

OAK PARK UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION  
AGENDA #959

DATE: April 17, 2018

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

TIME: **5:30 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**

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

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**

**Thursday, May 17, 2018**

**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.

**District Website Link: <http://www.opusd.org/Agendas and Minutes>**

**OAK PARK UNIFIED SCHOOL DISTRICT  
AGENDA – REGULAR BOARD MEETING #959  
April 17, 2018**

**CALL TO ORDER – Followed by Public Comments/5:30 p.m.**  
**CLOSED SESSION: 5:30 p.m.**  
**OPEN SESSION: 6:00 p.m.**

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

**I. CALL TO ORDER: \_\_\_\_\_ p.m.**

**II. PUBLIC SPEAKERS – CLOSED SESSION AGENDA ITEMS**

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

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

**B. PUBLIC EMPLOYEE EMPLOYMENT :** High School Spanish Teacher, Middle School Science Teacher, Middle School Counselor, Elementary School Principal, Director Student Support and School Safety

**IV: CALL TO ORDER – RECONVENE IN OPEN SESSION AT: \_\_\_\_\_ p.m.**

**A. ROLL CALL**

**B. FLAG SALUTE**

**C. REPORT OF CLOSED SESSION ACTIONS TAKEN**

**D. ADOPTION OF AGENDA**

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

**VI. OPEN COMMUNICATIONS/PRESENTATIONS**

**A. BOARD REPORTS/DISCUSSION/COMMUNICATIONS**

1. Presentation of Recognition to Rahul Naveen, Medea Creek Middle School – Ventura County Spelling Bee Champion, Qualified for Scripps National Spelling Bee
2. Presentation of Recognition to Oak Park Unified School District Odyssey of the Mind Teams who qualified for the State Competition
3. Presentation of Recognition to Brookside Elementary Special Education Teacher, Alex Niebank
4. Presentation of Partners in Education Award to Maria Cross
5. Remarks from Board Members
6. Remarks from Student Board Member
7. Remarks from Superintendent
8. Report from School Site Councils

9. Report from Oak Park Education Foundation
10. Report from Oak Park Municipal Advisory Council
11. Presentation and Update by Director of Child Nutrition, Carole Ly
12. Presentation on GrowthPoint Learning Studios

**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 March 20, 2018](#)
- b. [Public Employee/Employment Changes 01CL23709-01CL23724 & 01CE08694-01CE08712](#)
- c. [Approve Purchase Orders – March 1-31, 2018](#)  
*Board Policy 3300 requires Board approval of Purchase Orders*
- d. [Approve Out of State Trip for Oak Park High School Rocket Team to Attend the TARC National Finals in Washington DC and Virginia – May 10-14, 2018](#)  
*Board Policy 6153 requires Board approval for student overnight trips*
- e. [Approve Out of State Travel for Classified Employee to Attend QUE 2018 Conference in Detroit, Michigan – October 1-5, 2018](#)  
*Board Policy 3350 requires Board approval for Out of State travel for employees*
- f. [Approve Amendment to Agreement for Crossing Guard Services for 2018-19 Through 2020-21](#)  
*Board Policy 3312 requires Board approval for contracts for services*
- g. [Approval and Certification of 2017-18 School Bell Schedules and Minimum Instructional Minutes](#)  
*Board approval required for school bell schedules and instructional minutes*
- h. [Approve Quarterly Report on Williams Uniform Complaints – April 2018](#)  
*Education Code 35185 requires Board approval of each quarterly report regarding complaints against the District by the public regarding textbooks and instructional materials, teacher vacancy or misassignment, or facility conditions*
- i. [Approve Out of State Travel for Certificated Employees to Attend Green Schools Conference and Expo in Denver, Colorado – May 2-4, 2018](#)  
*Board Policy 3350 required Board approval for Out of State travel for employees*

**ACTION**

**2. BUSINESS SERVICES**

- a. [Approve District of Choice Reporting Requirements](#)  
*Board Approval required for District of Choice Reporting Requirements*
- b. [Authorize Measure S Project 17-47S, DSA Certification for the Administration Building at Brookside Elementary School](#)  
*Board approval required for projects funded by Measure S Bond Funds*
- c. [Authorize and Award Contracts for Measure S Project 18-22S, Districtwide Safety and Security Upgrades to School Public Address Systems](#)  
*Board approval required for projects funded by Measure S Bond Funds*
- d. [Approve Change Order 1, Project 17-32S, Security Fencing at Oak Park High School Stadium \(North Side\)](#)  
*Board approval required for change orders, per Cal. Pub. Cont. Code §20118.4.*



- e. [Approve Geotechnical Soils Testing Services for Measure S Modernization Projects: Project 18-18S At Brookside Elementary School, Project 18-20S At Red Oak Elementary School, And Project 18-21S At Medea Creek Middle School](#)

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

- f. [Approve Amendment to Architectural Services Agreement for Project 17-35S, Kitchen Improvements at Medea Creek Middle School](#)

*Board approval required for projects funded by Measure S Bond Fund*

- g. [Approve Implementation of Project 18-14S, Chromebook 1-To-1 Take Home Pilot](#)

*Board approval required for projects funded by Measure S Bond Fund*

- h. [Approve Donation](#)

*Board approval required to accept donation made to the District or District Schools*

### 3. PUPIL SERVICES

- a. [Approve Contract for Non-Public School Services for Special Education Student #8-17/18](#)

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

### 4. HUMAN RESOURCES

- a. [Re-designate the Position of Director of Business Operations as Director of Sustainability, Maintenance, and Operations and Approve Revised Job Description](#)

*Board approval required for re-designation of administrative position*

- b. [Re-designate the Position of Director of Alternative Education as Principal of Oak View High School and Oak Park Independent School and Approve Revised Job Description](#)

*Board approval required for re-designation of administrative position*

- c. [Establish the Lead Instructional Technology Specialist – Technology Teacher on Special Assignment Position](#)

*Board approval required for establishing a certificated position*

### 5. CURRICULUM

- a. [Approve 2017-18 Single Plans for Student Achievement](#)

*Board approval required for Single Plans for Student Achievement*

- b. [Approve 2016-2017 School Accountability Report Cards \(SARCs\)](#)

*Board approval required for 2016-2017 School Accountability Report Cards*

### 6. BOARD

- a. [Approve Date Change for May 2018 Board Meeting](#)

*Board approval required to change dates of Board Meetings*

### 7. BOARD POLICIES

- a. [Approve Amendment to Board Policy and Administrative Regulation 1312.3 – Uniform Complaint Procedures - First Reading](#)

*Board Policy updated to list all state and federal programs subject to the uniform complaint procedures (UCP) as specified in the Federal Program Monitoring instrument, reflect NEW LAW (AB 699) which includes immigration status as a prohibited basis for discrimination, and reflect NEW LAW (AB 365) which authorizes the use of UCP for alleged noncompliance with certain educational rights of children of military families. Policy also revised to clarify that, although complaints of employment discrimination are not subject to UCP, the district has an obligation to investigate such complaints using other district procedures. Regulation updated to reflect a requirement in AB 365 that the annual UCP notice include the educational rights of children of military families. Regulation also clarifies that any individual, public agency, or*

organization may file a complaint alleging violation of law regarding applicable state or federal programs, and deletes references to Office of Civil Rights resources on sexual violence which have been withdrawn.

**b. Approve Amendment to Board Policy 1325 – Advertising and Promotion - First Reading**

Board Policy updated to reflect NEW LAW (AB 841) which prohibits advertising of foods or beverages during the school day, including participation in a corporate incentive program that rewards students with free or discounted foods or beverages, unless the food or beverage complies with nutritional standards. Policy also clarifies court decisions regarding advertisements containing religious viewpoints.

**c. Approve Amendment to Board Policy 3100 – Budget - First Reading**

Board Policy updated to reflect NEW LAW (SB 751) which provides that, if the amount of monies in the state Public School System Stabilization Account is three percent or more of the combined total of general fund revenues appropriated for school districts and allocated local proceeds of taxes, the district's combined assigned or unassigned ending general fund balance must not exceed 10 percent of those funds in the immediately following fiscal year, unless the district is a basic aid district, is a district with average daily attendance of 2,500 or less, or is exempted by the county superintendent of schools under extraordinary fiscal circumstances.

**d. Approve Amendment to Board Policy and Administrative Regulation 3551 – Food Service Operations/Cafeteria Fund - First Reading**

Board Policy updated to reflect NEW LAW (SB 250) which requires districts to make their meal charge policy public and ensure that students with unpaid meal fees are not shamed or treated differently than other students. Section on "Procurement of Foods, Equipment, and Supplies" reflects NEW LAW (SB 730) which requires the California Department of Education (CDE) to provide information about the Buy American provision, NEW LAW (AB 822) which requires a preference for California-grown agricultural products with specified exceptions, and NEW LAW (SB 544) which clarifies that procurements in federally funded nutrition programs are subject to the procurement standards of the federal Uniform Guidance. Regulation updated to reflect provisions of SB 250 which require districts to notify parents/guardians within 10 days of a negative balance in their child's school meal account and to exhaust all options to enroll the student in the free and reduced-price meal program if he/she is eligible. Regulation also adds new section reflecting NEW LAW (SB 557) which authorizes donation of unused, unopened foods to a food bank or other nonprofit charitable organization.

**e. Approve Amendment to Board Policy and Administrative Regulation 3553 – Free and Reduced Price Meals - First Reading**

Board Policy updated to reflect NEW LAW (SB 138) which requires districts to apply by September 1, 2018, for a federal universal meal service for "very high poverty schools," as defined, for the purpose of providing breakfast and/or lunch free of charge to all students enrolled at the school. An exception exists for districts whose board adopts a resolution stating the district is unable to comply due to fiscal hardship. Regulation updated to reflect a provision of SB 138 which requires direct certification of students' eligibility for free or reduced-price meals based on their Medi-Cal participation. In both BP and AR, section related to confidentiality and allowable purposes for sharing students' free and reduced-price meal eligibility information revised to reflect the elimination of Title I program improvement.

**f. Approve Amendment to Board Policy and Administrative Regulation 5022 – Students and Family Privacy Rights - First Reading**

Board Policy updated to add options formerly in AR regarding the disclosure of students' personal information for marketing purposes. Policy also reflects state law which prohibits the collection of social security numbers or the last four digits of social security numbers for such purposes and NEW LAW (AB 699) which prohibits the collection of information regarding the citizenship or immigration status of students or their families. Regulation reflects NEW LAW (AB 677) which prohibits the removal of questions pertaining to sexual orientation and/or gender identity from a voluntary survey that already contains such questions.

- g. **[Approve Amendment to Board Policy 5144 – Discipline - First Reading](#)**  
*Policy updated to reflect NEW LAW (SB 250) which requires districts to ensure that any discipline imposed on a student does not result in the denial or delay of a nutritionally adequate meal to the student.*
- h. **[Approve Amendment to Board Policy and Administrative Regulation 5144.1 – Suspension and Expulsion/Due Process - First Reading](#)**  
*Board Policy updated to add homeless students as one of the numerically significant student subgroups for whom the district must monitor suspension/expulsion data, and to add board review of disaggregated suspension/expulsion data for the purpose of identifying any disparities in the imposition of discipline. Updated regulation revises the grounds for suspension and expulsion to more directly reflect law which separates out aiding or abetting a crime of physical violence from causing, attempting to cause, or threatening physical violence. Regulation also adds definition of cyber sexual bullying as a ground for suspension/expulsion and reflects NEW LAW (AB 667) which requires a student to be informed, during the informal conference required prior to suspension, of the other means of correction that were attempted before suspension.*
- i. **[Approve Adoption of Board Policy 5148.2 – Before/After School Programs - First Reading](#)**  
*Board Policy is being recommended for adoption due to the Establishment of a new Extended Care Program.*
- j. **[Approve Amendment to Board Policy and Administrative Regulation 5121 – Grades/Evaluation of Student Achievement - Second Reading](#)**  
*Board Policy 5121 updated to reflect research-supported best practices regarding grading, including the separation of nonacademic factors from students' academic grades. Policy is updated to reflect changes in the elementary report card. Changes for grades 6-12 remain under revision.*
- k. **[Approve Amendment to Board Policy 6152.1 – Placement in Mathematics Courses - First Reading](#)**  
*Board Policy 6152.1 updated to reflect the criteria for placements of students in mathematics courses.*
- l. **[Approve Amendment to Board Policy and Administrative Regulation 6154 – Homework Makeup Work - Second Reading](#)**  
*Board Policy 6154 updated for consistency with BP 5121 - Grades/Evaluation of Student Achievement and research on effective grading practices, including optional language providing for full credit to be given for makeup work satisfactorily completed within a reasonable time, regardless of whether the absence is due to an excused or unexcused absence. Policy is updated to reflect recent research on homework at various grade spans. Policy also addresses guidelines for the assignment of homework, communication of homework expectations to students and parents/guardians, and resources to assist students in completing homework and developing good study habits. Exhibits added to establish homework guidelines for the Elementary Schools, Medea Creek Middle School, and Oak Park High School.*

## **VII INFORMATION ITEMS**

1. **[Monthly Measure S Project Status Report](#)**
2. **[Monthly Enrollment and Attendance Report](#)**
3. **[Monthly Cash Flow Report](#)**

## **VIII. OPEN DISCUSSION**

## **IX. ADJOURNMENT:**

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

**X. SCHOOL REPORTS/SCHOOL SITE COUNCIL REPORTS**

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

**MINUTES OF REGULAR BOARD MEETING      3-20-18      #958**  
**BOARD OF EDUCATION**

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Mr. Derek Ross, called the regular meeting to order at 5:03 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

**BOARD PRESENT**

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

**BOARD ABSENT**

None

**PUBLIC COMMENTS**

None

**ADJOURN TO CLOSED SESSION**

Board President, Derek Ross reported that in Closed Session the Board would be discussing:

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

**B. PUBLIC EMPLOYEE EMPLOYMENT:** Campus Supervisor Sub, Instructional Assistant II Sub for Special Ed, Department Secretary Bond Facilities Program, Department Secretary Curriculum and Instruction, Department Secretary Extended Care, Senior Accountant, Guest Teachers, Director of Extended Care Program

**C. 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 5:04 p.m.

**CALL TO ORDER/MEETING PLACE**

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

**BOARD ABSENT**

NONE

**STAFF PRESENT**

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

## **FLAG SALUTE**

An audience member led the Pledge of Allegiance to the Flag.

## **REPORT ON CLOSED SESSION**

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

## **ADOPTION OF AGENDA**

Student Board Member, Lexi Garfinkel cast a preferential vote to approve the adoption of the Agenda. On motion of Drew Hazelton, seconded by Barbara Laifman, the Board of Education adopted the agenda as presented. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0.

## **PUBLIC SPEAKERS**

Mr. Vance Taylor speaker on Agenda Item B.2.a

## **PRESENTATIONS**

Presentation of Robotics Grant by College of the Canyons to the Oak Park High Robotics Team  
Presentation of Recognition to Susan Roberts, Director, Pupil Services on receiving the 2017-18 ACSA Region 13 Special Education Administrator of the Year Award  
Presentation of Recognition to Stew McGugan, Director, Alternative Education on receiving the 2017-18 ACSA Region 13 Continuation Education Options Administrator of the Year Award  
Recipient

## **REPORT FROM BOARD MEMBERS**

Board Member Barbara Laifman, reported that she attended Super Saturday, Coffee with the Board. EEAC meeting, and the Community Engagement Committee Meeting. Barbara thanked Keyla and the EEAC committee for putting on a great Super Saturday event.

Board Member Denise Helfstein reported that she attended the Coffee with Board and Super Saturday, Brookside Elementary School's 50<sup>th</sup> Anniversary celebration, and the VCSBA Dinner meeting.

Board Member Allen Rosen congratulated Susan and Stew on their awards. Allen attended the Oak Park MAC meeting.

Board Member Drew Hazelton reported that he attended the regional tournament of Odyssey of the Mind and the Father Daughter Dance at Brookside Elementary School, as well as two Measure S meetings, and the Safety and Security Meeting.

Board Member Derek Ross reported that he attended the Father Daughter Dance at ROES.

Student Board Member Lexi Garfinkel reported that the High School held the rally and it went really well. Upcoming events include the ASB election and the students had organized events in memory of the Parkdale shooting in Florida.

Superintendent Tony Knight attended the 50<sup>th</sup> Anniversary of Brookside and Beauty and the Beast. Dr. Knight said that March 14<sup>th</sup> at Oak Park Schools went off really well, 100's of students registered to vote at the High School. Rahul Naveen, an 8<sup>th</sup> grader from MCMS won the County spelling Bee and will be participating in the Scripps National Spelling Bee. Earth week activities have been planned and students will be raising money through a change drive to help the albatross.

## **REPORT FROM SCHOOL SITE COUNCILS**

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

Student Board Member Lexi Garfinkel, left the meeting at 6:40 pm.

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

Oak Park Education Foundation Board Member, Brandon McFadden provided an update about the Summer School which is run by the Foundation. Brandon also spoke about the various fundraising efforts of the Foundation.

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

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

- a. [Approve Minutes of Regular Board Meeting February 20, 2018 and Special Board Meeting March 14, 2018](#)
- b. [Public Employee/Employment Changes 01CL23696-01CL23708 & 01CE08641-01CE08693](#)
- c. [Approve Purchase Orders – February 1-28, 2018](#)
- d. [Approve Overnight Trip for Oak Park Unified School District Odyssey of the Mind Teams to Attend State Competition at UC Riverside – March 23-24, 2018](#)
- e. [Approve Overnight Trip for Oak Park High School Baseball Team for a Tournament in Nipomo, CA – April 2-5, 2018](#)
- f. [Approve Overnight Trip for Oak Park High School Health Occupational Students of America Club Members \(HOSA\) Anaheim CA – April 5-8, 2018](#)
- g. [Approve Overnight Trip for Oak Park High School Future Business Leaders of America \(FBLA\) Leadership Summit – April 12-15, 2018](#)
- h. [Approve Overnight Trip for Oak Park High School Debate Team Mountain High, CA – April 19-22, 2018](#)
- i. [Approve Overnight Trip for Oak Park High School Athletic Teams to Attend Spring CIF Play-offs](#)
- j. [Approve Notice of Completion, Project 18-01S, Football Field Fencing at Oak Park High School](#)

### **B2. BUSINESS SERVICES**

- a. [Discuss School Safety and Approve 2017-18 Safe School Plans](#)

The Board held a discussion on School Safety. Mr. Vance Taylor, public speaker on this Agenda item requested the Board to look at ways to tighten safety and security at all our campuses.

On motion of Denise Helfstein, seconded by Derek Ross, the Board of Education approved 2017-18 Safe School Plans. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0
- b. [Authorize the Establishment of the Administrative Position - Director of Student Support and School Safety](#)

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education Authorized the Establishment of the Administrative Position – Director of Student Support and School Safety. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0



- c. Amend Award of Contract, Measure C6 Project 18-05C, SMART Board Interactive Flat Panel Display Pilot at Oak View High School and Education Services Center**  
On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education Approved an Amended Award of Contract, Measure C6 Project 18-05C, SMART Board Interactive Flat Panel Display Pilot at Oak View High School and Education Services Center. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0
- d. Authorize Measure S Technology Project 18-12S, District Network File Server Refresh**  
On motion of Drew Hazelton, seconded by Barbara Laifman, the Board of Education Authorized Measure S Technology Project 18-12S, District Network File Server Refresh. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0
- e. Authorize Measure S Technology Project 18-13S, Purchase of Staff Computers and Technology Department Spare Devices**  
On motion of Barbara Laifman, seconded by Drew Hazelton, the Board of Education Authorized Measure S Technology Project 18-13S, Purchase of Staff Computers and Technology Department Spare Devices. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0
- f. Authorize Measure S Technology Project 18-14S, Chromebook 1-to-1 Take Home Pilot**  
On motion of Denise Helfstein, seconded by Derek Ross, the Board of Education Authorized Measure S Technology Project 18-14S, Chromebook 1-to-1 Take Home Pilot. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0
- g. Award of Request for Proposals for High-Speed Wide Area Network Services**  
On motion of Drew Hazelton, seconded by Denise Helfstein, the Board of Education awarded Request for Proposals for High-Speed Wide Area Network Services. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0
- h. Authorize and Approve Measure R Project 18-15R, Classroom Floor Repairs at Red Oak Elementary School**  
On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education authorized and approved Measure R Project 18-15R, Classroom Floor Repairs at Red Oak Elementary School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0
- i. Authorize and Approve Measure R Project 18-16R, Drain Repairs at Oak Hills Elementary School and Oak Park High School**  
On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education authorized and approved Measure R Project 18-16R, Drain Repairs at Oak Hills Elementary School and Oak Park High School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0
- j. Authorize Proposition 39 Energy Grant Project 18-17F, Phase 2 Districtwide Exterior Lighting Upgrade**  
On motion of Barbara Laifman, seconded by Drew Hazelton, the Board of Education authorized Proposition 39 Energy Grant Project 18-17F, Phase 2 Districtwide Exterior Lighting Upgrade. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0
- k. Approve Change Order 1, Project 18-03S, Parking Lot Fencing at Medea Creek Middle School**  
On motion of Drew Hazelton, seconded by Denise Helfstein, the Board of Education approved Change Order 1, Project 18-03S, Parking Lot Fencing at Medea Creek Middle School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0
- l. Approve Certification of 2017-18 Second Interim Financial Report and Budget Revisions**  
On motion of Barbara Laifman, seconded by Drew Hazelton, the Board of Education approved Certification of 2017-18 Second Interim Financial Report and Budget Revisions. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0



**m. [Adopt Resolution 18-11, Participation in CSBA California School Cash Reserve Program](#)**

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved Adopt Resolution 18-11, Participation in CSBA California School Cash Reserve Program. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross. No – 0. Barbara Laifman recused herself due to a remote interest as an employee of CSBA.

**n. [Approve Donation](#)**

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

**o. [Approve 2018 Measure S Bond Priority Projects Plan](#)**

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved the 2018 Measure S Bond Priority Projects Plan. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**p. [Approve Resolution 18-10, Authorizing the Issuance of 2018 General Obligation Bond Anticipation Notes, and Actions Related Thereto](#)**

On motion of Allen Rosen, seconded by Drew Hazelton, the Board deferred a decision on bond funding for priority projects until its meeting in September of 2018 when the new tax rates will be known. The Board committed to either issuing a traditional bond if the tax rate drops below \$60 per \$100K of assessed valuation or issuing a Bond Anticipation Note in an amount between \$10 million and \$17.7 million to be determined by the Board at that time and based on the credit rating by S&P. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**q. [Approve Architectural Services Agreements for Measure S Priority Projects 18-18S, 18-19S, 18-20S, And 18-21S](#)**

On motion of Denise Helfstein, seconded by Barbara Laifman, the Board of Education approved Architectural Services Agreements for Measure S Priority Projects 18-18S, 18-19S, 18-20S, and 18-21S. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**B3. CURRICULUM**

**a. [Approval of Additional Novel for Medea Creek Middle School 7th Grade Humanities Program](#)**

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved an Additional Novel for Medea Creek Middle School 7th Grade Humanities Program. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**b. [Approve Technology Acceptable Use Policy for Students](#)**

On motion of Denise Helfstein, seconded by Drew Hazelton, the Board of Education approved Technology Acceptable Use Policy for Students. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**c. [Approve Staff Development Agreement with Teachers College Reading and Writing Project](#)**

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved Staff Development Agreement with Teachers College Reading and Writing Project. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**B4. BOARD**

**a. [Review Updated Assessments of the Board Approved 2017-18 Goals and Moral Imperatives](#)**

The Board reviewed the updated assessments of the Board approved 2017-18 Goals and Moral Imperatives.

**b. Approve Resolution #18-12 Calling for Support of AB 2808 (Muratsuchi) to Increase Local Control Funding for California's Public Schools**

On motion of Barbara Laifman, seconded by Derek Ross, the Board of Education approved Resolution #18-12 Calling for Support of AB 2808 (Muratsuchi) to Increase Local Control Funding for California's Public Schools. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**B5. BOARD POLICIES**

**a. Approve Amendment to Board Policy 3517 – Facilities Inspection- First Reading**

On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education approved Amendment to Board Policy 3517 – Facilities Inspection as First and Final Reading. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

**b. Approve Amendment to Board Policy 5121 – Grades/Evaluation of Student Achievement - First Reading**

On motion of Barbara Laifman, seconded by Derek Ross, the Board of Education approved Amendment to Board Policy 5121 – Grades/Evaluation of Student Achievement as First Reading. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

**c. Approve Amendment to Board Policy and Administrative Regulation 5131.6 – Alcohol and Other Drugs - First Reading**

On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education approved Amendment to Board Policy and Administrative Regulation 5131.6 – Alcohol and Other Drugs as First and Final Reading. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

**d. Approve Amendment to Board Policy 6154 – Homework Makeup Work - First Reading**

On motion of Denise Helfstein, seconded by Barbara Laifman, the Board of Education approved Amendment to Board Policy 6154 – Homework Makeup Work as First Reading. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

**e. Approve Adoption of Board Policy and Administrative Regulation 6173.2 – Education of Children of Military Families - First Reading**

On motion of Barbara Laifman, seconded by Drew Hazleton, the Board of Education approved Amendment to Board Policy and Administrative Regulation 6173.2 – Education of Children of Military Families as First and Final Reading. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

On motion of Barbara Laifman, seconded by Allen Rosen, there being no further business before this Board, the Regular meeting is declared adjourned at 10:28 p.m.

---

Date

---

President of the Board

---

Date

---

Clerk or Secretary of the Board

**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: APRIL 17, 2018**  
**Subject APPROVE CLASSIFIED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT**

**ISSUE: B.1.b. APPROVAL/RATIFICATION OF CLASSIFIED PERSONNEL ACTIONS**

**CONSENT**

**AUTHORIZATION TO HIRE**

Number	Name	Position	Start Date	Fund	Salary	Site

**AUTHORIZATION TO PAY STIPEND**

Number	Name	Position	Start Date	Fund	Salary	Site
CL23709	John Lopez	Stunt Coach	2/25/2018	Coaches, Athletics	\$ 3,000.00	OPHS
CL23710	Kathy McCormick	Varsity Assistant Stunt Coach	2/25/2018	ASB	\$ 500.00	OPHS
CL23711	Jasmine Acevedo	Varsity Assistant Stunt Coach	2/25/2018	ASB	\$ 500.00	OPHS
CL23712	Mike Best	Softball Head Varsity Coach	2/24/2018	Coaches, Athletics	\$ 3,000.00	OPHS
CL23713	Dani Hazelwood	Softball Head Jr Varsity Coach	2/24/2018	Coaches, Athletics	\$ 2,000.00	OPHS
CL23714	Donn James	Head Boys Gold Coach	2/24/2018	Coaches, Athletics	\$ 2,500.00	OPHS
CL23715	Richard L Kaufman	Softball Assistant Varsity Coach	2/25/2018	ASB	\$ 2,000.00	OPHS
CL23716	Harold Hale	Softball Assistant Varsity Coach	2/25/2018	ASB	\$ 2,500.00	OPHS
CL23717	Tim Hazelwood	Softball Assistant Jr Varsity Coach	2/25/2018	ASB	\$ 1,500.00	OPHS
CL23718	Carl Joyce	Varsity Boys Tennis Coach	2/25/2018	Coaches, Athletics	\$ 2,500.00	OPHS
CL23719	Carl Joyce	Jr Varsity Boys Tennis Coach	2/25/2018	Coaches, Athletics	\$ 1,500.00	OPHS
CL23720	Chris Dotson	Varsity Girls Lacrosse Coach	2/25/2018	Coaches, Athletics	\$ 1,500.00	OPHS
CL23721	Ross Tabor	Varsity Assistant Girls Lacrosse Coach	2/25/2018	Coaches, Athletics	\$ 1,500.00	OPHS

**IN-SERVICE CHANGE**

Number	Name	Change	Effective Date	Fund	Salary	Site
CL23722	Laura Kunesh	Wrk Out of Class Health Technician (8 Days)	4/9/2018	General	\$20.20	ROES
CL23723	Deborah Goodnough	Frm MCMS Dept Clerk P/T - Dept Secretary F/T	7/23/2018	General	\$22.96	OPHS

**SEPARATION**

Number	Name	Position	Effective Date	Separation Type	Salary	Site
CL23724	Julie Suarez	Director of Business Operations	4/13/2018	Resignation	\$514.42	DO

Prepared by:  
 Leslie Heilbron Assistant Superintendent /Human Resources

Respectfully Submitted,

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: APRIL 17, 2018**

**SUBJECT: B.1.b. APPROVE CERTIFICATED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT**

**CONSENT**

**AUTHORIZATION TO EMPLOY**

Number	Name	Classification	Start Date	Fund	Site/Grade
01CE08694	Erin Vranesh	BES Elementary Principal	7/1/2018	General	BES
01CE08695	Stephanie Perez	Secondary Counselor	8/1/2018	General	MCMS
01CE08696	Francisco Henning	Spanish Teacher	8/1/2018	General	OPHS
01CE08697	Tara Lamb	Science Teacher	8/1/2018	General	MCMS
01CE08698	Stew McGugan	Director Student Support & School Safety	7/1/2018	General	District

**AUTHORIZATION TO PAY STIPEND**

Number	Name	Assignment	Effective	Fund	Amount	Site
01CE08699	Rob Hall	Boys BB Game Mgmt.	11/21/17-2/20/2018	ASB	952.00	OPHS
01CE08700	Rob Hall	CIF Game Mgmt.	11/21/17-2/20/2018	ASB	200.00	OPHS
01CE08701	Denise Keane	GATE Coordinator	2017/2018	LCAP	700.00	BES
01CE08702	Katie Loe	GATE Coordinator	2017/2018	LCAP	700.00	OHES
01CE08703	Sharon Lavene	GATE Coordinator	2017/2018	LCAP	700.00	MCMS
01CE08704	Suzanne Stasiefski	GATE Coordinator	2017/2018	LCAP	700.00	OPHS
01CE08705	Anna Bojorquez	Peer Counseling	2017/2018	LCAP	133.00	OPHS
01CE08706	Anna Bojorquez	Peer Counseling	2017/2018	PFA	700.00	OPHS

**IN-SERVICE CHANGE**

Number	Name	Change	Effective	Fund	Site
01CE08707	Lauren Heinrich	Pregnancy Disability Leave (PDL)	4/9/2018	General	OPHS
01CE08708	Amanda Farwell	Pregnancy Disability Leave (PDL)	4/9/2018	General	OHES
01CE08709	Lindsay Smits	Maternity Leave	3/16/2018	General	MCMS
01CE08710	Jessica Kudlacek	Maternity Leave	3/13/2018	General	MCMS
01CE08711	Samantha Lyons	.4 Perm/6 Temp thru 5/25/2018	3/23/2018	General	OPIS

**SEPARATION**

Number	Name	Position	Separation	Effective date	Site
01CE08712	Alexandra Niebank	Special Ed Teacher	Resignation	5/25/2018	BES

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

Respectfully Submitted,

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: APRIL 17, 2018**  
**SUBJECT: B.1.c. APPROVE PURCHASE ORDERS – MARCH 1 THROUGH 31, 2018**

CONSENT

**ISSUE:** Shall the Board approve the accompanying list of purchase orders issued for the period March 1 through 31, 2018?

**BACKGROUND:** The accompanying Purchase Order Report lists all purchase orders issued during the reporting period. All purchase orders have been approved by the responsible program administrator as a necessary expense, and are included in the District’s approved operating budget.

**ALTERNATIVES:**

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

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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

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

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

## Includes Purchase Orders dated 03/01/2018 - 03/31/2018

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B18-00167	Shell Oil Co	2017 - 2018 Gas for District Vehicles	Business Administration	010	19,000.00
B18-00269	Axiom	2017-18 SARC Preparation Services	Business Administration	010	4,200.00
DIR17-00037	PFMG Solar, LLC	Proj 17-01S Solar Installation Districtwide	Business Administration	211	4,945,870.36
					1,833,405.68
DIR18-00081	Sports Facilities Group	Pro18-10R Girls Jr Varsity Softball Field Improvem	Business Administration	213	14,267.21
DIR18-00082	Fence Factory	Pro 18-02S Fencing for Girls Varsity Softball Field	Business Administration	211	42,885.47
DIR18-00083	Carter Fence Co., Inc.	Pro 18-10R Girls Jr Varsity Softball Field Improvement	Business Administration	213	29,940.00
P18-00020	Document Systems	Staples & Color Copies - OVHS/OPIS	Oak View High School	010	1,300.00
P18-00045	Office Depot Customer Service Center	Blanket PO for Office Supplies	Oak View High School	010	2,000.00
P18-00410	Hollywood Sound Systems	Proj17-51R - labor only - Equip to VCI Grant	Oak Park High School	010	19,119.57
					213 7,613.51
P18-00442	4Wall Entertainment	Measure R Project 17-51R	Oak Park High School	213	81,310.84
P18-00444	NICK RAIL MUSIC	VCI Grant	Oak Park High School	010	4,635.35
P18-00497	Capstone Classroom	ROES ELA Capstone Gr 1- site funds	Curriculum	010	1,110.02
P18-00498	Capstone Classroom	ROES ELA Capstone Gr K - site funds	Curriculum	010	1,058.24
P18-00499	Booksource	ROES ELA Class Rm Libraries Bks Gr 2 - site funds	Curriculum	010	787.34
P18-00500	Southwinds Transportation	Parent funded field trip--Gr 2	Red Oak Elementary School	010	931.20
P18-00501	Town & Country Printing	Office supplies for registration	Red Oak Elementary School	010	62.25
P18-00502	VCOE	ELPAC training 02/05/18	Curriculum	010	745.00
P18-00503	Taft Electric Company	LED Swap Out	District-wide	010	900.00
P18-00504	Sinclair Sanitary Supply Co Inc	Replacement Floor Machine for BES	Business Administration	212	626.25
P18-00505	Southwinds Transportation	Parent funded field trip--Gr 4 Olivias Adobe	Red Oak Elementary School	010	1,321.80
P18-00506	Pacificom	Measure S Rack, Fiber, Network Drops Install	Business Administration	211	3,312.94
P18-00507	ARC Document Solutions, LLC	Pro 17-46R Scan Structural Improvement Docs	Business Administration	213	114.33
P18-00508	VCOE	VCI Field Trip	Oak View High School	010	624.00
P18-00509	Memorablegifts.com Inc	Oth. Exp/Lott/Retirement	Oak Park High School	010	449.86
P18-00510	Laserbits, Inc. dba Johnson Plastic Plus	Awards/Lott/	Oak Park High School	010	135.82
P18-00511	C.C. Imex dba Embi Tec	Oth Supply/Genetic Mini/ PFA Donation	Oak Park High School	010	458.02
P18-00512	Turf Team, Inc	Pro 18-10R Girls Jr Var Softball Field Improvement	Oak Park High School	213	22,400.00

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

ESCAPE ONLINE

Page 1

## Includes Purchase Orders dated 03/01/2018 - 03/31/2018

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P18-00513	Textbook Warehouse Inc.	OPIS Biology TE Textbooks 2017-2018	Curriculum	010	177.77
P18-00515	Four Seasons Tree Care, Inc.	Remove & Stump Grind Trees at BES	Business Administration	010	3,825.00
P18-00516	Southwinds Transportation	DON: Transport to S.V. Courthouse	Medea Creek Middle School	010	1,101.20
P18-00517	Welsh Structures, Inc.	Pro 17-46R Structural Inspection OHES	Business Administration	213	720.00
P18-00518	Airport Connection, Inc Roadrunner Shuttle & Limo	Donation - bus Riley's Farm	Brookside School	010	5,098.50
P18-00519	McGraw-Hill Education c/o American Express	MCMS Geometry SE, eBook and TE	Curriculum	010	5,090.09
P18-00520	School Services of California	The Audit Challenge - Stew McGugan	Human Resources	010	270.00
P18-00521	Karen Kennedy dba Camino Real	Parent funded field trip-- Gr 4 Gold Rush	Red Oak Elementary School	010	810.00
P18-00522	Personnel Concepts Limited	Labor Law Compliance Posters & Notices	Accounting & Payroll	010	1,904.61
P18-00523	Conejo Rental Center	Tent for OPIS 8th grade Culmination	Home Independent Study Program	010	461.62
P18-00524	Conejo Rental Center	Tent for OVHS Graduation	Oak View High School	010	468.15
P18-00525	Tumbleweed Educational Enterprises, Inc	Donation 2nd grade bus	Brookside School	010	838.00
P18-00526	HEINEMANN	Red Oak K-5 set of Reading Workshop Units	Curriculum	010	1,522.59
P18-00527	C & A Safety Consultants	Ath Trng/ROP/mat & supp	Oak Park High School	010	527.28
P18-00528	Taft Electric Company	CM Trailer Power Hook up	Business Administration	010	369.00
P18-00529	Houghton Mifflin Harcourt	BES Go Math 4thG TE	Curriculum	010	101.40
P18-00530	Harley Ellis Devereaux	Pro 17-35S KIT Renovation - Scoping & Program	Business Administration	211	120,300.00
P18-00531	Harley Ellis Devereaux	Pro 17-58S Master Plan and Planning Services	Business Administration	211	90,821.00
P18-00532	Disneyland Resort Ticket Sales and Svcs	Donation - Gate Trip	Brookside School	010	5,342.00
P18-00534	Gardena Valley News	Oth Suppl/DISC/Talon	Oak Park High School	010	500.00
P18-00535	NBC Universal LLC dba Universal Studios Hollywood	DON: Universal Studios Culmination Trip	Medea Creek Middle School	010	26,036.28
P18-00536	Guitar Center Professional	VCI Grant - Rd 2 Path D Prod & Manag Arts	Oak Park High School	010	16,481.98
P18-00537	Los Angeles Zoo	Parent funded field trip-- Gr 1 LA Zoo	Red Oak Elementary School	010	449.00
P18-00538	Lego Education	VCI: Supplies Eng. Pathway	Medea Creek Middle School	010	69.54
P18-00539	Amerimacs	Riso machine repair	Red Oak Elementary School	010	125.00
P18-00540	Guitar Center Professional	Measure R - Project 17-51R	Oak Park High School	213	3,842.33
P18-00541	Southwest School Supply	TaskChair J.St Amand / Curriculum & Instruction	Curriculum	120	540.54
P18-00542	Reading Writing Project LLC	ELA Adoption Staff Development Summer 2018	Curriculum	010	24,000.00

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

ESCAPE ONLINE

Page 2

**Includes Purchase Orders dated 03/01/2018 - 03/31/2018**

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P18-00543	Natural Wonders Trees Inc	Remove Aleppo Pine at OPHS Lower Field	Business Administration	010	2,800.00
P18-00544	Nasco	Direted Study Math Materials	Oak View High School	010	152.37
P18-00545	HEINEMANN	BES K-5 Reading Unit of Study Bundle	Curriculum	010	1,522.59
P18-00546	HEINEMANN	OHE K-5 Reading Unit of Study Bundle	Curriculum	010	1,522.59
P18-00547	HEINEMANN	ROE K-5 Reading Unit of Study Bundle	Curriculum	010	1,522.59
T18-00036	Apple Computer, Inc. Ms:198-3E D	Staff computers Part 1	Technology Coordinator	010	16,033.60
T18-00037	Compuwave Inc.	Staff Computers Part 1b	Technology Coordinator	010	1,587.94
T18-00038	Compuwave Inc.	Printer/VCI/Architecture	Oak Park High School	010	3,586.44
TB18-00003	Monoprice	Blanket PO Equipment & Supplies <\$500	Technology Coordinator	010	4,000.00
<b>Total Number of POs</b>			<b>64</b>	<b>Total</b>	<b><u><u>7,385,106.06</u></u></b>

**Fund Recap**

Fund	Description	PO Count	Amount
211	Measure S Facilities & Tech	1	4,945,870.36
		<b>Total Fiscal Year 2017</b>	<b>4,945,870.36</b>
010	General Fund	50	187,135.60
120	Child Development Fund	1	540.54
211	Measure S Facilities & Tech	5	2,090,725.09
212	Measure C6 Technology Bond Fun	1	626.25
213	Measure R Facilities Bond Fund	8	160,208.22
		<b>Total Fiscal Year 2018</b>	<b>2,439,235.70</b>
		<b>Total</b>	<b><u><u>7,385,106.06</u></u></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



**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: APRIL 17, 2018**

**SUBJECT: B.1.d. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL ROCKET TEAM TO ATTEND TARC NATIONAL FINALS – May 10-14, 2018**

CONSENT

**ISSUE:** Shall the Board of Education approve the Oak Park High School Rocket Team to attend the National Finals of the Team America Rocket Challenge (TARC) in Washington, D.C. and Northern Virginia?

**STATEMENT:** The Oak Park High School Rocket Team is divided into four TARC teams. One of the teams has qualified to participate in the finals of the national competition by scoring in the top 100 out of 800 teams in the U.S. The team comprising of 8 students will fly to Washington, D.C. on Thursday, May 10 and participate in an event on Capitol Hill where rockets will be displayed at a Congressional Reception on Friday, May 11. On Saturday, May 12, 2018 the team will fly their rocket in the National TARC Finals located in The Plains, VA. If there is bad weather, the event will take place on Sunday, May 13, 2018, so the team will not return home until Monday evening, May 14. TARC is organized by the Aerospace Industry Association (AIA) and is sponsored by NASA, the U.S. Dept. of Defense, and all of the major U.S. aerospace corporations, including Boeing, Lockheed-Martin, Raytheon, Aurora, and others. The team has received a \$6000 grant from the Boeing Company and \$2500 from Oak Park Education Foundation. The cost to attend the trip for the students is \$700. The trip will be supervised by Dr. Tony Knight and Kevin Buchanan. They will travel by air, rented SUV, and Washington, D.C. Metro.

- ALTERNATIVES:**
1. Approve the May 10-14, 2018 out of state trip for Oak Park Rocket Team to Washington DC
  2. Do not approve the May 10-14, 2018 out of state trip for the Oak Park Rocket Team to Washington DC

**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
Laifman	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Hazelton	_____	_____	_____	_____
Student Rep.	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: APRIL 17, 2018**  
**SUBJECT: B.1.e. APPROVE OUT OF STATE TRAVEL FOR CLASSIFIED EMPLOYEE TO ATTEND THE 2018 QUE CONFERENCE IN DETROIT, MICHIGAN – OCTOBER 1-5, 2018**

CONSENT

**ISSUE:** Shall the Board of Education approve the out of state travel for the Oak Park employee to attend the QUE Conference, in Detroit, Michigan?

**STATEMENT:** According to Board Policy 3350, the Board of Education must approve out of state travel for certificated and classified employees. Laura Almada will be attending the Que (Q Users Experience) conference which is a training and collaboration conference for users of the district’s Q student information system. The district sends the Data Systems Support Specialist to this conference each year to receive training and learn best practices for managing the district’s access to and implementation of the Q student information system. Information and best practices learned at this conference are then disseminated to users of Q throughout the district and incorporated into the relevant workflow and trainings for office staff, teachers, and other district personnel. This conference rotates between Southern California, Northern California and Detroit, Michigan every year.

- ALTERNATIVES:**
1. Approve the out of state travel for employee to attend the QUE Conference in Detroit.
  2. Do not approve the out of state travel for employee to attend the QUE Conference in Detroit.

**RECOMMENDATION:** Alternative #1.

Respectfully submitted,

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

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: APRIL 17, 2018**  
**SUBJECT: B.1.f. APPROVE AMENDMENT TO AGREEMENT FOR CROSSING GUARD SERVICES FOR 2018-19 THROUGH 2020-21**

CONSENT

**ISSUE:** Shall the Board approve an amendment to the agreement with All City Management Services, Inc. for crossing guard services for the 2018/19 school year and two subsequent years?

**BACKGROUND:** All City Management Services, Inc. has provided crossing guard services for Oak Park schools since October 1993. The District pays All City for these services, and the Oak Park Municipal Advisory Council (MAC), through the County of Ventura, reimburses OPUSD for the expense. After maintaining its rates unchanged for four years, All City Management Services has proposed to amend the agreement for crossing guard services for the 2018/19 school year and two subsequent years. The proposal will increase the rate from the current \$16.74 per hour to \$18.49 in 2018-19. The proposed amendment includes the addition of one crossing guard located at Kanan Road and Doubletree Road, increasing the number from 11 to 12. The District requested this addition in the interest of greater pedestrian safety as there have been three students involved in accidents at this intersection during the current school year. At its meeting on March 27, 2018, the MAC approved the rate increase, but deferred a decision on the additional crossing guard until its April meeting. The annual cost for services in 2018-19 is projected to be \$123,946.

The proposed amendment and related worksheets follow for the Board’s review. The District is satisfied with the service, and staff is recommending approval of the proposed amendment to the agreement.

- ALTERNATIVES:**
1. Approve the proposed amendment with All City Management Services, Inc. for crossing guard services for 2018-19 through 2020-21 as proposed.
  2. Do not approve the amendment.

**RECOMMENDATION:** Alternative No. 1.

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

Respectfully submitted,

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

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

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



OAK PARK UNIFIED SCHOOL DISTRICT  
5801 East Conifer Street, Oak Park, California 91377  
Telephone: (818) 735-3254 ♦ Facsimile: (818) 865-8467

---

BUSINESS AND ADMINISTRATIVE SERVICES

---

**TO:** Members, Oak Park Municipal Advisory Council  
**FROM:** Martin Klauss, Assistant Superintendent  
Business and Administrative Services  
**DATE:** March 27, 2018  
**SUBJECT: PROPOSED AMENDMENT TO CROSSING GUARD AGREEMENT  
WITH ALL CITY MANAGEMENT SERVICES FOR 2018/19 – 2020/21**

---

The Oak Park Unified School District respectfully submits for the MACs consideration the attached proposal to amend the agreement with All City Management Services for crossing guard services for the 2018/19 school year and two subsequent years. The proposed Amendment is accompanied by worksheets reflecting the current annual cost and the annual cost during the life of the three-year term of the amendment.

The Amendment also includes the addition of one crossing guard to be placed at Kanan Road and Doubletree Road. The request is made in the interest of greater pedestrian safety as there have been three students involved in accidents at this intersection during the current school year. District superintendent Tony Knight sent the following message following the most recent accident on February 7, 2018:

Dear Parents and Staff,

An MCMS 8th-grader was hit by a car this morning while crossing Kanan Road at the controlled intersection at Doubletree Road. The student was crossing from the OPHS side, walking toward MCMS. The driver of the car that hit him was making a left onto Kanan from Doubletree and didn't see him in the crosswalk due to the sun. Thankfully, the child sustained only minor cuts and bruises. This is the second student hit in the last few weeks. The last incident occurred on January 24, when an MCMS student crossed Hollytree Drive and stepped in front of a moving vehicle. Again, thankfully, the student received only minor injuries.

We are looking at ways to make the Doubletree and Kanan crossing safer. There is currently a crossing guard there but some students cross using both crosswalks. In the incident today, the student crossed on the side without the crossing guard but was observing the signal light.

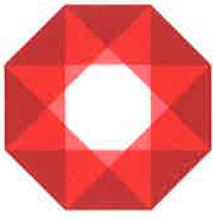
Proposed Amendment to  
Crossing Guard Agreement with  
All City Management Services for 2018/19 – 2020/21  
Page 2

The best way for us to make the roads around the schools safer for our students is to slow down and use EXTREME CAUTION. Moving SLOWLY makes a big difference. Check, double check, check again. Be 100% attentive and expect the unexpected. Talk to your children about watching carefully and to also expect the unexpected while walking.

Let's all be on the ALERT around the schools and protect our children.  
Dr. Tony Knight  
Superintendent

A map highlighting the location of the proposed additional guard is attached for the MAC's information.

On behalf of the Oak Park Unified School District, thank you for your consideration.



## ALL CITY MANAGEMENT SERVICES

### Amendment to Agreement between All City Management Services, Inc. and the Oak Park Unified School District for providing School Crossing Guard Services

The **Oak Park Unified School District** hereinafter referred to as the "District", and **All City Management Services, Inc.**, located at 10440 Pioneer Blvd., Suite 5, Santa Fe Springs, CA 90670, hereinafter referred to as the "Contractor", mutually agree to amend the existing Agreement entered into on September 7, 1993 as follows:

1. **Item #1** The District and the Contractor agree to extend the term of this Agreement for the 2018/2019 – 2020/2021 fiscal school years beginning July 1, 2018 ending June 30, 2021.
2. **Item #17** The District agrees to pay Contractor for services rendered pursuant to the Agreement the sum of Eighteen Dollars and Forty-Nine Cents (\$18.49) per hour of guard service provided for the 2018-2019 fiscal year, Nineteen dollars and Eighty-four Cents (\$19.84) for the 2019-2020 fiscal year, and Twenty-One Dollars and Nineteen Cents (\$21.19) for the 2020-2021 fiscal year.
3. Except as provided for in Item #1 and Item #17, all other terms and conditions of the original Agreement and Amendments thereto between the District and the Contractor remain in effect.

**Oak Park Unified School District**

**All City Management Services, Inc.**

By \_\_\_\_\_  
Signature

By   
Demetra Farwell, Corporate Secretary

\_\_\_\_\_  
Print Name and Title

Date \_\_\_\_\_

Date March 1, 2018

CSA 4 - Oak Park

**OAK PARK SCHOOL CROSSING GUARD BUDGET 2018/19**

**ACMS PROPOSED RATES 2018/19 Dated 3/1/18**

	# of Guards	Average Hrs/Day	Total Hrs/Day	Proposed Hr Rate	Average Days/Yr	Estimated Budget
Traditional Calendar	11	3	33	\$18.49	180	\$109,830.60
<b>Requesting Additional Guard</b>	1	3.25	3.25	\$18.49	180	\$10,816.65
Summer School	2	3	6	\$18.49	30	\$3,328.20
Estimated Budget						\$123,975.45
OPUSD/All City Mgmt. Contract Proposal						

**CURRENT CONTRACT with COUNTY**

OAK PARK SCHOOL CROSSING GUARD BUDGET - FISCAL YEAR				2017/2018
Agreement between County & OPUSD: Term = Sept. 1st to Aug. 31st.				<b>Start:</b> 07/01/17
				<b>End:</b> 06/30/18

**OPUSD/All City Mgmt. Contract Rates 2017/18**

	Approved # of Guards	Average Hrs/Day	Total Hrs/Day	Hr Rate	Average Days/Yr	Estimated Budget
Traditional Calendar	11	3	33	\$16.74	180	\$99,435.60
Summer School	1	3	3	\$16.74	28	\$1,406.16
Estimated Budget						\$100,841.76
OPUSD/All City Mgmt. Contract Amount						

# All City Management Services Inc.

## Client Worksheet 2018 - 2019

Dept # 1001

Billing Rate for 2018/2019: \$18.49

Oak Park Unified School District  
5801 E. Conifer St.  
Oak Park, CA 91377

**KEY:**

**Traditional Calendar:**

For sites with no regularly scheduled early release days, use 180 regular days

For sites with one regularly scheduled early release day/week, use 144 regular days and 36 minimum days

**Sites with traditional calendar:**

11	Sites at 3.0 hrs per day	33		180		\$18.49	=	\$109,830.60
		Total Hrs/day	X	days/yr	X	Hourly Billing Rate		

1	Site at 3.25 hrs per day	3.25		180		\$18.49	=	\$10,816.65
		Total Hrs/day	X	days/yr	X	Hourly Billing Rate		

**Summer School Sites**

Estimate for Summer School based on 2017

2	Sites at 3.0 hrs per day	6		30		\$18.49	=	\$3,328.20
		Total Hrs/day	X	days/yr	X	Hourly Billing Rate		

<b>TOTAL PROJECTED HOURS</b>	<b>6705</b>	<b>TOTAL ANNUAL PROJECTED COST</b>	<b>\$123,975.45</b>
------------------------------	-------------	------------------------------------	---------------------



# All City Management Services Inc.

## Client Worksheet 2019 - 2020

Dept # 1001

Billing Rate for 2019/2020: \$19.84

Oak Park Unified School District  
 5801 E. Conifer St.  
 Oak Park, CA 91377

**KEY:**

**Traditional Calendar:**

For sites with no regularly scheduled early release days, use 180 regular days

For sites with one regularly scheduled early release day/week, use 144 regular days and 36 minimum days

**Sites with traditional calendar:**

		33		180		\$19.84	=	\$117,849.60
11	Sites at 3.0 hrs per day	Total Hrs/day	X	days/yr	X	Hourly Billing Rate		

		3.25		180		\$19.84	=	\$11,606.40
1	Site at 3.25 hrs per day	Total Hrs/day	X	days/yr	X	Hourly Billing Rate		

**Summer School Sites**

**Estimate for Summer School based on 2017**

		6		30		\$19.84	=	\$3,571.20
2	Sites at 3.0 hrs per day	Total Hrs/day	X	days/yr	X	Hourly Billing Rate		

<b>TOTAL PROJECTED HOURS</b>	<b>6705</b>	<b>TOTAL ANNUAL PROJECTED COST</b>	<b>\$133,027.20</b>
------------------------------	-------------	------------------------------------	---------------------

# All City Management Services Inc.

## Client Worksheet 2020 - 2021

Dept # 1001

Billing Rate for 2020/2021: \$21.19

Oak Park Unified School District  
5801 E. Conifer St.  
Oak Park, CA 91377

**KEY:**

**Traditional Calendar:**

For sites with no regularly scheduled early release days, use 180 regular days

For sites with one regularly scheduled early release day/week, use 144 regular days and 36 minimum days

**Sites with traditional calendar:**

		33		180		\$21.19	=	\$125,868.60
11	Sites at 3.0 hrs per day	Total Hrs/day	X	days/yr	X	Hourly Billing Rate		

		3.25		180		\$21.19	=	\$12,396.15
1	Site at 3.25 hrs per day	Total Hrs/day	X	days/yr	X	Hourly Billing Rate		

**Summer School Sites**

Estimate for Summer School based on 2017

		6		30		\$21.19	=	\$3,814.20
2	Sites at 3.0 hrs per day	Total Hrs/day	X	days/yr	X	Hourly Billing Rate		

**TOTAL PROJECTED HOURS**


**6705**

**TOTAL ANNUAL PROJECTED COST**

**\$142,078.95**

# OPHS Additional Crossing Guard At Kanan Rd and Doubletree Rd



 Kanan Shuttle Drop-Off (2)

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: APRIL 17, 2018**  
**SUBJECT: B.1.g. APPROVAL AND CERTIFICATION OF 2017-18 SCHOOL BELL SCHEDULES AND MINIMUM INSTRUCTIONAL MINUTES**

ACTION

**ISSUE:** Shall the Board of Education approve the 2017-18 school bell schedules and certify compliance with the minimum number of instructional minutes as required by Education Code (EC) Section 46201?

**BACKGROUND:** Education Code (EC) Section 46201 requires the governing board of every school district to certify that each school and each grade level has met the minimum number of instructional minutes as described in EC 46201 and meets the intent of the longer school day provisions of SB 813. As described in EC 46201.5, school bell schedules must provide for the minimum number of instructional minutes as follows:

Kindergarten = 36,000 minutes/year      Grades 1–3 = 50,400 minutes/year  
 Grades 4–8 = 54,000 minutes/year      Grades 9–12 = 64,800 minutes/year

The District’s audit firm, as a part of the District’s financial audit, reviews compliance with the instructional time requirement annually. There are severe financial penalties for programs with less than the required minimum number of instructional minutes. The 2017-18 bell schedules and instructional minutes for each school site are included for the Board’s review.

**ALTERNATIVES:**

1. Approve the 2017-18 school bell schedules and certify compliance with the minimum number of instructional minutes as required by EC 46201.
2. Do not approve the 2017-18 school bell schedules.

