, project materials (taken home by students), containers for seeding, planting, materials for experiments, and miscellaneous purchases to replace worn items such as hose sprays, buckets and watering cans. Where possible items are recycled and only recyclable items purchased, minimal plastics are used, and only organic and heirloom varieties purchased. Receipts for purchases are always provided.

(Continued/)

MATERIALS BUDGET RECOMMENDATION - \$1,000.00 per year (based on materials costs incurred over the past 2 years of program)

## 2EDEN STANDARD TERMS AND CONDITIONS

### Services from other vendors

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

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

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

### Estimate and compensation

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

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

### Termination

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

(Continued/)

#### Dispute resolution

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

#### Additional services

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

#### Independent Contractor

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

#### Insurance

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

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

(Continued/)

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

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

Indemnification

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

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

Sincerely,



Debra Leith  
Certified Landscape Designer & Master Gardener  
2eden studio – [design.garden.grow](http://design.garden.grow)





## CONTRACT FOR SERVICES RENDERED

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

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

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

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

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

## APPLICABLE LAW

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

## SIGNATURES

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

\_\_\_\_\_

(Printed Name of Client or agent)

\_\_\_\_\_

(Signature of Client or agent) (Date)

Debra Leith, 2eden design

(Printed Name of Provider or agent)



09.05.17

(Signature of Provider or agent) (Date)



September 05, 2017

Jay Greenlinger  
Director of Curriculum and Instruction  
Oak Park Unified School District  
5801 Conifer Street  
Oak Park, CA 91377

Dear Mr Greenlinger,

## **OPUSD SCHOOL GARDENS PROGRAM – YEAR 2 PROGRAM REVIEW**

Thank you once again for your invitation to submit a proposal to provide a third year of School Garden Programming. As we are in the planning phase for the garden program curriculum for the coming year, I thought it might be helpful to provide a review of program achievements for 2016-2017.

Our intention is to continue to connect and align to curriculum standards and to continue to ensure that content is fresh and engaging. Building on a two-year foundation, we will have students this year that have several years of foundation garden instruction and we look forward to advancing into new territory and more advanced concepts with them. Later in the year we will continue to build foundation knowledge with younger students and welcome new students to wonderful and exciting world of plants, gardens, growing, environmental stewardship and eating the rainbow!

To conclude this review, I have also listed six goals as a starting point for setting overall objectives to guide the delivery of the 2017-2018 program.

### **REVIEW**

#### **FALL 2016**

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

**Week one – introduction to program goals - helping to grow organic herbs for school kitchens, global citizenship, sustainability & environmental stewardship, reducing food waste. Introduction to NGSS plant growth experiments.**

**Week one focus – The State Flower of California (California Poppy/*Eschscholzia Californica*)** Nativity, where to see it growing, environmental preferences, method of reproduction, Poppy Reserves and Reserve rules. Identification, leaf shape, color.

Center 1 – planting by ‘broadcasting’ method (similar to how the Poppy reproduces in its natural habitat and plant your own California Poppy)

Center 2 – guided drawing exercise (draw an accurate representation of a California Poppy), make the drawing into a plant marker with information about the Poppy’s preferred environmental conditions. Take home and grow.

**Week two – Setting up a plant growth experiment aligned to NGSS**

Experiment to test what plants really need to grow. Establish conditions to prove whether plants need light, water and soil. Establish a control.

Center activity - Prepare planting cups A-D for each part of the experiment. Understand what each part of the experiment is designed to prove. Make observations, forecasts/predictions. Prepare a data sheet ready for data capture.

**Week three – Complete the NGSS experiment set up and start the experiment.**

Discuss the historic ‘Willow Tree’ experiment of Dutch scientist, Jan Baptist Van Helmont and incorporate into NGSS experiment. Weigh cups before and after watering, with and without seed, with soil and with soil substitute (crushed paper towels). Discuss weight measurements and compare. Make observations, forecasts/predictions relative to Van Helmont’s theory. Add radish seed and begin.

BREAK IN PROGRAM FOR CONFERENCE MINIMUM DAYS, PUBLIC HOLIDAYS AND THANKSGIVING WHICH ALSO ALLOWED GROWTH PERIOD FOR EXPERIMENT

**Week four – NGSS experiment evaluation and adding a test for air**

Reviewing findings. Completing data sheet. Weighing. Making conclusions.

- Plants need water to grow
- Plants do not need soil to grow (but they do need nutrients for optimal growth)
- Plants need light to grow but seeds do not need light to germinate!
- Plant growth conditions require water and light

Understanding that variables are difficult to control precisely unless in strict laboratory/control conditions. Some outcomes impacted by variables beyond our control but enough evidence to make reliable conclusions.

Center 1 – Testing if a plant needs air to grow. Apply Vaseline to the top of two leaves of a plant and apply Vaseline to the bottom of two other leaves on the same plant. Discussion about the role of stomata and forecasting if there are more stomata on the bottom or top of a leaf and what that might mean in the context of the experiment. Take plant back to class for observation.

Center 2 – Transplanting seedlings to grow into plants for the Sustainability Fair.

### **Week five – Food: where it comes from and how much is wasted**

Discussion on where food comes from, how much is wasted, why it is wasted, how food reaches our plates, how much energy food production uses and waste at each stage of the process (farmer-transportation-processing-packaging-shipping/transportation-distribution-preparation-consumption). Example – Tomato ketchup production.

Center 1 – The Biggest Wasters – pizza box game challenge to discover which countries/continents waste the most food

Center 2 – The Food Feud Gameshow – competitors answer questions in a ‘Family Feud’ styled gameshow to learn how far certain foods have travelled to reach our plate and where many foods originate from. Understanding that to waste those foods is also wasting so much more than the food itself.

### **Week six – Charting NGSS experiment conclusions, Van Helmont’s conclusions, review of air experiment, radish taste testing and fact sheet, certificate presentation**

Center 1 – group activity to chart NGSS conclusions

Center 2 – radish fact sheet, nutritional value, historic uses for radishes and radish juice as gut and intestinal helpers, skin treatments, remedies for bites and stings, cancer prevention properties, optimal conditions for growing radishes. Draw your own radish fact sheet.

Taste test (radishes – leaves and bulb) and vote.

Presentation of certificates.

### FALL SESSION OPNS & MCMS

During Fall 2016, OPNS students made seed trays, planted seeds, mixed and dug soil, planted and tasted radishes, colored an R for radish worksheet, tasted celery and practiced writing the letter C for Celery, planted California Poppies and talked about flowers, fruits and veggies that are orange, had a ‘Tiny Seed’ story time and talked about how seeds are naturally and unnaturally distributed.

