

OAK PARK UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION  
**AGENDA #959**

DATE: May 17, 2018

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

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

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

**BOARD OF EDUCATION**

**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**

**Tuesday, June 12, 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 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 #960  
May 17, 2018**

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

**CLOSED SESSION: 5:00 p.m.**

**OPEN SESSION: 6:00 p.m.**

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

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

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

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

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

**B. PUBLIC EMPLOYEE EMPLOYMENT :** Walk-on Coach Baseball, Clerical Sub – Human Resources, Walk-on Coaches Football, Instructional Assistant II Sp Ed Subs, Campus Supervisor Subs, Campus Supervisor, Speech Language Pathologist, Middle School PE Teacher, High School Chemistry Teacher, Brookside Elementary School Sp Ed Teacher, Principal OVHS/OPIS,

**C. CONFERENCE WITH LABOR NEGOTIATORS:**

Agency designated representatives: Leslie Heilbron and Martin Klauss

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

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

**A. ROLL CALL**

**B. FLAG SALUTE**

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

**D. ADOPTION OF AGENDA**

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

**VI. OPEN COMMUNICATIONS/PRESENTATIONS**

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

1. Presentation of the Marie Panec Educating Compassionate and Creative Global Citizens Award to graduating seniors from Oak Park High School and Oak Park Independent School
2. Presentation of Recognition to Cliff Moore

3. Presentation of Retirement Recognition to Mark Jacobs, Ann Pettit, Roger Newell, Michael Bolyog, Ellen Ferguson, Carol Gallivan, and Barbara Harrison
4. Remarks from Board Members
5. Remarks from Student Board Member
6. Remarks from Superintendent
7. Report from School Site Councils
8. Report from Oak Park Education Foundation
9. Report from Oak Park Municipal Advisory Council
10. Presentation on Colbi Technologies AccountAbility Construction Management Software by Balfour Beatty and Colbi Technologies

## **B. BUSINESS SESSION:**

### **1. CONSENT AGENDA**

*Consent items shall be items of a routine nature or items for which no Board discussion is anticipated and for which the Superintendent recommends approval.*

*At the request of any member of the Board, any item on the Consent Agenda shall be removed and given individual consideration for action as a regular agenda item.*

- a. [Approve Minutes of Regular Board Meeting April 17, 2018](#)
- b. [Public Employee/Employment Changes 01CL23725-01CL23761 & 01CE08713-01CE08810](#)
- c. [Approve Purchase Orders – April 1-30, 2018](#)  
*Board Policy 3300 requires Board approval of Purchase Orders*
- d. [Approve Out of State Trip for Oak Park High Odyssey of the Mind Team to Attend the World Competition in Ames, IOWA – May 23-26, 2018](#)  
*Board Policy 6153 requires Board approval for student overnight trips*
- e. [Approve Out of State Travel for Certificated/Classified Employees to Attend \(North American Reggio Emilia Alliance\(NAREEA\) Conference in Boston, MA – June 28-30, 2018](#)  
*Board Policy 3350 required Board approval for Out of State travel for employees*
- f. [Accept 2017-2018 Second Period Attendance Report](#)  
*Board approval required for Second Period Attendance Report*
- g. [Approve Designation of the 2018-19 District/School Representatives to California Interscholastic Federation Leagues](#)  
*Education Code 33353(a)(1) requires Board approval for designation of CIF representatives*
- h. [Approve Notice of Completion, Measure R Project 17-08R, Gymnasium Floor Replacement at Medea Creek Middle School](#)  
*Per provisions of Education Code 17315, Board approval is required for Notice of Completion*
- i. [Approve Notice of Completion, Measure S Project 17-32S, Security Fencing at Oak Park High School Stadium \(North Side\)](#)  
*Per provisions of Education Code 17315, Board approval is required for Notice of Completion*
- j. [Approve Notice of Completion, Measure S Project 18-02S, Girls Varsity Softball Field Repairs and Improvements at Oak Park High School](#)  
*Per provisions of Education Code 17315, Board approval is required for Notice of Completion*
- k. [Approve Notice of Completion, Measure S Project 18-03S, Parking Lot Fencing at Medea Creek Middle School](#)  
*Per provisions of Education Code 17315, Board approval is required for Notice of Completion*



- l. [Approve Notice of Completion, Measure R Project 18-10R, Girls Junior Varsity Softball Field Improvements at Oak Park High School](#)  
*Per provisions of Education Code 17315, Board approval is required for Notice of Completion*
- m. [Approve Contract for Non-Public School Services for Special Education Student #9-17/18](#)  
*Board Policy 3312 requires Board approval for contracts for services*
- n. [Approve Overnight Trip for Oak Park High School Future Business Leaders of America \(FBLA\) Leadership Summit in Sacramento, CA – June 22-23, 2018](#)  
*Board Policy 6153 requires Board approval for student overnight trips*
- o. [Approve Overnight Trip for Oak Park High School Cross Country Team in Mammoth Lakes, CA - July 22-27, 2018](#)  
*Board Policy 6153 requires Board approval for student overnight trips*
- p. [Approve Overnight Trip for Oak Park High School Cheer Leading Team in Garden Grove, CA – July 24-27, 2018](#)  
*Board Policy 6153 requires Board approval for student overnight trips*
- q. [Approve Overnight Trip for Oak Park High School ASB Retreat in Pacific Palisades, CA - August 4-5, 2018](#)  
*Board Policy 6153 requires Board approval for student overnight trips*
- r. [Approve Renewal Agreement with Interquest Detection Canines for Services at Oak Park High School and Oak View High School](#)  
*Board approval required to approve service agreement contract*

## **ACTION**

### **2. BUSINESS SERVICES**

- a. [Accept Oak Park Citizens' Oversight Committee Annual Reports for Measures C, C6, R, and S](#)  
*Board acceptance required for OPCOC Annual Reports*
- b. [Approve Re-Appointment of Oak Park Citizens' Oversight Committee Members and Authorize Recruitment Process of New Members for the 2018-2020 Term](#)  
*Board approval required for appointments to Citizens Oversight Committee*
- c. [Approve Professional Services Agreements for DSA Inspector of Record and for DSA Testing/Inspection Services for Project 17-35S, Kitchen Improvements at Medea Creek Middle School](#)  
*Board Policy 3312 requires Board approval for contracts for services*
- d. [Authorize Superintendent to Award Construction Contracts for Measure S Project 17-35S, Kitchen Improvements at Medea Creek Middle School](#)  
*Board Policy 3312 requires Board authorization to delegate the authority to enter into contracts for services on behalf of the district. Board approval/ratification of contract is required for the contract to be considered valid.*
- e. [Authorize Superintendent to Award Construction Contracts for Measure S Project 17-47S, DSA Certification of Administration Building at Brookside Elementary School](#)  
*Board Policy 3312 requires Board authorization to delegate the authority to enter into contracts for services on behalf of the district. Board approval/ratification of contract is required for the contract to be considered valid.*
- f. [Authorize and Ratify Construction Contracts for Measure S Project 18-23S, Repair and Painting Football Stadium Handrails at Oak Park High School](#)  
*Board Policy 3312 requires Board approval for contracts for services*
- g. [Authorize and Award Construction Contracts for Measure S Project 18-24S, Security Fencing for Southeast Campus Perimeter at Oak Park High School](#)  
*Board Policy 3312 requires Board approval for contracts for services*

**h. Authorize and Award Construction Contract for Measure S Project 18-25S, Replacement of Gymnasium/Multipurpose Room Roof at Medea Creek Middle School**

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

**i. Board Review of Governor's 2018-2019 Budget Proposal – May Revision**

*Board will receive an update on the May Revision*

**j. Board Review of Draft 2018-19 Oak Park Unified School District Local Control and Accountability Plan**

*Board will review Draft of LCAP*

**3. CURRICULUM**

**a. Approval of Additional Novel Outliers by Malcolm Gladwell for Oak Park High School's 12<sup>th</sup> Grade English Courses**

*Board approval required for updates to the curriculum*

**b. Approve Ventura County Plan for Expelled Pupils Triennial Update**

*Education Code 48926 requires the triennial update to be approved by the Governing Board*

**4. HUMAN RESOURCES**

**a. Approve Resolution #18-13 to Reestablish Particular Kinds of Service to Laid Off Classified Employees**

*Board is being asked to approve rescinding layoff of employees and authorizing staff to rehire those employees*

**5. BOARD**

**a. Approve Resolution #18-14 Ordering a Regular Governing Board Member Election, Ordering Consolidation with other Elections and Constituting "Specification of the Election Order" to be held on November 6, 2018**

*Education Code 1302(b) and 5340 require a consolidated election to be held for Governing Board Members whose terms expire on the first Friday in December*

**6. BOARD POLICIES**

**a. Approve Amendment to Board Policy and Administrative Regulation 1113 – District and School Websites - First Reading**

*Policy updated to (1) clarify the district's responsibility to make district and school web sites accessible to individuals with disabilities; (2) reflect laws prohibiting web site operators from using web site information to amass a profile about a student, engage in targeted advertising to students, or sell or disclose a student's information, including NEW LAW (AB 2799, 2016) which prohibits such activities for web sites used primarily for preschool and prekindergarten purposes; and (3) clarify options related to posting student photographs on district and school web sites together with their names. Regulation updated to (1) add section on "Design Standards," including standards for web site accessibility to individuals with disabilities; (2) reflect NEW LAW (AB 2257, 2016) which requires posting a prominent, direct link to the current board meeting agenda or to an integrated agenda management platform, effective January 1, 2019; and (3) clarify requirements related to posting copyrighted material.*

**b. Approve Amendment to Administrative Regulation 3580 – District Records - First Reading**

*Administrative Regulation updated to revise material related to the retention of electronic records, including records pertaining to district business that are created, saved, sent, or received on an employee's or board member's personal device, to reflect NEW COURT DECISION (City of San Jose v. Superior Court) which held that such records may be accessible to the public in accordance with the California Public Records Act.*

**c. Approve Amendment to Board Policy and Exhibit 5145.6 – Parental Notification – First Reading**

*Board Policy updated to reflect federal law applicable to districts participating in certain federal programs which requires that parental notifications be presented in an understandable and uniform format and, to the extent practicable, in a language that parents/guardians can understand. Policy also revised to reflect state law requiring that parental notifications be written in the primary language, in addition to English, whenever 15 percent or more of the students enrolled in a school speak a single primary language other than English. Exhibit updated to reflect notices required by NEW LAW, including notices related to students' right to a free public education regardless of immigration status or religious beliefs (AB 699), the employee code of conduct related to employee interactions with students (AB 500), the district's meal payment policy (USDA Memorandum SP-23-2017), a student's identification as a long-term English learner (AB 81), a negative balance in a student's meal account (SB 250), educational rights of children of military families (AB 365), and any excessive level of lead found in drinking water (AB 746). Two legal cites renumbered pursuant to federal law and regulations.*

**d. Approve Amendment to Board Policy and Administrative Regulation 5132 –Dress and Grooming - First Reading**

*Board Policy and Regulation updated to align current school and district practices.*

**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      4-17-18      #959**  
**BOARD OF EDUCATION**

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Mr. Derek Ross, called the regular meeting to order at 5:33 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:** High School Spanish Teacher, Middle School Science Teacher, Middle School Counselor, Elementary School Principal, Director Student Support and School Safety

The Board adjourned to Closed Session at 5:34 p.m.

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Mr. Derek Ross, called the regular meeting to order at 6:02 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**

Mr. Brad Benioff 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 Denise Helfstein, the Board of Education adopted the agenda as presented except to table item B.7.i. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0.

## **PUBLIC SPEAKERS**

None

## **PRESENTATIONS**

- Presentation of Recognition to Rahul Naveen, Medea Creek Middle School – Ventura County Spelling Bee Champion
- Presentation of Recognition to Oak Park Unified School District Odyssey of the Mind Teams who qualified for the State Competition
- Presentation of Recognition to Brookside Elementary Special Education Teacher, Alex Niebank
- Presentation of Partners in Education Award to Maria Cross, Brookside PTA President

## **REPORT FROM BOARD MEMBERS**

Board Member Allen Rosen reported that he attended the Oak Park Mac meeting, the Brookside Science Night, and the Music Festival at Medea Creek Middle School.

Board Member Drew Hazelton thanked the Oak Park Education Foundation for sponsoring the Odyssey of the Mind Program. Drew reported that he attended the Measure S meeting and the Brookside Science Night.

Board Member Barbara Laifman, reported that she attended the Community Engagement Committee Meeting, the LCAP meeting and the Music festival at Medea Creek Middle School.

Board Member Denise Helfstein reported that she attended the Safe Kids Task Force meeting, the LCAP meeting, the Curriculum Council meeting, and the Wellness Council meeting.

Board Member Derek Ross reported that he attended the Safe Kids Task Force meeting, the Red Oak Open House, the Measure S Committee meeting, the Community Engagement Committee Meeting and the Oak Park Education Foundation meeting. Derek also attended the presentation of *Annie* at Red Oak Elementary School.

Student Board Member Lexi Garfinkel reported that the Juniors are testing for the CASSPP. The upcoming events the ASB is organizing are: Senior Rally, Mr. Eagle, and a Blood Drive.

Student Board Member, Lexi Garfinkel left the meeting at 6:43 pm.

Superintendent Tony Knight congratulated Oak Hills on receiving the Distinguished School Award. Dr. Knight also congratulated everyone for Oak Park Unified School District being named a California Exemplary District. Dr. Knight reported that he chaperoned Oak Park High School's International students on a trip to downtown LA.

As part of his remarks Dr. Knight introduced Erin Vranesh (via google hangouts from Arizona) as the new principal of Brookside Elementary School who will be starting on July 1, 2018.

## **REPORT FROM SCHOOL SITE COUNCILS**

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

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

Oak Park Education Foundation Board Member, Maryam Salour provided an update about the progress the Foundation is making in building committees, fundraising plans, and Summer school.

Carole Ly, Director of Student Nutrition provided an overview of the student nutrition program, evidencing the growth of sales and participation, and highlighting the manner in which the program continues to be a model of high quality, nutritious, sustainable, and delicious food service.

The Board also heard a presentation on the GrowthPoint Learning studios, the new classrooms that will replace aging portables under Measure S.

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

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

- a. [Approve Minutes of Regular Board Meeting March 20, 2018](#)
- b. [Public Employee/Employment Changes 01CL23709-01CL23724 & 01CE08694-01CE08712](#)
- c. [Approve Purchase Orders – March 1-31, 2018](#)
- 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](#)
- e. [Approve Out of State Travel for Classified Employee to Attend QUE 2018 Conference in Detroit, Michigan – October 1-5, 2018](#)
- f. [Approve Amendment to Agreement for Crossing Guard Services for 2018-19 Through 2020-21](#)
- g. [Approval and Certification of 2017-18 School Bell Schedules and Minimum Instructional Minutes](#)
- h. [Approve Quarterly Report on Williams Uniform Complaints – April 2018](#)
- i. [Approve Out of State Travel for Certificated Employees to Attend Green Schools Conference and Expo in Denver, Colorado – May 2-4, 2018](#)

### **B2. BUSINESS SERVICES**

- a. [Approve District of Choice Reporting Requirements](#)  
On motion of Drew Hazelton, seconded by Denise Helfstein, the Board of Education approved District of Choice Reporting Requirements. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0
- b. [Authorize Measure S Project 17-47S, DSA Certification for the Administration Building at Brookside Elementary School](#)  
On motion of Barbara Laifman, seconded by Drew Hazelton, the Board of Education Authorized Measure S Project 17-47S, DSA Certification for the Administration Building at Brookside Elementary School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0
- c. [Authorize and Award Contracts for Measure S Project 18-22S, Districtwide Safety and Security Upgrades to School Public Address Systems](#)  
On motion of Allen Rosen, seconded by Derek Ross, the Board of Education Authorized and Awarded Contracts for Measure S Project 18-22S, Districtwide Safety and Security Upgrades

to School Public Address Systems. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**d. Approve Change Order 1, Project 17-32S, Security Fencing at Oak Park High School Stadium (North Side)**

On motion of Denise Helfstein, seconded by Allen Rosen, the Board of Education Approved Change Order 1, Project 17-32S, Security Fencing at Oak Park High School Stadium (North Side). Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**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**

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

**f. Approve Amendment to Architectural Services Agreement for Project 17-35S, Kitchen Improvements at Medea Creek Middle School**

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved Amendment to Architectural Services Agreement for Project 17-35S, Kitchen Improvements at Medea Creek Middle School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**g. Approve Implementation of Project 18-14S, Chromebook 1-To-1 Take Home Pilot**

On motion of Allen Rosen, seconded by Denise Helfstein, the Board of Education Approved Implementation of Project 18-14S, Chromebook 1-To-1 Take Home Pilot and directed staff to develop a marketing and logistic program and come back in May to present to the Board. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**h. Approve Donation**

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

**B3. PUPIL SERVICES**

**a. Approve Contract for Non-Public School Services for Special Education Student #8-17/18**

On motion of Barbara Laifman, seconded by Drew Hazelton, the Board of Education approved Contract for Non-Public School Services for Special Education Student #8-17/18. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**B4. HUMAN RESOURCES**

**a. Re-designate the Position of Director of Business Operations as Director of Sustainability, Maintenance, and Operations and Approve Revised Job Description**

On motion of Allen Rosen, seconded by Drew Hazelton, the Board of Education Re-designated the Position of Director of Business Operations as Director of Sustainability, Maintenance, and Operations and Approved Revised Job Description. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**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**

On motion of Derek Ross, seconded by Allen Rosen, the Board of Education Re-designated the Position of Director of Alternative Education as Principal of Oak View High School and Oak Park Independent School and Approved Revised Job Description. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0



**c. Establish the Lead Instructional Technology Specialist – Technology Teacher on Special Assignment Position**

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education Established the Lead Instructional Technology Specialist – Technology Teacher on Special Assignment Position. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**B5. CURRICULUM**

**a. Approve 2017-18 Single Plans for Student Achievement**

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved 2017-18 Single Plans for Students Achievement. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**b. Approve 2016-2017 School Accountability Report Cards (SARCs)**

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved 2016-2017 School Accountability Report Cards (SARCs). Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**B6. BOARD**

**a. Approve Date Change for May 2018 Board Meeting**

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved Date Change for May 2018 Board Meeting. The Board decided on moving the meeting date from May 15, 2018 to May 17, 2018. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.

**B7. BOARD POLICIES**

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

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved Amendment to Board Policy and Administrative Regulation 1312.3 – Uniform Complaint Procedures - First Reading as First and Final Reading. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

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

On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education approved Amendment to Board Policy 1325 – Advertising and Promotion as First and Final Reading. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

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

On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education approved Amendment to Board Policy 3100 – Budget as First and Final Reading. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

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

On motion of Drew Hazelton, seconded by Barbara Laifman, the Board of Education approved Amendment to Board Policy and Administrative Regulation 3551 – Food Service Operations/Cafeteria Fund as First and Final Reading. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

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

On motion of Drew Hazelton, seconded by Derek Ross, the Board of Education approved Amendment to Board Policy and Administrative Regulation 3553 – Free and Reduced Price Meals as First and Final Reading. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.



- f. [Approve Amendment to Board Policy and Administrative Regulation 5022 – Students and Family Privacy Rights - First Reading](#)  
On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education approved Amendment to Board Policy and Administrative Regulation 5022 – Students and Family Privacy Rights as First and Final Reading. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.
- g. [Approve Amendment to Board Policy 5144 – Discipline - First Reading](#)  
On motion of Denise Helfstein, seconded by Drew Hazelton, the Board of Education approved Amendment to Board Policy 5144 – Discipline as First and Final Reading. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.
- h. [Approve Amendment to Board Policy and Administrative Regulation 5144.1 – Suspension and Expulsion/Due Process - First Reading](#)  
On motion of Derek Ross, seconded by Allen Rosen, the Board of Education approved Amendment to Board Policy and Administrative Regulation 5144.1 – Suspension and Expulsion/Due Process as First and Final Reading. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0
- j. [Approve Amendment to Board Policy and Administrative Regulation 5121 – Grades/Evaluation of Student Achievement - Second Reading](#)  
On motion of Allen Rosen, seconded by Drew Hazelton, the Board of Education approved Amendment to Board Policy and Administrative Regulation 5121 Grades/Evaluation of Student Achievement as Second and Final Reading. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0
- k. [Approve Amendment to Board Policy 6152.1 – Placement in Mathematics Courses - First Reading](#)  
On motion of Allen Rosen, seconded by Denise Helfstein, the Board of Education approved Amendment to Board Policy 6152.1 –Placement in Mathematics Courses as First and Final Reading. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

At 10:23 pm on motion of Denise Helfstein, seconded by Drew Hazelton, the Board of Education approved to extend the meeting to 10:45 pm. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

- l. [Approve Amendment to Board Policy 6154 – Homework Makeup Work - Second Reading](#)  
On motion of Allen Rosen, seconded by Drew Hazelton, the Board of Education approved Amendment to Board Policy 6154 – Homework Makeup Work as Second and Final Reading. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

On motion of Denise Helfstein, seconded by Barbara Laifman, there being no further business before this Board, the Regular meeting is declared adjourned at 10:38 p.m.

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Date

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President of the Board

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Date

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Clerk or Secretary of the Board

**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MAY 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
CL23725	Jack Pryor	Walk-On-Coach - Baseball - Not to Exceed \$3,500.00	4/10/2018	Coaches, Athletics	TBD	OPHS
CL23726	Sindhu Sreeraj	Campus Supervisor SUB	4/12/2018	General	\$17.12	DO
CL23727	Sindhu Sreeraj	Instructional Assistant II Sp Ed SUB	4/12/2018	Special Education	\$17.00	DO
CL23728	Brandon Bennett	Walk-On-Coach - Football - Not to Exceed \$3,500.00	4/13/2018	Coaches, Athletics	TBD	OPHS
CL23729	Sujata Bhattacharya	Instructional Assistant II Sp Ed SUB	4/12/2018	Special Education	\$17.00	DO
CL23730	Melissa Matthews	Clerical SUB	4/20/2018	General	\$17.00	DO
CL23731	Leslie Goodwin	Campus Supervisor SUB	4/30/2018	General	\$17.12	DO
CL23732	Meena Zulmai	Campus Supervisor	4/30/2018	General	\$17.12	BES
CL23733	Michael Puopolo	Walk-On-Coach - Football - Not to Exceed \$3,500.00	5/4/2017	Coaches, Athletics	TBD	OPHS

**AUTHORIZATION TO PAY STIPEND**

Number	Name	Position	Start Date	Fund	Salary	Site
CL23734	Andrew Kastenber	Assistant Track Coach	2/24/2018	Coaches, OPHS ASB Donation	\$ 1,000.00	OPHS
CL23735	Marty Freel	Assistant Track Coach	2/24/2018	Coaches, OPHS ASB Donation	\$ 500.00	OPHS
CL23736	Larry O'Shea	Assistant Track Coach	2/24/2018	Coaches, OPHS ASB Donation	\$ 500.00	OPHS
CL23737	Greg Parrone	Assistant Track Coach	2/24/2018	Coaches, Athletics	\$ 2,000.00	OPHS
CL23738	Suzanne Scimenti	Assistant Track Coach	2/24/2018	Coaches, Athletics	\$ 500.00	OPHS
CL23739	Scott Shulze	Assistant Track Coach	2/24/2018	Coaches, Athletics	\$ 1,000.00	OPHS
CL23740	Holly Viane	Assistant Track Coach	2/24/2018	Coaches, Athletics	\$ 1,000.00	OPHS
CL23741	Lamont Parks	Assistant Track Coach	2/24/2018	Coaches, Athletics	\$ 1,000.00	OPHS
CL23742	Lyle Greenberg	Assistant Track Coach	2/24/2018	Coaches, Athletics	\$ 1,500.00	OPHS
CL23743	Gus Sapon	Baseball Assistant Jr Varsity Coach	2/24/2018	Coaches, OPHS ASB Donation	\$ 1,000.00	OPHS
CL23744	Mark Pryor	Baseball Assistant Varsity Coach	2/24/2018	Coaches, OPHS ASB Donation	\$ 2,500.00	OPHS
CL23745	Ron Midiri	Baseball Assistant Varsity Coach	2/24/2018	Coaches, OPHS ASB Donation	\$ 750.00	OPHS
CL23746	Joe Kinberg	Baseball Assistant Varsity Coach	2/24/2018	Coaches, OPHS ASB Donation	\$ 1,250.00	OPHS
CL23747	Dennis Ritterbush	Baseball Assistant Varsity Coach	2/24/2018	Coaches, OPHS ASB Donation	\$ 1,000.00	OPHS
CL23748	Jeff Smith	Baseball Jr Varsity Coach	2/24/2018	Coaches, Athletics	\$ 2,000.00	OPHS
CL23749	Marc Goodnough	Boys Jr Varsity Lacrosse Coach	2/24/2018	Coaches, Athletics	\$ 2,000.00	OPHS
CL23750	Robert Bjerkaas	Boys Varsity Lacrosse Assistant Coach	2/24/2018	Coaches, OPHS ASB Donation	\$ 2,000.00	OPHS
CL23751	Tarik Ergin	Boys Varsity Lacrosse Coach	2/24/2018	Coaches, Athletics	\$ 3,500.00	OPHS
CL23752	Stephen Zavala	Boys Volleyball Frosh Coach	2/24/2018	Coaches, Athletics	\$ 1,500.00	OPHS
CL23753	Eric Varney	Boys Volleyball JR Varsity Coach	2/24/2018	Coaches, Athletics	\$ 2,000.00	OPHS
CL23754	Chris Harger	Boys Volleyball Varsity Coach	2/24/2018	Coaches, Athletics	\$ 3,000.00	OPHS