**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	_____	_____	_____	_____

# Brookside Elementary School

## 2017 - 2018 Instructional Minutes/Bell Schedule

August - May "Discovery" K Schedule					# of Days	170
Period	Beg Time	End Time	Hours/Min	Minutes		
Instruction	8:15 AM	9:40 AM	1:25	85		
Nutrition/Recess	9:40 AM	10:00 AM	0:20	20		
Instruction	10:00 AM	12:15 PM	2:15	135		
Total Hours/Minutes =					3:40	220

Conference Days "Discovery" K Schedule					# of Days	10
Period	Beg Time	End Time	Hours/Min	Minutes		
Instruction	8:15 AM	9:45 AM	1:30	90		
Nutrition/Recess	9:45 AM	10:05 AM	0:20	20		
Instruction	10:05 AM	12:15 PM	2:10	130		
Total Hours/Minutes =					3:40	220

(32) Wednesday Early + 15 Asses Days Grade K					# of Days	47
Period	Beg Time	End Time	Hours/Min	Minutes		
Instruction	8:15 AM	9:40 AM	1:25	85		
Nutrition/Recess	9:40 AM	10:00 AM	0:20	20		
Instruction	10:00 AM	12:15 PM	2:15	135		
Total Hours/Minutes =					3:40	220

08.08.17 - 08.11.17 Grade K					# of Days	4
Period	Beg Time	End Time	Hours/Min	Minutes		
Instruction	8:15 AM	9:40 AM	1:25	85		
Nutrition/Recess	9:40 AM	10:00 AM	0:20	20		
Instruction	10:00 AM	12:15 PM	2:15	135		
Total Hours/Minutes =					3:40	220

Conference Days Grade K					# of Days	10
Period	Beg Time	End Time	Hours/Min	Minutes		
Instruction	8:15 AM	9:40 AM	1:25	85		
Nutrition/Recess	9:40 AM	10:00 AM	0:20	20		
Instruction	10:00 AM	12:15 PM	2:15	135		
Total Hours/Minutes =					3:40	220

08.14.17 - 05.24.18 Grade K					# of Days	116
Period	Beg Time	End Time	Hours/Min	Minutes		
Instruction	8:15 AM	9:40 AM	1:25	85		
Nutrition/Recess	9:40 AM	10:00 AM	0:20	20		
Instruction	10:00 AM	11:15 AM	1:15	75		
Lunch	11:15 AM	12:00 PM	0:45	45		
Instruction	12:00 PM	1:15 PM	1:15	75		
Total Hours/Minutes =					3:55	235

Schedule Grades 4 - 5					# of Days	132
Period	Beg Time	End Time	Hours/Min	Minutes		
Instruction	8:20 AM	10:35 AM	2:15	135		
Nutrition/Recess	10:35 AM	10:55 AM	0:20	20		
Instruction	10:55 AM	12:30 PM	1:35	95		
Lunch	12:30 PM	1:15 PM	0:45	45		
Instruction	1:15 PM	2:56 PM	1:41	101		
Total Hours/Minutes =					5:31	331

Special Minimum Days Grade K (12/21, 3/9 & 5/25)					# of Days	3
Period	Beg Time	End Time	Hours/Min	Minutes		
Instruction	8:15 AM	9:40 AM	1:25	85		
Nutrition/Recess	9:40 AM	10:00 AM	0:20	20		
Instruction	10:00 AM	12:15 PM	2:15	135		
Total Hours/Minutes =					3:40	220

Wednesday Early Release Grade 4 - 5					# of Days	35
Period	Beg Time	End Time	Hours/Min	Minutes		
Instruction	8:20 AM	10:35 AM	2:15	135		
Nutrition/Recess	10:35 AM	10:55 AM	0:20	20		
Instruction	10:55 AM	12:40 PM	1:45	105		
Total Hours/Minutes =					4:00	240

Schedule Grades 1 - 3					# of Days	132
Period	Beg Time	End Time	Hours/Min	Minutes		
Instruction	8:20 AM	10:10 AM	1:50	110		
Nutrition/Recess	10:10 AM	10:30 AM	0:20	20		
Instruction	10:30 AM	12:00 PM	1:30	90		
Lunch	12:00 PM	12:45 PM	0:45	45		
Instruction	12:45 PM	2:30 PM	1:45	105		
Total Hours/Minutes =					5:05	305

Conference Days Grades 4 - 5					# of Days	10
Period	Beg Time	End Time	Hours/Min	Minutes		
Instruction	8:20 AM	10:35 AM	2:15	135		
Nutrition/Recess	10:35 AM	10:55 AM	0:20	20		
Instruction	10:55 AM	12:15 PM	1:20	80		
Total Hours/Minutes =					3:35	215

Wednesday Early Release Grade 1 - 3					# of Days	35
Period	Beg Time	End Time	Hours/Min	Minutes		
Instruction	8:20 AM	10:10 AM	1:50	110		
Nutrition/Recess	10:10 AM	10:30 AM	0:20	20		
Instruction	10:30 AM	12:40 PM	2:10	130		
Total Hours/Minutes =					4:00	240

Special Minimum Days Grades 4 - 5 (12/21, 3/9 & 5/25)					# of Days	3
Period	Beg Time	End Time	Hours/Min	Minutes		
Instruction	8:20 AM	10:35 AM	2:15	135		
Nutrition/Recess	10:35 AM	10:55 AM	0:20	20		
Instruction	10:55 AM	12:30 PM	1:35	95		
Total Hours/Minutes =					3:50	230

Conference Days Grades 1 - 3					# of Days	10
Period	Beg Time	End Time	Hours/Min	Minutes		
Instruction	8:20 AM	10:10 AM	1:50	110		
Nutrition/Recess	10:10 AM	10:30 AM	0:20	20		
Instruction	10:30 AM	12:15 PM	1:45	105		
Total Hours/Minutes =					3:35	215

Schedule	Minutes/day	No. of Days	Total Minutes	Total Minutes	Ed Code
August - May "Discovery" K Schedule	220	170	37,400	39,600	36,000
Conference Days "Discovery" K Schedule	220	10	2,200		
08.08.17 - 08.11.17 Grade K	220	4	880	40,460	36,000
08.14.17 - 05.24.18 Grade K	235	116	27,260		
(32) Wednesday Early + 15 Asses Days Grade K	220	47	10,340		
Conference Days Grade K	220	10	2,200		
Special Minimum Days Grade K (12/21, 3/9 & 5/25)	220	3	660		

Schedule	Minutes/day	No. of Days	Total Minutes	Total Minutes	Ed Code
Schedule Grades 1 - 3	305	132	40,260	51,455	50,400
Wednesday Early Release Grade 1 - 3	240	35	8,400		
Conference Days Grades 1 - 3	215	10	2,150		
Special Minimum Days Grades 1 - 3 (12/21, 3/9 & 5/25)	215	3	645	54,932	54,000
Schedule Grades 4 - 5	331	132	43,692		
Wednesday Early Release Grade 4 - 5	240	35	8,400		
Conference Days Grades 4 - 5	215	10	2,150		
Special Minimum Days Grades 4 - 5 (12/21, 3/9 & 5/25)	230	3	690		

Semester 1 – 89 total days

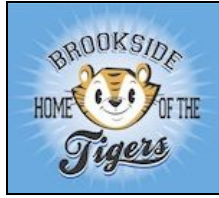
Semester 2 – 91 total days

Not Instructional Minutes

180 Days of Instruction

# BROOKSIDE BELL SCHEDULE

## 2017 ~ 2018



### Discovery Kindergarten

	<b>Regular Days</b>	<b>Wednesdays</b>	<b>Conference Days</b>
Instruction	8:15 - 9:40	8:15 - 9:40	8:15 - 9:45
Nutrition/Recess	9:40 - 10:00	9:40 - 10:00	9:45 - 10:05
Instruction	10:00 - 12:15	10:00 - 12:15	10:05 - 12:15

### Kindergarten\*

	<b>Regular Days</b>	<b>Wednesdays</b>	<b>Conference Days</b>
Instruction	8:15 - 9:40	8:15 - 9:40	8:15 - 9:40
Nutrition/Recess	9:40 - 10:00	9:40 - 10:00	9:40 - 10:00
Instruction	10:00 - 11:15	10:00 - 12:15	10:00 - 12:15
Lunch	11:15 - 12:00		
Instruction	12:00 - 1:15		

*\*Kindergarten: 12:15pm Dismissal Aug 8<sup>th</sup> - 11<sup>th</sup> (first 4 days of school only)*

### GRADES 1 - 3

	<b>Regular Days</b>	<b>Wednesdays</b>	<b>Conference Days</b>
Instruction	8:20 - 10:10	8:20 - 10:10	8:20 - 10:10
Nutrition/Recess	10:10 - 10:30	10:10 - 10:30	10:10 - 10:30
Instruction	10:30 - 12:00	10:30 - 12:40	10:30 - 12:15
Lunch	12:00 - 12:45		
Instruction	12:45 - 2:30		

### GRADES 4 - 5

	<b>Regular Days</b>	<b>Wednesdays</b>	<b>Conference Days</b>
Instruction	8:20 - 10:35	8:20 - 10:35	8:20 - 10:35
Nutrition/Recess	10:35 - 10:55	10:35 - 10:55	10:35 - 10:55
Instruction	10:55 - 12:30	10:55 - 12:40	10:55 - 12:15
Lunch	12:30 - 1:15		
Instruction	1:15 - 2:56		

Oct. 27, 30, 31 Nov. 1-3, 2017 - **Conference Days - 12:15 Dismissal**  
 Dec. 21, 2017 - **Special Minimum Day - 12:15 Dismissal**  
 March 5-8, 2018 - **Conference Days - 12:15 Dismissal**  
 March 9, 2018 - **Special Minimum Day - 12:15 Dismissal**  
 May 25, 2018 - **Last Day of School - 12:15 Dismissal**



# Oak Hills Elementary School

## 2017 - 2018 Instructional Minutes/Bell Schedule

August - June "Discovery" K Schedule					# of Days	177
Period	Beg Time	End Time	Hours/Min	Minutes		
Instruction	8:15 AM	9:45 AM	1:30	90		
Nutrition/Recess	9:45 AM	10:05 AM	0:20	20		
Instruction	10:05 AM	12:15 PM	2:10	130		
Total Hours/Minutes =					3:40	220

(29) Friday Early + 13 Asses Days Grade K					# of Days	42
Period	Beg Time	End Time	Hours/Min	Minutes		
Instruction	8:15 AM	9:45 AM	1:30	90		
Nutrition/Recess	9:45 AM	10:05 AM	0:20	20		
Instruction	10:05 AM	12:15 PM	2:10	130		
Total Hours/Minutes =					3:40	220

Conference Days Grade K (10/27-11/3 & 3/5-3/8)					# of Days	10
Period	Beg Time	End Time	Hours/Min	Minutes		
Instruction	8:15 AM	9:45 AM	1:30	90		
Nutrition/Recess	9:45 AM	10:05 AM	0:20	20		
Instruction	10:05 AM	12:15 PM	2:10	130		
Total Hours/Minutes =					3:40	220

Schedule Grades 4 - 5					# of Days	135
Period	Beg Time	End Time	Hours/Min	Minutes		
Instruction	8:25 AM	10:35 AM	2:10	130		
Nutrition/Recess	10:35 AM	10:55 AM	0:20	20		
Instruction	10:55 AM	12:45 PM	1:50	110		
Lunch	12:45 PM	1:30 PM	0:45	45		
Instruction	1:30 PM	3:01 PM	1:31	91		
Total Hours/Minutes =					5:31	331

Friday Early Release Grade 4 - 5 + First Day of School					# of Days	32
Period	Beg Time	End Time	Hours/Min	Minutes		
Instruction	8:25 AM	10:35 AM	2:10	130		
Nutrition/Recess	10:35 AM	10:55 AM	0:20	20		
Instruction	10:55 AM	12:45 PM	1:50	110		
Total Hours/Minutes =					4:00	240

Conference Days Grades 4 - 5 (10/27-11/3 & 3/5-3/8)					# of Days	10
Period	Beg Time	End Time	Hours/Min	Minutes		
Instruction	8:25 AM	10:35 AM	2:10	130		
Nutrition/Recess	10:35 AM	10:55 AM	0:20	20		
Instruction	10:55 AM	12:15 PM	1:20	80		
Total Hours/Minutes =					3:30	210

Special Minimum Days Grades 4 & 5 (12/21, 2/15, 5/25)					# of Days	3
Period	Beg Time	End Time	Hours/Min	Minutes		
Instruction	8:25 AM	10:35 AM	2:10	130		
Nutrition/Recess	10:35 AM	10:55 AM	0:20	20		
Instruction	10:55 AM	12:00 PM	1:05	65		
Total Hours/Minutes =					3:15	195

Schedule	Minutes/day	No. of Days	Total Minutes	Total Minutes	Ed Code
August - June "Discovery" K Schedule	220	177	38,940	39,555	36,000
Special Minimum Days Grade K & DK (12/21, 2/15, 5/25)	205	3	615		
08.08.17 - 08.11.17 Grade K	220	4	880	41,370	36,000
08.14.17 - 05.24.18 Grade K	235	121	28,435		
(29) Friday Early + 13 Asses Days Grade K	220	42	9,240		
Conference Days Grade K (10/27-11/3 & 3/5-3/8)	220	10	2,200		
Special Minimum Days Grade K & DK (12/21, 2/15, 5/25)	205	3	615		

Semester 1 – 89 total days

Semester 2 – 91 total days

08.08.17 - 08.11.17 Grade K					# of Days	4
Period	Beg Time	End Time	Hours/Min	Minutes		
Instruction	8:15 AM	9:45 AM	1:30	90		
Nutrition/Recess	9:45 AM	10:05 AM	0:20	20		
Instruction	10:05 AM	12:15 PM	2:10	130		
Total Hours/Minutes =					3:40	220

08.14.17 - 05.24.18 Grade K					# of Days	121
Period	Beg Time	End Time	Hours/Min	Minutes		
Instruction	8:15 AM	9:45 AM	1:30	90		
Nutrition/Recess	9:45 AM	10:05 AM	0:20	20		
Instruction	10:05 AM	11:30 AM	1:25	85		
Lunch	11:30 AM	12:15 PM	0:45	45		
Instruction	12:15 PM	1:15 PM	1:00	60		
Total Hours/Minutes =					3:55	235

Special Minimum Days Grade K & DK (12/21, 2/15, 5/25)					# of Days	3
Period	Beg Time	End Time	Hours/Min	Minutes		
Instruction	8:15 AM	9:45 AM	1:30	90		
Nutrition/Recess	9:45 AM	10:05 AM	0:20	20		
Instruction	10:05 AM	12:00 PM	1:55	115		
Total Hours/Minutes =					3:25	205

Schedule Grades 1 - 3					# of Days	135
Period	Beg Time	End Time	Hours/Min	Minutes		
Instruction	8:25 AM	10:10 AM	1:45	105		
Nutrition/Recess	10:10 AM	10:30 AM	0:20	20		
Instruction	10:30 AM	12:00 PM	1:30	90		
Lunch	12:00 PM	12:45 PM	0:45	45		
Instruction	12:45 PM	2:35 PM	1:50	110		
Total Hours/Minutes =					5:05	305

Friday Early Release Grade 1 - 3 + First Day of School					# of Days	32
Period	Beg Time	End Time	Hours/Min	Minutes		
Instruction	8:25 AM	10:10 AM	1:45	105		
Nutrition/Recess	10:10 AM	10:30 AM	0:20	20		
Instruction	10:30 AM	12:45 PM	2:15	135		
Total Hours/Minutes =					4:00	240

Conference Days Grades 1 - 3 (10/27-11/3 & 3/5-3/8)					# of Days	10
Period	Beg Time	End Time	Hours/Min	Minutes		
Instruction	8:25 AM	10:10 AM	1:45	105		
Nutrition/Recess	10:10 AM	10:30 AM	0:20	20		
Instruction	10:30 AM	12:15 PM	1:45	105		
Total Hours/Minutes =					3:30	210

Special Minimum Days Grades 1 - 3 (12/21, 2/15, 5/25)					# of Days	3
Period	Beg Time	End Time	Hours/Min	Minutes		
Instruction	8:25 AM	10:10 AM	1:45	105		
Nutrition/Recess	10:10 AM	10:30 AM	0:20	20		
Instruction	10:30 AM	12:00 PM	1:30	90		
Total Hours/Minutes =					3:15	195

Schedule	Minutes/day	No. of Days	Total Minutes	Total Minutes	Ed Code
Schedule Grades 1 - 3	305	135	41,175	51,540	50,400
Friday Early Release Grade 1 - 3 + First Day of School	240	32	7,680		
Conference Days Grades 1 - 3 (10/27-11/3 & 3/5-3/8)	210	10	2,100		
Special Minimum Days Grades 1 - 3 (12/21, 2/15, 5/25)	195	3	585		
Schedule Grades 4 - 5	331	135	44,685	55,050	54,000
Friday Early Release Grade 4 - 5 + First Day of School	240	32	7,680		
Conference Days Grades 4 - 5 (10/27-11/3 & 3/5-3/8)	210	10	2,100		
Special Minimum Days Grades 4 & 5 (12/21, 2/15, 5/25)	195	3	585		

# OAK HILLS BELL SCHEDULE

## 2017 ~ 2018



### Discovery Kindergarten

	<b>Regular Days</b>	<b>Fridays</b>	<b>Conference Days</b>
Instruction	8:15 - 9:45	8:15 - 9:45	8:15 - 9:45
Nutrition/Recess	9:45 - 10:05	9:45 - 10:05	9:45 - 10:05
Instruction	10:05 - 12:15	10:05 - 12:15	10:05 - 12:15

### Kindergarten

	<b>Regular Days</b>	<b>Fridays</b>	<b>Conference Days</b>
Instruction	8:15 - 9:45	8:15 - 9:45	8:15 - 9:45
Nutrition/Recess	9:45 - 10:05	9:45 - 10:05	9:45 - 10:05
Instruction	10:05 - 11:30	10:05 - 12:15	10:05 - 12:15
Lunch	11:30 - 12:15		
Instruction	12:15 - 1:15		

### GRADES 1<sup>st</sup> – 3<sup>rd</sup>

	<b>Regular Days</b>	<b>Fridays</b>	<b>Conference Days</b>
Instruction	8:25 - 10:10	8:25 - 10:10	8:25 - 10:10
Nutrition/Recess	10:10 - 10:30	10:10 - 10:30	10:10 - 10:30
Instruction	10:30 - 12:00	10:30 - 12:45	10:30 - 12:15
Lunch	12:00 - 12:45		
Instruction	12:45 - 2:35		

### GRADES 4<sup>th</sup> – 5<sup>th</sup>

	<b>Regular Days</b>	<b>Fridays</b>	<b>Conference Days</b>
Instruction	8:25 - 10:35	8:25 - 10:35	8:25 - 10:35
Nutrition/Recess	10:35 - 10:55	10:35 - 10:55	10:35 - 10:55
Instruction	10:55 - 12:45	10:55 - 12:45	10:55 - 12:15
Lunch	12:45 - 1:30		
Instruction	1:30 - 3:01		

Kindergarten Aug 8<sup>th</sup> – August 11<sup>th</sup> First 4 days of School 12:15 Dismissal

Kindergarten Assessment dates: Oct. 9-13 2017, Feb. 20-23, 2018, & May 7-10, 2018 12:15 Dismissal

#### **Special School Days - Early Dismissal Times**

Aug. 8, 2017 First day of School 12:45 pm  
 Dec. 21, 2017 Day before winter break 12:00 pm  
 Feb. 15, 2018 Day before President's Weekend 12:00 pm  
 May 25, 2018 Last day of school 12:00 pm

#### **Conference Days - Early Dismissal Times**

Oct. 27 - Nov. 3, 2017 12:15 pm  
 Mar. 5 - 8, 2018 12:15 pm



# Red Oak Elementary School

## 2017 - 2018 Instructional Minutes/Bell Schedule

August - May "Discovery" K Schedule					# of Days	180
Period	Beg Time	End Time	Hours/Min	Minutes		
Instruction	8:15 AM	9:40 AM	1:25	85		
Nutrition/Recess	9:40 AM	10:00 AM	0:20	20		
Instruction	10:00 AM	12:15 PM	2:15	135		
Total Hours/Minutes =					3:40	220

(32) Wednesday Early + 15 Asses Days Grade K					# of Days	47
Period	Beg Time	End Time	Hours/Min	Minutes		
Instruction	8:15 AM	9:40 AM	1:25	85		
Nutrition/Recess	9:40 AM	10:00 AM	0:20	20		
Instruction	10:00 AM	12:15 PM	2:15	135		
Total Hours/Minutes =					3:40	220

Conference Days Grade K					# of Days	10
Period	Beg Time	End Time	Hours/Min	Minutes		
Instruction	8:15 AM	9:40 AM	1:25	85		
Nutrition/Recess	9:40 AM	10:00 AM	0:20	20		
Instruction	10:00 AM	12:15 PM	2:15	135		
Total Hours/Minutes =					3:40	220

Schedule Grades 4 - 5					# of Days	132
Period	Beg Time	End Time	Hours/Min	Minutes		
Instruction	8:15 AM	10:30 AM	2:15	135		
Nutrition/Recess	10:30 AM	10:50 AM	0:20	20		
Instruction	10:50 AM	12:30 PM	1:40	100		
Lunch	12:30 PM	1:15 PM	0:45	45		
Instruction	1:15 PM	2:51 PM	1:36	96		
Total Hours/Minutes =					5:31	331

Wednesday Early Release Grade 4 - 5					# of Days	35
Period	Beg Time	End Time	Hours/Min	Minutes		
Instruction	8:15 AM	10:30 AM	2:15	135		
Nutrition/Recess	10:30 AM	10:50 AM	0:20	20		
Instruction	10:50 AM	12:35 PM	1:45	105		
Total Hours/Minutes =					4:00	240

Conference Days Grades 4 - 5					# of Days	10
Period	Beg Time	End Time	Hours/Min	Minutes		
Instruction	8:15 AM	10:30 AM	2:15	135		
Nutrition/Recess	10:30 AM	10:50 AM	0:20	20		
Instruction	10:50 AM	12:15 PM	1:25	85		
Total Hours/Minutes =					3:40	220

Special Minimum Days Grades 4 & 5					# of Days	3
Period	Beg Time	End Time	Hours/Min	Minutes		
Instruction	8:15 AM	10:30 AM	2:15	135		
Nutrition/Recess	10:30 AM	10:50 AM	0:20	20		
Instruction	10:50 AM	12:15 PM	1:25	85		
Total Hours/Minutes =					3:40	220

Total Minutes Per Year					
Schedule	Minutes/day	No. of Days	Total Minutes	Total Minutes	Ed Code
August - May "Discovery" K Schedule	220	180	39,600	36,000	36,000
08.08.17 - 08.11.17 Grade K	220	4	880		
08.14.17 - 05.24.18 Grade K	235	116	27,260		
(32) Wednesday Early + 15 Asses Days Grade K	220	47	10,340		
Conference Days Grade K	220	10	2,200		
Special Minimum Days Grade K	220	3	660		

Semester 1 – 89 total days                      Semester 2 – 91 total days

**Not Instructional Minutes**                      **180 Days of Instruction**

Special Minimum Day's - Dec 21, March 29, May 25 (3)  
 Conference Day's - Oct 27, Oct 30, Oct 31, Nov 1, Nov 2, Nov 3, March 5, March 6, March 7, March 8 (10)

08.08.17 - 08.11.17 Grade K					# of Days	4
Period	Beg Time	End Time	Hours/Min	Minutes		
Instruction	8:15 AM	9:40 AM	1:25	85		
Nutrition/Recess	9:40 AM	10:00 AM	0:20	20		
Instruction	10:00 AM	12:15 PM	2:15	135		
Total Hours/Minutes =					3:40	220

08.14.17 - 05.24.18 Grade K					# of Days	116
Period	Beg Time	End Time	Hours/Min	Minutes		
Instruction	8:15 AM	9:40 AM	1:25	85		
Nutrition/Recess	9:40 AM	10:00 AM	0:20	20		
Instruction	10:00 AM	11:25 AM	1:25	85		
Lunch	11:25 AM	12:10 PM	0:45	45		
Instruction	12:10 PM	1:15 PM	1:05	65		
Total Hours/Minutes =					3:55	235

Special Minimum Days Grade K					# of Days	3
Period	Beg Time	End Time	Hours/Min	Minutes		
Instruction	8:15 AM	9:50 AM	1:35	95		
Nutrition/Recess	9:50 AM	10:10 AM	0:20	20		
Instruction	10:10 AM	12:15 PM	2:05	125		
Total Hours/Minutes =					3:40	220

Schedule Grades 1 - 3					# of Days	132
Period	Beg Time	End Time	Hours/Min	Minutes		
Instruction	8:15 AM	10:00 AM	1:45	105		
Nutrition/Recess	10:00 AM	10:20 AM	0:20	20		
Instruction	10:20 AM	12:00 PM	1:40	100		
Lunch	12:00 PM	12:45 PM	0:45	45		
Instruction	12:45 PM	2:25 PM	1:40	100		
Total Hours/Minutes =					5:05	305

Wednesday Early Release Grade 1 - 3					# of Days	35
Period	Beg Time	End Time	Hours/Min	Minutes		
Instruction	8:15 AM	10:00 AM	1:45	105		
Nutrition/Recess	10:00 AM	10:20 AM	0:20	20		
Instruction	10:20 AM	12:35 PM	2:15	135		
Total Hours/Minutes =					4:00	240

Conference Days Grades 1 - 3					# of Days	10
Period	Beg Time	End Time	Hours/Min	Minutes		
Instruction	8:15 AM	10:00 AM	1:45	105		
Nutrition/Recess	10:00 AM	10:20 AM	0:20	20		
Instruction	10:20 AM	12:15 PM	1:55	115		
Total Hours/Minutes =					3:40	220

Special Minimum Days Grades 1 - 3					# of Days	3
Period	Beg Time	End Time	Hours/Min	Minutes		
Instruction	8:15 AM	10:00 AM	1:45	105		
Nutrition/Recess	10:00 AM	10:20 AM	0:20	20		
Instruction	10:20 AM	12:15 PM	1:55	115		
Total Hours/Minutes =					3:40	220

Schedule	Minutes/day	No. of Days	Total Minutes	Total Minutes	Ed Code
Schedule Grades 1 - 3	305	132	40,260	51,520	50,400
Wednesday Early Release Grade 1 - 3	240	35	8,400		
Conference Days Grades 1 - 3	220	10	2,200		
Special Minimum Days Grades 1 - 3	220	3	660	54,952	54,000
Schedule Grades 4 - 5	331	132	43,692		
Wednesday Early Release Grade 4 - 5	240	35	8,400		
Conference Days Grades 4 - 5	220	10	2,200		
Special Minimum Days Grades 4 & 5	220	3	660		

**Red Oak Elementary School**  
**Daily Schedule**  
**2017-2018**  
**August 2017 through May 2018**

**Discovery Kindergarten**

8:15-9:50	Instruction
10:20-10:40	Recess
10:10-12:15	Instruction
12:15	Dismissal

**Regular Kindergarten**

8:15-9:50	Instruction
9:40-10:00	Recess
10:10-11:25	Instruction
11:25-12:10	Lunch
12:10-1:15	Instruction
1:15	Dismissal (12:15 dismissal every Wednesday and minimum days)

**1<sup>st</sup> through 3<sup>rd</sup> Grades**

8:15-10:00	Instruction
10:00-10:20	Recess
10:20-12:00	Instruction
12:00-12:45	Lunch
12:45-2:25	Instruction
2:25	Dismissal (12:35 dismissal every Wednesday and 12:15 on minimum days)

**4<sup>th</sup> and 5<sup>th</sup> Grades**

8:15-10:30	Instruction
10:30-10:50	Recess
10:50-12:30	Instruction
12:30-1:15	Lunch
1:15-2:50	Instruction
2:50	Dismissal (12:35 dismissal every Wednesday and 12:15 on minimum days)

# Medea Creek Middle School

## 2017 - 2018 Instructional Minutes/Bell Schedule

**Semester 1** – 90 total days with all periods - a total of 1 Minimum Day 12/21/2017

**Semester 2** – 90 total days - a total of 3 minimum days 5/23 - 5/25/2018

Regular Schedule Grade 6			# of Days	176
Period	Beg Time	End Time	Hours/Min	Minutes
1	8:23 AM	9:15 AM	0:52	52
P	9:15 AM	9:20 AM	0:05	5
2	9:20 AM	10:10 AM	0:50	50
Nutrition	10:10 AM	10:20 AM	0:10	10
P	10:20 AM	10:25 AM	0:05	5
3	10:25 AM	11:15 AM	0:50	50
Lunch	11:15 AM	11:55 AM	0:40	40
P	11:55 AM	12:00 PM	0:05	5
4	12:00 PM	12:50 PM	0:50	50
P	12:50 PM	12:55 PM	0:05	5
5	12:55 PM	1:45 PM	0:50	50
P	1:45 PM	1:50 PM	0:05	5
6	1:50 PM	2:40 PM	0:50	50
Total Hours/Minutes =			5:27	327

Regular Schedule Grade 7 & 8			# of Days	176
Period	Beg Time	End Time	Hours/Min	Minutes
1	8:23 AM	9:15 AM	0:52	52
P	9:15 AM	9:20 AM	0:05	5
2	9:20 AM	10:10 AM	0:50	50
Nutrition	10:10 AM	10:20 AM	0:10	10
P	10:20 AM	10:25 AM	0:05	5
3	10:25 AM	11:15 AM	0:50	50
P	11:15 AM	11:20 AM	0:05	5
4	11:20 AM	12:10 PM	0:50	50
Lunch	12:10 PM	12:50 PM	0:40	40
P	12:50 PM	12:55 PM	0:05	5
5	12:55 PM	1:45 PM	0:50	50
P	1:45 PM	1:50 PM	0:05	5
6	1:50 PM	2:40 PM	0:50	50
Total Hours/Minutes =			5:27	327

Minimum Day Schedule All Grades			# of Days	4
Period	Beg Time	End Time	Hours/Min	Minutes
1	8:23 AM	9:00 AM	0:37	37
P	9:00 AM	9:05 AM	0:05	5
2	9:05 AM	9:40 AM	0:35	35
P	9:40 AM	9:45 AM	0:05	5
3	9:45 AM	10:20 AM	0:35	35
Nutrition	10:20 AM	10:35 AM	0:15	15
P	10:35 AM	10:40 AM	0:05	5
4	10:40 AM	11:15 AM	0:35	35
P	11:15 AM	11:20 AM	0:05	5
5	11:20 AM	11:55 AM	0:35	35
P	11:55 AM	12:00 PM	0:05	5
6	12:00 PM	12:35 PM	0:35	35
Total Hours/Minutes =			3:57	237

Early Dismissal Day Schedule All Grades			# of Days	0
Period	Beg Time	End Time	Hours/Min	Minutes
1	8:23 AM	8:50 AM	0:27	27
P	8:50 AM	8:55 AM	0:05	5
2	8:55 AM	9:20 AM	0:25	25
P	9:20 AM	9:25 AM	0:05	5
3	9:25 AM	9:50 AM	0:25	25
Nutrition	9:50 AM	10:00 AM	0:10	10
P	10:00 AM	10:05 AM	0:05	5
4	10:05 AM	10:30 AM	0:25	25
P	10:30 AM	10:35 AM	0:05	5
5	10:35 AM	11:00 AM	0:25	25
P	11:00 AM	11:05 AM	0:05	5
6	11:05 AM	11:30 AM	0:25	25
Total Hours/Minutes =			2:57	177

### Not Instructional Minutes

#### Total Minutes Per Year in Periods 1-6\*

Schedule	Minutes/day	No. of Days	Total Minutes	OPUSD	Ed Code*	1986 Ed Code*
Regular Schedule Grade 6	327	176	57,552	58,500	54,000	54,000
Minimum Day Schedule All Grades	237	4	948			
Early Dismissal Day Schedule All Grades	177	0	0			
Regular Schedule Grade 7 & 8	327	176	57,552	58,500	54,000	56,865
Minimum Day Schedule All Grades	237	4	948			
Early Dismissal Day Schedule All Grades	177	0	0			
<b>Total</b>		<b>180</b>				

**Medea Creek Middle School Bell Schedule**

Period	Normal Day		Minimum Day	
	Start	End	Start	End
<b>1</b>	<b>8:23</b>	9:15	<b>8:23</b>	9:00
<b>2</b>	<b>9:20</b>	10:10	<b>9:05</b>	9:40
Nutrition	10:10	10:20	10:20	10:35
<b>3</b>	<b>10:25</b>	11:15	<b>9:45</b>	10:20
4L (Lunch Gr6)	11:15	11:55	N/A	N/A
<b>4</b>	<b>11:20</b>	12:10	<b>10:40</b>	11:15
<b>5</b>	<b>12:00</b>	12:50	<b>10:40</b>	11:15
5L (Lunch Gr7-8)	12:10	12:50	N/A	N/A
<b>6</b>	<b>12:55</b>	1:45	<b>11:20</b>	11:55
<b>7</b>	<b>1:50</b>	<b>2:40</b>	<b>12:00</b>	<b>12:35</b>
Date of latest revision: 10/20/2016				

## Medea Creek Middle School Block Calendar 2017-18

QUARTER 1 and 2					
	Monday	Tuesday	Wednesday	Thursday	Friday
<b>August</b> (August 9 – First day)	7 – Staff Mtg No School	8 – First Day B	9 A	10 B	11 A
	14 B	15 A	16 B	17 A	18 B
	21 A	22 B	23 A	24 B	25 A
	28 B	29 A	30 B	31 A	1 B
<b>September</b> (9/8–Progress Rpt.)	4 No School	5 A	6 B	7 A	8 B
	11 A	12 B	13 A	14 B	15 A
	18 B	19 A	20 B	21 No School	22 A
	25 B	26 A	27 B	28 A	29 B
<b>October</b> (10/6–Quarter 1)	2 A	3 B	4 A	5 B	6 A
	9 B	10 A	11 B	12 A	13 B
	16 A	17 B	18 A	19 B	20 A
	23 B	24 A	25 B	26 A	27 B
<b>November</b> (11/9 – Progress Rpt.)	30 A	31 B	1 A	2 B	3 A
	6 B	7 A	8 B	9 A	10 No School
	13 B	14 A	15 B	16 A	17 B
	20 No School	21 No School	22 No School	23 No School	24 No School
	27 A	28 B	29 A	30 B	1 A
<b>December</b> (12/21 – End Sem. 1)	4 B	5 A	6 B	7 A	8 B
	11 A	12 B	13 A	14 B	15 A
	18 B	19 A	20 B	21 Minimum Day A	22 No School
	25 No School	26 No School	27 No School	28 No School	29 No School

5/17/17

## Medea Creek Middle School Block Calendar 2017-18

QUARTER 3 and 4					
	Monday	Tuesday	Wednesday	Thursday	Friday
<b>January</b> (1/9 – First Day of 2 <sup>nd</sup> Semester)	1 No School	2 No School	3 No School	4 No School	5 No School
	8 No School	9 - School Resumes B	10 A	11 B	12 A
	15 No School	16 B	17 A	18 B	19 A
	22 B	23 A	24 B	25 A	26 B
	29 A	30 B	31 A	1 B	2 A
<b>February</b> (2/9 –Progress Rprt.)	5 B	6 A	7 B	8 A	9 B
	12 A	13 B	14 A	15 B	16 Pupil Free K -12 Buy Back (Optional)
	19 No School	20 A	21 B	22 A	23 B
	26 A	27 B	28 A	1 B	2 A
<b>March</b> (3/16 – Quarter 3)	5 B	6 A	7 B	8 A	9 B
	12 A	13 B	14 A	15 B	16 A
	19 B	20 A	21 B	22 A	23 B
	26 A	27 B	28 A	29 B	30 No School
<b>April</b> (4/20 –Progress Report)	2 No School	3 No School	4 No School	5 No School	6 No School
	9 A	10 B	11 A	12 B	13 A
	16 Testing B	17 Testing A	18 Testing B	19 Testing A	20 Testing B
	23 Testing A	24 Testing B	25 Testing A	26 Testing B	27 Testing A
<b>May</b> (5/25 – End Sem. 2)	30 Testing B	1 Testing A	2 Testing B	3 Testing A	4 Testing B
	7 A	8 B	9 A	10 B	11 A
	14 B	15 A	16 B	17 A	18 B
	21 A	22 B	23 Minimum Day A	24 Minimum Day B	25 Minimum Day A

5/17/17

# Oak Park High School

## 2017 - 2018 Instructional Minutes/Bell Schedule

**Semester 1** – 90 total days with periods 1-3-5 held 40 days and periods 2-4-6 held 42 days. Period 1 - 6 schedule to be held One (1) day August 8, Two (2) Block Minimum Days October 12-13, 2017, Two (2) Assembly Schedule October 6, December 1, 2017, Three (3) minimum days for finals December 19-21, 2017 held at the end of the 1st semester.

**Semester 2** – 90 total days with periods 1-3-5 held 38 days and periods 2-4-6 held 39 days. Period 1 - 6 schedule to be held Three (3) days January 9 & April 9 & May 22, None Period 0 - 6 schedule to be held, Two (2) Block Schedule minimum days March 8-9, 2018, Four (4) days CAASPP Testing April 16 - 19, plus Three (3) minimum days for finals held at the end of the 2nd semester.

Regular Schedule (Tuesday - Friday)				# of Days	128
Period	Beg Time	End Time	Hours/Min	Minutes	
0	7:20 AM	8:20 AM	1:00	60	
P	8:20 AM	8:30 AM	0:10	10	
1/2	8:30 AM	10:05 AM	1:35	95	
Nutrition	10:05 AM	10:15 AM	0:10	10	
P	10:15 AM	10:25 AM	0:10	10	
3/4	10:25 AM	12:05 PM	1:40	100	
L	12:05 PM	12:40 PM	0:35	35	
P	12:40 PM	12:50 PM	0:10	10	
5/6	12:50 PM	2:25 PM	1:35	95	
7 Support	2:25 PM	3:10 PM	0:45	45	
Total Hours/Minutes =			6:20	380	

All Periods Schedule 0-6 (None)				# of Days	0
Period	Beg Time	End Time	Hours/Min	Minutes	
0	7:20 AM	8:20 AM	1:00	60	
P	8:20 AM	8:30 AM	0:10	10	
1	8:30 AM	9:12 AM	0:42	42	
P	9:12 AM	9:22 AM	0:10	10	
2	9:22 AM	10:04 AM	0:42	42	
Nutrition	10:04 AM	10:14 AM	0:10	10	
P	10:14 AM	10:24 AM	0:10	10	
3	10:24 AM	11:14 AM	0:50	50	
P	11:14 AM	11:24 AM	0:10	10	
4	11:24 AM	12:06 PM	0:42	42	
Lunch	12:06 PM	12:41 PM	0:35	35	
P	12:41 PM	12:51 PM	0:10	10	
5	12:51 PM	1:33 PM	0:42	42	
P	1:33 PM	1:43 PM	0:10	10	
6	1:43 PM	2:25 PM	0:42	42	
7 Support	2:25 PM	3:10 PM	0:45	45	
Total Hours/Minutes =			6:20	380	

All Period Schedule 1-6 (8/8/17, 1/9, 4/9 & 5/22/18)				# of Days	4
Period	Beg Time	End Time	Hours/Min	Minutes	
1	8:30 AM	9:12 AM	0:42	42	
P	9:12 AM	9:22 AM	0:10	10	
2	9:22 AM	10:04 AM	0:42	42	
Nutrition	10:04 AM	10:14 AM	0:10	10	
P	10:14 AM	10:24 AM	0:10	10	
3	10:24 AM	11:14 AM	0:50	50	
P	11:14 AM	11:24 AM	0:10	10	
4	11:24 AM	12:06 PM	0:42	42	
Lunch	12:06 PM	12:41 PM	0:35	35	
P	12:41 PM	12:51 PM	0:10	10	
5	12:51 PM	1:33 PM	0:42	42	
P	1:33 PM	1:43 PM	0:10	10	
6	1:43 PM	2:25 PM	0:42	42	
7 Support	2:25 PM	3:10 PM	0:45	45	
Total Hours/Minutes =			5:10	310	

Total Minutes Per Year in Periods 0-6				
Schedule	Minutes/day	No. of Days	Total Minutes	Ed Code Minutes
Regular	380	128	48,640	
Staff Meeting	310	31	9,610	
0-6 Period	380	0	0	
1-6 Period	310	4	1,240	
Final Exam	270	6	1,620	
Minimum Block	260	4	1,040	
Activity	380	4	1,520	
Assemble	380	3	1,140	
<b>Total</b>		<b>180</b>	<b>64,810</b>	<b>64,800</b>

**Semester 1** – 90 total days  
**Semester 2** – 90 total days  
**Not Instructional Minutes**  
**180 Days of Instruction**

1982 - 83 Base Yr Ed Code*
56,865

Minimum Day Finals Schedule				# of Days	6
Period	Beg Time	End Time	Hours/Min	Minutes	
0	7:30 AM	8:20 AM	0:50	50	
P	8:20 AM	8:30 AM	0:10	10	
Block 1	8:30 AM	10:10 AM	1:40	100	
Nutrition	10:10 AM	10:20 AM	0:10	10	
P	10:20 AM	10:30 AM	0:10	10	
Block 2	10:30 AM	12:10 PM	1:40	100	
Total Hours/Minutes =			4:30	270	

Staff Meeting Schedule				# of Days	31
Period	Beg Time	End Time	Hours/Min	Minutes	
Meeting	7:30 AM	8:20 AM	0:50	50	
P	8:20 AM	8:30 AM	0:10	10	
1/2	8:30 AM	10:05 AM	1:35	95	
Nutrition	10:05 AM	10:15 AM	0:10	10	
P	10:15 AM	10:25 AM	0:10	10	
3/4	10:25 AM	12:05 PM	1:40	100	
Lunch	12:05 PM	12:40 PM	0:35	35	
P	12:40 PM	12:50 PM	0:10	10	
5/6	12:50 PM	2:25 PM	1:35	95	
7 Support	2:25 PM	3:10 PM	0:45	45	
No 0 Period on staff meeting days Total Hours/Min =			5:10	310	

Minimum Day Block Schedule				# of Days	4
Period	Beg Time	End Time	Hours/Min	Minutes	
0	7:30 AM	8:20 AM	0:50	50	
P	8:20 AM	8:30 AM	0:10	10	
1/2	8:30 AM	9:30 AM	1:00	60	
Nutrition	9:30 AM	9:40 AM	0:10	10	
P	9:40 AM	9:50 AM	0:10	10	
3/4	9:50 AM	10:50 AM	1:00	60	
P	10:50 AM	11:00 AM	0:10	10	
5/6	11:00 AM	12:00 PM	1:00	60	
Total Hours/Minutes =			4:20	260	

Activity Schedule 20 Minutes				# of Days	4
Period	Beg Time	End Time	Hours/Min	Minutes	
0	7:20 AM	8:20 AM	1:00	60	
P	8:20 AM	8:30 AM	0:10	10	
1/2	8:30 AM	10:00 AM	1:30	90	
Nutrition	10:00 AM	10:10 AM	0:10	10	
P	10:10 AM	10:20 AM	0:10	10	
Activity (Block 2)	10:20 AM	10:40 AM	0:20	20	
3/4	10:40 AM	12:10 PM	1:30	90	
L	12:10 PM	12:45 PM	0:35	35	
P	12:45 PM	12:55 PM	0:10	10	
5/6	12:55 PM	2:25 PM	1:30	90	
7 Support	2:25 PM	3:10 PM	0:45	45	
Total Hours/Minutes =			6:20	380	

Assembly Schedule 45 Minutes				# of Days	3
Period	Beg Time	End Time	Hours/Min	Minutes	
0	7:20 AM	8:20 AM	1:00	60	
P	8:20 AM	8:30 AM	0:10	10	
1/2	8:30 AM	9:50 AM	1:20	80	
Nutrition	9:50 AM	10:00 AM	0:10	10	
P	10:00 AM	10:10 AM	0:10	10	
3/4	10:10 AM	11:35 AM	1:25	85	
Assembly	11:35 AM	12:20 PM	0:45	45	
L	12:20 PM	12:55 PM	0:35	35	
P	12:55 PM	1:05 PM	0:10	10	
5/6	1:05 PM	2:25 PM	1:20	80	
7 Support	2:25 PM	3:10 PM	0:45	45	
Total Hours/Minutes =			6:20	380	

## Oak Park High School Block Calendar 2017-18

Fall Semester					
	Monday	Tuesday	Wednesday	Thursday	Friday
<b>August</b> (August 8 – First day)	7 – Staff Mtg No School	8 – First Day 1 - 6	9 0-1-3-5	10 0-2-4-6	11 0-1-3-5
	14 D-2-4-6	15 0-1-3-5	16 0-2-4-6	17 0-1-3-5	18 0-2-4-6
	21 M-1-3-5	22 0-2-4-6	23 0-1-3-5	24 0-2-4-6	25 0-1-3-5
	28 L-2-4-6	29 0-1-3-5	30 0-2-4-6	31 0-1-3-5	1 0-2-4-6
<b>September</b> (9/8–Progress Rpt.)	4 No School	5 0-1-3-5	6 0-2-4-6	7 0-1-3-5	8 0-2-4-6
	11 S-1-3-5	12 0-2-4-6	13 0-1-3-5	14 0-2-4-6	15 0-1-3-5
	18 D-2-4-6	19 0-1-3-5	20 0-2-4-6	21 No School	22 0-1-3-5
	25 L-2-4-6	26 0-1-3-5	27 0-2-4-6	28 0-1-3-5	29 0-2-4-6
<b>October</b> (10/5– Quarter 1)	2 M-1-3-5	3 0-2-4-6	4 0-1-3-5	5 0-2-4-6	6 0-1-3-5
	9 S-2-4-6	10 0-1-3-5	11 0-2-4-6	12 – Min Day 0-1-3-5	13 – Min Day 0-2-4-6
	16 D-1-3-5	17 0-2-4-6	18 0-1-3-5	19 0-2-4-6	20 0-1-3-5
	23 L-2-4-6	24 0-1-3-5	25 0-2-4-6	26 0-1-3-5	27 0-2-4-6
<b>November</b> (11/8 – Progress Rpt.)	30 M-1-3-5	31 0-2-4-6	1 0-1-3-5	2 0-2-4-6	3 0-1-3-5
	6 S-2-4-6	7 0-1-3-5	8 0-2-4-6	9 0-1-3-5	10 No School
	13 D-2-4-6	14 0-1-3-5	15 0-2-4-6	16 0-1-3-5	17 0-2-4-6
	20 No School	21 No School	22 No School	23 No School	24 No School
	27 M-1-3-5	28 0-2-4-6	29 0-1-3-5	30 0-2-4-6	1 0-1-3-5
<b>December</b> (12/21 – End Sem. 1)	4 L-2-4-6	5 0-1-3-5	6 0-2-4-6	7 0-1-3-5	8 0-2-4-6
	11 S-1-3-5	12 0-2-4-6	13 0-1-3-5	14- ZERO FINALS 0-2-4-6	15- ZERO FINALS 0-1-3-5
	18 M-2-4-6	19 - FINALS Per 1 & 2	20 - FINALS Per 3 & 4	21 - FINALS Per 5 & 6	22 No School
	25 No School	26 No School	27 No School	28 No School	29 No School

*Meeting Legend –*

**L** – Leadership; **D** – Department; **S** – Staff; **M** – Mtg. as needed



## Oak Park High School Block Calendar 2017-18

Spring Semester					
	Monday	Tuesday	Wednesday	Thursday	Friday
<b>January</b> (1/9 – First Day of 2 <sup>nd</sup> Semester)	1 No School	2 No School	3 No School	4 No School	5 No School
	8 Pupil Free	9 1 - 6	10 0 - 1 - 3 - 5	11 0 - 2 - 4 - 6	12 0 - 1 - 3 - 5
	15 No School	16 0 - 2 - 4 - 6	17 0 - 1 - 3 - 5	18 0 - 2 - 4 - 6	19 0 - 1 - 3 - 5
	22 S - 2 - 4 - 6	23 0 - 1 - 3 - 5	24 0 - 2 - 4 - 6	25 0 - 1 - 3 - 5	26 0 - 2 - 4 - 6
	29 D - 1 - 3 - 5	30 0 - 2 - 4 - 6	31 0 - 1 - 3 - 5	1 0 - 2 - 4 - 6	2 0 - 1 - 3 - 5
<b>February</b> (2/9 – Progress Rprt.)	5 L - 2 - 4 - 6	6 0 - 1 - 3 - 5	7 0 - 2 - 4 - 6	8 0 - 1 - 3 - 5	9 0 - 2 - 4 - 6
	12 M - 1 - 3 - 5	13 0 - 2 - 4 - 6	14 0 - 1 - 3 - 5	15 0 - 2 - 4 - 6	16 Pupil Free K -12 Buy Back (Optional)
	19 No School	20 0 - 1 - 3 - 5	21 0 - 2 - 4 - 6	22 0 - 1 - 3 - 5	23 0 - 2 - 4 - 6
	26 S - 1 - 3 - 5	27 0 - 2 - 4 - 6	28 0 - 1 - 3 - 5	1 0 - 2 - 4 - 6	2 0 - 1 - 3 - 5
<b>March</b> (3/9 – Quarter 3)	5 D - 2 - 4 - 6	6 0 - 1 - 3 - 5	7 0 - 2 - 4 - 6	8 - Min Day 0 - 1 - 3 - 5	9 - Min Day 0 - 2 - 4 - 6
	12 M - 1 - 3 - 5	13 0 - 2 - 4 - 6	14 0 - 1 - 3 - 5	15 0 - 2 - 4 - 6	16 0 - 1 - 3 - 5
	19 L - 2 - 4 - 6	20 0 - 1 - 3 - 5	21 0 - 2 - 4 - 6	22 0 - 1 - 3 - 5	23 0 - 2 - 4 - 6
	26 S - 1 - 3 - 5	27 0 - 2 - 4 - 6	28 0 - 1 - 3 - 5	29 0 - 2 - 4 - 6	30 No School
<b>April</b> (4/20 – Progress Report)	2 No School	3 No School	4 No School	5 No School	6 No School
	9 1 - 6	10 0 - 1 - 3 - 5	11 0 - 2 - 4 - 6	12 0 - 1 - 3 - 5	13 0 - 2 - 4 - 6
	16 D - 1 - 3 - 5 CAASPP	17 - 0 - 2 - 4 - 6 CAASPP	18 - 0 - 1 - 3 - 5 CAASPP	19 - 0 - 2 - 4 - 6 CAASPP	20 - 0 - 1 - 3 - 5 CAASPP/Make up
	23 M - 2 - 4 - 6	24 0 - 1 - 3 - 5	25 0 - 2 - 4 - 6	26 0 - 1 - 3 - 5	27 0 - 2 - 4 - 6
<b>May</b> (5/25 – End Sem. 2)	30 L - 1 - 3 - 5	1 0 - 2 - 4 - 6	2 0 - 1 - 3 - 5	3 0 - 2 - 4 - 6	4 0 - 1 - 3 - 5
	7-Chem/ ES/ Psych S - 2 - 4 - 6	8- Comp Sci/ Span Lang/Phys 1 0 - 1 - 3 - 5	9-English Lit./Phys 2 0 - 2 - 4 - 6	10- Gov/Chinese 0 - 1 - 3 - 5	11- US Hist 0 - 2 - 4 - 6
	14 - Bio D - 1 - 3 - 5	15- Calc AB/Calc BC/ French 0 - 2 - 4 - 6	16 - Eng. Lan/ Econ/Senior Finals 0 - 1 - 3 - 5	17- Stats/ ZERO/Senior Finals 0 - 2 - 4 - 6	18 - ZERO FINALS 0 - 1 - 3 - 5
	21 M - 2 - 4 - 6	22 1 - 6	23 - FINALS 1 - 2	24 - FINALS 3 - 4	25 - FINALS 5 - 6

Rev 11/2017 KB

### Meeting Legend -

**L** - Leadership; **D** - Department; **S** - Staff; **M** - Mtg. as needed

## Oak View High School 2017 - 2018 Instructional Minutes/Bell Schedule

Monday, Tuesday, Wednesday Schedule			# of Days	107
Period	Beg Time	End Time	Hours/Min	Minutes
1*	8:35 AM	9:20 AM	0:45	45
P	9:20 AM	9:25 AM	0:05	5
2/3	9:25 AM	10:55 AM	1:30	90
Break	10:55 AM	11:15 AM	0:20	20
P	11:15 AM	11:20 AM	0:05	5
4/5	11:20 AM	12:50 PM	1:30	90
P	12:50 PM	12:55 PM	0:05	5
6 Elective	12:55 PM	1:40 PM	0:45	45
Total Hours/Minutes =			4:30	270

Thursday Schedule			# of Days	35
Period	Beg Time	End Time	Hours/Min	Minutes
1*	8:35 AM	9:05 AM	0:30	30
P	9:05 AM	9:10 AM	0:05	5
2/3	9:10 AM	10:25 AM	1:15	75
Break	10:25 AM	10:45 AM	0:20	20
P	10:45 AM	10:50 AM	0:05	5
4/5	10:50 AM	12:05 PM	1:15	75
P	12:05 PM	12:10 PM	0:05	5
6 Elective	12:10 PM	12:40 PM	0:30	30
Total Hours/Minutes =			3:30	210

Friday Incentive Day Schedule (Mandatory Fri)			# of Days	5
Period	Beg Time	End Time	Hours/Min	Minutes
1/2	8:35 AM	10:05 AM	1:30	90
P	10:05 AM	10:10 AM	0:05	5
3/4	10:10 AM	11:40 AM	1:30	90
Nutrition	11:40 AM	12:05 PM	0:25	25
Total Hours/Minutes =			3:00	180

Friday Incentive Day Schedule			# of Days	33
Period	Beg Time	End Time	Hours/Min	Minutes
1/2	8:35 AM	10:05 AM	1:30	90
P	10:05 AM	10:10 AM	0:05	5
3/4	10:10 AM	11:40 AM	1:30	90
Nutrition	11:40 AM	12:05 PM	0:25	25
Total Hours/Minutes =			3:00	180

Teacher Conference Days			# of Days	0
Period	Beg Time	End Time	Hours/Min	Minutes
1*	8:35 AM	9:35 AM	1:00	60
P	9:35 AM	9:40 AM	0:05	5
2/3	9:40 AM	10:35 AM	0:55	55
P	10:35 AM	10:40 AM	0:05	5
4/5	10:40 AM	11:40 AM	1:00	60
Total Hours/Minutes =			2:55	175

Schedule	Minutes/day	No. of Days
Monday, Tuesday, Wednesday Schedule	270	107
Thursday Schedule	210	35
Friday Incentive Day Schedule (Mandatory Fri)	180	5
Friday Incentive Day Schedule	180	33
Teacher Conference Days	175	0
<b>Total</b>		<b>180</b>

Not Instructional Minutes	
Total Minutes	Ed Code
28,890	32,400
7,350	
900	
5,940	
0	
<b>37,140</b>	

Notes: Flex Fridays the students do not have to attend school  
The dates of: 8/11, 9/8, 9/22, 1/12, & 2/23 -they must attend - 7 days

Minimum Days 12/20, 12/21, 5/23 & 5/24

For continuation high schools, EC 46170 specifies that the minimum required number of instructional minutes is 180 minutes per day, or 15 hours per week.  
Note - 180 days times 180 Minutes per day

# OAK PARK UNIFIED SCHOOL DISTRICT

## July 2017 - June 2018 – Student/Teacher Calendar

### July

S	M	T	W	T	F	S
						1
						4 - Independence Day
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### January

S	M	T	W	T	F	S
	1	2	3	4	5	6
						1-5 – Winter Break
7	8	9	10	11	12	13
						8 – Secondary Teacher Prep (Secondary Student out of School) Elementary Students in School
14	15	16	17	18	19	20
						15 - Martin Luther King Day
21	22	23	24	25	26	27
28	29	30	31			
						17 days/E, 16 days/S

### August

S	M	T	W	T	F	S
		1	2	3	4	5
						3 – K-12 Staff Development Day (Optional Buy Back)
6	7	8	9	10	11	12
						4 – K-12 Staff Development Day (Optional Buy Back)
13	14	15	16	17	18	19
						7 – Teacher Prep Day
20	21	22	23	24	25	26
						8 – First Day of School
27	28	29	30	31		
						18 days

### February

S	M	T	W	T	F	S
				1	2	3
						16 – K-12 Staff Development (Optional Buy Back)
4	5	6	7	8	9	10
						19 - Washington's Birthday
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			
						18 days

### September

S	M	T	W	T	F	S
					1	2
						4 - Labor Day
3	4	5	6	7	8	9
						21 – Local Holiday
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						19 days

### March

S	M	T	W	T	F	S
				1	2	3
						30 – Local Holiday
4	5	6	7	8	9	10
						Elementary Conference Dates – March 5-8 – Minimum Days
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						21 days

### October

S	M	T	W	T	F	S
1	2	3	4	5	6	7
						16 – Elementary Prep Day (Elementary Students out of School) Secondary Students in School
8	9	10	11	12	13	14
						Elementary Conference Dates - Oct. 27 to Nov. 3 – Minimum Days
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						21 days/E, 22 days/S

### April

S	M	T	W	T	F	S
1	2	3	4	5	6	7
						2-6 Spring Break
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
						16 days

### November

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
						10 - Veterans Day
12	13	14	15	16	17	18
						20-22 – Local Holiday
19	20	21	22	23	24	25
						23 - Thanksgiving Day
26	27	28	29	30		
						24 – Local Holiday
						15 days/E, 16 days/S

### May

S	M	T	W	T	F	S
			1	2	3	4
						5
						25 – Last Day of School
6	7	8	9	10	11	12
						28 - Memorial Day
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						19 days = 91 days/E, 90 days/S

### December

S	M	T	W	T	F	S
					1	2
						22-29 – Winter Break
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
						15 days = 89 days/E, 90 days/S

### June

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

#Denotes School Holiday

#Denotes Beginning and Ending of School

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

Board Approved 11-17-15

**TO: BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: APRIL 17, 2018**  
**SUBJECT B.1.h. APPROVE QUARTERLY REPORT ON WILLIAMS UNIFORM COMPLAINTS – APRIL, 2018**

**CONSENT**

---

**ISSUE:** Shall the Board of Education Approve the Quarterly Williams Uniform Complaints - April 2018?

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

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

- ALTERNATIVES:**
1. Approve the Quarterly Report on Williams Uniform Complaints – April 2018
  2. Do not approve the Quarterly Report on Williams Uniform Complaints – April 2018

**RECOMMENDATION:** Alternative #1.

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

Respectfully submitted,

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

---

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

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

Quarterly Report on Williams Uniform Complaints  
 [Education Code Section 35186]  
 Fiscal Year 2017-18

District: Oak Park Unified School District

Person completing this form: Dr. Jay Greenlinger

Title: Director of Curriculum and Instruction

Quarterly Report Submission Date:  October 2017 (7/1/17 to 9/30/17)  
 (check one)  January 2018 (10/1/17 to 12/31/17)  
 April 2018 (1/1/18 to 3/31/18)  
 July 2018 (4/1/18 to 6/30/18)

Date for information to be reported publicly at governing board meeting: 4/17/2018

Please check the box that applies:

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

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

Anthony W. Knight  
 Name of District Superintendent

\_\_\_\_\_  
 Signature of District Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: APRIL 17, 2018**  
**SUBJECT: B.1.i. APPROVE OUT OF STATE TRAVEL FOR CERTIFICATED EMPLOYEES TO ATTEND THE GREEN SCHOOLS CONFERENCE AND EXPO IN DENVER, COLORADO – MAY 2-4, 2018**

CONSENT

**ISSUE:** Shall the Board of Education approve the out of state travel for Oak Park employees to attend the Green Schools Conference and Expo, in Denver, Colorado?

**STATEMENT:** According to Board Policy 3350, the Board of Education must approve out of state travel for certificated and classified employees. Superintendent Dr. Tony Knight, the Director of Curriculum and Instruction, Dr. Jay Greenlinger, Medea Creek Middle School Science Teacher, Kathryn Cohen will be attending the Green Schools Conference and Expo to receive an award. The Green Schools Conference & Expo is the only national event to bring together all the players involved in making green schools a reality: people who lead, operate, build and teach in U.S. schools. This two day conference offers inspiring keynote speakers, informative workshops and breakout sessions and the chance to network with colleagues from across the country.