At the MCMS Garden Club we discussed edible flowers, gardening planning and succession planting, crop rotation, nutrient take up and use, companion planting and Integrated Pest Management (IPM). We refreshed the existing garden with new compost, harvested herbs, broadcast cool season lettuce, chard, kale, beets and radish. We pruned herbs and perennial vegetables. Add beneficial and edible flowers such as Marigolds (beneficial) and Nasturtiums (edible).

### WINTER 2016-17

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

### **Week one – introduction to program goals - helping to grow organic herbs for school kitchens, global citizenship, sustainability & environmental stewardship, reducing food waste. Introduction to NGSS plant growth experiments.**

**Week one focus** – Preparing our experiment. Learning about the seed that we will use in the experiment. Radish fact sheet, nutritional value, historic uses for radishes and radish juice as gut and intestinal helpers, skin treatments, remedies for bites and stings, cancer prevention properties, optimal conditions for growing radishes. Draw your own radish fact sheet.

### **Week two – Setting up a plant growth experiment aligned to NGSS**

Experiment to test what plants really need to grow. Establish conditions to prove whether plants need light, water and soil. Establish a control.

Center activity - Prepare planting cups A-D for each part of the experiment. Understand what each part of the experiment is designed to prove. Make observations, forecasts/predictions. A more basic version of the experiment already undertaken by 4<sup>th</sup>&5<sup>th</sup> grades.

### **Week three – Sustainability Superheroes!**

What does the word 'Sustainable' mean? Why is it important? What is sustainability? Living in a way that can be maintained forever with the resources that we have. Trying to use only renewable resources, recycling everything that can be recycled and minimizing what we use up. Not being harmful or destroying/using up resources that cannot be renewed. Supporting long-term ecological and environmental balance. Buddy's Story – understanding what a 'resource' is and what could Buddy have done differently to be more sustainable?

Center 1 – Sustainability actions poster (displayed at the OPUSD Sustainability Fair)

Center 2 – Sustainable messages on recycled cards (given to Sustainability Fair attendees)

Center 3 – Planting warm season seeds for the school kitchen

### **Week four – Food: where it comes from and how much is wasted**

Discussion on where food comes from, how much is wasted, why it is wasted, how food reaches our plates, how much energy food production uses and waste at each stage of the process (farmer-transportation-processing-packaging-shipping/transportation-distribution-preparation-consumption). Example – Tomato ketchup production.

Center 1 – The Biggest Wasters – pizza box game challenge to discover which countries/continents waste the most food

Center 2 – The Food Feud Gameshow – competitors answer questions in a 'Family Feud' styled gameshow to learn how far certain foods have travelled to reach their plate and where many foods originate from.

### **Week five – NGSS experiment evaluation**

Reviewing findings. Making conclusions.

- Plants need water to grow
- Plants do not need soil to grow (but they do need nutrients for optimal growth)
- Plants need light to grow but seeds do not need light to germinate!
- Plant growth conditions require water and light

Charting findings.

### **Week six focus – The State Flower of California (California Poppy/*Eschscholzia***

**Californica)** Nativity, where to see it growing, environmental preferences, method of reproduction, Poppy Reserves and Reserve rules. Identification, leaf shape, color.

Center 1 – planting by 'broadcasting' method (similar to how the Poppy reproduces in its natural habitat and plant your own California Poppy

Center 2 – guided drawing exercise (draw an accurate representation of a California Poppy), make the drawing into a plant marker with information about the Poppy's preferred environmental conditions. Take home and grow.

Taste test (radishes – leaves and bulb) and vote.  
Presentation of certificates.

#### WINTER SESSIONS AT OPNS & MCMS

During Winter 2016-2017, OPNS students made 'Eat the Rainbow' mobile spinners, explored the wonderful world of wiggly worms, colored fruit and vegetable worksheets, planted Basil seeds, refreshed planting boxes and were 'garden helpers' cleaning up and tidying the Oak Hills Greenhouse, cleaning and recycling planting pots, stacking boxes, and tidying up tools.

At the MCMS Garden Club we did lessons on foraging for ornamental floral arrangements, seeding and transplanting for the OPUSD Sustainability Fair, two classes on pruning techniques for fruit and citrus trees and began project planning and technical designs for our spring Carton2Garden competition entry. Posters were designed for collection of juice and milk boxes from other campuses to use in our competition entry.

#### SPRING 2017

We provided two garden instructors for 1 day per week at each of the elementary schools. This final 6-week block of lessons was for all TK – 1st grade students and each class received 30 minutes of garden instruction per week.

**Week one – Goals for the next six weeks, helping to grow vegetables for the school cafeteria, getting to know some of the creatures that live in and around our gardens, taking care of our planet, not wasting things, eating the rainbow.**

**The State Flower of California (California Poppy/*Eschscholzia Californica*)** Where it grows, what conditions it likes, method of reproduction, Poppy Reserves and Reserve rules. Identification, leaf shape, flower color.

Center 1 – planting by 'broadcasting' method (similar to how the Poppy reproduces in its natural habitat) plant your own California Poppy

Center 2 – coloring exercise (color an accurate representation of a California Poppy), make the drawing into a plant marker with information about the Poppy's preferred environmental conditions. Take home and grow.

**Week two – Six basic parts of a plant. Garden tour to identify parts of a plant that we eat or do not eat and why? Why do we grow flowers? What types of plants do you grow at home?**

Center 1 – garden tour, basic elements of our garden, garden rules, plant parts, what's that?

Center 2 – warm season seeding, what part of what we are planting would we eat?

### **Week three – Eating the rainbow (The Fruit and Vegetable Power Rangers!)**

Why is it good for us to eat fruits and vegetables? They contain lots of things that are good for our bodies. Vitamins, nutrients and phytonutrients (Fight-O-Nutrients – the fruit and veggie Power Rangers!) They come in different colors because each different color and each color fights to keep different parts of our bodies healthy – purple/blue/black (brain), green (intestines, bones, brain), red (heart and skin), orange (eyes, skin and heart), yellow (eyes and immune system), brown/white/tan (heart).

Center – make a rainbow mobile of fruits and veggies to help us to remember to eat all of the colors of the rainbow.

### **Week four – Science Standards – Animals in and around our gardens (incorporating Earth Day theme of How to Garden with Urban Wildlife)**

How to garden without harming the wildlife around us. How to grow things and keep animals away or stop animals from eating our harvest without harming them. What kinds of animals visit our gardens and what are they looking for? What would be safe and what would not be safe?