**IN-SERVICE CHANGE**

Number	Name	Change	Effective Date	Fund	Salary	Site
CL23755	Laura Kunes	Increase in school year Instructional Assistant I Grade K	8/7/2018	PFA	\$19.77	ROES
CL23756	Martin Therrien	Campus Supervisor additional Site and Hours	3/12/2018	General	\$17.12	BES

**SEPARATION**

Number	Name	Position	Effective Date	Separation Type	Salary	Site
CL23757	Lynn Framer	Accounting Assistant III	5/29/2018	LOA Medical	\$5,036.35	DO
CL23758	Beyrin Hernandez	Instructional Assistant II SpEd SUB	4/9/2018	Resignation	\$17.00	DO
CL23759	Melanie Mecchella	Instructional Assistant III Behavior	4/17/2018	LOA Medical	\$22.96	BES
CL23760	Krystal Creviston	Instructional Assistant II SpEd	4/19/2018	LOA Medical	\$20.20	OHES
CL23761	Anne Lin	Instructional Assistant I Math	5/28/2018	Resignation	\$19.77	OHES

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: MAY 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
01CE08713	Kent Cromwell	Principal OVHS/OPIS	7/1/2018	General	OVHS/OPIS
01CE08714	Brittany Gibson	PE Teacher	8/1/2018	General	MCMS
01CE08715	Brittany Binnall	Speech Language Pathologist	8/1/2015	General	DO
01CE08716	Tess Kokiousis	Chemistry Teacher	8/1/2018	General	OPHS
01CE08717	Lacey Concepcion	Elementary Special Ed Teacher	8/1/2018	General	BES

**AUTHORIZATION TO PAY STIPEND**

Number	Name	Assignment	Effective	Fund	Amount	Site
01CE08718	Michael O'Hagan	Chess Club	8/8/-12/20/2017	PFA	175.00	MCMS
01CE08719	Brian Winsick	Chess Club	2017-2018	PFA	450.00	MCMS
01CE08720	Brian Winsick	Economics Club	2017-2018	PFA	450.00	MCMS
01CE08721	Brian Winsick	Surf Club	2017-2018	PFA	450.00	MCMS
01CE08722	Barbara Wechter	Girls Who Code Club	2017-2018	PFA	350.00	MCMS
01CE08723	Barbara Wechter	Computer Coding Club	2017-2018	PFA	450.00	MCMS
01CE08724	Casey Webb	Basketball Club	2017-2018	PFA	450.00	MCMS
01CE08725	Catherine Steiner	Builders Club	2017-2018	PFA	450.00	MCMS
01CE08726	Suzanne Shea	Panther Pups/Paws Club	2017-2018	PFA	350.00	MCMS
01CE08727	Jessica Kudlacek	Tech Squad Club	2017-2018	PFA	175.00	MCMS
01CE08728	Kathryn Klamecki	Fitness Club	2017-2018	PFA	225.00	MCMS
01CE08729	Maria Jimenez	Movie Club	2017-2018	PFA	450.00	MCMS
01CE08730	Mark Jacobs	Dodgeball Club	2017-2018	PFA	450.00	MCMS
01CE08731	Frances Hermosillo	Fitness Club	2017-2018	PFA	225.00	MCMS
01CE08732	Vanessa Heller	Guardi of the Globe Club	2017-2018	PFA	450.00	MCMS
01CE08733	Paula Franco	Knitting Club	2017-2018	PFA	450.00	MCMS
01CE08734	Christine Fersht	Games Club	2017-2018	PFA	350.00	MCMS
01CE08735	Jessica Fadgen	Hockey Club	2017-2018	PFA	350.00	MCMS
01CE08736	Jessica Fadgen	Journalism Club	2017-2018	PFA	350.00	MCMS
01CE08737	Kathryn Dusek	Kahoots Club	2017-2018	PFA	450.00	MCMS
01CE08738	Katie Cohen	Garden Club	2017-2018	PFA	450.00	MCMS
01CE08739	Katie Cohen	Doctor Who Club	2017-2018	PFA	450.00	MCMS
01CE08740	Malia Cadle	Art Club – 6 <sup>th</sup> grade	2017-2018	PFA	350.00	MCMS
01CE08741	Malia Cadle	Art Club 7/8 grades	2017-2018	PFA	350.00	MCMS
01CE08742	Kathy Mosley	ASB Bookkeeper	2017-2018	ASB	3000.00	MCMS
01CE08743	Kathy Mosley	Yearbook Advisor	2017-2018	ASB	4000.00	MCMS
01CE08744	Steve White	ASB Advisor	2017-2018	ASB	3000.00	MCMS
01CE08745	Dianne Large	WEB Coordinator	2017-2018	ASB	1000.00	MCMS
01CE08746	Rob Sitomer	WEB Coordinator	2017-2018	ASB	1000.00	MCMS
01CE08747	Malia Cadle	8 <sup>th</sup> Grade Advisor	2017-2018	PFA	450.00	MCMS
01CE08748	Al Calce	Intramural Coor/Coach	2017-2018	PFA	900.00	MCMS
01CE08749	Kim Connelly	WEB Advisor	2017-2018	PFA	500.00	MCMS
01CE08750	Kim Connelly	WEB Tutoring	2017-2018	PFA	700.00	MCMS
01CE08751	Jessica Fadgen	Geo Bee Advisor	2017-2018	PFA	150.00	MCMS
01CE08752	Marta Graves	Science Olympiad	2017-2018	PFA	350.00	MCMS
01CE08753	Kathryn Klamecki	Intramural Coach	2017-2018	PFA	100.00	MCMS
01CE08754	Rob Large	Math Counts Advisor	2017-2018	PFA	800.00	MCMS
01CE08755	Sharon Lavene	History Day Coordinator	2017-2018	PFA	350.00	MCMS
01CE08756	Roger Newell	Science Olympiad	2017-2018	PFA	350.00	MCMS
01CE08757	Roger Newell	Culmination Coordinator	2017-2018	PFA	450.00	MCMS

Number	Name	Change	Effective	Fund	Amount	Site
01CE08758	Michael O'Hagan	Webmaster	2017-2018	PFA	300.00	MCMS
01CE08759	Lynn Paniz	TUPE Advisor	2017-2018	PFA	1200.00	MCMS
01CE08760	Suzanne Shea	WEB Advisor	2017-2018	PFA	500.00	MCMS
01CE08761	Kim Sonnabend	WEB Tutoring	2017-2018	PFA	700.00	MCMS
01CE08762	Alison Stein	Spelling Bee Advisor	2017-2018	PFA	150.00	MCMS
01CE08763	Catherine Steiner	CJSF Sponsor	2017-2018	PFA	1000.00	MCMS
01CE08764	Catherine Steiner	Mock Trial Advisor	2017-2018	PFA	1000.00	MCMS
01CE08765	Casey Webb	Intramural Coor/Coach	2017-2018	PFA	900.00	MCMS
01CE08766	Brian Winsick	Intramural Coach	2017-2018	PFA	100.00	MCMS
01CE08767	Barbara Wechter	Electives Depart/Chair	2017-2018	PFA	800.00	MCMS
01CE08768	Kim Connelly	6 <sup>th</sup> grd M/S Lead	2017-2018	PFA	700.00	MCMS
01CE08769	Roger Newell	Science Dept. Chair	2017-2018	Site	1300.00	MCMS
01CE08770	Amy Sinnamon	Math Dept. Co-Chair	2017-2018	Site	650.00	MCMS
01CE08771	Rob Large	Math Dept. Co-Chair	2017-2018	Site	650.00	MCMS
01CE08772	Maria Jimenez	SP Ed Dept. Chair	2017-2018	Site	1300.00	MCMS
01CE08773	Lindsay Smits	Lang Arts Dept. Chair	2017-2018	Site	1300.00	MCMS
01CE08774	Sharon Lavene	Soc Studies Dept. Chair	2017-2018	Site	1300.00	MCMS
01CE08775	Al Calce	PE Dept. Chair	2017-2018	Site	1300.00	MCMS
01CE08776	Al Calce	Leadership	2017-2018	Site	800.00	MCMS
01CE08777	Frances Hermosillo	Leadership	2017-2018	Site	800.00	MCMS
01CE08778	Mark Jacobs	Leadership	2017-2018	Site	800.00	MCMS
01CE08779	Kim Sonnabend	Leadership	2017-2018	Site	800.00	MCMS
01CE08780	Kim Johnson	Leadership	2017-2018	Site	800.00	MCMS
01CE08781	Teresa Hogan	Leadership	2017-2018	Site	800.00	MCMS
01CE08782	Kim Johnson	Site Council	2017-2018	Site	500.00	MCMS
01CE08783	Kim Sonnabend	Site Council	2017-2018	Site	500.00	MCMS
01CE08784	Mark Jacobs	Site Council	2017-2018	Site	500.00	MCMS
01CE08785	Sharon Lavene	GATE Coordinator	2017-2018	PFA	400.00	MCMS
01CE08786	Jackson Hall	Baseball V Ass't Coach	2/24-5/2/2018	ASB	1250.00	OPHS
01CE08787	Eric Pryor	Baseball V Ass't Coach	2/24-5/2/2018	ASB	2500.00	OPHS
01CE08788	Eva Novak	Student Council	2017-2018	Site	1500.00	OHES
01CE08789	Angela Folendorf	Teacher-In-Charge	2017-2018	Site	3500.00	OHES
01CE08790	Quincie Melville	Women-in-History	2017-2018	Site	500.00	OHES
01CE08791	Erik Amerikaner	Robotics Club	2017-2018	PFA	500.00	OPHS
01CE08792	Erik Amerikaner	Robotics Club	2017-2018	COC	500.00	OPHS
01CE08793	Erik Amerikaner	Webmaster	2017-2018	Site	1350.00	OPHS
01CE08794	Cathy Lory	Honors Culmination	2017-2018	ASB	100.00	OPHS
01CE08795	Heidi Cisell	Student Government	2017-2018	ASB	2844.00	OPHS
01CE08796	Randy Mc Lelland	Webmaster	2017-2018	Site	450.00	OPHS
01CE08797	AL Calce	Boys JV Track Coach	2017-2018	Site	2500.00	OPHS
01CE08798	Mark Jacobs	Girls JV Track Coach	2017-2018	Site	2500.00	OPHS
01CE08799	David Kinberg	Baseball V Head Coach	2017-2018	Site	3500.00	OPHS
01CE08800	Jeff Appell	Baseball Frosh Coach	2017-2018	Site	2000.00	OPHS
01CE08801	Sheri Boone	Dept. Chair Foreign Lang	2017-2018	Site	4000.00	OPHS
01CE08802	Kathy Bowman	Dept. Chair English	2017-2018	Site	5000.00	OPHS
01CE08803	Todd Creason	Dept. Chair Social Sci	2017-2018	Site	5000.00	OPHS
01CE08804	Rebecca Creason	Dept. Chair Sp Ed	2017-2018	Site	4000.00	OPHS
01CE08805	Kathy Bowman	Dept. Chair English	2017-2018	Site	4000.00	OPHS
01CE08806	Erik Amerikaner	Dept. CTE/Tech	2017-2018	Site	4000.00	OPHS
01CE08807	Heidi Cissell	Dept. Chair (VPA)	2017-2018	Site	4000.00	OPHS

#### IN-SERVICE CHANGE

Number	Name	Change	Effective	Fund	Site
01CE08808	Jason Meskis	Medical Leave	4/18-4/23/2018	General	OPHS
01CE08809	Amy Kobayashi	.4 Perm/.6 Temp thru 5/25/2018	5/1/2018	General	OPIS
01CE08810	Kelly Schultz	Medical leave	4/30/2018	General	ROES

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: MAY 17, 2018**

**SUBJECT: B.1.c. APPROVE PURCHASE ORDERS – APRIL 1 THROUGH 30, 2018**

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CONSENT

**ISSUE:** Shall the Board approve the accompanying list of purchase orders issued for the period April 1 through 30, 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,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

## Includes Purchase Orders dated 04/01/2018 - 04/30/2018

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B18-00061	School Specialty	Open PO for Art Class Supplies	Medea Creek Middle School	010	1,150.00
B18-00112	Ready Refresh by Nestle	2017-18 Drinking Water - Grounds/Maintenance Crew	Business Administration	010	1,000.00
B18-00123	G.I. Industries	2017-2018 for Sanitation Services	Business Administration	010	35,675.00
B18-00146	Oak Park Water Service	2017-2018 For Water Utility	Business Administration	010	225,000.00
B18-00251	John Trudeau dba Trudeau Creative	Design Services for 2017-18	Superintendent	010	5,000.00
B18-00268	Intermountain Lock & Security	2017-18 M&O Supplies and Equipment	Business Administration	010	4,500.00
B18-00270	Allisun Kale	Sign Language Interpreter for Deanne Bray	Human Resources	010	2,000.00
B18-00271	Conejo Hardwoods	CTEIG Mat & Supplies-Replaces B18-00199 now closed	Oak Park High School	010	6,000.00
B18-00272	DBA Irrigation Express	2017/18 Irrigation Supplies as Required	Business Administration	010	1,000.00
B18-00273	Cell Energy Inc Powerline Battery Specialist	2017/18 Batteries for M&O	Business Administration	010	500.00
B18-00274	Precision Data Products	Scantrons, etc/mat & supp - Summer School	Summer School	010	400.00
B18-00275	Southwest School Supply	Summer School Supplies & Janitorial OPHS	Summer School	010	2,000.00
B18-00276	Graphaids	Summer School Art Supplies OPHS	Summer School	010	1,000.00
DIR18-00063	Fence Factory	Pro 17-32S Security Fencing & Gates at OPHS	Business Administration	211	139,861.82
DIR18-00073	Carter Fence Co., Inc.	Pro 18-03S Parking Lot Fencing at MCMS	Business Administration	211	42,630.00
DIR18-00084	Precision Plumbing	Pro 18-16R Drain Repairs at OHES & OPHS	Business Administration	213	7,660.00
P18-00304	BCA Architects	Pro 17-47S Architectural Svs BES Admin Closeout	Business Administration	211	67,225.00
P18-00442	4Wall Entertainment	Measure R Project 17-51R	Oak Park High School	213	80,578.59
P18-00443	NICK RAIL MUSIC	Meas. C-6/mat & supp	Oak Park High School	212	20,463.97
P18-00481	Aztec Technology	Measure C6/Project 17-51 C/R/Equipment	Oak Park High School	212	6,404.98
P18-00548	Conejo Rec & Parks District	Parent funded field trip--4th gr.	Red Oak Elementary School	010	139.58
P18-00549	Taft Electric Company	Pro SMGT - Custom Mobile Modular Bldg - Electric	Business Administration	211	2,900.00
P18-00550	Premier Carpet, Inc.	Pro 18-08S - To Replace Carpet, VCT, and Wall Base	Business Administration	211	1,850.00
P18-00551	Custom Modular Services Corp	Pro 18-15R - Classroom Floor Repairs - ROES	Business Administration	213	3,230.00
P18-00552	Precision Plumbing	Pro 18-16R - Drain Repairs - OHES	Business Administration	213	7,660.00
P18-00554	Harley Ellis Devereaux	Pro 18-18S - Modular Classroom Replacement - BES	Business Administration	211	241,500.00

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

ESCAPE ONLINE

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## Includes Purchase Orders dated 04/01/2018 - 04/30/2018

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P18-00555	Harley Ellis Devereaux	Pro 18-19S - Modular Classroom Replacement - OHES	Business Administration	211	317,700.00
P18-00556	Harley Ellis Devereaux	Pro 18-20S - Modular Classroom Replacement - ROES	Business Administration	211	301,250.00
P18-00557	Harley Ellis Devereaux	Pro 18-21S - Modular Classroom Replacement - MCMS	Business Administration	211	275,400.00
P18-00558	Agoura Lock Technologies, Inc.	Pro 17-32S - Fence Lock - OPHS	Business Administration	211	409.81
P18-00559	M&B Consultants & Sales	Accounting Services	Accounting & Payroll	010	4,200.00
P18-00560	PESI Inc	Seminar K-5 Counselors Challenging Behaviors	Curriculum	010	399.98
P18-00561	CR Print	GATE Program yellow folders	Curriculum	010	609.18
P18-00562	Versare Solutions, LLC	VCI: Prod./Managerial Design	Medea Creek Middle School	010	1,370.66
P18-00563	Wenger Corporation	VCI: Prod./Managerial Design	Medea Creek Middle School	010	2,404.82
P18-00564	Joy Products of California Coa stal Enterprises	DON: PE Uniforms & Locks	Medea Creek Middle School	010	10,362.82
P18-00565	Precision Plumbing	Pro 18-16R - Drain Repairs - OHES	Business Administration	213	4,484.00
P18-00566	Natural Wonders Trees Inc	Remove Diseased Stone Pine and Laurel at DO	Business Administration	010	3,950.00
P18-00567	Natural Wonders Trees Inc	Remove Dead Pine at OPHS Tennis Court Slope	Business Administration	010	1,500.00
P18-00568	Taft Electric Company	Troubleshoot Solar Array at OPUSD	Business Administration	010	369.00
P18-00569	Houghton Mifflin Harcourt	2018/19 SpEd Protocol Orders - MCMS	District-wide	010	413.50
P18-00570	Pro-Ed	2018/19 - SpEd Protocol Orders - MCMS	District-wide	010	73.87
P18-00571	Pro-Ed	2018/19 - SpEd Speech Protocols	District-wide	010	130.15
P18-00572	Western Psychological Services	2018/19 - Speech Protocols	District-wide	010	405.69
P18-00573	PEARSON ASSESSMENTS ORDER PROCESSING	2018/19 - SpEd Speech Protocols	District-wide	010	507.69
P18-00574	Houghton Mifflin Harcourt	2018/19 - SpEd Protocols - OPHS	District-wide	010	203.74
P18-00575	Pro-Ed	2018/19 - SpEd Protocols Order - OPHS	District-wide	010	143.05
P18-00576	PEARSON ASSESSMENTS ORDER PROC ESSING	2018/19 - SpEd Protocols - ELEMENTARY	District-wide	010	240.48
P18-00577	Pro-Ed	2018/19 - SpEd Protocols - ELEMENTARY	District-wide	010	140.70
P18-00578	WILSON LANGUAGE TRAINING CORP	2018/19 - SpEd Protocols - ELEMENTARY	District-wide	010	466.66
P18-00579	Houghton Mifflin Harcourt	2018/19 - SpEd Protocols - ELEMENTARY	District-wide	010	308.62

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

ESCAPE ONLINE

Page 2

## Includes Purchase Orders dated 04/01/2018 - 04/30/2018

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P18-00580	Pro-Ed	2018/19 - SpEd Protocols - PSYCHS	District-wide	010	406.86
P18-00581	VCOE	Alternative Ed Summit	Oak View High School	010	210.00
P18-00582	Multi-Health Systems Inc,	2018/19 - SpEd Protocols - Psychs	District-wide	010	717.57
P18-00583	Houghton Mifflin Harcourt	2018/19 SpEd Protocols - Psychs	District-wide	010	562.40
P18-00584	Psychological Assessment Resources, Inc	2018/19 SpEd Protocols (Psychs)	District-wide	010	62.14
P18-00585	PEARSON ASSESSMENTS ORDER PROCESSING	2018/19 SpEd Protocols - Psychs	District-wide	010	1,076.12
P18-00586	Aseba	2018/19 - SpEd Protocols / psychs	District-wide	010	386.93
P18-00587	Western Psychological Services	2018/19 SpEd Protocols - psychs	District-wide	010	760.43
P18-00588	Southwinds Transportation	Parent funded field trip--4th SB Mission	Red Oak Elementary School	010	1,828.05
P18-00589	Santa Barbara Zoo	Parent funded field trip--2nd gr. SB	Red Oak Elementary School	010	1,284.00
P18-00590	Main Street Tours	Parent funded field trip--1st LA Zoo	Red Oak Elementary School	010	3,375.00
P18-00591	Taft Electric Company	Pro 18-17F - DW Exterior Lighting Upgrade - DO	Business Administration	010	21,603.00
P18-00592	Taft Electric Company	Pro 18-17F - DW Exterior Lighting Upgrade - BSES	Business Administration	010	3,573.00
P18-00593	Taft Electric Company	Pro 18-17F - DW Exterior Lighting Upgrade - ROES	Business Administration	010	17,381.00
P18-00594	Taft Electric Company	Pro 18-17F - DW Exterior Lighting Upgrade - MCMS	Business Administration	010	7,435.00
P18-00595	VCOE	Instruction/Oth Supp/Lott	Oak Park High School	010	500.00
P18-00596	Natural Wonders Trees Inc	Remove Diseased Palm + Pepper Tree at OPHS	Business Administration	010	4,690.00
P18-00597	AML Global American Language Services	SpEd - IEP Interpretation services - Malayalam	District-wide	010	525.14
P18-00598	Casa Pacifica	SpEd - non-public school educational services	District-wide	010	6,420.00
P18-00599	Pro-Ed	2018/19 - SpEd / OT protocols	District-wide	010	294.30
P18-00600	Western Psychological Services	2018/19 - SpEd / OT Protocols	District-wide	010	131.32
P18-00601	Flaghouse, Inc.	2018/19 - SpEd OT Room Supplies	District-wide	010	58.63
P18-00602	Learning Without Tears	2018/19 - SpEd OT Room Supplies	District-wide	010	174.30
P18-00603	Zaner-Bloser	2018/19 - SpEd OT protocols order	District-wide	010	25.20
P18-00604	Gail Baltaxe	2017/18 - Hearing Screening services	District-wide	010	3,600.00
P18-00605	Lightning Brothers Construction	PFA: Backpack Hooks	Medea Creek Middle School	010	1,737.45

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

ESCAPE ONLINE

Page 3



## Includes Purchase Orders dated 04/01/2018 - 04/30/2018

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P18-00606	Hedron Data LLC dba Asbuilt Services	Pro 18-19S - Modernize Admin & Facilities	Business Administration	211	7,990.00
P18-00607	Taft Electric Company	Pro 18-17F - DW Exterior Lighting Upgrade - OPHS	Business Administration	010	7,765.00
P18-00608	Taft Electric Company	Pro 18-17F - Tennis Court LED Retrofit - OPHS	Business Administration	010	52,399.00
P18-00609	Taft Electric Company	Pro 18-17F - Basketball LED Change-out - OPHS	Business Administration	010	22,147.00
P18-00610	Fisher Science Education	PFA/Mat & supp	Oak Park High School	010	1,490.43
P18-00611	Southwest School Supply	Pro S750 Next Generation Classroom	Business Administration	211	1,862.93
P18-00612	Southwest School Supply	Veriflex Mobile File Cart w/Drawers Keiths Office	Business Administration	211	107.99
P18-00613	Dale Scott & Company	2016-17 Continuing Disclosure Annual GOB	Business Administration	212	2,710.00
				213	2,710.00
P18-00614	H & M Gopher Control	PERC Pressurized Control System	Business Administration	010	10,733.26
P18-00615	Southwest School Supply	Furniture for Extended Care Admin Office	Extended Care Program	120	1,693.48
P18-00616	Santa Barbara Zoo	Donation 2nd grade field trip	Brookside School	010	1,145.00
P18-00617	PEARSON ASSESSMENTS ORDER PROCESSING	2018/19 - SpEd Protocols - Psychs	District-wide	010	3,180.99
P18-00618	Western Psychological Services	2018/19 - SpEd Protocols / Psychs	District-wide	010	613.22
P18-00619	Aseba	2018/19 - SpEd Protocols / Psychs	District-wide	010	316.58
P18-00620	Wildlife Experience	Donation - 1st grade assembly	Brookside School	010	275.00
P18-00621	Pierres Welding & Maint.	Pro 18-23S - Safety Rail Repair at OPHS Stadium	Business Administration	211	3,650.00
P18-00622	Victory Tailgate LLC	Games for students from attendance money	Home Independent Study Program	010	1,000.74
P18-00623	Pacificom	Pro 18-22S - DW PA System Upgrade - BES	Business Administration	211	1,286.10
P18-00624	Pacificom	Pro 18-22S - DW PA System Upgrade - OHES	Business Administration	211	1,779.15
P18-00625	Pacificom	Pro 18-22S - DW PA System Upgrade - ROES	Business Administration	211	487.69
P18-00626	Pacificom	Pro 18-22S - DW PA System Upgrade - MCMS	Business Administration	211	5,427.63
P18-00627	Pacificom	Pro 18-22S - DW PA System Upgrade - OPHS	Business Administration	211	5,688.75
P18-00628	JAMF	JAMF Casper Suite iOS licenses for new iPads	Technology Coordinator	010	2,988.00
P18-00629	Uline	PFA: Hexagonal Tables	Medea Creek Middle School	010	5,374.31
T18-00038	Compuwave Inc.	Printer/VCI/Architecture	Oak Park High School	010	3,586.44
T18-00039	Alpha Solutions Inc	SMARTboard relocation at OPIS from R4 to R5	Technology Coordinator	010	500.00
Total Number of POs			103	Total	2,062,499.89

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

ESCAPE ONLINE

Page 4

Includes Purchase Orders dated 04/01/2018 - 04/30/2018

**Fund Recap**

<b>Fund</b>	<b>Description</b>	<b>PO Count</b>	<b>Amount</b>
010	General Fund	75	505,898.00
120	Child Development Fund	1	1,693.48
211	Measure S Facilities & Tech	19	1,419,006.87
212	Measure C6 Technology Bond Fun	3	29,578.95
213	Measure R FACILITIES Bond Fund	6	106,322.59
		<b>Total</b>	<b>2,062,499.89</b>

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

ESCAPE ONLINE

Page 5

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MAY 17, 2018**  
**SUBJECT: B.1.d. APPROVE OUT OF STATE TRIP FOR OAK PARK HIGH SCHOOL ODYSSEY OF THE MIND TEAM - MAY 23-26, 2018**

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**CONSENT**

**ISSUE:** Shall the Board of Education approve the Oak Park High School Odyssey of the Mind Team to attend the World Competition in Ames, Iowa?