- ALTERNATIVES:**
1. Approve the out of state travel for employees to attend the Green Schools Conference and Expo, in Denver, Colorado.
  2. Do not approve the out of state travel for employees to attend the Green Schools Conference and Expo, in Denver, Colorado.

**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: APRIL 17, 2018**  
**SUBJECT: B.2.a. DISTRICT OF CHOICE REPORTING REQUIREMENTS**

---

**ACTION**

**ISSUE:** The board will receive a report from staff related to the mandated reporting requirements set forth in Education Code 48313 for all District of Choice districts.

**BACKGROUND:** Education Code 48313 establishes specific reporting requirements for all districts accepting students through the District of Choice program. This annual report summarizes the students enrolled into Oak Park for the current school year of 2017-18. The report is normally submitted to the local governing board at the April board meeting each year to meet the May 15 reporting requirements to adjoining districts. Following the board's review and approval this information will be disseminated to local adjoining districts, the County Office of Education, the State Superintendent of Instruction and the Department of Finance prior to May 15, 2018. The Education Code requires that the report show the number of requests into the district, the number granted, denied or withdrawn (and the reasons for denials), the number of pupils transferred into and out of the district, the race, ethnicity, gender, self-reported socioeconomic status, and the school district of residence of the transfers. In addition, the district is required to submit to adjoining districts information regarding the district's status as a school district of choice for the upcoming school year. Beginning with School Year 2018-19 the reporting requirements will change as a result of the new legislation that reauthorized the District of Choice program this past year. The timeline for this annual report will be moved from May each school year to an earlier October report for the DOC students newly enrolled for 2018-19. In the future, the board will receive and approve the report in the month of September in order to meet the new October 15 deadline for reporting the information to adjoining resident districts.

The report for 2017-18 is provided to the board as a separate attachment to this cover sheet. Staff will review with the board the data for the 2017-2018 school year and address any questions related to the information presented.

**ALTERNATIVES:** 1. Approve the District of Choice Summary Report to adjoining districts

2. Do not approve the District of Choice Summary Report to adjoining districts.
3. Revise the District of Choice Summary Report to adjoining districts.

**RECOMMENDATION:** Alternative #1.

Prepared by:  
Clifford E. Moore

Respectfully submitted:

---

Anthony W. Knight, Ed.D.  
Superintendent

---

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

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





**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: APRIL 17, 2018**  
**SUBJECT: B.2.b. AUTHORIZE MEASURE S PROJECT 17-47S, DSA CERTIFICATION FOR THE ADMINISTRATION BUILDING AT BROOKSIDE ELEMENTARY SCHOOL**

ACTION

---

**ISSUE:** Shall the Board of Education authorize Measure S Project 17-47S, DSA Certification for the Administration Building at Brookside Elementary School?

**BACKGROUND:** Advised notice that the Administration Building at Brookside Elementary School never received a certification and closure notice from the Division of the State Architect (DSA), the Board approved consulting agreements to develop a DSA-approved certification plan. The consultants, BCA Architects, structural engineer Welsh Structures, Inc., and DSA Inspector of Record Kenco Construction Services, Inc., have submitted plans to DSA, which also incorporate building safety upgrades, and are in the final stages of approval.

Included in the Measure S Priority Project Plan approved by the Board at its March 20, 2018 meeting, the plans and scope of the various projects have now been identified, and budgets established. Now designated Measure S Project 17-47S, DSA Certification for the Administration Building at Brookside Elementary School, the construction budget for this project is \$748,438, including 28% for soft costs and a 10% contingency. It is recommended that the Board authorize Measure S Project 17-47S, DSA Certification for the Administration Building at Brookside Elementary School, allowing staff to proceed with development of construction documents and solicitation of bids upon the approval of plan approval by DSA.

Upon DSA's anticipated approval of this project, it will be necessary to engage an architectural firm for the bidding, construction, and close out services to complete this project. BCA has done an exceptional job to this point of the project and has submitted the following proposal for the architectural services to necessary for its completion. The Measure S Committee and its Subcommittee recommends that the Board amend the existing agreement with BCA Architects to provide bidding, construction, and close out services to complete this project, increasing the scope and fees for services of the current agreement from \$32,000 to \$67,220, including related reimbursable expenses. The additional fees for services is included within the proposed project budget under consideration by the Board this evening.

**ALTERNATIVES:**

1. Authorize Measure S Project 17-47S, DSA Certification for the Administration Building at Brookside Elementary School, with a budget established at \$748,438, to be funded from the Measure S bond fund.
2. Approve the amendment to the existing agreement with BCA Architects to provide bidding, construction, and close out services for this project, increasing the fees for services from \$32,000 to \$67,220, including related reimbursable expenses.
3. Do not authorize the proposed project.

**RECOMMENDATION:** Alternatives 1 and 2

Prepared by: Keith Henderson, Bond 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	_____	_____	_____	_____



# AIA® Document G802™ – 2007

## Amendment to the Professional Services Agreement

Amendment Number: 001

**TO:** Anthony Knight, ED.D, Superintendent  
(Owner or Owner's Representative)

In accordance with the Agreement dated: September 28, 2017

**BETWEEN** the Owner:

(Name and address)

Oak Park Unified School District  
5801 Conifer Street  
Oak Park, CA 91377

and the Architect:

(Name and address)

Bunton Clifford Associates, Inc. dba BCA Architects, Inc.  
Corporate Office:  
505 South Market Street  
San Jose, CA 95113

for the Project:

(Name and address)

Brookside ES - Document and gain DSA approval on Existing Administration Building  
165 North Satinwood Avenue, Oak Park, CA 91377

Authorization is requested

- to proceed with Additional Services.
- to incur additional Reimbursable Expenses.

As follows:

Add the following services, not included within original scope of work:

Bid Phase Services

Construction Phase Services, to include up to 5 site visits, submittal reviews, RFI responses, CCD preparation (if required)

Close Out Services, to include punch list and preparation/submittal of documents required for DSA certification

The following adjustments shall be made to compensation and time.

(Insert provisions in accordance with the Agreement, or as otherwise agreed by the parties.)

Compensation:

Increase hourly not to exceed fee limit by \$34,000, from \$29,000 to \$63,000.

Increase the reimbursable expense budget by \$1,220, from \$3,000 to \$4,220

Time:

N/A

SUBMITTED BY:

AGREED TO:

*(Signature)*

Brian P. Whitmore, AIA, LEED AP, President

*(Printed name and title)*

*(Signature)*

Anthony Knight, ED.D, Superintendent

*(Printed name and title)*

*(Date)*

*(Date)*



**Oak Park USD - Brookside ES Administration Building**  
 165 North Satinwood Avenue, Oak Park, CA 91377

**Scope or work:** BCA's understanding is that the District wishes to obtain DSA certification of their existing Administration building made up of portables and dated 2002. The District also wishes to create a new entry into Administration and add fencing. Code complying restrooms, signage and accessible parking upgrades will be required.

**Project Status through 2/28/18:** Construction Documents complete.

**Estimated Architectural Fees:** Individual line Item and subtotal estimates of hours and costs are estimates only and may change depending on the actual services provided, but shall not exceed the TOTAL.

TASK	Principal Owner Architect		Associate Principal Architect		Project Admin I & II		CAD Drafter		Project Consultants		TOTAL
	\$ 250.00 /hr		\$ 195.00 /hr		\$ 75.00 /hr		\$ 50.00 /hr		Actual Fee + 15%		
	NO. HOURS	TOTAL	NO. HOURS	TOTAL	NO. HOURS	TOTAL	NO. HOURS	TOTAL	PROPOSAL	TOTAL	
Project Administration	2	\$ 500.00		\$ -	2	\$ 150.00		\$ -			\$650
Agency Approval											
DSA Intake		\$ -	6	\$ 1,170.00	4	\$ 300.00		\$ -			\$1,470
Respond to DSA comments		\$ -	10	\$ 1,950.00		\$ -	14	\$ 700.00			\$2,650
DSA back check		\$ -	12	\$ 2,340.00	4	\$ 300.00		\$ -			\$2,640
DSA approved plan scans		\$ -		\$ -	2	\$ 150.00		\$ -			\$150
Bidding		\$ -	8	\$ 1,560.00	4	\$ 300.00	4	\$ 200.00			\$2,060
Construction Administration											
Site Visits (5)		\$ -	40	\$ 7,800.00	8	\$ 600.00		\$ -			\$8,400
Submittals / RFI / CCD's		\$ -	60	\$ 11,700.00	20	\$ 1,500.00	16	\$ 800.00			\$14,000
Close Out: Punch List and DSA certification	1	\$ 250.00	24	\$ 4,680.00	16	\$ 1,200.00		\$ -			\$6,130
<b>ESTIMATED CONSULTANT FEES</b>											
No Consultants within BCA scope of work or fee									\$ -	\$ -	\$0
<b>SUBTOTAL OF PROFESSIONAL FEES</b>	<b>3</b>	<b>\$ 750.00</b>	<b>160</b>	<b>\$ 31,200.00</b>	<b>60</b>	<b>\$ 4,500.00</b>	<b>34</b>	<b>\$ 1,700.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$38,150</b>
									Original Fee Limit		\$29,000
									Fees expended for work completed through 2/28/18		\$24,860
									Original Fee Remaining		\$4,140
									<b>Additional Fee Required (\$38,150 - \$4,140); rounded</b>		<b>\$34,000</b>
									Additional Reimbursable Expense Budget		\$4,000
									Original Expense Limit		\$3,000
									Expenses through 2/28/18		\$222
									Expenses Remaining		\$2,779
									<b>Additional Reimbursable Expense Budget Required (\$4,000 - \$2,779); rounded</b>		<b>\$1,220</b>
									<b>TOTAL Additional Fee + Additional Expenses</b>		<b>\$35,220</b>

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: APRIL 17, 2018**  
**SUBJECT: B.2.c. AUTHORIZE AND AWARD CONTRACTS FOR MEASURE S PROJECT 18-22S, DISTRICTWIDE SAFETY AND SECURITY UPGRADES TO SCHOOL PUBLIC ADDRESS SYSTEMS**

ACTION

**ISSUE:** Shall the Board authorize Measure S Project 18-22S, Districtwide Safety and Security Upgrades to School Public Address Systems and award a construction contract associated with this work, to be funded from the Measure S bond fund?

**BACKGROUND:** In the District’s continuing effort to maintain safe and secure school environments, Staff has identified the need to make certain upgrades in the public address systems at each school site to ensure all-call announcements can be clearly heard throughout the campus. The Measure S facility subcommittee, in consultation with administration and construction management staff, has identified the need to expedite repairs and requested that Pacific Coast Sound and Communications (PacifiCom) provide proposals for these upgrades. The proposals from PacifiCom, in the total amount of \$14,669.32, follows this report.

The Measure S Committee, at its regular meeting on April 9, 2018, reviewed the Subcommittee’s recommendation, and approved a recommendation to the Board of Education to authorize Measure S Project 18-22S, Districtwide Safety and Security Upgrades to School Public Address Systems, establishing a budget of \$16,136, including a 10% contingency, and to award a construction contract to PacifiCom to perform this work, in the amount of \$14,669.32, to be funded from the Measure S bond fund.

- ALTERNATIVES:**
1. Authorize Measure S Project 18-22S, Districtwide Safety and Security Upgrades to School Public Address Systems, establishing a budget of \$16,136, and award a construction contract to PacifiCom to perform this work, in the total amount of \$14,669.32, to be funded from the Measure S bond fund.
  2. Do not authorize and award a construction contract for this project.

**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	_____	_____	_____	_____



# PacifiCom

Pacific Coast Sound and Communications  
 330 N. Wood Rd., Suite L • Camarillo, CA 93010  
 (805) 987-1351 • (805) 647-2823 • Fax (805) 987-1353  
 License #529914

# PROPOSAL

No. 95659

PROPOSAL SUBMITTED TO:		DESCRIPTION OF JOB:	
Oak Park Unified School District		Brookside Elementary School	
5801 E. Conifer Street		Add PA horns	
Oak Park, CA 91377			
ATTN: Julie Suarez	phone	Fax	Date March 30, 2018

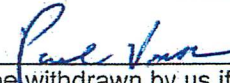
**We Hereby Submit** specifications and estimates for adding two exterior horn.

Our price includes materials, cable, installation labor and sales tax.

QTY	MANUFACTURER	MODEL	DESCRIPTION
2	Rauland Borg	ACC1412	Exterior Horn Assembly
a/r	West Penn Wire	25255	Cable

BREAK OUT PRICE		We Hereby Propose to furnish labor and materials complete in accordance with the above specification, for the sum of <b>\$1,286.10</b> With payment to be made as follows: 100% upon completion, Net 30 days
LABOR	\$900.00	
MATERIALS	\$360.00	
7.25% SALES TAX	\$26.10	
FREIGHT		

All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by workmen's compensation insurance.

Authorized Signature:   
 Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal - The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: \_\_\_\_\_  
 Title: \_\_\_\_\_

Date Accepted: \_\_\_\_\_



# PacifiCom

Pacific Coast Sound and Communications  
 330 N. Wood Rd., Suite L • Camarillo, CA 93010  
 (805) 987-1351 • (805) 647-2823 • Fax (805) 987-1353  
 License #529914

# PROPOSAL

No. 95660

PROPOSAL SUBMITTED TO:		DESCRIPTION OF JOB:	
Oak Park Unified School District		Oak Hills Elementary School	
5801 E. Conifer Street		Add PA horns	
Oak Park, CA 91377			
ATTN: Julie Suarez	phone	Fax	Date March 30, 2018

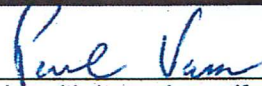
**We Hereby Submit** specifications and estimates for adding three exterior horn.

Our price includes materials, cable, installation labor and sales tax.

QTY	MANUFACTURER	MODEL	DESCRIPTION
3	Rauland Borg	ACC1412	Exterior Horn Assembly
a/r	West Penn Wire	25255	Cable

BREAK OUT PRICE		We Hereby Propose to furnish labor and materials complete in accordance with the above specification, for the sum of <b>\$1,779.15</b> With payment to be made as follows: 100% upon completion, Net 30 days
LABOR	\$1,200.00	
MATERIALS	\$540.00	
7.25% SALES TAX	\$39.15	
FREIGHT		

All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by workmen's compensation insurance.

Authorized Signature:   
 Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal - The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: \_\_\_\_\_

Date Accepted: \_\_\_\_\_

Title: \_\_\_\_\_



# PacifiCom

Pacific Coast Sound and Communications  
 330 N. Wood Rd., Suite L • Camarillo, CA 93010  
 (805) 987-1351 • (805) 647-2823 • Fax (805) 987-1353  
 License #529914

# PROPOSAL

No. 95658

PROPOSAL SUBMITTED TO:		DESCRIPTION OF JOB:	
Oak Park Unified School District		Red Oak Elementary School	
5801 E. Conifer Street		Add PA horn	
Oak Park, CA 91377			
ATTN: Julie Suarez	phone	Fax	Date March 30, 2018

**We Hereby Submit** specifications and estimates for adding one exterior horn.

Our price includes materials, cable, installation labor and sales tax.

QTY	MANUFACTURER	MODEL	DESCRIPTION
1	Rauland Borg	ACC1412	Exterior Horn Assembly
a/r	West Penn Wire	25255	Cable

<b>BREAK OUT PRICE</b>			We Hereby Propose to furnish labor and materials complete in accordance with the above specification, for the sum of <b>\$487.69</b> With payment to be made as follows: 100% upon completion, Net 30 days
	LABOR	\$300.00	
	MATERIALS	\$175.00	
7.25%	SALES TAX	\$12.69	
	FREIGHT		

All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by workmen's compensation insurance.

Authorized Signature: Paul Van  
 Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal - The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: \_\_\_\_\_

Date Accepted: \_\_\_\_\_

Title: \_\_\_\_\_

# PacifiCom

Pacific Coast Sound and Communications  
 330 N. Wood Rd., Suite L • Camarillo, CA 93010  
 (805) 987-1351 • (805) 647-2823 • Fax (805) 987-1353  
 License #529914

# PROPOSAL

No. 95649

PROPOSAL SUBMITTED TO:		DESCRIPTION OF JOB:	
Oak Park Unified School District		Medea Creek Middle School	
5801 E. Conifer Street		Add PA horns and strobe	
Oak Park, CA 91377			
ATTN: Julie Suarez	phone	Fax	Date March 13, 2018

**We Hereby Submit** specifications and estimates for adding three large public address horns facing the playfield. Two horns will be located on the two story building and one on the gym. We will install a new power amplifier to drive the new horns. We will also install a strobe in music and an audio controlled relay to fire strobe when a bell or announcement is occurring.

Our price includes materials, cable, conduit, installation labor, testing and sales tax.

QTY	MANUFACTURER	MODEL	DESCRIPTION
1	RDL	ST-ARC1	Audio Controlled Relay
1	RDL	PS-24AS	Power Supply
1	Micro Strobe	470S	Strobe
1	QSC	ISA300TI	Power Amplifier
3	Bosch	Cobraflex IIB	Exterior Horn
3	Bosch	ID60DT	Driver

BREAK OUT PRICE			We Hereby Propose to furnish labor and materials complete in accordance with the above specification, for the sum of <b>\$5,427.63</b> With payment to be made as follows: 100% upon completion, Net 30 days
LABOR HRS	*	\$2,800.00	
	MATERIALS	\$2,450.00	
7.25 %	SALES TAX	\$177.63	
	FREIGHT		

All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by workmen's compensation insurance.

Paul Vacca

Authorized Signature: \_\_\_\_\_  
 Note: This proposal may be withdrawn by us if not accepted within days.

Acceptance of Proposal - The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: \_\_\_\_\_

Date Accepted: \_\_\_\_\_

Title: \_\_\_\_\_

# PacifiCom

Pacific Coast Sound and Communications  
 330 N. Wood Rd., Suite L • Camarillo, CA 93010  
 (805) 987-1351 • (805) 647-2823 • Fax (805) 987-1353  
 License #529914

# PROPOSAL

No. 95641

PROPOSAL SUBMITTED TO:		DESCRIPTION OF JOB:	
Oak Park Unified School District		Oak Park High School	
5801 E. Conifer Street		Add Speakers	
Oak Park, CA 91377			
ATTN: Julie Suarez	phone	Fax	Date March 6, 2018

**We Hereby Submit** specifications and estimates for adding speakers in R16 A/B/C, cafeteria serving and gym foyer.

We will add surface mount exterior horn speakers outside R16, I building (2), gym (3) and snack shack. We will add two horns inside the gym. Our price includes materials, cable, installation, testing and sales tax. We will connect the new speakers to the existing system.

QTY	MANUFACTURER	MODEL	DESCRIPTION
5	Rauland Borg	ACC1401	Ceiling Speaker assembly
5	Rauland Borg	ACC1100	Backcan
5	Rauland Borg	ACC1104	T bar tray
9	Rauland Borg	ACC1412	Exterior horn assembly
a/r	West Penn Wire	25255	Cable

BREAK OUT PRICE			We Hereby Propose to furnish labor and materials complete in accordance with the above specification, for the sum of <b>\$5,688.75</b> With payment to be made as follows: 100% upon completion, Net 30 days
LABOR HRS	*	\$4,080.00	
	MATERIALS	\$1,500.00	
7.25 %	SALES TAX	\$108.75	
	FREIGHT	\$0.00	

All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by workmen's compensation insurance.

Authorized Signature: *Paul Van*  
 Note: This proposal may be withdrawn by us if not accepted within days.

Acceptance of Proposal - The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: \_\_\_\_\_  
 Title: \_\_\_\_\_

Date Accepted: \_\_\_\_\_

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: APRIL 17, 2018**

**SUBJECT: B.2.d. APPROVE CHANGE ORDER 1, PROJECT 17-32S, SECURITY FENCING AT OAK PARK HIGH SCHOOL STADIUM (NORTH SIDE)**  
ACTION

---

**ISSUE:** Shall the Board approve Change Order 1, Project 17-32S, Security Fencing at Oak Park High School Stadium (North Side)?

**BACKGROUND:** On December 5, 2017, the Board awarded a construction contract to Fence Factory, for Measure S Project 17-32S, Security Fencing at Oak Park High School Stadium (North Side). During the course of the project, in order to ensure greater security, District staff requested that the contractor add an additional 8 fencing panels, and replace six 90-degree gate hinges with 180-degree hinges to ensure greater safety in the event of an emergency exit. The changes to the scope and cost of the contract are itemized in the accompanying change order proposal. The total amount of Change Order 1, including a credit for the 90-degree hinges is \$17,700.73, which when added to the original contract amount of \$122,162, increases the contract total to \$139,862.73. It is recommended by District staff that the Board approve Change Order 1.

**ALTERNATIVES:**

1. Approve Change Order 1 to the contract with Fence Factory, for Measure S Project 17-32S, Security Fencing at Oak Park High School Stadium (North Side), in the amount of \$17,700.73, funded from the Measure S bond fund.
2. Do not approve Change Order 1.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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

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

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





**MATERIAL SALES AND CONTRACTING BRANCHES**  
**1-800-61 FENCE**

WEB ADDRESS:  
 WWW.FENCEFACTORY.COM

**PROPOSAL & CONTRACT**

Contractors License No. 275524

Work Order No. :  
 Date:

12/14/2017

THROUGHOUT THE TRI-COUNTIES

X AGOURA DIVISION \*\*  
 29149 Agoura Road  
 Agoura, CA 91301  
 Ph. (818) 889-2240  
 Fax (805) 497-3479

GOLETA DIVISION  
 60 S. Kellogg  
 Goleta, CA 93117  
 Ph. (805)965-2817  
 Fax (805) 967-6328

RENTALS DIVISION  
 1441 Callens Rd.  
 Ventura, CA 93003  
 Ph. (805) 644-4617  
 Fax (805) 644-0309

VENTURA DIVISION  
 1606 Los Angeles Ave.  
 Saticoy, CA 93004  
 Ph. (805) 485-8831  
 Fax (805) 642-1374

SANTA MARIA DIVISION  
 2709 Santa Maria Way  
 Santa Maria, CA 93455  
 Ph. (805) 928-5848  
 Fax (805) 922-4826

ATASCADERO DIVISION  
 2650 El Camino Real  
 Atascadero, CA 93422  
 Ph. (805) 462-1362  
 Fax (805) 462-1367

Proposal Submitted: Oak Park Unified School District Address: 5801 Conifer Street  
 City: Oak Park CA Zip Code: 91377 Phone: 818-735-3200  
 Job Name: Job Location: khenderson@opusd.org  
 Job Phone: Keith Henderson 805-264-4133

1. Subject to the terms, provisions and conditions of this proposal and Contract and any attached Estimator's Sheet, Exhibits, Plans or Specifications, Fence Factory, hereinafter referred to as "Contractor", agrees to furnish all necessary labor, materials, tools and equipment to perform and complete in good and workman-like manner for the above job location, the following described work.

**Change Order - Project #17-32S - Stadium Fencing**

**Supply / Install Approx. (57) LF. - Iron Pickets Panels and Posts**

- Includes:** (8) HD - Iron Picket Panels - Powder Coated - Sizes Vary  
 Custom Built to Match Existing  
 (7) 2 1/2" x 2/12" - HD - Posts and Caps - Powder Coated  
 (2) 2 1/2" x 2/12" - Pieces for (2) Post Extensions  
 (6) HD - Commercial Grade / Exterior / 180 Degree Hinges

Labor and Materials	\$19,831.11
Credit - (6) 90 Degree Closers	(\$2,130.38)
<b>Total: Labor and Materials</b>	<b>\$17,700.73</b>

\*\*\*\*\* THIS IS A PREVAILING WAGE BID \*\*\*\*\*  
 \*\*\*\*\* FENCE BUILDER CARPENTER CLASSIFICATION \*\*\*\*\*  
 \*\*\*\*\* DIR 1000003937 \*\*\*\*\*

**\*\*\*EXCLUSIONS\*\*\***

PERMIT, PERMIT FEES, CLEARING, GRUBBING, GRADING, STAKING, REMOVAL OF SPOILES, AND NOT RESPONSIBLE FOR DAMAGE TO UNDERGROUND SPRINKLERS AND UTILITIES.

2. In consideration for the above described work, the above named party agrees to pay Contractor the total sum of: PRICE ON ACCEPTANCE OF OPTION(S) Dollars, as follows

3. Work will begin on approximately: \_\_\_\_\_  
 4. Work will be completed on approximately: \_\_\_\_\_  
 5. This proposal is void if not accepted within: 30 DAYS  
**50% PRE PAYMENT FOR MATERIALS ( BALANCE DUE UPON COMPLETION )**

Fence Factory is hereby authorized to furnish all material, labor and equipment necessary to complete the work above for which Fence Factory will receive in payment the above sum in accordance with all of the Terms & Conditions set forth hereon. It is acknowledged that this entire Proposal and Contract, including the Terms and Conditions set forth on the following pages, has been read.

ACCEPTED AND AUTHORIZED AT: AGOURA HILLS, CALIFORNIA BY: \_\_\_\_\_  
 COMPANY OR OWNER

[ssalerno@fencefactory.com](mailto:ssalerno@fencefactory.com) DATED \_\_\_\_\_

Contractors are required by law to be licensed and regulated by the Contractor's State License Board. Any questions concerning a contractor may be referred to the registrar of the board whose address is: Contractor's State License Board, P.O. BOX 26000 Sacramento, CA 95826.

PRINT NAME \_\_\_\_\_  
 PRINT TITLE \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_

\*\*Agoura Fence Factory independently owned and operated by Agoura Equipment Rentals and Supplies, Inc. dba Agoura Fence Factory.

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: APRIL 17, 2018**

**SUBJECT: B.2.e. APPROVE GEOTECHNICAL SOILS TESTING SERVICES FOR MEASURE S MODERNIZATION PROJECTS: PROJECT 18-18S AT BROOKSIDE ELEMENTARY SCHOOL, PROJECT 18-20S AT RED OAK ELEMENTARY SCHOOL, AND PROJECT 18-21S AT MEDEA CREEK MIDDLE SCHOOL**

ACTION

---

**ISSUE:** Shall the Board approve geotechnical soils testing services for Measure S Modernization Project 18-18S at Brookside Elementary School, Project 18-20S at Red Oak Elementary School, and Project 18-21S at Medea Creek Middle School?

**BACKGROUND:** At its meeting on March 20, 2018, the Board adopted the 2018 Measure S Bond Priority Projects Plan, and approved architectural services agreements for replacement of portable classrooms with permanent modular structures at Brookside Elementary School (Project 18-18S), Red Oak Elementary School (Project 18-19S), and Medea Creek Middle School (Project 18-21S). As part of the plan submittal of these projects for approval by the Division of the State Architect, the District is required to provide geotechnical soils testing reports. Accordingly, District staff requested proposals for these services, with two qualified firms, NV5 West and Earth Systems, attending the mandatory job walk during spring break. Proposals from both firms have been received, with NV5 West providing a quote of \$19,850 and Earth Systems proposing a fee of 35,100. After review of the proposals by District staff and construction management staff, it is recommended that Board award a contract for geotechnical soils testing services to NV5 West. A copy of the firm's proposal follows for the Board's information and review.

**ALTERNATIVES:**

1. Approve geotechnical soils testing services with NV5 West, Inc., for Measure S Modernization Project 18-18S at Brookside Elementary School, in the amount of \$6,250, Project 18-20S at Red Oak Elementary School, in the amount of \$7,350, and Project 18-21S at Medea Creek Middle School, in the amount of \$6,250, in the aggregate amount of \$19,850, to be funded from the Measure S bond fund.
2. Do not approve the consulting agreements.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Keith Henderson, Bond Construction Manager  
Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

---

Anthony W. Knight, Ed.D.  
Superintendent

BOARD MEETING, APRIL 17, 2018  
Approve Geotechnical Soils Testing Services  
For Measure S Modernization Projects  
Page 2

---

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

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



April 4, 2018

Oak Park Unified School District  
5801 Conifer Street  
Oak Park, CA 91377

NV5 Proposal #: 2018.06.0074

Attention: Keith Henderson, Measure S Bond Construction Manager

Subject: **Proposal for Geotechnical Studies**  
**Proposed Modular Classrooms at Red Oak Elementary School, Medea Creek Middle School, and Brookside Elementary School, Oak Park, Ventura County, California**

NV5 is pleased to provide this proposal to perform geotechnical studies for the proposed modular buildings at the following three Oak Park Unified Schools: Red Oak Elementary, Medea Creek Middle School, and Brookside Elementary. Congratulations on the passing of Measure S Bond. This proposal summarizes our understanding of the three projects and presents NV5's proposed scope of services with the associated estimated costs. In addition, a brief summary of our qualifications is provided.

The purpose of the proposed geotechnical study is to evaluate the geotechnical site conditions as they relate to the proposed improvements, and to provide geotechnical recommendations for the currently proposed development.

### Project Understanding

Our project understanding is based upon NV5's site meeting with you on March 27, including a visit to all three sites, review of the subject RFP, review of a Final Site Design plan for each site from the 2018 OPUSD Master Plan, and review of previous geotechnical reports by Krazan and Associates for solar shade structures at each site. We understand that proposed buildings at each site will be modular classrooms:

- Red Oak Elementary – (7) single-story Modular Classrooms, and (1) Modular Bathroom, total footprint is approximately 7,040 square feet;
- Medea Creek Middle School – (6) single-story Modular Classrooms, and (1) Modular Bathroom, total footprint is approximately 6,080 square feet;
- Brookside Elementary – (4) single-story Modular Classrooms, and (1) Modular Bathroom, total footprint is approximately 4,160 square feet.

We understand that no below grade occupied structures are currently planned.

At Red Oak Elementary the modular classrooms are proposed in an area occupied by a north facing slope south of the play area in the southeast portion of the school. This area is immediately above an approximately 10 foot high, 2:1 gradient cut slope. Due to the significant grading volumes associated with this proposed pad area, NV5 understands that the District is also considering the existing asphalt play area in the southeast portion of the property as an alternative.

At Medea Creek Middle School the modular classrooms are proposed in the southeast portion of the school adjacent to solar shade structure in an area occupied by grass play fields and sand volleyball courts.

At Brookside Elementary the modular classrooms are proposed in the southeast portion of the school in the lower play area, adjacent to the solar shade structure in an area occupied by grass.

None of the projects are located within a State-designated Liquefaction Hazard, Earthquake-Induced

Landslide Hazard, or an Earthquake Fault Rupture zone.

Bedrock of the Tertiary-aged Monterey (aka Modelo) formation is anticipated to underlie the Red Oak Elementary site at shallow depth. Local areas of engineered fill may be present.

Older Alluvium is anticipated to underlie the Medea Creek Middle School and Brookside Elementary School sites at shallow depth. Local areas of engineered fill may also be present.

The project is subject to Prevailing Wage law.

### Summary of NV5 Qualifications

NV5 presents a uniquely-qualified team delivering a diverse spectrum of professional services across five integrated service lines from 24 offices in California and 70 offices nationwide:



Our local Ventura office was founded in 1959 as BTC LABS and specializes in design and construction services for public agencies, including:

- ✦ Geotechnical Design Investigations
- ✦ Construction Materials Testing
- ✦ Environmental Consulting
- ✦ Pavement Engineering & Evaluation
- ✦ Concrete, Prestressing, Masonry Inspection
- ✦ Welding, Bolting, Fireproofing Inspection
- ✦ Public Works / DSA / OSHPD Inspection
- ✦ Forensic Studies / Failure Analysis

In addition, NV5's Ventura office provides comprehensive survey services, including:

- ✦ Construction Surveying
- ✦ Land Surveying & Land Management
- ✦ Aerial & Conventional Topographic Survey
- ✦ High Definition Scanning, LiDAR, Ortho Photography
- ✦ Public Agency Map Checking & 3<sup>rd</sup> Party Support
- ✦ Easement & Right-of-Way Acquisition

NV5's Ventura **Geotechnical and Materials Laboratory** is recognized as one of the oldest and most sophisticated in California, certified by the agencies listed below:



As one of the oldest and largest inspection and testing labs in California, NV5 Ventura has completed thousands of successful geotechnical and CoMET projects for school, hospital, public works infrastructure, commercial, and industrial clients. NV5's DSA Laboratory is LEA #14, one of the 5 lowest (i.e. oldest) labs currently active in the State. NV5 has been providing Geotechnical Engineering services to California K-12 public school districts for over 50 years, with extensive local geotechnical experience providing similar geotechnical investigation and construction quality assurance services on thousands of projects for school districts, colleges, hospitals and public infrastructure throughout Southern California.

NV5's highly experienced **Project Team** will consist of the follow lead individuals:

- **Scott Moors, PG, CEG, CHG; Project Principal:** Mr. Moors has 30 years of directly-related geotechnical, materials and pavement engineering, and environmental experience and will be responsible for overall project quality, timely project delivery, and client communication.
- **Shaun Simon, PE, PG, CEG, QSD, QSP; Engineering Manager:** Mr. Simon has 17 years of directly-related experience and will be in charge of project engineering and project management.
- **Carlos Amante, PE, GE; Geotechnical Engineer:** Mr. Amante has over 20 years of geotechnical expertise with extensive experience in seismic hazard evaluation, deep foundation design, DSA school projects,



and Caltrans bridge-design studies.

- **Carol Harrison, Client Service Manager:** Carol is one of NV5's secret weapons for quality services. Carol manages daily project dispatching and is a regional expert in closeout of DSA and OSHPD project closeout.
- **Engineers & Geologists:** NV5 is fully staffed with Professional Engineers (PE), Geotechnical Engineers (GE), Professional Geologists (PG), Certified Engineering Geologists (CEG), Hydrogeologists (CHG).
- **Inspectors & Technicians:** NV5 maintains the largest staff of licensed and certified deputy special inspectors, engineering technicians, public works inspectors, engineers and geologists in the region.
- **Land Surveyors:** NV5 Ventura's survey staff includes civil engineers, Professional Land Surveyors (PLS), survey technician, CADD support, and project managers,

## **SCOPE OF SERVICES**

NV5's proposed scope of services is intended to comply with the requirements of the California Building Code (§1803A) and the California Geological Survey (Note 48). In order to prepare the geotechnical report, NV5 proposes the following scope of services:

**Task 1 – Project Preparation and Documentation Review:** Review existing site geotechnical reports, review plans, and research the available geologic and geotechnical data pertinent to the site.

Reconnoiter the site to assess the site conditions, mark the proposed borings locations, and coordinate with Underground Service Alert (USA) as required per State mandatory protocol.

**Notice Regarding Underground Utilities:** Please note that USA does not locate utilities within private property. It is the Client's responsibility to provide NV5 with any available information on locations for all utilities and utility easements situated within the site at least 5 working days before the start of our field investigation. Penetrating the site subsurface is inherently risky. It is impossible to determine with certainty the precise location of all underground structures. NV5's fee is not adequate to compensate for both the performance of the services described herein and the assumption of the risk associated with damaging underground structures. Disruption of utilities or damage to underground structures will be the responsibility of the Client.

**Exploration Permits:** Boring permits are not anticipated to be required for this project. It is assumed that if permits are required that the client will provide those.

**Task 2 – Field Exploration:** Drill, sample, and log up to 5 hollow-stem auger borings using a truck-mounted drill rig. Borings will be excavated to depths ranging from approximately 15 to 30 feet below ground surface. Actual depths will be determined based upon field conditions encountered during drilling. NV5 has reviewed and will utilize existing subsurface data proximal to the proposed structures available from the previous geotechnical studies at Medea Creek Middle School and Brookside Elementary by Krazan and Associates for the existing shade structures; thus (1) new boring is proposed for Brookside Elementary, (2) new borings are proposed at Medea Creek M.S., and (2) new borings are proposed at Red Oak Elementary (for the alternate siting) to supplement the existing subsurface data at each site in order to satisfy the minimum number of exploratory excavations required by CGS for geotechnical study.

The field exploration at Red Oak Elementary will consist of exploratory test pits excavated with a backhoe due to the relatively limited access and the anticipated bedrock exposures. However, one (1) new boring is proposed at Red Oak Elementary to characterize the proposed alternative locations in the existing asphalt play areas. The ground surface at the proposed boring locations is covered by grass at Medea Creek Middle School and Brookside Elementary. However, the ground surface at the proposed boring locations is covered by asphalt at Red

Oak Elementary. NV5 will make an approximately 10-inch diameter core through the asphalt, and will replace the pavement section in the excavation with asphalt concrete cold patch (to replace asphalt) following the completion of the drilling and backfilling of the exploratory excavations. Surface texture and color will not match the existing surface.

Relatively undisturbed soil samples and bulk samples will be obtained from the borings at selected depths. An NV5 geologist or engineer will observe the exploratory borings and log the underlying materials based on visual observation of drill cuttings and soil samples. Borings will be backfilled with drill cuttings and bentonite chips. Soil cutting from the borings will be spread in planter areas adjoining the site.

**Fieldwork Hours:** Field exploration is planned for Saturday due to the District's request to perform the work during a non-student day. Additional fees will apply.

**Hazardous Materials:** In the event that suspected hazardous materials are encountered during drilling, as indicated by odor or visually, impacted exploratory excavations will be terminated and arrangements will be made to backfill such excavations with cement grout. NV5 will notify you as soon as possible of such an occurrence, and we will both mutually decide whether to continue, modify, or cease the remainder of the investigation program. All added costs incurred as a result of suspected hazardous substances would be charged on a time and expense basis over and above the fee quotation for the site investigation in accordance with our current fee schedule.

**Task 3 – Laboratory Testing:** Selected soil samples will be tested to evaluate the engineering characteristics and classify the on-site soil materials. Laboratory tests will be determined based upon the results of the field exploration. Tests will include:

- In-situ moisture and dry density
- Grain-size distribution
- Liquid and Plastic Limits
- Maximum Dry Density and Optimum Moisture
- Shear strength (direct shear)
- Consolidation Potential
- Expansion Index
- Corrosion Potential

**Task 4 – Engineering Analysis:** Engineering analyses will be based on the available research, findings from the field exploration, and laboratory test data. Engineering Analysis will include evaluation of:

- Soil profile and classification
- Suitability of foundation material
- Suitability of backfill material
- Seismic Shaking Potential
- Pavement Section Recommendations
- Slope Stability
- Liquefaction potential
- Settlement potential
- Site Grading
- Expansion Potential
- Retaining Wall Design
- Site Boundary Conditions and Constraints

**Task 5 – Report:** Prepare a geotechnical report presenting a summary of our findings, laboratory analyses, and preliminary geotechnical recommendations for design and construction. The geotechnical report will include:

- Site & Project Description
- Site Location Map, Seismic Hazard Map, Regional Geologic Map, Geotechnical Site Plan
- Logs of Exploratory Borings, and field investigation procedures
- Laboratory test results and summary of laboratory testing procedures
- Summary of earth materials encountered during exploration
- Discussion of groundwater conditions



- Discussion of seismic hazards including liquefaction, earthquake-induced landslide hazard, fault rupture hazard, strong ground shaking evaluation and peak horizontal ground acceleration based on USGS calculator
- Static and seismic settlement analysis
- Expansive soil potential
- Foundation recommendations
- Recommended allowable active & passive pressures & friction coefficient
- Recommendations for grading and earthwork
- Recommendations for utility trench excavation, excavation stability and backfill requirements
- Site Drainage Considerations
- Soil Corrosion Potential
- Discussion of general project conditions and constraints
- Recommendations for pavement section thicknesses
- Recommendations for construction observation and testing

**Excluded Services:** Services not included within the scope of this proposal and agreement include the following tasks. These services are generally available for an additional fee at the client's request on a time and material basis.

- Project meetings away from our office.
- Post-report consultation or response to regulatory review comments.
- Evaluation or testing for hazardous materials or contamination in soil or groundwater.
- Evaluation or testing for site-specific radon gas.

## **SCHEDULE**

NV5 understands that time is of the essence in completing this project. Our anticipated project schedule is summarized below, subject to availability of access to site and drillers, and weather delays. However, NV5 understands that, as noted in the RFP, the District requests that the field exploration commence within 7 calendar days of the notice to proceed; that a preliminary report for each site be issued within 3 weeks of all site testing, and a final report for each site within 2 weeks following the preliminary reporting.

**Notes Regarding Scheduling:** Field exploration will utilize a truck-mounted drill rig. If possible, fieldwork should be scheduled during non-student workdays. NV5 understands that no non-student days are upcoming, and considering the District's schedule as noted on the RFP, NV5 can arrange fieldwork for an upcoming Saturday. Alternatively, work can be scheduled in mid June.

## **COST ESTIMATE**

Based on our current understanding of the proposed project site conditions, NV5 proposes to provide the proposed scope of services for all three sites (Red Oak Elementary, Medea Creek Middle School, and Brookside Elementary) for the lump sum fee of Nineteen Thousand Eight Hundred Fifty dollars (\$19,850). The cost breakdown structure detailed below for information



only. Our fee assumes Prevailing Wage rates apply.

<b>Task</b>	<b>Estimated Schedule (Working Days)</b>	<b>Estimated Cost</b>
Task 1: Data Review & Site Recon	5	\$ 850
Task 2: Field Exploration	1	\$ 7,800
Task 3: Laboratory Testing	9	\$ 4,850
Task 4: Engineering Analysis	5	\$ 2,900
Task 5: Report	5	\$ 3,450
<b>TOTAL LUMP SUM FEE</b>	<b>25</b>	<b>\$ 19,850</b>

For information purposes, the estimated cost breakdown for each site is as follows:

<b>Site</b>	<b>Estimated Cost</b>
Red Oak Elementary	\$ 7,350
Medea Creek Middle School	\$ 6,250
Brookside Elementary	\$ 6,250
<b>TOTAL LUMP SUM FEE</b>	<b>\$ 19,850</b>

**INSURANCE REQUIREMENTS**

NV5 acknowledges the insurance requirements noted in the Addendum:

- Workers Compensation
- Commercial General Liability Insurance
  - \$1,000,000 each occurrence
  - \$2,000,000 aggregate
- Automobile Liability
  - Personal Vehicles - \$500,000 combined single limit or \$10,000 per person / \$300,000 per accident
  - Commercial Vehicles - \$1,000,000 combined single limit

NV5 and all subcontractor’s Commercial Automobile Liability Insurance shall name the District, its employees, and school board members as additional insured.



## ASSUMPTIONS AND LIMITATIONS

This proposal has been prepared for the exclusive use of the addressee (client) for the services described herein and is valid for 120 days. NV5 will endeavor to conduct these services in a manner consistent with that level of skill and care ordinarily exercised by members of the profession practicing in the same locality and under similar conditions as this project. NV5 makes no other representation or warranty, either expressed or implied.

The proposed scope and corresponding fees represent NV5's view of the optimal and most cost-effective scope of work based upon the anticipated conditions and available information regarding the site. Unforeseen circumstances, such as the discovery of subsurface conditions that complicate the study, may occur and require additional services at an additional cost. Our proposal includes the following assumptions and limitations. Please read this section carefully. If you have any questions regarding these items, please contact our office.

- NV5's fee estimate is based upon the scope of work and schedule described above. Additional services, or schedule adjustments that may be requested or required due to changes in the proposed project or other conditions, are excluded.
- Time for project meetings away from our office, except as specifically listed herein, is not included in this proposal. If meetings are requested, NV5 will attend on a time-and-materials basis.
- Additional costs resulting from delays in fieldwork due to weather or other factors beyond NV5's control are not included.
- The proposed scope of work is limited to the characterization of the subsurface soils of the proposed site and does not include a detailed study of groundwater conditions, or geologic hazards not listed above. No evaluation for the presence of hazardous materials, radon or methane gas, naturally-occurring asbestos, or mold is included in the scope of work for this project. These items can be provided as a separate scope of work if requested.
- NV5 will not be responsible for the excavation, sampling, handling, identification or disposal of any hazardous materials that may be discovered at the site. In the event such materials are encountered, a separate proposal for environmental services will be prepared if requested.

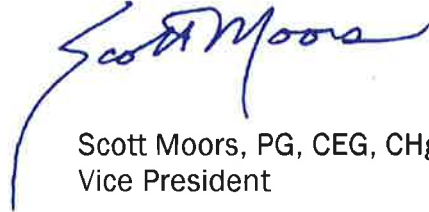
NV5 appreciates the opportunity to present this proposal and we are excited at the prospect of working with you on this project. Should you have any questions or require

further assistance, please contact us at (805) 656-6074.

*Respectfully Submitted,*  
NV5 WEST, Inc.



Shaun Simon, PG, CEG, RCE 82610  
Engineering Manager



Scott Moors, PG, CEG, CHg  
Vice President

Attachments: NV5 2018 Fee Schedule



## 2018 GEOTECHNICAL / MATERIAL TESTING FEE SCHEDULE

### GENERAL CONDITIONS

**Testing Samples** - An hourly preparation charge will be added to all samples submitted that are not ready for testing.

**Turn-Around-Time** - Standard TAT indicated in superscript.

**RUSH:** 50% surcharge. Sample prioritized over other samples in que.

**PRIORITY:** 100% surcharge: Completed as fast as possible per method.

See notes regarding TAT at bottom of page 3.

**Project Setup** - A \$165 fee applies for setup and administration of On-Call agreements and contracts less than \$3,000.

**Scheduling** - A minimum of 24-hour notice is required to schedule personnel (48-hour for DSA projects). For same-day scheduling, a 50% premium applies. Same-day cancellations will incur a 2-hour charge for technicians or a 4-hour charge for inspectors.

**Minimum Charges - Special Inspections:** A minimum charge of 4 hours applies to inspection call-out between 0 and 4 hours. Eight (8) hours will be charged for work performed over 4 hours up to 8 hours.

**Technicians:** Minimum charge of 2 hours applies to technician call-out between 0 and 2 hours. Additional time charged in 2-hour increments.

**Travel** - Hourly travel is charged portal-to-portal for technicians. Travel charges are normally waived for special inspectors within 25 miles of our laboratory. Mileage/Trip Charges charged at rates listed below.

**Per Diem** - Per diem will be charged at 1.15 times the Federal (GSA) rate for all out-of-town assignments unless otherwise arranged.

**Equipment** - NV5 maintains a comprehensive inventory of calibrated field testing equipment. Daily equipment charges apply.

**Overtime Rates** - Rates are based on an 8-hour workday between the hours of 7:00 a.m. and 4:00 p.m., Monday through Friday. Work outside of these hours or in excess of 8 hours in one day or over 40

hours in one week will be charged at 1.5 times the listed rates. Work over 12 hours in one day or work on holidays will be charged at 2.0 times quoted rates.

**Holidays** - New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and the following Friday, and Christmas Day. For holidays falling on Saturday or Sunday, the closest project or following regular workday will be observed.

**Project Management & Report Distribution** - All assignments are under the supervision of a Registered Professional Engineer. Engineering time of 0.1 hour per inspection day or 1/2-hour/week (min) will be included for scheduling, report review, and data evaluation. Up to 2 hard copies of reports are provided at no additional charge. Additional hard copies will be billed at \$2 per report.

**Outside Services / Drillers-CPT / Subcontractors** - Cost plus 15%.

**Prevailing Wage** - Client shall notify NV5, in writing, of any requirement for payment of California Prevailing Wage or other predetermined wage condition. Client agrees to indemnify NV5 against all costs related Client's failure to notify NV5 of predetermined wage requirements.

**Sample Disposition** - Unless previously arranged, all samples will be disposed of upon completion of testing. Any samples suspected of contamination will be returned to Client. If requested, retained samples may be archived for a specified period for an agreed monthly fee.

**Certified Payroll** - A \$45 per week, per project processing fee for Certified Payroll will be assessed on Prevailing Wage Projects.

**Escalation** - Listed rates are subject to annual escalation consistent with the Consumer Price Index (www.bls.gov). Prevailing Wage labor rates will be adjusted in accordance with DIR mandated increases plus 50%. (<http://www.dir.ca.gov/dlsr/DPreWageDetermination.htm>)

### I. PROFESSIONAL, TECHNICAL, & SUPPORT STAFF

(Hourly rates unless otherwise indicated. Charges are portal-to-portal from/to NV5's lab)

#### A. Professional Staff

	Standard
Principal Engineer/Geologist/Consultant	\$185
Senior Engineer/Geologist/Consultant (PE, CEG)	\$160
Project Engineer/Geologist/Consultant	\$135
Project Manager	\$120
Staff Engineer/Geologist/Consultant	\$110

#### B. Field Sampling, Inspection & Testing

	Prevailing Wage	Standard
Special (Deputy) Inspector (Concrete, P/T Concrete, Masonry, Structural Steel, Fireproofing, Pile Driving)	\$104	\$88
Public Works Inspector	\$112	\$100
Roofing/Waterproofing Inspector	\$104	\$94
Concrete/Asphalt Batch Plant Inspection	\$104	\$90
Technician* (Soil/Asphalt/Special Testing)	\$104	\$90
Nondestructive Exam/Testing (UT/Mag Part./Dye Pen.)	\$108	\$92

#### C. DSA / OSPHD Inspection & Testing

	Prevailing Wage / Standard
Project Inspector / IOR, DSA Class I	\$110
Project Inspector / IOR, DSA Class II/III	\$100
DSA Masonry / Shotcrete Inspection	\$104
DSA 5 SI (Inspector Qualifications)	\$92
Special Inspection Verified Report (SIVR/VR)	\$75 ea.
Laboratory / Geotech. Verified Rpt (DSA 291/293 - Test Only)	\$225 (min.) ea.
Combined Lab Verified Report (DSA 291 - Tests & Inspections)	\$395 (min.) ea.
	\$545 (min.) ea.

#### D. Sample Pickup Delivery, & Mileage

	Standard
Sample Pickup/Delivery (>25mi. radius of Lab) - plus applicable unit price	\$62/hr
Saturday Pickup (hourly, 4 hr minimum, plus mileage)	\$93/hr
Mileage - Field Vehicle (\$30/day minimum charge)	\$0.65/mi
Mileage - Coring Truck	\$0.75/mi
Vehicle - Field Truck	\$55/day
Trip Charge (within 25 radius of Lab; if >25 mi. hourly + mileage)	\$35/trip

#### E. Support Staff & Special Services

	Prevailing Wage	Standard
Laboratory Technician		\$100/hr
File Search, Reissue of Report	\$45/hr (min.)	
Certified Payroll Admin. (0.5 hr min./wk)	\$70/hr	
Court Appearance and Depositions (4 hr min)	\$295/hr	
Drafting/CADD	\$70/hr	
Clerical	\$60/hr	

### II. MATERIALS AND EQUIPMENT

#### A. Equipment

	Rate
1. Air Meter (Concrete)	\$45/dy
2. Calibrated Ram (Pull test)	\$95/dy
3. Ceiling Wire Dead-Weight Equip.	\$160/dy
4. Coating Thickness Gauge	\$45/dy
5. Concrete Relative Humidity Meter	\$265/dy
6. Concrete Slab Moisture Emission Kit / RH Probe	\$55/ea
7. Floor Flatness (plus labor - 4hr min)	\$575/dy
8. Durometer Gauge (Shore A/D)	\$45/dy
9. Hardness Gauge (Brinell, Rockwell)	\$85/dy
10. Generator	\$70/dy
11. Ground Penetrating Radar (GPR) - (plus labor - 4 hr min)	\$400/dy
12. Magnetic Particle Equipment & Consumables	\$65/dy
13. Nuclear Gauge	\$35/dy
14. Pachometer (Rebar) Survey Equipment	\$95/dy
15. Schmidt Hammer	\$65/dy
16. Skidmore Wilhelm, per day	\$195/dy
17. Torque Wrench (Large, >100 ft-lb), per day	\$85/dy
18. Torque Wrench (Small), per day	\$20/dy
19. Ultrasonic Equipment & Consumables	\$75/dy

#### B. Diamond Coring (min. charge = field time w/travel + 1 hr. mob./demob.)

1. Machine, truck & 1 operator (accessible flatwork only)	\$195/hr	\$160/hr.
2. Machine, truck, operator and helper	\$290/hr	245/hr.
3. Coring Bit Charge		\$3/inch
4. Coring truck mileage (portal-to-portal)		\$0.75/mi

### III. LAB TESTS: AGGREGATE & SOIL

#### A Soils - Geotechnical

1. Atterberg Limits (LL and PL) – ASTM D4318, CTM 204 <sup>B</sup>	\$ 150
2. Consolidation (up to 9 Load/Rebound Pts) – ASTM D2435 <sup>E</sup>	\$ 340
3. Collapse – ASTM D4546 <sup>B</sup>	\$ 165
4. additional Load Increment (Consol./Collapse) – per pt.	\$ 40
5. Direct Shear, remolded sample – ASTM D3080 <sup>D</sup>	\$ 285
6. Direct Shear, undisturbed (ring) sample – ASTM D3080 <sup>D</sup>	\$ 265
7. Expansion Index – ASTM D4829 <sup>B</sup>	\$ 160
8. Permeability, Constant Head – remolded - ASTM D2434, CT 220 <sup>D</sup>	\$ 445
9. pH (soil) – ASTM D4972 <sup>C</sup>	\$ 35
10. Resistivity – ASTM G57 <sup>C</sup>	\$ 60
11. Resistivity (Minimum), includes pH – CTM 643 <sup>C</sup>	\$ 155
12. Soil Cement – Moist.-Dens. or Sample Prep set of 3 - ASTM D558	\$ 240
13. Soil Cement – Wet-Dry Durability – ASTM D559	\$ 1100
14. Soil Cement – Compressive Strength – ASTM D1633	\$ 60
15. Soil Classification – ASTM D2488 – Visual-Manual <sup>A</sup>	\$ 45
16. Soluble Chloride (soils) <sup>C</sup>	\$ 80
17. Soluble Sulfate (soils) <sup>C</sup>	\$ 80
18. Unconfined compression on prepared specimens	\$ 120

#### B Particle Size Analysis

1. Sand equivalent (ASTM 2419, CTM 217) <sup>A</sup>	\$ 115
2. Sieve #200 wash only (ASTM D1140, CTM 202) <sup>A</sup>	\$ 85
3. Sieve (coarse or fine only, no wash – ASTM C136, CTM 202) <sup>A</sup>	\$ 95
4. Sieve (coarse & fine w/ wash – ASTM C136, CTM 202) <sup>A</sup>	\$ 135
5. Hydrometer w/ Fine Sieve(ASTM D422, CTM 203) <sup>B</sup>	\$ 185
6. Hydrometer w/ Fine & Coarse Sieve(ASTM D422, CTM 203) <sup>B</sup>	\$ 210

#### C Moisture Density Relationship

1. Max. Density-Opt. Moisture (4 in. mold) – ASTM D1557, D698 <sup>A</sup>	\$ 185
2. Max. Density-Opt. Moisture (6 in. mold) – ASTM D1557, D698 <sup>A</sup>	\$ 210
3. Max. Density-Opt. Moist. w/ Rock Corr. – ASTM D1557, D4718 <sup>A</sup>	\$ 295
4. Maximum Density Checkpoint (4 in. mold) <sup>A</sup>	\$ 75
5. Moisture & Dry Density (ring samples) <sup>A</sup>	\$ 22
6. Moisture determination (aggregate samples) <sup>A</sup>	\$ 35
7. Caltrans Relative Compaction (Wet Density) – CTM 216 <sup>A</sup>	\$ 225

#### D Aggregate, Soil & Rock

1. Abrasion Resistance by LA Rattler – ASTM C131, CTM 211 <sup>B</sup>	\$ 185
2. Absorption, sand or gravel – ASTM C127, C128 <sup>B</sup>	\$ 60
3. California bearing ratio (CBR) with expansion – ASTM D1883 <sup>C</sup>	\$ 410
4. Cement Treated Base (CTB), compact, cure & test <sup>E</sup>	\$ 260
5. Cement Treated Base – compression (make, cure, test – 3 spec)	\$ 565
6. Cement Treated Base – stability	\$ 525
7. Clay lumps and friable particles, per primary size–ASTM C142 <sup>C</sup>	\$ 115
8. Cleanness Test – CTM 227 <sup>A</sup>	\$ 130
9. Crushed particles, per primary size <sup>C</sup>	\$ 165
10. Durability Index (\$120 per size fraction) – CTM 229 <sup>A</sup>	\$ 215
11. Flat & Elongated Particles (per bin size) – ASTM D4791 <sup>C</sup>	\$ 190
12. Lightweight pieces, per size fraction – ASTM C123 <sup>C</sup>	\$ 400
13. Lime content of treated materials (by titration)	
a. Lime content curve determination, for each material	\$ 495
b. Lime content, including untreated control sample	\$ 245
14. Mortar making properties of Sand ASTM C87 <sup>D</sup>	\$ 380
15. Relative Mortar Strength - CTM 515 <sup>D</sup>	\$ 410
16. Organic Impurities – ASTM C40, CTM 213 <sup>B</sup>	\$ 80
17. Petrographic Analysis of Gravel – ASTM C295 (single grading) <sup>E</sup>	\$ 450
18. Petrographic Analysis of WC Sand – ASTM C295 (pre-graded) <sup>E</sup>	\$ 850
19. Potential Reactivity Test ASTM C289 Chemical Method <sup>D</sup>	\$ 495
20. Potential Reactivity ASTM C227 Mortar Bar Method (3 month) <sup>E</sup>	\$ 785
Each additional month	\$ 118
21. Potential Reactivity Test ASTM C1260 Rapid Method <sup>E</sup>	\$ 625
22. Potential Reactivity ASTM C1293 Mortar Bar w/ Pozz. (12 month) <sup>E</sup>	\$ 1600
Extend to 24-months add (C1293 requires Sp.Grav. & Unit Weight)	\$ 800
23. Potential Reactivity Test ASTM C1567 Rapid-Cement Combo <sup>E</sup>	\$ 760
24. 'R' Value - ASTM D2888, CT 301 (Treated material by quote) <sup>B</sup>	\$ 315
25. Rip Rap, Slope Protection, Quarry Stone Acceptance	Per Quote
26. Specific gravity w/ absorption - coarse (ASTM C127, CTM 206) <sup>B</sup>	\$ 110
27. Specific gravity w/ absorption - fine (ASTM C128, CTM 207) <sup>B</sup>	\$ 130
28. Sulfate Soundness, 5 cycle test per primary size – ASTM C88 <sup>D</sup>	\$ 365
29. Uncompacted Void Content of Fine Aggregate – AASHTO T304 <sup>B</sup>	\$ 175

30. Unit weight – ASTM C29	\$ 72
----------------------------	-------

#### E Dimensional Stone Tests

1. Compressive Strength – ASTM C170 <sup>D</sup>	\$ 95
2. Water Absorption & Density – ASTM C97 (3 required) <sup>D</sup>	\$ 65
3. Modulus of Rupture – ASTM C99 <sup>D</sup>	\$ 115
4. Flexural Strength – ASTM C880 <sup>D</sup>	\$ 130

(Comp., MOR & Flex Str. require 5 samples ea. in wet & dry conditions // & L to rft.)  
(All prices are for prepared samples. Cutting and machining charges are extra.)