Center 1 – everyday items that can be repurposed to keep animals away without hurting them. Ms Debra's big bag of weird things that she uses to protect plants from being eaten! Including waste paper bins as cloches, recycled milk cartons, stockings to hold squash off the ground, pie tins, scarecrows, pin wheels, decoys, orange peels, garlic oil, chili powder, eggs and milk sprays, coffee grounds, predator pee, peppermint, prickly plants.

Center 2 – make a DIY bird scarer with shiny tape streamers and take it home for your garden

### **Week five – Sustainability Superheroes!**

What does the word 'Sustainable' mean? Why is it important? What is sustainability? Living in a way that can be maintained forever with the resources that we have. Trying to use only renewable resources, recycling everything that can be recycled and minimizing what we use up. Not being harmful or destroying/using up resources that cannot be renewed. Supporting long-term ecological and environmental balance. Buddy's Story – understanding what a 'resource' is and what could Buddy have done differently to be more sustainable?

Center 1 – Sustainability actions poster (displayed at the OPUSD Sustainability Fair)

Center 2 – Mix and match game – guess how long it takes to decompose? A look at everyday items and finding out if and how long they take to decompose if they are put on the trash pile. Items included mylar ballons, socks, t-shirts, diapers, banana peel, fishing line, plastic bag, milk carton, glass bottle, drinking straw, toothbrush, flip flop, chewing gum.

### **Week six – Planting a warm season seed that loves the heat. Taste Test. Certificate presentation**

How it is important to plant the right thing at the right time of the year. How to know if a plant could be cool season (a lot of leafy veggies where we eat the leaves and they like cooler weather with more moisture) or warm season (a lot of fruits where we eat the fruit or their seeds and they don't mind hot weather or they need the sun to ripen)

Center 1 - Planting a zucchini seed

Center 2 – Making a plant marker for your zucchini seed and learning how to care for it over the summer

Taste test (zucchini) and vote

Certificate presentation and take your seeded zucchini pot home.

### SPRING SESSIONS AT OPNS & MCMS

During Spring 2017, OPNS students discovered what animals visit the garden and what those animals are looking for, they planted zucchini seeds and made a plant marker, they harvested celery, they made bird scarers, they weeded and did a worksheet on B for beans and planted green beans. They also planted flowers.

The MCMS Garden Club continued to harvest from their garden and seeded warm season vegetables. Their largest project was the Carton2Garden competition entry. They worked hard to wash used milk and juice cartons, make and paint new sub panels for the Brookside worm farm roofs and shingle the panels with recycled cartons nailed to the tops and sealed with an eco-sealant. The competition also required a video entry which was compiled and voiced by students with live footage of work in progress, photographs and copies of plans. We held a handover event to return the farms back to Brookside Principal and PTA President. The Garden Club went on to win one of the top prizes in the national competition and an award of \$1,000.

### IN ADDITION

During the 2016-2017 school year, 2eden school gardens also assisted the District with several key projects including:

- A design for the garden remodel at OPNS – tree glade garden
- A review of the structural components of the existing gardens and recommendations for improvement
- Meeting with the PFA of Oak Hills and securing support and a small budget for garden enhancement in 2017-2018
- Three School Gardens booths at the annual Sustainability Fair – seedlings, native plant cuttings and foraged bouquets (fundraising for Sustainable Harvest International)
- Designs and mentoring for Earth Day projects for Oak Hills ES (fairy gardens)
- Competition entry research, materials, completion, submission and video editing for MCMS Garden Club Carton2Garden
- Meetings and recommendations to the OPUSD contracted Architect and Landscape Architect to discuss relocating and enhancing the BES Garden.

### **SCHOOL GARDEN PROGRAM 2017-18**

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

- 1) Further promote global citizenship, sustainability and environmental stewardship.
- 2) Be increasingly valued as a quality resource in the teaching of Common Core and Next Generation Science Standards, with continued alignment and connectivity to standards,



improved partnerships with teaching staff and direction from the Director of Curriculum & Instruction.

- 3) Continue to connect to nutrition, health and wellbeing and assist, where possible, with growing and provision of school grown, organic produce for school breakfasts, nutrition breaks and lunches.
- 4) Continue to work closely with OPUSD Business Operations, Facilities and Maintenance to further improve OPUSD School Gardens and campuses and be involved in future plans to improve garden facilities.
- 5) Continue progress in the delivery and promotion of edible schoolyards.
- 6) Help facilitate implementation, education and promotion of this year's EEAC focus, continue to participate in the OPUSD Sustainability Fair and Big Sunday events.

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

Sincerely,

A handwritten signature in black ink, appearing to read 'Debra'.

Debra Leith  
Certified Landscape Designer & Master Gardener  
2eden studio – [design.garden.grow](http://design.garden.grow)

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: SEPTEMBER 19, 2017**

**SUBJECT: B.4.a. RESCIND AUTHORIZATION FOR MEASURE S  
CONSTRUCTION MANAGEMENT TECHNICIAN POSITION;  
ESTABLISH NEW POSITION AND JOB DESCRIPTION FOR  
MEASURE S CONSTRUCTION MANAGEMENT PROJECT  
ENGINEER**

ACTION

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

**BACKGROUND:** At its meeting in August 2017, the Board approved the establishment of a Measure S Construction Management Technician position. After recruiting for the new position and upon receipt of applications, Administration determined that the job description did not adequately describe the intended scope of skills and experience expected. Consequently, Administration is recommending that the Board rescind its previous authorization for the Measure S Construction Management Technician position and authorize the establishment of the new classified service position of Measure S Construction Management Project Engineer, to be paid from the Measure S bond fund, and approve the associated job description and salary placement.

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. Rescind the authorization for a Measure S Construction Management Technician position and authorize the establishment of the new classified service position of Measure S Construction Management Project Engineer, to be paid from the Measure S bond fund, and approve the associated job description and salary placement.
2. Do not approve the establishment of the new classified service position.

**RECOMMENDATION:** Alternative No. 1

**BOARD MEETING, SEPTEMBER 19, 2017**

Rescind Authorization for Measure S Construction Management  
Technician Position; Establish New Position and Job Description  
For Measure S Construction Management Project Engineer  
Page 2

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

**OAK PARK UNIFIED SCHOOL DISTRICT**

**CLASS TITLE: CONSTRUCTION MANAGEMENT PROJECT ENGINEER – 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, or Director of Educational Technology, this is a single class position characterized by the responsibility to perform complex technical duties in a variety of the District's Measure S bond program projects, including assistance in planning and management, contract preparation and administration, project coordination, and document control; 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.