**BACKGROUND:** Dr. Jay Greenlinger, Director of Curriculum and Instruction, requests approval for Oak Park High School Odyssey of the Mind Team to travel out of state for the World competition in Iowa. The team comprised of 5 students and two approved volunteer female and male parent coaches will fly out on May 23<sup>rd</sup> and return on May 26<sup>th</sup>. The cost to attend the trip for the students and chaperones is \$700. The rest is being covered by Oak Park Education Foundation, Oak Park High School PFA and the Oak Park Unified School District.

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

**RECOMMENDATION:** Alternative #1.

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MAY 17, 2018**  
**SUBJECT: B.1.e. APPROVE OUT OF STATE TRAVEL FOR  
CERTIFICATED/CLASSIFIED EMPLOYEES TO ATTEND THE  
NAREA SUMMER CONFERENCE, IN BOSTON, MA – June 28-30,  
2018**

CONSENT

**ISSUE:** Shall the Board of Education approve the out of state travel for the Oak Park certificated/classified employees to attend the NAREA (North American Reggio Emilia Alliance) Summer Conference?

**STATEMENT:** According to Board Policy 3350, the Board of Education must approve out of state travel for certificated and classified employees.  
Lisa Strumwasser, Lynette Hiday, Amy Ballen, Sherri Cohen, Grace Jerrems, Sarah Somer, and Kim Gregorchuk will be attending the NAREA Summer Conference, June 28th – June 30th, 2018. Because of the unique Reggio Emilia model used in the OP Preschool, professional learning opportunities within the United States are rare. This conference will bring international presenters and expertise to our preschool staff.

**ALTERNATIVES:** 1. Approve the out of state travel for employees to attend the NAREA Summer Conference, in Boston, MA  
2. Do not approve the out of state travel for employees to attend the NAREA Summer Conference in Boston, MA.

**RECOMMENDATION:** Alternative No. 1

Respectfully submitted,

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

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MAY 17, 2018**  
**SUBJECT: B.1.f. ACCEPT 2017-18 SECOND PERIOD ATTENDANCE REPORT**

CONSENT

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

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

**RECOMMENDATION:** None - 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

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

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

## Certification

County: Ventura

Fiscal Year: 2017-18

District: Oak Park Unified

P-2

CDS CODE 56 73874

B436E971

### Attendance School District

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

School District Superintendent: \_\_\_\_\_

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



4/19/18

County Superintendent of Schools: \_\_\_\_\_

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

Any inquiries concerning this report should be directed to:

CONTACT NAME Byron Jones

PHONE (818) 735-3244 \* 0244

FAX

E-Mail bsjones@opusd.org

Attendance School District

County: Ventura

Fiscal Year: 2017-18

District: Oak Park Unified

P-2

CDS CODE 56 73874

Certificate Number: B436E971

Regular ADA		TK/K-3	Grades 4-6	Grades 7-8	Grades 9-12	Total
Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	A-1	1,031.96	953.69	755.29	1,665.17	4,406.11
Extended Year Special Education [EC 56345 (b)(3)] (Divisor 175)	A-2	1.13	0.43	0.27	0.50	2.33
Special Education - Nonpublic, Nonsectarian Schools [EC 56366 (a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions	A-3	0.43	0.15	0.91	0.48	1.97
Extended Year Special Education - Nonpublic, Nonsectarian Schools [EC 56366 (a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions (Divisor 175)	A-4	0.11	0.06	0.13	0.13	0.43
Community Day School [EC 48660] (Divisor 70/135/180)	A-5	0.00	0.00	0.00	0.00	0.00
<b>ADA Totals (Sum of A-1 through A-5)</b>	<b>A-6</b>	<b>1,033.63</b>	<b>954.33</b>	<b>756.60</b>	<b>1,666.28</b>	<b>4,410.84</b>
<b>Other</b>						
Full-Time Traditional Independent Study ADA, pursuant to EC 51747, included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-1	4.15	21.28	34.88	138.05	198.36
Full-Time Traditional Independent Study ADA not eligible for general funding, pursuant to EC 51745.6, and not included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-2	0.00	0.00	0.00	0.00	0.00

Attendance School District

County: Ventura

Fiscal Year: 2017-18

District: Oak Park Unified

P-2

CDS CODE 56 73874

Certificate Number: B436E971

Course Based Independent Study ADA, pursuant to EC 51749.5, included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-3	0.00	0.00	0.00	0.00	0.00
Course Based Independent Study ADA not eligible for general funding, pursuant to EC 51745.6, and not included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-4	0.00	0.00	0.00	0.00	0.00
ADA for Students in Transitional Kindergarten pursuant to EC 46300 included in Section A (Lines A-1 through A-5, TK/K-3 Column, First Year ADA Only)	B-5	68.19				68.19
ADA for Students in Continuation Education included in Section A (Line A-1, Grades 9-12 Column)	B-6				30.17	30.17
ADA for Students in Opportunity Classes included in Section A (Line A-1, Total Column)	B-7					0.00



Attendance School District

County: Ventura

Fiscal Year: 2017-18

District: Oak Park Unified

P-2

CDS CODE 56 73874

Certificate Number: B436E971

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

Attendance School District

County: Ventura

Fiscal Year: 2017-18

District: Oak Park Unified

P-2

CDS CODE 56 73874

Certificate Number: B436E971

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

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

## Certification

County: Ventura

Fiscal Year: 2017-18

District: Oak Park Unified

P-2

CDS CODE 56 73874

B23579A3

## Class Size Penalties

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

School District Superintendent:



Date:

4/19/18

County Superintendent of Schools:

Date:

Any inquiries concerning this report should be directed to:

CONTACT NAME Byron Jones

PHONE (818) 735-3244 \* 0244

FAX

E-Mail bsjones@opusd.org

Class Size Penalties

County: Ventura

Fiscal Year: 2017-18

District: Oak Park Unified

P-2

CDS CODE 56 73874

Certificate Number: B23579A3

Kindergarten

Classes Maintained for the Full Second Period

A-1	A-2	A-3	A-4	A-5
23	1	23	33	0
24	4	96	132	0
25	5	125	165	0
26	1	26	33	0
27	1	27	33	0
Total	12	297	396	

Grades 1-3

Classes Maintained for the Full Second Period

C-1	C-2	C-3	C-4	C-5
23	1	23	30	0
24	2	48	60	0
25	14	350	420	0
26	8	208	240	0
27	4	108	120	0
29	1	29	30	0
Total	30	766	900	

Kindergarten

Classes Maintained for Less than the Full Second Period

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

Grades 1-3

Classes Maintained for Less than the Full Second Period

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

Kindergarten Excess Enrollment Calculation

E-1: Total Classes (A-2 + B-2)	12
E-2: Total Pupils Enrolled (A-3 + B-3)	297
E-3: Average Number of Pupils per Class (E-2 / E-1)	24.8
E-4: Total Excess Enrollment (A-5 + B-7)	0

Grades 1-3 Excess Enrollment Calculation

E-5: Total Classes (C-2 + D-2)	30
E-6: Total Pupils Enrolled (C-3 + D-3)	766
E-7: Average Number of Pupils per Class (E-6 / E-5)	25.5
E-8: Total Excess Enrollment (C-5 + D-7)	0

# Class Size Penalties

County: Ventura

Fiscal Year: 2017-18

District: Oak Park Unified

P-2

CDS CODE 56 73874

Certificate Number: B23579A3

## Grades 4-8 Average Enrollment Calculation

F-1: Total Number of Pupils Enrolled	1,751
F-2: Total Number of Full Time Equivalent Classroom Teachers	70.6
F-3: Average Number of Pupils Enrolled Per Full-Time Equivalent Classroom Teacher (F-1 / F-2)	24.8

## Kindergarten Full Second Period

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

## Kindergarten Less Than Full Second Period

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

## Grades 1-3 Full Second Period

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

## Grades 1-3 Less Than Full Second Period

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

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MAY 17, 2018**

**SUBJECT: B.1.g. APPROVE DESIGNATION OF THE 2018-2019 DISTRICT/  
SCHOOL REPRESENTATIVES TO CALIFORNIA  
INTERSCHOLASTIC FEDERATION LEAGUES**

CONSENT

**ISSUE:** Shall the Board of Education appoint a representative and alternates for Oak Park High School to the California Interscholastic Federation (CIF) Leagues for the 2018-2019 school year?

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

**ALTERNATIVES:**

1. Approve appointment of Tim Chevalier and Dick Billingsly as representatives for Oak Park High School to California Interscholastic Federation (CIF) Leagues for the 2018-2019 school year.
2. Do not approve appointment of Tim Chevalier and Dick Billingsly as representative for Oak Park High School to California Interscholastic Federation (CIF) Leagues for the 2018-2019 school year.
3. Board of Education can approve appointment of an alternative representative of their choice.

**RECOMMENDATION:** Alternative #1.

Respectfully submitted,

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

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

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



TO: SUPERINTENDENT OF PUBLIC SCHOOLS  
PRINCIPAL OF PRIVATE SCHOOLS

FROM: ROGER L. BLAKE

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

DATE: APRIL 19, 2018

Enclosed is a form upon which to record your district and/or school representatives to leagues for **next year, 2018-2019**. It is a form sent every year to you in order to obtain the names of league representatives to every league in the state and to make sure that the league representatives are designated by school district or school governing boards. **It is a legal requirement that league representatives be so designated.**

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

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

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

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

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

**Please return the enclosed form no later than June 29, 2018 directly to your CIF Section Office. Addresses of each section are listed on the back of the form.** Please contact us if we can give you further information.

**2018-2019 Designation of CIF Representatives to League**

Please complete the form below for each school under your jurisdiction and **RETURN TO THE CIF SECTION OFFICE (ADDRESSES ON REVERSE SIDE) no later than June 29, 2018.**

Oak Park Unified School District/Governing Board at its May 17, 2018 meeting,  
(Name of school district/governing board) (Date)  
appointed the following individual(s) to serve for the 2018-2019 school year as the school's league representative:

**PHOTOCOPY THIS FORM TO LIST ADDITIONAL SCHOOL REPRESENTATIVES**

NAME OF SCHOOL Oak Park High School  
NAME OF REPRESENTATIVE Tim Chevalier POSITION Athletic Director  
ADDRESS 899 N. Kanan Road CITY Oak Park ZIP 91377  
PHONE 818-735-3300 FAX 818-707-7970 E-MAIL tchevalier@opusd.org

\*\*\*\*\*

NAME OF SCHOOL Oak Park High School  
NAME OF REPRESENTATIVE Dick Billingsley POSITION Athletic Director  
ADDRESS 899 N. Kanan Road CITY Oak Park ZIP 91377  
PHONE 818-735-3300 FAX 818-707-7970 E-MAIL dbillingsley@opusd.org


\*\*\*\*\*

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

\*\*\*\*\*

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

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

Superintendent's or Principal's Name Anthony W. Knight Signature   
Address 5801 Conifer Street City Oak Park Zip 91377  
Phone 818-735-3206 Fax 818-879-0372

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



## **CIF SECTION OFFICES**

### **CIF CENTRAL SECTION**

Jim Crichlow, Commissioner  
P.O. Box 1567  
Porterville, CA 93258  
Phone: (559) 781-7586  
Fax: (559) 781-7033

### **CIF CENTRAL COAST SECTION**

Duane Morgan, Commissioner  
333 Piercy Road  
San Jose, CA 95138  
Phone: (408) 224-2994  
Fax: (408) 224-0476

### **CIF LOS ANGELES SECTION**

John Aguirre, Commissioner  
10660 White Oak Avenue, Suite 216  
Granada Hills, CA 91344  
Phone: (818) 767-0800  
Fax: (818) 767-0802

### **CIF NORTH COAST SECTION**

Gil Lemmon, Commissioner  
5 Crow Canyon Court, Suite 209  
San Ramon, CA 94583  
Phone: (925) 263-2110  
Fax: (925) 263-2120

### **CIF NORTHERN SECTION**

Elizabeth Kyle, Commissioner  
2241 St. George Lane, Suite 2  
Chico, CA 95926  
Phone: (530) 343-7285  
Fax: (530) 343-5619

### **CIF OAKLAND SECTION**

Alphonso Powell, Commissioner  
900 High Street  
Oakland, CA 94601  
Phone: (510) 434-2218  
Fax: (510) 434-3351

### **CIF SAC-JOQUIN SECTION**

Michael Garrison, Commissioner  
P.O. Box 289  
Lodi, CA 95241  
Phone: (209) 334-5900  
Fax: (209) 334-0300

### **CIF SAN DIEGO SECTION**

Jerry Schniepp, Commissioner  
3636 Camino Del Rio North #200  
San Diego, CA 92108  
Phone: (858) 292-8165  
Fax: (858) 292-1375

### **CIF SAN FRANCISCO SECTION**

Don Collins, Commissioner  
555 Portola Drive, Bungalow 2  
San Francisco, CA 94131  
Phone: (415) 920-5185  
Fax: (415) 920-5189

### **CIF SOUTHERN SECTION**

Rob Wigod, Commissioner  
10932 Pine Street  
Los Alamitos, CA 90720  
Phone: (562) 493-9500  
Fax: (562) 493-6266

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MAY 17, 2018**

**SUBJECT: B.1.h. APPROVE NOTICE OF COMPLETION, MEASURE R PROJECT 17-08R, GYMNASIUM FLOOR REPLACEMENT AT MEDEA CREEK MIDDLE SCHOOL**

CONSENT

**ISSUE:** Shall the Board approve a Notice of Completion for Measure R Project 17-08R, Gymnasium Floor Replacement at Medea Creek Middle School?

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

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

**ALTERNATIVES:**

1. Approve the Notice of Completion for Measure R Project 17-08R, Gymnasium Floor Replacement at Medea Creek Middle School, contracted with Geary Flooring, Inc. of El Cajon, California.
2. Do not approve the Notice of Completion.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted:

---

Anthony W. Knight, Ed.D.  
Superintendent

---

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

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

Notice of Completion

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

Description: Medea Creek Middle School, 1002 Doubletree Road, Oak Park, CA 91377

That on or about April 18, 2017 the said Oak Park Unified School District of Ventura County entered into a contract with Geary Flooring, Inc. of El Cajon, California, for Measure R Project 17-08R, Gymnasium Floor Replacement at Medea Creek Middle School on certain real property hereinbefore described: that said building and improvements were actually completed on May 17, 2018: that the address of said Oak Park Unified School District is 5801 E. Conifer Street, Oak Park, CA 91377, Ventura County, California.

*OAK PARK UNIFIED SCHOOL DISTRICT*

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

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

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

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

STATE OF CALIFORNIA  
COUNTY OF VENTURA

Oak Park Unified School District

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

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

WITNESS my hand and official seal.

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

Oak Park Unified School  
Business and Administration Services

**PROJECT AND CONTRACT SUMMARY**

**NOTICE OF COMPLETION, PROJECT 17-08R, GYMNASIUM FLOOR REPLACEMENT AT  
MEDEA CREEK MIDDLE SCHOOL**

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**PROJECT NUMBER AND TITLE**

- **TITLE:** PROJECT 17-08R – Gymnasium Floor Replacement at Medea Creek Middle School
- **DESCRIPTION:**
  - Replace Gymnasium Flooring Surface Due to Extreme Wear & Tear Posed a Safety Hazard Issue
- **DATE: OF AUTHORIZATION:** April 18, 2017

**PROJECT BUDGET**

- **AMOUNT:** \$174,000 (Measure R)
  - **DATE OF AUTHORIZATION:** April 18, 2017
- 

**AWARD OF CONTRACT**

- **DATE OF BOARD AWARD:** April 18, 2017

**CONTRACTOR INFORMATION**

- **COMPANY NAME:** Geary Flooring Inc.
  - **LOCATION:** El Cajon, CA
- 

**CONTRACT AMOUNT**

- **ORIGINAL CONTRACT AMOUNT:** \$174,000

**CONTRACTORS CHANGE ORDERS**

- **NUMBER OF CHANGE ORDERS:** N/A
  - **TOTAL COST OF ALL CHANGE ORDERS:** 0
  - **REVISED CONTRACT AMOUNT:** N/A
- 

**NOTICE OF COMPLETION**

- **DATE OF APPROVAL:** May 17, 2018
- **FINAL CONTRACT AMOUNT:** \$174,000

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MAY 17, 2018**

**SUBJECT: B.1.i. APPROVE NOTICE OF COMPLETION FOR MEASURE S  
PROJECT 17-32S, SECURITY FENCING AT OAK PARK HIGH  
SCHOOL STADIUM (NORTH SIDE)**

CONSENT

**ISSUE:** Shall the Board approve a Notice of Completion for Measure S Project 17-32S, Security Fencing at Oak Park High School Stadium (North Side)?

**BACKGROUND:** On December 5, 2017, the Board of Education authorized the award of a contract for Measure S Project 17-32S, Security Fencing at Oak Park High School Stadium (North Side) to Fence Factory of Agoura Hills, California.

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

**ALTERNATIVES:**

1. Approve the Notice of Completion for Measure S Project 17-32S, Security Fencing at Oak Park High School Stadium (North Side), contracted with Fence Factory of Agoura Hills, California.
2. Do not approve the Notice of Completion.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted:

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

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

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

Notice of Completion

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

Description: Oak Park High School, 899 N. Kanan Road, Oak Park, CA 91377

That on or about December 5, 2017 the said Oak Park Unified School District of Ventura County entered into a contract with Fence Factory of Agoura Hills, California, for Measure S Project 17-32S, Security Fencing at Oak Park High School Stadium (North Side) on certain real property hereinbefore described: that said building and improvements were actually completed on May 17, 2018; that the address of said Oak Park Unified School District is 5801 E. Conifer Street, Oak Park, CA 91377, Ventura County, California.

*OAK PARK UNIFIED SCHOOL DISTRICT*

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

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

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

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

STATE OF CALIFORNIA  
COUNTY OF VENTURA

Oak Park Unified School District

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

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

WITNESS my hand and official seal.

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

## **PROJECT AND CONTRACT SUMMARY**

### **NOTICE OF COMPLETION, PROJECT 17-32S, SECURITY FENCING AT OAK PARK HIGH SCHOOL (NORTH SIDE)**

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#### **PROJECT NUMBER AND TITLE**

- **TITLE:** PROJECT 17-32S – Security Fencing at OPHS (North Side)
- **DESCRIPTION:**
  - Install Safety Fence Around the Oak Park High School Football Stadium
- **DATE: OF AUTHORIZATION:** December 5, 2017

#### **PROJECT BUDGET**

- **AMOUNT:** \$249,060 (Measure S)
  - **DATE OF AUTHORIZATION:** December 5, 2017
- 

#### **AWARD OF CONTRACT**

- **DATE OF BOARD AWARD:** December 5, 2017

#### **CONTRACTOR INFORMATION**

- **COMPANY NAME:** Fence Factory
  - **LOCATION:** Agoura Hills, CA
  - **CONTRACT AMOUNT:** \$122,162
- 

#### **CONTRACT AMOUNT**

- **ORIGINAL CONTRACT AMOUNT:** \$122,162

#### **CONTRACTORS CHANGE ORDERS**

- **NUMBER OF CHANGE ORDERS:** 1
  - **TOTAL COST OF ALL CHANGE ORDERS:** \$17,701
  - **REVISED CONTRACT AMOUNT:** \$139,863
- 

#### **NOTICE OF COMPLETION**

- **DATE OF APPROVAL:** May 17, 2018
- **FINAL CONTRACT AMOUNT:** \$139,863

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MAY 17, 2018**

**SUBJECT: B.1.j. APPROVE NOTICE OF COMPLETION, MEASURES S PROJECT 18-02S, GIRLS VARSITY SOFTBALL FIELD REPAIRS AND IMPROVEMENTS AT OAK PARK HIGH SCHOOL**

CONSENT

**ISSUE:** Shall the Board approve a Notice of Completion for Measures S Project 18-02S, Girls Varsity Softball Field Repairs and Improvements at Oak Park High School?

**BACKGROUND:** On February 20, 2018, the Board of Education authorized the award of a contract for Measures S Project 18-02S, Girls Varsity Softball Field Repairs and Improvements at Oak Park High School, to Fence Factory of Agoura Hills, California.

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

**ALTERNATIVES:**

1. Approve the Notice of Completion for Measures S Project 18-02S, Girls Varsity Softball Field Repairs and Improvements at Oak Park High School, contracted with Fence Factory of Agoura Hills, California.
2. Do not approve the Notice of Completion.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted:

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

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

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



Notice of Completion

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

Description: Oak Park High School, 899 N. Kanan Road, Oak Park, CA 9137

That on or about February 20, 2018 the said Oak Park Unified School District of Ventura County entered into a contract with Fence Factory of Agoura Hills, California, for Measures S Project 18-02S, Girls Varsity Softball Field Repairs and Improvements at Oak Park High School on certain real property hereinbefore described: that said building and improvements were actually completed on May 17, 2018: that the address of said Oak Park Unified School District is 5801 E. Conifer Street, Oak Park, CA 91377, Ventura County, California.

*OAK PARK UNIFIED SCHOOL DISTRICT*

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

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

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

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

STATE OF CALIFORNIA  
COUNTY OF VENTURA

Oak Park Unified School District

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

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

WITNESS my hand and official seal.

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

Oak Park Unified School  
Business and Administration Services

**PROJECT AND CONTRACT SUMMARY**

**NOTICE OF COMPLETION, PROJECT 18-02S, GIRLS VARSITY SOFTBALL FIELD  
REPAIRS AND IMPROVEMENTS AT OAK PARK HIGH SCHOOL**

---

**PROJECT NUMBER AND TITLE**

- **TITLE:** PROJECT 18-02S – Girls Varsity Softball Field Repairs and Improvements at OPHS
- **DESCRIPTION:**
  - Inspection Has Revealed Badly Deteriorated Backstop and Fencing Installation
  - Fencing Installation
  - Foul Ball Netting Facility
- **DATE: OF AUTHORIZATION:** February 20, 2018

**PROJECT BUDGET**

- **AMOUNT:** \$50,000 (Measure S)
  - **DATE OF AUTHORIZATION:** February 20, 2018
- 

**AWARD OF CONTRACT**

- **DATE OF BOARD AWARD:** February 20, 2018

**CONTRACTOR INFORMATION**

- **COMPANY NAME:** Fence Factory
  - **LOCATION:** Agoura Hills, CA
- 

**CONTRACT AMOUNT**

- **ORIGINAL CONTRACT AMOUNT:** \$42,856

**CONTRACTORS CHANGE ORDERS**

- **NUMBER OF CHANGE ORDERS:** N/A
  - **TOTAL COST OF ALL CHANGE ORDERS:** 0
  - **REVISED CONTRACT AMOUNT:** N/A
- 

**NOTICE OF COMPLETION**

- **DATE OF APPROVAL:** May 12, 2018
- **FINAL CONTRACT AMOUNT:** \$42,856

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MAY 17, 2018**

**SUBJECT: B.1.k. APPROVE NOTICE OF COMPLETION FOR MEASURE S PROJECT 18-03S, PARKING LOT FENCING AT MEDEA CREEK MIDDLE SCHOOL**

CONSENT

**ISSUE:** Shall the Board approve the Notice of Completion for Measure S Project 18-03S, Parking Lot Fencing at Medea Creek Middle School?

**BACKGROUND:** On January 16, 2018, the Board of Education authorized the award of a contract for Measure S Project 18-03S, Parking Lot Fencing at Medea Creek Middle School, to Carter Fence Company of North Hollywood, California.