### IV. LAB TESTS: CEMENT, CONCRETE, & MASONRY

#### A Cement

1. Grab sample (CCR Title 24) includes 1 year storage	\$ 55
---	-------

#### B Concrete

1. Concrete compression: 6x12 cylinders – ASTM C39 <sup>A</sup>	\$ 26
2. Concrete compression: 4x8 cylinders – ASTM C39 <sup>A</sup>	\$ 22
3. Concrete cylinder pickup: 6x12 (>25mi. radius of Lab add hourly pickup rate)	\$ 12.50
4. Concrete cylinder pickup: 4x8 (>25mi. radius of Lab add hourly pickup rate)	\$ 9.50
5. Concrete cylinder mold (w/ lid - spare)	\$ 6
6. Concrete core compression test – ASTM C42 <sup>C</sup>	\$ 45
7. Concrete Trial Batch (includes 6 compression tests)	\$765
8. Concrete Mix Design Review (excludes testing & revisions)	\$230
9. Concrete mix proportion revision	\$150
10. Density of concrete cylinder (unit weight) <sup>C</sup>	\$64
11. Drying shrinkage – ASTM C157 (set of 3, 5 ages) <sup>E</sup>	\$495
12. End preparation of cores, diamond sawing, per cut	\$15
13. Flexural beam pick-up (>25mi. radius of Lab add hourly pickup rate)	\$38 ea
14. Flexural strength, 6"x6" beam – ASTM C78 & C293 <sup>A</sup>	\$80
15. Shotcrete/Gunite core compression test (not including coring)	\$35
16. Coring of Shotcrete/Gunite panel in laboratory, each core	\$50
17. Shotcrete/Gunite panel pick-up (>25mi. radius of Lab add hourly pickup rate)	\$38
18. Lab trial batch, not including specimen tests - ASTM C192	Per Quote
19. Lightweight, insulating concrete compress, 4 req. – ASTM C495	\$50
20. Lightweight insulating concrete – unit weight (oven dry)	\$95
21. Modulus of elasticity, 4"x8" cylinder – ASTM C469 <sup>D</sup>	\$215
22. Petrographic analysis of hardened concrete – ASTM C856 (per core) <sup>E</sup>	\$950
23. Poisson's Ratio on 6"x12" cylinders – ASTM C469 <sup>D</sup>	Per Quote
24. Splitting tensile – ASTM C496 <sup>D</sup>	\$175
25. Non-Shrink (Dry-Pack) Grout – 2"x2"x2", set of 3	\$96

#### C Masonry

1. Absorption - brick, 5 required – ASTM C67 <sup>D</sup>	\$ 75
2. Absorption - masonry unit, 3 required – ASTM C140 <sup>D</sup>	\$ 54
3. Compressive strength, brick, 5 required – ASTM C67 <sup>D</sup>	\$ 45
4. Compression - masonry core <sup>C</sup>	\$ 45
5. Compression - masonry prisms 8"x8" – ASTM C1314 (other sizes by quote – may require cutting charge)	\$ 150
6. Compression - masonry unit, 3 required – ASTM C140 <sup>D</sup> (requires absorption/unit weight tests for Net Area)	\$ 80
7. Dimensions – masonry unit, 3 required <sup>D</sup>	\$ 42
8. Compression test, grout specimens	\$ 30
9. Compression test, mortar specimens	\$ 30
10. Diamond sawing of masonry specimens, if required (minimum)	\$ 30
11. Efflorescence, first unit @ \$125, each additional @	\$ 54
12. Linear shrinkage, masonry unit, 3 required – ASTM C426 <sup>E</sup>	\$ 98
13. Masonry Prism Pickup (ea.)	\$ 45
14. Masonry Unit Acceptance Test – ASTM C140 <sup>D</sup> (includes absorption, compression, dimensions, unit weight)	\$ 585
15. Mortar Aggregate Ratio – ASTM C780 (A4) <sup>B</sup>	\$ 245
16. Modulus of rupture, brick, 5 required – ASTM C67 <sup>D</sup>	\$ 42
17. Moisture content - masonry unit (as received), 3 req'd – ASTM C140 <sup>D</sup>	\$ 42
18. Shear test on masonry core – CBC 2105A.4 <sup>B</sup>	\$ 105
19. Tensile test on masonry block	\$ 190
20. Unit weight, masonry unit, 3 required – ASTM C140 <sup>D</sup>	\$ 45
21. Visual Examination & Photo-document Core – CBC 2105A.4 <sup>B</sup>	\$ 45

#### Standard Turn-Around-Times (where applicable TAT indicated in superscript):

A – 3 working days	B – 5 working days	C – 7 working days
D – 10 working days	E – >10 working days	

TAT indicates testing time under typical conditions and is subject to change.

### V. LAB TESTS: REINFORCING & STRUCTURAL STEEL

#### A. General Testing

1. Processing mill certification (each size & heat)	\$20 ea.
2. Rockwell or Brinell Hardness, average of three readings	\$35 ea.
3. Zinc coating, each item (includes Haz Mat Fee) <sup>C</sup>	\$215

#### B. Reinforcing Steel

1. Deformation, reinforcing steel <sup>C</sup>	\$60
2. Pre-stress, strand or wire, tensile & elongation <sup>D</sup>	Per Quote
3. Proof test on post-tension assembly	Per Quote
4. Bend Test (rebar) <sup>C</sup>	\$50
5. Tensile test (rebar), up to & including #8 <sup>C</sup>	\$55
6. Tensile test (rebar) #9, #10, #11 <sup>D</sup>	\$95
7. Tensile test (rebar) #14, #18 <sup>D</sup>	\$215
8. Rebar Mechanical Coupler (Tension) Test (up to #11 bar) <sup>D</sup>	\$215

#### C. Structural Steel

1. Cutting & machining charges	cost + 15%
2. Bend test, structural, all sizes	\$75
3. Tensile test, structural, <3/4" cross-section (cutting & machining extra)*	\$75
4. Tensile test, structural, >3/4" cross-section (cutting & machining extra)*	\$125
5. Flattening test of pipe	\$65

\*Tensile and yield by percent offset, add \$85

#### D. High Strength Bolts

1. DSA-Certified High Strength Bolt Set ea. (Bolt, Nut, & Washer) <sup>D</sup>	\$ 335
2. Bolts – proof load (non-DSA) <sup>D</sup>	\$ 45
Bolts – ultimate load <sup>D</sup>	\$ 65
Bolts – hardness <sup>D</sup>	\$ 35
3. Nuts – proof load <sup>D</sup>	\$ 45
Nuts – hardness <sup>D</sup>	\$ 35
4. Washers – hardness <sup>D</sup>	\$ 35

#### E. Welding Procedure and Welder Qualification Tests

	<i>Coupon thickness (mild steel only)</i>	<i>to 3/8"</i>	<i>over 3/8"</i>
1. Fracture bend (fillet)			\$45
2. Macroetch	\$55 ea.		
3. Free bend			\$65
4. Nick break	\$45 ea.		\$35
5. Side, face or root bend	\$28 ea.		\$35
6. Tensile	\$40 ea.		\$50
7. Welder Qualification Records			\$115

*Includes evaluation of test specimens and preparation of Stamped Welder/Procedure Qualification Records per applicable code.*

*\*Welder qualification examinations are given in our laboratory or at fabricator's shop with 4-hour minimum witnessing charge.*

*\*\*Fees listed are for tests only. Sample preparation, coupon machining, etc., will be charged at applicable hourly lab rates and cost plus 15% for Outside Direct Costs.*

### VI. MISCELLANEOUS CONSTRUCTION MATERIALS TESTS

1. Calibration Certificates	Per Quote
2. Density of Sprayed Fireproofing	\$85
3. Roof Tile Strength	\$95
4. Roof Tile Absorption	\$75
5. Roof Cut Tests (total weight only)	\$85
6. Jobsite Trailer or Mobile Laboratory	Per Quote
7. Universal Testing Machine (Hourly)	\$210
8. Ground Rod Test (plus travel)	\$175

### VII. ASPHALT & ASPHALTIC CONCRETE

#### A. Emulsions And Slurry Seals

1. Consistency test – ASTM D3910 <sup>A</sup>	\$95
2. pH determination <sup>B</sup>	\$75
3. Oven cook off (% residue) <sup>A</sup>	\$100
4. Solids content by evaporation and ignition extraction (slurry) <sup>A</sup>	\$225
5. Wet Track Abrasion – ASTM D3910 (prep. not included) <sup>A</sup>	\$270

#### B. Asphaltic Concrete, Aggregate And Mixes

1. Bulk Specific Gravity (HVEEM – 3 pt. LTMD) CT308 / T166 <sup>A</sup>	\$220
2. Coring of asphaltic concrete – See Section E Diamond Coring	
3. Extraction, % bitumen and sieve analysis	
Ignition Oven Method – CTM 382, 202 <sup>A</sup>	\$235
Solvent Extraction Method – ASTM D2172 <sup>B</sup>	\$395
4. Extraction, % bitumen only	
Ignition Oven Method – CTM 382 <sup>A</sup>	\$155
Solvent Extraction Method – ASTM 2172 <sup>B</sup>	\$305
5. Film stripping – CTM 302 <sup>C</sup>	\$165
6. Gyrotory Compaction, 6" specimen, Lab Mix* – AASHTO T312 <sup>B</sup>	\$350
7. Gyrotory Compaction, 6" specimen, Plant Mix* – AASHTO T312 <sup>B</sup>	\$300
<i>* Add \$110 for Asphalt Rubber</i>	
8. Hamburg Wheel Track – AASHTO T324 <sup>B</sup>	\$1,450
9. Ignition Oven Correction Factor – CTM 382 <sup>B</sup>	\$650
10. Marshall - Stability and flow (core) – ASTM D1559 <sup>A</sup>	\$125
11. Marshall - Stability and flow (bulk) – ASTM D1559 <sup>B</sup>	\$325
12. Marshall - Specific Gravity <sup>A</sup>	\$225
13. Mix proportion - Marshall Method <sup>D</sup>	\$2,900
with R.A.P. <sup>E</sup>	\$3,700
14. Mix proportion - HVEEM Method <sup>D</sup>	\$2,700
with R.A.P. <sup>E</sup>	\$3,500
15. Theoretical Maximum Specific Gravity (RICE) – D-2041, CT 309 <sup>A</sup>	\$200
16. Moisture content – ASTM D-1461 <sup>A</sup>	\$115
17. Moisture Susceptibility – AASHTO T283 <sup>D</sup>	\$2,550
18. Recovery of Extracted Asphalt (extraction only) - ASTM D5404 <sup>D</sup>	\$250
19. Recovery of rubber from ARHM extraction <sup>D</sup>	\$315
20. Specific gravity of core – ASTM D2726 <sup>A</sup>	\$60
21. HVEEM Stabilometer test on premixed sample – CTM 366 <sup>A</sup>	\$185
Stabilometer test and mixing of sample <sup>B</sup>	\$400
22. Surface Abrasion – CTM 360 <sup>C</sup>	\$525
23. Resistance to Moisture Induced Damage (untreated) – T-283, CT 371 <sup>D</sup>	\$2,650
24. Resistance to Moisture Induced Damage (lime) – T-283, CT 371 <sup>D</sup>	\$1,850

NOTE: Where prices are listed for mix proportions, the necessary specific gravity tests and sieve analyses are included; however, aggregate and asphalt qualification tests are not.

**Standard Turn-Around-Times:** (where applicable TAT indicated in superscript following method):

A – 3 working days; B – 5 working days; C – 7 working days;  
D – 10 working days; E – >10 working days

Standard TAT indicates anticipated testing time under typical conditions and is subject to change. RUSH TAT prioritizes testing over other samples. PRIORITY TAT dedicates technician to complete test as quickly as possible per the method specifications – hourly charges will apply for weekend or holiday work.

**ADDITIONAL TESTS:** NV5 performs a broad spectrum of field and laboratory testing. This Fee Schedule lists only the most common tests performed. For information regarding additional testing services, please contact our laboratory.



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: APRIL 17, 2018**  
**SUBJECT: B.2.f. APPROVE AMENDMENT TO ARCHITECTURAL SERVICES  
AGREEMENT FOR PROJECT 17-35S, KITCHEN IMPROVEMENTS  
AT MEDEA CREEK MIDDLE SCHOOL**

ACTION

---

**ISSUE:** Shall the Board of Education approve an amendment to the architectural services agreements with HED Architects for Project 17-35S, Kitchen Improvements at Medea Creek Middle School?

**BACKGROUND:** At its meeting on January 16, 2018, the Board of Education approved an architectural services agreement for Project 17-35S, Kitchen Improvements at Medea Creek Middle School with HED Architects, in the amount of \$125,200. HED has prepared plans that have been approved by the Ventura County Health Department, and submitted to the Division of the State Architect (DSA) for review and approval. After its initial review, DSA has returned the plans with comments requiring correction. Most notable of these comments is DSA's decision to expand its review beyond the kitchen project to include the entire multipurpose room/gymnasium building and adjacent parking lot to require that the 25-year old gymnasium student restrooms, kitchen restrooms, and parking lot be upgraded to meet current Americans with Disabilities Act (ADA) requirements. This unanticipated and unforeseen DSA directive increases the scope of the project beyond the kitchen improvements which will increase the original scope of construction and require additional architectural and civil engineering design services. HED Architects has submitted the following proposal for these services, in the amount of \$31,250, which includes the necessary civil engineering consultant. After review and concurrence of the Measure S Committee and its Facility Subcommittee, it is respectfully requested that the Board approve the amendment to the architectural services agreements with HED Architects for Project 17-35S, Kitchen Improvements at Medea Creek Middle School as proposed.

**ALTERNATIVES:**

1. Approve the amendment to the architectural services agreements with HED Architects for Project 17-35S, Kitchen Improvements at Medea Creek Middle School, in the total amount of \$31,250.
2. Do not approve the amendment.

**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	_____	_____	_____	_____

April 4, 2018

Martin Klauss & Dr. Anthony Knight  
Assistant Superintendent  
Business and Administrative Services  
Oak Park Unified School District  
5801 Conifer Street  
Oak Park, CA 91377

Subject: Notice and proposal Modification for Additional Services for Medea Creek Middle School Kitchen Renovation  
HED Project Number: 2017-03496-000

Dear Martin and Tony:

Thank you for the opportunity to submit this proposal-modification for Additional Services for the Medea Creek Middle School Kitchen Renovation. Conditions beyond the foreseen scope have arisen that will require additional effort, not contemplated when the original hourly proposal, dated December 18, 2017, was approved. It was determined from conversations with Keith Henderson, Construction Manager, that further effort will be necessary to implement ADA upgrades to the existing kitchen restroom, student restrooms and parking lot.

## **Scope of Services**

### ***Scope Investigation***

#### *ADA Upgrades*

- 1) Review DSA Access comments for zones that extend beyond the original limit of the scope of work for the project.
- 2) Confirm existing conditions, site visit
- 3) Review preferred solution(s) with OPUSD and Balfour Beatty
- 4) Confirm preferred solution(s) meet code and are feasible to build
- 5) Document preferred solution(s) using sketch mark-ups on a PDF floor plan

### ***Scope Implementation***

#### *Part A – ADA Upgrades Architectural*

- 1) Revise drawings and specifications for DSA submittal
- 2) Coordinate with Civil Engineer for Parking Lot ADA upgrade

#### *Part A – ADA Upgrades Civil*

- 1) Preparation of Site Demolition Plan



Martin Klauss  
Assistant Superintendent  
Business and Administrative Services  
April 4, 2018  
Page 2

- 2) ~~Preparation of Site Demolition Plan~~
- 3) Prepare Precise Grading and Drainage plan, general notes and construction details
- 4) Prepare site and parking dimensions control plan
- 5) Provide site visit and field observations pertaining to campus ADA path of travel
- 6) Provide project meetings and coordination with Client and Owner
- 7) Provide coordination with DSA
- 8) Provide Construction Support (civil engineering)
- 9) Project close-out and record drawings (civil engineering)

### Schedule

The schedule of work for additional services will be the period of Fifteen (15) Days plus Construction Administration for this scope.

### Additional Service Fee Proposal

#### *Basic Services Fee*

HED's fee for providing the above outlined services will be on a lump sum basis of **Thirty thousand, three hundred and fifty dollars and zero cents (\$30,350.00)** excluding reimbursable expenses as outlined.

#### *Reimbursable Expenses*

The following out-of-pocket expenses will be reimbursed at the rate of One and Ten Hundredths (1.1) times the actual cost to HED:

- Agency fees
- Expenses related to traveling to client meetings or to project sites for parking and mileage
- Printing, reproduction and delivery-related expenses for documents requested by OPUSD for presentations

Reimbursable Expenses are not to exceed **Nine hundred dollars (\$900.00)**.

#### *Hourly Rates*

The following table shows the flat hourly rates for HED team members who may be assigned to the project.

Principal-in-Charge	\$278.00
Project Manager	\$237.00
Project Architect	\$206.00



Martin Klauss  
 Assistant Superintendent  
 Business and Administrative Services  
 April 4, 2018  
 Page 3

Senior Designer	\$184.00
Designer	\$88.00

*Note: Hourly rates are subject to change annually and are effective through December 31, 2018.*

**General Conditions**

General Conditions shall be per signed proposal agreement dated December 18, 2017.

If this proposal modification meets with your approval and you choose to proceed, this proposal modification letter will serve as the contract modification between HED and OPUSD. To consummate this agreement and to grant us authorization to begin our additional services, please have an authorized individual sign the Acceptance, retain one signed copy of the proposal for your records and forward the other signed copy to us. This proposal will be considered valid for sixty (60) days from date of issue. If you have any questions regarding this proposal-modification for services, or if you wish to discuss any aspect of the project, please contact me directly. We look forward to this opportunity to continue to serve OPUSD.

Very truly yours,

John R. Dale, FAIA  
 Principal-in-Charge

JRD:jrd

Accepted for OPUSD by:

---

Signature (s)

---

Printed Name and Title

---

Date

---





Martin Klauss  
Assistant Superintendent  
Business and Administrative Services  
April 4, 2018  
Page 4

---

Signature (s)

---

Printed Name and Title

---

Date

By signing this document, the signatory attests that they are authorized to execute this Agreement on behalf of the OPUSD.

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: APRIL 17, 2018**

**SUBJECT: B.2.g. APPROVE IMPLEMENTATION OF PROJECT 18-14S,  
CHROMEBOOK 1-TO-1 TAKE HOME PILOT**

ACTION

**ISSUE:** Shall the Board approve Measure S Technology Project 18-14S, Chromebook 1-to-1 Take Home Pilot, as recommended by the Measure S Committee and Technology Subcommittee, utilizing a parent purchase program?

**BACKGROUND:** The Board of Education authorized the proposed pilot project at its regular meeting on March 20, 2018. At this evening's meeting, the Board is respectfully requested to approve the Measure S Technology Project 18-14S, Chromebook 1-to-1 Take Home Pilot. Sixth Grade parents will be given the option to purchase, lease, or borrow a District standard Chromebook through a program that has been developed under guidance from F3 Law. Specific terms of the lease option(s) will be finalized by district staff to provide maximum incentives for parents to voluntarily participate in order to reduce the financial burden to the district in implementing this program. Aspects of this program may also be made available to parents of students in other grades besides 6<sup>th</sup> grade. Staff will share the proposal with the Board at this evening's meeting

- ALTERNATIVES:**
1. Approve the implementation of Measure S Technology Project 18-14S, Chromebook 1-to-1 Take Home Pilot.
  2. Do not approve the implementation of the pilot project.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Enock Kwok, Director Information Technology  
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: APRIL 17, 2018**  
**SUBJECT: B.2.h. APPROVE ACCEPTANCE OF DONATION**

ACTION

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

**BACKGROUND:** The following donations have been made to the District:

<b>Site/Program</b>	<b>Gift/Donor</b>	<b>Amount</b>
Oak Park High Rocket Team	Aerojet/Rocketdyne	\$1,000

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

Respectfully submitted,

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

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

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

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: APRIL 17, 2018**

**SUBJECT: B.3.a. APPROVE CONTRACT FOR NON-PUBLIC SCHOOL SERVICES FOR SPECIAL EDUCATION STUDENT #8-17-18**

ACTION

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

**BACKGROUND:** This 8th grade student has been placed at Casa Pacifica Non-Public School for 30 school days by the Individualized Education Program (IEP) team. Casa Pacifica Non-Public School is a CDE-certified non-public school and has a Master contract with Ventura County SELPA. The total cost for the 30-day placement at Casa Pacifica NPS, including transportation, is \$6,420.00.

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

**RECOMMENDATION:** Alternative #1

**RATIONALE:** The District is required by law to provide the services stated on a student's IEP. Casa Pacifica Non-Public 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 March 13, 2018, or the date student begins attending a nonpublic school or begins receiving services from a nonpublic agency, if after the date identified, and terminates at 5:00 P.M. on May 1, 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@opusd.org	
Student Last Name		Student First Name	
Grade	D.OB.	Sex	
Parent/Guardian Last 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	Casa Pacifica Non-Public School #8-17/18		
Address	1722 South Lewis Road		
City, State, Zip	Camarillo CA 93012		
IEP Coordinator Name	Mark Capritto		
Phone	818 366 4448	Fax	805 987 7237
E-Mail	mcapritto@casapacificia.org		
Program Administrator Name	Michael Redard, CFO		
Phone		Fax	
E-Mail			
Education Schedule – Regular School Year			
Number of Days	30	Number of Weeks	
Education Schedule – Extended School Year			
Number of Days	NA	Number of Weeks	
Contract Begins		Ends	

**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>				176.00		30		5,280.00
<b>B. RELATED SERVICES</b>								
1. Transportation a. Paid to NPS/A				38.00 per round trip/19.00 one way		30		1,140.00
2. Adapted P.E.								

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	
3. Counseling a. Group b. Individual in								
<b>TOTAL COST</b>								<b>\$6420.00</b>

**TOTAL ESTIMATED MAXIMUM BASIC EDUCATION/ RELATED SERVICES: \$6,420.00 to include no more than 30 days for Basic Education and transportation costs.**

Other Provisions/Attachments:

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

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

**-CONTRACTOR-**

**-LEA-**

Casa Pacifica Non Public School  
(Name of Nonpublic School/Agency)

Oak Park Unified School District  
(Name of LEA)

(Signature)

(Date)

(Signature)

(Date)

Michael Redard, Chief Financial Officer  
(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: APRIL 17, 2018**

**SUBJECT: B.4.a. REDESIGNATE THE POSITION OF DIRECTOR OF BUSINESS OPERATIONS AS DIRECTOR OF SUSTAINABILITY, MAINTENANCE AND OPERATIONS AND APPROVE REVISED JOB DESCRIPTION**

ACTION

---

**ISSUE:** Shall the Board redesignate the position of Director of Business Operations as Director of Sustainability, Maintenance and Operations and approve the revised job description?

**BACKGROUND:** With the recent resignation of the current Director of Business Operations (Maintenance and Operations), Staff is recommending that the Board redesignate the position as Director of Sustainability, Maintenance and Operations, and approve a revised job description that more accurately reflects the District’s dual goals of sustainability and maintenance of safe, clean, and healthy facilities and grounds. Although the proposed job description clarifies the position’s responsibilities, its placement and range on the Administrative Salary Schedule remains unchanged from that of the current Director of Business Operations position. A copy of the proposed job description follows for the Board’s review.

- ALTERNATIVES:**
1. Redesignate the position of Director of Business Operations as Director of Sustainability, Maintenance and Operations and approve the revised job description.
  2. Do not redesignate the position and approve the revised job description.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

---

Anthony W. Knight, Ed.D.  
 Superintendent

---

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

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

## **OAK PARK UNIFIED SCHOOL DISTRICT**

### **Director of Sustainability, Maintenance, and Operations**

**Brief Description:** Under general direction of the Assistant Superintendent, Business and Administrative Services, the Director assumes primary responsibility for directing, planning, implementing, and supervising the operation of the District Sustainability, Maintenance, and Operations department. The Director provides leadership for the District's sustainability, maintenance, custodial, grounds, facilities and operations programs, ensuring the health and safety of students, staff, parents and visitors, as well as direction, supervision, and evaluation of assigned personnel. The Director also performs other duties as assigned that support the overall objective of this position.

**Essential Functions:** Duties may include, but are not limited to, the following:

#### General

- Supervise, coordinate and direct the functions of the Sustainability, Maintenance, and Operations department; directs, supervises, and evaluates assigned personnel, and makes recommendations for employment and assignments of departmental personnel.
- Supervise, plan, prioritize, coordinate, and direct facility maintenance, renovation and repairs, inclusive of preventative maintenance, deferred maintenance, energy management, pest management, and hazardous waste and environmental stewardship programs for all district buildings and grounds.
- Supervise, review and evaluate the work of sustainability, maintenance, operations, grounds, facilities and custodial personnel.
- Develop and maintain high standards for all departmental services and monitor to ensure accountability.
- Work with community partners to conserve resources, implement renewable solutions and be a community leader in sustainable practices.
- Develop and maintain Sustainability, Maintenance, and Operations program resources and information on the District website.
- Provide in-service training and orientation programs as required, including focus groups for best practice-based full implementation of the OPUSD districtwide non-toxics green cleaning program.
- Determine priorities, methods and procedures for work, supply and equipment requirements.
- Determine needs for purchasing materials, supplies, equipment, and services, including oversight of universal green purchasing/procurement program.
- Report to and agendaize regular meetings and communications with the Superintendent and Assistant Superintendent, Business and Administrative Services.
- Prepare and submit regular progress reports and supporting information for the Board of Education, including board agenda items in written and/or oral format, and attend Board meetings as needed.
- Formulate, allocate, and maintain departmental budget.

#### Sustainability Programs

- Provide leadership in continuing development and management of uniform districtwide recycling, composting and landfill-reduction system and liaison with Ventura County waste management officials and vendors.
- Develop, implement, coordinate, support, and report on Green Ribbon sustainability goals and objectives.
- Coordinate with administration, staff, teachers, custodians, students, board members, parents and staff and elected officials to sustain and promote sustainability initiatives as needed.
- Coordinate and manage the application for future sustainability-related programs, awards, and certifications.
- Explore and develop a program that involves working with student councils at the schools on ways to implement and expand green school initiatives.
- Support assemblies and/or communications at the beginning of the school year at all District school sites about the District's waste reduction and recycling programs.
- Serve as a major participant in the monthly Environmental Education and Awareness Committee (EEAC) meetings and related communications.



**Job Description: Director of  
Sustainability, Maintenance, and Operations**  
**Page 2 of 3**

- Work with the EEAC to support April Earth Week activities across the District and coordinate the annual Super Saturday Sustainability Fair.
- Lead/manage internal and external communications on OPUSD's sustainability program progress, including announcements, flyers, surveys, social media and print media, and the District website.
- Author/co-author and support sustainability-focused grant proposals and manage grants as applicable.
- Support schools with the integration of eco-literacy and sustainability principles across all grades and subjects.
- Monitor the District's solar energy project to ensure maximum efficiency and savings. Assist with education component of this program.
- Identify and assist with implementation of energy efficiency opportunities.
- Attend monthly OPUSD Wellness Council meetings, and work with the Director of Student Nutrition and the OPUSD Wellness Council to support further development of districtwide Sustainable Food System. Support student and staff well-being initiatives.
- Track and report success of the program as needed.

Maintenance and Operations Programs

- Assures that buildings and grounds are maintained in a safe condition; and respond to emergencies as required.
- Ensure compliance with the California Uniform Public Construction Cost Accounting Act (CUPCCAA) and management of vendor list.
- Direct major districtwide purchasing functions requiring formal bids or proposals for services, repair, construction, equipment and supplies; develops bid specifications, schedules bid processes, places legal notices and develops bid packages for vendor use; initiates advertisements for bids for contracts; contacts contractors on the bid lists; mails out bid packages; analyzes bids received and makes recommendations on awarding of contracts; initiate simple contracts and assume responsibility through final acceptance of contracted projects; check and inspect contractor's work to ensure compliance with District procedures, standards, specifications and building codes.
- Coordinate access and oversee management of on-line systems for work orders and facilities use.
- Review plans and procedures for a systematic preventive maintenance program for all facilities, grounds, and equipment.
- Plan, conduct, report and respond to various governmental agency requirements and inspections such as CAL-OSHA, Williams, AHERA, Storm Water, EPA, SWPPP, DTSC, OPSC, SAB, and CDE.
- Coordinate with project managers for bond-related projects.
- Coordinate the increase of drought-tolerant landscaping and water reduction strategies.
- Supervise the outside use of District facilities and grounds under the Civic Center Act and Board policy, and assure availability of facilities and services requested; develop and maintain schedule of costs; monitor the preparation of invoices, and resolve disputes regarding scheduling.
- Oversee coordination of warehouse and district delivery operations.
- Be available nights and weekends in case of emergencies.
- Perform other duties as assigned that support the overall objective of this position.

**Ability to:**

- Interpret and apply laws, rules, regulations, and District policy pertaining to public school district sustainability, facilities, construction, maintenance, repairs, purchasing and contracts.
- Direct and lead the operation of all phases of the preventative maintenance, deferred maintenance, energy management, pest management, and hazardous waste and environmental stewardship programs.
- Develop and administer business operations departmental goals, objectives and procedures.
- Plan, direct and coordinate the work of assigned personnel, including sustainability, maintenance, custodial, grounds and clerical staff, in sustainability, maintenance, grounds, and purchasing operations.

**Job Description: Director of  
Sustainability, Maintenance, and Operations**  
**Page 3 of 3**

- Select, supervise, train and evaluate departmental personnel.
- Prepare and supervise the annual business operations departmental budget.
- Analyze problems, identify solutions, project consequences of proposed actions and implement recommendations in support of District and departmental goals.
- Operate a computer and modern software to develop, direct and maintain appropriate departmental maintenance and purchasing programs, and maintain necessary financial and governmental records.
- Provide information and assistance to administrators, district staff, parents, and the general public in a helpful, courteous and timely manner.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work independently with limited supervision.
- Plan and organize work to meet timelines in an environment with constantly changing priorities.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Estimate cost of repair and construction work.
- Interpret and work from plans and specifications.

**Knowledge of:**

- Principles and practices of management and supervision, including planning, organizing, assigning and reviewing work, performance evaluation and discipline, and employee selection and development.
- Sustainability planning and policy development, and green building principles, net-zero concepts, renewable technologies and applications, climate action planning.
- Pertinent federal, state and local laws, code and regulations governing public school district facilities, construction, maintenance, repairs, purchasing and contracts.
- Maintenance, construction, and landscape practices and laws affecting the construction, maintenance and repair of school buildings and grounds.
- Methods, materials and equipment used in various trades including carpentry, plumbing, painting, electrical work and in the cleaning and upkeep of school buildings and grounds.
- Modern systems and methods of landscape maintenance, including best practices-based non-toxic, environmentally-friendly applications used in weed and pest control.
- Methods and procedures of purchasing, specification development, and competitive bidding processes.

**Education, Experience, and Other Requirements:**

- Any combination of training, education, and experience which demonstrates the ability to perform the duties of the position as described; BA degree preferred; experience in school district management and supervision is desirable.
- Sustainability planning and policy development experience, or willingness to attend related trainings and certificate programs.
- Working knowledge of green building principles, net-zero concepts, renewable technologies and applications, climate action planning.
- Project/program development and coordination experience.
- Strong data analysis, writing and social media skills.
- Familiarity with EPA Portfolio Manager.

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: APRIL 17, 2018**

**SUBJECT: B.4.b. RE-DESIGNATE THE POSITION OF DIRECTOR OF ALTERNATIVE EDUCATION AS PRINCIPAL OF OAK VIEW HIGH SCHOOL AND OAK PARK INDEPENDENT SCHOOL AND APPROVE THE REVISED JOB DESCRIPTION**

ACTION

**ISSUE:** Shall the Board redesignate the position of Director of Alternative Education as Principal of Oak View High School and Oak Park Independent School and approve the revised job description?

**BACKGROUND:** Staff is recommending that the Board re-designate the position of Director of Alternative Education as Principal of Oak View High School and Oak Park Independent School and approve the job description. A copy of the proposed job description follows for the Board’s review.

- ALTERNATIVES:**
1. Redesignate the position of Director of Alternative Education as Principal of Oak View High School and Oak Park Independent School s and approve the revised job description.
  2. Do not redesignate the position and the revised job description.

**RECOMMENDATION:** Alternative No. 1

Prepared by Dr. Leslie Heilbron, Assistant Superintendent, Human Resources

Respectfully submitted,

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

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

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

Oak Park Unified School District  
Principal of Oak View High School and Oak Park Independent School

**Brief Description:** The Principal possesses the vision, knowledge and commitment to create a supportive educational environment that promotes the success of all students. As the instructional leader of Oak View High School and Oak Park Independent School, the Principal promotes the District's goals and moral imperatives while embracing the uniqueness of both schools and the school communities.

**Essential Functions:** Duties may include, but are not limited to, the following:

- Responsible for the curriculum, instruction and assessment program
- Provide staff development to support the implementation of best educational practices
- Work with staff to develop a nature education central theme or focus for Oak View High School to engage students and connect them to real world, meaningful learning experiences
- Supervise and evaluate the performance of school personnel
- Responsible for student safety and welfare
- Promote and develop the leadership capacity of others through meaningful opportunities, collaboration, and involvement

**Ability to:**

- Work as a collaborative member of a school and district team
- Lead a highly trained, committed and progressive staff
- Serve as the instructional leader
- Analyze data to make informed site-based decisions
- Provide a curriculum that is engaging, differentiated and meaningful
- Organize multi-day and single-day outdoor education experiences for students to create team building, exploration and self-awareness
- Support counseling and mental health initiatives for students
- Nurture and care for students in crisis, struggling with addiction, or are otherwise fragile
- Work collaboratively with all community members
- Market to expand enrollment and develop a wider appeal for both programs
- Allocate resources to achieve school-wide goals
- Communicate effectively both in writing and orally

**Knowledge of:**

- Safety practices
- Specialized instructional approaches to learning
- Curriculum development and best practices in teaching and learning
- Program evaluation for alternative education
- Accrediting Commission for Schools Western Association of Schools and Colleges (WASC)
- University of California A-G Requirements
- NCAA Non-traditional core-course Legislation
- National School Counseling Models and Standards

- Policies and regulations of Independent Study programs
- The effective use of technology
- District supervision and evaluation procedures

**Education, Experience and Other Requirements:**

- Master's Degree in Education, Counseling or related field
- California Administrative Services Credential
- Valid California Teaching Credential or Pupil Personnel Services Credential
- Five (5) years' experience in a public-school setting
- Recent site or district level administrative experience is preferred

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: APRIL 17, 2018**  
**SUBJECT: B.4.c. ESTABLISH THE LEAD INSTRUCTIONAL TECHNOLOGY SPECIALIST - TEACHER ON SPECIAL ASSIGNMENT (TOSA) POSITION**

ACTION

**ISSUE:** Shall the Board establish the Position of Lead Instructional Technology Specialist – Teacher on Special Assignment and approve the job description?

**BACKGROUND:** Staff is recommending that the Board establish the position of a Lead Instructional Technology Specialist – Teacher on Special Assignment. A copy of the proposed job description is attached for the Board’s review and approval.

Under the direction of the Director of Technology, the TOSA will develop and implement a strategic plan for ensuring that all staff are appropriately trained, supported, and equipped to deploy technology tools in ways that maximize student critical thinking, creativity, collaboration, and communication.

**ALTERNATIVES:**

1. Approve the establishment of a Lead Instructional Technology Specialist – Teacher on Special Assignment position and the associated job description.
2. Do not approve the position.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.  
Superintendent

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

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

**OAK PARK UNIFIED SCHOOL DISTRICT**  
**Lead Instructional Technology Specialist (a.k.a. Lead Tech TOSA)**

**Job Description**

1.2 FTE during school year plus 20 additional days during the summer at 1.0 FTE.  
(205 days)

Under direction of the Director of Technology, develop and implement a strategic plan for ensuring that all staff are appropriately trained, supported, and equipped to deploy technology tools in ways that maximize student critical thinking, creativity, collaboration, and communication.

Lead and/or coordinate the activities of the other instructional technology leaders (such as Technology TOSAs, Technology Learning Coaches, NexTechs, Curriculum Catalysts, computer lab instructors, etc.) to ensure they are aligned with district learning goals. Oversee professional development opportunities for these leaders to ensure that they keep advancing in their own skills and practices. Collaborate with site principals and directors to determine site and program instructional technology needs and work to create solutions for those needs.

Work with the Director of Technology to develop comprehensive implementation plans for new technology deployment initiatives including training of teachers, staff, and students.

The Lead Instructional Technology Specialist's job duties include:

- Develop and coordinate implementation and training strategies for new district technology initiatives (such as Take Home 1-to-1 mobile devices, transitioning computer labs into creativity and innovation spaces)
- Oversee site technology leaders (NexTechs and Curriculum Catalysts) and conduct regular training and collaboration meetings with them.
- Attend district level leadership meetings (such as district technology committee, bond advisory committees, district leadership team, etc.) as instructed by the Director of Technology
- Liaison with the Director of the Extended Care after school program and coordinate resources for the training of their staff and the utilization of district technology in the after school program.
- Oversee the technology training program for new district staff and teachers
- Meet weekly with the Director of Technology to review technology implementation training progress and plan future activities.
- Spend at least 50% of the specialist's time in teacher's classrooms and at site meetings observing, planning, coaching, collaborating, or training staff on an aspect of technology integration.
- Create and disseminate regular communications with staff and parents regarding district technology initiatives, training resources, and upcoming events.
- Keep a daily log of all planning and training activities.
- Stay current with best practices and innovative uses of technology to enhance teaching and learning.

- Attend and present at educational technology professional conferences.
- Other duties and jobs as assigned by the Director of Technology

## EMPLOYMENT STANDARDS

Knowledge of: Best practices and effective strategies for utilizing computer technology to enhance teaching and learning. Digital Citizenship, Online Safety and Information Literacy skills. Familiarity with iPads/iOS devices, Chromebooks, Google Suite of educational apps, SMARTboards, and models of flipped instruction. Experience with implementing maker type innovation and creativity spaces and integrating such activities into the general curriculum desired. Experience with take home 1-to-1 mobile computing deployments also desirable.

Ability to: Plan strategically, communicate clearly and professionally, work independently, identify training needs, create engaging training materials, and work patiently with clients exhibiting a wide range of technological abilities and levels of intrinsic motivation. Manage multiple simultaneous projects with attention to detail. Find ways to entice and engage reluctant learners.

Education and Experience: California teaching credential with 5 years of teaching experience required. Prior experience as an instructional technology specialist (Technology TOSA) is highly preferred. Recommendation and approval from current site administrator (if at OPUSD) is also necessary.

## WORKING CONDITIONS

The Lead Instructional Technology Specialist may be primarily based at a particular school site that rotates from year to year or at the district office. Lead Specialist will travel from their base site to other sites throughout the week. Work hours are expected to be approximately 8:00AM-4:30PM but may shift later in the day to accommodate meetings and trainings that take place after school hours. Specialist will also be providing trainings at all district designated “Buyback” training days. Specialist will need to document all of their activities and provide a plan of the following weeks’ activities each Friday afternoon or Monday morning. Specialist will meet weekly with the director of Technology to review completed activities and discuss upcoming activities.



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: APRIL 17, 2018**  
**SUBJECT: B.5.a APPROVE 2017-18 SINGLE PLANS FOR STUDENT ACHIEVEMENT**

ACTION

**ISSUE:** Shall the Board approve each site’s Single Plan for Student Achievement?

**BACKGROUND:** California *Education Code* sections 41507, 41572, and 64001 and the federal Elementary and Secondary Education Act (ESEA) require each school to consolidate all school plans for programs funded through the School and Library Improvement Block Grant, the Pupil Retention Block Grant, the Consolidated Application, and ESEA Program Improvement into the Single Plan for Student Achievement. The Single Plan for Student Achievement serves as a guide for continuous development, implementation, and monitoring cycle of various programs. It is a collection and analysis of student performance data, setting priorities for program improvements, rigorous use of effective solution strategies, and ongoing monitoring of results.

Site Plans for all schools are available at this link <https://goo.gl/mhjFdK>

**ALTERNATIVES:** 1. Approve the Single Plan for Student Achievement for each site.  
2. Do not approve the Single Plan for Student Achievement for each site.

**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	
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: APRIL 17, 2018**  
**SUBJECT: B.5.b. APPROVE 2016-2017 SCHOOL ACCOUNTABILITY REPORT CARDS**

ACTION

**ISSUE:** Shall the Board of Education approve the School Accountability Report Cards for 2016-2017?

**BACKGROUND:** In November 1988, California voters passed Proposition 98, also known as The Classroom Instructional Improvement and Accountability Act. This ballot initiative provides California’s schools with a source of funding. In return, all public schools in California are required annually to prepare SARC’s and disseminate them to the public. SARC’s are intended to provide the public with important information about each public school and to communicate a school’s progress in achieving its goals.

In the years since the passage of Proposition 98, additional requirements for school accountability reporting and dissemination have been established through legislation. Most SARC requirements are codified in California Education Code 33126 and 33126.1. The 2016-2017 SARC reports are available at this link: <https://goo.gl/avRMkz>

**ALTERNATIVES:** 1. Approve the 2016-2017 SARC reports.  
 2. Do not approve the SARC reports.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: APRIL 17, 2018**  
**SUBJECT: B.6.a. APPROVE DATE CHANGES FOR MAY REGULAR BOARD MEETING**

ACTION

---

**ISSUE:** Shall the Board approve date change for the regular Board of Education Meetings for May, 2018?

**BACKGROUND:** The Board President has requested the Board reschedule the May 15, 2018 regular Board meeting to accommodate a schedule conflict. Staff is recommending changing the date to Thursday, May 17, 2018.

**ALTERNATIVES:**

1. Approve the date change for the May Board Meeting.
2. Do not approve the date changes for the May Board Meeting
3. Choose another date for the May Board Meeting.

**RECOMMENDATION:** Alternative #1

Respectfully submitted,

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

---

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

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

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: APRIL 17, 2018**

**SUBJECT: B.7.a. APPROVE AMENDMENT TO BOARD POLICY AND ADMINISTRATIVE REGULATION 1312.3 – UNIFORM COMPLAINT PROCEDURES – First Reading**

**ACTION**

**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy and Administrative Regulation 1312.3 – Uniform Complaint Procedures?

**BACKGROUND:** Board Policy updated to list all state and federal programs subject to the uniform complaint procedures (UCP) as specified in the Federal Program Monitoring instrument, reflect NEW LAW (AB 699) which includes immigration status as a prohibited basis for discrimination, and reflect NEW LAW (AB 365) which authorizes the use of UCP for alleged noncompliance with certain educational rights of children of military families. Policy also revised to clarify that, although complaints of employment discrimination are not subject to UCP, the district has an obligation to investigate such complaints using other district procedures. Regulation updated to reflect a requirement in AB 365 that the annual UCP notice include the educational rights of children of military families. Regulation also clarifies that any individual, public agency, or organization may file a complaint alleging violation of law regarding applicable state or federal programs, and deletes references to Office of Civil Rights resources on sexual violence which have been withdrawn. Board Policy 1312.3 is being submitted with recommended changes from CSBA.

- ALTERNATIVES:**
1. Approve the amendment to Board Policy 1312.3 – Uniform Complaint Procedures
  2. Do not amend Board Policy 1312.3 – Uniform Complaint Procedures

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

Respectfully submitted,

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

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1312.3(a)

---

## Uniform Complaint Procedures

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. -The Board encourages early resolution of complaints whenever possible.- To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.-

## Complaints Subject to the UCP

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve the following complaints:

1. Any complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, ~~after school education and safety programs, migrant education~~After School Education and Safety programs, agricultural vocational education, American Indian education centers and early childhood education program assessments, bilingual education, peer assistance and review programs for teachers, career technical and technical education and training programs, child care and development programs, child nutrition programs, ~~special compensatory education programs~~, consolidated categorical aid programs, Economic Impact Aid, English learner programs, federal education programs in Title I-VII, migrant education, Regional Occupational Centers and Programs, school safety plans, special education programs, State Preschool Programs, Tobacco-Use Prevention Education programs, and any other district-implemented program which is listed in Education Code 64000(a). ~~(5 CCR 4610)~~

*(cf. 3553 -- Free and Reduced Price Meals)*

*(cf. 3555 -- Nutrition Program Compliance)*

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

~~*(cf. 5131.62 -- Tobacco)*~~

~~*(cf. 5148 -- Child Care and Development)*~~

~~*(cf. 5148.2 - Before/After School Programs)*~~

~~*(cf. 5148.3 - Preschool/Early Childhood Education)*~~

~~*(cf. 6159 -- Individualized Education Program)*~~

~~*(cf. (cf. 6171 -- Title I Programs)*~~

~~*(cf. (cf. 6174 -- Education for English Learners)*~~

~~*(cf. (cf. 6175 -- Migrant Education Program)*~~

~~*(cf. (cf. 6178 -- Career Technical Education)*~~

~~*(cf. (cf. 6178.1 -- Work-Based Learning)*~~

~~*(cf. (cf. 6178.2 -- Regional Occupational Center/Program)*~~

~~*(cf. 6200 -- Adult Education)*~~

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1312.3(b)

---

2. Any complaint alleging the occurrence of unlawful discrimination, (such as discriminatory harassment, intimidation, or bullying) against any student, employee, or other person participating in district programs and activities, including, but not limited to, those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, **immigration status**, ethnic group identification, age, religion, marital **status**, pregnancy, ~~or~~ parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

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

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 5145.7 - Sexual Harassment)*

3. Any complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student (Education Code 222)

*(cf. 5146 – Married/Pregnant/Parenting Students)*

4. Any complaint alleging district noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)

*(cf. 3260 - Fees and Charges)*

*(cf. 3320 - Claims and Actions Against the District)*

5. Any complaint alleging district noncompliance with legal requirements related to the implementation of the local control and accountability plan (Education Code 52075)

*(cf. 0460 – Local Control and Accountability Plan)*

6. Any complaint, by or on behalf of any student who is a foster youth, alleging district noncompliance with any legal requirement applicable to the student regarding placement decisions, the responsibilities of the district's educational liaison to the student, the award of credit for coursework satisfactorily completed in another school or district, school transfer, or the grant of an exemption from Board-imposed graduation requirements -(Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)

*(cf. 6173.1 - Education for Foster Youth)*

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1312.3(c)

---

7. Any complaint, by or on behalf of a homeless student as defined in 42 USC 11434a, ~~alleging district noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in another school or district or the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1, 51225.2)~~

*(cf. 6173 - Education for Homeless Children)*

- ~~8. Any complaint, by or on behalf of~~ a former juvenile court school student, ~~or a child of a military family as defined in Education Code 49701~~ who transfers into the district after his/her second year of high school, alleging district noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in ~~the juvenile court~~ another school or district or the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1, 51225.2)-

*(cf. 6173 - Education for Homeless Children)*

*(cf. 6173.2 - Education of Children of Military Families)*

*(cf. 6173.3 - Education for Juvenile Court School Students)*

- ~~9.~~8. Any complaint alleging district noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student in grades 9-12 to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code 51228.3)

*(cf. 6152 - Class Assignment)*

- ~~10.~~9. Any complaint alleging district noncompliance with the physical education instructional minutes requirement for students in elementary school (Education Code 51210, 51223)

*(cf. 6142.7 - Physical Education and Activity)*

- ~~11.~~10. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy

- ~~12.~~11. Any other complaint as specified in a district policy

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process to reach a resolution to the complaint that is acceptable to all parties. ADR such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

*Series 1000*

*Community Relations*

*BP 1312.3(d)*

---

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep the identity of the complainant, and/or the subject of the complaint if he/she is different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

*(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)*  
*(cf. 5125 - Student Records)*  
*(cf. 9011 - Disclosure of Confidential/Privileged Information)*

When an allegation that is not subject to the UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and related requirements, including the steps and timelines specified in this policy and the accompanying administrative regulation.

*(cf. 4131 - Staff Development)*  
*(cf. 4231 - Staff Development)*  
*(cf. 4331 - Staff Development)*

The Superintendent or designee shall maintain records of all UCP complaints and the investigations of those complaints in accordance with applicable law and district policy.

*(cf. 3580 - District Records)*

## **Non-UCP Complaints**

The following complaints shall not be subject to the district's UCP but shall be referred to the specified agency: (5 CCR 4611)

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency.

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

2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.

~~3. Any complaint alleging employment discrimination shall be sent to the California Department of Fair Employment and Housing and the compliance officer shall notify the complainant by first~~



# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1312.3(e)

---

~~class mail of the transfer.~~

4.3 Any complaint alleging fraud shall be referred to the [Legal, Audits and Compliance Branch of the California Department of Education](#).

~~In addition, the district's Williams Uniform Complaint Procedures, AR 1312.4, shall be used to investigate and resolve any~~

Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment.

Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments- shall be investigated and resolved in accordance with the procedures in AR 1312.4 - Williams Uniform Complaint Procedures. (Education Code 35186)

(cf. 1312.4 – Williams Uniform Complaint Procedures)

## **Legal Reference:**

### EDUCATION CODE

200-262.4 Prohibition of discrimination

222 Reasonable accommodations; lactating students

8200-8498 Child care and development programs

8500-8538 Adult basic education

18100-18203 School libraries

32280-32289 School safety plan, uniform complaint procedures

33380-33384 California Indian Education Centers

35186 Williams uniform complaint procedures

44500-44508 California Peer Assistance and Review Program for Teachers

48853-48853.5 Foster youth

48985 Notices in language other than English

49010-49013 Student fees

49060-49079 Student records

49069.5 Rights of parents

49490-49590 Child nutrition programs

49701 Interstate Compact on Educational Opportunity for Military Children

51210 Courses of study grades 1-6

51223 Physical education, elementary schools

51225.1-51225.2 Foster youth, homeless children, ~~and~~ former juvenile court school students, *and* military-connected students; course credits; graduation requirements

51226-51226.1 Career technical education

51228.1-51228.3 Course periods without educational content

52060-52077 Local control and accountability plan, especially:

52075 Complaint for lack of compliance with local control and accountability plan requirements

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1312.3(f)

---

52160-52178 Bilingual education programs  
52300-~~52490~~52462 Career technical education  
52500-52616.24 Adult schools  
[54000-54029 Economic Impact Aid](#)  
54400-54425 Compensatory education programs  
54440-54445 Migrant education  
54460-54529 Compensatory education programs  
56000-~~56867~~ 56865 Special education programs  
59000-59300 Special schools and centers  
64000-64001 Consolidated application process  
GOVERNMENT CODE  
11135 Nondiscrimination in programs or activities funded by state  
12900-12996 Fair Employment and Housing Act  
HEALTH AND SAFETY CODE  
[104420 Tobacco-Use Prevention Education](#)  
PENAL CODE  
422.55 Hate crime; definition  
422.6 Interference with constitutional right or privilege  
CODE OF REGULATIONS, TITLE 2  
11023 Harassment and discrimination prevention and correction  
CODE OF REGULATIONS, TITLE 5  
3080 Application of section-  
4600-4687 Uniform complaint procedures  
4900-4965 Nondiscrimination in elementary and secondary education programs-  
UNITED STATES CODE, TITLE 20  
1221 Application of laws  
1232g Family Educational Rights and Privacy Act  
1681-1688 Title IX of the Education Amendments of 1972  
6301-~~6577~~6576 Title I basic programs  
6801-7014 Title III language instruction for limited English proficient and immigrant students  
7101-7184 Safe and Drug-Free Schools and Communities Act  
7201-7283g Title V promoting informed parental choice and innovative programs  
7301-7372 Title V rural and low-income school programs  
12101-12213 Title II equal opportunity for individuals with disabilities  
UNITED STATES CODE, TITLE 29  
794 Section 504 of Rehabilitation Act of 1973  
UNITED STATES CODE, TITLE 42  
2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended  
2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964  
6101-6107 Age Discrimination Act of 1975  
CODE OF FEDERAL REGULATIONS, TITLE 28  
35.107 Nondiscrimination on basis of disability; complaints  
CODE OF FEDERAL REGULATIONS, TITLE 34  
99.1-99.67 Family Educational Rights and Privacy Act  
100.3 Prohibition of discrimination on basis of race, color or national origin  
104.7 Designation of responsible employee for Section 504  
CODE OF FEDERAL REGULATIONS, TITLE 34  
106.8 Designation of responsible employee for Title IX  
106.9 Notification of nondiscrimination on basis of sex  
110.25 Notification of nondiscrimination on the basis of age-

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1312.3(g)

---

## **Management Resources:**

### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*Sample UCP Board Policies and Procedures*

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

*Dear Colleague Letter: Title IX Coordinators, April 2015*

~~*Questions and Answers on Title IX and Sexual Violence, April 2014*~~

*Dear Colleague Letter: Bullying of Students with Disabilities, August 2013*

~~*Dear Colleague Letter: Sexual Violence, April 2014*~~

*Dear Colleague Letter: Harassment and Bullying, October 2010*

*Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001*

### U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

*Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2002*

### WEB SITES

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

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

Family Policy Compliance Office: <http://familypolicy.ed.gov>

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

U.S. Department of Justice: <http://www.justice.gov>

Adopted 2-16-93

Amended 11-8-95, 1-28-95, 9-17-02, 6-17-03, 2-15-05, 5-16-06, 9-18-12, 2-17-15, 9-15-15, 5-17-16, 02-21-2017, 8-30-17, **4-17-2018**

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 1000

Community Relations

AR 1312.3(a)

---

## **Uniform Complaint Procedures**

Except as the Governing Board may otherwise specifically provide in other district policies, these uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in BP 1312.3.

*(cf. 1312.1 - Complaints Concerning District Employees)*  
*(cf. 1312.2 - Complaints Concerning Instructional Materials)*  
*(cf. 1312.4 - Williams Uniform Complaint Procedures)*  
*(cf. 4030 - Nondiscrimination in Employment)*

## **Compliance Officers**

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws. The individual(s) also serve as the compliance officer(s) specified in AR 5145.3 -- Nondiscrimination/Harassment as the responsible employee(s) to handle complaints regarding unlawful discrimination (such as discriminatory harassment, intimidation, or bullying). The individual(s) shall receive and coordinate the investigation of complaints and shall ensure district compliance with law.

*(cf. 5145.3 - Nondiscrimination/Harassment)*  
*(cf. 5145.7 - Sexual Harassment)*

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

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. -The compliance officer shall promptly notify the complainant and respondent, if applicable, if another compliance officer is assigned to the complaint.

In no instance shall a compliance officer be assigned to a complaint in which he/she has a bias or conflict of interest that would prohibit him/her from fairly investigating or resolving the complaint. Any complaint against a compliance officer or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias shall be filed with the Superintendent or designee who shall determine how the complaint will be investigated.

The Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 1000

Community Relations

AR 1312.3(b)

---

complaints to which they are assigned.- Training provided to such employees shall cover current state and federal laws and regulations governing the program, applicable processes for investigating and resolving complaints, including those alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), applicable standards for reaching decisions on complaints, and appropriate corrective measures. Assigned employees may have access to legal counsel as determined by the Superintendent or designee.

*(cf. 4331 - Staff Development)*

*(cf. 9124 - Attorney)*

The compliance officer or, if necessary, any appropriate administrator shall determine whether interim measures are necessary during and pending the result of an investigation. -If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement one or more interim measures. The interim measures shall remain in place until the compliance officer determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.

## **Notifications**

The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

The Superintendent or designee shall annually provide written notification of the district's UCP, ~~including~~ to students, employees, parents/guardians of district students, district advisory committee members, school advisory committee members, appropriate private school officials or representatives, and other interested parties. The notification shall include information regarding the prohibition of discrimination, harassment, intimidation, and bullying; unlawful student fees; local control and accountability plan (LCAP) requirements; and requirements related to the educational rights of foster youth, homeless students, ~~and former juvenile court school students-~~ ~~to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties-,~~ and children of military families. (Education Code 262.3, 48853, 48853.5, 49010-49013, 49069.5, 51225.1, 51225.2, 52075; 5 CCR 4622)

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

*(cf. 0460 - Local Control and Accountability Plan)*

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 3260 - Fees and Charges)*

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

*(cf. 5145.6 - Parental Notifications)*

*(cf. 6173 - Education for Homeless Children)*

*(cf. 6173.1 - Education for Foster Youth)*

*(cf. 6173.2 - Education of Children of Military Families)*

*(cf. 6173.3 - Education for Juvenile Court School Students)*

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 1000

Community Relations

AR 1312.3(c)

---

~~The annual notification, complete contact information of the compliance officer, and information related to Title IX as required pursuant to Education Code 221.61 shall be posted on the district web site and may be provided through district-supported social media, if available.~~

~~(cf. 1113—District and School Web Sites)~~

~~(cf. 1114—District Sponsored Social Media)~~

~~The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms, and notices concerning the UCP.~~

~~If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning the UCP shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.~~

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal antidiscrimination laws, if applicable
3. Advise the complainant of the appeal process, including, if applicable, the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies, such as the U.S. Department of Education's Office for Civil Rights (OCR) in cases involving unlawful discrimination (such as discriminatory harassment, intimidation, or bullying).
4. Include statements that:
  - a. The district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.
  - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
  - c. A complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained

## OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 1000

Community Relations

AR 1312.3(d)

---

knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.