**Document Control Duties:**

- Assist the Construction Manager and project team in all matters relative to project documents, including file control, distribution, and maintenance, in the District's construction management (CM) software system.
- Establish, process, and maintain project document control files in accordance with project document control procedures; receive, file, scan, index, link, and distribute documents, in either hardcopy form or in the District's CM system, including correspondence, project plans and specifications, field memos, Division of the State architect (DSA) documentation, submittals, and pay requests; logging of drawings, Requests for Information, product submittals, safety notices, contract documents, payment and performance bonds, and other project related documents requiring document control or record keeping for a specific project.
- Assist with management of DSA Box uploads and all related documents for each project.
- Log and maintain database for all project contracts.
- Order and track Certificates of Insurance from contractors and vendors as required.
- Process all project contractors through the Department of Industrial Relations (DIR) website as required.
- Track status of project contracts, purchase orders, and change orders.

**Project Coordination Duties:**

- Provide general administrative support to Construction Manager and project team, including assistance in the preparation, processing, and distribution of written materials, correspondence, reports, procedures, and guidelines related to project tracking, recording, or file maintenance and document control.
- Provide administrative support to Construction Manager and project team for the preparation and coordination of meeting agendas, construction and board meeting reports, and other project related information.
- Assist with District project meetings, both in the field and in the office, including the preparation, attendance, participation, and documentation of meetings by generating agendas and meeting minutes.
- Assist with assembly of bid packages in accordance with Public Contract Code and/or California Uniform Public Contract Cost Accounting Act (CUPCCAA), including preparation of project scope of work, cost estimating, bid package assembly, execution of public bid advertising, bid openings, contract award, and project execution.

**Oak Park Unified School District**

**Job Description: Construction Management Project Engineer**

**Bond Facilities Program**

**Page 2 of 2**

- Assist with the award and execution of project contracts, bond and insurance reviews, application for payment processing and project close out.
- Assist with the pre-qualification of contractors for state funded projects as required.
- Assist Construction Manager and project team with DSA Box close out and project certification with project engineers, consultants, contractors, architects and testing labs of record.

**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 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**

Any combination of Bachelor's Degree in construction management-related education and/or 3 years' experience in jobsite or office project management preferred, or 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: September 19, 2017

Effective: July 1, 2017

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

**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: September 19, 2017

Effective: July 1, 2017

JOB CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	WORK YEAR
<b><u>CHILD NUTRITION SERVICES</u></b>							
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
<b><u>OTHER CLASSIFIED SUPPORT</u></b>							
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 Project Engineer	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: DR. ANTHONY KNIGHT, SUPERINTENDENT**

**DATE: SEPTEMBER 19, 2017**

**SUBJECT: B.4.a. REVIEW, AMEND, AND APPROVE AMENDMENT TO BOARD  
POLICY 0100 – PHILOSOPHY – First Reading**

---

**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 0100 – Philosophy?

**BACKGROUND:** Board Policy 0100 updated to strongly encourage boards to engage in thoughtful discussions and develop their own statements of district philosophy. Board Policy is being updated to reflect district philosophy which is aligned with the district Moral Imperatives.

**ALTERNATIVES:**

1. Approve the amendment to Board Policy 0100 – Philosophy
2. Do not amend Board Policy 0100 – Philosophy.
3. Adopt a modified version of the amendment to Board Policy 0100 – Philosophy.

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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



# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 0000

Philosophy, Goals, Objectives & Comprehensive Plans

BP 0100(a)

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## Philosophy

~~As part of its responsibility~~ In order to establish and support a guiding vision for the district, the Governing Board shall develop, articulate, and regularly review an overarching set of fundamental principles which describes the district's core beliefs, values, and/or tenets. The Board and district staff shall incorporate these principles into is philosophy in all district programs, ~~and~~ activities, and operations of the district.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 9000 - Role of the Board)

~~The district's instructional program exists to assist students.~~

The following moral imperatives represent the Oak Park Unified School District's philosophy.

## Teaching and Learning

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 readies them for the 21<sup>st</sup> 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

## Organization and Shared Leadership

We believe that success depends on:

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

*Series 0000*

*Philosophy, Goals, Objectives & Comprehensive Plans*

*BP 0100(b)*

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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

## Finance, Budget, and Facilities

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

Adopted 12-4-01

Amended 9-17-02, 10-20-15, 9-19-17

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 19, 2017**  
**SUBJECT: VII.1.1 MONTH 1 ENROLLMENT AND ATTENDANCE REPORT**

---

INFORMATION

**ISSUE:** Shall the Board receive and review a status report on District enrollment and attendance through Month 1 of the 2017-18 school year?

**BACKGROUND:** As student enrollment and attendance plays a key role in determining General Fund revenues, staffing, and expense, it is critical that the Board and Administration carefully monitor these factors in assessing both appropriate student support and the District's financial position. Accordingly, staff has prepared the following enrollment and attendance information through the end of the most recent reporting period to assist in this review.