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

**ALTERNATIVES:**

1. Approve the Notice of Completion for Measure S Project 18-03S, Parking Lot Fencing at Medea Creek Middle School, contracted with Carter Fence Company of North Hollywood, California.
2. Do not approve the Notice of Completion.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted:

---

Anthony W. Knight, Ed.D.  
Superintendent

---

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

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

Notice of Completion

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

Description: Medea Creek Middle School, 1002 Doubletree Road, Oak Park, CA 91377

That on or about December 5, 2017 the said Oak Park Unified School District of Ventura County entered into a contract with Carter Fence Company of North Hollywood, California, for Measure S Project 18-03S, Parking Lot Fencing at Medea Creek Middle School on certain real property hereinbefore described: that said building and improvements were actually completed on May 17, 2018: that the address of said Oak Park Unified School District is 5801 E. Conifer Street, Oak Park, CA 91377, Ventura County, California.

*OAK PARK UNIFIED SCHOOL DISTRICT*

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

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

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

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

STATE OF CALIFORNIA  
COUNTY OF VENTURA

Oak Park Unified School District

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

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

WITNESS my hand and official seal.

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

Oak Park Unified School  
Business and Administration Services

**PROJECT AND CONTRACT SUMMARY**

**NOTICE OF COMPLETION, PROJECT 18-03S, PARKING LOT FENCING AT MEDEA CREEK MIDDLE SCHOOL**

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**PROJECT NUMBER AND TITLE**

- **TITLE:** PROJECT 18-03S – Parking Lot Fencing at MCMS
- **DESCRIPTION:**
  - Replace the Fence Along the Perimeter of the Parking Lot That is Badly Deteriorated Which Posed a Safety Hazard Risk
- **DATE OF AUTHORIZATION:** January 16, 2018

**PROJECT BUDGET**

- **AMOUNT:** \$30,000 (Measure S)
  - **DATE OF AUTHORIZATION:** January 16, 2018
- 

**AWARD OF CONTRACT**

- **DATE OF BOARD AWARD:** January 16, 2018

**CONTRACTOR INFORMATION**

- **COMPANY NAME:** Carter Fence Company, INC
  - **LOCATION:** North Hollywood, CA
- 

**CONTRACT AMOUNT**

- **ORIGINAL CONTRACT AMOUNT:** \$28,650

**CONTRACTORS CHANGE ORDERS**

- **NUMBER OF CHANGE ORDERS:** 1
  - **TOTAL COST OF ALL CHANGE ORDERS:** \$13,980
  - **REVISED CONTRACT AMOUNT:** \$42,630
- 

**NOTICE OF COMPLETION**

- **DATE OF APPROVAL:** May 17, 2018
- **FINAL CONTRACT AMOUNT:** \$42,630

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MAY 17, 2018**  
**SUBJECT: B.1.1. APPROVE NOTICE OF COMPLETION, PROJECT 18-10R,  
GIRLS JUNIOR VARSITY SOFTBALL FIELD IMPROVEMENTS AT  
OAK PARK HIGH SCHOOL**

CONSENT

**ISSUE:** Shall the Board approve the Notice of Completion for Project 18-10R, Girls Junior Varsity Softball Field Improvements at Oak Park High School?

**BACKGROUND:** On February 20, 2018, the Board of Education authorized the award of contracts for Project 18-10R, Girls Junior Varsity Softball Field Improvements at Oak Park High School, to Carter Fence Company of North Hollywood, California, Sports Facilities Group of Riverside, California, and Turf Team of Calabasas, California.

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

**ALTERNATIVES:**

1. Approve the Notice of Completion for Project 18-10R, Girls Junior Varsity Softball Field Improvements at Oak Park High School, contracted with Carter Fence Company of North Hollywood California, Sports Facilities Group of Riverside, California, and Turf Team of Calabasas, California.
2. Do not approve the Notice of Completion.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted:

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

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

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

Notice of Completion

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

Description: Oak Park High School, 899 N. Kanan Road, Oak Park, CA 91377

That on or about February 20, 2018 the said Oak Park Unified School District of Ventura County entered into contracts with Carter Fence Company of North Hollywood California, Sports Facilities Group of Riverside, California, and Turf Team of Calabasas, California for Project 18-10R, Girls Junior Varsity Softball Field Improvements at Oak Park High School on certain real property hereinbefore described: that said building and improvements were actually completed on May 17, 2018; that the address of said Oak Park Unified School District is 5801 E. Conifer Street, Oak Park, CA 91377, Ventura County, California.

*OAK PARK UNIFIED SCHOOL DISTRICT*

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

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

Anthony W. Knight, Ed.D., Superintendent

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

STATE OF CALIFORNIA  
COUNTY OF VENTURA

Oak Park Unified School District

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

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

WITNESS my hand and official seal.

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

Oak Park Unified School  
Business and Administration Services

## **PROJECT AND CONTRACT SUMMARY**

### **NOTICE OF COMPLETION, PROJECT 18-10R, GIRLS JUNIOR VARSITY SOFTBALL FIELD IMPROVEMENT AT OAK PARK HIGH SCHOOL**

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#### **PROJECT NUMBER AND TITLE**

- **TITLE:** PROJECT 18-10R – Girls Junior Varsity Softball Field Improvement at OPHS
- **DESCRIPTION:**
  - Install Overhead Net System with 2-Dugout Fence Enclosures
  - Furnish & Install Bleachers
  - Improvements to Grading & Installation
- **DATE: OF AUTHORIZATION:** February 20, 2018

#### **PROJECT BUDGET**

- **AMOUNT:** \$100,000 (Measure R)
  - **DATE OF AUTHORIZATION:** February 20, 2018
- 

#### **AWARD OF CONTRACT**

- **DATE OF BOARD AWARD:** February 20, 2018

#### **CONTRACTOR INFORMATION**

- **COMPANY NAME:** Carter Fence Company
  - **LOCATION:** North Hollywood, CA
  - **CONTRACT AMOUNT:** \$29,940
  
  - **COMPANY NAME:** Sports Facilities Group
  - **LOCATION:** Riverside, CA
  - **CONTRACT AMOUNT:** \$14,268
  
  - **COMPANY NAME:** Turf Team
  - **LOCATION:** Calabasas, CA
  - **CONTRACT AMOUNT:** \$22,400
- 

#### **CONTRACT AMOUNT**

- **ORIGINAL CONTRACT AMOUNT:** \$66,608



## **CONTRACTORS CHANGE ORDERS**

- **NUMBER OF CHANGE ORDERS:** N/A
  - **TOTAL COST OF ALL CHANGE ORDERS:** 0
  - **REVISED CONTRACT AMOUNT:** N/A
- 

## **NOTICE OF COMPLETION**

- **DATE OF APPROVAL:** May 17, 2018
- **FINAL CONTRACT AMOUNT:** \$66,608
  - Carter Fence: \$29,940
  - Sports Facilities Group, Inc.: \$14,268
  - Turf Team: \$22,400

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MAY 17, 2018**

**SUBJECT: B.1.m. APPROVE CONTRACT FOR NON-PUBLIC SCHOOL  
PLACEMENT AND SERVICES FOR SPECIAL  
EDUCATION STUDENT #9-17/18 - \$7,603.25**

**CONSENT**

---

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

**BACKGROUND:** The residential placement for this nine-year-old, third grade student was recently changed by the IEP team to Devereux Victoria Children's Program. Devereux Victoria is certified by the state as a residential placement and has a certified non-public school on-site. The cost for room and board (\$13,934.94) and mental health services (\$5,149.66) will be reimbursed by the SELPA. OPUSD will be responsible for the costs for basic special education services of the non-public school. The estimated cost of these special education services for the remainder of the 2017-2018 school year is \$7,603.25.

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

**RECOMMENDATION:** Alternative #1

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

Respectfully Submitted

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

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

This agreement is effective on April 18, 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 June 30, 2018, unless sooner terminated as provided in the Master Contract and by applicable law.

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

Nonpublic School/Agency	Devereux Victoria Children's Program #9-17/18		
Address			
City, State, Zip			
IEP Coordinator Name			
Phone	281 316 5433	Fax	281 316 5433
E-Mail			
Program Administrator Name	Penny Milner, Contracts Manage		
Phone		Fax	
E-Mail			
Education Schedule – Regular School Year			
Number of Days	23	Number of Weeks	
Education Schedule – Extended School Year			
Number of Days	20	Number of Weeks	
Contract Begins	April 18, 2018	Ends	June 30, 2018

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

SERVICES	PROVIDER			Cost and Duration of Session	Number of Sessions per wk/mo/yr	Maximum Number of Days or Sessions		Estimated Maximum Total Cost for Contracted Period
	NPS	NPA	OTHER Specify			Reg School Year	ESY	
A. BASIC EDUCATION <i>Positive attendance only</i>				176.82		23	20	\$7,603.26
B. RELATED SERVICES								
1. Mental Health Support				69.59		74		\$5,149.66
2. Room and Board				188.31		74		\$13,934.94
3. Speech/Language a. Group b. Individual c. Consultation								



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MAY 17, 2018**  
**SUBJECT: B.1.n. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL  
FUTURE BUSINESS LEADERS OF AMERICA, SACRAMENTO, CA  
- June 22-23, 2018**

---

**CONSENT**

**ISSUE:** Shall the Board approve an overnight field trip for the OPHS FBLA Leadership Summit?

**BACKGROUND:** Principal, Kevin Buchanan, requests approval for the FBLA club officers to attend the Summit Meeting in Sacramento, June 22-23, 2018. Arrangements and cost for air travel, hotel, shuttle and food etc. are being handled by FBLA. There will be 3 students and 1 advisor attending. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved Field Trip Planning Guide/Checklist have been met.

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

**RECOMMENDATION:** Alternative #1.

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MAY 17, 2018**  
**SUBJECT: B.1.o. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL CROSS COUNTRY TEAM TO MAMMOTH LAKES – JULY 22-27, 2018**

CONSENT

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

**BACKGROUND:** Principal, Kevin Buchanan, requests approval for this teambuilding trip scheduled for July 22-27, 2018 at Mammoth Lakes, CA. Approximately 75 athletes, 5 OPHS coaches and 15 adult chaperones will travel by district approved drivers in district and private vehicles. They will depart on Sunday, July 22 at 7 a.m. and return by 5 p.m. on Friday, July 27. Team and chaperones will stay at the Mammoth Mountain Inn. Students will pay approximately \$450 to cover the cost of meals, transportation and lodging. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved Field Trip Planning Guide/Checklist have been met.

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

**RECOMMENDATION:** Alternative #1.

Prepared by: Geri Sterling  
Certified by: Kevin Buchanan

Respectfully submitted,

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

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MAY 17, 2018**  
**SUBJECT: B.1.p. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL CHEER TEAM, GARDEN GROVE, CA - JULY 24-27, 2018**

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**CONSENT**

**ISSUE:** Shall the Board approve an overnight trip for the OPHS Cheerleading team?

**BACKGROUND:** Principal, Kevin Buchanan, requests approval for the NCA cheer camp scheduled for July 24-27, 2018 at Great Wolf Lodge Resort in Garden Grove, CA. Approximately 35 athletes, the head & assistant coaches, and 3-5 parent volunteer chaperones will travel by either bus or district approved parent drivers in private vehicles. They will depart from the high school at 7:30 a.m. on July 24 and return the evening of July 27. They will stay at the Great Wolf Lodge Resort. Athletes will pay approximately \$500 to cover the cost of camp, meals, transportation, materials and lodging. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved Field Trip Planning Guide/Checklist have been met.

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

**RECOMMENDATION:** Alternative #1.

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: May 17, 2018**  
**SUBJECT: B.1.q. APPROVE OVERNIGHT TRIP FOR: OAK PARK HIGH SCHOOL ASB TO PACIFIC PALISADES – AUGUST 4-5, 2018**

CONSENT

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

**BACKGROUND:** Principal, Kevin Buchanan, requests approval for this retreat scheduled for August 4-5, 2018 at Temescal Canyon in Pacific Palisades, CA. Approximately 34 ASB student members, 1 OPHS Staff Advisors and 3 parent chaperones will travel by district approved drivers in district vehicles. They will depart the morning of Saturday, August 4 and return the afternoon of August 5. They will stay in the bungalows attached to the Temescal Canyon Center. Students will pay approximately \$100 to cover the cost of registration, meals, transportation and lodging. ASB funds will cover the remaining costs. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved Field Trip Planning Guide/Checklist have been met.

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

**RECOMMENDATION:** Alternative #1.

Prepared by: Geri Sterling  
Certified by: Kevin Buchanan

Respectfully submitted,

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

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

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



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MAY 17, 2018**  
**SUBJECT: B.1.r. APPROVE RENEWAL AGREEMENT WITH INTERQUEST DETECTION CANINES FOR SERVICES AT OAK PARK HIGH SCHOOL AND OAK VIEW HIGH SCHOOL**

CONSENT

**ISSUE:** Shall the Board of Education approve the renewal agreement with Interquest Detection Canines of Los Angeles, California, for services at Oak Park High School and Oak View High School for the 2018-19 school year?

**BACKGROUND:** Oak Park High School would like to renew the existing agreement with Interquest Detection Canines of Los Angeles, California, for canine detection services, including classrooms inspections, for the 2018-19 school year. The cost of these services is funded by the Oak Park High School Parent Faculty Association, who has included the anticipated expense in its annual budget. There is no change in cost from last year. The agreement is for 10 half visits at the rate of \$250 per visit. The Service agreement is included for the Board's review.

**ALTERNATIVES:**

1. Approve the renewal agreement with Interquest Detection Canines of Los Angeles, California, for services at Oak Park High School and Oak View High School for the 2018-19 school year.
2. Do not approve the renewal agreement with Interquest Detection Canines.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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

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

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

# INTERQUEST DETECTION CANINES®

*Putting man's best friend to work on one of man's worst problems*



April 29, 2018

Dr. Anthony Knight - Superintendent  
Oak Park Unified  
899 N. Kanan Road  
Oak Park, California 91377

## **NO RATE INCREASE**

Dear Dr. Knight,

We recognize it is that time of the year when many of you are currently considering your budgets for the upcoming school year. To this end, we have enclosed our service agreement for canine detection services for the upcoming school year. There have been no price increases.

We have included the recommended number of visits for the next year based on your current service levels or suggested levels. In the event your school would like increased coverage, please feel free to increase the number of visits accordingly on the agreement.

As always, we appreciate the continued opportunity to provide canine service to your school. You are part of a growing network of schools continuing to address the issue of safety and security through the use of canines on campus.

In the event you have a comment or we can answer any questions, please feel free to contact my office at (626) 284-6838

Sincerely,

A handwritten signature in cursive script that reads "Scott Edmonds".

Interquest Detection Canines  
Scott Edmonds-President

**West Coast Protection LLC**  
(DBA: Interquest Detection Canines)

Oak Park Unified School District  
(the District)

This shall serve as an agreement by and between Interquest Detection Canines and the District for substance awareness and detection services is for the period of September 2018 through June 2019.

It is understood that the District has established and communicated a policy clearly defining contraband as all drugs of abuse (in the broadest terms), alcoholic beverages, firearms and ammunition, prescription and over-the-counter medication, and that this policy has been disseminated to all campus locations. Violations are considered inimical to the welfare of students and contrary to the District's desire to foster an atmosphere conducive to safety and education.

INTERQUEST shall provide contraband inspection services utilizing non-aggressive contraband detection canines. Such inspections may be conducted on unannounced basis under the auspices and direction of the District administration with INTERQUEST acting as an contractors of the District while conducting such inspections. Communal areas, classrooms, lockers, gym areas, parking lots (automobiles), grounds, and other select areas as directed by District officials, shall be subject to inspection. Contraband detected on District property is the responsibility of the District.

**INTERQUEST policy precludes the use of detection canines to "sniff" individuals under any circumstances.**

INTERQUEST agrees to provide 10 Half DAY visits for the duration of the contract. The District may increase the total number of visits by notifying INTERQUEST in writing. Each visit will be \$250.00 visit. Multiple canine teams will be charged on a per team basis. INTERQUEST will invoice for service on a monthly basis at the conclusion of the service month. The District agrees to pay for services within thirty (30) days of receipt of such invoice.

Upon entering into this Agreement, DISTRICT shall provide INTERQUEST with a school calendar denoting inappropriate canine visit dates during the school year. The calendar will serve as an addendum to this Agreement. INTERQUEST will schedule visits based on available dates as reflected on the calendar. Service will not be scheduled until the calendar is received.

INTERQUEST is licensed and registered by the U.S. Department of Justice, Drug Enforcement Administration, and regional regulatory agencies as required. Detection canines are certified as reliable by the United States of America Detection Dog Association. All employees are registered with the Department of Justice in accordance with California Education Code requirements.

**INDEPENDENT CONTRATOR STATUS**

While performing its obligations under this agreement, INTERQUEST is an independent contractor and not an officer, employee or agent of the DISTRICT. INTERQUEST shall not at any time or in any manner represent that it or any of its officers, employees, or agents are employees of the DISTRICT.

**INDEMNIFICATION**

INTERQUEST agrees to indemnify, defend, and hold harmless the DISTRICT, its officers, agents, and employees from and against any and all liability, loss, damage, or expenses for claims for damages including but not limited to, bodily injury, death, personal injury or property damage, to the extent that such liability, loss damage or expense is directly and proximately caused by the negligence or wrongful acts of the INTERQUEST operations, or its services hereunder, including any workers' compensation suits, liability or expense, arising from or connected with services performed by or on behalf of INTERQUEST by any person pursuant to this agreement. INTERQUEST further agrees to pay on behalf of the DISTRICT any and all claims, damages, judgments, defense costs, adjuster fees and attorney fees directly resulting there from.




## INSURANCE

Without limiting INTERQUEST's indemnification of the DISTRICT, INTERQUEST shall provide and maintain at its own expense during the term of this agreement the following program(s) of insurance covering its operations hereunder. Such insurance shall be provided by insurer(s) satisfactory to the DISTRICT and evidence of such programs satisfactory to the DISTRICT shall be delivered to the DISTRICT on or before the effective date of this agreement. Such evidence shall specifically identify this agreement and shall contain express conditions that the DISTRICT is to be given written notice at least thirty (30) days in advance of any modifications or termination of any program of insurance.

- GENERAL LIABILITY – A program including, but not limited to, comprehensive general endorsed for contractual liability coverages, with a combined single limit of not less than \$4,000,000 per occurrence. Such insurance shall be primary to and not contributing with any other insurance maintained by the DISTRICT and shall name the DISTRICT, its officers, agents and employees as an Additional Insured.
- AUTOMOBILE LIABILITY – A program including, but not limited to, comprehensive automobile liability with a combined single limit of not less than \$1,000,000 per occurrence. Such insurance shall be primary to and not contributing with any other insurance maintained by the DISTRICT and shall name the DISTRICT, its officers, agents, and employees as Additional Insured.
- WORKERS' COMPENSATION – A program of workers' compensation insurance shall be in force and form to meet all applicable requirements of the Labor Code of the State of California and which specifically covers all persons providing services by or on behalf of INTERQUEST and all risks to such persons under this agreement.

Satisfactory evidence of the above required insurance programs shall be in the form of a Certificate of Insurance along with the appropriate policy endorsements affording Additional Insured Coverage.

## INTERQUEST DETECTION CANINES

  
\_\_\_\_\_  
Scott Edmonds

4/28/18

## FOR THE SCHOOL:

By \_\_\_\_\_

DATE: \_\_\_\_\_

***Please return one (1) copy of this Agreement and your District calendar in the enclosed envelope. Retain the other copy for school files.***

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MAY 17, 2018**

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

ACTION

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

**BACKGROUND:** A major provision of Bond Measures C6, R and S, and Parcel Tax Measure C, was the establishment of a citizen's oversight committee to monitor the use of monies expended from these sources. As required by its bylaws, the full membership of the Board-appointed committee met four times, with two subcommittees for Measure C6 and for Measure R each meeting on multiple occasions. On April 24, 2018, the full Committee met to complete its annual reports for Measures C, C6, R, and S. The written reports are included with this agenda, and it is anticipated that members of the Oak Park Citizens' Oversight Committee will present its reports at this evening's meeting.

**ALTERNATIVES:**

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

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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

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

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

# **Oak Park Citizens' Oversight Committee Annual Report on Measure C (Parcel Tax) for Fiscal Year Ending June 30, 2017**

## **Background**

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

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

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

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

## **Oversight Committee Purpose**

The Committee is charged with the following purposes:

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

The Oak Park Unified School District's Citizen's Oversight Committee met from September 2017 through April 2018. During this period, and within these parameters, the Committee performed its functions for the Fiscal Year ending June 30, 2017.

## **Annual Audits**

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

### **Committee Findings**

During its 2017-18 term, the Oak Park Unified School District's Citizens' Oversight Committee met on September 12, 2017, October 10, 2017, February 6, 2018, March 27, 2018. The measure R and C subcommittee met on October 30, 2017 and March 22, 2018 and April 24, 2018.

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

The Committee finds the District to be in compliance with the requirements of the Parcel Tax Resolution for the Fiscal Year ending June 30, 2017 (Fiscal Year 2017). The Committee's findings are as follows:

According to The Oak Park Unified School District, The District received \$872,412.78 in parcel tax funds for Fiscal Year 2017. The total cost of the 9.8 full time equivalent (FTE) teaching positions budgeted from the Measure C Parcel Tax was \$986,122.47, requiring a General Fund contribution of \$113,709.69 to meet the financial obligation. This provided for a total Parcel Tax "funds available" amount of \$986,122.47. Permissible expenditures totaled \$986,122.47, resulting in a June 30, 2017 ending balance of zero.

The funds expended for Fiscal Year 2017 are as follows:

**\$394,685.68** for elementary school teacher salaries and **\$117,452.78** for elementary school teacher benefits. This translated into **5.5** Full-Time-Equivalent (FTE) teachers. Average total salary and benefits per elementary FTE were **\$93,116.08**.

**\$166,032.00** for middle school teacher salaries and **\$51,593.02** for middle school teacher benefits. This translated into **2.2** Full-Time-Equivalent (FTE) teachers. Average total salary and benefits per middle school FTE were **\$98,920.46**.

**\$199,363.40** for high school teacher salaries and **\$56,995.59** for high school teacher benefits. This translated into **2.1** Full-Time-Equivalent (FTE) teachers. Average salary and benefits per high school FTE were **\$122,075.71**.

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

Reports related to the Citizens' Oversight Committee are within the website for the Oak Park Unified School District: [www.oakparkusd.org](http://www.oakparkusd.org).

Oak Park Citizens' Oversight Committee  
Annual Report on Measure C (Parcel Tax)  
for Fiscal Year Ending June 30, 2017  
Page 3

Respectfully submitted,  
OAK PARK CITIZENS' OVERSIGHT COMMITTEE  
Shary Trux, Committee Chair

**Citizens' Bond Oversight Committee Members**

**SHARY TRUX**

**DANIEL COHEN**

**ANDREW COOK**

**TY AVENDANO**

**AUDREY ISRAEL**

**PHILIP BYRNE**

**MARC SHAPIRO**

**GRANT MEIKLE**

**DURGA NAGA LAKSHMI KOSARAJU**

**ADAM FINDLEY**

**BING XU LIU**

**MICHAEL SCHNEIDER**



# **Oak Park Citizens' Oversight Committee**

## **2017 Measure C-6 Annual Report**

### **May, 2018**

#### **Background**

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

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

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

#### **Committee Purpose**

The Committee is charged by statute with the following purposes:

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

#### **Committee Jurisdiction and Authorized Activities**

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

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

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

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

It is within these parameters that the Committee performed its functions during the calendar year ended December 31, 2017.

### **Audits**

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

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

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

The annual fiscal audit of OPUSD Measure c6 bond expenditures for 2016 – 2017 ending June 30, 2017 was conducted by Christy White Accountancy Corporation (CWA), an independent auditing firm. The report is dated December 11, 2017. CWA tested approximately 7 payments totaling \$745,437 or 52% of the 2016-2017 expenditures for "validity, allowability and accuracy". CWA reported that they found the expenditures and transactions tested to be in compliance with the terms of the Measure c6 Ballot measure, facilities plan and applicable state laws and regulations without exception.

Special note: The Committee report includes expenditures from July 2016 through June 2017 (school fiscal year basis – subject of the independent auditor’s report). The Committee report also includes expenditures between July 2017 and January 2018 that have not as yet been audited. The 7 month period between July 2017 through January 2018 will be included in the Fiscal Year Ended June 30, 2018 independent audit report.

## **Committee Findings**

The Oak Park Unified School District's Citizens' Oversight Committee met on September 12, 2017, October 10, 2017, December 9, 2017 (tour), February 6, 2018, March 22, 2018, and April 24, 2018. The Measure C-6 Subcommittee independently met on October 30th, 2017 and on March 27, 2018. The Committee has reviewed the audits of C6 bond expenditures conducted by Christy White Associates for the Fiscal Year ended on June 30, 2017 as well as unaudited expenditures through January 31, 2018, as reported by District staff. This report and more information regarding the Citizens' Oversight Committee can be found on the Oak Park School District's website ([www.oakparkusd.org](http://www.oakparkusd.org)). C6 expenditures during the fiscal year ending June 30th, 2017 reporting period were \$1,444,171. Cumulative C6 bond expenditures from inception through December 31, 2017 total \$17,573,090.