- d. Complaints should be filed in writing and signed by the complainant. If a complainant is unable to put his/her complaint in writing, for example, due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint.
- e. If a complaint is not filed in writing but the district receives notice of any allegation that is subject to the UCP, the district shall take affirmative steps to investigate and address the allegations, in a manner appropriate to the particular circumstances.

If the allegation involves retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) and the investigation confirms that discrimination has occurred, the district will take steps to prevent recurrence of discrimination and correct its discriminatory effects on the complainant, and on others, if appropriate.

- f. A student enrolled in a public school shall not be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.
- g. The Board is required to adopt and annually update the LCAP in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.
- h. A foster youth shall receive information about educational rights related to his/her educational placement, enrollment in and checkout from school, as well as the responsibilities of the district liaison for foster youth to ensure and facilitate these requirements and to assist the student in ensuring proper transfer of his/her credits, records, and grades when he/she transfers between schools or between the district and another district.
- i. A foster youth, homeless student, ~~or~~ former juvenile court school student, or child of a military family who transfers into a district high school or between district high schools as applicable shall be notified of the district's responsibility to:-
  - (1) Accept any coursework or part of the coursework that the student has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency, and to issue full or partial credit for the coursework completed



## OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

*Series 1000*

*Community Relations*

*AR 1312.3(e)*

---

- (2) Not require the student to retake any course or a portion of a course which he/she has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency
  - (3) If the student has completed his/her second year of high school before the transfer, provide the student information about district-adopted coursework and Board-imposed graduation requirements from which he/she may be exempted pursuant to Education Code 51225.1
- j. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 calendar days of receiving the district's decision. In any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the respondent also shall have the right to file an appeal with ~~the~~ CDE in the same manner as the complainant, if he/she is dissatisfied with the district's decision.
  - k. The appeal to ~~the~~ CDE must include a copy of the complaint filed with the district and a copy of the district's decision.
  - l. Copies of the district's UCP are available free of charge.

The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code 221.61 shall be posted on the district web site and may be provided through district-supported social media, if available.

*(cf. 1113 - District and School Web Sites)*  
*(cf. 1114 - District-Sponsored Social Media)*

The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms, and notices concerning the UCP.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning the UCP shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

### **District Responsibilities**

All UCP-related complaints shall be investigated and resolved within 60 calendar days of the district's receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. (5 CCR 4631)



# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

*Series 1000*

*Community Relations*

*AR 1312.3(f)*

---

For complaints alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the district shall inform the respondent when the complainant agrees to an extension of the timeline for investigating and resolving the complaint.

The compliance officer shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in the allegations shall be notified when a complaint is filed and when a decision or ruling is made. However, the compliance officer shall keep all complaints or allegations of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) confidential except when disclosure is necessary to carry out the investigation, take subsequent corrective action, conduct ongoing monitoring, or maintain the integrity of the process. (5 CCR 4630, 4964)

All complainants shall be protected from retaliation.

## **Filing of Complaints**

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

All complaints shall be filed in writing and signed by the complainant. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

Complaints shall also be filed in accordance with the following rules, as applicable:

1. A complaint alleging district violation of applicable state or federal law or regulations governing ~~adult education~~the programs, ~~consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs~~ specified in the accompanying Board policy (item #1 of the section "Complaints Subject to the UCP") may be filed by any individual, public agency, or organization. (5 CCR 4630)
2. Any complaint alleging noncompliance with law regarding the prohibition against requiring students to pay student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred. (Education Code

## OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

*Series 1000*

*Community Relations*

*AR 1312.3(g)*

---

49013, 52075; 5 CCR 4630)

3. A complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) may be filed only by a person who alleges that he/she personally suffered the unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged unlawful discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)
4. When a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.
5. When the complainant of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) or the alleged victim, when he/she is not the complainant, requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

### **Investigation of Complaint**

Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint.-

Within five business day of initiating the investigation, the compliance officer shall provide the complainant and/or his/her representative with the opportunity to present the information contained in the complaint to the compliance officer and shall notify the complainant and/or his/her representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. He/she shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. At appropriate intervals, the compliance officer shall

## OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

*Series 1000*

*Community Relations*

*AR 1312.3(h)*

---

inform both parties of the status of the investigation.

To investigate a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall interview the alleged victim(s), any alleged offenders, and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. Similarly, a respondent's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in a finding, based on evidence collected, that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

The compliance officer shall apply a "preponderance of the evidence" standard in determining the veracity of the factual allegations in a complaint. -This standard is met if the allegation is more likely to be true than not.

### **Report of Findings**

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant, and respondent if there is one, a written report, as described in the section "Final Written Decision" below, within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631)

### **Final Written Decision**

The district's decision on how it will resolve the complaint shall be in writing and shall be sent to the complainant and respondent. (5 CCR 4631)

In consultation with district legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the decision or are affected by the complaint, as long as the privacy of

## OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

*Series 1000*

*Community Relations*

*AR 1312.3(i)*

---

the parties is protected. In a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), notice of the district's decision to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved attends a school at which 15 percent or more of the students speak a single primary language other than English, then the decision shall also be translated into that language. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

For all complaints, the decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered. In reaching a factual determination, the following factors may be taken into account:
  - a. Statements made by any witnesses
  - b. The relative credibility of the individuals involved
  - c. How the complaining individual reacted to the incident
  - d. Any documentary or other evidence relating to the alleged conduct
  - e. Past instances of similar conduct by any alleged offenders
  - f. Past false allegations made by the complainant
2. The conclusion(s) of law
3. Disposition of the complaint
4. Rationale for such disposition

For complaints of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the disposition of the complaint shall include a determination for each allegation as to whether retaliation or unlawful discrimination has occurred.

The determination of whether a hostile environment exists may involve consideration of the following:

- a. ~~How~~The manner in which the misconduct affected one or more students' education
- b. The type, frequency, and duration of the misconduct
- c. The relationship between the alleged victim(s) and offender(s)
- d. The number of persons engaged in the conduct and at whom the conduct was directed
- e. The size of the school, location of the incidents, and context in which they occurred

**OAK PARK UNIFIED SCHOOL DISTRICT  
ADMINISTRATIVE REGULATION**

*Series 1000*

*Community Relations*

*AR 1312.3(j)*

---

f. Other incidents at the school involving different individuals

5. Corrective action(s), including any actions that have been taken or will be taken to address the allegations in the complaint and including, with respect to a student fees complaint, a remedy that comports with Education Code 49013 and 5 CCR 4600

For complaints of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the decision may, as required by law, include:

- a. The corrective actions imposed on the respondent
- b. Individual remedies offered or provided to the complainant or another person who was the subject of the complaint, but this information should not be shared with the respondent.
- c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence

6. Notice of the complainant's and respondent's right to appeal the district's decision to ~~the~~CDE within 15 calendar days, and procedures to be followed for initiating such an appeal

The decision may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

For complaints alleging unlawful discrimination based on state law (such as discriminatory harassment, intimidation, and bullying), the decision shall also include a notice to the complainant that:

1. He/she may pursue available civil law remedies outside of the district's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with ~~the~~CDE. (Education Code 262.3)
2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)
3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at [www.ed.gov/ocr](http://www.ed.gov/ocr) within 180 days of the alleged discrimination.

**Corrective Actions**

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or district environment may include, but are not limited to, actions to reinforce district policies;

**OAK PARK UNIFIED SCHOOL DISTRICT  
ADMINISTRATIVE REGULATION**

*Series 1000*

*Community Relations*

*AR 1312.3(k)*

---

training for faculty, staff, and students; updates to school policies; or school climate surveys.

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate remedies that may be offered to the victim but not communicated to the respondent may include, but are not limited to, the following:

1. Counseling
2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation
9. Determination of whether any past actions of the victim that resulted in discipline were related to the treatment the victim received and described in the complaint

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate corrective actions that focus on a student offender may include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team

## OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 1000

Community Relations

AR 1312.3(l)

---

6. Denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law
7. Disciplinary action, such as suspension or expulsion, as permitted by law

When an employee is found to have committed retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination (such as discriminatory harassment, intimidation, or

When a complaint is found to have merit, an appropriate remedy shall be provided to the complainant or other affected person.

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges, physical education instructional minutes for students in elementary schools, or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 51223, 52075)

For complaints alleging noncompliance with the laws regarding student fees, the district shall attempt in good faith, by engaging in reasonable efforts, to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

### **Appeals to the California Department of Education**

Any complainant who is dissatisfied with the district's final written decision of a complaint regarding any specified federal or state educational program subject to the UCP may file an appeal in writing with ~~the~~CDE within 15 calendar days of receiving the district's decision. (Education Code 222, 48853, 48853.5, 49013, 49069.5, 51223, 51225.1, 51225.2, 51228.3, 52075; 5 CCR 4632)

When a respondent in any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying) is dissatisfied with the district's final written decision, he/she, in the same manner as the complainant, may file an appeal with ~~the~~CDE.

The complainant or respondent shall specify the basis for the appeal of the decision and ~~whether~~how the facts of the district's decision are incorrect and/or the law has been misapplied. - The appeal shall be ~~accompanied by~~sent to CDE with a copy of the original locally filed

**OAK PARK UNIFIED SCHOOL DISTRICT  
ADMINISTRATIVE REGULATION**

*Series 1000*

*Community Relations*

*AR 1312.3(m)*

---

complaint and a copy of the district's decision: [in that complaint](#). (5 CCR 4632)

Upon notification by ~~the~~CDE that the complainant or respondent has appealed the district's decision, the Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the written decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's uniform complaint procedures
7. Other relevant information requested by the CDE

Adopted: 2-16-93

Amended: 9-17-02, 1-06, 3-12, 10-14, 9-15-15, 5-17-16, 02-21-17, 8-30-17, [4-17-2018](#)



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT**  
**DATE: APRIL 18, 2018**  
**SUBJECT: B.7.b. APPROVE AMENDMENT TO BOARD POLICY 1325 – ADVERTISING AND PROMOTION- First Reading**

**ACTION**

**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 1325 – Advertising and Promotion?

**BACKGROUND:** Board Policy 1325 is being updated to reflect NEW LAW (AB 841) which prohibits advertising of foods or beverages during the school day, including participation in a corporate incentive program that rewards students with free or discounted foods or beverages, unless the food or beverage complies with nutritional standards. Policy also clarifies court decisions regarding advertisements containing religious viewpoints. Board Policy 1323 is being submitted with recommended changes from CSBA.

- ALTERNATIVES:**
1. Approve the amendment to Board Policy 1325 – Advertising and Promotion.
  2. Do not amend Board Policy 1325 – Advertising and Promotion.

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

Respectfully submitted,

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

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1325(a)

---

## **Advertising And Promotion**

The Governing Board establishes this policy to ensure effective and consistent standards for advertisements and promotions by nonschool groups in school-sponsored publications, on district and school web sites and social media, and on school facilities and grounds. Student speech shall be regulated in accordance with BP/AR 51452 – Freedom of Speech/Expression.

*(cf. 113 – District and School Web Sites)*  
*(cf. 1114 – District-Sponsored Social Media)*  
*(cf. 1330 – Use of School Facilities)*  
*(cf. 5145.2 – Freedom of Speech/Expression)*  
*(cf. 6145.5 – Student Organizations and Equal Access)*

## **Limited Public Forum**

The ~~Governing~~ Board desires to promote positive relationships between district schools and the community in order to enhance community partnerships, support, and involvement in the schools. The Superintendent or designee may, [consistent with the criteria established in this policy](#), approve:

1. Distribution of noncommercial materials that publicize services, special events, public meetings, or other gatherings of interest to students or parents/guardians

*(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)*  
*(cf. 6162.8 - Research)*

2. Distribution of promotional materials of a commercial nature to students or parents/guardians

*(cf. 1700 - Relations Between Private Industry and the Schools)*

3. Paid advertisements on school property, including, but not limited to, advertisements on school buildings, [athletic fields](#), ~~billboard, and~~ scoreboards, [and billboards](#)

4. Paid advertisements in school-sponsored publications, yearbooks, announcements, and other school communications, including web sites and social media

5. Products and materials donated by commercial enterprises for educational use, including those that bear the name and/or logo of the donor, as long as they do not unduly promote the donor or any commercial activity or product.

*(cf. 3290 - Gifts, Grants and Bequests)*  
*(cf. 6161.11 - Supplementary Instructional Materials)*

Prior to the distribution, posting, or publishing of any nonschool group's promotional materials or advertisement, the Superintendent, principal, or designee shall review the materials or

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1325(b)

---

advertisement based on the criteria listed below. He/she may not disapprove materials or advertisement in an arbitrary or capricious manner or in a way that discriminates against a particular viewpoint on a subject that is otherwise allowed by Board policy.

All materials to be distributed shall bear the name and contact information of the sponsoring entity.

As necessary, the Superintendent, principal, or designee shall require a disclaimer on any nonschool group's promotional materials to be distributed, posted, or published, stating that the distribution, posting, or publishing of the materials does not imply district endorsement of the group's activities, products, or services. District and school sponsored publications shall include a disclaimer stating that the district or school does not endorse any advertised products or services.

## **Criteria for Approval**

The Superintendent, principal, or designee shall not accept for distribution, or allow on school property, any materials or advertisements that:

1. Are lewd, obscene, libelous, or slanderous
2. Incite students to commit unlawful acts, violate school rules, or disrupt the orderly operation of the schools
3. Promote any particular political interest, candidate, party, or ballot measure, unless the candidates or advocates from all sides are provided the opportunity to present their views to the students during school hours or during events scheduled pursuant to the Civic Center Act

*(cf. 1160 - Political Processes)*

*(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)*

4. Contain prayer or **proselytizing language**
5. **Position**~~proselytize or position~~ the district on any side of a controversial issue

*(cf. 6144 - Controversial Issues)*

6. Discriminate against, attack, or denigrate any group on account of any unlawful consideration

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1325(c)

---

76. Promote the use or sale of materials or services that are illegal or inconsistent with school objectives, including, but not limited to, materials or advertisements for tobacco, intoxicants, and movies or products unsuitable for children ~~non-nutritious foods and beverages, and movies or products unsuitable for children~~

~~(cf. 5030 - Student Wellness)~~

~~(cf. 5131.65 - Alcohol and Other Drugs)~~

~~(cf. 5131.62 - Tobacco)~~

8. Promote during the school day any food or beverage that does not comply with state nutritional standards pursuant to Education Code 49430-49434, including a corporate incentive program that offers free or discounted foods or beverages that do not meet nutritional standards as rewards for students who reach certain academic goals. This prohibition does not include advertising on clothing with brand images worn on school grounds, advertising contained in product packaging, or advertising of infrequent school fundraising events involving food or beverages that do not meet the nutritional standards. (Education Code 49431.9)

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

*(cf. 5030 - Student Wellness)*

97. Solicit funds or services for an organization, with the exception of solicitations authorized in Board policy

*(cf. 1321 - Solicitation of Funds from and by Students)*

- ~~108.~~ Distribute unsolicited merchandise for which an ensuing payment is requested

The Superintendent or designee ~~may~~ also ~~may~~ consider the educational value of the materials or advertisements, the age or maturity of the students in the intended audience, and whether the materials or advertisements support the basic educational mission of the district, directly benefit the students, or are of intrinsic value to the students or their parents/guardians.

*(cf. 0000 - Vision)*

Schools may establish additional criteria pertaining to the content of advertisements in school publications and yearbooks, as deemed appropriate by the Superintendent or designee in accordance with law and Board policy.

**Legal Reference:**

~~CALIFORNIA CONSTITUTION~~

~~Article I, Section 2 Free speech rights~~

~~EDUCATION CODE~~

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1325(d)

---

7050-7058 *Political activities of school officers and employees*

35160 *Authority of governing boards*

35160.1 *Broad authority of school districts*

35172 *Promotional activities*

38130-38139~~8~~ *Civic Center Act*

49430-49434 *The Pupil Nutrition, Health, and Achievement Act of 2001, especially:*

49431.9 *Advertisement of non-nutritious foods*

## BUSINESS AND PROFESSIONS CODE

25664 *Advertisements encouraging minors to drink*

## CALIFORNIA CONSTITUTION

*Article 1, Section 2 Free speech rights*

## U.S. CONSTITUTION

*Amendment 1, -Freedom of speech and expression*

## UNITED STATES CODE, TITLE 42

1751-1769j *School Lunch Program*

1773 *School Breakfast Program*

## COURT CASES

*Hills v. Scottsdale Unified School District-48, (2003) 329 F.3d 1044*

*DiLoreto v. Downey Unified School District, (1999) 196 F.3d 958*

*Yeo v. Town of Lexington, (1997) 131 F.3d 241 U.S. First Circuit Court of Appeals, No. 96-1623*

*Henry v. School Board of Colorado Springs, (D.Col. 1991) 760 F.Supp. 856*

*Bright v. Los Angeles Unified School District, (1976) ~~134 Cal. Rptr. 639, 556 P.2d 1090~~, 18 Cal. 3d 4350*

*Lehman v. Shaker Heights, (1974) 418 U.S. 298*

## Management Resources:

### CSBA PUBLICATIONS

~~*School-Based Marketing of Foods and Beverages: Policy Implications for School Boards, Policy Brief,*~~

~~*March 2006*~~

### WEB SITES

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

Adopted: 2-22-78

Amended: 5-28-80, 4-2-91, 11-18-03, 8-20-13, 4-17-2018

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: APRIL 17, 2018**

**SUBJECT: B.7.c. APPROVE AMENDMENT TO BOARD POLICY AND ADMINSTRATIVE REGULATION 3100 – BUDGET – First Reading**

**ACTION**

**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 3100 – Budget?

**BACKGROUND:** Board Policy 3100 updated to reflect NEW LAW (SB 751) which provides that, if the amount of monies in the state Public School System Stabilization Account is three percent or more of the combined total of general fund revenues appropriated for school districts and allocated local proceeds of taxes, the district's combined assigned or unassigned ending general fund balance must not exceed 10 percent of those funds in the immediately following fiscal year, unless the district is a basic aid district, is a district with average daily attendance of 2,500 or less, or is exempted by the county superintendent of schools under extraordinary fiscal circumstances. Board 3100 is being submitted with recommended changes from CSBA.

- ALTERNATIVES:**
1. Approve the amendment to Board Policy 3100 – Budget.
  2. Do not amend Board Policy 3100 – Budget.

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

Respectfully submitted,

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

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3100(a)

---

## **Budget**

The Governing Board recognizes its critical responsibility for adopting a sound budget ~~for~~ each fiscal year which is aligned with the district's vision, moral imperatives, goals, priorities, local control and accountability plan (LCAP), and ~~other~~ comprehensive plans. The district budget shall guide ~~administrative~~ decisions and actions throughout the year and shall serve as a tool for monitoring the fiscal health of the district.

*(cf. 0000 - Vision)*

*(cf. 0200 - Goals for the School District)*

*(cf. 0400 - Comprehensive Plans)*

*(cf. 0460 - Local Control and Accountability Plan)*

*(cf. 3300 - Expenditures and Purchases)*

*(cf. 3460 - Financial Reports and Accountability)*

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

The district budget shall show a complete plan and itemized statement of all proposed expenditures and all estimated revenues for the following fiscal year, together with a comparison of revenues and expenditures for the current fiscal year. The budget shall also include the appropriations limit and the total annual appropriations subject to limitation as determined pursuant to Government Code 7900-7914. (Education Code 42122)

## **Budget Development and Adoption Process**

In order to provide guidance in the development of the budget, the Board shall annually establish budget priorities based on identified district needs and goals and on realistic projections of available funds.

The Superintendent or designee shall oversee the preparation of a proposed district budget for approval by the Board and shall involve appropriate staff ~~at all levels~~ in the development of budget projections.

The Board shall hold a public hearing on the proposed budget in accordance with Education Code 42103 and 42127.

*(cf. 9320 - Meetings and Notices)*

*(cf. 9322 - Agenda/Meeting Materials)*

*(cf. 9323 - Meeting Conduct)*

The Board shall adopt the district budget on or before July 1 of each year. (Education Code 42127)

At a public meeting ~~scheduled~~ on a date after the public hearing on the budget, the Board shall, ~~adopt the budget~~ following its adoption of the LCAP or an annual update to the LCAP, ~~adopt~~ the

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3100(b)

---

~~budget.same meeting-~~ The budget shall include the expenditures necessary to implement the LCAP or the annual update to the LCAP. (Education Code 42127, 52062)

The budget that is formally adopted by the Board shall adhere to the state's Standardized Account Code Structure as prescribed by the Superintendent of Public Instruction. (Education Code 42126, 42127)

The Superintendent or designee may supplement this format with additional information as necessary to effectively communicate the budget to the Board, staff, and public.

No later than five days after the Board adopts the district budget or by July 1, whichever occurs first, the Board shall file with the County Superintendent of Schools the adopted district budget and supporting data. -The budget and supporting data shall be maintained and made available for public review. (Education Code 42127)

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

If the County Superintendent disapproves or conditionally approves the district's budget, the Board shall review and respond to his/her recommendations at a public meeting on or before October 8. The response shall include any revisions to the adopted budget and any other proposed actions to be taken as a result of those recommendations. (Education Code 42127)

## **Budget Advisory Committee**

The Superintendent or designee may appoint a budget advisory committee composed of staff, Board representatives, and/or members of the community.

The committee shall submit recommendations during the budget development process and its duties shall be assigned each year based on district needs. All recommendations of the committee shall be advisory only and shall not be binding on the Board.

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 2230 - Representative and Deliberative Groups)*

*(cf. 3350 - Travel Expenses)*

*(cf. 9130 - Board Committees)*

*(cf. 9140 - Board Representatives)*

## **Budget Criteria and Standards**

The Superintendent or designee shall develop a district budget in accordance with state criteria and standards specified in 5 CCR 15440-15450 as they relate to projections of average daily attendance (ADA), enrollment, ratio of ADA to enrollment, local control funding formula revenue, salaries and benefits, other revenues and expenditures, facilities maintenance, deficit



# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3100(c)

---

spending, unrestricted general fund balance, and reserves. In addition, he/she shall provide the supplemental information specified in 5 CCR 15451 which addresses the methodology and budget assumptions used, contingent liabilities, use of one-time revenues for ongoing expenditures, use of ongoing revenues for one-time expenditures, contingent revenues, contributions, long-term commitments, unfunded liabilities, status of collective bargaining agreements, the LCAP, and LCAP expenditures. (Education Code 33128, 33128.3, 33129, 42127.01; 5 CCR 15440-15451)

The district budget shall provide for increasing or improving services for unduplicated students at least in proportion to the increase in funds apportioned on the basis of the number and concentration of unduplicated students [in accordance with 5 CCR 15496](#). Unduplicated students are students who are eligible for free or reduced-price meals, English learners, and/or foster youth. (Education Code 42238.07; 5 CCR 15496)

(cf. 3553 - Free and Reduced Price Meals)  
(cf. 6173.1 - Education for Foster Youth)  
(cf. 6174 - Education for English ~~Language~~-Learners)

The Board may establish other budget assumptions or parameters, which may take into consideration the stability of funding sources, legal requirements and constraints on the use of funds, anticipated increases and/or decreases in the cost of services and supplies, program requirements, and any other factors necessary to ensure that the budget is a realistic plan for district revenues and expenditures.

(cf. 2210 - Administrative Discretion Regarding Board Policy)  
(cf. 3110 - Transfer of Funds)

## **Fund Balance**

The district shall classify fund balances in compliance with Governmental Accounting Standards Board (GASB) Statement 54, as follows:

1. *Nonspendable fund balance* includes amounts that are not expected to be converted to cash, such as resources that are not in a spendable form (e.g., inventories and prepaids) or that are legally or contractually required to be maintained intact.
2. *Restricted fund balance* includes amounts constrained to specific purposes by their providers or by law.
3. *Committed fund balance* includes amounts constrained to specific purposes by the Board.

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3100(d)

---

For this purpose, all commitments of funds shall be approved by a majority vote of the Board. The constraints shall be imposed no later than the end of the reporting period ~~of~~ (June 30), although the actual amounts may be determined subsequent to that date but prior to the issuance of the financial statements.

4. *Assigned fund balance* includes amounts which are intended for a specific purpose but do not meet the criteria to be classified as restricted or committed.

The Board delegates authority to assign funds to the assigned fund balance to the Superintendent and authorizes the assignment of such funds to be made any time prior to the issuance of the financial statements. The Superintendent may further delegate the authority to assign funds at his/her discretion.

5. *Unassigned fund balance* includes amounts that are available for any purpose.

When multiple types of funds are available for an expenditure, the district shall first utilize funds from the restricted fund balance as appropriate, then from the committed fund balance, then from the assigned fund balance, and lastly from the unassigned fund balance.

The Board intends to maintain a minimum assigned and unassigned fund balance in an amount the Board deems sufficient to maintain fiscal solvency and stability and to protect the district against unforeseen circumstances.

If the assigned and unassigned fund balance falls below the level set by the Board due to an emergency situation, unexpected expenditures, or revenue shortfalls, the Board shall develop a plan to recover the fund balance which may include dedicating new unrestricted revenues, reducing expenditures, and/or increasing revenues or pursuing other funding sources.

## Reserve Balance

The district budget shall include a minimum reserve balance for economic uncertainties that is consistent with the percentage or amount specified in 5 CCR 15450.

In any year that the district is notified by the Superintendent of Public Instruction that the amount of monies in the state Public School System Stabilization Account equals or exceeds three percent of the combined total of general fund revenues appropriated for school districts and allocated local proceeds of taxes, the district budget shall not contain a combined assigned or unassigned ending general fund balance that is in excess of 10 percent of these funds. (Education Code 41202, 42127.01)

## Long-Term Financial Obligations

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3100(e)

---

The district's current-year budget and multi-year projections shall include adequate provisions for addressing the district's long-term financial obligations, including, but not limited to, long-term obligations resulting from collective bargaining agreements, financing of facilities projects, unfunded or future liability for retiree benefits, and accrued workers' compensation claims.

*(cf. 4141/4241 - Collective Bargaining Agreement)*  
*(cf. 4154/4254/4354 - Health and Welfare Benefits)*  
*(cf. 7210 - Facilities Financing)*  
*(cf. 9250 - Remuneration, Reimbursement and Other Benefits)*

## **Budget Amendments**

No later than 45 days after the Governor signs the annual Budget Act, the Superintendent or designee shall make available for public review any revisions in budgeted revenues and expenditures which occur as a result of the funding made available by that Budget Act. (Education Code 42127)

Whenever revenues and expenditures change significantly throughout the year, the Superintendent or designee shall recommend budget amendments to ensure accurate projections of the district's net ending balance. When final figures for the prior-year budget are available, this information shall be used as soon as possible to update the current-year budget's beginning balance and projected revenues and expenditures.

In addition, budget amendments shall be submitted for Board approval as necessary when collective bargaining agreements are accepted, district income declines, increased revenues or unanticipated savings are made available to the district, program proposals are significantly different from those approved during budget adoption, interfund transfers are needed to meet actual program expenditures, and/or other significant changes occur that impact budget projections.

## **Legal Reference:**

### EDUCATION CODE

1240 Duties of county superintendent of schools  
33127-33131 Standards and criteria for local budgets and expenditures  
[41202 Determination of minimum level of education funding](#)  
42103 Public hearing on proposed budget; requirements for content of proposed budget  
42122-42129 Budget requirements  
42130-42134 Financial certifications  
42140-42141 Disclosure of fiscal obligations  
42238-42251 Apportionments to districts, especially:  
42238.01-42238.07 Local control funding formula  
42602 Use of unbudgeted funds  
[42610 Appropriation of excess funds and limitation thereon](#)  
45253 Annual budget of personnel commission  
45254 First year budget of personnel commission

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3100(f)

52060-52077 Local control and accountability plan

GOVERNMENT CODE

7900-7914 Appropriations limit~~Expenditure limitations~~

CODE OF REGULATIONS, TITLE 5

15060 Standardized account code structure

15440-15451 2 Criteria and standards for school district budgets

15494-15496 Local control funding formula, expenditures

## Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION~~CDE~~ PUBLICATIONS

California School Accounting Manual

New Requirements for Reporting Fund Balance in Governmental Funds, January 7, 2011

FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS

Fiscal Oversight Guide for AB 1200, AB 2756 and Subsequent Related Legislation, September 2006

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Best Practice: Appropriate Level of Unrestricted Fund Balance in the General Fund, 2009

GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENTS

Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions, March 2009

Statement ~~75~~<sup>45</sup>, Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions, June 201~~5~~<sup>04</sup>

~~Statement 34, Basic Financial Statements and Management's Discussion and Analysis—For State and Local Governments, June 1999~~

Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions, March 2009

WEB SITES

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

Association of California School Administrators: <http://www.acsa.org>

California Department of Education, Finance and Grants: <http://www.cdee.ca.gov/fg>

California Department of Finance: <http://www.dof.ca.gov>

Fiscal Crisis and Management Assistance Team: <http://www.fcmat.org>

Government Finance Officers Association: <http://www.gfoa.org>

Governmental Accounting Standards Board: <http://www.gasb.org>

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

Adopted: 7-23-80

Amended: 5-1-89, 10-19-83, 6-4-02, 9-17-02, 12-16-03, 3-22-05, 3-17-09, 4-20-10, 4-17-12,  
2-20-14, 4-21-15, **4-17-2018**

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: APRIL 17, 2018**

**SUBJECT: B.7.d. APPROVE AMENDMENT TO BOARD POLICY 3551 – FOOD SERVICE OPERATIONS/CAFETERIA FUND– First Reading**

---

**ACTION**

---

**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 3551 – Food Service Operations/Cafeteria Fund?

**BACKGROUND:** Board Policy 3551 updated to reflect NEW LAW (SB 250) which requires districts to make their meal charge policy public and ensure that students with unpaid meal fees are not shamed or treated differently than other students. Section on "Procurement of Foods, Equipment, and Supplies" reflects NEW LAW (SB 730) which requires the California Department of Education (CDE) to provide information about the Buy American provision, NEW LAW (AB 822) which requires a preference for California-grown agricultural products with specified exceptions, and NEW LAW (SB 544) which clarifies that procurements in federally funded nutrition programs are subject to the procurement standards of the federal Uniform Guidance. Regulation updated to reflect provisions of SB 250 which require districts to notify parents/guardians within 10 days of a negative balance in their child's school meal account and to exhaust all options to enroll the student in the free and reduced-price meal program if he/she is eligible. Regulation also adds new section reflecting NEW LAW (SB 557) which authorizes donation of unused, unopened foods to a food bank or other nonprofit charitable organization.

**ALTERNATIVES:**

1. Approve the amendment to Board Policy 3551 – Food Service Operations/Cafeteria Fund.
2. Do not amend Board Policy 3551 – Food Service Operations/Cafeteria Fund.

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

Respectfully submitted,

---

Anthony W. Knight, Ed.D.  
Superintendent

**APPROVE AMENDMENT TO BOARD POLICY 3551 – FOOD SERVICE  
OPERATIONS/CAFETERIA FUND– First Reading**

**April 17, 2018**

**Page 2**

---

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3551(a)

---

## **Food Service Operations/Cafeteria Fund**

The Governing Board intends that school food services shall be a self-supporting, nonprofit program. To ensure program quality and increase cost effectiveness, the Superintendent or designee shall centralize and direct the purchasing of foods and supplies, the planning of menus, and the auditing of all food service accounts for the district.

*(cf. 3100 - Budget)*  
*(cf. 3300 - Expenditures and Purchases)*  
*(cf. 3311 - Bids)*  
*(cf. 3550 - Food Service/Child Nutrition Program)*  
*(cf. 3552 - Summer Meal Program)*  
*(cf. 5030 - Student Wellness)*

The Superintendent or designee shall ensure that all food service personnel possess the required qualifications and receive ongoing professional development related to the effective management and implementation of the district's food services program in accordance with law.

*(cf. 4231 - Staff Development)*  
*(cf. 4331 - Staff Development)*

At least once each year, food service administrators, other appropriate personnel who conduct or oversee administrative procedures, and other food service personnel shall receive training provided by the California Department of Education (CDE). (42 USC 1776)

## **Meal Sales**

Meals may be sold to students, district employees, Board members, and employees or members of the fund or association maintaining the cafeteria. (Education Code 38082)

In addition, meals may be sold to nonstudents, including parents/guardians, volunteers, students' siblings, or other individuals, who are on campus for a legitimate purpose. Any meals served to nonstudents shall not be subsidized by federal or state reimbursements, food service revenues, or U.S. Department of Agriculture (USDA) foods.

Meal prices, as recommended by the Superintendent or designee and approved by the Board, shall be based on the costs of providing food services and consistent with Education Code 38084 and 42 USC 1760.

The Superintendent or designee shall establish strategies and procedures for the collection of meal payments, including delinquent meal payments. [Such procedures shall conform with 2 CFR 200.426 and any applicable CDE guidance. The Superintendent or designee shall clearly communicate these procedures to students and parents/guardians, and shall make this policy and](#)

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3551(b)

---

the accompanying administrative regulation available to the public.

The Superintendent or designee shall ensure that a student whose parent/guardian has unpaid school meal fees is not overtly identified, shamed, treated differently, or served a meal that differs from the meal served to other students. (Education Code 49557.5)

Students who are enrolled in the free or reduced-price meal program shall receive meals free of charge or at a reduced price in accordance with law, Board policy, and administrative regulation. Such students shall not be overtly identified or treated differently from other students.

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

*(cf. 3553 - Free and Reduced Price Meals)*

~~*(cf. 5145.3 - Nondiscrimination/Harassment)*~~

~~The Superintendent or designee shall establish strategies and procedures for the collection of meal payments, including delinquent meal payments, and shall clearly communicate these procedures and related district policies to students and parents/guardians. The procedures adopted by the Superintendent or designee shall conform with 2 CFR 200.426 and any applicable CDE guidance, and shall not overtly identify students with unrecovered or delinquent debt or treat them differently than other students.~~

## **Cafeteria Fund**

The Superintendent or designee shall establish a cafeteria fund independent of the district's general fund.

The wages, salaries, and benefits of food service employees shall be paid from the cafeteria fund. (Education Code 38103)

The Superintendent or designee shall ensure that state and federal funds provided through school meal programs are allocated only for purposes related to the operation or improvement of food services and reasonable and necessary indirect program costs as allowed by law.

*(cf. 3230 - Federal Grant Funds)*

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

*(cf. 3460 - Financial Reports and Accountability)*

## **Contracts with Outside Services**

With Board approval, the district may enter into a contract for food service consulting services or management services in one or more district schools. (Education Code 45103.5; 42 USC 1758; 7 CFR 210.16)



# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3551(c)

---

(cf. 3312 - Contracts)  
(cf. 3600 - Consultants)

## **Procurement of Foods, Equipment and Supplies**

To the maximum extent practicable, foods purchased for use in school meals by the district or by any entity purchasing food on its behalf shall be domestic commodities or products. Domestic commodity or product means an agricultural commodity that is produced in the United States and a food product that is processed in the United States substantially using agricultural commodities that are produced in the United States. (42 USC 1760; 7 CFR 210.21)

A nondomestic food product may be purchased for use in the district's food service program only as a last resort when the product is not produced or manufactured in the United States in sufficient and reasonable quantities of a satisfactory quality, or when competitive bids reveal the costs of a United States product are significantly higher than the nondomestic product. In such cases, the Superintendent or designee shall retain documentation justifying the [use of the exception](#).

Furthermore, the district shall accept a bid or price for an agricultural product grown in California before accepting a bid or price for an agricultural product grown outside the state, if the quality of the California-grown product is comparable and the bid or price does not exceed the lowest bid or price of a product produced outside the state. (Food and Agriculture Code 58595)

Bid solicitations and awards for purchases of equipment, materials, or supplies in support of the district's child nutrition program, or for contracts awarded pursuant to Public Contract Code 2000, shall be consistent with the federal procurement standards in 2 CFR 200.318-200.326. Awards shall be let to the most responsive and responsible party. Price shall be the primary consideration, but not the only determining factor, in making such an award. (Public Contract Code 20111)

## **Program Monitoring and Evaluation**

The Superintendent or designee shall present to the Board, at least annually, financial reports regarding revenues and expenditures related to the food service program.

The Superintendent or designee shall provide all necessary documentation required for the Administrative Review conducted by the CDE to ensure compliance of the district's food service program with federal requirements related to maintenance of the nonprofit school food service account, meal charges, paid lunch equity, revenue from nonprogram goods, indirect costs, and USDA foods.

(cf. 3555 - Nutrition Program Compliance)

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3551(d)

---

## **Legal Reference:**

### EDUCATION CODE

38080-38086 Cafeteria, establishment and use  
38090-38095 Cafeterias, funds and accounts  
38100-38103 Cafeterias, allocation of charges  
42646 Alternate payroll procedure  
45103.5 Contracts for management consulting services; restrictions  
49490-49493 School breakfast and lunch programs  
49500-49505 School meals  
49554 Contract for services  
49550-49564.5 ~~49562~~ Meals for needy students  
49580-49581 Food recovery program

### FOOD AND AGRICULTURE CODE

58595 Preference for California-grown agricultural products

### HEALTH AND SAFETY CODE

113700-114437 California Retail Food Code

### PUBLIC CONTRACT CODE

2000-2002 Responsive bidders

20111 Contracts

### CODE OF REGULATIONS, TITLE 5

15550-15565 School lunch and breakfast programs

### UNITED STATES CODE, TITLE 42

1751-1769j School lunch programs  
1771-1791 Child nutrition, including:

1773 School breakfast program

### CODE OF FEDERAL REGULATIONS, TITLE 2

200.56 Indirect costs, definition

200.318-200.326 Procurement standards

200.400-200.475 Cost principles

200 Appendix VII Indirect cost proposals

### CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program

220.1-220.21 National School Breakfast Program

250.1-250.70 USDA foods

## **Management Resources:**

### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

Food Distribution Program Administrative Manual

Storage and Inventory Management of U.S. Department of Agriculture Foods, *NSD Management Bulletin*, FDP-01-2018, January 2018

Unpaid Meal Charges: Local Meal Charge Policies, Clarification on Collection of Delinquent Meal Payments, and

Excess Student Account Balances, *NSD Management Bulletin*, SNP-03-2017, April 2017

Clarification for the Use of Alternate Meals in the National School Lunch and School Breakfast Programs, Bad Debt Policies, and the Handling of Unpaid Meal Charges, *NSD Management Bulletin*, USDA-SNP-06-2015, May 2015

Cafeteria Funds-Allowable Uses, *NSD Management Bulletin*, NSD-SNP-07-2013, May 2013

Paid Lunch Equity Requirement, *NSD Management Bulletin*, USDA-SNP-16-2012, October 2012

~~Storage and Inventory Management of United States Department of Agriculture (USDA) Donated Foods,~~

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3551(e)

---

~~Management Bulletin USDA-FDP-02-2010, August 2010~~

*Adult and Sibling Meals in the National School Lunch and School Breakfast Programs, NSD Management Bulletin 00-111, July 2000*

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

*FAQs About School Meals*

*Unpaid Meal Charges: Guidance and Q&A, SP 23-2017, March 2017*

*Indirect Costs: Guidance for State Agencies and School Food Authorities SP 60-2016, September 2016,*  
~~2011~~

*Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools, September 2016*

*Unpaid Meal Charges: Local Meal Charge Policies, SP 46-2016, July 2016*

*Compliance with and Enforcement of the Buy American Provision in the National School Lunch Program, SP 24-2016, February 2016*

*Discretionary Elimination of Reduced Price Charges in the School Meal Programs, SP 17-2014, January 2014*

WEB SITES

*California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>*

*California School Nutrition Association: <http://www.calsna.org>*

*U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov/cnd/>*

Adopted: 9-17-02

Amended: 2-17-04, 5-20-08, 8-16-11, 2-20-14, 8-15-17, 4-17-2018

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

*Series 3000*

*Business and Non-Instructional Operations*

*AR 3551(a)*

## **Food Service Operations/Cafeteria Fund**

### **Payments for Meals**

With the exception of students who are eligible to receive meals at no cost, students may pay on a per-meal basis or may submit payments in advance. -The Superintendent or designee shall maintain a system for accurately recording payments received and tracking meals provided to each student.

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

*(cf. 3552 - Summer Meal Program)*

*(cf. 3553 - Free and Reduced Price Meals)*

*(cf. 3555 - Nutrition Program Compliance)*

At the beginning of the school year, and whenever a student enrolls during the school year, parents/guardians shall be notified of the district's meal payment policies and be encouraged to prepay for meals whenever possible. The Superintendent or designee shall communicate the district's meal payment policies through multiple methods, including, but not limited to:

1. Explaining the meal charge policy within registration materials provided to parents/guardians at the start of the school year
2. Including the policy in print versions of student handbooks, if provided to parents/guardians annually
3. Providing the policy whenever parents/guardians are notified regarding the application process for free and reduced-price meals, such as in the distribution of applications at the start of the school year
4. Posting the policy on the district's web site
5. Establishing a system to notify parents/guardians when a student's meal payment account has a low or negative balance

*(cf. 1113 - District and School Web Sites)*

*(cf. 5145.6 - Parental Notifications)*

In any school that uses a system of meal tickets or other similar medium of exchange rather than an electronic point-of-sale system, the Superintendent or designee shall develop a process for providing replacement tickets to any student who reports his/her tickets as lost or stolen. However, whenever any student reports an excessive number of lost or stolen tickets, the Superintendent or designee shall notify the parent/guardian and may provide an alternative method of tracking meal usage for that student.

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 3000

Business and Non-Instructional Operations

AR 3551(b)

---

In order to avoid potential misuse of a student's food service account by someone other than the student in whose name the account has been established, the Superintendent or designee shall verify a student's identity when setting up the account and when charging any meal to the account. The Superintendent or designee shall investigate any claim that a bill does not belong to a student or is inaccurate, shall not require a student to pay a bill that appears to be the result of identity theft, and shall open a new account with a new account number for a student who appears to be the subject of identity theft.

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

Any payments made to a student's food service account shall, if not used within the school year, be carried over into the next school year or be refunded [upon written request](#) to the student's parents/guardians.

## **Unpaid and Delinquent Meal Charges**

Parents/guardians shall be notified whenever their student's account has a negative balance. Whenever a student's account has an unpaid balance of \$50 or more, parents/guardians shall be notified in writing that full payment is due within seven school days from the date of the notice. At the middle and high schools the staff will alert the student at the point of sale if the student's account balance is running low.

In cases of ~~repeated~~[continual](#) nonpayment ~~by~~[of a student account or of a student account repeatedly in arrears](#), the Superintendent or designee may contact parents/guardians to discuss the reasons for the nonpayment. The Superintendent or designee may evaluate individual circumstances to determine if the student's parents/guardians need assistance completing an application for free or reduced-price meals or need referral to social services.

[The district may attempt to collect unpaid school meal fees from a parent/guardian, but shall not use a debt collector. \(Education Code 49557.5\)](#)

The Superintendent or designee may enter into [an agreement](#) ~~a repayment plan~~ with a student's parents/guardians for payment of the student's unpaid meal charge balance over a period of time. As necessary, the repayment plan may allow the unrecovered or delinquent debt to carry over into the next fiscal year.

[The district shall not direct any action toward a student to collect unpaid school meal fees. \(Education Code 49557.5\)](#)

The district's efforts to collect debt shall be consistent with district policies and procedures,

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 3000

Business and Non-Instructional Operations

AR 3551(c)

---

California Department of Education (CDE) guidance, and 2 CFR 200.426. The district shall not spend more than the actual debt owed in efforts to recover unpaid meal charges.

The Superintendent or designee shall maintain records of the efforts made to collect unpaid meal charges and, if applicable, financial documentation showing when the unpaid meal balance has become an operating loss.

## **Reimbursement Claims**

The Superintendent or designee shall maintain records of the number of meals served each day by school site and by category of free, reduced-price, and full-price meals. The Superintendent or designee shall submit reimbursement claims for school meals to ~~the~~ CDE using the online Child Nutrition Information and Payment System.

## **Donation of Leftover Food**

To minimize waste and reduce food insecurity, the district may provide sharing tables where students and staff may return appropriate unused cafeteria food items to be made available to students during the course of a regular school meal time. If food on the sharing tables is not taken by a student, the school cafeteria may donate the food to a food bank or any other nonprofit charitable organization. (Health and Safety Code 114079)

Food that may be donated includes prepackaged, nonpotentially hazardous food with the packaging still intact and in good condition, whole uncut produce, unopened bags of sliced fruit, unopened containers of milk that are immediately stored in a cooling bin maintained at 41 degrees Fahrenheit or below, and perishable prepackaged food if it is placed in a proper temperature-controlled environment. The preparation, safety, and donation of food shall be consistent with Health and Safety Code 113980. (Health and Safety Code 114079)

## **Cafeteria Fund**

All proceeds from food sales and other services offered by the cafeteria shall be deposited in the cafeteria fund as provided by law. ~~The~~ income and expenditures of any cafeteria revolving account established by the Governing Board shall be recorded as income and expenditures of the cafeteria fund. (Education Code 38090, 38091)

*(cf. 3100 -- Budget)*

*(cf. 3300 -- Expenditures and Purchases)*

The cafeteria fund shall be used only for those expenditures authorized by the Board as necessary for the operation of school cafeterias in accordance with Education Code 38100-38103, 2 CFR Part 200 Appendix VII, and the California School Accounting Manual.

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 3000

Business and Non-Instructional Operations

AR 3551(d)

---

Any charges to, or transfers from, a food service program shall be dated and accompanied by a written explanation of the expenditure's purpose and basis. (Education Code 38101)

*(cf. 3110 - Transfer of Funds)*

Indirect costs charged to the food service program shall be based on either the district's prior year indirect cost rate or the statewide average approved indirect cost rate for the second prior fiscal year, whichever is less. (Education Code 38101)

Net cash resources in the nonprofit school food service shall not exceed three months average expenditures. (2 CFR 220.14)

## **U.S. Department of Agriculture Foods**

The Superintendent or designee shall ensure that foods received through the U.S. Department of Agriculture (USDA) are handled, stored, and distributed in facilities which: (7 CFR 250.14)

1. Are sanitary and free from rodent, bird, insect, and other animal infestation
2. Safeguard foods against theft, spoilage, and other loss
3. Maintain foods at proper storage temperatures
4. Store foods off the floor in a manner to allow for adequate ventilation
5. Take other protective measures as may be necessary

The Superintendent or designee shall maintain inventories of USDA foods in accordance with 7 CFR 250.59 and CDE procedures, and shall ensure that foods are used before their expiration dates.

USDA donated foods shall be used in school lunches as far as practicable. USDA foods also may be used in other nonprofit food service activities, including, but not limited to, school breakfasts or other meals, a la carte foods sold to students, meals served to adults directly involved in the operation and administration of the food service and to other school staff, and training in nutrition, health, food service, or general home economics instruction for students, provided that any revenues from such activities accrue to the district's nonprofit food service account. (7 CFR 250.59)

## **Contracts with Outside Services**

The term of any contract for food service management or consulting services shall not exceed

**OAK PARK UNIFIED SCHOOL DISTRICT  
ADMINISTRATIVE REGULATION**

*Series 3000*

*Business and Non-Instructional Operations*

*AR 3551(e)*

---

one year. Any renewal of the contract or further requests for proposals to provide such services shall be considered on a year-to-year basis. (Education Code 45103.5; 7 CFR 210.16)

Any contract for management of the food service operation shall be approved by CDE and comply with the conditions in Education Code 49554 and 7 CFR 210.16 as applicable. The district shall retain control of the quality, extent, and general nature of its food services, including prices to be charged to students for meals, and shall monitor the food service operation through periodic on-site visits. The district shall not enter into a contract with a food service company to provide a la carte food services only, unless the company agrees to offer free, reduced-price, and full-price reimbursable meals to all eligible students. (Education Code 49554; 42 USC 1758; 7 CFR 210.16)

Any contract for consulting services shall not result in the supervision of food service classified staff by the management consultant, nor shall it result in the elimination of any food service classified staff or position or have any adverse effect on the wages, benefits, or other terms and conditions of employment of classified food service staff or positions. All persons providing consulting services shall be subject to applicable employment conditions related to health and safety as listed in Education Code 45103.5. (Education Code 45103.5)

*(cf. 3312 - Contracts)*

*(cf. 3515.6 - Criminal Background Checks for Contractors)*

*(cf. 3600 - Consultants)*

*(cf. 4112.4/4212.4/4312.4 - Health Examinations)*

*(cf. 4212 - Appointments and Conditions of Employment)*

Adopted: 9-17-02

Amended: 11-07, 2-14, 8-15-17, 4-17-2018



**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: APRIL 17, 2018**

**SUBJECT: B.7.e. ADOPT AND APPROVE AMENDMENT TO BOARD POLICY AND ADMINISTRATIVE REGULATION 3553 –FREE AND REDUCED PRICE MEALS – First Reading**

**ACTION**

**ISSUE:** Should the Board of Education adopt and approve the proposed amendment to Board Policy and Administrative Regulation 3553 – Free And Reduced Price Meals?

**BACKGROUND:** Policy updated to reflect NEW LAW (SB 138) which requires districts to apply by September 1, 2018, for a federal universal meal service for "very high poverty schools," as defined, for the purpose of providing breakfast and/or lunch free of charge to all students enrolled at the school. An exception exists for districts whose board adopts a resolution stating the district is unable to comply due to fiscal hardship. Regulation updated to reflect a provision of SB 138 which requires direct certification of students' eligibility for free or reduced-price meals based on their Medi-Cal participation. In both BP and AR, section related to confidentiality and allowable purposes for sharing students' free and reduced-price meal eligibility information revised to reflect the elimination of Title I program improvement.

- ALTERNATIVES:**
1. Adopt and approve the amendment to Board Policy 3553 – Free And Reduced Price Meals
  2. Do not amend Board Policy 3553 – Free And Reduced Price Meals

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

Respectfully submitted,

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

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3553(a)

---

## **Free And Reduced Price Meals**

The Governing Board recognizes that adequate nutrition is essential to the development, health, and learning of all students. The Superintendent or designee shall facilitate and encourage the participation of students from low-income families in the district's food service program.

*(cf. 3551 - Food Service Operations/Cafeteria Fund)*

*(cf. 3552 - Summer Meal Program)*

*(cf. 5030 - Student Wellness)*

*(cf. 5148 - Child Care and Development)*

*(cf. 5148.2 - Before/After School Programs)*

*(cf. 6177 - Summer Learning Programs)*

The district shall provide at least one nutritionally adequate meal each school day, free of charge or at a reduced-price, for students whose families meet federal eligibility criteria. (Education Code 49550, 49552)

To provide optimal nutrition and reduce the administrative burden of food service operations, the Superintendent or designee shall assess the eligibility of district schools to provide breakfast and/or lunch free of charge to all students at the school under a federally funded universal meal service provision, such as Provision 2 or the Community Eligibility Provision, pursuant to 42 USC 1759a.

If any district school meets the criteria for a "very high poverty school" through its eligibility for the federal Community Eligibility Provision reimbursement rate pursuant to 42 USC 1759a, the district shall apply to the California Department of Education (CDE) to operate a universal meal service, unless the Board adopts a resolution stating that the district is unable to comply with this requirement due to fiscal hardship. The resolution shall be part of the public agenda for at least two consecutive Board meetings, first as an information item and then as an action item. The Board shall reconsider the resolution at least once every four years. (Education Code 49564; 42 USC 1759a)

The Superintendent or designee shall ensure that meals provided through the free and reduced-price meals program meet applicable state and/or federal nutritional standards in accordance with law, Board policy, and administrative regulation.

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

Schools participating in the Special Milk Program pursuant to 42 USC 1772 shall provide milk at no charge to students who meet federal eligibility criteria for free or reduced-price meals.

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3553(b)

---

The Board shall approve, and shall submit to the ~~CDE California Department of Education~~ for approval, a plan that ensures that students eligible to receive free or reduced-price meals and milk are not treated differently from other students. (Education Code 49557)

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

*(cf. 3555 -- Nutrition Program Compliance)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

## **Confidentiality/Release of Records**

All applications and records related to eligibility for the free and reduced-price meals program shall be confidential and may not be released except as provided by law and authorized by the Board or pursuant to a court order. (Education Code 49558)

*(cf. 5125 - Student Records)*

The Board authorizes designated employees to use individual records pertaining to student eligibility for the free and reduced-price meal program for the following purposes: ~~of~~ (Education Code 49558)

1. Disaggregation of academic achievement data

*(cf. 6162.51 - State Academic Achievement Tests)*

2. ~~Identification in any school identified as a Title I program improvement school pursuant to 20 USC 6316, identification~~ of students eligible for ~~school choice and supplemental educational~~ services under the federal Elementary and Secondary Education Act pursuant to 20 USC 6301-6576

~~*(cf. 0520.2 -- Title I Program Improvement Schools)*~~

*(cf. 6171 - Title I Programs)*

If a student transfers from the district to another district, charter school, county office of education program, or private school, the Superintendent or designee may share the student's meal eligibility information to the other educational agency to assist in the continuation of the student's meal benefits.

The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to another school district, charter school, or county office of education that is serving a student living in the same household for purposes related to program eligibility and data used in local control funding formula calculations.

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3553(c)

---

(Education Code 49558)

The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to the Superintendent of Public Instruction for purposes of determining allocations under the local control funding formula and for assessing accountability of that funding. (Education Code 49558)

The Superintendent or designee may release information on the school lunch program application to the local agency that determines eligibility for participation in the Medi-Cal program if the student has been approved for free meals or, if included in the agreement with the local agency, for reduced-price meals. He/she also may release information on the school lunch application to the local agency that determines eligibility for CalFresh or another nutrition assistance program authorized under 7 CFR 210.1 if the student has been approved for free or reduced-price meals. Information may be released for these purposes only if the student's parent/guardian consents to the sharing of information and the district has entered into a memorandum of understanding with the local agency which, at a minimum, includes the roles and responsibilities of the district and local agency and the process for sharing the information. After sharing information with the local agency for purposes of determining eligibility for that program, no further information shall be shared unless otherwise authorized by law. (Education Code 49557.2, 49557.3, 49558)

(cf. 5141.6 - ~~School~~ ~~Student~~ Health Services)

**Legal Reference:**

EDUCATION CODE

48980 Notice at beginning of term  
49430-49434 Pupil Nutrition, Health, and Achievement Act of 2001  
49490-49494 School breakfast and lunch programs  
49500-49505 School meals  
49510-49520 Nutrition  
49530-49536 Child Nutrition Act of 1974  
49547-49548.3 Comprehensive nutrition service  
49550-~~49564.5~~ ~~49562~~ Meals for needy students

CODE OF REGULATIONS, TITLE 5

15510 Mandatory meals for needy students  
15530-15535 Nutrition education  
15550-15565 School lunch and breakfast programs

UNITED STATES CODE, TITLE 20

1232g Federal Educational Rights and Privacy Act  
~~6301-6576 Elementary and Secondary Education Act~~  
~~6301-6514 Title I programs~~

UNITED STATES CODE, TITLE 42

1751-1769j School lunch program  
1771-1791 Child nutrition, especially:

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3553(d)

---

1773 School breakfast program

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program

220.10-220.21 National School Breakfast Program

245.1-245.13 Determination of eligibility for free and reduced-price meals and free milk

~~WELFARE AND INSTITUTIONS CODE~~

~~14005.41 Basic health care~~

## **Management Resources:**

### CSBA PUBLICATIONS

*Monitoring for Success: A Guide for Assessing and Strengthening Student Wellness Policies, 2012*

*Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, 2012*

~~CALIFORNIA DEPARTMENT OF EDUCATION MANAGEMENT BULLETINS~~

~~NSD SNP-12-2015 Updated Guidance on Sharing of School Meal Applications and the Passing of Assembly Bill 1599, July 2015~~

~~USDA SNP-07-2010 Change in Free and Reduced Price Meal Application Approval Process, September 2010~~

### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

~~Feed More Kids, Improve Program Participation~~

~~Direct Certification Implementation Checklist Free and Reduced-Price Meals: Universal Meal Service, Nutrition Services Division Management Bulletin SNP-01-2018, January 2018, May 2008~~

### U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

~~Eligibility Manual for School Meals: Determining and Verifying Eligibility, July 2015~~

~~U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS (continued)~~

~~Provision 2 Guidance: National School Lunch and School Breakfast Programs, Summer 2002~~

### WEB SITES

CSBA: ~~http://www.csba.org~~

California Department of Education, Nutrition Services Division: ~~http://www.cde.ca.gov/ls/nu~~

California Food Policy Advocates ~~Healthy Kids Resource Center:~~

~~http://cfpa.net~~ ~~www.californiahealthykids.org~~

California Project LEAN (Leaders Encouraging Activity and Nutrition):

~~http://www.californiaprojectlean.org~~

U.S. Department of Agriculture, Food and Nutrition Service: ~~http://www.fns.usda.gov/cnd~~

Adopted: 1-11-78

Amended: 7-22-80; 3-16-99; 9-17-02; 6-17-03, 2-15-05, 5-20-08, 8-16-11, 3-20-12, 5-17-16,  
4-17-2018

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 3000

Business and Non-Instructional Operations

AR 3553(a)

---

## **Free And Reduced Price Meals**

### **Applications**

The Superintendent or designee shall ensure that the district's application form for free and reduced-price meals and related materials include the statements specified in Education Code 49557 and 7 CFR 245.5. The district's application packet shall include the notifications and information listed in Education Code 49557.2.

*(cf. 3550 - Food Service/Child Nutrition Program)*  
*(cf. 3551 - Food Service Operations/Cafeteria Fund)*  
*(cf. 3552 - Summer Meal Program)*

The application form and related information shall be distributed in paper form to all parents/guardians at the beginning of each school year and shall be available to students at all times during the school day. (Education Code 48980, 49520; 42 USC 1758; 7 CFR 245.5)

*(cf. 5145.6 - Parental Notifications)*

In addition, the district application form for free and reduced price meals shall be available online. The online application form shall require completion of only those questions necessary for determining eligibility, contain clear instructions for families that are homeless or migrant, and comply with other requirements specified in Education Code 49557.

An application form and related information shall also be provided whenever a new student is enrolled.