**RECOMMENDATION:** None. Information only.

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

# MONTHLY REPORT OF ENROLLMENT AND ADA

Board Meeting September 19, 2017

Page 1

Site/ Grade	YEAR TO DATE		Month 1		Month 2		Month 3		Month 4	
	ENRL*	ADA	ENRL*	ADA	ENRL*	ADA	ENRL	ADA	ENRL	ADA
<b>BES</b>										
K	98	95.50	98	95.50						
1	79	77.94	79	77.94						
2	75	72.50	75	72.50						
3	98	95.50	98	95.50						
4	118	114.39	118	114.39						
5	99	97.89	99	97.89						
SDC	0	-	0	-						
Total	567	553.72	567	553.72	0	-	0	-	0	-
ADA % **		97.66%		97.66%		#DIV/0!		#DIV/0!		#DIV/0!
<b>OHES</b>										
K	100	97.55	100	97.55						
1	78	77.11	78	77.11						
2	79	77.00	79	77.00						
3	77	75.44	77	75.44						
4	97	95.78	97	95.78						
5	100	97.62	100	97.62						
SDC	0	-	0	-						
Total	531	520.50	531	520.50	0	-	0	-	0	-
ADA % **		98.02%		98.02%		#DIV/0!		#DIV/0!		#DIV/0!
<b>ROES</b>										
K	94	92.42	94	92.42						
1	79	76.63	79	76.63						
2	99	95.32	99	95.32						
3	101	98.68	101	98.68						
4	100	98.37	100	98.37						
5	100	97.84	100	97.84						
SDC	0	-	0	-						
Total	573	559.26	573	559.26	0	-	0	-	0	-
ADA % **		97.60%		97.60%		#DIV/0!		#DIV/0!		#DIV/0!
<b>MCMS</b>										
6	345	339.00	345	339.00						
7	366	358.39	366	358.39						
8	375	369.61	375	369.61						
SDC	2	2.00	2	2.00						
Total	1088	1,069.00	1088	1,069.00	0	-	0	-	0	-
ADA % **		98.25%		98.25%		#DIV/0!		#DIV/0!		#DIV/0!
<b>OPHS</b>										
9	406	401.22	406	401.22						
10	395	384.50	395	384.50						
11	398	377.50	398	377.50						
12	365	357.11	365	357.11						
SDC	6	5.78	6	5.78						
Total	1570	1,526.11	1570	1,526.11	0	-	0	-	0	-
ADA % **		97.20%		97.20%		#DIV/0!		#DIV/0!		#DIV/0!
<b>OVHS</b>										
10-12	29	28.88	29	28.88						
ADA % **		99.59%		99.59%			#DIV/0!		#DIV/0!	
<b>OPIS</b>										
K-12	191	181.68	191	181.68						
ADA % **		95.12%		95.12%			#DIV/0!		#DIV/0!	
<b>Other ***</b>										
	6	2.55	6	2.55						
<b>TOTALS</b>										
K-12	4555	4,441.70	4555	4,441.70	0	-	0	-	0	-
ADA % **		97.51%		97.51%		#DIV/0!		#DIV/0!		#DIV/0!

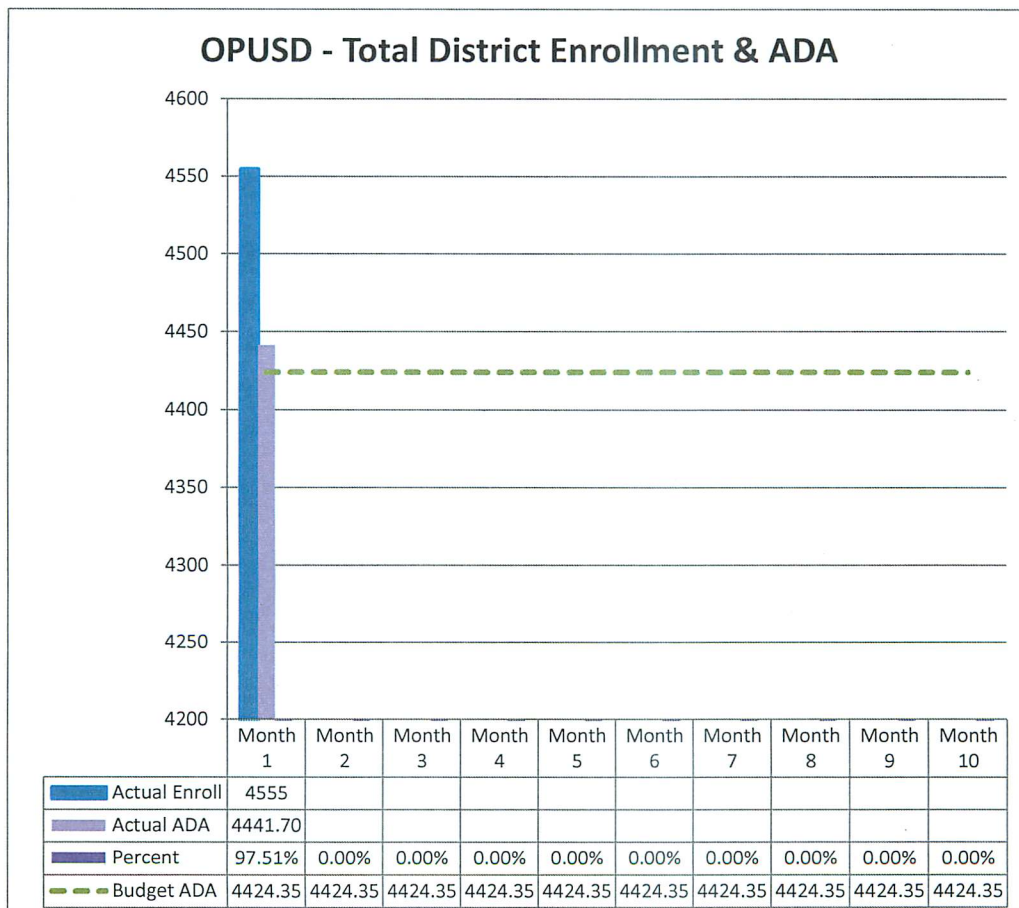
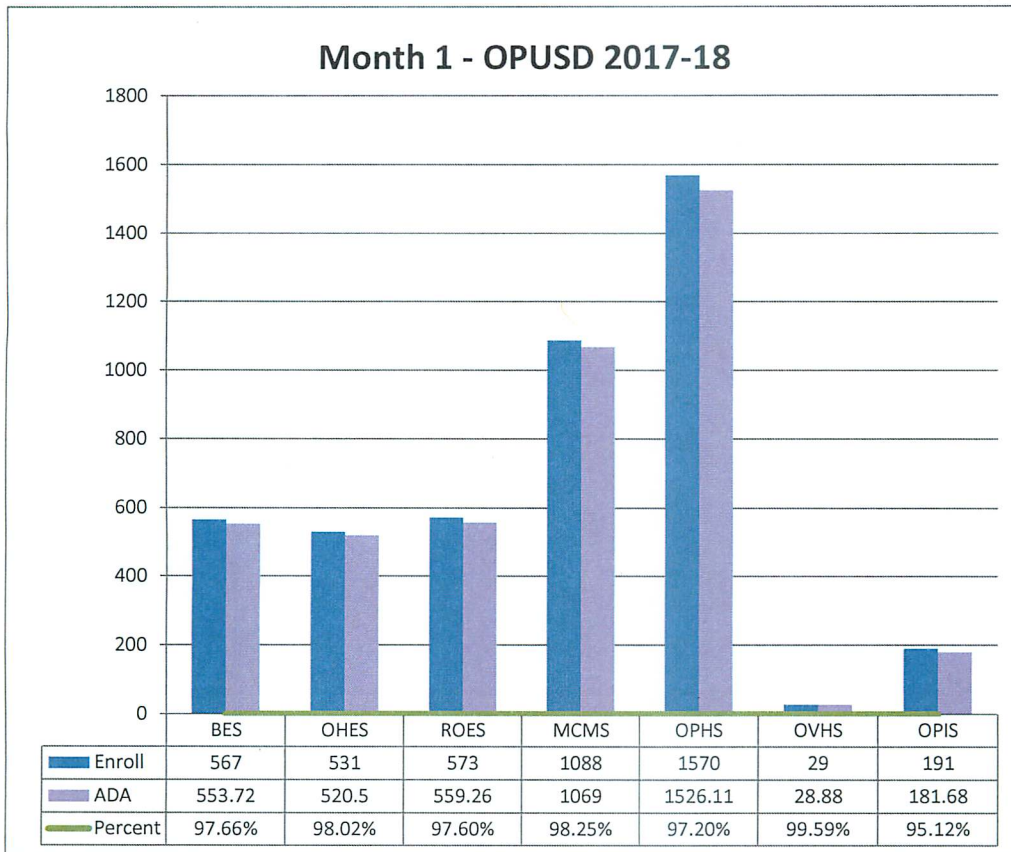
\*Enrollment is as of the last day of the school month.