The Committee finds and notes the following:

1. From January 1, 2017 to December 31, 2017 the Bond Proceeds appear to have been expended for the purposes set forth in Measure C6.
2. In their last two annual reports, both 2016 and 2017, the Committee has and continues to recommend the ***monitoring of the use of new technology purchases*** as an appropriate cost-saving measure. Specifically, it was noted that continued monitoring would enable the district to (A) Measure the effectiveness of C6 funds expended, and avoid the unnecessary-purchasing of new technology when existing technology is not fully utilized; (B) Better match the pace of new technology investments with the adoption of technology in the classroom; (C) Use data compiled from the existing on-line checkout system to guide future purchase decisions; and (D) Provide transparency related to the actual use of technology in the classroom, and ensure that technology is being used to supplement instruction and not replace it. For the benefit of the 2018 report, the Committee wishes to re-affirm these observations and recommendations.
3. The committee continues to recommend the enhancement of transparency where vendors selection is concerned, including an explanation of procurement methodology for all purchases.

Respectfully submitted,  
OAK PARK CITIZENS' OVERSIGHT COMMITTEE  
Shary Trux, Committee Chair  
Audrey Israel, Measure C6 Subcommittee Chair

## **Citizens' Bond Oversight Committee Members**

**SHARY TRUX**

**DANIEL COHEN**

**ANDREW COOK**

**TY AVENDANO**

**AUDREY ISRAEL**

**PHILIP BYRNE**

**MARC SHAPIRO**

**GRANT MEIKLE**

**DURGA NAGA LAKSHMI KOSARAJU**

**ADAM FINDLEY**

**BING XU LIU**

**MICHAEL SCHNEIDER**

OAK PARK BONDS ISSUED FOR MEASURE C6

Issued	September 2007 for 21 years			April 2009 for 25 years			October 2013 for 14 years			Cumulative			
	\$	5,011,136.80		\$	4,999,686.40		\$	3,655,000.00		\$	13,665,823.20	Prin+Int	% of Debt
	Principle	Interest	% of Debt	Principle	Interest	% of Debt	Principle	Interest	% of Debt	Principle	Interest		% of Debt
2007	-	-	-				-	-	-	-	-	-	-
2008	290,000	167,640	6%				-	-	-	290,000	167,640	457,640	2%
2009	280,000	191,600	6%	60,000	26,531	1%	-	-	-	340,000	218,131	558,131	2%
2010	260,000	180,400	6%	-	100,900	1%	-	-	-	260,000	281,300	541,300	2%
2011	250,000	170,000	6%		100,900	1%	-	-	-	250,000	270,900	520,900	2%
2012	300,000	160,625	6%		100,900	1%	-	-	-	300,000	261,525	561,525	2%
2013	280,000	148,625	6%	45,000	100,900	1%	-	-	-	325,000	249,525	574,525	2%
2014	285,000	137,425	6%	80,000	99,100	1%	-	113,180	2%	365,000	349,705	714,705	3%
2015	295,000	126,025	6%	115,000	95,900	2%	-	139,538	3%	410,000	361,463	771,463	3%
2016	305,000	114,225	6%	155,000	91,300	2%	-	139,538	3%	460,000	345,063	805,063	3%
2017	315,000	98,213	6%	200,000	85,100	2%	-	139,538	3%	515,000	322,850	837,850	3%
2018	320,000	81,675	5%	270,000	77,100	3%	-	139,538	3%	590,000	298,313	888,313	3%
2019	300,000	68,875	5%	295,000	66,300	3%	80,000	139,538	4%	675,000	274,713	949,713	4%
2020	100,000	56,875	2%	365,000	54,500	3%	335,000	137,138	9%	800,000	248,513	1,048,513	4%
2021	105,000	52,875	2%	325,000	38,250	3%	365,000	129,600	10%	795,000	220,725	1,015,725	4%
2022	110,000	48,675	2%	400,000	20,000	3%	415,000	115,000	10%	925,000	183,675	1,108,675	4%
2023	115,000	44,138	2%	192,038	247,962	3%	470,000	98,400	11%	777,038	390,500	1,167,538	4%
2024	120,000	39,394	2%	187,000	278,000	3%	520,000	79,600	12%	827,000	396,994	1,223,994	5%
2025	120,000	34,444	2%	181,290	306,710	4%	585,000	58,800	13%	886,290	401,954	1,288,244	5%
2026	120,000	29,494	2%	174,262	335,738	4%	655,000	35,400	13%	949,262	400,632	1,349,894	5%
2027	595,000	24,544	8%	168,760	366,239	4%	230,000	9,200	5%	993,760	399,983	1,393,743	5%
2028	146,137	433,863	8%	334,869	815,132	8%	-	-	-	481,005	1,248,995	1,730,000	7%
2029	-	-	-	324,627	880,373	9%	-	-	-	324,627	880,373	1,205,000	5%
2030	-	-	-	315,455	954,545	9%	-	-	-	315,455	954,545	1,270,000	5%
2031	-	-	-	304,783	1,025,217	10%	-	-	-	304,783	1,025,217	1,330,000	5%
2032	-	-	-	295,852	1,099,148	10%	-	-	-	295,852	1,099,148	1,395,000	5%
2033	-	-	-	210,751	1,249,249	11%	-	-	-	210,751	1,249,249	1,460,000	6%
Totals	5,011,137	2,409,629	7,420,765	4,999,686	8,617,994	13,617,680	3,655,000	1,474,005	5,129,005	13,665,823	12,501,628	26,167,451	100%

**Oak Park Citizens' Oversight  
Committee 2017 Measure R Annual  
Report  
May 2018**

**Summary**

- The District's auditor reported that the District spent \$1,080,492 of Measure R bond funds on facilities acquisition and maintenance during the *fiscal* year July 1, 2016 through June 30, 2017.
- The District's auditor found that the District's expenditures from, and accounting for, Measure R bond funds was in compliance with Generally Accepted Accounting Principles and the relevant statutes and regulations.
- The District reported to the Citizens' Oversight Committee that projected spending for Measure R bond funds on facilities acquisition and maintenance during *calendar* year 2017 was \$933,021.
- The Citizens' Oversight Committee finds that the District's expenditures from Measure R bond funds was in compliance with Measure R.
- The Citizens' Oversight Committee finds that the District delivered good value to the taxpayers with regard to the costs and benefits of the projects funded by Measure R bond funds.
- The Citizens' Oversight Committee finds that there were no irregularities regarding the bond monies (bond issuance, expenditures, audits).

**Background**

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

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

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

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

### **Committee Purpose**

The committee is charged by statute with the following purposes:

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

### **Committee Jurisdiction and Authorized Activities**

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

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

It is also important to note that the Committee does not perform certain functions such as: participate in the District's actual bond sale and issuance process nor participate in the bid process for contractors or consultants (Proposition 39 Roles and Responsibilities, III. I.). It is within these parameters that the Committee performed its functions during the period from August, 2017 through May, 2018.

### **Audits**

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

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

The annual audits of OPUSD Measure R bond expenditures for the fiscal year ended June 30, 2016 were conducted by Christy White Accountancy Corporation (CWA), an independent auditing firm. The report is dated December 11th, 2017. CWA tested approximately \$647,311 or 60% of the 2016-2017 expenditures included payments made to contractors, consultants and other vendors for "validity, allow-ability and accuracy". CWA reported that they found the expenditures and transactions tested to be in compliance with the terms of the Measure R Ballot measure, the facilities master plan, and applicable state laws and regulations without exception.

Additionally, CWA performed testing on contract and bid procedures. For the fiscal year ended June 30, 2017 there were no projects that went for bid for Bond Measure R.

Note that the Committee is reporting on calendar year 2017, of which only the period Jan 1, 2017–June 30, 2017 is addressed in the CWA audit reports. The Committee relied on unaudited district financial statements for the period July 1, 2017–December 31, 2017 in fulfilling its oversight obligations.

### **Committee Activities**

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

- The Oak Park Unified School District's Citizens' Oversight Committee met on September 12, 2017, October 10, 2017, and February 6, 2018, March 22, 2018 and April 24, 2018. Additionally, the Measure R Subcommittee met on March 27, 2018.
- The OPCOC attended a facilities tour on December 9, 2017.



- One or more of the committee members attended School Board meetings.
- The committee members met with CWA to review the audit findings for the fiscal year ending June 30, 2017. Both the financial audit and the performance audit were reviewed.
- To understand the expenditures for the unaudited period from July 1, 2017 to December 31, 2017 the committee reviewed Bond Proceeds and Expenditures through December 31, 2017.

### **Committee Findings**

1. The OPCOC did not find instances of waste or improper expenditures.
2. The Committee found no instances of expenditures other than for the purposes set forth in the bond measure.
3. According to the most recent version of the Measure R master plan, total projected expenditures during calendar 2017 totaled to approximately \$933,021. The majority of the work in 2017 centered around elementary school library improvements, furniture upgrades, smoke detector upgrades district wide, Sunshades, fence installation district wide, MCMS gym floor.

### **Citizens' Oversight Committee Findings**

As of December 31, 2017, the total inception to date expenditures for Measure R were \$29,314,655. Of this amount, administrative salary and benefits \$ 269,867.68 or less than 1% of total expenses, and total construction management fees were \$4,967,699 or 17%.

On December 31, 2017 the remaining fund balance for measure R was \$570508. The balance will not be rolled into measure S but rather expended via measure R. It is expected that these funds will be expended by 12/31/2018.

Respectfully submitted,  
 OAK PARK CITIZENS' OVERSIGHT COMMITTEE  
 Shary Trux, Committee Chair  
 Audrey Israel, Measure R Subcommittee Chair

## **Citizens' Bond Oversight Committee Members**

**SHARY TRUX**

**DANIEL COHEN**

**ANDREW COOK**

**TY AVENDANO**

**AUDREY ISRAEL**

**PHILIP BYRNE**

**MARC SHAPIRO**

**GRANT MEIKLE**

**DURGA NAGA LAKSHMI KOSARAJU**

**ADAM FINDLEY**

**BING XU LIU**

**MICHAEL SCHNEIDER**

**Oak Park Citizens' Oversight Committee**  
**2017 Measure S Annual Report**  
**April 2018**

**Background**

On November 8, 2016 voters within the Oak Park Unified School District (the "District") authorized \$60,000,000 in general obligation bonds for school projects as listed in the 2016 Bond Resolution Project List included in the ballot measure passed by voters. Specific construction and modernization projects include providing classrooms and labs for career and technology education classes, repairing or replacing facilities including roofs, plumbing, electrical and air conditioning systems; and upgrading instructional technology in the classroom.

Exhibit A of the Bond Measure S inquired of Oak Park Residents:

"To improve student safety and campus security systems, repair/ upgrade older classrooms and school facilities, including deteriorating roofs, plumbing, electrical, and air conditioning systems, acquire, construct, and repair classrooms, sites, facilities, equipment and instructional technology to support student achievement in reading, math, arts, humanities, science/ technology, shall Oak Park Unified School District issue \$60,000,000 in bonds at legal rates, with independent citizen oversight, audits, no money for administrator salaries, all money staying local, and without increasing current tax rates?"

Exhibit B contains the full text of the ballot proposition including the project list and is included as an addendum of this report.

Measure S required a 55% supermajority pursuant to the provisions of the Strict Accountability in Local School Construction Bonds Act of 2000, codified under Sections 15264 et seq. of the Educational Code (Proposition 39). The bond was approved by 63.51% of the voters of Oak Park. The Act further requires the school district Board of Trustees (the "Board") to appoint a Citizens' Oversight Committee (the "COC" or "Committee") after the successful bond election.

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

**Committee Purpose**

The committee is charged by statute with the following purpose:

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

**Committee Jurisdiction and Authorized Activities**

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

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

It is also important to note that this Committee shall not perform certain functions such as: participate in the District's actual bond sale and issuance process or participate in the bid process for contractors or consultants (Proposition 39 Roles and Responsibilities, III. I.). It is within these parameters that the Committee performed its functions during the calendar year ended December 31, 2017.

### **Audits**

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

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

The annual fiscal audit of OPUSD Measure S bond expenditures for 2016 – 2017 ending June 30, 2017 was conducted by Christy White Accountancy Corporation (CWA), an independent auditing firm. The report is dated December 11, 2017. CWA tested approximately \$1.9 million or 29% of the 2016-2017 expenditures for "validity, allowability and accuracy". CWA reported that they found the expenditures and transactions tested to be in compliance with the terms of the Measure S Ballot measure, facilities plan and applicable state laws and regulations without exception.

Additionally, CWA performed testing on contract and bid procedures. For the fiscal year ended June 30, 2017 they tested three contracts and found that the contracts followed the proper bidding procedures.

Note that the COC is reporting on calendar year 2017, of which only the period Jan 1, 2017 – June 30, 2017 is addressed in the CWA audit reports. The Committee relied on unaudited district financial statements for the period July 1, 2017 – December 31, 2017 in fulfilling its oversight obligations.

### **Committee Activities**

In order to fulfill the four-fold purpose of the committee as described above, the OPCOC engaged in the following activities:

- The Oak Park Unified School District's Citizen's Oversight Committee met on September 12, 2017, October 10, 2017, February 6, 2018, March 27, 2018. The measure R and C subcommittee met on October 30, 2017 and March 22, 2018 and April 24, 2018.
- The members of the OPCOC attended a facilities tour on December 9, 2017.
- One or more of the committee members attended many of the Measure S Committee meetings each month.
- The Measure S project list was reviewed by committee members.
- The committee members met with CWA to review the audit findings for the fiscal year ending June 30, 2017. Both the financial audit and the performance audit were reviewed.
- To understand the expenditures for the unaudited period from July 2017 to December 31, 2017 the committee reviewed Bond Proceeds and Expenditures through December 31, 2017.
- The committee reviewed Summary and Detail listings of Measure S expenditures and related vendor authorizations and contracts.
- The committee reviewed large payments made during 2017.
- The committee met with School District to review issues and ask questions.

### **Committee Findings**

1. The OPCOC did not find instances of waste or improper expenditures.
2. The OPCOC reviewed bond expenditures from inception to date, March 2017 through February 2018. These expenditures were paid for with the net proceeds from Bond issuance Series A of \$14,854,062. Expenditures during this time there were approximately \$9.1 million. This represents 61% of the net proceeds from Series A and 15% of the total approved bond. Major projects completed in 2017 included Solar Panel installations at Oak Park High School, Medea Creek Middle School, Red Oak, District Offices, BES, ROES and OHES, which accounted for \$6.7 million or 74% of inception to date bond expenditures. Other projects include Roof replacements at MCMS and OPHS, HVAC replacements at MCMS and OHES, Security Cameras and Fencing at BES, OHES, ROES and OPHS.
3. The Committee found no instances of expenditures other than for the purposes set forth in the bond measure.
4. The Committee found no instances of expenditures for teacher's salaries. The district staff reported to the OPCOC that inception to date measure S funds were used for certain administrative salaries, benefits and related administrative expenses including a Bond manager allocated to time spend administering the bond program. In connection with its previous review of expenditures for measure R funds, the committee requested from the district a copy of the opinion rendered by district bond counsel (Orrick, Herrington and Sutcliffe LLP) regarding the legality of such expenditures. In its written opinion, counsel opined that necessary and incidental costs of the bond program, which may include portions of certain administrative expenses allocated to time spent working on the bond would be an appropriate expenditure.

### **Report on The Measure S Committee**

The Community is fortunate to have a hard-working, competent and earnest group of volunteers on the Measure S Planning Committee. The Measure S Committee is composed of school administrators representing the district and all school sites, community representatives and parents with children in the school. The Committee meets regularly to review the plans and proposed expenditures for Measure S, and develop recommended priorities for bond proceed expenditures to the school board. OPCOC members attend these meetings often.

Per OPCOC observation this committee engages in robust debate and discussion when considering the proposals put forth by the administration. In our opinion the recommendations made to the school board by this committee were the result of considerable review, analysis and preparation.

### **Other Committee Findings**

Per our review of the details of the bond expenditures the OPCOC noted that the district is paying for a fulltime construction manager to oversee the deployment of bond funds with respect to construction projects. Funds expended on outside construction management was a concern during the review of measure R expenditures and the OPCOC was concerned with administrative costs associated with the project. This district decision to hire an in-house construction manager was based on a cost analysis that projects a substantial savings.

Respectfully submitted,  
OAK PARK CITIZENS' OVERSIGHT COMMITTEE  
Shary Trux, Committee Chair

### **Citizens' Bond Oversight Committee Members**

**SHARY TRUX**

**DANIEL COHEN**

**ANDREW COOK**

**TY AVENDANO**

**AUDREY ISRAEL**

**PHILIP BYRNE**

**MARC SHAPIRO**

**GRANT MEIKLE**

**DURGA NAGA LAKSHMI KOSARAJU**

**ADAM FINDLEY**

**BING XU LIU**

**MICHAEL SCHNEIDER**

## Bond Measure S

### EXHIBIT B

#### FULL TEXT BALLOT PROPOSITION

#### OF THE OAK PARK UNIFIED SCHOOL DISTRICT BOND MEASURE ELECTION NOVEMBER 8, 2016

The following is the full proposition presented to the voters by the Oak Park Unified School District.

"To improve student safety and campus security systems, repair/ upgrade older classrooms and school facilities, including deteriorating roofs, plumbing, electrical, and air conditioning systems, acquire, construct, and repair classrooms, sites, facilities, equipment and instructional technology to support student achievement in reading, math, arts, humanities, science/ technology, shall Oak Park Unified School District issue \$60,000,000 in bonds at legal rates, with independent citizen oversight, audits, no money for administrator salaries, all money staying local, and without increasing current tax rates?"

#### PROJECT LIST

The Board of Education of the Oak Park Unified School District is committed to protecting the quality of education in local schools with safe, secure, upgraded classrooms and labs for career and technology education classes so students are prepared for college and good-paying jobs in fields like health sciences, engineering, technology, robotics, and skilled trades. To that end, the Board evaluated the District's urgent and critical facility needs, including safety issues, class size, computer and information technology, and prepared a Needs Assessment (dated Spring 2016) which is incorporated herein in its entirety, in developing the scope of projects to be funded. The District conducted a facilities evaluation and received public input in developing this Project List. Teachers, staff, community members and the Board have prioritized the key health and safety needs so that the most critical facility needs are addressed. **The Board concluded that protecting the quality of our schools, the quality of life in our community, and the value of our homes is a wise investment.** Therefore, in approving this Project List, the **Board of Education determines that the District must:**

- (i) **Retain all funds to support students and ensure that money cannot be taken away by the State; and**
- (ii) **Provide classrooms and labs for career and technology education classes so students are prepared for college and good-paying jobs in fields like health sciences, engineering, technology, and skilled trades; and**
- (iii) **Repair or replace deteriorating roofs, plumbing, electrical and air conditioning systems; and**
- (iv) **Upgrade instructional technology in the classroom for improved student learning in**

core subjects like math, and technology; and

- (v) **Adhere to clear system of accountability, such as:**
  - (a) **All expenditures must be subject to annual independent financial audits.**
  - (b) **An independent citizens' oversight committee must be appointed to ensure that all funds are spent properly.**



The Project List includes the following types of upgrades and improvements at District schools and sites:

**COLLEGE AND CAREER PREPARATION:**  
**District-Wide Instructional Technology Projects**

**Goal and Purpose:** We want our students to succeed in college and careers, and therefore they must be skilled in the use of today's technologies and have a solid background in math, science, engineering and technology. This measure will update instructional technology in the classroom for improved student learning in core subjects like reading, math, science and technology.

- Update instructional technology in the classroom for improved student learning in core subjects like math, science and technology.
- **Provide classrooms and labs for career technology education classes so students are prepared for college and good-paying jobs in fields like health sciences, engineering, technology, robotics and skilled trades.**
- Upgrade computer systems to keep pace with technology; upgrade classroom and library technology and teaching equipment to enhance instruction.

**LOCAL SCHOOL FUNDING TO KEEP PACE WITH TECHNOLOGY:**  
**Basic School Repair and Upgrade Projects**

**Goals and Purposes:** All money raised by the measure will stay in Oak Park to support our students. It cannot be taken away by the State or used for other purposes.

This measure will help the District qualify for millions of dollars in State matching money that would otherwise go to other school districts.

This measure will provide classrooms and labs for career technical education courses so students are prepared for college and good-paying jobs in fields like health sciences, engineering, technology, robotics and skilled trades.

- Upgrade and construct classrooms, science labs, career-training facilities and computer systems to keep pace with technology.
- **Repair or replace deteriorating roofs, plumbing, electrical and air conditioning systems where needed.**
- Upgrade and modernize school libraries.
- Install solar and improve heating, ventilation, insulation, doors and windows to increase energy efficiency and save money.
- Provide the facilities and equipment needed to support high quality instruction in music and performing arts.

## **SAFETY AND STUDENT ACHIEVEMENT:**

### **Projects That Improve Student Safety**

**Goal and Purpose:** Whether or not you have school-age children, protecting the quality of our schools, the quality of life in our community, and the value of our homes is a wise investment. This measure will upgrade campus security systems for improved student safety.

Replace aging, outdated portables that are expensive to repair with new modern classrooms.

Improve student safety and campus security systems, including security, lighting, security cameras, and emergency communication systems.

Improve pick-up and drop-off zones and parking lots to improve student safety and the flow of traffic on neighborhood streets.

Upgrade irrigation and drainage systems to conserve water and save money.

Provide classrooms and labs for career technical education courses so students are prepared for college and good-paying jobs in fields like health, sciences, engineering, technology and skilled trades.

## **FISCAL ACCOUNTABILITY**

**This bond measure has strict accountability requirements including:**

1. All money will benefit local schools and CANNOT BE TAKEN BY THE STATE.
2. NO MONEY can be used for ADMINISTRATOR SALARIES or administration
3. Require CITIZENS' OVERSIGHT and yearly reports to the community to keep the District accountable for how the funds are spent.
4. **NO ADMINISTRATOR SALARIES.** Proceeds from the sale of the bonds authorized by this proposition shall be used only for the acquisition, construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, and not for any other purpose, including teacher or administrator salaries, pensions and other operating expenses.
5. **FISCAL ACCOUNTABILITY.** THE EXPENDITURE OF BOND MONEY ON THESE PROJECTS IS SUBJECT TO STRINGENT FINANCIAL ACCOUNTABILITY REQUIREMENTS. BY LAW, PERFORMANCE AND FINANCIAL AUDITS WILL BE PERFORMED ANNUALLY, AND ALL BOND EXPENDITURES WILL BE MONITORED BY AN INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE TO ENSURE THAT FUNDS ARE SPENT AS PROMISED AND SPECIFIED. THE CITIZENS' OVERSIGHT COMMITTEE MUST INCLUDE, AMONG OTHERS, REPRESENTATION OF A BONA FIDE TAXPAYERS ASSOCIATION, A BUSINESS ORGANIZATION AND A SENIOR

**CITIZENS ORGANIZATION. NO DISTRICT EMPLOYEES OR VENDORS ARE ALLOWED TO SERVE ON THE CITIZENS' OVERSIGHT COMMITTEE.**

\* \* \*

The listed projects will be completed as needed. Each project is assumed to include its share of furniture, equipment, architectural, engineering, and similar planning costs, program/project management, staff training expenses and a customary contingency for unforeseen design and construction costs. In addition to the listed projects stated above, the Project List also includes the acquisition of a variety of instructional, maintenance and operational equipment, including the reduction or retirement of outstanding lease obligations and interim funding incurred to advance fund projects from the Project List; installation of signage and fencing; payment of the costs of preparation of all facility planning, facility studies, assessment reviews, facility master plan preparation and updates, environmental studies (including environmental investigation, remediation and monitoring), design and construction documentation, and temporary housing of dislocated District activities caused by construction projects. In addition to the projects listed above, the repair and renovation of each of the existing school facilities may include, but not be limited to, some or all of the following: renovate student and staff restrooms; upgrade libraries for 21<sup>st</sup> Century learning, including breakout rooms and carrels; repair and replace heating and ventilation systems; upgrade of facilities for energy efficiencies; repair and replace worn-out and deteriorated roofs, windows, walls, doors and drinking fountains; improve school facilities for disability access; install shade structures, wiring and electrical systems to safely accommodate computers, technology and other electrical devices and needs; upgrade or construct classrooms, labs, support facilities, including administrative, physical education (including playground equipment, tracks, bleachers, gyms (for student and community use), stadiums and locker rooms) and visual and performing arts facilities; repair and replace gas, water and sewer systems and lines, fire alarms, phone systems, emergency communications, security systems, doors and locks; resurface or replace hard courts, asphalt, turf and irrigation systems and campus landscaping; expand parking and drop-off areas; acquire land; acquire vehicles for student transportation and maintenance; interior and exterior painting and floor covering; demolition; construct various forms of storage and support spaces and classrooms; repair, upgrade and install interior and exterior lighting systems; improve playgrounds, athletic fields and play apparatus; replace outdated security fences and security cameras (including access control systems), provide indoor space for assemblies or for rainy day lunch; upgrade career training and adult education facilities; install solar panels or other energy saving systems. The upgrading of technology infrastructure includes, but is not limited to, computers, LCD projectors, portable interface devices, servers, switches, routers, modules, sound projection systems, laser printers, digital white boards, document projectors, upgrade voice-over-IP, call manager and network security/firewall, wireless technology systems, refresh classroom technology, infrastructure upgrades and other miscellaneous equipment. The allocation of bond proceeds will be affected by the District's receipt of State matching funds and the final costs of each project. In the absence of State matching funds, which the District will aggressively pursue to reduce the District's share of the costs of the projects, the District will not be able to complete some of the projects listed above. The budget for each project is an estimate and may be affected by factors beyond the District's control. Some projects throughout the District, such as the construction of a community and recreation center, and gyms for community use, may be undertaken as joint use projects in cooperation with other local public or non-profit agencies. The final cost of each project will be determined as plans and construction documents are finalized, construction bids are received, construction contracts are awarded and projects are completed. Based on the final costs of each project, certain of the projects described above may be delayed or may not be completed. Demolition of existing facilities and reconstruction of facilities scheduled for repair and upgrade may occur, if the Board determines that such an approach would be more cost-effective in creating more enhanced and operationally efficient campuses. Necessary site preparation/restoration may occur in connection with new construction, renovation or remodeling, or

installation or removal of relocatable classrooms, including ingress and egress, removing, replacing, or installing irrigation, utility lines, trees and landscaping, relocating fire access roads, and acquiring any necessary easements, licenses, or rights of way to the property. Proceeds of the bonds may be used to pay or reimburse the District for the cost of District staff when performing work on or necessary and incidental to bond projects. Bond proceeds shall only be expended for the specific purposes identified herein. The District shall create an account into which proceeds of the bonds shall be deposited and comply with the reporting requirements of Government Code§ 53410.