At the beginning of each school year, the Superintendent or designee shall send a public release, containing the same information supplied to parents/guardians and including eligibility criteria, to local media, the local unemployment office, and any major employers in the district attendance area contemplating large layoffs. Copies of the public release shall be made available upon request to any interested person. (7 CFR 245.5)

### **Eligibility**

The Superintendent or designee shall determine students' eligibility for the free and reduced-price meals program based on the criteria specified in 42 USC 1758 and 1773 and 7 CFR 245.1-245.13 and made available by the California Department of Education.

Participants ~~When authorized by law, participants~~ in the CalFresh, California Work Opportunity and Responsibility to Kids (CalWORKS), and Medi-Cal ~~other federal or state~~ programs shall ~~may~~ be directly certified, ~~without further application,~~ for enrollment in the free and reduced-price meals program ~~without further application~~. Participants in other state or federal programs may be

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 3000

Business and Non-Instructional Operations

AR 3553(b)

---

directly certified when authorized by law. (Education Code 49561, 49562; 42 USC 1758; 7 CFR 245.6)

*(cf. 6173 - Education for Homeless Children)*

*(cf. 6173.1 - Education for Foster Youth)*

*(cf. 6175 - Migrant Education Program)*

## **Verification of Eligibility**

Not later than November 15 of each year, the Superintendent or designee shall verify the eligibility of a sample of household applications approved for the school year in accordance with the sample sizes and procedures specified in 42 USC 1758 and 7 CFR 245.6a. (42 USC 1758; 7 CFR 245.6a)

If the review indicates that the initial eligibility determination is correct, the Superintendent or designee shall verify the approved household application. If the review indicates that the initial eligibility determination is incorrect, the Superintendent or designee shall: (42 USC 1758; 7 CFR 245.6a)

1. If the eligibility status changes from reduced price to free, make the increased benefits immediately available and notify the household of the change in benefits
2. If the eligibility status changes from free to reduced price, first verify the application, then notify the household of the correct eligibility status, and, when required by law, send a notice of adverse action as described below
3. If the eligibility status changes from free or reduced price to paid, send the household a notice of adverse action as described below

If any household is to receive a reduction or termination of benefits as a result of verification activities, or if the household fails to cooperate with verification efforts, the Superintendent or designee shall reduce or terminate benefits, as applicable, and shall properly document and retain on file in the district the reasons for ineligibility. He/she also shall send a notice of adverse action to any household that is to receive a reduction or termination of benefits. Such notice shall be provided 10 days prior to the actual reduction or termination of benefits. The notice shall advise the household of: (7 CFR 245.6a)

1. The change and the reasons for the change
2. The right to appeal, when the appeal must be filed to ensure continued benefits while awaiting a hearing and decision, and instructions on how to appeal
3. The right to reapply at any time during the school year

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 3000

Business and Non-Instructional Operations

AR 3553(c)

---

## **Confidentiality/Release of Records**

The Superintendent designates the following district employee(s) to use individual records pertaining to student participation in the free and reduced-price meals program for the purpose of disaggregation of academic achievement data and/or for the provision identification of students in any program improvement school eligible for school choice and supplemental educational services under the federal Elementary and Secondary Education Act pursuant to 20 USC 6301-6576.6316:

### **Assistant Superintendent, Human Resources Oak Park Unified School District**

In using the records for such purposes, the Superintendent or designee shall ensure that:  
(Education Code 49558)

1. No individual indicators of participation in the free and reduced-price meals program are maintained in the permanent records of any student if not otherwise allowed by law

*(cf. 5125 - Student Records)*

2. Information regarding individual student participation in the free and reduced-price meals program is not be publicly released

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

3. All other confidentiality provisions required by law are met
4. Information collected regarding individual students certified to participate in the free and reduced-price meals program is destroyed when no longer needed for its intended purpose

## **Nondiscrimination Plan**

The district's plan for students receiving free or reduced-price meals shall ensure the following:  
(Education Code 49557; 42 USC 1758)

1. The names of the students shall not be published, posted, or announced in any manner, or used for any purpose other than the National School Lunch and School Breakfast Programs, unless otherwise provided by law.
2. There shall be no overt identification of any of the students by the use of special tokens or tickets or by any other means.



**OAK PARK UNIFIED SCHOOL DISTRICT  
ADMINISTRATIVE REGULATION**

*Series 3000*

*Business and Non-Instructional Operations*

*AR 3553(d)*

---

3. The students shall not be required to work for their meals or for milk.
4. The students shall not be required to use a separate dining area, go through a separate serving line or entrance, or consume their meals or milk at a different time.

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

*(cf. 3555 - Nutrition Program Compliance)*

When more than one lunch, breakfast, or type of milk is offered, the students shall have the same choice of meals or milk as is available to those students who pay the full price. (Education Code 49557; 7 CFR 245.8)

**Prices**

The maximum price that shall be charged to eligible students for reduced-price meals shall be 40 cents for lunch and 30 cents for breakfast. (42 USC 1758, 1773)

Amended: 11-04, 11-07, 3-11, 5-17-16, [4-17-2018](#)

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: APRIL 17, 2018**

**SUBJECT: B.7.f. APPROVE AMENDMENT OF BOARD POLICY 5022 – STUDENT AND FAMILY PRIVACY RIGHTS – First Reading**

---

**ISSUE:** Should the Board of Education approve amendment of Board Policy 5022 – Student and Family Privacy Rights?

**BACKGROUND:** Board Policy 5022 updated to add options formerly in AR regarding the disclosure of students' personal information for marketing purposes. Policy also reflects state law which prohibits the collection of social security numbers or the last four digits of social security numbers for such purposes and NEW LAW (AB 699) which prohibits the collection of information regarding the citizenship or immigration status of students or their families. Regulation reflects NEW LAW (AB 677) which prohibits the removal of questions pertaining to sexual orientation and/or gender identity from a voluntary survey that already contains such questions. Board Policy 5022 is being submitted with recommended changes from CSBA.

- ALTERNATIVES:**
1. Approve the amendment of Board Policy 5022 – Student and Family Privacy Rights.
  2. Do not approve the amendment Board Policy 5022 – Student and Family Privacy Rights.

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

Respectfully submitted,

---

Anthony W. Knight, Ed.D.  
Superintendent

---

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5022(a)

---

## **Student And Family Privacy Rights**

The Governing Board respects the rights of district students and their parents/guardians with regard to the privacy of their personal beliefs and the confidentiality of their personal information. ~~The Superintendent or designee shall develop regulations to ensure compliance with law when the district requests, retains, discloses, or otherwise uses the personal information of its students and their families.~~

*(cf. 5020 - Parent Rights and Responsibilities)*  
*(cf. 5021 - Noncustodial Parents)*  
*(cf. 5125 - Student Records)*  
*(cf. 5125.1 - Release of Directory Information)*  
*(cf. 6162.8 - Research)*

The Superintendent or designee ~~regulations shall, at a minimum, address the following: (20 USC 1232h) 1. Whether the district may collect, disclose, or use students' the personal information for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions, such as the following: (20 USC 1232h) for marketing or sale~~

1. College or other postsecondary education recruitment or military recruitment
2. Book clubs, magazines, and programs providing access to low-cost literary products
3. Curriculum and instructional materials used by elementary and secondary schools
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments

*(cf. 6162.5 - Student Assessment)*  
*(cf. 6162.51 - State Academic Achievement Tests)*

5. The sale by students of products or services to raise funds for school-related or education-related activities

*(cf. 1321 - Solicitation of Funds from and by Students)*

6. Student recognition programs

*(cf. 5126 - Awards for Achievement)*

The Superintendent or designee is prohibited from collecting, disclosing, or using a student's

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5022(b)

---

individually identifiable information, including his/her name, parent/guardian's name, home or other physical address, telephone number, or social security number, for the purpose of marketing or selling that information or providing the information to others for that purpose.

The Superintendent or designee shall consult with parents/guardians regarding the development of regulations pertaining to other uses of personal information, which shall, at a minimum, address the following: (20 USC 1232h)

1. Arrangements for protecting student privacy when collecting, disclosing, or using students' individually identifiable information for any purpose
2. Arrangements to protect student privacy in the administration of ~~will administer~~ surveys that may request information about the personal ~~–~~beliefs and practices of students and their families
3. The rights of parents/guardians to inspect the following, and any applicable procedures for granting reasonable access to the following in a reasonable period of time:
  - a. Survey instruments requesting information about their personal beliefs and practices or those of their children
  - b. Instructional materials used as part of their ~~children's educational~~ ~~children's education~~ curriculum
  - c. Instruments used in ~~4. Whether~~ the collection of personal information for the purpose of marketing or sale
4. ~~Any district may administer any~~ nonemergency ~~invasive~~ physical examinations or screenings that the school may administer ~~examination or screening~~
5. ~~Notifications that the district will provide to students and parents/guardians with respect to their privacy rights~~

~~The Superintendent or designee will consult with parents/guardians regarding the development of the procedures. (20 USC 1232h)~~

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

*(cf. 1220 - Citizen Advisory Committee)*

*(cf. 1230 - School-Connected Organizations)*

The Superintendent or designee shall notify parents/guardians of the adoption or continued use

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5022(c)

---

of the district's policy pertaining to the rights specified in items #1-4 above. (20 USC 1232h)

(cf. 5145.6 - Parental Notifications)

**Legal Reference:**

EDUCATION CODE

234.7 Student protections relating to immigration and citizenship status

49076.7 Privacy of student records; social security numbers

49450-49458 ~~7~~ Physical examinations

49602 Confidentiality of ~~personal~~ ~~pupil~~ information received during counseling

51101 Parents Rights Act of 2002

51513 Test, questionnaire, survey, or examination concerning personal beliefs

51514 Nonremoval of survey questions pertaining to sexual orientation or gender identity

51938 Sexual Health and HIV/AIDS Prevention Education Act; notice and parental excuse

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

1232h Protection of pupil rights

**Management Resources:**

WEB SITES

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

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

U.S. Department of Education ~~USDOE~~, Family Policy Compliance Office:

<http://www.ed.gov/offices/OM/fpco/>

Adopted: 9-17-02

Amended: 5-18-04, 4-17-12, 4-17-2018

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5022(a)

---

## **Student And Family Privacy Rights**

### **Definition**

~~Personal information for marketing or sale means individually identifiable information, including a student's or parent/guardian's first and last name, home or other physical address (including street name and the name of the city or town), telephone number, or social security identification number. (20 USC 1232h)~~

~~District staff shall not administer or distribute to students any survey instrument that is designed for the purpose of collecting personal information for marketing or sale.~~

~~Personal information collected for any purpose cannot be used by any other source except for what it was originally collected.~~

~~Requirements regarding the collection of personal information for marketing or sale shall not apply to the collection, disclosure, or use of personal information collected from students for the purpose of developing, evaluating, or providing education products or services for, or to, students or educational institutions, such as the following: (20 USC 1232h)~~

- ~~1. College or other postsecondary education recruitment or military recruitment~~
- ~~2. Book clubs, magazines, and programs providing access to low cost literary products~~
- ~~3. Curriculum and instructional materials used by elementary and secondary schools~~
- ~~4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments~~

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

- ~~5. The sale by students of products or services to raise funds for school-related or education-related activities~~

~~(cf. 1321—Solicitation of Funds from and by Students)~~

- ~~6. Student recognition programs~~

~~(cf. 5126—Awards for Achievement)~~

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5022(b)

---

## Surveys Requesting Information about Beliefs and Practices

A student's parent/guardian, or a student who is an adult or emancipated minor, shall provide prior written consent before the student is required to participate in a survey inquiring about one or more of the following: ~~items~~ (Education Code 51513; 20 USC 1232h)

1. Political affiliations or beliefs of the student or his/her parent/guardian
2. Mental or psychological problems of the student or his/her family
3. Sexual behavior or attitudes or personal beliefs and practices in family life or morality
4. Illegal, anti-social, self-incriminating, or demeaning behavior
5. Critical appraisals of other individuals with whom the student has close family relationships
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, or ministers
7. Religious practices, affiliations, or beliefs of the student or his/her parent/guardian
8. Income, except to the extent that income is required to be disclosed by law for participation in a program or for receiving financial assistance under such a program

(cf. 3553 - Free and Reduced Price Meals)

(cf. 5148 - Child Care and Development)

If a student participates in such a survey requesting information about personal beliefs and practices, school officials and staff members shall not request or disclose the student's identity.

(cf. 6162.8 - Research)

Notwithstanding the above requirements for prior written consent, the district may administer to students in grades 7-12, anonymous, voluntary, and confidential research and evaluation tools to measure student health risks and behaviors, including tests and surveys about student attitudes or practices related to sex as long as parents/guardians are provided written notice and given an opportunity to request, in writing, that their child not participate. – (Education Code 51938)

~~If a student participates in a survey regarding information about beliefs and practices as~~

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5022(c)

---

~~identified above, school officials and staff members shall not request or disclose the student's identity.~~

*(cf. 6162.8 - Research)*

If the district administers a voluntary survey that already includes questions pertaining to sexual orientation and/or gender identity, the Superintendent or designee shall not remove such questions. (Education Code 51514)

## **Parent/Guardian Access to Surveys and Instructional Materials**

The parent/guardian of any district student, upon his/her request, shall have the right to inspect: (Education Code 51938; 20 USC 1232h)

1. A survey or other instrument to be administered or distributed to his/her child ~~that~~ either collects personal information for marketing or sale or requests information about beliefs and practices
2. Any instructional material to be used as part of his/her child's educational curriculum

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

Within a reasonable period of time after receiving a parent/guardian's request, the principal or designee shall permit the parent/guardian to view ~~the~~ survey or other document he/she requested. A parent/guardian may view the document any time during normal business hours.

*1340 - Access to District Records)*

No student shall be subject to penalty for his/her parent/guardian's exercise of any of the rights stated above.

## **Health Examinations**

Authorized school officials may administer to any student any physical examination or screening permitted under California law. ~~However,~~ no student shall be subjected to a ~~nonemergency non-~~emergency, invasive physical examination without prior written notice to his/her parent/guardian, ~~unless an applicable state law authorizes the student to provide consent without parent/guardian notification.~~ (20 USC 1232h)

Invasive physical examination means any medical examination that involves the exposure of private body parts or any act during such examination that includes incision, insertion, or injection into the body, but does not include a properly authorized hearing, vision, or scoliosis screening. (20 USC 1232h)



# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5022(d)

---

*(cf. 5131.61 - Drug Testing)*

*(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)*

*(cf. 5141.3 - Health Examinations)*

*(cf. 5141.32 - Health Screening for School Entry)*

*(cf. 5141.6 - School Health Services)*

## **Notifications**

At the beginning of the school year, the Superintendent or designee shall notify parents/guardians of: (20 USC 1232h)

1. The district's policy regarding student privacy
2. The process to opt their children out of participation in any activity described in this ~~policy~~ ~~and~~ administrative regulation and the accompanying Board policy
3. The specific or approximate dates during the school year when the following activities are scheduled:
  - a. Survey requesting personal information
  - b. Physical examinations or screenings
  - c. Collection of personal information from students for marketing or sale

Prior to administering any anonymous and voluntary surveys regarding health risks and behaviors to students in grades 7-12, the district shall provide parents/guardians with written notice that the survey is to be administered. (Education Code 51938)

Parents/guardians shall also be notified of any substantive change to ~~in~~ this policy and administrative regulation within a reasonable period of time after adoption of the change. (20 USC 1232h)

*(cf. 5145.6 - Parental Notifications)*

Adopted: 9-17-02

Amended: 3-11, 4-17-2018

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT**  
**DATE: APRIL 17, 2018**  
**SUBJECT: B.7.g. AMENDMENT TO BOARD POLICY 5144 – DISCIPLINE – First Reading**

ACTION

---

**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 5144 – Discipline?

**BACKGROUND:** Board Policy 5144 updated to reflect NEW LAW (SB 250) which requires districts to ensure that any discipline imposed on a student does not result in the denial or delay of a nutritionally adequate meal to the student. Board Policy 5144 is being submitted with recommended changes from CSBA.

**ALTERNATIVES:** 1. Approve the amendment to Board Policy 5144 – Discipline.  
2. Do not amend Board Policy 5144 – Discipline.

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

Respectfully submitted,

---

Anthony W. Knight, Ed.D.  
Superintendent

---

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5144(a)

---

## **Discipline**

The Governing Board is committed to providing a safe, supportive, and positive school environment **which is** conducive to student learning and to preparing students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, **provision of appropriate intervention and support**, and parent involvement can minimize the need for disciplinary measures that exclude students from instruction as a means for correcting student misbehavior.

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

*(cf. 5131 – Conduct)*

*(cf. 5131.1 – Bus Conduct)*

*(cf. 5131.2 – Bullying)*

*(cf. 5137 – Positive School Climate)*

~~*(cf. 5138 – Conflict Resolution/Peer Mediation)*~~

*(cf. 5145.9 – Hate-Motivated Behavior)*

*(cf. 6020 – Parent Involvement)*

The Superintendent or designee shall **develop** ~~design a complement of~~ effective, age-appropriate strategies for maintaining a positive school climate and correcting student misbehavior at district schools. The strategies shall focus on providing students with needed supports; communicating clear, appropriate, and consistent expectations and consequences for student conduct; and ensuring equity and continuous improvement in the implementation of district discipline policies and practices.

*(cf. 5138 - Conflict Resolution/Peer Mediation)*

*(cf. 6164.2 - Guidance/Counseling Services)*

In addition, the Superintendent or designee's strategies **for correcting student misconduct** shall reflect the Board's preference for the use of positive interventions and alternative disciplinary measures over exclusionary discipline measures ~~as a means for correcting student misbehavior~~.

Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as detention, suspension and expulsion, shall be imposed only when required by law or when other means of correction have been documented to have failed. (Education Code 48900.5)

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

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

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

*(cf. 6159.4 – Behavioral Interventions for Special Education Students)*

*(cf. 6164.5 – Student Success Teams)*

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5144(b)

---

School personnel and volunteers shall not allow any disciplinary action taken against a student to result in the denial or delay of a school meal. (Education Code 49557.5)

*(cf. 3550 - Food Service/Child Nutrition Program)*  
*(cf. 3551 - Food Service Operations/Cafeteria Fund)*  
*(cf. 3553 - Free and Reduced Price Meals)*

~~Board policies and administrative regulations shall outline acceptable student conduct and provide the basis for sound disciplinary practices.~~

~~*(cf. 5131 - Conduct)*~~  
~~*(cf. 5131.1 - Bus Conduct)*~~  
~~*(cf. 5131.2 - Bullying)*~~

The administrative staff at each school may develop disciplinary rules to meet the school's particular needs consistent with law, Board policy, and district regulations. The Board, at an open meeting, shall review the approved school discipline rules for consistency with Board policy and state law. Site-level disciplinary rules shall be included in the district's comprehensive safety plan. (Education Code 32282, 35291.5)

*(cf. 0450 - Comprehensive Safety Plan)*  
*(cf. 9320 - Meetings and Notices)*

The Oak Park Unified School District supports a “Progressive Discipline Policy” and associated practice because this approach provides a logical, escalating sequence to consequences while informing students and parents at the earliest level where rehabilitation might be employed. An exception for implementing progressive discipline will be for more serious offenses, which require immediate suspension and mandatory expulsion by law.

At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline. When misconduct occurs, school staff shall attempt to identify the causes of the student's behavior and implement appropriate discipline. When choosing between different disciplinary strategies, staff shall consider the effect of each option on the student’s health and opportunity to learn.

~~Persistently disruptive students may be assigned to alternative programs or removed from school in accordance with law, Board policy and administrative regulation.~~

~~*(cf. 0450 - Comprehensive Safety Plan)*~~  
~~*(cf. 3515 - Campus Security)*~~  
~~*(cf. 4158/4258/4358 - Employee Security)*~~  
~~*(cf. 5136 - Gangs)*~~

**OAK PARK UNIFIED SCHOOL DISTRICT  
BOARD POLICY**

Series 5000

Students

BP 5144(c)

---

~~(cf. 5144.1 – Suspension and Expulsion/Due Process)  
(cf. 5144.2 – Suspension and Expulsion/Due Process (Students with Disabilities))  
(cf. 6159.4 – Behavioral Interventions for Special Education Students)  
(cf. 6184 – Continuation Education)  
(cf. 6185 – Community Day School)~~

Staff shall enforce disciplinary rules fairly, consistently, and in accordance with the district’s nondiscrimination policies.

~~(cf. 0410 - Nondiscrimination in District Programs and Activities)  
(cf. 5145.3 - Nondiscrimination/Harassment)  
(cf. 5145.7 – Sexual Harassment)~~

The Superintendent or designee shall provide professional development as necessary to assist staff in developing the skills needed to effectively implement the disciplinary strategies adopted for district schools, including, but not limited to, consistent school and classroom management skills, effective accountability and positive intervention techniques, and development of strong cooperative relationships with parents/guardians.

~~(cf. 4131/4231/4321 – Staff Development)  
(cf. 4231 - Staff Development)  
(cf. 4331 - Staff Development)~~

District goals for improving school climate, based on suspension and expulsion rates, surveys of students, staff, and parents/guardians regarding their sense of school safety, and other local measures, shall be included in the district’s local control and accountability plan, as required by law.

~~(cf. 0460 – Local Control and Accountability Plan)  
(cf. 3100 – Budget)~~

At the beginning of each school year, the Superintendent or designee shall report to the Board regarding disciplinary strategies used in district schools in the immediately preceding school year and their effect on student learning.

**Corporal Punishment**

~~Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student. (Education Code 49001)~~

~~However, corporal punishment does not include any pain or discomfort suffered by a student as a result of his/her voluntary participation in an athletic or other recreational competition or activity. In addition, an employee’s use of force that is reasonable and necessary to protect himself/herself, students, staff, or other persons, to prevent damage to property, or to obtain~~

**OAK PARK UNIFIED SCHOOL DISTRICT  
BOARD POLICY**

Series 5000

Students

BP 5144(d)

---

~~possession of weapons or other dangerous objects within the control of the student is not corporal punishment. (Education Code 49001)~~

**Legal Reference:**

EDUCATION CODE

32280-32288 School safety plans

35146 Closed sessions

35291 Rules

35291.5-35291.7 School-adopted discipline rules

37223 Weekend classes

44807.5 Restriction from recess

48900-48926 Suspension and expulsion

48980-48985 Notification of parents or guardians

49330-49335 Injurious objects

49550-49562 Meals for needy students

52060-52077 Local control and accountability plan

CIVIL CODE

1714.1 Parental liability for child's misconduct

CODE OF REGULATIONS, TITLE 5

307 Participation in school activities until departure of bus

353 Detention after school

UNITED STATES CODE, TITLE 42

1751-1769j School Lunch Program

1773 School Breakfast Program

**Management Resources:**

CSBA PUBLICATIONS

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

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

Maximizing Opportunities for Physical Activity during the School Day, Fact Sheet, 2009

California Department of Education PROGRAM ADVISORIES

Classroom Management: A California Resource Guide for Teachers and Administrators of Elementary and Secondary Schools, 2000

STATE BOARD OF EDUCATION POLICIES

01-02 School Safety, Discipline, and Attendance, March 2001

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

Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, January 2014

WEB SITES

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

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

Public Counsel: <http://www.fixschooldiscipline.org>

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

~~USDOE: <http://www.ed.gov>~~

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

Adopted: 5-24-78

Amended: 1980, 5-15-84, 9-1-92, 1995, 1999, 2-1-01, 9-17-02, 11-15-11, 2-19-13, 10-21-14,  
4-17-2018

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT**  
**DATE: APRIL 17, 2018**  
**SUBJECT: B.7.h. APPROVE AMENDMENT TO BOARD POLICY 5144.1 – SUSPENSION AND EXPULSION/DUE PROCESS – First Reading**

**ACTION**

---

**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 5144.1 – Suspension and Expulsion/Due Process?

**BACKGROUND:** Board Policy 5144.1 updated to add homeless students as one of the numerically significant student subgroups for whom the district must monitor suspension/expulsion data, and to add board review of disaggregated suspension/expulsion data for the purpose of identifying any disparities in the imposition of discipline. Updated regulation revises the grounds for suspension and expulsion to more directly reflect law which separates out aiding or abetting a crime of physical violence from causing, attempting to cause, or threatening physical violence. Regulation also adds definition of cyber sexual bullying as a ground for suspension/expulsion and reflects NEW LAW (AB 667) which requires a student to be informed, during the informal conference required prior to suspension, of the other means of correction that were attempted before suspension. Board Policy 5144.1 is being submitted with recommended changes from CSBA.

- ALTERNATIVES:**
1. Approve the amendment to Board Policy 5144.1 – Suspension and Expulsion/Due Process.
  2. Do not amend Board Policy 5144.1 – Suspension and Expulsion/Due Process.

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

Respectfully submitted,

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

---

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5144.1(a)

---

## **Suspension And Expulsion/Due Process**

The Governing Board desires to provide district students access to education opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The Board shall develop rules and regulations setting the standards of behavior expected of district students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.

*(cf. 5131 – Conduct)*

*(cf. 5131.1 – Bus Conduct)*

*(cf. 5131.2 – Bullying)*

The grounds for suspension and expulsion and the procedures for considering, recommending and/or implementing suspension and expulsion shall be only those specified in law, in this policy, and in the accompanying administrative regulation.

Except when otherwise permitted by law, a student may be suspended or expelled only when his/her behavior is related to a school activity or school attendance occurring within any district school or another school district, regardless of when it occurs, including, but not limited to, the following: (Education Code 48900(s))

1. While on school grounds
2. While going to or coming from school
3. During the lunch period, whether on or off the school campus

*(cf. 5112.5 – Open/Closed Campus)*

4. During, going to, or coming from a school-sponsored activity

District staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, equally, and in accordance with the district's nondiscrimination policies.

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

## **Progressive Discipline**

Although the Oak Park Unified School District follows a progressive approach to student discipline, the acts enumerated in Education Code 48915 ("possessing, selling or otherwise furnishing a firearm; brandishing a knife at another person; unlawfully selling a controlled



# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5144.1(b)

---

substance listed in section 11053 of the Health and Safety Code; committing or attempting to commit a sexual assault; and possession of explosives”) constitute serious threats to school and individual safety. ~~As a result, they will be dealt with in a swift and appropriate manner as prescribed by Education Code.~~—This approach makes the removal of potentially dangerous students from the classroom a top priority. ~~It ensures fair and equal treatment of all students and requires that all offenders be punished to the fullest extent allowed by law.~~—Staff shall immediately report to the Superintendent or designee any incidence of offenses specified in law, Board policy and administrative regulation as cause for suspension or expulsion.

The Superintendent or designee shall notify staff, students and parents/ guardians about the district's discipline policies and the consequences which may result from student offenses. He/she shall also ensure strict enforcement of these policies.

## **Appropriate Use of Suspension Authority**

Except when a student’s act violates Education Code 48900(a)-(e), as listed in item #1-5 under “Grounds for Suspension and Expulsion: Grades K-12” of the accompanying administrative regulation or when his/her presence causes a danger to others, suspension shall be used only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5, 48900.6)

*(cf. 1020 – Youth Services)*

*(cf. 5138 – Conflict Resolution/Peer Mediation)*

*(cf. 5144 – Discipline)*

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

*(cf. 6164.2 – Guidance/Counseling Services)*

*(cf. 6164.5 – Student Success Teams)*

A student’s parents/guardians shall be notified as soon as possible when there is an escalating pattern of misbehavior that could lead to on-campus or off-campus suspension.

No student may be suspended for disruption or willful defiance, except by a teacher pursuant to Education Code 48910. (Education Code 48900)

Students shall not be suspended or expelled for truancy, tardiness, or absenteeism from assigned school activities.

*(cf. 5113 – Absences and Excuses)*

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

## **On-Campus Suspension**

To ensure the proper supervision and ongoing learning of students who are suspended for any of

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5144.1(c)

---

the reasons enumerated in Education Code 48900 and 48900.2, but who pose no imminent danger or threat to anyone at school and for whom expulsion proceedings have not be initiated, the Superintendent or designee shall establish a supervised suspension classroom program which meets the requirements of law.

Except where a supervised suspension is permitted by law for a student's first offense, supervised suspension shall be imposed only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5)

## **Authority to Expel**

A student may be expelled only by the Board. (Education Code 48918(j))

As required by law, the Superintendent or principal shall recommend expulsion and the Board shall expel any student found to have committed any of the following "mandatory recommendation and mandatory expulsion" acts at school or at a school activity off school grounds: (Education Code 48915)

1. Possessing a firearm which is not an imitation firearm, as verified by a certificated employee, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence

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

2. Selling or otherwise furnishing a firearm
3. Brandishing a knife at another person
4. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
5. Committing or attempting to commit a sexual assault as defined in Penal code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4
6. Possessing an explosive as defined in 18 USC 921

For all other violations listed in the accompanying administrative regulation under "Grounds for Suspension and Expulsion: Grades K-12" and "Additional Grounds for Suspension and Expulsion: Grades 4-12," the Superintendent or principal shall have the discretion to recommend expulsion of a student. If expulsion is recommended, the Board shall order the student expelled only if it makes a finding of either or both of the following: (Education Code 48915(b) and (e))

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5144.1(d)

---

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct
2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others

A vote to expel a student shall be taken in an open session of a Board meeting ~~public session~~.

The Board may vote to suspend the enforcement of the expulsion order pursuant to the requirements of law and the accompanying administrative regulation. (Education Code 48917)

No student shall be expelled for disruption or willful defiance. (Education Code 48900)

## **Due Process**

The Board shall provide for the fair and equitable treatment of students facing suspension and/or expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices, hearings, and appeals as specified in law and administrative regulation. (Education Code 48911, 48915, 48915.5, 48918)

*(cf. 5119 - Students Expelled from Other Districts)*

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

## **Maintenance and Monitoring of Outcome Data**

The Superintendent or designee shall annually present to the Board a report of the outcome data which the district is required to collect pursuant to Education Code 48900.8 and 48916.1, including the number of students recommended for expulsion, the grounds of each recommended expulsion, the actions taken by the Board, the types of referral made after each expulsion, and the disposition of the students after the expulsion period.

In presenting the report to the Board, the Superintendent or designee ~~The report shall be~~ disaggregated ~~data on suspensions and expulsions~~ by school and by numerically significant student subgroups, including, but not limited to, ethnic subgroups, socioeconomically disadvantaged students, English learners, foster youth, ~~and~~ students with disabilities, ~~and~~ homeless students. Based on the data, the Board shall address any identified disparities in the imposition of student discipline and ~~The report also shall include information about determine~~ whether and how the district is meeting its goals for improving school climate as specified in its local control and accountability plan.

*(cf. 0460 – Local Control and Accountability Plan)*

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5144.1(f)

---

## **Legal Reference:**

### EDUCATION CODE

212.5 Sexual harassment

233 Hate violence

1981-1981.5 Enrollment of students in community school

17292.5 Program for expelled students

32261 Interagency School Safety Demonstration Act of 1985

35145 Open board meetings

35146 Closed sessions (re suspensions)

35291 Rules (for government and discipline of schools)

35291.5 Rules and procedures on school discipline

48645.5 Readmission; contact with juvenile justice system

48660-48666 Community day schools

48853.5 Foster youth

48900-48927 Suspension and expulsion

48950 Speech and other communication

48980 Parental notifications

49073-49079 Privacy of student records

52052 Numerically significant student subgroups

52060-52077 Local control and accountability plan

### CIVIL CODE

47 Privileged communication

48.8 Defamation liability

### CODE OF CIVIL PROCEDURE

1985-1997 Subpoenas; means of production

### GOVERNMENT CODE

11455.20 Contempt

54950-54963 Ralph M. Brown Act (re closed sessions)

### HEALTH AND SAFETY CODE

11014.5 Drug paraphernalia

11053-11058 Standards and schedules

### LABOR CODE

230.7 Discharge or discrimination against employee for taking time off to appear in school on behalf of a child

### PENAL CODE

31 Principal of a crime, defined

240 Assault defined

241.2 Assault fines

242 Battery defined

243.2 Battery ~~fines~~ on school property

243.4 Sexual battery

245 Assault with deadly weapon

245.6 Hazing

261 Rape defined

266c Unlawful sexual intercourse

286 Sodomy defined

288 Lewd or lascivious acts with child under age 14

288a Oral copulation

289 Penetration of genital or anal openings

417.27 Laser pointers

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5144.1(g)

---

422.55 Hate crime defined

422.6 Interference with exercise of civil rights

422.7 Aggravating factors for punishment

422.75 Enhanced penalties for hate crimes

626.2 Entry upon campus after written notice of suspension or dismissal without permission

626.9 Gun-Free School Zone Act of 1995

626.10 Dirks, daggers, knives, razors or stun guns

868.5 Supporting person; attendance during testimony of witness

WELFARE AND INSTITUTIONS CODE

729.6 Counseling

UNITED STATES CODE, TITLE 18

921 Definitions, *firearm*

UNITED STATES CODE, TITLE 20

1415(K) Placement in alternative educational setting

7151 Gun free schools

UNITED STATES CODE, TITE 42

11432-11435 Education of homeless children and youth

COURT DECISIONS

T.H. v. San Diego Unified School District (2004) 122 Cal. App. 4<sup>th</sup> 1267

Woodbury v. Dempsey (2003) 108 Cal. App. 4<sup>th</sup> 421

Board of Education of Sacramento City Unified School District v. Sacramento County Board of Education and Kenneth H. (2001) 85 Cal.App.4th 1321

Garcia v. Los Angeles Board of Education (1991) 123 Cal.App.3d 807

Fremont Union High School District v. Santa Clara County Board (1991) 235 Cal. App. 3d 118~~2~~

John A. v. San Bernardino School District (1982) 33 Cal. 3d 301, 308

ATTORNEY GENERAL OPINIONS

84 Ops.Cal.Atty.Gen 146 (2001)

80 Ops.Cal.Atty.Gen. 348 (1997)

80 Ops.Cal.Atty.Gen. 91 (1997)

80 Ops.Cal.Atty.Gen. 85 (1997)

## **Management Resources:**

**CSBA PUBLICATIONS**

*Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011*

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

*Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, January 2014*

WEB SITES

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

California Attorney General's Office: <http://www.caag.state.ca.us>

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

U.S. Department of Education, Office for Civil Rights:

<http://www.ed.gov/about/offices/list/ocr/docs/crdc-2012-data-summary.pdf>

U.S. Department of Education, Office of Safe and ~~Drug-Free Schools:~~ *Safe and Healthy Students:*

<http://www.ed.gov/about/offices/list/osdfs>

<https://www2.ed.gov/about/offices/list/oese/osh>

Adopted: 5-24-78

Amended: 10-15-80; 5-15-84; 5-2-95; 2-2-99; 2-20-01; 9-17-02; 6-17-03, 6-15-04, 3-22-05,  
9-18-12, 2-19-13, 8-19-14, 4-21-15, 4-17-2018

**OAK PARK UNIFIED SCHOOL DISTRICT  
ADMINISTRATIVE REGULATION**

*Series 5000*

*Students*

*AR 5144.1(a)*

---

**Suspension And Expulsion/Due Process**

**Definitions**

Suspension means removal of a student from ongoing instruction for adjustment purposes. However, suspension does not mean any of the following: (Education Code 48925)

1. Reassignment to another education program or class at the same school where the student will receive continuing instruction for the length of day prescribed by the Governing Board for students of the same grade level
2. Referral to a certificated employee designated by the principal to advise students
3. Removal from the class, but without reassignment to another class or program, for the remainder of the class period without sending the student to the principal or designee as provided in Education Code 48910.

Expulsion means removal of a student from the immediate supervision and control or the general supervision of school personnel. (Education Code 48925)

**Notice of Regulations**

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, including suspension and expulsion. (Education Code 35291, 48900.1, 48980)

*(cf. 5144 - Discipline)*

*(cf. 5145.6 - Parental Notifications)*

**Grounds for Suspension and Expulsion: Grades K-12**

Acts for which a student, including a student with disabilities, may be suspended or expelled shall be only those specified as follows:

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

1. Caused, attempted to cause, or threatened to cause physical injury to another person; willfully used force or violence upon another person, except in self-defense; or committed as an aider or abettor, as adjudged by a juvenile court, a crime of physical violence in which the victim suffered great or serious bodily injury (Education Code 48900(a) and (t))
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal

**OAK PARK UNIFIED SCHOOL DISTRICT  
ADMINISTRATIVE REGULATION**

Series 5000

Students

AR 5144.1(b)

---

or designee's concurrence. (Education Code 48900(b))

*(cf. 5131 - Conduct)*

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

3. Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of; any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind. (Education Code 48900(c))

*(cf. 3513.4 - Drug and Alcohol Free Schools)*

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

4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid, substance, or material and represented same as such controlled substance, alcohol beverage or intoxicant. (Education Code 48900(d))
5. Committed or attempted to commit robbery or extortion. (Education Code 48900(e))
6. -Caused or attempted to cause damage to school property or private property. (Education Code 48900(f))
7. Stole or attempted to steal school property or private property. (Education Code 48900(g))
8. Possessed or used tobacco or products containing tobacco or nicotine products, including, but not limited to, cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel, except that this restriction shall not prohibit a student from using or possessing his/her own prescription products. (Education Code 48900(h))

For purposes of this section, “*products containing tobacco or nicotine products*” means a product or device as defined in subdivision (d) of Section 22950.5 of the Business and Professions Code and include electronic cigarettes that can deliver nicotine and non-nicotine vaporized solutions.

*Possessed or used*” means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking. (Business and Professions Code 22950.5; Education Code 48901)

~~Students’ possession or use of electronic cigarettes, electronic hookahs, and other vapor emitting devices, with or without nicotine content, that mimic the use of tobacco products is also~~

**OAK PARK UNIFIED SCHOOL DISTRICT  
ADMINISTRATIVE REGULATION**

Series 5000

Students

AR 5144.1(c)

---

~~prohibited.~~

(cf. 5131.62 – Tobacco)

9. Committed an obscene act or engaged in habitual profanity or vulgarity. (Education Code 48900(i))
10. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5. (Education Code 48900(j))
11. Knowingly received stolen school property or private property. (Education Code 48900(l))
12. Possessed an imitation firearm. (Education Code 48900(m))

*Imitation firearm* means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (Education Code 48900(m))

13. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code 243.4. (Education Code 48900(n))
14. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness. (Education Code 48900(o))
15. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. (Education Code 48900(p))
16. Engaged in, or attempted to engage in, hazing. (Education Code 48900(q))

*Hazing* means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. *Hazing* does not include athletic events or school-sanctioned events. (Education Code 48900(q))

17. Engaged in an act of bullying. (Education Code 48900(r))

*Bullying* means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a



## OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5144.1(d)

---

reasonable student in fear of harm to himself/herself or his/her property; cause the student to experience a substantially detrimental effect on his/her physical or mental health; or cause the student to experience substantial interferences with his/her academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school. (Education Code 48900(r))

Bullying ~~shall~~ includes any act of sexual harassment, hate violence, or harassment, threat, or intimidation, as defined in Education Code 48900.2, 48900.3, 48900.4 and below in items #1-3 of “Additional Grounds for Suspension and Expulsion: Grades 4-12” that has any of the effects described above on a reasonable student.

Bullying also includes an act of cyber sexual bullying by a student through the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording that depicts a nude, semi-nude, or sexually explicit photograph or other visual recording of an identifiable minor, when such dissemination is to another student or to school personnel by means of an electronic act and has or can be reasonably predicted to have one or more of the effects of bullying described above. Cyber sexual bullying does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

*Electronic act* means the creation or transmission ~~of a communication originated~~ on or off school site, ~~including, but not limited to, a message, text, sound, image, or post on a social network Internet web site~~, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, ~~of a communication including, but not limited to. A post on a social network Internet web site shall include, but is not limited to, the posting or creation of a burn page or the creation of a credible impersonation or false profile for the purpose of causing any reasonable student of the effects of bullying described above.~~ (Education Code 48900(r))

- a. A message, text, sound, video, or image
- b. A post on a social network Internet web site, including, but not limited to, posting to or creating a burn page or creating a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described above.

*Reasonable student* means a student, including, but not limited to, a student who has been identified as a student with a disability, who exercises average care, skill, and judgment in conduct for a person of his/her age, or for a person of his/her age with his/her disability. (Education Code 48900(r))

(cf. 1114 – District-Sponsored Social Media)

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5144.1(e)

---

*(cf. 5131.2 – Bullying)*

*(cf. 6163.4 – Student Use of Technology)*

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

*(cf. 6164.6 – Identification and Education under Section 504)*

18. Aided or abetted the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31. (Education Code 48900(t))

19. Made terrorist threats against school officials and/or school property. (Education Code 48900.7)

A *terrorist threat* includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death or great bodily injury to another person, or property damage in excess of \$1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out. (Education Code 48900.7)

### **Additional Grounds for Suspension and Expulsion: Grades 4-12**

Any student in grades 4 -12 may be suspended, but not expelled, for disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (Education Code 48900(k))

*(cf. 5131.4 - Student Disturbances)*

A student in grades 4-12 shall be subject to suspension or recommendation for expulsion when it is determined that he/she:

~~20~~1. Committed sexual harassment as defined in Education Code 212.5. (Education Code 48900.2)

*Sexual harassment* means conduct which, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment. (Education Code 212.5, 48900.2)

*(cf. 5145.7 - Sexual Harassment)*

~~21~~4. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233. (Education Code 48900.3)

*Hate violence* means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's civil rights, or damaging a victim's property because of the victim's race, ethnicity, religion,

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5144.1(f)

---

nationality, disability, gender, gender identity, gender expression, or sexual orientation; a perception of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics. (Education Code 233; Penal Code 422.55)

(cf. 5145.9 - Hate-Motivated Behavior)

23. Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment. (Education Code 48900.4)

(cf. 5145.3 - Nondiscrimination/Harassment)

## **Suspension from Class by a Teacher**

A teacher may suspend a student, including a grade K-3 student, from class for the remainder of the day and the following day for disruption, ~~only for~~ willful defiance, or any of the other acts specified in Education Code 48900 and listed as items #1-18 under "Grounds for Suspension and Expulsion: Grades K-12" above. (Education Code 48910)

When suspending a student from class, the teacher shall immediately report this action to the principal or designee and send the student to the principal or designee for appropriate action. If that action requires the continuing presence of the student at school, he/she shall be appropriately supervised during the class periods from which he/she has been suspended. (Education Code 48910)

As soon as possible after the teacher decides to suspend the student, he/she shall ask the student's parent/guardian to attend a parent-teacher conference regarding the suspension. A counselor or psychologist may attend the conference if it is practicable, and a school administrator shall attend if either the parent/guardian or teacher so requests. (Education Code 48910)

A student suspended from class shall not be returned to class during the period of suspension without the approval of the teacher of the class and the principal or designee. (Education Code 48910)

A student suspended from class shall not be placed in another regular class during the period of ~~removal~~suspension. However, a student who is assigned to more than one class per day may continue to attend other regular classes except those held at the same time as the class from which he/she ~~the student~~ was ~~removed~~ suspended. (Education Code 48910)

## OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5144.1(g)

---

The teacher of any class from which a student is suspended may require the student to complete any assignments and tests missed during the removal. (Education Code 48913)

### **Suspension by Superintendent, Principal or Principal's Designee**

To implement disciplinary procedures at a school site, the principal may, in writing, designate as the principal's designee another administrator or, if the principal is the only administrator at the school site, a certificated employee. As necessary, the principal may, in writing, also designate another administrator or certificated employee as the secondary designee to assist with disciplinary procedures when the principal and the principal's primary designee are absent from the school site.

The Superintendent, principal or designee shall immediately suspend any student found at school or at a school activity to have committed any of the acts listed in the Board policy under "Authority to Expel" and for which he/she is required to recommend expulsion. (Education Code 48915 (c))

The Superintendent, principal or designee may impose a suspension for a first offense if he/she determines that the student violated any of items #1-5 listed under "Grounds for -Suspension and Expulsion: Grades K-12" above or if the student's presence causes a danger to persons. (Education Code 48900.5)

For all other offenses, a student may be suspended only when the Superintendent or principal has determined that other means of correction have failed to bring about proper conduct in the student. (Education Code 48900.5)

When other means of correction are implemented prior to imposing suspension or supervised suspension upon a student, the Superintendent, principal, or designee shall document the other means of correction used and retain them in the student's record (Education Code 48900.5)

*(cf. 5125 – Student Records)*

### **Length of Suspension**

The Superintendent, principal, or designee may suspend a student from school for not more five consecutive school days. (Education Code 48911)

A student may be suspended from school for not more than 20 school days in any school year. However, if a student enrolls in or is transferred to another regular school, an opportunity school, or continuation school or class for the purpose of adjustment, he/she may be suspended for not more than 30 days in any school year. The district may count suspensions that occur while a student is enrolled in another district toward the maximum number of days for which the student may be suspended in any school year. (Education Code 48903, 48911, 48912)

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5144.1(h)

---

(cf. 6184 – Continuation Education)

These restrictions on the number of days of suspension shall not apply when the suspension is extended pending an expulsion. (Education Code 48911)

## **Due Process Procedures for Suspension**

Suspensions shall be imposed in accordance with the following procedures:

1. **Informal Conference:** Suspension shall be preceded by an informal conference conducted by the Superintendent, principal, or designee with the student and, whenever practicable, the teacher, supervisor or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action, **including the other means of correction that were attempted before the suspension as required pursuant to Education Code 48900.5, ~~presented with the available~~ and the** evidence against him/her, and **shall be** given the opportunity to present his/her version and evidence in support of his/her defense. (Education Code 48911(b))

This conference may be omitted if the Superintendent, principal, or designee determines that an emergency situation exists involving a clear and present danger to the lives, safety or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of a conference. **and** ~~the~~ conference shall be held within two school days, unless the student waives his/her right to it or is physically unable to attend for any reason. In such case, the conference shall be held as soon as the student is physically able to return to school. (Education Code 48911)

2. **Administrative Actions:** All requests for student suspension are to be processed by the principal or designee. A school employee shall report the suspension, including the name of the student and the cause for the suspension, to the Superintendent or designee. (Education Code 48911)
3. **Notice to Parents/Guardians:** At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension. (Education Code 48911)

This notice shall state the specific offense committed by the student. (Education Code 48900.8)

In addition, the notice may state the date and time when the student may return to school.

## OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5144.1(i)

---

4. **Parent/Guardian Conference:** Whenever a student is suspended, school officials may request a meeting with the parent/guardian to discuss the cause(s) and duration of the suspension, the school policy involved and any other pertinent matter. (Education Code 48914)

If school officials request to meet with the parent/guardian, the notice may state that the law requires the parent/guardian to respond to such requests without delay. However, no penalties may be imposed on the student for the failure of the parent/guardian to attend such a conference. The student may not be denied readmission solely because the parent/guardian failed to attend the conference. (Education Code 48911)

5. **Extension of Suspension:** If the Board is considering the expulsion of a suspended student from any school or the suspension of a student for the balance of the semester from continuation school, the Superintendent or designee may, in writing, extend the suspension until such time as the Board has made a decision, provided the following requirements are followed: (Education Code 48911)
- a. An extension of the original period of suspension is preceded by notice of such extension with an offer to hold a conference concerning the extension, giving the student an opportunity to be heard. This conference may be held in conjunction with a meeting requested by the student or parent/guardian to challenge the original suspension.
  - b. The Superintendent or designee determines, following a meeting in which the student and the student's parent/guardian were invited to participate, that the student's presence at the school or at an alternative school would endanger persons or property or threaten to disrupt the instructional process. (Education Code 48911)
  - c. If the student involved is a foster youth, the Superintendent or designee shall notify the district liaison for foster youth of the need to invite the student's attorney and a representative of the appropriate county child welfare agency to attend the meeting. (Education Code 48853.5, 48911, 48918.1)

*(cf. 6173.1 – Education for Foster Youth)*

- d. If the student involved is a homeless child or youth, the Superintendent or designee shall notify the district liaison for homeless students. (Education Code 48918.1)

*(cf. 6178 – Education for Homeless Children)*

## OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5144.1(j)

---

In lieu of or in addition to suspending a student, the Superintendent, principal, or designee may provide services or require the student to participate in an alternative disciplinary program designed to correct his/her behavior and keep him/her in school.

### **Suspension by the Board**

The Board may suspend a student for any of the acts listed in "Grounds for Suspension and Expulsion: Grades K-12" and "-Additional Grounds for Suspension and Expulsion: Grades 4-12" above and within the limits specified under "Suspension by Superintendent, Principal or Principal's Designee" above. (Education Code 48912)

The Board may suspend a student enrolled in a continuation school or class for a period not longer than the remainder of the semester. The suspension shall meet the requirements of Education Code 48915. (Education Code 48912.5)

When the Board is considering a suspension, disciplinary action or any other action (except expulsion) against any student, it shall hold a closed session if a public hearing would lead to disclosure of information violating a student's right to privacy under Education Code 49073-49079. (Education Code 35146, 48912)

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

The Board shall provide the student and his/her parent/guardian with written notice of the closed session by registered or certified mail or personal service. Upon receiving this notice, the student or parent/guardian may request a public meeting, and this request shall be granted if made in writing within 48 hours after receipt of the Board's notice. However, any discussion that conflicts with any other student's right to privacy still shall be held in closed session. (Education Code 35146, 48912)

### **On-Campus Suspension**

A student for whom an expulsion action has not been initiated and who poses no imminent danger or threat to the school, students, or staff may be assigned to on-campus suspension in a separate classroom, building, or site for the entire period of suspension. The following conditions shall apply: (Education Code 48911.1)

1. The supervised suspension classroom shall be staffed in accordance with law.
2. The student shall have access to appropriate counseling services.
3. The on-campus suspension classroom shall promote completion of schoolwork and tests missed by the student during the suspension.

## OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5144.1(k)

---

4. The student shall be responsible for contacting his/her teacher(s) to receive assignments to be completed in the supervised suspension classroom. The teacher(s) shall provide all assignments and tests that the student will miss while suspended. If no such work is assigned, the person supervising the suspension classroom shall assign schoolwork.

At the time a student is assigned to an on-campus suspension classroom, the principal or designee shall notify the student's parent/guardian in person or by telephone. When the assignment is for longer than one class period, this notification shall be made in writing. (Education Code 48911.1)

### **Superintendent, Principal or Designee's Authority to Recommend Expulsion**

Unless the Superintendent, ~~or principal, or designee~~ determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct, he/she shall recommend a student's expulsion for any of the following acts: (Education Code 48915(a))

1. Causing serious physical injury to another person, except in self-defense
2. Possession of any knife ~~as defined in Education Code 48915(g),~~ or other dangerous object of no reasonable use to the student
3. Unlawful possession of any controlled substance, as listed in Health and Safety Code 11053-11058, except for (a) the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis, or (b) the student's possession of over-the-counter medication for his/her use or other medication prescribed for him/her by a physician
4. Robbery or extortion
5. Assault or battery, as defined in Penal Code 240 and 242, upon any school employee

In determining whether or not to recommend the expulsion of a student, the Superintendent, principal, or designee shall act as quickly as possible to ensure that the student does not lose instructional time. (Education Code 48915)

### **Student's Right to Expulsion Hearing**

Any student recommended for expulsion shall be entitled to a hearing to determine whether he/she should be expelled. The hearing shall be held within 30 school days after the Superintendent, principal, or designee determines that the student has committed one of the acts that form the basis for the expulsion recommendation. (Education Code 48918(a))

The student is entitled to at least one postponement of an expulsion hearing for a period of not more than 30 calendar days. The request for postponement shall be in writing. Any subsequent



## OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

*Series 5000*

*Students*

*AR 5144.1(l)*

---

postponement may be granted at the Board's discretion. (Education Code 48918(a))

If the Board finds it impractical during the school year to comply with these time requirements for conducting an expulsion hearing, the Superintendent or designee may, for good cause, extend the time period by an additional five school days. Reasons for the extension shall be included as a part of the record when the expulsion hearing is held. (Education Code 48918(a))

If the Board finds it impractical to comply with the time requirements of the expulsion hearing due to a summer recess of Board meetings of more than two weeks, the days during the recess shall not be counted as school days. The days not counted during the recess may not exceed 20 school days, as defined in Education Code 48925. Unless the student requests in writing that the expulsion hearing be postponed, the hearing shall be held not later than 20 calendar days prior to the first day of the next school year. (Education Code 48918(a))

Once the hearing starts, all matters shall be pursued with reasonable diligence and concluded without unnecessary delay. (Education Code 48918(a))

### **Stipulated Expulsion**

After a determination that a student has committed an expellable offense, the Superintendent, principal, or designee shall offer the student and his/her parent/guardian the option to waive a hearing and stipulate to the expulsion or to a suspension of the expulsion under certain conditions. The offer shall be made only after the student or his/her parent/guardian has been given written notice of the expulsion hearing pursuant to Education Code 48918.

The stipulation agreement shall be in writing and shall be signed by the student and his/her parent/guardian. The stipulation agreement shall include notice of all the rights that the student is waiving, including the waiving of his/her right to have a full hearing, to appeal the expulsion to the County Board of Education, and to consult legal counsel.

A stipulated expulsion agreed to by the student and his/her parent/guardian shall be effective upon approval by the Board.

### **Rights of Complaining Witness**

An expulsion hearing involving allegations of sexual assault or sexual battery may be postponed for one school day in order to accommodate the special physical, mental or emotional needs of a student who is the complaining witness. (Education Code 48918.5)

Whenever the Superintendent or designee recommends an expulsion hearing that addresses allegations of sexual assault or sexual battery, he/she shall give the complaining witness a copy of the district's suspension and expulsion policy and regulation and shall advise the witness of

## OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

*Series 5000*

*Students*

*AR 5144.1(m)*

---

his/her right to: (Education Code 48918.5)

1. Receive five days' notice of his/her scheduled testimony at the hearing
2. Have up to two adult support persons of his/her choosing present in the hearing at the time he/she testifies
3. Have a closed hearing during the time he/she testifies

Whenever any allegation of sexual assault or sexual battery is made, the Superintendent or designee shall immediately advise complaining witnesses and accused students to refrain from personal or telephone contact with each other during the time when an expulsion process is pending. (Education Code 48918.5)

### **Written Notice of the Expulsion Hearing**

Written notice of the expulsion hearing shall be forwarded to the student and the student's parent/guardian at least 10 calendar days before the date of the hearing. The notice shall include: (Education Code 48900.8, 48918(b))

1. The date and place of the hearing.
2. A statement of the specific facts, charges and offense upon which the proposed expulsion is based.
3. A copy of district disciplinary rules which relate to the alleged violation.
4. Notification of the student's or parent/guardian's obligation, pursuant to Education Code 48915.1, to provide information about the student's status in the district to any other district in which the student seeks enrollment.

This obligation applies when a student is expelled for acts other than those described in Education Code 48915(a) or (c).

*(cf. 5119 - Students Expelled from Other Districts)*

5. The opportunity for the student or the student's parent/guardian to appear in person or be represented by legal counsel or by a nonattorney adviser.

*Legal counsel* means an attorney or lawyer who is admitted to the practice of law in California and is an active member of the State Bar of California.

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5144.1(n)

---

*Nonattorney adviser* means an individual who is not an attorney or lawyer, but who is familiar with the facts of the case, and has been selected by the student or student's parent/guardian to provide assistance at the hearing.

6. The right to inspect and obtain copies of all documents to be used at the hearing;
7. The opportunity to confront and question all witnesses who testify at the hearing;
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witnesses.

### **Additional Notice of Expulsion Hearing for Foster Youth and Homeless Students**

If the student facing expulsion is a foster student, the Superintendent or designee shall also send notice of the hearing to the student's attorney and a representative of an appropriate child welfare agency at least 10 days prior to a hearing. (Education Code 48918.1)

If the student facing expulsion is a homeless student, the Superintendent or designee shall also send notice of the hearing to the district liaison for homeless students at least 10 days prior to the hearing. (Education Code 48918.1)

Any notice for these purposes *may* be provided by the most cost-effective method possible, including by email or a telephone call. (Education Code 48918.1)

### **Conduct of Expulsion Hearing**

1. **Closed Session:** Notwithstanding Education Code 35145, the Board shall conduct a hearing to consider the expulsion of the student in a session closed to the public unless the student requests in writing at least five days prior to the hearing that the hearing be a public meeting. If such request is made, the meeting shall be public to the extent that privacy rights of the students are not violated. (Education Code 48918)

Whether the expulsion hearing is held in closed or public session, the Board may meet in closed session to deliberate and determine whether or not the student should be expelled. If the Board admits any other person to this closed session, the parent/guardian, the student, and the counsel of the student shall also be allowed to attend the closed session. (Education Code 48918(c))

If a hearing that involves a charge of sexual assault or sexual battery is to be conducted in public, a complaining witness shall have the right to have his/her testimony heard in closed session when testifying in public would threaten serious psychological harm to the witness and when there are no alternative procedures to avoid the threatened harm, including, but not limited to, videotaped deposition or contemporaneous examination in another place

## OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5144.1(o)

---

communicated to the hearing room by closed-circuit television. (Education Code 48918(c))

- Record of Hearing:** A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made. (Education Code 48918(g))
- Subpoenas:** Before commencing a student expulsion hearing, the Board may issue subpoenas, at the request of either the student or the Superintendent or designee, for the personal appearance at the hearing of any person who actually witnessed the action that gave rise to the recommendation for expulsion. After the hearing has commenced, the Board or the hearing officer or administrative panel may issue such subpoenas at the request of the student or the County Superintendent of Schools or designee. All subpoenas shall be issued in accordance with the Code of Civil Procedure 1985-1985.2 and enforced in accordance with ~~Code of Civil Procedure 1985-1985.2 and enforced in accordance with~~ Government Code 11455.20. (Education Code 48918(i))

Any objection raised by the student or the Superintendent or designee to the issuance of subpoenas may be considered by the Board in closed session, or in open session if so requested by the student, before the meeting. The Board's decision in response to such an objection shall be final and binding. (Education Code 48918(i))

If the Board determines, or if the hearing officer or administrative panel finds and submits to the Board, that a witness would be subject to unreasonable risk of harm by testifying at the hearing, a subpoena shall not be issued to compel the personal attendance of that witness at the hearing. However, that witness may be compelled to testify by means of a sworn declaration as described in item #4 below. (Education Code 48918(i))

- Presentation of Evidence:** Technical rules of evidence shall not apply to the expulsion hearings, but relevant evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. The decision of the Board to expel shall be supported by substantial evidence that the student committed any of the acts pursuant to Education 48900 and listed in "Grounds for Suspension and Expulsion- Grades K-12" and "Additional Grounds for Suspension and Expulsion: Grades 4-12 above. (Education Code 48918(h))

Findings of fact shall be based solely on the evidence at the hearing. Although no finding shall be based solely on hearsay, sworn declarations may be admitted as testimony from witnesses whose disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm. (Education Code 48918(f))

In cases where a search of a student's person or property has occurred, evidence describing the

**OAK PARK UNIFIED SCHOOL DISTRICT  
ADMINISTRATIVE REGULATION**

*Series 5000*

*Students*

*AR 5144.1(p)*

---

reasonableness of the search shall be included in the hearing record.