\*\*% of Attendance is ratio of ADA generated during the period divided by last day enrollment.

\*\*\*Other is Home Hospital, Non Public Schools, and Extended Year.

September 7, 2017

## OAK PARK USD - ATTENDANCE



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: SARA AHL, PRINCIPAL, BROOKSIDE ELEMENTARY SCHOOL**  
**DATE: SEPTEMBER 19, 2017**  
**SUBJECT: X.1. MONTHLY BOARD REPORT**

**INFORMATION**

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**SCHOOL EVENTS:**

**Back-to-School Night** was held on August 16, 2017. All teachers, among other topics, presented to parents their plans and strategies for Reading Workshop as our newly adopted ELA curriculum this year. We had a full house of interested and engaged parents in the MPR for our parent welcome meeting and had a great turnout in general!

**Reading and Writing Workshop:** We are already hearing some encouraging tidbits resulting from the implementation of reading workshop. Students are interested in reading (in some cases, they don't want to stop!) and teachers are working hard to incorporate the many essential pieces to make the program a success. Overall, there is a great feeling (despite a lot of hard work and a lot of learning on the part of the teachers!) about this new adoption. We look forward to the visit of our staff developers to continue to build upon the system of support in place.

**Hurricane Harvey Relief Efforts:** Our 5th-grade teachers and students are leading a fundraising campaign to support relief efforts in Houston, Texas. Each morning, students are in front of the school with posters and canisters, accepting donations, which will ultimately be given to The American Red Cross. Students introduced the fundraiser during last week's Friday Morning Assembly. As of Tuesday, September 6, Brookside students had collected over \$1,300 (with three days to go!).



**SCHOOL SITE COUNCIL:**

Our School Site Council has not yet held its first meeting of the year.

**CALENDAR HIGHLIGHTS:**

September 18-19	Music Van
September 22	Elementary School Night at OPHS Football Game
September 28	5th Grade Classes to Santa Cruz Island
September 29	3rd Grade Classes to Chumash Center

Respectfully Submitted,

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Anthony W. Knight, E.d.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: ERIK J. WARREN, PRINCIPAL, OAK HILLS ELEMENTARY SCHOOL**  
**DATE: SEPTEMBER 19, 2017**  
**SUBJECT: X.2. MONTHLY BOARD REPORT**

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**INFORMATION**

**Welcome New Staff**

This year we welcomed several new members to our team. Lynette Hiday has taken over the DK program. Ericka Jauchen has joined our 2nd grade team, Chris Lockery has teamed up with Enid to share a 4th grade class. Kristin Gregory and Cathryn Paolini are our resources teachers. I am extremely proud to have these extraordinary professionals join our amazing Oak Hills team. We also welcome back Emily Trowbridge as our new Computer Lab Instructor. We owe a big THANK YOU to the many teachers who served as interview committee members to carefully select the best of the best.

**Opening of School**

The school year got off to a great start at Oak Hills as we welcomed all our new and returning students and their families. Monday evening, July 31<sup>st</sup>, we held our Ice Cream Social to welcome new families. At this informal get together, new students and their families got to know each other and connected with some of our existing families. Student registration was held the following Thursday and Friday and although nearly everyone participated, the wait time was quite reasonable, thanks to our dedicated PTA volunteers. On Friday, we also gave our new students an orientation and tour, led by a group of our Student Ambassadors. In addition to helping the students learn their way around the campus, these trained Ambassadors have been working hard to help the newcomers feel comfortable during the potentially difficult first few days in their new school. On Monday, August 7<sup>th</sup> we held a separate orientation just for Kindergarten and Discovery Kindergarten students and their families. The students and parents met their teacher and learned their way around the classroom. This made the transition on the first day of school much easier on hesitant students (and their parents too).

On the first day of school all students met with Mr. Warren to discuss what it means to be a student at Oak Hills. We reviewed some essential rules and boundaries, and discussed how students treat one another within the Oak Hills family. We talked about conflicts that may come up between friends at school and how to resolve them with respect and empathy.

**Oak Hills Family Picnic**

On Friday evening, September 8<sup>th</sup>, the entire Oak Hills community will gather on the field for the Oak Hills Family Picnic. The purpose of this annual event is to provide a welcome to all newcomers, and catch up with old friends after the summer. A special thank you goes out to our amazing PTA for organizing this event.



## **Student Council**

The Oak Hills student council is off to a great start. Students from each homeroom class are elected by their classmates to represent their class at our monthly meetings. Officers are then selected from among the representatives. All students who run for representative are encouraged to participate as a member at large, regardless of the outcome of the elections. The spring semester officers are:

President:	Amanda Feldman
Vice-President:	Gaby Freiberg
Secretary:	Ayesha Ghauri
Treasurer:	Allie Smith
Publicists:	Emerson Adams
	Evan Ng
	Savannah Zwirn
	Nikki Ranjit

Congratulations to all of our candidates for delivering thoughtful speeches, and running honorable campaigns. We look forward to their service and leadership.

## **Music Van**

Our students enjoyed another visit from the New West Symphony Music Van last week. Although the organization no longer has staff to run this program for schools, our music teacher, Steve Waldman, was able to gather all the instruments over the weekend, bring them to school, and introduce them to our students. The children gained hands-on experience with a wide variety of instruments as they rotated between the brass, woodwinds, strings, and percussion sections, guided by an extremely patient army of parent volunteers. Registration for our before/after-school chorus and instrumental music programs is underway and we will soon begin our weekly practice.