**NO ADMINISTRATOR SALARIES:** PROCEEDS FROM THE SALE OF THE BONDS AUTHORIZED BY THIS PROPOSITION SHALL BE USED ONLY FOR THE ACQUISITION, CONSTRUCTION, RECONSTRUCTION, REHABILITATION, OR REPLACEMENT OF SCHOOL FACILITIES, INCLUDING THE FURNISHING AND EQUIPPING OF SCHOOL FACILITIES, AND NOT FOR ANY OTHER PURPOSE, INCLUDING TEACHER AND SCHOOL ADMINISTRATOR SALARIES AND OTHER OPERATING EXPENSE

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MAY 17, 2018**

**SUBJECT: B.2.b. APPROVE RE-APPOINTMENT OF OAK PARK CITIZENS' OVERSIGHT COMMITTEE MEMBERS AND AUTHORIZE RECRUITMENT PROCESS OF NEW MEMBERS FOR THE 2018-20 TERM**

ACTION

**ISSUE:** Shall the Board of Education approve the re-appointment of members of the Oak Park Citizens' Oversight Committee (OPCOC) and authorize a recruitment process for new members for the 2018-20 term of the OPCOC?

**BACKGROUND:** At the end of the current 2017-18 term, four members of the 12-person OPCOC have completed their respective initial one-year terms. Additionally, OPCOC chair Shary Trux has indicated that she will be resigning effective June 30, 2018, effectively creating five vacancies for the the 2018-19 school year. Each of the four members completing the one year term are eligible to serve additional terms and have indicated their desire to continue to serve a two-year term from 07/01/18 to 06/30/20. As specified in the OPCOC bylaws, these members are eligible for reappointment by the Board for up to three two-year terms. Assuming the Board's re-appointment of these members, there is a single vacancy to be filled for the 2018-19 term.

It is recommended that the Board approve the re-appointment of the four members and authorize a recruitment process for filling the member vacancy for the 2018-20 term. Staff recommends the reappointment of Ty Avendano, Philip Byrne, Andrew Cook, and Durga Kosaraju to serve as members for a two-year term from 07/01/18 to 06/30/20.

In its most recent process for recruitment and appointment, the Board elected to advertize for qualified candidates and accept applications for membership. A Board sub-committee was appointed to paper-screen and interview candidates, and to return a recommendation for OPCOC appointments to the full Board for its action. Both effective and efficient, it is recommended that the Board continue this process. The precise timing of the recruitment and selection will be discussed at this evening's meeting, with a goal of appointing the new members not later than the Board's August meeting.

**ALTERNATIVES:**

1. Approve the reappointment of Ty Avendano, Philip Byrne, Andrew Cook, and Durga Kosaraju to serve as OPCOC members for a secon term from 07/01/18 to 06/30/20.
2. Approve advertizing for qualified candidates and accept applications for OPCOC membership for the 2018-19 term.
3. Appoint a Board sub-committee to paper-screen and interview candidates, and return a recommendation for OPCOC appointments for Board action.
4. After discussion, identify and implement an alternate recruitment and selection process.

BOARD MEETING, MAY 17, 2018

Approve Re-Appointment of Oak Park Citizens' Oversight Committee Members

And Authorize Recruitment Process of New Members for the 2018-20 Term

Page 2

**RECOMMENDATION:** Approve Alternative Nos. 1, 2, and 3

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

Respectfully submitted:

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MAY 17, 2018**

**SUBJECT: B.2.c. APPROVE PROFESSIONAL SERVICES AGREEMENTS FOR DSA INSPECTOR OF RECORD AND FOR DSA TESTING/INSPECTION SERVICES FOR PROJECT 17-35S, KITCHEN IMPROVEMENTS AT MEDEA CREEK MIDDLE SCHOOL**

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ACTION

**ISSUE:** Shall the Board of Education approve professional services agreements for DSA Inspector of Record and for DSA Testing/Inspection Services for Project 17-35S, Kitchen Improvements at Medea Creek Middle School?

**BACKGROUND:** The Division of the State Architect requires that all construction projects submitted for its review and approval must have a DSA-approved Inspector of Record (IOR) and as appropriate, DSA-approved testing laboratory. Effective June 1, 2013, these services cannot both be provided by a single firm for the same project.

Board-approved Measure S Project 17-35S, Kitchen Improvements at Medea Creek Middle School, will require the services of a DSA-approved firms to provide necessary Inspector of Record and Laboratory Testing and Inspection services during construction. Over the past several years, Kenco Construction Services (Inspector of Record) and NV5 West, Inc. (Testing/Inspection) have expertly and efficiently provided these services for District construction projects. At the request of staff, both firms have submitted the accompanying proposals of estimated costs for this project; costs incurred will be only for actual services provided. It is the recommendation of the Facilities and Construction management staff that the Board approve agreements with Kenco Construction Services, Inc., and NV5 West, Inc., for required DSA Inspector of Record and Laboratory Testing and Inspection services for this project.

**ALTERNATIVES:**

1. Approve agreements with Kenco Construction Services, Inc., and NV5 West, Inc., for required DSA Inspector of Record and Laboratory Testing and Inspection services for Measure S Project 17-35S, Kitchen Improvements at Medea Creek Middle School, per the accompanying proposals.
2. Do not approve an agreement for DSA-required construction inspection and testing services.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent



BOARD MEETING, MAY 17, 2018

Approve Professional Services Agreements For DSA

Inspector of Record and Testing/Inspection Services for

Project 17-35S, Kitchen Improvements at Medea Creek Middle School

Page 2

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

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



EIN #27-2782038  
SOS Corp. # 3245180

***"Building Safer Schools"***

## **Proposal for DSA Inspection.**

**Date:** 02-25-18

**Project Client:** Oak Park Unified School District  
5701 Conifer St.  
Oak Park, CA 91377

**Proposed Projects:** **Medea Creek Middle School Kitchen Renovations:**  
1002 Doubletree Rd, Oak Park, CA 91377

**DSA App. Number:** 03-118682

**Scope of Work:** Provide onsite DSA Class 2 inspection including oversight for the repairs and improvements to the Multi-purpose building including Kitchen renovations.

**Project Duration:** Estimated project start date ..... **May 28th, 2018**  
Estimated project completion date ..... **August 28th, 2018**

**Estimated Cost:** DSA Class 2 Inspector @ \$75.00 per hour, not to exceed 40 hrs. per week.  
Estimated weekdays of inspection ..... (66 days @ 8 hrs a day) ..... **528 hrs.**  
Estimated cost for DSA inspection/oversite ..... **\$ 39,600.00**

**Total estimated cost for onsite inspection ..... \$ 39,600.00**

**NOTE:**

If "Over Time" work becomes necessary, all OT must be approved by the District prior to OT inspections. OT is at a rate of \$112.50 per hour for any holidays, weekends, and anything over 8 hours a day.

\*Please be advised that all inspections are subject to contractor performance.  
Therefore the total cost proposal is an estimate and subject to increase or credit

## **Project Inspector Agency Agreement and Contract Duties:**

KENCO Construction Services agrees to provide continuous inspection of work for compliance with approved contract documents and California Building Codes, including Title 24.. Project Inspector duties are outlined in Title 24, Part 1, Chapter 4, Section 4-333 thru 4-342 California Code of Regulations, including DSA Interpretation of Regulations A-6, A-7, A-8, and as incorporated in the following sections:

Page 1.

**KENCO Construction Services, Inc.**  
1230 Doris Ave. Oxnard, Ca. 93030  
Office: (714) 981-2752 - E-mail: [kenhinge@kenco-inc.com](mailto:kenhinge@kenco-inc.com)

1. Represent the client under the guidance of the Architect, Construction Manager or designated agent.
2. Attend all planning, pre-con conferences, project meetings, or meetings as required by the client.
3. Monitor and observe all special inspections performed by the client-contracted testing laboratory as required by the Testing and Inspection Sheet and as outlined in the Project Specifications. Maintain and update a log specifying hours spent on the project by the special inspectors. Perform or monitor testing for Torque, Epoxy, and Pull Tests as required.
4. The client and the inspector shall each defend and hold harmless each other against any losses, liabilities, damages, injuries, claims, costs, or expenses arising out of, or connected with the provisions of this agreement and the contract documents.
5. This Agreement shall begin on or about **May 28<sup>th</sup>, 2018** and remain in effect continuously until completed, or terminated in writing. This Contract is intended to be an agency agreement and may be terminated in 30 days by either party with, or without cause. This agency agreement shall be assignable to other schools within the District and shall apply to other inspectors as requested and approved by the District. The District shall not employ, contract, or engage in business or mutually beneficial relationship with any inspectors introduced to the District through KENCO Construction Services for a period of two (2) years after the dissolution of any contracts through KENCO Construction Services, unless written permission is granted prior to each relationship.
6. **The Oak Park Unified School District** agrees to pay *KENCO Construction Services, Inc.* our monthly invoice for project services, billed at a rate of **\$75.00 per hour for one DSA Class 2 inspector**, within 15 working days of receipt of invoice. Each monthly billing shall separately identify hours and charges for each individual school, consistent with required site accounting. KENCO Construction Services shall provide all necessary cell phones, laptop computers, digital cameras, and any equipment necessary to maintain proper documentation and administration functions throughout the duration of the project. The District shall provide all office space, utility lines, and equipment necessary per the project specifications.
7. KENCO Construction Services shall provide to the District at the end of the project all documentation in a professional format, either in binders or on a computer CD.
8. KENCO Construction Services shall not bill the client for any time not directly paid to the project inspectors working directly on the project. A DSA certified project manager will be assigned to oversee the project inspector to ensure accurate reporting of all activities and DSA compliance. Should any emergency arise where the consultant/inspector becomes absent, on vacation, or is not able to be on site due to causes beyond his/her reasonable control, this DSA certified project manager will provide inspections until the IOR returns.

X Jeff M. Barnes V.P. Digitally signed by Jeff M. Barnes  
V.P.  
Date: 2018.02.26 15:21:40 -08'00'

Jeff Barnes, Executive Vice President  
KENCO Construction Services, Inc.  
Date: 02-25-18

X \_\_\_\_\_

District Authorized Agent  
Oak Park Unified School District  
Date:

Pg. 2



# NV5

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

March 7, 2018  
Proposal No: 2018.06.0047  
DSA No.: to follow  
File No.: to follow

ATTENTION: Keith Henderson

SUBJECT: **Proposal for Materials Testing and Inspection Services for the Medea Creek  
M.S. Kitchen Renovation & Expansion, 1002 Doubletree Rd., Oak Park, CA 91377**

NV5 is pleased to submit this proposal for the referenced project. Our estimated scope of services and estimated costs are detailed below.

**Scope of Work and Cost Estimate**

	Rate	Units	Total
<b>Concrete:</b>			
Mix Design Review (if required)	\$ 230 ea	0	\$ -
Concrete Batch Plant Inspection	\$ 100 hr	8	\$ 800.00
Concrete Inspection / Technician - (cast cylinders)	\$ 100 hr	8	\$ 800.00
Concrete compression tests (5 cyls. per set)	\$ 22 ea	10	\$ 220.00
Concrete cylinder pickup	\$ 9.5 ea	10	\$ 95.00
<b>Reinforcing Steel:</b>			
Reinforcing Steel Bend tests (#4 & 5)	\$ 50 ea	2	\$ 100.00
Reinforcing Steel Tensile tests (#4 & 5)	\$ 55 ea	2	\$ 110.00
Reinforcing Steel sampling	\$ 100 hr	2	\$ 200.00
<b>Miscellaneous:</b>			
Field Welding Inspection (if required)	\$ 100 hr	4	\$ 400.00
Epoxy Inspection of anchors and testing	\$ 100 hr	12	\$ 1,200.00
Ceiling wire pull tests	\$ 100 hr	4	\$ 400.00
Engineering	\$ 160 hr	6	\$ 960.00
DSA (LVR - 291)	\$ 395 ea	1	\$ 395.00
<b>TOTAL:</b>			<b>\$ 5,680.00</b>

**Assumptions:**

- 1 Estimate is from plans and specifications including DSA -103 not yet DSA approved.
- 2 The estimate is provided for budgetary purposes only and is not a lump sum / not to exceed cost. Billing will be for actual service provided.
- 3 Added charges will be charged in accordance with the attached 2018 Schedule of Fees and prevailing wage rates.

**NV5 West, Inc.**

1868 Palma Drive, Suite A, Ventura, CA 93003  
Phone: (805) 656-6074

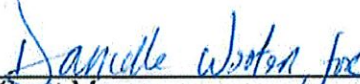
An NV5, Inc. Company  
www.NV5.com  
Offices Nationwide

NV5 West, Inc. appreciates the opportunity to be of service. If you have any questions, please do not hesitate to contact us.

*Respectfully Submitted,*  
**NV5 West, Inc.**

  
\_\_\_\_\_  
Carol Harrison  
Marketing Manager

Reviewed By,

  
\_\_\_\_\_  
Scott Moors  
Vice President

Attachments:      Terms & Conditions  
                         2018 Fee Schedule

## GENERAL TERMS AND CONDITIONS

NV5

**1. The Agreement.** This Agreement between the parties, which shall describe and govern Client's engagement of "Consultant" to provide "Services" in connection with the "Project" identified in the "Proposal", consists of the Proposal, these terms and conditions, Consultant's fee schedule, and any exhibits or attachments referenced in any of these documents. Together these elements constitute the entire agreement between the parties, superseding any and all prior negotiations, correspondence, or agreements, either written or oral, with respect to the subject matter of this engagement. Consultant requests written acceptance of the Agreement through its Proposal Acceptance Form, but the following actions shall also constitute Client's acceptance of the Agreement: (1) issuing an authorizing purchase order for any of the Services; (2) authorizing Consultant's presence on site; or (3) notification, written (including e-mail) or oral, to Consultant to proceed with any of the Services.

**2. Standard of Care.** The Services shall be performed in a manner consistent with the level of care and skill ordinarily exercised by members of Consultant's profession currently practicing under similar conditions and in the same locality as the Project. Data, interpretations and recommendations by Consultant will be based solely on information discovered by, or made available to, consultant during the course of the engagement. In connection with such information, Client recognizes that subsurface conditions may vary from those observed at locations where borings, surveys, or explorations are made, and that site conditions may change over time. Consultant shall not be responsible for the use or interpretation of such information by non-parties to this Agreement. Consultant shall not be held liable for problems that may occur if Consultant's recommendations are not followed.

**3. Site Access and Conditions.** Client will provide Consultant access to the Project site for all equipment and personnel necessary for the performance of the Services. As required to effectuate such access, Client will notify all owners, lessees, contractors, subcontractors, and other possessors of the Project site that Consultant must be allowed free access to the site. While Consultant agrees to take reasonable precautions to minimize damage to the site, Client understands that, in the normal course of performing the Services, some damage may occur, and further understands that Consultant is not responsible for the correction of any such damage unless so specified in the Proposal. Client is responsible for the accuracy of locations for all subterranean structures and utilities. Consultant will take reasonable precautions to avoid known subterranean structures and utilities, and Client waives any claim against Consultant, and agrees to defend, indemnify, and hold Consultant harmless from any claim or liability for injury or loss of any party, including costs of defense, arising from damage done to subterranean structures and utilities not identified or accurately located. In addition, Client agrees to compensate Consultant for any time spent or expenses incurred by Consultant in defense of any such claim with compensation to be based upon Consultant's prevailing fee schedule and expense reimbursement policy.

**4. Cooperation and Project Understanding.** To the extent requested by Consultant, Client will make available to Consultant all information in its possession regarding existing and proposed conditions at the site. Such information shall include, but not be limited to engineering reports, plot plans, topographic surveys, hydrographic data, soil data including borings, field and laboratory tests and written reports. Client shall immediately transmit to Consultant any new information concerning site condition which becomes available, and any change in plans or specifications concerning the Project to the extent such information may affect Consultant's performance of the Services. Client agrees, upon 24 hours oral or written notice, to provide a representative at the job site to supervise and coordinate the Services. Consultant shall not be liable for any inaccurate or incorrect advice, judgment or decision which is based on any inaccurate information furnished by Client and Client shall indemnify Consultant against claims, demands, or liability arising out of, or contributed to, by such inaccurate information.

**5. Sample Disposal.** Unless other arrangements are made, Consultant will dispose of all soil and rock samples remaining at the time of report completion. Further storage or transfer of samples can be arranged at Client's prior written request, subject to a reasonable charge by Consultant. Client acknowledges that contaminated drill cuttings, sample spoils, wash water, and other materials may be produced as a result of encountering hazardous materials at the site. In such event, Consultant shall properly contain, label, and store such materials on-site, and Client shall be responsible for its proper transportation and disposal. Consultant may be able to arrange for the transportation and disposal of hazardous materials at Client's request.

**6. Construction Monitoring.** If Consultant is engaged by Client to provide a site representative for the purpose of monitoring specific portions of any construction work, as set forth in the Proposal, then this Section 6 shall apply. If Consultant's engagement does not include such construction monitoring, then this Section shall be null and void. In connection with construction monitoring, Consultant will report observations and professional opinions to Client. Consultant shall report to Client any observed work which, in Consultant's opinion, does not conform to plans and specifications. Consultant shall have no authority to reject or terminate the work of any agent or contractor of Client. No action, statements, or communications of Consultant, or Consultant's site representative, can be construed as modifying any agreement between Client and others. Consultant's presence on the Project site in no way guarantees the completion or quality of the performance of the work of any party retained by Client to provide construction related services. Neither the professional activities of Consultant, nor the presence of Consultant or its employees, representatives, or subcontractors on the Project Site, shall be construed to impose upon Consultant any responsibility for methods of work performance, superintendence, sequencing of construction, or safety conditions at the Project site. Client acknowledges that Client its general contractor or construction manager is solely responsible for job site safety, and warrants and agrees that such responsibility shall be made evident in any Project owner's agreement with the general contractor. Client also agrees to make Consultant an additional insured under any general contractor's general liability insurance policy. Prior to the commencement of the Work, Client shall provide Consultant with a certificate of insurance evidencing the required insurance. Such certificates shall be issued by an insurance carrier(s) acceptable to Consultant and shall be endorsed to include: (1) Consultant as additional insured; and (2) a waiver of subrogation as to Consultant. This insurance shall be primary to any insurance available to Consultant. In the event Consultant expressly assumes any health and safety responsibilities for hazardous materials or other items specified in this Agreement, the acceptance of such responsibility does not and shall not be deemed an acceptance of responsibility for any other health and safety requirements, such as, but not limited to, those relating to excavation, trenching, drilling or backfilling.

**7. Project Changes.** In the event Client, the Project owner, or other party makes any changes in the plans and specifications, Client agrees to hold Consultant harmless from any liability arising out of such changes, and Client assumes full responsibility unless Client has given Consultant prior notice and has received Consultant's written consent for such changes.

**8. Ownership of Documents.** All reports, boring logs, field data, field notes, laboratory test data, calculations, estimates and other documents prepared by Consultant in connection with this engagement, shall remain the property of Consultant.

**9. Termination.** This Agreement may be terminated without cause by either party upon thirty (30) days written notice, and at any time by either party if the other party defaults in the performance of any material provision of this Agreement and such default continues for a period of seven (7) days after written notice thereof. In the event of termination, Consultant will be paid for Services performed through the date of termination, plus reasonable termination expenses, including the cost of completing analyses, demobilization, records and reports necessary to document job status at the time of termination.

**10. Risk Allocation and Limitation of Liability.** To the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of the Consultant, and its officers, directors, partners, employees, agents and sub-consultants, and any of them, to the Client and anyone claiming by, through or under the Client, for any and all claims, losses, costs or damages of any nature whatsoever arising out of, resulting from or in any way related to the Project or the agreement from any cause or causes, including but not limited to the negligence, professional errors or omissions, strict liability, breach of contract or warranty, express or implied, of the Consultant, and its officers, directors, employees, agents or sub-consultants, or any of them, shall not exceed the total compensation received by the Consultant, for Services provided under this Agreement or \$50,000 whichever is more. Client agrees that Consultant shall not be responsible for the means, methods, procedures performance, site safety of the construction contractors or subcontractors, or for their errors or omissions. Client agrees that the work created pursuant to this Agreement is for the sole and exclusive use of Client and is not for the benefit of any third parties. This Agreement and the Services to be performed hereunder shall in no way be construed as a guarantee of deficient-free construction.

**11. Discovery of Unanticipated Hazardous Materials.** Client warrants that it has made reasonable efforts to inform Consultant of known or suspected hazardous materials on or near the Project site. The parties acknowledge that hazardous materials may exist at a site where there is no reason to believe they are present. Consultant and Client agree that the discovery of such unanticipated hazardous materials constitutes a changed condition which may require either a renegotiation of the scope of Consultant's Services or termination of such Services or this Agreement. Consultant agrees to notify Client as soon as practicable should hazardous materials be encountered at the site. Client agrees that in the event of the discovery of hazardous materials at the site it will report such discovery to the proper authorities as required by

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MAY 17, 2018**  
**SUBJECT: B.2.d. AUTHORIZE SUPERINTENDENT TO AWARD CONSTRUCTION CONTRACTS FOR MEASURE S PROJECT 17-35S, KITCHEN IMPROVEMENTS AT MEDEA CREEK MIDDLE SCHOOL**

ACTION

**ISSUE:** Shall the Board authorize the Superintendent to award contracts for Measure S Project 17-35S, Kitchen Improvements at Medea Creek Middle School?

**BACKGROUND:** The District authorized HED Architects to prepare plans for building improvements and obtaining DSA approval and certification for Measure S Project 17-35S, Kitchen Improvements at Medea Creek Middle School. HED Architects is expected to obtain DSA approval for this project in mid-May 2018. Immediately upon DSA's approval of project plans, Staff is prepared to request bids for construction in order to get as much work accomplished during the summer break as possible before the start of the 2018-19 school year on August 7, 2018. As there are only two scheduled Board meetings remaining in the current school year, and in order to execute contracts and begin construction in the most a timely manner, Staff is recommending that the Board implement Education Code (EC) Section 17604, delegating authority to the Superintendent to award the contracts for Measure S Project 17-35S, Kitchen Improvements at Medea Creek Middle School. EC 17604 permits the Board to delegate the authority to award contracts to the Superintendent, provided that the Board ratifies or formalizes the award at a subsequent meeting. The scope of the requested authorization is as follows: 1) the award of contracts will be limited to Measure S Project 17-35S, Kitchen Improvements at Medea Creek Middle School; 2) the contracts will be awarded in strict conformance with the requirements of Public Contract Code and all other applicable law; 3) proposed contracts will be reviewed by the Superintendent and staff, considering price, quality, value and needs of the District; 4) any contracts awarded shall be presented for Board ratification at its next regular meeting after the award of the contracts.