5. **Testimony by Complaining Witnesses:** The following procedures shall be observed when a hearing involves allegations of sexual assault or sexual battery by a student: (Education Code 48918, 48918.5)
- a. Any complaining witness shall be given five days' notice before being called to testify.
  - b. Any complaining witness shall be entitled to have up to two adult support persons, including, but not limited to, a parent/guardian or legal counsel, present during his/her testimony.
  - c. Before a complaining witness testifies, support persons shall be admonished that the hearing is confidential.
  - d. The person presiding over the hearing may remove a support person whom he/she finds is disrupting the hearing.
  - e. If one or both support persons are also witnesses, the hearing shall be conducted in accordance with Penal Code 868.5.
  - f. Evidence of specific instances of prior sexual conduct of a complaining witness shall be presumed inadmissible and shall not be heard unless the person conducting the hearing determines that extraordinary circumstances require the evidence to be heard. Before such a determination is made, the complaining witness shall be given notice and an opportunity to oppose the introduction of this evidence. In the hearing on the admissibility of this evidence, the complaining witness shall be entitled to be represented by a parent/guardian, legal counsel or other support person. Reputation or opinion evidence regarding the sexual behavior of a complaining witness shall not be admissible for any purpose.
  - g. In order to facilitate a free and accurate statement of the experiences of the complaining witness and to prevent discouragement of complaints, the district shall provide a nonthreatening environment.
    - (1) The district shall provide a room separate from the hearing room for the use of the complaining witness before and during breaks in testimony.
    - (2) At the discretion of the person conducting the hearing, the complaining witness shall be allowed reasonable periods of relief from examination and cross-examination during which he/she may leave the hearing room.

## OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5144.1(q)

---

- (3) The person conducting the hearing may:
- (a) Arrange the seating within the hearing room so as to facilitate a less intimidating environment for the complaining witness
  - (b) Limit the time for taking the testimony of a complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours
  - (c) Permit one of the support persons to accompany the complaining witness to the witness stand

6. **Decision:** The Board's decision as to whether to expel a student shall be made within 40 school days after the student is removed from his/her school of attendance, unless the student requests in writing that the decision be postponed. (Education Code 48918(a))

### **Alternative Expulsion Hearing: Hearing Officer or Administrative Panel**

Instead of conducting an expulsion hearing itself, the Board may contract with the county hearing officer or with the Office of Administrative Hearings of the State of California for a hearing officer. The Board may also appoint an impartial administrative panel composed of three or more certificated personnel, none of whom shall be members of the Board or on the staff of the school in which the student is enrolled. (Education Code 48918~~(d)~~)

A hearing conducted by the hearing officer or administrative panel shall conform to the same procedures applicable to a hearing conducted by the Board as specified above in "Conduct of Expulsion Hearing," including the requirement to issue ~~its~~a decision within 40 school days of the student's removal from school, unless the student requests that the decision be postponed. (Education Code 48918 (a) and (d))

The hearing officer or administrative panel shall, within three school days after the hearing, determine whether to recommend expulsion of the student to the Board. If expulsion is not recommended, the expulsion proceeding shall be terminated and the student shall be immediately reinstated and permitted to return to the classroom instructional program from which the referral was made, unless another placement is requested in writing by the student's parent/guardian. Before the student's placement decision is made by his/her parent/guardian, the Superintendent or designee shall consult with the parent/guardian and district staff, including the student's teachers, regarding other placement options for the student in addition to the option to return to the classroom instructional program from which the student's expulsion referral was made. The decision to not recommend expulsion shall be final. (Education Code 48918(e))

If expulsion is recommended, findings of fact in support of the recommendation shall be

## OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5144.1(r)

---

prepared and submitted to the Board. All findings of fact and recommendations shall be based solely on the evidence presented at the hearing. The Board may accept the recommendation based either upon a review of the findings of fact and recommendations submitted or upon the results of any supplementary hearing the Board may order. (Education Code 48918(f))

In accordance with Board policy, the hearing officer or administrative panel may recommend that the Board suspend the enforcement of the expulsion. If the hearing officer or administrative panel recommends that the Board expel a student but suspend the enforcement of the expulsion the student shall not be reinstated and permitted to return to the classroom instructional program from which the referral was made until the Board has ruled on the commendation. (Education Code 48917, 48918)

### **Final Action by the Board**

Whether the expulsion hearing is conducted in closed or public session by the Board, a hearing officer, or an administrative panel or is waived through the signing of a stipulated expulsion agreement, the final action to expel shall be taken by the Board at a public meeting. (Education Code 48918(j))

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

The Board's decision is final. **If the decision is to not expel, the student shall be reinstated immediately.** If the decision is to suspend the enforcement of the expulsion, the student shall be reinstated under the conditions of the suspending expulsion.

Upon ordering an expulsion, the Board shall set a date when the student shall be reviewed for readmission to a school within the district. For a student expelled for any **act listed under "Mandatory Recommendation and Mandatory Expulsion" above, ~~act listed in Board Policy 5144.1—Suspension and Expulsion/Due Process~~**, this date shall be one year from the date the expulsion occurred, except that the Board may set an earlier date on a case-by-case basis. For a student expelled for other acts, this date shall be no later than the last day of the semester following the semester in which the expulsion occurred. If an expulsion is ordered during the summer session or the intersession period of a year-round program, the Board shall set a date when the student shall be reviewed for readmission not later than the last day of the semester following the summer session or intersession period in which the expulsion occurred. (Education Code 48916)

At the time of the expulsion order, the Board shall recommend a plan for the student's rehabilitation, which may include: (Education Code 48916)

1. Periodic review, as well as assessment ~~of the student~~ at the time of review, for readmission
2. Recommendations for improved academic performance, tutoring, special education

## OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

*Series 5000*

*Students*

*AR 5144.1(s)*

---

assessments, job training, counseling, employment, community service and other rehabilitative programs

With parent/guardian consent, students who have been expelled for reasons relating to controlled substances or alcohol may be required to enroll in a county-sponsored drug rehabilitation program before returning to school. (Education Code 48916.5)

### **Written Notice to Expel**

The Superintendent or designee shall send written notice of the decision to expel to the student or parent/guardian. This notice shall include the following:

1. The specific offense committed by the student for any of the causes for suspension or expulsion listed above under “Grounds for Suspension and Expulsion: Grades K-12” or “Additional Grounds for Suspension and Expulsion: Grades 4-12” (Education Code 48900.8)
2. The fact that a description of readmission procedures will be made available to the student and his/her parent/guardian (Education Code 48916)
3. Notice of the right to appeal the expulsion to the County Board (Education Code 48918)
4. Notice of the alternative educational placement to be provided to the student during the time of expulsion (Education Code 48918)
5. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1 (Education Code 48918)

### **Decision to Suspend Expulsion Order**

In accordance with Board policy, when deciding whether to suspend the enforcement of an expulsion order, the Board shall take into account the following criteria:

1. The student's pattern of behavior
2. The seriousness of the misconduct
3. The student's attitude toward the misconduct and his/her willingness to follow a rehabilitation program

The suspension of the enforcement of an expulsion shall be governed by the following:

1. The Board may, as a condition of the suspension of enforcement, assign the student to a



## OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5144.1(t)

---

- school, class, or program appropriate for the student's rehabilitation. This rehabilitation program may provide for the involvement of the student's parent/guardian in the student's education. However, a parent/guardian's refusal to participate in the rehabilitation program shall not be considered in the Board's determination as to whether the student has satisfactorily completed the rehabilitation program. (Education Code 48917)
2. During the period when enforcement of the expulsion order is suspended, the student shall be on probationary status. (Education Code 48917)
  3. The suspension of the enforcement of an expulsion order may be revoked by the Board if the student commits any of the acts listed under "Grounds for Suspension and Expulsion: Grades K-12" or "Additional Grounds for Suspension and Expulsion: Grades 4-12" above or violates any of the district's rules and regulations governing student conduct. (Education Code 48917)
  4. When the suspension of the enforcement of an expulsion order is revoked, a student may be expelled under the terms of the original expulsion order. (Education Code 48917)
  5. Upon satisfactory completion of the rehabilitation assignment, the Board shall reinstate the student in a district school. Upon reinstatement, the Board may order the expunging of any or all records of the expulsion proceedings. (Education Code 48917)
  6. The Superintendent or designee shall send written notice of any decision to suspend the enforcement of an expulsion order during a period of probation to the student or parent/guardian. The notice shall also inform the parent/guardian of the right to appeal the expulsion to the County Board, the alternative educational placement to be provided to the student during the time of expulsion, and the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1(b). (Education Code 48918(j))
  7. Suspension of the enforcement of an expulsion order shall not affect the time period and requirements for the filing of an appeal of the expulsion order with the County Board. (Education Code 48917)

### **Appeal**

The student or parent/guardian is entitled to file an appeal of the Board's decision to the County Board. The appeal must be filed within 30 days of the Board's decision to expel, even if the expulsion order is suspended and the student is placed on probation. (Education Code 48919)

If the student submits a written request for a copy of the written transcripts and supporting documents from the district simultaneously with the filing of the notice of appeal with the County Board, the district shall provide the student with these documents within 10 school days

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5144.1(u)

---

following the student's written request. (Education Code 48919)

## **Notifications to Law Enforcement Authorities**

Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245. (Education Code 48902)

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance. In addition, law enforcement authorities shall be notified regarding any acts by students regarding the possession, sale, or furnishing of firearms, explosives, or other dangerous weapons in violation of Education Code 48915(c)(1) or (5) or Penal Code 626.9 and 626.10 (Education Code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering, or sale of controlled substances, alcohol or intoxicants of any kind. (Education Code 48902)

## **Placement During Expulsion**

The Board shall refer expelled students to a program of study that is: (Education Code 48915, 48915.01)

1. Appropriately prepared to accommodate students who exhibit discipline problems
2. Not provided at a comprehensive middle, junior or senior high school or at any elementary school, unless the program is offered at a community day school established at ~~such a site~~ [any of these](#)
3. Not housed at the school site attended by the student at the time of suspension

*(cf. 6158 – Independent Study)*

*(cf. 6185 - Community Day School)*

When the placement described above is not available, and when the County Superintendent so certifies, students expelled for acts described in items #6-#12 under "Grounds for Suspension and Expulsion: Grades K-12" and items #1-3 under "Additional Grounds for Suspension and Expulsion: Grades 4-12" above may be referred to a program of study that is provided at another comprehensive middle, junior, or senior high school, or at an elementary school. (Education Code 48915)

## **OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION**

*Series 5000*

*Students*

*AR 5144.1(v)*

---

The program for a student expelled from any of grades K- 6 shall not be combined or merged with programs offered to students in any of grades 7-12. (Education Code 48916.1)

Each school site administrator shall take steps to see that services are provided for students who have an expulsion hearing. A student whose behavior has resulted in expulsion shall be given a rehabilitation plan that is designed by the district of residence. When recommended placement includes a classroom option, it is possible that the placement may not be available in the Oak Park Unified School District. Any recommended placement shall be monitored and appropriate documentation maintained by district and/or site personnel. This plan may involve one or more of the options outlined below.

Oak Park Unified School District education alternatives for expelled pupils includes:

### Secondary Students (7-12)

1. Expulsion with subsequent transfer to another school district or private school – classroom option. (Responsibility of parent to notify other district. No financial obligations on the part of OPUSD)
2. Expulsion with referral to Ventura County Superintendent of Schools Court and Community School Program – classroom option (Gateway School – Camarillo site)
3. Suspended expulsion with referral to district independent Study Program or placement with rehabilitation plan on OPUSD site.

### Elementary Students (K-6)

1. Expulsion with subsequent transfer to another school district or private school – classroom option (Responsibility of parent to notify other district. No financial obligations on the part of OPUSD.)
2. Suspended expulsion with referral to district Independent Study program or placement with rehabilitation plan on OPUSD site. (Education Code 51745 – Voluntary program – cannot be mandated).

Secondary students referred back to Oak Park Unified School District due to second violations, non-attendance or failed placement:

We believe that the appropriate response to students who have been removed from the county-operated Community School Program is to inform the parents that 1) the parents are compelled by law to educate their child, and 2) it is their responsibility to find an educational placement. The child's expellable behavior has deemed the student unsuitable for either regular school or alternative school placement. The parents' options are: a) request Independent Study if agreeable to the community school administration; b) provide private tutoring at parents' expense; c) enroll

## OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5144.1(w)

---

in a private full-time day school at parents' expense; or d) pursue enrollment with another school district's board (unless student is expelled for injurious behavior, weapons, drugs, drug dealing, assault or other "zero tolerance" offenses [Education Code 48915(a) or (c)]). In essence, the district will have fulfilled its obligation to secure an educational program to the extent funds are apportioned.

Elementary students referred back to Oak Park Unified School District due to second violations, non-attendance or failed placement:

The respective strategies in the county plan include statements that: "A regional program may be developed to address geographical factors or limited numbers"; and "A regional program may be developed to meet this need (grades 1 to 6 placement)." The Oak Park Unified School District Board of Education and principals strongly recommend that the Ventura County Superintendent coordinate a consortium of small districts which are impacted by gaps in #3, #4, #5 and #6 of the County Plan. The purpose of this consortium will be to explore, plan and implement an educational placement which meets the needs found in the above referenced gaps.

### **Readmission After Expulsion**

Prior to the date set by the Board for the student's readmission:

1. The Superintendent or designee shall hold a conference with the parent/guardian and the student. At the conference the student's rehabilitation plan shall be reviewed and the Superintendent or designee shall verify that the provisions of this plan have been met. School regulations shall be reviewed and the student and parent/guardian shall be asked to indicate in writing their willingness to comply with these regulations.
2. The Superintendent or designee shall transmit to the Board his/her recommendation regarding readmission. The Board shall consider this recommendation in closed session. If a written request for open session is received from the parent/guardian or adult student, it shall be honored to the extent that privacy rights of other students are not violated.
3. If the readmission is granted, the Superintendent or designee shall notify the student and parent/guardian, by registered mail, of the Board's decision regarding readmission.
4. The Board may deny readmission only if it finds that the student has not satisfied the conditions of the rehabilitation plan or that the student continues to pose a danger to campus safety or to other district students or employees. (Education Code 48916)
5. If the Board denies the readmission of a student, the Board shall determine either to continue the student's placement in the alternative educational program initially selected or to place the student in another community school. ~~(Education Code 48916)~~

## OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5144.1(x)

---

6. The Board shall provide written notice to the expelled student and parent/guardian describing the reasons for denying readmittance into the regular program. This notice shall indicate the Board's determination of the educational program which the Board has chosen. The student shall enroll in that program unless the parent/guardian chooses to enroll the student in another school district. (Education Code 48916)

No student shall be denied readmission into the district based solely on the student's arrest, adjudication by a juvenile court, formal or informal supervision by a probation officer, detention in a juvenile facility, enrollment in a juvenile court school, or other such contact with the juvenile justice system. (Education Code 48645.5)

### **Maintenance of Records**

The district shall maintain a record of each suspension and expulsion, including the specific cause(s). (Education Code 48900.8)

Expulsion records of any student shall be maintained in the student's mandatory interim record, and sent to any school in which the student subsequently enrolls upon ~~receipt of a~~ written request by the ~~admitting~~ that school. (Education Code 48918(k))

~~(cf. 5125 - Student Records)~~

The Superintendent or designee shall, within five working days, honor any other district's request for information about an expulsion from this district. (Education Code 48915.1)

*(cf. 5119 - Students Expelled from Other Districts)*

Adopted: 5-15-84

Amended: 5-6-97; 2-2-99; 2-20-02; 9-17-02; 6-17-03, 11-05, 11-08, 3-10, 3-12, 7-12, 11-12, 4-14, 4-21-15, 4-17-2018

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT**  
**DATE: APRIL 17, 2018**  
**SUBJECT: B.7.i. APPROVE ADOPTION OF BOARD POLICY 5148.2 – BEFORE AND AFTER SCHOOL PROGRAM – First Reading**

**ACTION**

---

**ISSUE:** Should the Board of Education approve adoption of Board Policy 5148.2 – Before and After School Program?

**BACKGROUND:** Board Policy 5148.2 is being recommended for adoption due to the Establishment of a new Extended Care Program.

- ALTERNATIVES:**
1. Approve the adoption of Board Policy 5148.2 – Before and After School Program.
  2. Do not approve the adoption of Board Policy 5148.2 – Before and After School Program.

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

Respectfully submitted,

---

Anthony W. Knight, Ed.D.  
Superintendent

---

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5148.2(a)

---

## **Before and After School Program**

### **Extended Care Program**

The Board of Education recognizes the needs of families who lack adult supervision for their children outside the school day and directs the Superintendent to establish and implement the Extended Care Program for the care of such children in grades Discovery Kindergarten through eight.

The Board will provide suitable district facilities, staff, and supplies for the conduct of an Extended Care Program.

The program will be under the direct supervision of a certified administrator employed by the District, who will serve as Director Extended Care Program. Site leaders and other staff will supervise children under the direction of the Director. Participating children will be offered constructive activities and proper supervision. No instruction will be offered; the Extended Care Program is not an extension of the school day and is not intended to serve the purpose of academic enrichment or remedial education.

### **Enrollment**

The Extended Care Program is open to pupils enrolled in grades DK-8 in the District

### **Fees**

Parent(s) or legal guardian(s) of participating children will be charged fees.

### **Transportation**

The District will not transport pupils to or from school to enable their participation in the Extended Care Program. Transportation must be furnished by the parent(s) or legal guardian(s), or a responsible person appointed by the parent(s) or legal guardian(s).

### **Discipline**

The Superintendent or Designee may remove from the program a pupil whose parent(s) or legal guardian(s) persistently disregards his/her responsibility to pick the child up promptly. Pupils who participate in the Extended Care Program are subject to the rules and regulations of this district and may be disciplined for infractions of those rules. A pupil's chronic misbehavior may result in the pupil's removal from the program.

Adopted: 4-17-2018

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: April 17, 2018**

**SUBJECT: B.7.j. APPROVE AMENDMENT OF BOARD POLICY 5121 – GRADES/EVALUATION OF STUDENT ACHIEVEMENT – Second Reading**

**ACTION**

**ISSUE:** Should the Board of Education approve amendment of Board Policy 5121 – Grades/Evaluation of Student Achievement?

**BACKGROUND:** Board Policy 5121 updated to reflect research-supported best practices regarding grading, including the separation of nonacademic factors from students' academic grades. Policy also adds optional paragraph on reports of student progress on specific academic standards. Board Policy 5121 is being submitted with recommended changes from CSBA and District staff.

- ALTERNATIVES:**
1. Approve the amendment of Board Policy 5121 – Grades/Evaluation of Student Achievement.
  2. Do not approve the amendment Board Policy 5121 – Grades/Evaluation of Student Achievement.

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

Respectfully submitted,

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

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

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



# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5121(a)

---

## Grades/Evaluation of Student Achievement

The Governing Board believes that grades serve a valuable instructional purpose by helping students and parents/guardians understand performance expectations and identifying the student's areas of strength and those areas needing improvement. Parents/guardians and students have the right to receive course grades that represent an accurate reflection of what the student has learned and an evaluation of the student's ~~achievement~~ academic growth and performance.

*(cf. 5020 - Parent Rights and Responsibilities)*  
*(cf. 5125.2 – Withholding Grades, Diploma or Transcripts)*

The Superintendent or designee shall establish a uniform grading system ~~based on standards that apply~~ shall be applied to all students in that course and grade level. ~~Principals shall ensure that student grades conform to this system.~~ Teachers shall inform students and parents/guardians how ~~student achievement~~ academic performance will be evaluated in the classroom.

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

A teacher shall base a student's grades solely on ~~impartial, consistent observation of~~ the quality of the student's academic work and his/her independent and consistent mastery of course content based on ~~and~~ district standards. Students shall have ~~the multiple opportunity~~ opportunities to demonstrate this mastery through a variety of methods ~~such as including~~, but not limited to, tests, projects, portfolios, and/or class discussion as appropriate. ~~classroom participation, homework, tests and portfolios.~~ Other elements that are not a direct measure of knowledge and understanding of course content, such as attendance, effort, student conduct, and work habits, shall not be factored into the academic grade but may be reported separately. ~~Students shall not be given extra credit towards academic grades for attending school events, donating materials, or any other similar activities that could exclude a student because of where they live or their socioeconomic status. Rather,~~ extra credit in the academic grades shall only be given to students when the points reflect mastery of course content.

*(cf. 6011 - Academic Standards)*  
*(cf. 6162.5 – Student Assessment)*

Whenever a student misses an assignment or assessment due to an excused absence, he/she shall be given full credit for subsequent satisfactory completion of the assignment or assessment, according to a mutually agreed upon timeline for submission between the student and teacher.

*(cf. 6154 - Homework/Makeup Work)*

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5121(b)

---

Students in grades K-5 shall receive report cards at the end of each trimester grading period. The reports for trimesters 1 and 2 will communicate what progress students have made toward specific learning goals. The final report card will communicate whether or not students have demonstrated mastery of specific academic skills with consistency and independence. The elementary report card may also contain social-emotional marks.

At all grade levels, report cards may include reports of student progress on specific academic standards applicable to the course and grade level.

When reporting student performance to parents/guardians, teachers may add narrative descriptions, observational notes, and/or samples of classroom work in order to better describe student progress in specific skills and subcategories of achievement.

A report card for a student with a disability may contain information about his/her disability, including whether that student received special education or related services, provided that the report card informs parents/guardians about their child's progress or level of achievement in specific classes, course content, or curriculum. However, transcripts that may be used to inform postsecondary institutions or prospective employers of the student's academic achievements shall not contain information disclosing the student's disability.

*(cf. 5125 - Student Records)*

*(cf. 6159 - Individualized Education Program)*

*(cf. 6164.6 - Identification and Education Under Section 504)*

~~The teacher of each course shall determine the student's grade. The~~ A grade assigned by the teacher shall not be changed by the Board or the Superintendent except as provided by law, Board policy, ~~or and~~ administrative regulation. (Education Code 49066)

*(cf. 5125.3 - Challenging Student Records)*

~~Students in K-5 shall receive narrative evaluations and standards based marks in order to give parents/guardians more information about their children's developmental levels and also promote students' self-esteem and experiences of success.~~

~~*(cf. 5125 - Student Records)*~~

## Effect of Absences on Grades

~~Students with excessive unexcused absences may be given a failing grade and not receive credit for the class(es).~~

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5121(c)

---

~~(cf. 5113 - Absences and Excuses)~~

~~If a student misses class without an excuse and does not subsequently turn in homework, take a test or fulfill another class requirement which he/she missed, the teacher may lower the student's grade for nonperformance.~~

~~(cf. 6154 - Homework/Makeup Work)~~

The Superintendent or designee shall determine the methodology to be used in calculating students' grade point average (GPA), including the courses to be included within the GPA and whether extra grade weighting shall be applied to Advanced Placement, International Baccalaureate, honors, and/or concurrent postsecondary courses.

(cf. 6141.4 - International Baccalaureate Program)

(cf. 6141.5 - Advanced Placement)

(cf. 6172 - Gifted and Talented Student Program)

(cf. 6172.1 - Concurrent Enrollment in College Classes)

## **Legal Reference:**

### EDUCATION CODE

41505-41508 Pupil Retention Block Grant

48070 Promotion and retention

48205 Excused absences

48800-48802 Enrollment of gifted students in community college

48904-48904.3 Withholding grades, diplomas, or transcripts

49066 Grades; finalization; physical education class

49067 Mandated regulations regarding ~~pupil's~~ student's achievement

~~49067 Mandated regulations regarding student's achievement~~

49069.5 Students in foster care, grades and credits

51242 Exemption from physical education based on participation in interscholastic athletics

69432.9 Cal Grant program; notification of grade point average

76000-76002 Enrollment in community college

### CODE OF REGULATIONS, TITLE 5

10060 Criteria for reporting physical education achievement, high schools

30008 Definition of high school grade point average for student aid eligibility

### UNITED STATES CODE, TITLE 20

1232g Family Education Rights and Privacy Act (FERPA)

6101-6251 School-to-Work Opportunities Act of 1994

### CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy Act

### COURT DECISIONS

Owasso Independent School District v. Falvo, (2002) 534 U.S. 426 ~~122 S.Ct. 934~~

Las Virgenes Educators Association v. Las Virgenes Unified School District, (2001) 86 Cal.App.4th 1

Swany v. San Ramon Valley Unified School District, - (N.D.Cal.-1989) 720 F.Supp. 764

Johnson v. Santa Monica-Malibu Unified School District Board of Education, (1986) 179Cal. App.-3d 593

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5121(d)

---

## Management Resources:

### ~~CDE~~ CSBA PUBLICATIONS

~~*Aiming High: High Schools for the 21<sup>st</sup> Century, 2002*~~

~~*Taking Center Stage: A Commitment to Standards-Based Education for California's Middle Grades Students, 2001*~~

~~*Elementary Makes the Grade! 2000*~~

*Research-Supported Strategies to Improve the Accuracy and Fairness of Grades, Governance Brief, July 2016*

### U.S. DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS CORRESPONDENCE

*Report Cards and Transcripts for Students with Disabilities, October 17, 2008*

*What The Research Says About Standards Based Grading Matt Townsley & Tom Buckmiller, Ph.D. Jan 2016*

### WEB SITES

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

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

*California Student Aid Commission: <http://www.csac.ca.gov>*

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

Adopted: 5-24-78

Amended: 5-15-84, 8-5-92, 9-17-02, 11-17-09, **4-17-2018**

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5121(a)

---

## **Grades/Evaluation Of Student Achievement**

The Superintendent or designee shall inform teachers of the district's policy regarding grading, including expectations that grades shall be based on factors that directly measure students' knowledge and skills in the content area and shall not include nonacademic factors.

~~Written~~ Report cards displaying students' ~~grades~~ academic performance and progress in each subject or course shall be distributed to parents/guardians at the end of each grading period. Parents/guardians shall be offered an opportunity to meet with their child's teacher(s) to discuss the grades and strategies to improve their child's performance.

*(cf. 6020 – Parent Involvement)*

Whenever it becomes evident to a ~~student~~ teacher that a student is in danger of failing a course, the teacher shall arrange a conference with the student's parent/guardian or send the parent/guardian a written report. (Education Code 49067)

*(cf. 5123 – Promotion/Acceleration/Retention)*

For each student in grades 9-12, the Superintendent or designee shall maintain a transcript recording the courses taken, the term that each course was taken, credits earned, final grades, and date of graduation.

*(cf. 5125 – Student Records)*

*(cf. 6146.1 – High School Graduation Requirements)*

## **Grades for ~~Achievement~~ Academic Performance**

For grades K-~~5~~3, students' level of progress for the first two grading periods shall be reported as follows:

*Area of Strength (S), Making Progress (P), Not Yet (N)*

For the third and final grading period, students' level of progress shall be reported as follows:  
*Meets Grade Level Standard or Does Not Yet Meet Grade Level Standard*

“Area of strength” and “meets grade level standard” means the student consistently and independently demonstrates the skill at the time marks are reported.

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5121(b)

~~O~~ — Outstanding

~~S~~ — Satisfactory

~~N~~ — Needs Improvement

For grades ~~64~~-12, grades for ~~achievement~~ academic performance shall be reported for each grading period as follows:

A	(90-100%)	Outstanding Achievement	4.0 grade points
B	(80-89%)	Above Average Achievement	3.0 grade points
C	(70-79%)	Average Achievement	2.0 grade points
D	(60-69%)	Below Average Achievement	1.0 grade points
F	(0-59%)	Little or No Achievement	0 grade points
I		Incomplete	0 grade points

An Incomplete ~~is~~ shall be given only when a student's work is not finished by the end of the grading period because of illness or other excused absence. If not made up within six weeks, the Incomplete shall become an F.

The following applies only when a school reports weighted GPA to post-secondary institutions: Because of the more rigorous nature of Advanced Placement, International Baccalaureate, honors, and concurrent postsecondary courses, students receiving a grade of A, B, or C in those courses shall receive extra grade weighting as follows:

A	(90-100%)	Outstanding Achievement	5.0 grade points
B	(80-89%)	Above Average Achievement	4.0 grade points
C	(70-79%)	Average Achievement	3.0 grade points

*(cf. 6141.4 - International Baccalaureate Program)*

*(cf. 6141.5 - Advanced Placement)*

*(cf. 6172 - Gifted and Talented Student Program)*

*(cf. 6172.1 - Concurrent Enrollment in College Classes)*

## **Grades for Physical Education**

No grade of a student participating in a physical education class may be adversely affected due to the fact that the student, because of circumstances beyond his/her control, does not wear standardized physical education apparel. (Education Code 49066)

*(cf. 6142.7 - Physical Education and Activity)*

Student performance in high school physical education courses shall be based upon evaluation of the student's individual progress, attainment of goals in each instructional area, tests designed to determine skill and knowledge, and physical performance tests. (5 CCR 10060)

High school students using interscholastic athletic participation to fulfill physical education

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5121(c)

---

requirements, as authorized by Education Code 51242, may be graded on this participation provided a teacher credentialed to teach physical education supervises this participation and assigns the grade.

*(cf. 6145.2 - Athletic Competition)*

## Grades for College Courses

When the district has approved a student to receive district credit for coursework completed at a community college or four-year college, he/she shall receive the same letter grade as is granted by the college.

## Grades for Citizenship and Work Habits, ~~Study Skills, and Effort~~

Any gGrades assigned for citizenship, ~~study skills, and~~ or work habits, such as effort or study skills shall be reported as follows:

- O Outstanding
- S Satisfactory
- N Needs Improvement

## Pass/Fail Grading

The Superintendent or designee may identify courses or programs for which students may, with parent/guardian permission, elect to earn a Pass or Fail grade instead of an a letter ~~A-F~~ grade.

Students who receive a Pass grade shall acquire the appropriate semester units of credit for the course. The grade shall not be counted in determining class rank, honors list, or membership in the California Scholarship Federation. Students who receive a ~~a~~ Fail grade shall not receive credit for taking the course.

## Peer Grading

At their discretion, teachers may use peer grading of student tests, papers, and assignments as appropriate to reinforce lessons.

*(cf. ~~5125 - Student Records~~)*

## Repeating Classes

With the approval of the principal or designee, a student may repeat a course in order to raise his/her grade. Both grades received shall be entered on the student's transcript, but the student shall receive credit only once for taking the course. The highest grade received shall be used in determining the student's overall grade point average (GPA).

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5121(d)

---

## **Withdrawal from Classes**

A student who drops a course during the first six weeks of the grading period may do so without any entry on his/her permanent record card. A student who drops a course after the first six weeks of the grading period shall receive an F grade on his/her permanent record, unless otherwise decided by the principal or designee because of extenuating circumstances.

## **Effect of Absences on Grades**

Teachers who ~~may~~ chose to withhold class credit because of excessive unexcused absences shall so inform ~~the~~ students and parents/guardians of such a possibility at the beginning of the school year or semester. When a student reaches the number of unexcused absences defined as excessive in Board policy, the student and parent/guardian shall again be notified of the district's policy regarding excessive unexcused absences.

*(cf. 5113 - Absences and Excuses)*

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

The student and parent/guardian shall have a reasonable opportunity to explain the absences. (Education Code 49067)

If a student receives a failing grade because of **excessive** unexcused absences, the student's record shall specify that the grade was assigned because of excessive unexcused absences. (Education Code 49067)

Grades for a student in foster care shall not be lowered if the student is absent ~~from school~~ for any reason specified in Education Code 49069.5.

*(cf. 6173.1 - Education for Foster Youth)*

## **Grade Point Average**

The Superintendent or designee shall calculate each student's GPA using the grade point assigned to each letter grade in accordance with the scale described in the section "Grades for Academic Performance" above. The grade points for all applicable coursework shall be totaled and divided by the number of courses completed. Pass/Fail grades shall not be included in the determination of a student's GPA.

*(cf. 5126 - Awards for Achievement)*

*(cf. 6145 - Extracurricular and Cocurricular Activities)*

When plus and minus designations are added to letter grades, they shall not be considered in determining GPA.

Each academic year, the Superintendent or designee shall provide to the Student Aid Commission the GPA of all district students in grade 12, except for students who have opted out or are permitted by the rules of the Student Aid Commission to provide test scores in lieu of the



**OAK PARK UNIFIED SCHOOL DISTRICT  
ADMINISTRATIVE REGULATION**

*Series 5000*

*Students*

*AR 5121(e)*

---

GPA. (Education Code 69432.9)

Adopted: 9-17-02

Amended: 7-09, 7-15, 4-17-2018

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: APRIL 17, 2018**

**SUBJECT: B.7.k. AMEND BOARD POLICY 6152.1 – PLACEMENT IN MATHEMATICS COURSES- First Reading**

---

**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 6152.1 – Placement in Mathematics Courses?

**BACKGROUND:** Board Policy 6152.1 is being updated to reflect the criteria for placements of students in mathematics courses

- ALTERNATIVES:**
1. Approve the adoption of Board Policy 6152.1 – Placement in Mathematics Courses.
  2. Do not approve the adoption Board Policy 6152.1 – Placement in Mathematics Courses.

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

Respectfully submitted,

---

Anthony W. Knight, Ed.D.  
Superintendent

---

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6152.1(a)

---

## Placement in Mathematics Courses

The Governing Board believes that a student's placement in an academic course should be primarily based on the student's current academic needs and abilities. A sound educational program must include the study of subjects that prepare students for admission to higher education and/or a fulfilling career. To the extent possible, district students shall be provided an opportunity to complete a sequence of mathematics courses recommended for admission into the University of California and California State University systems.

*(cf. 6141.5 - Advanced Placement)*

*(cf. 6142.92 - Mathematics Instruction)*

*(cf. 6143 - Courses of Study)*

*(cf. 6146.1 - High School Graduation Requirements)*

The Superintendent or designee shall work with district teachers, counselors, and administrators and the representatives of feeder schools to develop consistent protocols for placing students in mathematics courses offered at district high schools. Such placement protocols shall systematically take into consideration multiple objective academic measures that may include, but are not limited to, interim and summative assessments, placement tests that are aligned to state-adopted content standards in mathematics, classroom assignment and grades, and report cards.

*(cf. 5121 - Grades/Evaluation of Student Achievement)*

*(cf. 6162.5 - Student Assessment)*

*(cf. 6162.51 - State Academic Achievement Tests)*

Students shall be enrolled in mathematics courses based on the placement protocols. No student shall repeat a mathematics course which he/she has successfully completed based on the district's placement protocols.

When a student does not qualify to be enrolled in a higher level mathematics course based on a consideration of the objective measures specified in the placement protocols, he/she may nevertheless be admitted to the course based on the recommendation of a teacher or counselor who has personal knowledge of the student's academic ability.

The placement protocols shall specify a time within the first month of the school year when students shall be reevaluated to ensure that they are appropriately placed in mathematics courses and shall specify the criteria the district will use to make this determination. Any student found to be misplaced shall be promptly placed in the appropriate mathematics course.

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

*Series 6000*

*Instruction*

*BP 6152.1(b)*

---

Within 10 school days of an initial placement decision or a placement decision upon reevaluation, a student and his/her parent/guardian who disagree with the placement of the student may appeal the decision to the Superintendent or designee. The Superintendent or designee shall decide whether or not to overrule the placement determination within 10 school days of receiving the appeal. The decision of the Superintendent or designee shall be final.

*(cf. 5123 - Promotion/Acceleration/Retention)*

District staff shall implement the placement protocols uniformly and without regard to students' race, sex, gender, nationality, ethnicity, socioeconomic background, or other subjective or discriminatory consideration in making placement decisions.

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

The Superintendent or designee shall ensure that all teachers, counselors, and other district staff responsible for determining students' placement in mathematics courses receive training on the placement protocols.

*(cf. 4131 - Staff Development)*

Prior to the beginning of each school year, the Superintendent or designee shall communicate the district's commitment to providing students with the opportunity to complete mathematics courses recommended for college admission, including approved placement protocols and the appeal process, to parents/guardians, students, teachers, school counselors, and administrators.

This policy and the district's mathematics placement protocols shall be posted on the district's web site. (Education Code 51224.7)

*(cf. 1113 - District and School Websites)*

Annually, the Board and the Superintendent or designee shall review student data related to placement and advancement in the mathematics courses offered at district high schools to ensure that students who are qualified to progress in mathematics courses based on their performance on objective academic measures are not held back in a disproportionate manner on the basis of their race, ethnicity, gender, or socioeconomic background. The Board and Superintendent shall also consider appropriate recommendations for removing any identified barriers to students' access to mathematics courses.

*(cf. 0500 - Accountability)*

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6152.1(c)

---

## **Legal Reference:**

### EDUCATION CODE

200-262.4 Prohibition of discrimination

48070.5 Promotion and retention; required policy

51220 Areas of study, grades 7-12

51224.5 Completion of Algebra I or Mathematics I

51224.7 California Mathematics Placement Act of 2015

51225.3 High school graduation requirements

51284 Financial literacy

60605 State-adopted content and performance standards in core curricular areas

60605.8 Common Core standards

## **Management Resources:**

### CSBA PUBLICATIONS

Math Misplacement, Governance Brief, September 2015

Governing to the Core, Governance Briefs

### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Mathematics Framework for California Public Schools: Kindergarten Through Grade Twelve, 2013

California Common Core State Standards: Mathematics, January 2013

### COMMON CORE STATE STANDARDS INITIATIVE PUBLICATIONS

Appendix A: Designing High School Mathematics Courses Based on the Common Core State Standards

### LAWYERS' COMMITTEE FOR CIVIL RIGHTS OF THE SAN FRANCISCO BAY AREA (LCCR)

Held Back - Addressing Misplacement of 9th Grade Students in Bay Area School Math Classes

### WEB SITES

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

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

Common Core State Standards Initiative: <http://www.corestandards.org/math>

Lawyers' Committee for Civil Rights of the San Francisco Bay Area (LCCR): <http://www.lccr.com>

Adopted: 4-19-2016

Amended: 4-17-2018

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT**

**DATE: April 17, 2018**

**SUBJECT: B.7.1. APPROVE AMENDMENT TO BOARD POLICY 6154 –  
HOMEWORK/MAKEUP WORK - Second Reading**

**ACTION**

**ISSUE:** Should the Board of Education approve the amendment to Administrative Regulation 6154 – Homework/Makeup work?

**BACKGROUND:** Board Policy 6154 updated for consistency with BP 5121 - Grades/Evaluation of Student Achievement and research on effective grading practices, including optional language providing for full credit to be given for makeup work satisfactorily completed within a reasonable time, regardless of whether the absence is due to an excused or unexcused absence. Policy is updated to reflect recent research on homework at various grade spans. Policy also addresses guidelines for the assignment of homework, communication of homework expectations to students and parents/guardians, and resources to assist students in completing homework and developing good study habits. Exhibits added to establish homework guidelines for Elementary School, Medea Creek Middle School, and Oak Park High School.

**ALTERNATIVES:** 1. Approve the amendment of Administrative Regulation 6154 – Homework/Makeup Work.  
2. Do not approve the amendment Administrative Regulation 6154 – Homework/Makeup Work.

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

Respectfully submitted,

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

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6154(a)

---

## Homework/Makeup Work

The Governing Board recognizes that purposefully designed homework assignments can be a valuable extension of student learning time ~~and assist students in developing good study habits~~. Additionally, the Board recognizes that recent research indicates homework has very little or no benefits for elementary students, increased benefits for middle school students, and considerable benefits for high school students. (Cooper, 1989, Cooper et al. 2006, Trautwein & Koller, 2003).

The Governing Board ~~recognizes~~ believes that academic work is only one part of a student's life. Time for play and the pursuit of personal interests, time with family, and time for rest are also important aspects of a child's development. This policy means to ensure that students are able to develop outside interests, spend time with family, and have adequate rest.

*(cf. 6011—Academic Standards)*

The Superintendent or designee shall collaborate with school administrators and teachers to develop and regularly annually review guidelines for the assignment of homework and the related responsibilities of students, staff, and parents/guardians. Guidelines and expectations will be developed and regularly reviewed for each grade span (DK-5, 6-8, 9-12). ~~implement an effective homework plan at each school site. As needed, teachers may receive training in designing relevant, challenging and meaningful homework assignments that reinforce classroom learning objectives. Teachers' expectations related to homework may be addressed in their evaluations.~~

The Board recognizes that homework is an extension of a teacher's classroom instruction, and should therefore reflect aspects of the teacher's classroom instruction. (Epstein & Van Voorhis, 2001). Homework shall be developmentally appropriate, differentiated, and within a student's ability to complete independently. The Board expects that the number, frequency, and degree of difficulty of homework assignments will increase with the grade level and the maturity of students. In older grade spans (6-8 & 9-12), effective homework influences a student's ability to meet the district's academic standards.

The Board believes that teaching is a reflective practice. In planning homework assignments teachers will reflect on and consider individual student needs, an estimated time for completion, and a ~~clearly stated~~ clear purpose.

Homework shall be assigned only when necessary to support specific learning goals, enable students to complete unfinished assignments, or review and apply academic content for better understanding in a way that cannot be accomplished during class time. Effective homework provides students the opportunity to develop academic and independent learning skills.

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6154(b)

---

~~homework contributes toward building responsibility, self-discipline and life-long learning habits, and that time spent on homework directly influences students' ability to meet the district's academic standards. The Board expects students, parents/guardians and staff to view homework as a routine and important part of students' daily lives.~~

*(cf. 6011 - Academic Standards)*

No homework, which includes, but is not limited to, assignments, projects, reports, research, and reading, will be assigned over the Winter Break for any student at any school in grades K-12, commencing with the 2015-16 school year. Tests may not be scheduled within two school days of the return from Winter Break, which would require student to prepare for them over the break.

Additionally, no homework, which includes, but is not limited to, assignments, projects, reports, research and reading, shall be assigned to students in grades K-8 for the following breaks: Thanksgiving Week, Winter Break, Presidents' 4-Day Weekend, and Spring Break. Tests may not be scheduled within two school days of the return from any of these breaks, which would require students to prepare for them over the breaks.

Students should, however, be encouraged to read for recreation, visit museums, and other cultural institutions, attend events such as plays, musical performances, or any other activity that allows them to follow their passions. Students should also be encouraged to get outdoors and visit local, state, and national parks and recreation areas, and engage in physical activities, or explore new interests.

~~As needed,~~ The District may offer training in designing relevant homework assignments that reinforce classroom learning objectives.

*(cf. 4131 - Staff Development)*

Developmentally appropriate instruction will be incorporated into the curriculum to help students allocate their time wisely, meet ~~their~~ deadlines, and develop good personal study habits.

At the beginning of the school year, homework expectations will be communicated to students and their parents/guardians. Homework guidelines also shall be included in ~~student~~

~~and~~ student and/or parent handbooks and posted on the school's website. These communications shall include the manner in which homework relates to achievement of academic standards and course content, the impact of homework assignments on students' grades, any school resources and programs that are available to provide homework support, and ways in which parents/guardians may appropriately assist their children.



# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6154(c)

~~(cf. 4115 - Evaluation/Supervision)~~  
~~(cf. 4131 - Staff Development)~~

Although it is the student's responsibility to complete ~~do most homework~~ assignments independently, ~~the Board expects teachers at all grade levels to use~~ parents/guardians may serve as a ~~contributing~~ resource and are encouraged to ensure that their child's homework assignments are completed. ~~Students are expected to complete their homework in a distraction-free environment. When a student demonstrates a pattern of not completing~~ ~~completed~~ his/her ~~their~~ homework, the teacher ~~shall~~ will notify the student and parents/guardians through direct communication or through use of district communication tools (i.e. online student gradebook) ~~shall be notified and asked to contact the teacher.~~ **within a reasonable amount of time so to allow that corrective action can to be taken.**

~~(cf. 5020 - Parent Rights and Responsibilities)~~  
~~(cf. 6020 - Parent Involvement)~~

To further support students' homework efforts, the Superintendent or designee may establish and maintain ~~telephone help lines~~ homework help websites, provide access to school library media centers and technological resources, and/or provide before-school and/or after-school ~~programs~~ centers where students can receive homework assistance ~~encouragement and clarification about homework assignments~~ from teachers, staff, volunteers, and/or ~~more advanced~~ student tutors ~~who are performing community service~~. The Board encourages the Superintendent or designee to design class and transportation schedules that will enable students to make use of **any available** homework support services.

~~(cf. 1240 - Volunteer Assistance)~~  
~~(cf. 1700 - Relations between Private Industry and the Schools)~~  
~~(cf. 3541 - Transportation Routes and Services)~~  
~~(cf. 5148 - Child Care and Development)~~  
~~(cf. 5148.2 - Before/After School Programs)~~  
~~(cf. 6112 - School Day)~~  
~~(cf. 6142.4 - Service Learning/Community Service Classes)~~  
~~(cf. 6163.1 - Library Media Centers)~~

~~Teachers should review completed homework~~ Completed homework should be reviewed to ensure that the goal of the assignment has been met or to assess the student's understanding of academic content and provide timely feedback to the student.

~~Learning through Community Service)~~

## **Makeup Work**

Students who miss school work ~~because of an excused absence~~ shall be given the opportunity to

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6154(d)

---

complete ~~all~~ assignments and tests that can be reasonably provided. The Board recognizes that not all lessons or assignments can be duplicated following a student's absence. As determined by the teacher the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time. ~~(Education Code 48205)~~

*(cf. 5113 - Absences and Excuses)*

The Superintendent or designee shall notify parents/guardians that no student may have his/her grade reduced or lose academic credit for any excused absence when missed assignments and tests are satisfactorily completed within a reasonable period of time, in accordance with BP 5121. Such notification shall include the full text of Education Code 48205. (Education Code 48980)

*(cf. 5121 - Grades/Evaluation of Student Achievement)*

*(cf. 5145.6 - Parental Notifications)*

The teacher of any class from which a student is suspended is encouraged to require the student to complete any assignments and tests missed during the suspension. (Education Code 48913)

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

~~Students who miss school work because of unexcused absences may be given the opportunity to make up missed work for full or reduced credit. Teachers shall assign such makeup work as necessary to ensure academic progress, not as a punitive measure.~~

## **Legal Reference:**

### EDUCATION CODE

*8420-8428 21st Century High School After School Safety and Enrichment for Teens*

*8482-8484.65 After School Education and Safety Program*

*8484.7-8484.9 21st Century Community Learning Centers*

*48205 Absences for personal reasons*

*48913 Completion of work missed by suspended student*

*48980 Parental notifications*

~~*58700-58702 Tutoring and homework assistance program; summer school apportionment credit*~~

### UNITED STATES CODE, TITLE 20

*7171-7176 21st Century Community Learning Centers*

## **Management Resources:**

### CSBA PUBLICATIONS

*Research-Supported Strategies to Improve the Accuracy and Fairness of Grades, Governance Brief, July 2016*

### WEB SITES

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

*California State PTA: <http://www.capta.org>*

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6154(d)

---

## **Research References:**

- Cooper, H. (1989). Synthesis of research on homework. Educational leadership, 47(3), 85-91.*
- Cooper, H., Robinson, J. C., & Patall, E. A. (2006). Does homework improve academic achievement? A synthesis of research, 1987–2003. Review of Educational Research, 76(1), 1-62.*
- Epstein, J.L. & Van Voorhis, F.L. (2001). More than minutes: Teachers' roles in designing homework. Educational Psychologist, 36(3), 181-193.*
- Trautwein, U., Koller, O. (2003). The relationship between homework and achievement- still much of a mystery. Educational Psychology Review 15(2), 115-145.*

## **SBE POLICIES**

- ~~Parent Involvement in the Education of Their Children, 1994~~*
- ~~Policy Statement on Homework, 1995~~*

Adopted: 4-26-78

Amended: 6-19-84, 7-21-87, 9-17-02, 4-17-2018

Exhibit A – 6154 Homework Policy(a)

**OPUSD Elementary Homework Guidelines**

Recent research provides a clear indication that nightly homework has little -if any- benefit for developing academic, study, or responsibility skills in elementary students (Cooper, 1989; Cooper et al. 2006). Allowing time for students to develop personal interests and have Play time, Down time, and Family time (PDF) is a priority for OPUSD, especially in the elementary grades (Challenge Success, 2012). Furthermore, developing students' love of reading and writing remains a high priority for OPUSD. Therefore, all elementary schools will share the following homework practices:

Students in grades DK-3 will not receive nightly homework. Occasional homework that cannot reasonably be completed at school for special projects may be assigned (i.e. interviewing a grandparent as part of a family heritage project).

Students in grades DK-3 are expected to read and/or write at home daily. This reading and writing will not be graded or recorded as homework. Rather, this nightly literacy work is in support of the classroom literacy instruction. Teachers may use this **nightly literacy** work as a means to communicate what skills the student is currently developing.

Students in grades DK-5 and parents are encouraged to read together, play games aimed at developing academic or thinking skills, and allow students to pursue interests such as athletics, the arts, or academic disciplines of the student's choosing.

In order to connect student learning to the home, schools and teachers will share new resources or opportunities related to academic content (i.e. games, websites, community events, supporting documents related to literacy instruction). Teachers may also provide additional, optional practice or challenge assignments related to academic content. Teachers may not offer incentives for the completion of optional assignments.

Students in grades 4-5 may receive skill practice aimed to not exceed 15 minutes total per academic content area per day. Any assigned skill practice will be previously assessed by the teacher and determined to be a targeted need for the student. Any student who regularly requires targeted skill practice more than twice per week may be referred to the school's SST process.

Due to the nature of OPUSD's inquiry approach to learning, students in grades DK-5 may be asked to complete work related to long term projects at home. These projects will include guidance from the teacher in order for students to develop planning and

## Exhibit A – 6154 Homework Policy(b)

work habits. Students in grades 4-5 may be expected to prepare at home for assessments, presentations, or other classroom activities.

For homework to be effective, responsibility is shared amongst students, teachers, parents, and administrators.

### Student Responsibilities

- Make sure assignment instructions are understood. Seek clarification from the teacher if an instruction is not clear prior to leaving class.
- Work as independently as possible.
- Seek assistance from a parent/guardian only after attempting the work on their own first.

### Parent Responsibilities

- Provide a consistent time and location for homework.
- Provide a distraction free environment for students to complete homework.
- Encourage and guide your child, but do not do the assignment for them.
- Communicate with the teacher directly if there is a continued concern about homework.

### Teacher Responsibilities

- Ensure that homework is developmentally appropriate and able to be done independently.
- Communicate clear expectations to students and parents.
- Review homework and provide any necessary feedback within a reasonable amount of time.

### Administrator Responsibilities

- Ensure that homework practices at the school level are consistent with the district educational goals, guidelines and policy.
- Facilitate the communication process between the school and home as it relates to the district guidelines on homework.

## Exhibit B – 6154 Homework Policy(a)

### **MEDEA CREEK MIDDLE SCHOOL - HOMEWORK GUIDELINES**

In accordance with Board Policy 6154, Medea Creek Middle School provides homework guidelines to promote consistency in assignments among courses and grade levels. MCMS believes homework is an opportunity to support and enhance learning beyond, or in preparation for, the school day. Homework introduces, reinforces, or extends knowledge and skills learned within the classroom. It is reasonable to expect an increased level of homework through each grade level, 6th through 8th. In general, students may expect on average a total of about an hour to an hour and a half each evening. However, there are many factors that may impact this amount (see Specific Homework Factors below). Homework, like other aspects of school, is not “one size fits all”; it is recognized that while the guidelines are suggested, each individual student may have differing needs, abilities or interests which can impact the time on task for homework.

#### **What is Homework?**

Homework is study outside the classroom that engages students in valuable activities, either independently or collaboratively for group assignments, to prepare, practice, extend or apply knowledge and skills identified as the standards of a course.

#### **Types of Homework**

The Acronym PREP identifies the four types of homework: Preparatory, Reinforcement, Extension, Practice.

**Preparation:** Assignments provide opportunities for students to gain background information so that they are better prepared for future lessons. Examples include background reading (like a chapter that will be discussed in class the next day), collecting data (research), or watching a video prior to the next day’s lesson. These assignments are short term.

**Reinforcement:** Assignments provide students with the opportunity to revisit challenging material and gain further understanding of concepts and skills. Examples are studying for a cumulative test or writing a reflective response to a class discussion.

**Extension:** Assignments encourage application of newly acquired skills or concepts. Examples include book reports, research papers, presentations and class projects. These assignments are often long-term, with teacher guidance and check-in points prior to the assignment due date.

**Practice:** Assignments provide opportunities to review and rehearse recently learned skills. Examples include math problems, vocabulary words, or practicing a musical instrument. These assignments are usually short-term, in limited amounts, and should not include new concepts. Practice may also be reviewing and studying for exams or quizzes.

## Exhibit B – 6154 Homework Policy(b)

### **Homework Responsibilities**

For homework to be effective, responsibility is shared amongst students, teachers, parents and administrators.

### **Student Responsibilities:**

- Accurately record assignments in student planner, calendar, or assignment book.
- Make sure assignment instructions are understood. Seek clarification from the teacher if an instruction is not clear prior to leaving class.
- Students must do their own work for individual assignments. Receiving assistance, from a parent, tutor or classmate, may be acceptable to practice a concept, but just copying or plagiarising is considered cheating. “Practice for Performance”, if a student cheats on the assignment, their performance will be negatively impacted by their learning .
- Use time provided in class to complete classwork/start homework.
- Set a regular routine for completing written homework, reading and studying.
- Limit distractions while doing homework.
- Maintain quality of the assignment as well as the completion.
- Take home all necessary materials and have all resources organized.
- Submit the assignment when the assignment is due.
- Plan and work ahead of schedule when there are multiple assignments or tests.
- Be responsible for getting assignments when absent from school.
- For block classes, begin the homework the DAY it is assigned so questions can be asked/answered the following day.

### **Parent Responsibilities**

- Schedule a consistent homework/study time each day.
- Establish a study area with minimal distractions and the necessary supplies and materials.
- Encourage and guide your child, but do not do the assignment for them.
- Encourage your child to communicate questions or concerns to their teacher.
- Communicate with the teacher directly if there is a continued concern or if a student is needing an excessive amount of time to complete assignments.
- Communicate with the school (teacher, counselor or administrator) if there are domestic stress factors that may impact the quality or completion of homework/studying.
- Check “Q” on a regular basis to monitor student progress.

### **Teacher Responsibilities**

- Provide clear expectations for homework at the beginning of the course.
- Communicate clear expectations to students about nightly assignments.
- Provide a system of notifying students of all assignments and provide time for students to record in their agendas or other means.
- Review homework within a reasonable time.
- Ensure that resources and materials are easily obtainable for homework purposes.

## Exhibit B – 6154 Homework Policy(c)

- Be available for parent communication or initiate communication with parents over concerns.
- Provide appropriate time for project completion.
- Be available to students to help with content clarification or homework assistance.
- Update Q regularly to facilitate monitoring of student progress (Board Policy mandates a minimum of grade updates every five-week Progress Grade or Report Card period.)
- Review homework assignments with grade level curricular teams to ensure the effectiveness and appropriate rigor towards the curriculum.

### **Administrator Responsibilities**

- Ensure that homework practices at the school level are consistent with the district educational goals, guidelines and policy.
- Facilitate the communication process between the school and home as it relates to the district guidelines on homework.
- Communicate with parents the importance of homework and its effect on student achievement.

### **Specific Homework Impact for the Middle School**

Block Schedule: In 7th and 8th grade, Math and Science classes meet in a rotational block every other day. This means that sometimes more homework is assigned due to the nature of meeting every other day. Students should do the homework on the day it is assigned and not “put it off” until the night before it is due.

Some courses, such as Algebra I, Geometry and Spanish I are high school level courses and often require a higher amount of homework and studying.

School sponsored activities such as History Day, Mock Trial, MathCounts and other clubs and teams are considered extra-curricular activities and may require work time beyond the homework guidelines.

Students are often given class time to start or complete work with work not completed becoming homework. Students are expected to utilize this time towards completing the work to reduce their homework time.



# Oak Park High School Homework Guidelines

## Exhibit C – 6154 Homework Policy(a)

In accordance with Board Policy 6154, Oak Park High School subscribes to homework guidelines to provide a form of consistency in assignments among courses, grade levels and schools. These guidelines are based on current research and practice so that homework can serve as an effective tool to encourage, reinforce and enhance learning. While these guidelines are put forth by the Oak Park School District, homework is designed to meet the needs, abilities, or interests of individual students.

### What is Homework?

Homework is study outside the classroom that engages students in valuable activities independently and collaboratively for group assignments to prepare, practice, reinforce, extend, or apply knowledge and skills.

### What are the Positive Effects of Homework?

- Increases achievement
- Increases individual student responsibility and accountability
- Improves communication between home and school on student progress
- Promotes life-long learning

Please remember that student progress is compromised when students miss instruction and homework activities as a result of absenteeism. In planning family vacations and activities, keep in mind that it is the responsibility of the student to learn all material covered during any unexcused absence, such as a vacation not scheduled on the school calendar. The teacher is not obligated to provide specific make-up assignments either before or after such an absence.