## **GATE and Enrichment Programs**

Next week we will begin our 5<sup>th</sup> grade STEAM enrichment program. This program is designed to offer an additional course of study, beyond the differentiated, inquiry-based, hands-on projects that occur regularly for all students. The program is open to all interested fifth-grade students and is often of particular interest to many of our GATE identified students. This year we have over seventy students participating, a new record.

This lunchtime program, now in its sixth year, is based on the Science of Disney Imagineering curriculum. This series of classes provides students with an exciting “hands-on” extension of basic science concepts. Students will have the opportunity to use “outside the box” thinking to complete activities related to the subject of the week. Additionally, students will use reading, writing, art, math, and computer knowledge to further their understanding of the science theme being taught. The program is being coordinated by our GATE coordinator Kate Loe and will be taught by Stacy Dishlip.

**Back-to-School Night**

Back to school night at Oak Hills was a great success, with two sessions, K-2<sup>nd</sup> and 3<sup>rd</sup>-5<sup>th</sup>. Each group gathered under the shade of our new solar awnings for a brief general meeting. This included an overview of the elementary counseling program by Holly Baxter, information from the Ventura County Library, and a presentation by our PTA. Parents spent the rest of the evening in the classrooms meeting with their child's teacher(s). The parents discovered the exciting learning opportunities that await their children over the course of the year, learned what they will need to do to support their child's education at home.

Respectfully Submitted,

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Anthony W. Knight, E.d.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: SEPTEMBER 19, 2017**

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

**INFORMATION**

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**Back-to-School Night**

Back-to-School Night was held on August 24 for all grade levels except Kindergarten. Kindergarten held their Back-to-School Night on August 16 in the library. Discovery Kindergarten, first and second grades made their presentations at 7:30 while the third, fourth and fifth grades presented at 6:00. A short parent meeting was held in the Multipurpose Room starting at 7:00. The principal welcomed the parents and talked about the value of parental involvement at Red Oak Elementary School. PFA co-presidents, Maryam Salour and Julia Salter, spoke about the value and purpose of the Parent Faculty Association. Elementary school counselor, Holly Baxter, spoke about the elementary school counseling services and Mrs. Galvez from the Ventura County Library spoke about the value of reading and the services they provide. Our district Nurse, JoAnn Housman, talked about student allergies. Throughout the night, teachers made presentations individually in their classrooms and also as a grade level group in our Multi-Purpose Room. All the presentations at Back-to-School night were well attended by parents. Several school board members attended the parent meeting and made classroom visits.

**School Site Council**

Our School Site Council met for the first time this school year on August 21. We had one new faculty member, and three new parent members. Our SSC purpose statement was reviewed and the bylaws were passed out. Changes to our staff were reported, enrollment reviewed and the work that was done this summer to improve our facilities was explained. There was a discussion of the new language arts curriculum and how it will be implemented at Red Oak. Leaders were selected to report, record and lead our SSC.

**Rattler Respect**

A new character traits/skills program was created and implemented starting this month. Rattler Respect will focus monthly on specific character traits. Lessons, videos and activities are being created and have been developed to teach these traits. Two forms are used to reinforce the traits. The forms are Rattler Respect Reminder and Rattler Respect Commendation. A copy of each will go home to parents to keep them informed of their child's behavior.

**Rocket Club and Eclipse Assemblies**

Students from the high school Rocket Club and their advisor, Dr. Knight, presented at three short assemblies to talk about their recent adventures launching a balloon and recording the effects of the recent solar eclipse. Grade levels were grouped to attend the

presentation in three 15 minute blocks of time. Students were able to view the equipment used and the photographs taken at the event.

Respectfully Submitted,

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Anthony W. Knight, E.d.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: BRAD BENIOFF, PRINCIPAL, MEDEA CREEK MIDDLE SCHOOL**  
**DATE: SEPTEMBER 19, 2017**  
**SUBJECT: X.4. MONTHLY SCHOOL REPORT**

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**INFORMATION**

**Club Fair September 7th:** Students have the opportunity to sign-up for a student Club that interests them—or they may work with the Assistant Principal to, possibly, start one of their own with an adult sponsor. Thanks to ASB for hosting this, as well as the adult club sponsors for being there and sponsoring a year-long Club!

**September 8: Make-up and Staff Picture Day:** 7:30-10:30a.m. in the gym.

**Homework Club 3:00-4:00** began September 5th in the MCMS Library. It meets on Tuesdays and Thursdays.

**W.E.B (Where Everyone Belongs):** MCMS Counselors continue to implement this middle school mentoring (8<sup>th</sup> graders to 6<sup>th</sup> graders) and transition program to foster student leadership and build a culture of caring and connectedness at school. This year the morning get-togethers have begun and there are many more activities planned!

**Challenge/Success September 15-16:** An MCMS Team will be with OPUSD colleagues attending a workshop on the Stanford University campus. Challenge/Success assists us in our continuing efforts to create a school environment responsive to the myriad stressors that impact our students and families.

**Lock Down Drill September 28<sup>th</sup>:** MCMS will conduct a Lock Down Drill on September 28<sup>th</sup>. We will be letting our school community know it will be happening on this *DAY*, but will not let them know the *TIME* the drill will take place.

**Ribbon-Cutting Celebrating the Completion of OPUSD's Solar Power Installations: September 29<sup>th</sup>:**

Up on the field MCMS will celebrate with OPUSD in a ribbon-cutting ceremony at 8:30 a.m. on the blacktop, under the solar panels!

Respectfully Submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: KEVIN BUCHANAN, PRINCIPAL, OAK PARK HIGH SCHOOL**  
**DATE: SEPTEMBER 19, 2017**  
**SUBJECT: X.5. MONTHLY BOARD REPORT**

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**INFORMATION**

**REGISTRATION**

Thanks to Andrea Shapiro, PFA volunteers, and staff, who organized the fall registration. Because of several adjustments to the scheduling processes and procedures, there was less pressure on the counseling office as students adjusted their schedules. Once again, this year we conducted a freshman orientation on the 9<sup>th</sup> grade registration day and incoming freshmen received guided campus tours, a Q&A session with ASB students who presented “Tips & Tricks” for a successful freshman year. They also received their schedules with their teachers and rooms listed along with lunch on the great lawn and a goodie bag that included a new OPHS sports bottle, T-Shirt, OPHS Athletic bumper, sticker, and daily planner. The electronic re-enrollment process was more familiar this year and we reduced the paperwork that parents had to print and turn in. Nevertheless, we opened and staffed a computer lab during registration and this helped a lot. We once again reassigned lockers electronically and as of today every student has an assigned locker. We again distributed textbooks prior to and it went very well so that every student had his or her textbooks prior to the first day of school.