**ALTERNATIVES:**

1. Authorize limited authority to the Superintendent to award contracts for Measure S Project 17-35S, Kitchen Improvements at Medea Creek Middle School as specified above.
2. Do not delegate limited authority to the Superintendent to award contracts.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

BOARD MEETING, MAY 17, 2018

Authorize Superintendent to Award Contracts for Measure S

Project 17-35S, Kitchen Improvements at Medea Creek Middle School

Page 2

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

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



**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MAY 17, 2018**

**SUBJECT: B.2.e. AUTHORIZE SUPERINTENDENT TO AWARD CONSTRUCTION CONTRACTS FOR MEASURE S PROJECT 17-47S, DSA CERTIFICATION OF ADMINISTRATION BUILDING AT BROOKSIDE ELEMENTARY SCHOOL**

ACTION

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

**BACKGROUND:** The District authorized BCA Architects to prepare plans for building improvements and obtaining DSA approval and certification for Measure S Project 17-47S, DSA Certification of Administration Building at Brookside Elementary School. BCA Architects is expected to obtain DSA approval for this project in mid-May 2018. Immediately upon DSA's approval of project plans, Staff is prepared to request bids for construction in order to get as much work accomplished during the summer break as possible before the start of the 2018-19 school year on August 7, 2018. As there are only two scheduled Board meetings remaining in the current school year, and in order to execute contracts and begin construction in the most a timely manner, Staff is recommending that the Board implement Education Code (EC) Section 17604, delegating authority to the Superintendent to award the contracts for Measure S Project 17-47S, DSA Certification of Administration Building at Brookside Elementary School. EC 17604 permits the Board to delegate the authority to award contracts to the Superintendent, provided that the Board ratifies or formalizes the award at a subsequent meeting. The scope of the requested authorization is as follows: 1) the award of contracts will be limited to Measure S Project 17-47S, DSA Certification of Administration Building at Brookside Elementary School; 2) the contracts will be awarded in strict conformance with the requirements of Public Contract Code and all other applicable law; 3) proposed contracts will be reviewed by the Superintendent and staff, considering price, quality, value and needs of the District; 4) any contracts awarded shall be presented for Board ratification at its next regular meeting after the award of the contracts.

**ALTERNATIVES:**

1. Authorize limited authority to the Superintendent to award contracts for Measure S Project 17-47S, DSA Certification of Administration Building at Brookside Elementary School as specified above.
2. Do not delegate limited authority to the Superintendent to award contracts.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

BOARD MEETING, MAY 17, 2018  
Authorize Superintendent to Award Contracts for Measure S  
Project 17-47S, DSA Certification of Administration Building  
At Brookside Elementary School  
Page 2

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

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

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MAY 17, 2018**

**SUBJECT: B.2.f. AUTHORIZE AND RATIFY CONSTRUCTION CONTRACTS FOR MEASURE S PROJECT 18-23S, REPAIR AND PAINTING FOOTBALL STADIUM HANDRAILS AT OAK PARK HIGH SCHOOL**

**ACTION**

**ISSUE:** Shall the Board authorize and ratify construction contracts for Measure S Project 18-23S, Repair and Painting Football Stadium Handrails at Oak Park High School, to be funded from the Measure S bond fund?

**BACKGROUND:** The Measure S facility subcommittee, in consultation with administration and construction management staff, has identified the repair and painting football stadium handrails at Oak Park High School as essential to complete the stadium security and safety fencing project prior to graduation ceremonies at the end of May. The subcommittee estimated a direct construction cost of \$22,000, with a 10% contingency of \$2,200, for a total project budget of \$22,200. As a matter of urgency, the subcommittee recommended the acceptance of the following proposals from the District's approved list of California Uniform Public Contract Cost Accounting Act (CUPCAA) contractor list for this work, now identified as Measure S Project 18-23S, Repair and Painting Football Stadium Handrails at Oak Park High School:

COMPANY	SCOPE OF WORK	AMOUNT
Pierre's Welding Company	Handrail welding and repairs	\$ 17,000
Skyline Painting Company	Handrail preparation and painting	\$ 3,650
<b>Total Project Cost</b>		<b>\$ 20,650</b>

The Measure S Committee, at its regular meeting on May 7, 2018, reviewed the subcommittee's recommendation, and approved a recommendation to the Board of Education to authorize Measure S Project 18-24S, Security Fencing for Southeast Campus Perimeter at Oak Park High School, establishing a budget of \$22,200, including a 10% contingency, and to award construction contracts to Pierre's Welding Company, in the amount of \$3,650, and to Skyline Painting Company, in the amount of \$17,000, to be funded from the Measure S bond fund. It is respectfully requested that the Board authorize this project and ratify the award of contracts.

**ALTERNATIVES:**

1. Authorize Measure S Project 18-24S, Security Fencing for Southeast Campus Perimeter at Oak Park High School, establishing a budget of \$22,200, including a 10% contingency, and to award construction contracts to Pierre's Welding Company, in the amount of \$3,650, and to Skyline Painting Company, in the amount of \$17,000, to be funded from the Measure S bond fund.
2. Do not authorize and ratify construction contracts for this project.

**RECOMMENDATION:** Alternative No. 1  
BOARD MEETING, MAY 17, 2018  
Authorize and Ratify Construction Contracts for

Measure S Project 18-23S, Repair and Painting of Football  
Stadium Handrails at Oak Park High School  
Page 2

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MAY 17, 2018**

**SUBJECT: B.2.g. AUTHORIZE AND AWARD CONSTRUCTION CONTRACTS FOR  
MEASURE S PROJECT 18-24S, SECURITY FENCING FOR  
SOUTHEAST CAMPUS PERIMETER AT OAK PARK HIGH SCHOOL**

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ACTION

**ISSUE:** Shall the Board authorize Measure S Project 18-24S, Security Fencing for Southeast Campus Perimeter at Oak Park High School 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 place additional security fencing at Oak Park High School at the southeast campus perimeter. The Measure S facility subcommittee, in consultation with administration and construction management staff, has identified the need to expedite repairs, estimating a direct construction cost of \$48,500, plus 10% (\$4,850) for soft costs, and a 10% (\$4,850) contingency, for a total project budget of \$58,200. Proposals for this work were requested from the two fencing contractors on the District's approved list of California Uniform Public Contract Cost Accounting Act (CUPCCAA) contractor list. One proposal was received from Fence Factory of Agoura Hills, CA, in the amount of \$49,870. A recap of the project and bid results follows for the Board's information.

The Measure S Committee, at its regular meeting on May 7, 2018, reviewed the Subcommittee's recommendation, and approved a recommendation to the Board of Education to authorize Measure S Project 18-24S, Security Fencing for Southeast Campus Perimeter at Oak Park High School, establishing a budget of \$58,200, and to award a construction contract to Fence Factory of Agoura Hills, CA, in the amount of \$49,870, to be funded from the Measure S bond fund.

**ALTERNATIVES:**

1. Authorize Measure S Project 18-24S, Security Fencing for Southeast Campus Perimeter at Oak Park High School, establishing a budget of \$58,200, including 10% (\$4,850) for soft costs, and a 10% (\$4,850) contingency and to award a construction contract to Fence Factory of Agoura Hills, CA, in the amount of \$49,870, 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,

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Anthony W. Knight, Ed.D.  
Superintendent

BOARD MEETING, MAY 17, 2018  
Authorize and Award Construction Contracts for  
Measure S Project 18-24S, Security Fencing for Southeast  
Campus Perimeter at Oak Park High School  
Page 2

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

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

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

May 4, 2018

Subject: Measure "S"

Oak Park Unified School District  
Oak Park, CA

Re: 18-24S Safety Security Fencing at Oak Park High School  
Recommendation to Award to the Lowest Responsive Bidder

Dear Mr. Klauss,

The District received bids for project 18-24S Safety Security Fencing at Oak Park High School on May 2, 2018. The following company's submitted bids in the order listed (bid opening sheet is attached). This Project is indicated to occur in the current year in the updated Master Plan update approved by the Board on March 20, 2018 and is scheduled to be completed during the 2018 Summer Break.

Contractor	BASE BID	Total Bid
<b><i>Fence Factory</i></b>	<b>\$ 49,870</b>	<b>\$ 49,870</b>
Carter Fence-Invited but declined to bid.	-	-

The preliminary budget for the project was estimated at \$58,200.00 of which \$48,500.00 was estimated for construction including contingency at 10% and a soft cost of 10% of construction costs

Balfour Beatty Construction has reviewed the bid packages and confirmed the submitted proposal is responsive and no bid protests have been received by the District.

It is our recommendation that the Board of Education authorize the District staff to proceed with issuance of a Notice of Award and agreements to Fence Factory, Inc. in the amount of \$49,870.00. With this authorization the working budget for this project will be \$59,844.00, which includes a contingency at 10% and a soft cost of 10% of construction costs.

Should you have any questions or require any additional information, please contact me at anytime.

Respectfully,

Dennis Kuykendall  
Senior Project Manager, Balfour Beatty Construction

Attachments: Bid Sheet Tabulation  
Project Budget

cc Keith Henderson, OPUSD  
Leon Cavallo, Balfour Beatty Construction

18-24S OPHS Security Fencing Total Construction Costs				
	Planning Costs	Construction Hard Cost	%	Cost
6240	Preliminary Testing		4.00%	\$ -
6250	A/E		11.00%	\$ -
6251	DSA Fees		2.50%	\$ -
6251	CDE Fee's		0.00%	\$ -
6259	Other Costs-Planning		0.20%	\$ 97.00
	Construction Costs			
6209	Main Construction Contractor	\$ 48,500.00	0.00%	
6272	CM Fees		7.00%	\$ 3,395.00
6274	Other Costs-Construction		0.80%	\$ 388.00
	Construction Testing			
6280	Construction Tests		2.00%	\$ 970.00
	Construction Inspection			
6290	Construction Inspection		2.50%	\$ -
	Furniture & Equipment			
4300	Material & Supplies		0.00%	\$ -
	Total Soft Cost		10.00%	\$ 4,850.00
	Project Contingency			
6299	Project Contingency		10.00%	\$ 4,850.00

Construction Cost	\$ 48,500.00	Preliminary Budget
Soft Cost 10%	\$ 4,850.00	
Contingency 10%	\$ 4,850.00	
Total Project - 18-24S	\$ 58,200.00	

18-24S OPHS Security Fencing Painting Total Construction Costs				
	Planning Costs	Construction Hard Cost	%	Cost
6240	Preliminary Testing		4.00%	\$ -
6250	A/E		11.00%	\$ -
6251	DSA Fees		2.50%	\$ -
6251	CDE Fee's		0.00%	\$ -
6259	Other Costs-Planning		0.20%	\$ 99.74
	Construction Costs			
6209	Main Construction Contractor	\$ 49,870.00	0.00%	
6272	CM Fees		7.00%	\$ 3,490.90
6274	Other Costs-Construction		0.80%	\$ 398.96
	Construction Testing			
6280	Construction Tests		2.00%	\$ 997.40
	Construction Inspection			
6290	Construction Inspection		2.50%	\$ -
	Furniture & Equipment			
4300	Material & Supplies		0.00%	\$ -
	Total Soft Cost		10.00%	\$ 4,987.00
	Project Contingency			
6299	Project Contingency		10.00%	\$ 4,987.00

Construction Cost	\$ 49,870.00	Construction Budget
Soft Cost 10%	\$ 4,987.00	
Contingency 10%	\$ 4,987.00	
Total Project - 18-24S	\$ 59,844.00	



**Project 18-23S:** Oak Park High School Stadium Safety Railing Repair (Painting scope of work)



**Project: 18-24S - Oak Park HS Safety Security Fencing Improvements**

[illegible]

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: MAY 17, 2018

SUBJECT: B.2.h. AUTHORIZE AND AWARD CONSTRUCTION CONTRACT FOR  
MEASURE S PROJECT 18-25S, REPLACEMENT OF GYMNASIUM/  
MULTIPURPOSE ROOM ROOF AT MEDEA CREEK MIDDLE SCHOOL  
ACTION

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**ISSUE:** Shall the Board authorize Measure S Project 18-25S, Replacement of Gymnasium/Multipurpose Room Roof at Medea Creek Middle School and award a construction contract associated with this work, to be funded from the Measure S bond fund?

**BACKGROUND:** Included in the Measure S Priority Project Plan approved by the Board at its March 20, 2018 meeting, is Project 18-25S, Replacement of Gymnasium/Multipurpose Room Roof at Medea Creek Middle School. The budget identified in the Plan for this project is \$100,000, including a 10% contingency. Proposals for this work were requested from six roofing contractors on the District's approved list of California Uniform Public Contract Cost Accounting Act (CUPCCAA) contractor list, and three attended the mandatory job walk held on May 2, 2018. Bids were opened on Wednesday, May 9, 2018, and a recap of the bid tabulation and Construction Management team recommendation for the award of a contract for this follows for the Board's review and information.

It is recommended that the Board authorize Measure S Project 18-25S, Replacement of Gymnasium/Multipurpose Room Roof at Medea Creek Middle School, updating the initial \$100,000 project budget approved in the 2018 Measure S Bond Priority Projects Plan to a revised working budget of \$160,135, including a 10% contingency, and to award a construction contract to Pacific Single Ply Roofing, in the amount of \$145,577, to be funded from the Measure S bond fund.

**ALTERNATIVES:**

1. Authorize Measure S Project 18-25S, Replacement of Gymnasium/ Multipurpose Room Roof at Medea Creek Middle School, updating the initial \$100,000 project budget in the approved 2018 Measure S Bond Priority Projects Plan, to a revised working budget of \$160,135, including a 10% contingency, and to award a construction contract to Pacific Single Ply Roofing, in the amount of \$145,577, 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,

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Anthony W. Knight, Ed.D.  
Superintendent

BOARD MEETING, MAY 17, 2018  
Authorize and Award Construction Contract for Measure S  
Project 18-25S, Replacement of Gymnasium/Multipurpose Room  
Roof at Medea Creek Middle School  
Page 2

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

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

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

May 9, 2018

Subject: Measure "S"  
Oak Park Unified School District  
Oak Park, CA

Re: 18-25S Medea Creek MS MPR Building High Roof Replacement  
Recommendation to Award to the Lowest Responsive Bidder

Dear Mr. Klauss,

The District received bids for project 18-25S Medea Creek MS MPR Building High Roof Replacement on May 9, 2018. The following company's submitted bids in the order listed (bid opening sheet is attached). This Project is indicated to occur in the current year in the updated Master Plan update approved by the Board on March 20, 2018 and is schedule to be completed during the 2018 Summer Break.

Contractor	BASE BID	Total Bid
<b><i>Pacific Single Ply Roofing</i></b>	<b>\$145,577</b>	<b>\$145,577</b>
<b><i>Channel Island Roofing</i></b>	<b>\$169,856</b>	<b>\$169,856</b>
<b><i>Best Contracting Service</i></b>	<b>\$198,434</b>	<b>\$198,434</b>

The preliminary budget for the project was estimated at \$100,000.00 including a ten percent contingency for miscellaneous roofing repairs.

Balfour Beatty Construction has reviewed the bid packages and confirmed the submitted proposal is responsive and no bid protests have been received by the District.

It is our recommendation that the Board of Education authorize the District staff to proceed with issuance of a Notice of Award and agreements to Pacific Single Ply Roofing, Inc. in the amount of \$145,577.00. With this authorization the working budget for this project will be \$160,135.00, which includes a 10% contingency of the construction cost.

Should you have any questions or require any additional information, please contact me at anytime.

Respectfully,



Dennis Kuykendall  
Senior Project Manager, Balfour Beatty Construction

Attachments: Bid Sheet Tabulation  
Project Budget

cc Keith Henderson, OPUSD  
Leon Cavallo, Balfour Beatty Construction



**OPUSD (CUPCCAA Project 18-25S) Medea Creek Middle School -  
Roof Replacement**

### Measure 'S' Bond

## BID OPENING SHEET

**Date: 5/9/2018**

[illegible]

**18-25S MCMS MPR Roof Replacement (Preliminary v. Bid Budget)**

Code	Planning Costs	%	Preliminary Budget	Bid	Variance	Bid Budget	%
6240	Preliminary Testing	4.00%	\$ -			\$ -	0.00%
6250	A/E	11.00%	\$ -			\$ -	0.00%
6251	DSA Fees	2.50%	\$ -			\$ -	0.00%
6251	CDE Fee's	0.00%	\$ -			\$ -	0.00%
6259	Other Costs-Planning	0.20%	\$ -		\$ -	\$ -	0.00%
	<b>Construction Costs</b>						
6209	Roofing Contractor-	0.00%	\$ 100,000.00	\$ 145,577.00	\$ 45,577.00	\$ 145,577.00	
6272	CM Fees	7.00%	\$ -		\$ -	\$ -	0.00%
6274	Other Costs-Construction	0.80%	\$ -		\$ -	\$ -	0.00%
	<b>Construction Testing</b>						
6280	Construction Tests	2.00%	\$ -		\$ -	\$ -	0.00%
	<b>Construction Inspection</b>						
6290	Construction Inspection	2.50%	\$ -			\$ -	0.00%
	<b>Furniture &amp; Equipment</b>						
4300	Material & Supplies	0.00%	\$ -			\$ -	0.00%
	<b>Total Soft Cost</b>	10.00%	\$ -			\$ -	0.00%
6299	<b>Project Contingency</b>	10.00%	\$ -			\$ 14,557.70	10.00%

**Preliminary Budget** \$ 100,000.00

Measure-S Master Plan budgeted scope was based upon roof repair

**Bid Budget** \$ 160,134.70

Bid Budget scope includes replacement of the MPR High Metal Roof & underlayment and replaces with Sarnafil Cool Roof System.

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MAY 17, 2018**

**SUBJECT: B.2.i. BOARD REVIEW OF GOVERNOR'S 2018-19 BUDGET PROPOSAL – MAY REVISION**

DISCUSSION

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**ISSUE:** Shall the Board receive and discuss information pertaining to the Governor's May Revision to his 2018-19 budget proposal and its implications for the Oak Park Unified School District?

**BACKGROUND:** As required by State law, by May 15, 2018, Governor Brown will present the May Revision to the 2018-19 budget proposal unveiled in January of this year. Staff will provide a report on the May Revision and its implications for Oak Park Unified School District at this evening's meeting. On May 22, 2017, staff will also be attending the School Services of California budget workshop at the Ventura County Office of Education, which will provide further information and analysis of the Governor's May Revision.

**RECOMMENDATION:** None – information only.

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

Respectfully submitted:

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Anthony W. Knight, Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MAY 17, 2018**

**SUBJECT: B.2.j. REVIEW OF DRAFT 2018-19 OAK PARK UNIFIED SCHOOL  
DISTRICT LOCAL CONTROL AND ACCOUNTABILITY PLAN**

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DISCUSSION

**ISSUE:** Shall the Board review and discuss the draft 2018-19 Oak Park Unified School District Local Control and Accountability Plan?

**BACKGROUND:** Effective in 2013-14, the existing K-12 finance system was replaced with the new Local Control Funding Formula (LCFF). As part of shift to LCFF, school districts and County Offices of Education are required to develop, adopt, and annually update a three-year Local Control and Accountability Plan (LCAP), using a form adopted by the California State Board of Education (SBE). The LCAP identifies how districts and County Offices of Education address the State's priorities and metrics, and how expenditures are made in accordance with statutes. Following the process, requirements, and proposed schedule shared with the Board at its February 2018 meeting, the draft 2018-19 Oak Park Unified School District LCAP has been developed with the input from diverse groups of stakeholders. A copy of the draft LCAP document is available at this link: <https://goo.gl/KX99TP>

At this evening's meeting the Board will review and discuss the draft LCAP, and provide direction to staff in its preparation of a final draft for public comment. Education Code 52062 requires a public hearing to solicit the recommendations and comments of the public regarding the proposed LCAP. The public hearing has been scheduled for May 29, 2018. After receiving input from the public, the District's 2018-19 LCAP will be formally adopted at the Board's June 12, 2018 meeting.

**RECOMMENDATION:** None – information and discussion only.

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

Respectfully submitted:

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Anthony W. Knight, Ed.D.  
Superintendent



**TO: BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MAY 17, 2018**  
**SUBJECT: B.5.a. APPROVE ADDITIONAL NOVEL FOR OAK PARK HIGH SCHOOL 12<sup>th</sup> GRADE ENGLISH COURSES**

ACTION

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

**STATEMENT:** Oak Park High School would like to add an additional book to its 12<sup>th</sup> grade senior survey course Madness & Identity and possibly in the senior English IV Honors class. The book is *Outliers*, by Malcolm Gladwell and a description is provided for the Board's reference. This book is being submitted for approval based on the Curriculum's Council recommendation.

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

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted:

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

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

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

## 12<sup>th</sup> Grade English – Survey Courses

Dear Curriculum Council,

I would like to solicit your approval for the following text: *Outliers* by Malcolm Gladwell. This text will be used in the senior survey course Madness & Identity and possibly in the senior English IV Honors class. I have included a brief summary of the book taken from Barnesandnoble.com. I needed to include more nonfiction, but wanted to select something that would be applicable to the students. This will be part of a unit that will focus on success, motivation, self-reflection as well as forward thinking as they enter life beyond high school.

### ***Outliers* – Malcolm Gladwell**

- **ISBN-10:** 0316017930
- **ISBN-13:** 978-0316017930

Paperback \$11.49

Hardcover \$14.65

OverDrive: This is not cost-effective through overdrive

\*This title can also be purchased used (both soft & hard cover) at a much lower price.

Summary: “There is a story that is usually told about extremely successful people, a story that focuses on intelligence and ambition. Gladwell argues that the true story of success is very different, and that if we want to understand how some people thrive, we should spend more time looking *around* them-at such things as their family, their birthplace, or even their birth date. And in revealing that hidden logic, Gladwell presents a fascinating and provocative blueprint for making the most of human potential.

In *The Tipping Point* Gladwell changed the way we understand the world. In *Blink* he changed the way we think about thinking. In *OUTLIERS* he transforms the way we understand success.” (Barnesandnoble.com).

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MAY 17, 2018**

**SUBJECT: B.5.b. APPROVE VENTURA COUNTY PLAN FOR EXPELLED PUPILS TRIENNIAL UPDATE**

ACTION

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**ISSUE:** Shall the Board of Education approve the Ventura County Plan for Expelled Pupils Triennial Update?

**BACKGROUND:** California Education Code (EC) Section 48916.1(a) provides that, at the time an expulsion of a pupil is ordered, the governing board of the school district shall ensure that an education program is provided to the pupil during the expulsion period. EC Section 48926 requires county superintendents, in conjunction with district superintendents within the county, to develop a plan for providing education services to all expelled pupils within that county. The plan was to be adopted by both the governing board of each school district within the county and by the county board of education, and then submitted to the State Superintendent of Public Instruction in 1997.

EC Section 48926 further provides that each county superintendent of schools, in conjunction with district superintendents in the county, shall submit to the Superintendent of Public Instruction a triennial update to that plan on June 30 thereafter. The first triennial update was due no later than June 30, 2000, the second triennial update no later than June 30, 2003, the third triennial update was due no later than June 30, 2006, the fourth triennial update was due no later than June 30, 2009, the fifth triennial update was due no later than June 30, 2012, the sixth triennial update was due June 20, 2015 and the most current plan is to be submitted no later than June 30, 2018.

EC Section 48926 requires that the following components be contained in this plan;

- a. An enumeration of existing educational alternatives for expelled students
- b. The identification of gaps in educational services for expelled students
- c. Proposed strategies for fulfilling said gaps
- d. Alternative placements for those expelled students who have failed to meet the terms and conditions of their rehabilitation plan

EC Section 4816.1 states, "At the time an expulsion of a pupil is ordered, the governing board of the school district shall ensure that an educational program is provided to the pupil who is subject to the expulsion order for the period of the expulsion...." Therefore, every Ventura County School District governing board will refer each expelled student to an appropriate educational placement for the period

of the expulsion. The educational placement will be determined on an individual basis by the school district's governing board based on:

1. The educational needs of students
2. The seriousness of the offense
3. Available educational alternatives
4. Other related factors

The Ventura County Plan for all public schools' districts within Ventura County is available at this link:

<http://www.vcoe.org/Student-Services/Expelled-Students-Plan>

**ALTERNATIVES:**

1. Approve the Ventura County Plan for Expelled Pupils Triennial Update
2. Do not approve the Ventura County Plan for Expelled Pupils Triennial Update

**RECOMMENDATION:** Alternative No. 1

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MAY 17, 2018**  
**SUBJECT: B.4.a. APPROVE RESOLUTION #18-13 TO REESTABLISH PARTICULAR KINDS OF SERVICE TO LAID OFF CLASSIFIED EMPLOYEES**

---

**ACTION**

**ISSUE:** Should the Board of Education approve Resolution #18-13 to reestablish particular kinds of service to laid-off classified employees?