**What Types of Homework May Teachers Assign?** The Acronym **PREP** helps us remember.

**P** = Preparatory **R** = Reinforcement **E** = Extension **P** = Practice

- **Preparatory Homework** – provides opportunities for students to gain background information so that they are better prepared for future lessons. Some examples include background reading and collecting items/data. These assignments are short-term.
- **Reinforcement** – provides students with the opportunity to revisit challenging material and gain further understanding of concepts and skills. Some examples are studying for cumulative tests and document-based questions (essay).
- **Extension** – encourages individualized and creative learning by promoting student initiative and application of newly acquired skills. Some examples include book reports, research papers, presentations, and class projects. These assignments are usually long-term. Students are given windows of time for completion with teacher guidance and checkpoints.
- **Practice** – provides students with the opportunities to review and rehearse recently learned skills. Some examples include: skill-building exercises (spelling words, math facts/problems, musical instrument), reading selected text, and vocabulary/grammar. These assignments are usually short-term, in limited amounts, and should not include any new concepts.

### What are the homework responsibilities for students, parents, teachers and administrators?

#### Student Responsibilities:

- Write down assignments in student agenda and make sure assignment instructions are understood.
- Set a regular routine for completing written homework, reading and studying.
- Maintain the highest quality on student's own homework assignments.
- Take home all necessary materials, keep assignments and resources organized, and submit homework to school when due.
- Be responsible for getting assignments when absent from school.
- Plan and work ahead of schedule to help manage days when multiple assignments are due.

## Exhibit C – 6154 Homework Policy(b)

- Check Teacher Websites and Google Classroom to stay apprized of due dates, & upcoming tests and quizzes

### **Parent Responsibilities:**

- Schedule a consistent homework, reading and study time each day.
- Establish a study area with: minimal distractions, good space and light, necessary supplies and materials.
- Encourage, motivate and guide your child, but do not do the assignment.
- Encourage your child to communicate with their teacher when there is a homework concern.
- Communicate with your child's teacher, giving feedback when there is a homework concern.
- Alert the school to any domestic stress factors that may affect the quality of homework and academic performance.
- Encourage your student to attend 7<sup>th</sup> period support time for support on homework.
- Check "Q" on a regular basis, at least at the 5-week grading periods, to monitor student progress and facilitate conversations with your child.
- Encourage attendance of support time by not picking students up until 3:10

### **Teacher Responsibilities:**

- Communicate clear expectations to students.
- Provide a method of notifying students of all assignments and provide time for students to record them in their agenda, or other means.
- Review homework within a reasonable time.
- Ensure that resources and materials are easily obtainable for homework and projects.
- Be available for parent communication and initiate conversation with parents over concerns.
- Provide appropriate time for project completion.
- Be available during scheduled support periods to help students with content review/homework.
- Update Q regularly to facilitate monitoring of student progress. (District Policy requires grades to be updated at the five-week grading periods)
- Avoid setting late-night deadlines that encourage students to stay up late. When possible, set morning deadlines that give students the option to get up early to complete homework
- If using social media apps to communicate with students, ensure that all announcements of upcoming tests, quizzes, HW assignments or changes to due dates or assignments are also communicated through District Approved applications such as GoogleClassroom or SchoolWires

### **Administrator Responsibilities:**

- Ensure that homework practices at the school level are consistent with the district educational goals, guidelines and policy.
- Facilitate the communication process between the school and home as it relates to the district guidelines on homework.
- Communicate with parents the importance of homework and its effect on student achievement.
- Communicate with parents explaining school day ends at 3:10

### **Specific Homework Guidelines for the High School Level**

Regular homework is assigned and expected for high school courses. As the complexity and depth of student learning increase, so does the time required outside of school to learn, reinforce and respond to the instructional material. Homework is to reinforce, prepare, extend, and integrate a large body of curricular material. The importance, encouragement and support of substantial amounts of time set aside for required as well as independent reading and writing cannot be overemphasized.

Due to the nature and complexity of our curriculum, homework at the high school level will be assigned over weekends and holiday breaks (with the exception of Winter Break).

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: APRIL 17, 2018**  
**SUBJECT: VII.1. MONTHLY MEASURE S BOND PROJECT STATUS REPORT**

---

INFORMATION

**ISSUE:** Shall the Board receive and review a status report on the progress of authorized Measure S bond projects through March 31, 2018?

**BACKGROUND:** As an ongoing tool to assist the Administration and Board in implementing and managing the District's Measure S bond program and master plan, the Business Office has produced a monthly status report on the progress of authorized Measure S bond projects. This month's report follows for the Board's information and review.

**RECOMMENDATION:** None - for information only.
















Prepared by: Keith Henderson, Bond Construction Manager  
Enoch Kwok, Director, Educational Technology and Information Systems  
Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,














---

Anthony W. Knight, Ed.D.  
Superintendent





**Oak Park Unified School District  
Measure S Project Summary  
Through March 31, 2018**

Project #	Project Description	Site	Project Category	Initial Budget	Current Estimate	Variance (B)/W	Status of Award	Work Status	Completion Date	Status	
17-00S	Miscellaneous	Districtwide (6 sites)	Miscellaneous Design/Consulting Services, Other Expense	\$250,733	\$250,733	\$0	Board Award of Contracts/Purchase Orders: Architectural Planning, Site Survey Services, HVAC Consultant	In Progress	In Progress	In Progress	
17-01S	Solar Installation	Districtwide (6 sites)	Solar	\$7,000,000	\$7,092,900	\$92,900	Awarded (01/17/17) - Contractor(s): PFMG Construction, LTD	Notice of Completion Filed	11/14/17	Complete	
17-23S	Roof Replacement	MCMS	Roofing	\$83,000	\$60,316	(\$22,684)	Awarded (06/12/17) - Contractor(s): Channel Islands Roofing Co	Notice of Completion Filed	08/15/17	Complete	
17-24S	HVAC Replacement	MCMS	HVAC	\$276,810	\$335,859	\$59,049	Awarded (06/12/17) - Contractor(s): Lennox Industries, Kaiser Air Conditioning, Bragg Crane Service	Notice of Completion Filed	10/17/17	Complete	
17-25S	HVAC Replacement	OHES	HVAC	\$143,189	\$139,629	(\$3,560)	Awarded (06/12/17) - Contractor(s): Lennox Industries, Reed Mechanical Systems, Bragg Crane Service	Notice of Completion Filed	08/15/17	Complete	
17-27S	HVAC Replacement	OPHS - Bid H	HVAC	\$96,219	\$97,230	\$1,011	Awarded (06/19/17) - Contractor(s): US Air Conditioning Distributers, Reed Mechanical Systems	Notice of Completion Filed	08/15/17	Complete	
17-28S	Roof Replacement	OPHS - Bid H	Roofing	\$125,000	\$54,705	(\$70,295)	Awarded (06/19/17) - Contractor(s): Best Contracting Services	Notice of Completion Filed	08/15/17	Complete	
17-32S	Security Fencing	BES	Security/Safety	\$87,750	\$46,300	(\$41,450)	Phase 1 Awarded (06/19/17) - Contractor(s): Carter Fence Company; Phase 2: Architectural Plans Approved 01/19/18	Phase 1: Notice of Completion filed (10/17/17); Phase 2: Architectural Plans to DSA		In Progress	
17-32S	Security Fencing	OHES	Security/Safety	\$50,000	\$48,845	(\$1,155)	Awarded (06/19/17) - Contractor(s): Carter Fence Company	Notice of Completion Filed	10/17/17	Complete	
17-32S	Security Fencing	ROES	Security/Safety	\$5,400	\$3,860	(\$1,540)	Awarded (06/19/17) - Contractor(s): Carter Fence Company	Notice of Completion Filed	08/15/17	Complete	
17-32S	Security Fencing	OPHS	Security/Safety	\$249,060	\$292,328	\$43,268	Phase 1 Awarded (06/19/17) - Contractor(s): Fence Factory; Phase 2 Awarded (12/05/17) - Contractor(s): Fence Factory	Change Order 1 to April Board Meeting for Approval		In Progress	
17-33S	Exterior Campus Surveillance Cameras	District Wide (6 sites)	Security/Safety	\$344,563	\$349,621	\$5,058	Awarded (06/19/17) - Contractor(s): Blue Violet Networks, AllConnected, Inc., Pacificom, Inc., Taft Electric Co.	Notice of Completion Filed	11/14/17	Complete	
17-34S	Safety Lighting	OPHS Football Stadium (North Side)	Security/Safety	\$375,000	\$281,272	(\$93,728)	Awarded (06/19/17) - Contractor(s): Musco Sports Lighting LLC	Notice of Completion Filed	09/19/17	Complete	
17-35S	Architectural Services - Kitchen Improvement	MCMS	Design Services	\$136,200	\$136,200	\$0	Awarded (06/19/17) - Dougherty Architects (\$11,000); Awarded (01/16/18) - HED Architects (\$125,200)	Plans Approved by VCHD, Sent to DSA 02/07/18, HED Architects Responding to DSA Comments		In Progress	
17-36S	Architectural Services - Campus Modernization	MCMS	Design Services	\$10,000	\$10,000	\$0	Awarded (06/19/17) - Contractor(s): Dougherty Architects	Contract Complete	09/15/17	Complete	
17-37S	Architectural Services - Campus Modernization	ROES	Design Services	\$10,000	\$10,000	\$0	Awarded (06/19/17) - Contractor(s): Dougherty Architects	Contract Complete	09/15/17	Complete	
17-38S	Architectural Services - Campus Modernization	OHES	Design Services	\$15,000	\$15,000	\$0	Awarded (06/19/17) - Contractor(s): Dougherty Architects	Contract Complete	09/15/17	Complete	

**Oak Park Unified School District**  
**Measure S Project Summary**  
**Through March 31, 2018**

Project #	Project Description	Site	Project Category	Initial Budget	Current Estimate	Variance (B)/W	Status of Award	Work Status	Completion Date	Status	
17-39S	Architectural Services - Landscape Improvements	Districtwide (6 sites)	Design Services	\$19,000	\$20,417	\$1,417	Awarded (06/19/17) - Contractor(s): Dougherty Architects	Contract Complete	09/15/17	Complete	
17-42S	Architectural Services - Campus Modernization	BES	Design Services	\$10,000	\$10,000	\$0	Awarded (06/19/17) - Contractor(s): Dougherty Architects	Contract Complete	09/15/17	Complete	
17-47S	Architectural/Engineering Services - DSA Certification	BES Administration Bui	Design Services	\$83,000	\$92,188	\$9,188	Awarded 10/17/17) - Consultant(s): Welsh Structures, Inc., BCA Architects, Kenco Construction Services	Submitted to DSA - Under Plan Check Review		In Progress	
17-49S	Security Badge System Upgrade	District Wide (6 sites)	Security/Safety	\$5,058	\$9,223	\$4,165	Phase 1 Awarded (10/17/17) - Contractor(s): Advantidge, Inc.; Phase 2 Ratification Anticipated (01/16/18) - Contractor(s):	Phase 1 Ugraded scanners received; Phase 2 Cabling complete	11/21/17	Complete	
17-50S	Next Generation Classroom/Flat Panel SMART Display Pilot	BES, MCMS, OPHS	Instructional Equipment	\$45,000	\$46,501	\$1,501	Award Pending Board Action (12/05/17)	Equipment and Furniture Received and Installed	02/01/18	Complete	
17-57S	Safety Lighting	OPHS Cul de Sac	Security/Safety	\$30,000	\$24,891	(\$5,109)	Awarded (11/14/17) - Contractor(s): Taft Electric Company	Notice of Completion to Board 02/20/18	02/20/18	Complete	
18-01S	Security Fencing	OPHS Football Stadium (South Side)	Security/Safety	\$70,000	\$56,370	(\$13,630)	Awarded (01/16/18) - Contractor(s): Carter Company	Notice of Completion to Board 03/20/18	03/20/18	Complete	
18-02S	Girls Varsity Softball Field Improvements	OPHS Girls Varsity Softball Field	Repair/Upgrade	\$50,000	\$42,886	(\$7,114)	Awarded (02/20/18) - Contractor(s): Fence Factory	Work In Progress - Awaiting Netting to Complete		In Progress	
18-03S	Security Fencing	MCMS Parking Lot	Security/Safety	\$30,000	\$42,630	\$12,630	Awarded (01/16/18) - Contractor(s): Carter Company	Work In Progress - Completing Work of Change Order 1		In Progress	
18-07S	Sidewalk/Handrail Installatio	MCMS Building C (South Side)	Security/Safety	\$30,000	\$25,737	(\$4,263)	Awarded (01/16/18) - Contractor(s): Hughes General Engineering, Gold Coast Erectors	Notice of Completion to Board 02/20/18	02/20/18	Complete	
18-08S	Emergency Water Line Repairs	BES Building 300	Health/Safety	\$15,000	\$8,447	(\$6,553)	Ratified (01/16/18) - Contractor(s): Precision Plumbing, Premier Carpet, Salinas and Sons Rooter	Construction Complete; Notice of Completion to Board 02/20/18	01/05/18	Complete	
18-09S	Emergency Fire Line Repairs	ROES Admin Building	Security/Safety	\$15,000	\$15,191	\$191	Ratified (01/16/18) - Contractor(s): MM Mechanical	Construction Complete; Notice of Completion to Board 02/20/18	01/05/18	Complete	
18-11S	HVAC Upgrades Buildings 200 and 300 BES	BES Buildings 200 and 300	HVAC	\$6,800	\$6,800	\$0	Board Award (02/20/18) - Consultant Contract: AE Group	Work In Progress		In Progress	
18-12S	District Network File Refresh	District Wide	Technology	\$125,000	\$125,000	\$0	Board Authorized (03/20/18)	Request for Equipment Proposals In Progress		In Progress	
18-13S	Staff Computer Upgrade	District Wide	Technology	\$55,000	\$55,000	\$0	Board Authorized (03/20/18)	Request for Equipment Proposals In Progress		In Progress	
18-14S	Chromebook 1:1 Chromebook Grade 6 Pilot	MCMS Grade 6	Technology	\$365,000	\$365,000	\$0	Board Authorized (03/20/18)	Request for Equipment Proposals In Progress		In Progress	
18-18S	Classroom Replacement (4) Phase 1 BES Modernization	BES Campus	Modernization	\$241,500	\$241,500	\$0	Awarded (03/20/18) - Architectural Services Agreement : HED Architects	Contract Execution in Progress		In Progress	

**Oak Park Unified School District  
Measure S Project Summary  
Through March 31, 2018**

Project #	Project Description	Site	Project Category	Initial Budget	Current Estimate	Variance (B)/W	Status of Award	Work Status	Completion Date	Status	
18-19S	Modernize Administration and Core Support Facilities OHES Modernization	OHES Campus	Modernization	\$317,700	\$317,700	\$0	Awarded (03/20/18) - Architectural Services Agreement : HED Architects	Contract Execution in Progress		In Progress	
18-20S	Classroom Replacement (7) ROES Modernization	ROES Campus	Modernization	\$301,250	\$301,250	\$0	Awarded (03/20/18) - Architectural Services Agreement : HED Architects	Contract Execution in Progress		In Progress	
18-21S	Classroom Replacement (6) MCMS Modernization	MCMS Campus	Modernization	\$275,400	\$275,400	\$0	Awarded (03/20/18) - Architectural Services Agreement : HED Architects	Contract Execution in Progress		In Progress	
MGMT	Program and Construction Management -Planning, Procurement, Implementation and Construction	Districtwide (6 sites)	PM/CM Salaries	\$527,877	\$527,877	\$0	Not Applicable	In Progress		In Progress	
			PM/CM Consultant Services	\$0	\$0	\$0	Awarded (Anticipated 12/05/17) - Contractor(s): Balfour Beatty Construction	Board Award 12/05/17 - Contractor: Balfour Beatty		Ongoing	
			PM/CM Software, Equipment and Supplies	\$115,000	\$119,336	\$4,336	Equipment and Supplies Ordered (2017) - Anticipating Purchase of Job Trailer, Copier	Equipment and Supplies Received		Complete	
SSFT	Staff Support Costs	Districtwide (6 sites)	Staff Expense in Direct Support of Measure S Projects (as Needed)	\$0	\$0	\$0	Not Applicable	In Progress		Ongoing	

**BOND ISSUANCE, SERIES A (NET):                   \$     14,854,062**

**TOTAL CURRENT ESTIMATE:                         \$     11,954,142**

**BALANCE AVAILABLE:                                 \$     2,899,920**

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: APRIL 17, 2018**  
**SUBJECT: VII.2. MONTH 8 ENROLLMENT AND ATTENDANCE REPORT**

INFORMATION

---

**ISSUE:** Shall the Board receive and review a status report on District enrollment and attendance through Month 8 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: Byron Jones, Senior Accountant  
Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

---

Anthony W. Knight, Ed.D.  
Superintendent

	Month 8									Year to Date									
	Enrollment Comparison			ADA Comparison			ADA% Comparison			Enrollment Comparison			ADA Comparison			ADA% Comparison			
	2017-18	2016-17	Variance	2017-18	2016-17	Variance	2017-18	2016-17	Variance	2017-18	2016-17	Variance	2017-18	2016-17	Variance	2017-18	2016-17	Variance	
BES										BES									
K	98	97	1	93.21	93.25	(0.04)	95.11%	96.13%	-1.02%	K	98	97	1	94.59	91.52	3.07	96.52%	94.35%	2.17%
1	80	73	7	77.58	69.25	8.33	96.98%	94.86%	2.11%	1	80	73	7	78.05	69.97	8.08	97.56%	95.85%	1.71%
2	75	94	(19)	70.47	89.75	(19.28)	93.96%	95.48%	-1.52%	2	75	94	(19)	72.90	90.71	(17.81)	97.20%	96.50%	0.70%
3	97	107	(10)	94.11	104.10	(9.99)	97.02%	97.29%	-0.27%	3	97	107	(10)	94.63	101.92	(7.29)	97.56%	95.25%	2.30%
4	117	94	23	114.47	90.30	24.17	97.84%	96.06%	1.77%	4	117	94	23	114.54	90.64	23.90	97.90%	96.43%	1.47%
5	99	126	(27)	96.00	121.00	(25.00)	96.97%	96.03%	0.94%	5	99	126	(27)	96.81	121.95	(25.14)	97.79%	96.79%	1.00%
SDC			-			-	0.00%	0.00%	0.00%	SDC			-			-	0.00%	0.00%	0.00%
Total	566	591	(25)	545.84	567.65	(21.81)	96.44%	96.05%	0.39%	Total	566	591	(25)	551.52	566.71	(15.19)	97.44%	95.89%	1.55%
OHES										OHES									
K	100	95	5	95.32	90.80	4.52	95.32%	95.58%	-0.26%	K	100	95	5	96.58	91.20	5.38	96.58%	96.00%	0.58%
1	78	73	5	75.47	70.75	4.72	96.76%	96.92%	-0.16%	1	78	73	5	74.57	70.02	4.55	95.60%	95.92%	-0.32%
2	78	69	9	75.16	66.55	8.61	96.36%	96.45%	-0.09%	2	78	69	9	76.52	67.33	9.19	98.10%	97.58%	0.52%
3	78	84	(6)	75.63	80.00	(4.37)	96.96%	95.24%	1.72%	3	78	84	(6)	75.38	80.57	(5.19)	96.64%	95.92%	0.72%
4	97	93	4	94.32	89.90	4.42	97.24%	96.67%	0.57%	4	97	93	4	94.43	89.53	4.90	97.35%	96.27%	1.08%
5	99	93	6	95.68	89.25	6.43	96.65%	95.97%	0.68%	5	99	93	6	96.85	89.65	7.20	97.83%	96.40%	1.43%
SDC			-			-	0.00%	0.00%	0.00%	SDC			-			-	0.00%	0.00%	0.00%
Total	530	507	23	511.58	487.25	24.33	96.52%	96.10%	0.42%	Total	530	507	23	514.33	488.30	26.03	97.04%	96.31%	0.73%
ROES										ROES									
K	99	95	4	94.32	91.35	2.97	95.27%	96.16%	-0.89%	K	99	95	4	93.33	91.35	1.98	94.27%	96.16%	-1.89%
1	78	98	(20)	75.26	95.10	(19.84)	96.49%	97.04%	-0.55%	1	78	98	(20)	76.34	92.30	(15.96)	97.87%	94.18%	3.69%
2	100	96	4	96.53	92.55	3.98	96.53%	96.41%	0.12%	2	100	96	4	95.83	91.19	4.64	95.83%	94.99%	0.84%
3	103	106	(3)	99.53	103.15	(3.62)	96.63%	97.31%	-0.68%	3	103	106	(3)	98.90	103.30	(4.40)	96.02%	97.45%	-1.43%
4	96	96	-	93.95	93.05	0.90	97.86%	96.93%	0.94%	4	96	96	-	96.23	92.05	4.18	100.24%	95.89%	4.35%
5	101	121	(20)	96.47	117.90	(21.43)	95.51%	97.44%	-1.92%	5	101	121	(20)	96.97	117.77	(20.80)	96.01%	97.33%	-1.32%
SDC			-			-	0.00%	0.00%	0.00%	SDC			-			-	0.00%	0.00%	0.00%
Total	577	612	(35)	556.06	593.10	(37.04)	96.37%	96.91%	-0.54%	Total	577	612	(35)	557.60	587.96	(30.36)	96.64%	96.07%	0.57%
MCMS										MCMS									
6	343	361	(18)	332.42	349.35	(16.93)	96.92%	96.77%	0.14%	6	343	361	(18)	336.31	353.51	(17.20)	98.05%	97.93%	0.12%
7	363	362	1	352.37	350.10	2.27	97.07%	96.71%	0.36%	7	363	362	1	354.59	350.20	4.39	97.68%	96.74%	0.94%
8	372	379	(7)	359.53	366.55	(7.02)	96.65%	96.72%	-0.07%	8	372	379	(7)	364.30	367.08	(2.78)	97.93%	96.85%	1.08%
SDC	1	4	(3)	1.00	3.80	(2.80)	100.00%	95.00%	5.00%	SDC	1	4	(3)	1.32	3.88	(2.56)	132.00%	97.00%	35.00%
Total	1,079	1,106	(27)	1,045.32	1,069.80	(24.48)	96.88%	96.73%	0.15%	Total	1,079	1,106	(27)	1,056.52	1,074.67	(18.15)	97.92%	97.17%	0.75%
OPHS										OPHS									
9	401	384	17	385.05	369.70	15.35	96.02%	96.28%	-0.25%	9	401	384	17	393.89	375.50	18.39	98.23%	97.79%	0.44%
10	382	387	(5)	365.05	372.40	(7.35)	95.56%	96.23%	-0.66%	10	382	387	(5)	373.39	379.25	(5.86)	97.75%	98.00%	-0.25%
11	384	374	10	365.53	355.70	9.83	95.19%	95.11%	0.08%	11	384	374	10	371.31	364.04	7.27	96.70%	97.34%	-0.64%
12	371	341	30	351.68	318.85	32.83	94.79%	93.50%	1.29%	12	371	341	30	354.62	324.86	29.76	95.58%	95.27%	0.32%
SDC	-	5	(5)	-	4.95	(4.95)	0.00%	99.00%	-99.00%	SDC	-	5	(5)	1.84	4.86	(3.02)	0.00%	97.20%	-97.20%
Total	1,538	1,491	47	1,467.31	1,421.60	45.71	95.40%	95.35%	0.06%	Total	1,538	1,491	47	1,495.05	1,448.51	46.54	97.21%	97.15%	0.06%
OVHS										OVHS									
10-12	42	41	1	28.30	39.36	(11.06)	67.38%	96.00%	-28.62%	10-12	42	41	1	30.17	40.43	(10.26)	71.83%	98.61%	-26.78%
OPIS										OPIS									
K-12	223	220	3	218.21	213.30	4.91	97.85%	96.95%	0.90%	K-12	223	220	3	198.37	212.87	(14.50)	88.96%	96.76%	-7.80%
Other***	6	5.29	1	6	4.41	1.59				Other***	6	6	-	5.29	4.41	0.88			
Total	4,561	4,573	(12)	4,378.62	4,396.47	(17.85)	96.00%	96.13%	-0.13%	Total	4,561	4,574	(13)	4,408.85	4,423.86	(15.01)	96.66%	96.72%	-0.05%



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: APRIL 17, 2018**  
**SUBJECT: VII.3. MONTHLY CASH FLOW REPORT**

INFORMATION

**ISSUE:** Shall the Board receive and review a status report on District's actual and projected cash flow as of March 31st of the 2017-18 fiscal year?

**BACKGROUND:** The State's funding appropriation schedule for school districts is always challenging. Continuing its routine of the last several years, the Business Office has produced monthly cash flow report as an ongoing tool to assist the both the Administration and Board in analyzing and managing the District's cash in order to remain cash-solvent. This month's report follows for the Board's information and review.

**RECOMMENDATION:** None - for information only.

Prepared by: Lisa Nilles, Director, Fiscal Services  
Martin Klauss, Assistant Superintendent, Business and Administrative Services

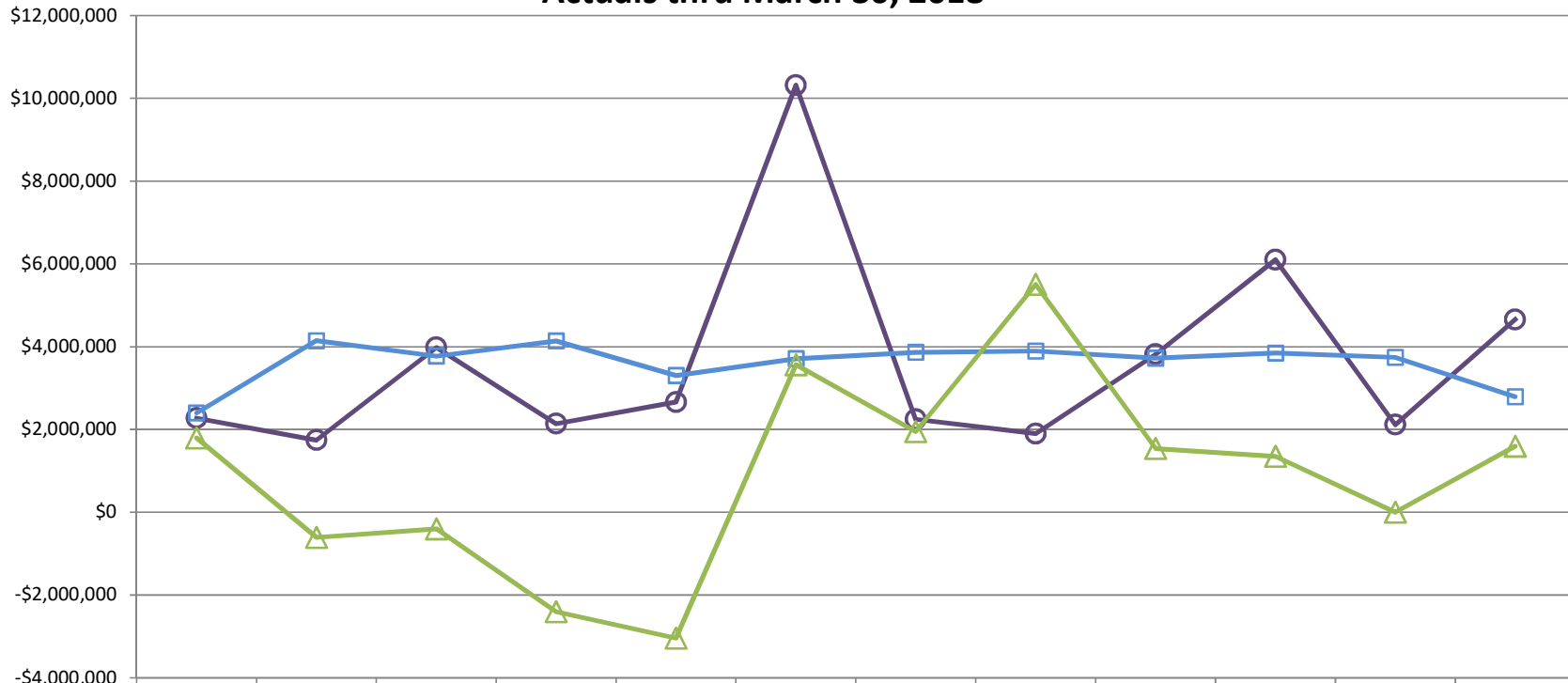
Respectfully submitted,

---

Anthony W. Knight, Ed.D.  
Superintendent

OAK PARK UNIFIED SCHOOL DISTRICT - CASH FLOW															
Year: 2017-18 Budget															
Budget: Second Interim Revision 3.20.18															
Actuals through March 30, 2018															
<b>BEGINNING BALANCE BASED ON 2016-17 YEAR-END ACTUALS</b>															
	Object	July	August	September	October	November	December	January	February	March	April	May	June	Accruals	Total
<b>A. BEGINNING CASH</b>	9110	\$1,085,442	\$5,852,842	\$3,447,190	\$3,655,742	\$1,654,961	\$1,013,902	\$7,619,737	\$6,003,555	\$1,448,233	\$1,541,524	\$1,352,067	\$0		
<b>B. RECEIPTS</b>															
Revenue Limit Sources															
Principal Apportionment	8010-8019	969,178	969,178	3,156,760	1,744,520	1,744,520	3,156,761	1,744,520	1,630,033	3,068,790	1,630,033	1,630,033	3,111,304	-33,421	<b>24,522,209</b>
Property Taxes	8020-8079	32,817	78,749	67	39,380	400,603	6,009,620	181,277	49	64,432	3,564,399	112,839	540,016	-22,670	<b>11,001,578</b>
Miscellaneous Funds	8080-8099	0	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
Federal Revenue	8100-8299	0	0	42,298	2,462	0	46,752	11,910	0	81,143	84,606	19,765	142,176	623,320	<b>1,054,433</b>
Other State Revenue	8300-8599	0	239,044	233,770	-226,945	179,771	682,789	0	-31,474	0	398,448	810	280,394	455,757	<b>2,212,365</b>
Other Local Revenue	8600-8799	184,064	195,121	469,579	342,135	307,957	350,239	306,391	50,935	599,928	380,357	340,302	581,888	638,508	<b>4,747,403</b>
Interfund Transfers In	8910-8929	0	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
All Other Financing Sources	8930-8979	0	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
Other Receipts/Non-Revenue		0	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
<b>TOTAL RECEIPTS</b>		<b>1,186,058</b>	<b>1,482,092</b>	<b>3,902,475</b>	<b>1,901,552</b>	<b>2,632,852</b>	<b>10,246,161</b>	<b>2,244,097</b>	<b>1,649,543</b>	<b>3,814,293</b>	<b>6,057,843</b>	<b>2,103,750</b>	<b>4,655,779</b>	<b>1,661,494</b>	<b>43,537,989</b>
<b>C. DISBURSEMENTS</b>															
Certificated Salaries	1000-1999	170,975	2,037,397	2,041,248	2,064,577	2,085,170	2,058,845	2,059,313	2,090,282	2,071,534	2,034,139	2,022,901	611,567	0	<b>21,347,948</b>
Classified Salaries	2000-2999	206,426	589,028	617,670	613,397	657,391	608,125	581,354	626,952	598,376	567,105	544,151	611,143	0	<b>6,821,119</b>
Employee Benefits	3000-3999	81,627	889,081	893,172	897,159	906,338	908,994	891,518	896,211	896,585	859,256	863,893	298,163	0	<b>9,281,998</b>
Books, Supplies	4000-4999	19,676	156,426	110,676	209,566	50,673	85,819	92,186	92,957	123,681	69,564	98,773	150,152	39,602	<b>1,299,753</b>
Services	5000-5999	156,326	364,748	315,110	520,612	307,914	300,903	478,798	351,060	214,947	398,688	271,405	539,126	82,664	<b>4,302,299</b>
Capital Outlay	6000-6599	0	0	278	837	25,345	859	0	3,483	0	1,404	12,767	3,351	13,058	<b>61,382</b>
Other Outgo - Excess Costs	7000-7499	1,733	17,250	-6,620	18,846	19,437	4,919	6,008	13,296	-1,222	2,645	17,900	255,705	45,828	<b>395,725</b>
Interfund Transfers Out	7600-7629	0	0	0	0	0	0	0	0	0	0	0	105,000	0	<b>105,000</b>
All Other Financing Sources	7630-7699	0	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
Other Disbursements/Non Expenditures		0	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
<b>TOTAL DISBURSEMENTS</b>		<b>636,763</b>	<b>4,053,930</b>	<b>3,971,535</b>	<b>4,324,995</b>	<b>4,052,269</b>	<b>3,968,464</b>	<b>4,109,177</b>	<b>4,074,242</b>	<b>3,903,901</b>	<b>3,932,802</b>	<b>3,831,790</b>	<b>2,574,206</b>	<b>181,151</b>	<b>43,615,224</b>
<b>D. BALANCE SHEET TRANSACTIONS</b>															
Accounts Receivable	9200	1,084,896	258,506	76,423	237,809	27,916	68,813	-12	246,344	0	42,678	10,023	0	0	<b>2,053,396</b>
Accounts Payable	9500	-1,761,791	-92,320	201,189	184,853	750,441	259,326	248,909	180,649	182,900	90,324	90,324	-214,978	0	<b>119,825</b>
Unearned Revenues	9650	0	0	0	0	0	0	0	-110,117	0	0	0	0	0	<b>(110,117)</b>
Cash Loans from Other Funds (Fund 17)	9610	0	0	0	0	0	0	0	0	0	275,626	-275,626	0	0	<b>0</b>
Current Loans (Cross Yr TRAN/Other)	9640	0	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
Current Loans (Current Yr TRANS)	9640	4,895,000	0	0	0	0	0	0	-2,447,500	0	-2,447,500	0	0	0	<b>0</b>
<b>TOTAL PRIOR YEAR TRANSACTIONS</b>		<b>4,218,105</b>	<b>166,186</b>	<b>277,612</b>	<b>422,662</b>	<b>778,357</b>	<b>328,139</b>	<b>248,897</b>	<b>-2,130,624</b>	<b>182,900</b>	<b>-2,314,498</b>	<b>375,973</b>	<b>-490,604</b>	<b>0</b>	<b>2,063,105</b>
<b>E. NET INCREASE/DECREASE (B-C+D)</b>		<b>4,767,400</b>	<b>-2,405,652</b>	<b>208,552</b>	<b>-2,000,781</b>	<b>-641,060</b>	<b>6,605,836</b>	<b>-1,616,182</b>	<b>-4,555,322</b>	<b>93,292</b>	<b>-189,457</b>	<b>-1,352,066</b>	<b>1,590,969</b>	<b>1,480,343</b>	<b>1,985,870</b>
<b>F. ENDING CASH (A+E)</b>		<b>5,852,842</b>	<b>3,447,190</b>	<b>3,655,742</b>	<b>1,654,961</b>	<b>1,013,902</b>	<b>7,619,737</b>	<b>6,003,555</b>	<b>1,448,233</b>	<b>1,541,524</b>	<b>1,352,067</b>	<b>0</b>	<b>1,590,969</b>	<b>1,480,343</b>	<b>1,985,870</b>
<b>G. ENDING CASH, PLUS ACCRUALS</b>														<b>3,071,312</b>	

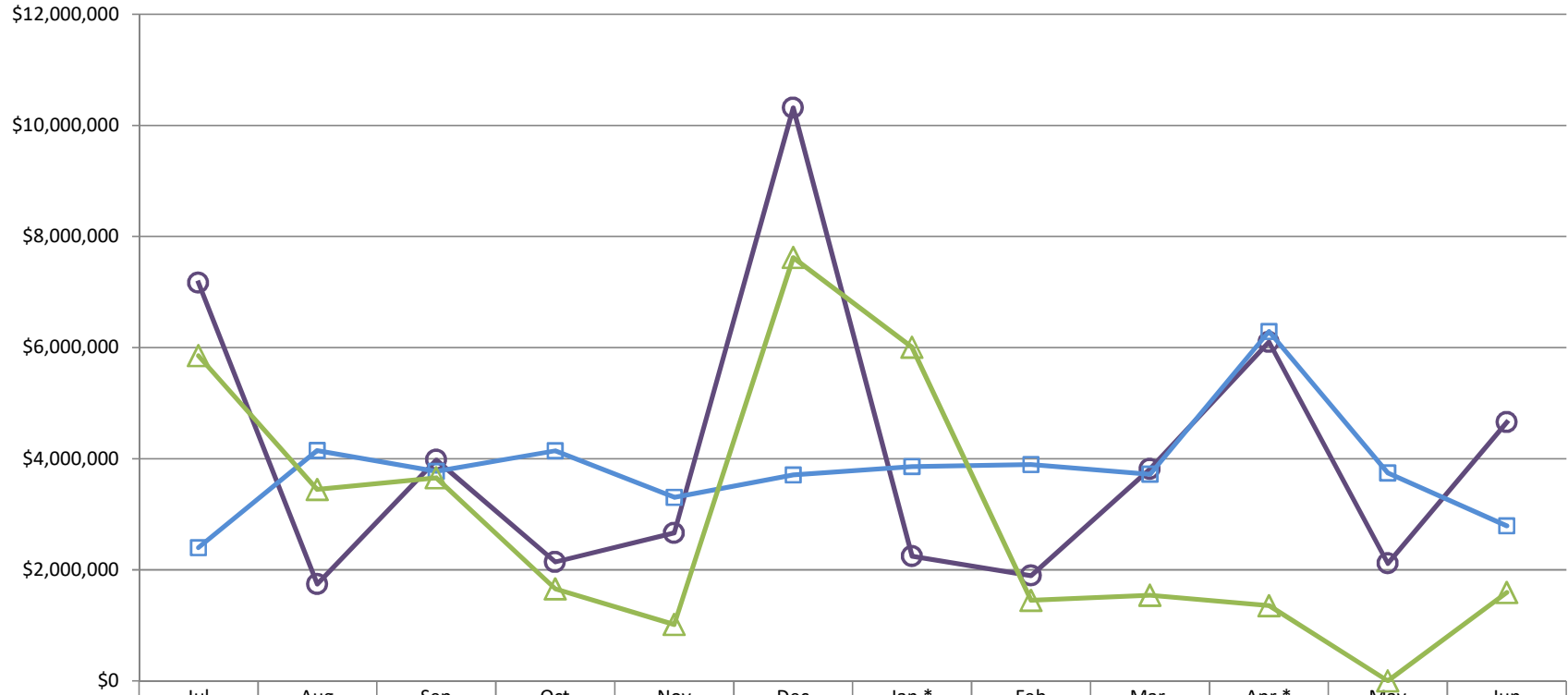
### OPUSD - Cashflow without TRAN Actuals thru March 30, 2018



	Jul	Aug	Sep	Oct	Nov	Dec	Jan *	Feb	Mar	Apr *	May	Jun
Revenue + AR	2,270,955	1,740,598	3,978,898	2,139,361	2,660,767	10,314,974	2,244,085	1,895,887	3,814,293	6,100,521	2,113,773	4,655,779
Expense + AP	2,398,554	4,146,250	3,770,346	4,140,142	3,301,828	3,709,138	3,860,268	3,893,593	3,721,001	3,842,478	3,741,466	2,789,184
Cash Balance	1,797,842	-607,810	-399,258	-2,400,039	-3,041,098	3,564,737	1,948,555	5,503,233	1,541,524	1,352,067	0	1,590,969

**\* NOTE:**     **TRAN loan proceeds not included in Revenue and Cash Balance lines: July \$4,895,000.**  
**TRAN repayment not included (January \$2,447,500 and April \$2,447,500).**

## OPUSD - Cashflow Actuals thru March 30, 2018



	Jul	Aug	Sep	Oct	Nov	Dec	Jan *	Feb	Mar	Apr *	May	Jun
Revenue + AR	7,165,955	1,740,598	3,978,898	2,139,361	2,660,767	10,314,974	2,244,085	1,895,887	3,814,293	6,100,521	2,113,773	4,655,779
Expense + AP	2,398,554	4,146,250	3,770,346	4,140,142	3,301,828	3,709,138	3,860,268	3,893,593	3,721,001	6,289,978	3,741,466	2,789,184
Cash Balance	5,852,842	3,447,190	3,655,742	1,654,961	1,013,902	7,619,737	6,003,555	1,448,233	1,541,524	1,352,067	0	1,590,969

**\* NOTE:**    **TRAN loan proceeds included in Revenue and Cash Balance lines: July \$4,895,000.**  
**TRAN repayment included in Expense and Cash Balance lines: January \$2,447,500 and April \$2,447,500.**

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: ANNE JENKS, INTERIM PRINCIPAL, BROOKSIDE ELEMENTARY SCHOOL**  
**DATE: APRIL 17, 2018**  
**SUBJECT: X.1. MONTHLY BOARD REPORT**

## **INFORMATION**

---

### **Brookside Odyssey of the Mind Team Shines at State Competition**

Brookside Elementary School's Team A excelled at the state Odyssey of the Mind competition on Saturday, March 24th in Riverside with their project "A Stellar Hangout." The team placed 3rd in Problem 5-Div I, earned 1st place in Spontaneous Problem and recognition for the Odyssey Angels "CARES" (Cancer Angels Reach Every Soul) community service project. The project had the team participate in the weSPARK 5K run/walk to support cancer community centers, make dog chew toys that went to the Veterinary Cancer Group in Woodland Hills, and create handmade cards that were delivered to the Children's Hospital in Los Angeles. These Tigers exemplify the district's motto "*Educating compassionate and creative global citizens.*"

### **Bestselling Authors Visit Brookside**

Brookside 4th and 5th grade students were treated to a visit by bestselling authors James Riley and Kevin Sands on Friday, March 23rd. Riley, the author of the *Story Thieves* series and Sands author of the *Blackthorn Key* series spoke to a highly engaged audience and then answered questions and posed for pictures. Thanks to super librarian Kelly Shaver for arranging this great opportunity for our students.



### **Jogathon - T-shirt Contest**

Rain didn't dampen the enthusiasm for the Jog-a-thon. The event was originally scheduled for March 21st, but had to be canceled because of rain. It was rescheduled for March 28th and was a huge success.

This PTA sponsored fundraiser had some wonderful activities associated with it. The theme was tied to the Olympics and a t-shirt design contest was held. Students submitted designs that were judged and winners were recognized at a Friday morning assembly. The winner was Audrey Fu who can be seen posing below with stripes, the Brookside mascot, who is wearing her design on his t-shirt. Another great activity had classes "adopt" a country. They then learned about the customs and culture of the county and had various activities that were associated with it. During the Friday morning assembly on March 16th, two students from each classroom shared two facts about their country. The most intriguing fact shared: If you take snails on a train in France, you need to purchase a ticket for them.



Audrey Fu, winner of the Jog-A-Thon t-shirt contest with Stripes.

### **Brookstriders**

Six students have run the equivalent of a full marathon through the BrookStriders running club. BrookStriders is a club sponsored by the PTA where students can practice their running skills and improve their fitness. It is held on Wednesday and Friday mornings before school on the field. The students who accomplished this milestone are: Bing Heine, Lily Snyder (HER SECOND!), Malia Snyder, Caroline Bi, Grace Peterson and Josie Norton. Congratulations to the students, Coach Gretchen and Coach Adam on a job well done!



Respectfully Submitted,

---

Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: ERIK J. WARREN, PRINCIPAL, OAK HILLS ELEMENTARY SCHOOL**  
**DATE: APRIL 17, 2018**  
**SUBJECT: X.2. MONTHLY BOARD REPORT**

---

**INFORMATION**

**Three Piggy Operas**

Each Kindergarten class performed their own version of the *Three Piggy Opera*, with the careful guidance of our Kindergarten team and music teacher, Mr. Waldman. Their big buddy classes were first treated to dress rehearsals during the school day. The older students thoroughly enjoyed hearing their little buddies sing the same songs that they sang in their kindergarten year, and could barely resist the urge to sing along. Parents and guests filled the MPR for the three evening performances followed by a cast party in each classroom. This performance requires students to memorize several songs, movements and performance elements. It is amazing to see how capable our Kindergarteners have become.

**Irish Step Dancers**

Each year Oak Hills students participate in a cultural assembly that highlights various holidays that have roots around the world. In previous years, these events have included Nowruz, Diwali, and Chinese New Year. This year students were treated to a performance of Irish Step Dancers and even had a chance to join the performers in a simplified version of this traditional cultural dance. The performers, many of them about the same age as our students, are based here in the Conejo Valley, but perform and compete across the country. This celebration gave our students a new perspective on Irish culture as they celebrated St. Patrick's Day.

**Spring-A-Ding Fundraiser**

The Oak Hills Community showed up in record numbers for our annual spring fundraiser. This year the event highlighted the accomplishments of our students in the arts and technology. Music, Visual Arts, and Technology instruction are all made possible by the tireless fundraising efforts of our PTA volunteers so it was particularly fitting to celebrate the success of these programs at this event. The computer lab was filled with students on their computers, writing code to program their Dash and Dot robots, and leading parents and guests on virtual tours with their VR goggles. The Library was converted to a fabulous art gallery with work from every Oak Hills student on stunning display. There were even collaborative projects available at auction. Students from every grade level demonstrated their musical skills with performances that included percussion, recorder, our new keyboard lab, and both Beginning and Advanced Band. The event was a tremendous success, and provided yet another opportunity to bring the school community together.

Respectfully Submitted,

---

Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: JON A. DUIM, PRINCIPAL, RED OAK ELEMENTARY SCHOOL**  
**DATE: APRIL 17, 2018**  
**SUBJECT: X.3. MONTHLY BOARD REPORT**

**INFORMATION**

---

**Dr. Seuss Day**

In celebration of the birthday of famous children's author Dr. Seuss (Theodor Geisel) one of our parents dressed up with full make-up and performed as the Cat-In-The-Hat. This volunteer read Dr. Seuss books to an assembled group of all of our kindergarten students on March 2. He was assisted by other volunteers dressed up as Thing 1 and Thing 2.

**Parent-Teacher Conferences**

Conferences for all students were held for four days starting on March 5 and ending on March 8. These conferences were held to review the second trimester report card. In grades 3, 4, and 5 the students were involved in the conferences with their parents and reviewed progress toward a number of goals they had earlier developed for the school year.

**College Sweatshirt Day**

College Sweatshirt Day was on Tuesday, March 13. Staff members wore a sweatshirt and/or t-shirt from a college that they attended. The purpose was to demonstrate to our students that we as a staff value education, that we want them to aspire to attend a college (and be life-long learners), and that teachers and staff members are professionals who attended college themselves. Teachers talked to their classes about their college experiences, the value of the education that they received and how education can help students to achieve their goals in life.

**Jog-A-Thon**

Our annual Jog-A-Thon scheduled for March 16 was rained out and rescheduled for April 11.

**Women in American History**

As part of Red Oak's annual celebration of Women in American History, parent volunteer-actors brought the lives of five noteworthy American women to life. This occurred during the week of March 19. Five distinguished characters were represented in classroom visits scheduled throughout the week. The characters were Christiane Amanpour, Dian Fossey, Katherine G. Johnson, Ruth Bader Ginsburg and Kristi Yamaguchi.

Respectfully Submitted,

---

Anthony W. Knight, Ed.D.  
Superintendent



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: BRAD BENIOFF, PRINCIPAL, MEDEA CREEK MIDDLE SCHOOL**  
**DATE: APRIL 17, 2018**  
**SUBJECT: X.4. MONTHLY SCHOOL REPORT**

---

**INFORMATION**

**Recent MCMS Student/Program Distinctions:**

**Scripps National Spelling Bee:**

- Rahul Naveen, 8th grader, went 29 rounds at the Ventura County Spelling Bee to win and represent Ventura County in the Scripps National Spelling Bee televised in May in Washington, D.C.

**Odyssey of the Mind State Championship Competition March 24th:**

- **Team A** - 4th place in Problem 3, Division II and recognition for Odyssey Angel Forget Me Nots community service project.  
Team members:  
Adian Meek (7th), Ananda Kinkaid (7th), Hana Chizzo (7th), Rachel Driggs (7th), Talia Parker (7th), Lucy Heine-Van Fossen (8th) and Neha Jag (8th)  
Co-Coaches - Gretchen Van Fossen and Monica Chizzo
- **Team B** - 5th place in Problem 4, Division II  
Team members:  
Simran Nadig (7th), Kaushik Agastyaraju (7th), Jayanth Enugula (7th), Hannah Ingber (8th), Pavani Panganamamula (8th), Harshita Dasri (8th)  
Coach - Kavitha Nahar

**Mock Trial:**

The 2017-18 MCMS Mock Trial Teams took part in the Ventura County Middle School Mock Trial Competition on March 22 and 23. MCMS had two teams, composed of 32 students, who took part in the competition. These students worked after school, two times a week, for over six months to prepare for the competition. The MCMS Black team came in 1st Place, beating two teams from Hillside Middle School and the team from La Reina Middle School in the final rounds. The MCMS Blue team came in 5th place, barely missing a spot in the finals after a fourth-place tie breaker. Seven members of the MCMS teams won individual awards.

- Marlee Anderson (8th Grade) - First Place as Prosecution Witness Adrian Carroll
- Kashish Rai (8th Grade) - Second Place as Prosecution Witness Morgan Bonderman
- Prithivi Raja (8th Grade) - First Place as Defense Witness Tori Lee
- Hana Chizzo (7th Grade) - First Place as Defense Witness Casey Davidson
- Aylan Nawabi (6th Grade) - Second Place as Defense Witness Devon Morrison
- Danielle Brotcke (6th Grade) - Third Place as Defense Witness Tori Lee
- Shambhavi Singh (6th Grade) - Third Place as Defense Witness Fabian Moreno

Attorney Coach - Rose DeMattia

Character Coach - Gretchen Van Fossen

OPHS Student Coaches – Aashika Srinivas and Sam Barney-Gibbs

Faculty Advisor - Catherine Steiner

**Black Team**

Mina Jung (8) Olivia Dods (8) Meghna Nair (8) Arnav Subramanian (8) Marlee Anderson (8) Simran Nadig (7) Harrison Robins (8) Kashish Rai (8) Sophia DeMattia (8) Lucy Heine-Van Fossen (8) Mark Winkle (8) Suhas Pendekanti (7) Prithivi Raja (8) Avery Mansmann (6) Stephanie Tangalos (8) Nora Alwash (8) Rohit Pamidi (6)

**Blue Team**

Advika Vipul (6) Vishal Sangankal Kote (7) Veda Bollapalli (6) Hana Chizzo (7) Aylan Nawabi (6) Lucas Pham (7) Carter McKinney (7) Catherine Cheng (6) Shambhavi Singh (6) Charlize Ocon (6) Shreya Maddhali (8) Sandhya Sridhar (8) Danielle Brotcke (6) Kaitlyn Yeow (6) Arushi Mathur

**OPUSD Music Festival April 15:** Sponsored by OPIMA, MCMS will host year one of this musical extravaganza (with food, performances and fun) from 12 noon-4:00 p.m.

**CAASPP 2018 Testing Begins at MCMS on April 16<sup>th</sup> and runs through May 4th**

**Open House April 19:** Come for dinner and other treats, visit classrooms and celebrate a great year at Medea.

**Intramural Softball April 26, 2018:** Our 8th graders play Lindero Middle School's 8th graders at Lindero at 3:00.

**MCMS Band Spring Concert April 30<sup>th</sup> at OPHS 6:00p.m. : Jazz Band and Advanced Band:** Two musical showcase events held at OPHS. Our students share their year-long efforts. Thanks to Elana Levine, Elayne Roesner and Zach Borquez.

Respectfully Submitted,

---

Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: KEVIN BUCHANAN, PRINCIPAL, OAK PARK HIGH SCHOOL**  
**DATE: APRIL 17, 2018**  
**SUBJECT: X.5. MONTHLY BOARD REPORT**

**INFORMATION**

---

**COURSE ADVISEMENT – 2018-19**

Course advisement is complete at the high school and the counselors have already visited MCMS to meet with the eighth-grade students for elective selections. Course selection is concluded for incoming 10-12 students and counselors are now having one-on one meetings with each and every student to review their academic programs for next year.

**ATHLETICS**

Spring sports. League and tournament competition is well underway in track and field, lacrosse, volleyball, baseball, softball, tennis, and golf. Winter sports were extremely successful and work is well underway to improve the JV and Varsity softball facilities.



**STUDENT ACTIVITIES**

There are still lots of student activities to complete during the fourth quarter. We have Prom, awards ceremonies, concerts, CAASPP and AP testing, Junior college advisement, a rally, a student Spotlight Drama Production, Powderpuff game, Senior Week, Commencement, as well as athletic competitions and awards banquets, fundraisers and comedy sports.

**DRAMA**

Also thanks to Allan Hunt, Heidi Cissel, and Zachary Borquez for jointly directing Beauty and the Beast. Four sold out shows and the production benefitted greatly from the sound and light upgrades to the pavilion and the band room. This was a completely student-run production including cast, crew, costume crew, and orchestra, 105 students in all. Thanks also to the Oak Park Performing Arts Alliance (OPPAA) without whom; this program would not be possible.

**INTERNATIONAL STUDENTS**

We are currently accepting applications from international students for the school year of 2018-19 and have accepted sixteen applications. Many of these students are attending OPHS for a full school year and will be hosted by OPHS families.



**VENTURA COUNTY ALL STARS**

The Ventura County All Star Basketball Game was held on Friday, March 23<sup>rd</sup>. OPHS Coach Shaw was the Head Coach for the East Squad, and seniors Riley Battin, Wes Slajchert, and Ezekiel Richards were the 'Stars' of the night. Riley was the MVP, finishing with 41 points and Riley also won the Slam Dunk Contest. The Ventura County Basketball Coaches recognized Rob Hall for his outstanding coaching in Ventura County as the Eagles Head Coach, and for winning numerous League Titles. The coaches voted to give Rob Hall the Lifetime Achievement Award and it was presented to Rob during halftime.

## ANTI- VAPING EFFORTS

Activities to combat this latest trend in teen nicotine use continue unabated. The vape sensors are in the process of getting installed and activated. Anti-vaping posters have been put up in every classroom that warn of the dangers and dispel common myths about vaping. Students attended the VCOE Kick Ash conference and are planning some activities during lunch and nutrition. Increased vigilance and detection has resulted in several students being caught vaping on campus and during school activities. Our efforts to educate, detect, and deter will continue until the students get the message that nicotine use on campus is not worth the risk to their health or their discipline record.



Respectfully Submitted:

---

Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: STEWART MCGUGAN, DIRECTOR OF ALTERNATIVE EDUCATION**  
**DATE: APRIL 17, 2018**  
**SUBJECT: X.6. MONTHLY BOARD REPORT**

---

**INFORMATION**



**BOTH SCHOOLS**



**FIELD TRIPS**

Mr. Rogers was able to take several students, from both OPIS and OVHS, to Moorpark College via the student outreach program. They were able to go over the enrollment process, the admission application for new students, self-placement steps, assistance with the MYVCCD portal to view classes, and assistance with the ACCESS program. This is a very informational and beneficial field trip for our students.

**CAASPP TESTING**

Both schools are beginning testing for April. We are looking forward to the testing and the alternative schedules that will allow for field trips and activities with our seniors at OVHS. At OPIS, we are hoping that all students will complete the testing despite being a very busy time for actors with the beginning their new shows.



**OAK PARK INDEPENDENT SCHOOL**



**FIELD TRIPS**

Leo Carrillo Beach Tide Pools

We are looking forward to our field trip for all students to the Leo Carrillo Tide Pools. The tide pool discoveries are abundant with the beautiful rocky shore. There are always tons of sea anemones, sea urchins, crabs, and sea stars to observe. There is also plenty of rocks to climb on during the low tides. Often, students will find hidden pools in the caves with tons of marine life.

**OSB**

High School OSB - High School OSB is working on gathering donations for our silent auction, which begins on 4/26 at our informational night. We are also working on wrapping the 8th grade graduation gifts and the senior gifts.

Casa Pacifica was a big success. We had roughly 30 OPIS students attend and around 60 Casa Pacifica Kids. The kids took part in the photo booth; decorating dream catchers, cookies, making fresh made orange juice and doing arts and crafts activities. Everyone had a really great time.



**OAK VIEW HIGH SCHOOL**



**SELF-COMPASSION**

We are having an 8-week Self-Compassion for teens lead by Randi Liepman and one of our parents. The group will offer tools for students based on mindfulness and self-compassion. We are teaching students to help them overcome self-judgment and self-criticism in order to cultivate compassion towards themselves and others and really embracing who they are.

### **CA HEALTHY KIDS SURVEY**

Like the rest of the schools in the district, we were able to complete the Healthy Kids Survey. We are looking forward to seeing our results. We want to continue to have high adult relationships and student connectedness to OVHS. This has always been a key focus of OVHS.

### **MARCH 15**

OVHS ASB and the teachers lead our students through a moment of silence for the 17 students who tragically died in the Florida shootings. We also allowed students, who were 16 and over, to pre-register to vote and sent post cards to the president, senators and local congress members explaining how students feel about student safety. The thirty minutes that we allowed for this project was a great success.

Respectfully Submitted,

---

Anthony W. Knight Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: KIM GREGORCHUK, DIRECTOR, OAK PARK NEIGHBORHOOD SCHOOL**  
**DATE: APRIL 17, 2018**  
**SUBJECT: X.7. MONTHLY BOARD REPORT**

---

**INFORMATION**

Our Parent Advisory Board finalized the numbers for our Snow Carnival and we made \$10,050. We were really surprised, because we had a new time for the event and it was an hour shorter. With the money raised, the PAB purchased all the items on the teachers' wish lists, and paid for Captain Carl to bring his tidepool to OPNS on two separate days! We are so excited and receiving packages everyday.

Oak Park Neighborhood for Learning (First 5) will be collaborating with Interface Children & Family Services to provide an eight-week Triple P parenting group facilitated by Ezra Belmont. Triple P is a "scientifically researched family support strategy designed to help parents improve their parenting skills and build positive relationships with their children". We had an introductory workshop prior to spring break and a handful of parents are interested in learning more effective parenting skills. We are happy to be working with Interface and hope to have more opportunities in the future.

We will be having parent/teacher conferences during the week of April 23rd. The teachers are completing the Desired Results Developmental Profiles (DRDP) for each child, so they will have a more complete evaluation to share with the parents.

In March, we began taking applications for next year. We had a large waiting list for this year and were able to place all of the children who are still under five in one of the preschool classrooms. We also have six siblings starting in the fall. We have 7 spaces left before we are completely full.

Respectfully Submitted:

---

Anthony W. Knight, Ed.D.  
Superintendent