**FACILITIES**

The solar shade parking arrays were completed in time to reopen the student parking lots for the opening of school. Thanks to our IT, maintenance and custodial teams who got everything working and clean for the first day of school. We have added an electronic sign-up system for our counseling office. This has streamlined the process of how students request to see their counselor and has created a calmer, more professional, and efficient atmosphere in the front office.

**ATHLETIC UPDATE**

We would like to welcome some new head coaches to our athletic program. Doris Park is our new head varsity girls’ basketball coach. Coach Park was a standout player at Newbury Park High. As captain of the varsity team she still holds the school’s single game scoring record and holds the second all-time leading scorer in the school’s history. She was also the Marmonte League MVP and went on to play at the collegiate level for Pepperdine University. John Lopez also takes over as cheer and Stunt coach. A 3-time Collegiate All-American, Coach John comes to OPHS with more than 10 years of experience in the cheerleading industry. As an athlete, he has participated at all levels of cheerleading; including: Middle School/Pop Warner, High School, All-Star and Collegiate. He obtained Regional, National and World titles including winning the USASF World Champion title in 2009 and being named the NCA College Nationals Champion in 2013 with Sam Houston State University. We continue to improve our athletic program and focus on Title IX compliance by increasing female participation. We added a frosh girls’ basketball team this year.

**BACK-TO-SCHOOL NIGHT**

Back to School Night was held on August 31. The evening began for our teachers with a dinner hosted by our PFA, and following a brief parent welcome in the Gym, the school bell then lead parents through their student’s class schedule and to their classrooms where teachers discussed the courses and class procedures.

**DRAMA - OUR TOWN**

Under the direction of Mr. Allan Hunt and produced by the Oak Park Performing Alliance (OPPAA) our students are in rehearsals for our fall production, Thornton Wilder’s *Our Town*. Later in the year, we will be staging the musical “Beauty and the Beast”, along with a student-led Spotlight production to be named later.

Respectfully Submitted:

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Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: SEPTEMBER 19, 2017**

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

## **INFORMATION**

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**BOTH SCHOOLS**



### **CAASPP SCORES**

When comparing our CAASPP results to other like schools in the Ventura County OPIS and OVHS had the highest scores for math and English. We know that we have room to grown in both areas and we will continue to look at ways to improve. We were happy to see that our teachers and students' efforts will continue to improve. I have asked all teachers to review the scores with their students.



**OAK VIEW HIGH SCHOOL**



### **ASB UPDATES**

- We talked about ideas for "spirit days" at Oak View.
- The ASB decided that we would like to sponsor a "Wear Your Pajamas/Football jersey to School Day" in September.
- We discussed Halloween and possible games
- Lokrantz School visit
- ASB meets twice a month

### **FANTASY LEAGUE**

Jeremy Rogers and Randi Liepman started the 2<sup>nd</sup> annual fantasy football club. The students were absolutely so happy to have a league and to be able to play against Mr. McGugan, Mr. Rogers, and Mrs. Liepman. This has been a great morale booster for the students and staff. We are looking forward to another fun year with the banter. The hardest part is keeping the students off during class time.

### **COUNTY ALTERNATIVE EDUCATION SUMMIT**

All OVHS staff members were able to attend the Ventura County Alternative Education Summit last week. Angel Lerma was the guest speaker and his keynote address was on "Parent Involvement the Educational Process." Susan Allen was able to present on "Literacy Support for Non-English Core Subjects."

### **BACK-TO-SCHOOL NIGHT**

Back to School Night was held on August 22 at OVHS. The night started with opening remarks from Mr. McGugan and Jeremy Rogers. Board Member Denise Helfstein attended and was able to speak with parents as well. Students and parents went from classroom to classroom hearing about what each teacher expects from the students as well as a course overview.



## **OAK PARK INDEPENDENT SCHOOL**



### **HISTORY, MATH AND ENGLISH CURRICULUM**

Mr. DeLong and Mr. Barnett are currently writing/updating our history, math, and English curriculum for grades 9-12. Mr. DeLong is working with the curriculum council to see if certain textbooks need approval. The teachers are piloting the new changes with a couple of students and have had great reviews on what they have implemented so far.

### **REGISTRATION**

We are starting off the year with roughly 190 students. We had a very successful registration with office manager, Sue Meskis, overseeing the entire process. She did an amazing job arranging for students to get their ID cards, checking out textbooks, signing their independent school contracts, meeting with Mr. Rogers if necessary, and turning in all registration paperwork.

### **VENTURA COUNTY INNOVATES**

We will be offering one new Ventura County Innovates (VCI) course. We are excited to introduce a TV Film Makeup Artistry class that is being taught by Mrs. Rudela. (Ventura County District provides teacher). After much success, we will continue to offer Careers in Education (Susan Allen, OVHS), Health Science Emergency Medicine (EMT) (KC Kelem, OVHS), and Digital Heat Imaging (Ruben Reyes). This is a great way for our students to get a practical skill for their graduation requirements.

Respectfully Submitted:

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Anthony W. Knight Ed.D.  
Superintendent



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: KIM GREGORCHUK, DIRECTOR, OAK PARK NEIGHBORHOOD SCHOOL**  
**DATE: SEPTEMBER 19, 2017**  
**SUBJECT: X.7. MONTHLY BOARD REPORT**

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**INFORMATION**

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We have started the school year with a bang!! The classrooms are full and the parents are excited and engaged. We have four children who have English as a second language and are struggling to say goodbye to their parents and to understand the routine. They have just started to leave their parents without tears and are beginning to participate in the daily activities. All of the children are enjoying water play indoors and out and keeping cool in the process.

After the first week of attendance, we had our Back-to-School Picnic. Everyone brought a side dish to share and much discussion ensued about traditions, recipes, and originality it was a delightful time of relaxing and visiting. I think some great friendships were started.

September is a busy month for the teachers as they hold intake conferences for the parents and begin the Desired Results Developmental Profile (DRDP) for each child. The intake conferences are an opportunity for the parents to meet with the teachers and tell the teachers about their child. The conferences also help the teachers and families build a bond. The DRDP is required for our grant from First 5 and provides an excellent snapshot of a child's overall growth and development as they begin the school year. The DRDP is repeated during the last month of school to show the progress made during the school year.

As always, please stop by anytime. I am always proud to show off our classrooms and phenomenal teachers.

Respectfully Submitted:

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Anthony W. Knight, Ed.D.  
Superintendent