**BACKGROUND:** In considering staffing needs and budget for the 2018-19 school year, it has been determined that the District is able to restore the following position:

0.3750 FTE Instructional Assistant 1 – Art

**ALTERNATIVES:**

1. Approve Resolution #18-14 to reestablish particular kinds of service to laid-off certificated employees.
2. Do not approve the Resolution #18-14 to reestablish particular kinds of service to laid-off certificated employees.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

**BEFORE THE GOVERNING BOARD OF THE  
OAK PARK UNIFIED SCHOOL DISTRICT  
COUNTY OF VENTURA, STATE OF CALIFORNIA**

**RESOLUTION NO. 18-13**

**RESOLUTION TO REESTABLISH PARTICULAR KINDS OF SERVICE, INCREASE  
THE NUMBER OF EMPLOYEES, AND AUTHORIZE OFFERS OF REAPPOINTMENT  
TO LAID OFF CLASSIFIED EMPLOYEES**

**WHEREAS**, on February 20, 2018, this Board adopted Resolution No. 18-09 which included, in part, discontinuing and reducing particular kinds of classified services not later than the beginning of the 2018-2019 school year, as described and set forth in that Resolution;

**WHEREAS**, the Board has determined that it is in the best interests of the District and of the pupils of the District to reestablish particular kinds of services previously reduced or discontinued pursuant to Resolutions No. 18-09;

**NOW, THEREFORE, BE IT RESOLVED**, that the following particular kinds of services previously reduced or discontinued pursuant to Resolutions No. 18-09 are reestablished to the extent indicated below:

**0.3750 FTE Instructional Assistant 1 - Art**

**BE IT FURTHER RESOLVED** that it is in the best interests of the District to increase the number of classified employees by .3750 FTE;

**BE IT FURTHER RESOLVED** that the Superintendent, or designee, is authorized and directed to offer reappointment to employees whose services have been terminated in accordance with Education Code Section 44956 and 44957, to the extent applicable;

**BE IT FURTHER RESOLVED** that the Superintendent, or designee, is delegated the authority to take all actions necessary and proper to the accomplishment of the purposes of this Resolution.

The foregoing Resolution was adopted by the Governing Board of the Oak Park Unified School District on the 17th day of May, 2018 by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
President, Governing Board of the  
Oak Park Unified School District

I, Barbara Laifman, Clerk of the Governing Board of the Oak Park Unified School District, do certify that the foregoing Resolution was regularly introduced, passed and adopted by the Governing Board at its meeting held on May 17, 2018.

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Clerk, Governing Board of the  
Oak Park Unified School District

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MAY 17, 2018**  
**SUBJECT: B.5.a. APPROVE RESOLUTION #18-14 – ORDERING A REGULAR GOVERNING BOARD MEMBER ELECTION, ORDERING CONSOLIDATION WITH OTHER ELECTIONS, AND CONSTITUTING “SPECIFICATION OF THE ELECTION ORDER” TO BE HELD ON NOVEMBER 6, 2018**

ACTION

**ISSUE:** Shall the Board approve Resolution #18-14 ordering a Regular Governing Board Member Election, Ordering Consolidation with Other Elections, and Constituting “Specification of the Election Order” to be held on November 6, 2018

**BACKGROUND:** Pursuant to Election Code Section 1302(b) and Education Code Section 5340, a consolidated election is required to be held for the governing board members whose terms expire on the first Friday in December. Those board members whose terms expire are: Allen Rosen, Derek Ross, and Drew Hazelton.

Attached is a copy of a resolution consolidating the Governing Board Member Elections to be held on Tuesday, November 6, 2018, which needs to be adopted and sent to the Ventura county Office of Education by May 25, 2018. the Ventura County Superintendent of Schools has called a Regular Governing Board Member Election to be held in this District on November 6, 2018. Also attached is a copy of the resolution of the County Superintendent of Schools, which consolidates this, governing board member election with all the other elections that are held in the county on November 6, 2018.

**ALTERNATIVES:**

1. Approve Resolution #18-14 Ordering a Regular Governing Board Member Election, Ordering Consolidated with other Elections, and Constituting “Specifications of the Election Order” to be held on November 6, 2018.
2. Do not approve Resolution #18-14 Ordering a Regular Governing Board Member Election, Ordering Consolidated with other Elections, and Constituting “Specifications of the Election Order” to be held on November 6, 2018.

**RECOMMENDATION:** Alternative No. 1

Respectfully submitted,

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

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

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



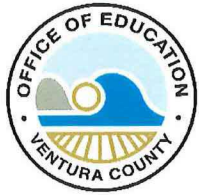
**Resolution #18-14 of the Oak Park Unified School District  
Ordering a Regular Governing Board Member Election,  
Ordering Consolidation with Other Elections, and  
Constituting “Specification of the Election Order”  
to be held on November 6, 2018**

- WHEREAS,** The Oak Park Unified School District has complied with the requirements of Election Code Section 1302(b); and
- WHEREAS,** The Oak Park Unified School District, pursuant to Election Code Section 1302(b), is required to hold the election of Governing Board Members on the same day upon which the statewide General Election is held; and
- WHEREAS,** Pursuant to Election Code Section 1302(b) and Education Code Section 5302, the Ventura County Superintendent of Schools has called a Regular Governing Board Member Election to be held in this District on November 6, 2018; and
- WHEREAS,** Pursuant to Section 5340 of the Education Code, School District Governing Board Member Elections of two or more districts of any type to be held in the same district or area on the same day shall be consolidated so that a person entitled to vote in both or all of such elections may do so at the same time and place and using the same ballot; and
- WHEREAS,** Pursuant to Education Code Section 5342, School District elections may be consolidated by the officer conducting the election with elections held by certain other political subdivisions on the same day and in territory which is the same or partially the same, upon receipt of resolutions from two or more political subdivisions whose boundaries are totally or partially the same territory calling elections to be held on the same day; and
- WHEREAS,** Pursuant to Education Code Section 5322, whenever an election is ordered, the Governing Board of the district shall, not less than 123 days prior to the date set for the election, by resolution delivered to the County Superintendent of Schools and the officer conducting the election, specify the date of the election, the purpose of the election, the authority for ordering the election, the authority for the specifications of the election order, and the signature of the officer or the Clerk of the Board by law authorized to make the designations therein contained; and
- WHEREAS,** Pursuant to Education Code Section 5016, the Governing Board shall schedule a runoff election in accordance with law in the event of a tie vote.

**NOW, THEREFORE, IT IS HEREBY RESOLVED AND ORDERED** as follows:

1. The election shall be held on Tuesday, November 6, 2018.
2. The purpose of the election is to elect **three regular term vacancies** to the Governing Board of Oak Park Unified School District.
3. The election shall be consolidated with elections held by certain other school districts or other political subdivisions on the same day and in territory which is the same or partially the same.
4. The election will be held and conducted in the manner prescribed in Elections Code Section 10418





**RESOLUTION NO. 18-01 of the  
VENTURA COUNTY SUPERINTENDENT OF SCHOOLS**

**CONSOLIDATING THE COMMUNITY COLLEGE DISTRICT,  
COUNTY BOARD OF EDUCATION AND  
SPECIFIED SCHOOL DISTRICT BOARD MEMBER ELECTIONS  
IN VENTURA COUNTY, CALIFORNIA  
TO BE HELD ON TUESDAY, NOVEMBER 6, 2018**

- WHEREAS,** Election Code Section 1302(b) requires a Board Member election be held on November 6, 2018, in the Community College District, County Board of Education and specified School Districts in Ventura County, to fill the office of members whose terms expire on the first Friday in December next succeeding the election; and
- WHEREAS,** Education Code Section 5320 provides that any mandatory provisions of the Education Code requiring that an election be held is an “Order of Election”; and
- WHEREAS,** Education Code Section 5302 provides that when an election is ordered, the County Superintendent of Schools shall call the election; and
- WHEREAS,** Education Code Section 5340 specifies that when the Community College District, County Board of Education and School District Board Member elections for two or more districts or any type to be held in the same district or area on the same day shall be consolidated so that a person entitled to vote in both or all of such elections may do so at the same time and place and using the same ballot; and
- WHEREAS,** Pursuant to Education Code Section 5340, such consolidation of the Community College District, County Board of Education and School District Board Member elections shall be effected by the County Superintendent of Schools having jurisdiction over the elections; and

**WHEREAS,** The County Superintendent of Schools shall notify the Boards of the Community College, County Board of Education, and specified School Districts in writing at least 130 days prior to the date of the election that a consolidated election is required to be held.

**NOW, THEREFORE,** Pursuant to Education Code Section 5302, I hereby resolve, call and order Board Member elections in the Community College District, County Board of Education and School Districts in Ventura County, as stipulated on the attached list, be held on November 6, 2018;.

**FURTHERMORE,** Pursuant to Section 10400, et seq., of the Elections Code and Section 5340 of the Education Code, I order that the elections in the Community College District, County Board of Education and School Districts in Ventura County, as stipulated on the attached list, be consolidated with any other election which may be held on the same date and involving the same territory.

**FURTHERMORE,** I order that the consolidated elections in the Community College District, County Board of Education and School Districts in Ventura County, as stipulated on the attached list, be held and conducted in the manner prescribed in Elections Code Section 10418.

**IN WITNESS WHEREOF,** I have hereunto set my hand this 12th day of April, 2018.

  
\_\_\_\_\_  
**Stanley C. Mantooth**  
***Ventura County Superintendent of Schools***

**COMMUNITY COLLEGE DISTRICT, COUNTY BOARD OF  
EDUCATION AND SPECIFIED SCHOOL DISTRICT BOARD MEMBER  
ELECTIONS TO BE HELD ON TUESDAY, NOVEMBER 6, 2018**

<b>District</b>	<b>Elections</b>
Briggs Elementary	(3) Regular Term Vacancies
Conejo Valley Unified	(3) Regular Term Vacancies
Fillmore Unified	(3) Regular Term Vacancies
Hueneme Elementary	(3) Regular Term Vacancies
Mesa Union Elementary	(3) Regular Term Vacancies
Moorpark Unified	(2) Regular Term Vacancies
Mupu Elementary	(2) Regular Term Vacancies
Oak Park Unified	(3) Regular Term Vacancies
Ocean View	(3) Regular Term Vacancies
Ojai Unified	(3) Regular Term Vacancies
Oxnard Elementary	(3) Regular Term Vacancies Trustee Area #2 Trustee Area #3 Trustee Area #5
Oxnard Union High School	(3) Regular Term Vacancies
Pleasant Valley Elementary	(3) Regular Term Vacancies
Rio Elementary	(3) Regular Term Vacancies
Santa Clara Elementary	(2) Regular Term Vacancies
Santa Paula Unified	(2) Regular Term Vacancies
Simi Valley Unified	(2) Regular Term Vacancies (1) Short Term Vacancy
Somis Union Elementary	(3) Regular Term Vacancies (1) Short Term Vacancy
VC Board of Education	(3) Regular Term Vacancies Trustee Area #1 Trustee Area #2 Trustee Area #4
VC Community College District	(3) Regular Term Vacancies Trustee Area #1 Trustee Area #2 Trustee Area #5

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MAY 17, 2018**

**SUBJECT: B.6.a. APPROVE AMENDMENT TO BOARD POLICY 1113 – DISTRICT AND SCHOOL WEB SITES - First Reading**

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**ISSUE:** Should the Board of Education approve amendment to Board Policy 1113 – District and School Web Sites?

**BACKGROUND:** Policy updated to (1) clarify the district's responsibility to make district and school web sites accessible to individuals with disabilities; (2) reflect laws prohibiting web site operators from using web site information to amass a profile about a student, engage in targeted advertising to students, or sell or disclose a student's information, including NEW LAW (AB 2799, 2016) which prohibits such activities for web sites used primarily for preschool and prekindergarten purposes; and (3) clarify options related to posting student photographs on district and school web sites together with their names. Regulation updated to (1) add section on "Design Standards," including standards for web site accessibility to individuals with disabilities; (2) reflect NEW LAW (AB 2257, 2016) which requires posting a prominent, direct link to the current board meeting agenda or to an integrated agenda management platform, effective January 1, 2019; and (3) clarify requirements related to posting copyrighted material.

**ALTERNATIVES:**

1. Approve the adoption of Board Policy 1113 – District and School Web Sites.
2. Do not adopt Board Policy 1113 – District and School Web Sites.

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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



# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

*Series 1000*

*Community Relations*

*BP 1113(a)*

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## District And School Web Sites

To enhance communication with students, parents/guardians, staff, and community members, the Governing Board encourages the Superintendent or designee to develop and maintain district and school web sites. The use of district and school web sites shall support the district's vision and goals and shall be coordinated with other district communication strategies.

*(cf. 0000 - Vision)*

*(cf. 0440 – District Technology Plan)*

*(cf. 1100 - Communication with the Public)*

*(cf. 1112 - Media Relations)*

*(cf. 1114 – District-Sponsored Social Media)*

*(cf. 6020 – Parent Involvement)*

## Design Standards

The Superintendent or designee shall establish design standards for district and school web sites in order to maintain a consistent identity, professional appearance, and ease of use.

The district's design standards shall address the accessibility of district-~~sponsored~~ and school web sites to individuals with disabilities, including compatibility with commonly used assistive technologies.

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

## Guidelines for Web Site Content

The Superintendent or designee shall develop content guidelines for district and school web sites and ~~shall~~ assign staff to review and approve content prior to posting.

Board policy pertaining to advertising in district and school publications, as specified in BP 1325 – Advertising and Promotion, shall also apply to advertising on district and school web sites.

*(cf. 1325 – Advertising and Promotion)*

## Privacy Rights

The Superintendent or designee shall ensure that the privacy rights of students, parents/guardians, staff, Board members, and other individuals are protected on district and school web sites.

*(cf. 1340 - Access to District Records)*

# OAK PARK UNIFIED SCHOOL DISTRICT

## BOARD POLICY

Series 1000

Community Relations

BP 1113(b)

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(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)  
(cf. 5022 - Student and Family Privacy Rights)  
(cf. 5125 - Student Records)

Telephone numbers, home addresses, and email addresses of students and/or their parents/guardians shall not be published on a district or school web pagesites.

(cf. 5125.1 - Release of Directory Information)

~~Photographs of individual students may be published.~~ The district regards photographs as a category of directory information that would not generally be considered harmful or an invasion of privacy if disclosed. Therefore, a student's photograph ~~together with their names, except when they may be published on district or school web sites unless the student's parent/guardian has notified the district in writing to not release the student's photograph without prior written consent in accordance with BP/AR 5125.1 – Release of Directory Information.~~

If students' names are not included, ~~P~~photographs of individual students or groups of students, such as at a school event, may be published on school or district web sites. ~~provided that students' names are not included.~~

~~Staff members~~ Employees' home addresses, personal or telephone numbers, and personal email addresses shall not be posted on district or school web sites.

The home address or telephone number of any elected or appointed official including, but not limited to, a Board member or public safety official, shall not be posted on ~~D~~district and or school web sites without the prior written permission of that individual. (Government Code 3307.5, 6254.21, 6254.24)

(cf. 1100 - Communication with the Public)

No public safety official ~~e~~ shall be required to consent to the posting on the Internet of his/her photograph or identity as a public safety officer for any purpose if that officer reasonably believes that the disclosure may result in a threat, harassment, intimidation, or harm to the officer or his/her family. (Government Code 3307.5)

(cf. 3515.3 - District Police/Security Department)

### Legal Reference:

#### EDUCATION CODE

35182.5 Contracts for advertising  
35258 Internet access to school accountability report cards  
48907 Exercise of free expression; rules and regulations  
48950 Speech and other communication  
49061 Definitions, directory information  
49073 Release of directory information  
60048 Commercial brand names, contracts or logos



# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1113(c)

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## BUSINESS AND PROFESSIONS CODE

22580-22582 Digital privacy

22584-22585 Student Online Personal Information Protection Act

22586 Preschool and prekindergarten privacy

## GOVERNMENT CODE

3307.5 Publishing identity of public safety officers

6254.21 Publishing addresses and phone numbers of board members

6254.24 Definition of public safety official

11135 Nondiscrimination; accessibility to state web sites

## PENAL CODE

14029.5 Prohibition against publishing personal information of person in witness protection program

## UNITED STATES CODE, TITLE 17

~~101-1101 Federal copyright law~~

101-122 Subject matter and scope of copyright

504 Penalties for copyright infringement

## UNITED STATES CODE, TITLE 20

1232g Federal Family Educational Rights and Privacy Act (~~FERPA~~)

## UNITED STATES CODE, TITLE 29

705 Definitions; Vocational Rehabilitation Act

794 Section 503 of the Rehabilitation Act of 1973; accessibility to federal web sites

## UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

## CODE OF FEDERAL REGULATIONS, TITLE 16

312.1-312.12<sup>+</sup> Children's Online Privacy

## CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

104.1-104.61 Nondiscrimination on the basis of disability

## COURT DECISIONS

*City of San Jose v. Superior Court*, (2017) 2 Cal.5th 608

*Aaris v. Las Virgenes Unified School District*, (1998) 64 Cal.App.4th 1112

## Management Resources:

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

*Dear Colleague Letter*, May 26, 2011

*Joint Dear Colleague Letter: Electronic Book Readers*, June 2010

### U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

*Accessibility of State and Local Government Websites to People with Disabilities*, June 2003

### WORLD WIDE WEB CONSORTIUM PUBLICATIONS

*Web Content Accessibility Guidelines*, December 2008

### WEB SITES

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

California Department of Education, Web Accessibility Standards:

<http://www.cde.ca.gov/re/di/ws/webaccessstds.asp>

California School Public Relations Association: <http://www.calspra.org>

U.S. Department of Education, Office for Civil Rights: <http://www2.ed.gov/about/offices/list/ocr>

U.S. Department of Justice, Americans with Disabilities Act: <http://www.ada.gov>

World Wide Web Consortium, Web Accessibility Initiative: <http://www.w3.org/wai>

Adopted: 9-17-02

Amended: 10-21-03, 2-19-08, 6-19-12, 5-17-18

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## District And School Web Sites

### Design Standards

In accordance with the requirements of the Americans with Disabilities Act and Section 504 of the federal Rehabilitation Act of 1973, district and school web sites shall contain features that ensure accessibility for individuals with disabilities, which may include, but are not limited to, captions for videos and multimedia presentations, text alternatives to images, provision of sufficient time to use the content, avoidance of flashing images, adequate contrast in visual presentations, and/or other features that meet applicable standards for web site accessibility. The Superintendent or designee shall regularly review district and school web sites and modify them as needed to ensure legal compliance with accessibility standards.

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

### Guidelines for Web Site Content

As applicable, district and school web sites shall provide current information regarding the district's mission and goals, district/school programs, activities and operations, district/- Such information shall be appropriate for both internal and external audiences and may include district mission and goals, district or school news, agendas and minutes of Governing Board meetings, School Accountability Report Cards, school calendars, and links to educational resources.

*(cf. 0440 – District Technology Plan)*

*(cf. 0510 - School Accountability Report Card)*

*(cf. 1000 – Communication with the Public)*

*(cf. 9322 - Agenda/Meeting Materials)*

~~*(cf. 1112 – Media Relations)*~~

~~*(cf. 6020 – Parent Involvement)*~~

~~With approval from the principal, individual t~~Teachers ~~may~~ are encouraged to create web pages ~~linked to the district or~~ on the school web site or linked to the school website in order to provide information pertaining to class assignments, expectations, and activities. Teachers shall be instructed to follow the same design standards as those used for the district and school websites for ADA compliance. Named ~~S~~student work may be published on district or school web sites provided that both the student and his/her parent/guardian provide written permission or the work is part of an existing publication such as a newspaper or school newsletter. Anonymous student work (work that is not named or attributed to a particular student) may be posted without permission. Staff shall refrain from posting images of students along with their names unless they have explicit permission to do so from both student and parent.

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~~The Superintendent/designee shall ensure that copyright laws are not violated in the use of materials on district and school web sites.~~

The district shall refrain from using copyrighted material without permission. Instead of using copyrighted material the District may use works in the public domain or self-generated materials. In the event that known copyrighted material is used, written permission to use such works shall be obtained from the copyright owner. Furthermore ~~If when any~~ copyrighted material is posted, the web site shall include a notice ~~shall be included~~ crediting the ~~original producer of the material and noting how and when~~ copyright owner and, as necessary, shall note that permission to reprint the material was granted.

*(cf. 4132/4232/4332 – Publication or Creation of Materials)*

*(cf. 6162.6 - Use of Copyrighted Materials)*

Whenever a district or school web site includes links to external web sites, it shall include a disclaimer that ~~the district is not responsible for the content of external web sites~~ clicking on the link will cause the user to leave district managed content.

### Roles and Responsibilities

Any employee assigned as a district webmaster or site manager shall be responsible for ~~the~~ uploading current and compliant ~~or~~ material to the district web site and/or school web site(s) upon approval of the Superintendent or designee. He/she shall ~~ensure~~ review district and school websites to ensure consistency ~~of the material~~ with district standards and have the ability to override and update all aspects of the district or school website to ensure compliance.; ~~regularly check links for accuracy and appropriateness, keep the web server free of outdated or unused files, and provide technical assistance as needed.~~

The Superintendent or designee may assign additional staff members to assist with maintaining up-to-date information throughout the district or school website. They may conduct ~~an~~ editorial review of all materials ~~submitted for publication~~ posted on district or school web site(s) and ~~to~~ make corrections as needed in spelling, grammar, or accuracy of content. They may also check links for accuracy and appropriateness, and work to keep the website free of outdated or unused files, and provide technical assistance as needed

The Superintendent or designee shall provide staff development opportunities related to district content guidelines, design standards, and accessibility laws and standards to district communications and technology staff, district and school webmasters, and/or other appropriate staff.

~~(cf. 4131, 4231, 4331 – Staff Development)~~

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*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

### Security

The Superintendent or designee shall establish security procedures ~~for the district's computer network~~ to prevent unauthorized access and changes to district and school web sites. ~~To the extent possible, the host computer(s) shall be in a lockable room with restricted access.~~

Adopted: 9-17-02

Amended: 7-11, 5-17-18

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MAY 17, 2018**

**SUBJECT: B.6.b. APPROVE AMENDMENT TO ADMINISTRATIVE REGULATION  
3580 – DISTRICT RECORDS —First Reading**

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**ISSUE:** Should the Board of Education approve the proposed amendment to Administrative Regulation 3580 – District Records?

**BACKGROUND:** Administrative Regulation updated to revise material related to the retention of electronic records, including records pertaining to district business that are created, saved, sent, or received on an employee's or board member's personal device, to reflect NEW COURT DECISION (City of San Jose v. Superior Court) which held that such records may be accessible to the public in accordance with the California Public Records Act.

**ALTERNATIVES:**

1. Approve the amendment to Administrative Regulation 3580 – District Records.
2. Do not amend Administrative Regulation 3580 – District Records.

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 3000

Business and Non-Instructional Operations

AR 3580(a)

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## **District Records**

### **Classification of Records**

Records means all records, maps, books, papers, and documents of a school district required by law to be prepared or retained as necessary or convenient to the discharge of official duty. (5 CCR 16020)

*(cf. 1340 – Access to District Records)*

Before January 1, the Superintendent or designee shall review the prior year's records and shall classify them as either a Class 1 (Permanent), Class 2 (Optional), or Class 3 (Disposable) record. (5 CCR 16022)

Records of continuing nature (active and useful for administrative, legal, fiscal, or other purposes over a period of years) shall not be classified until such usefulness has ceased. (5 CCR 16022)

An inventory of equipment shall be a continuing record and shall not be classified until the inventory is superseded or until the equipment is removed from district ownership. (5 CCR ~~16002~~-16022)

*(cf. 3440 - Inventories)*

A student's cumulative record is a continuing record until the student ceases to be enrolled in the district. (5 CCR 16022)

*(cf. 5125 - Student Records)*

When an electronic or photographed copy of a Class 1 (Permanent) record has been made, the copy may be classified as Class 1 (Permanent) and the original classified as either Class 2 (Optional) or Class 3 (Disposable). However, no original records that is basic to any required audit may be destroyed prior to the second July 1st succeeding the completion of the audit. (Education Code 35254)

### **Class 1 - Permanent Records**

The original of each of the following records, or one exact copy of it when the original is required by law to be filed with another agency, is a Class 1 (Permanent) record and shall be retained indefinitely unless microfilmed in accordance with 5 CCR 16022: (5 CCR 16023)

#### 1. Annual Reports

- a. Official budget
- b. Financial reports of all funds, including cafeteria and student body funds

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- c. Audit of all funds
- d. Average daily attendance, including Period 1 and Period 2 reports
- e. Other major annual reports, including:
  - (1) Those containing information relating to property, activities, financial condition, or transactions
  - (2) Those declared by Governing Board minutes to be permanent

*(cf. 3100 - Budget)*

*(cf. 3452 - Student Activity Funds)*

*(cf. 3460 - Financial Reports and Accountability)*

*(cf. 3551 - Food Service Operations/Cafeteria Fund)*

## 2. Official Actions

- a. Minutes of the Board or Board committees, including the text of rules, regulations, policies or resolutions included by reference only
- b. The call for and the result of any elections called, conducted, or canvassed by the Board
- c. Records transmitted by another agency pertaining to its action with respect to district reorganization

*(cf. 7214 - General Obligation Bonds)*

*(cf. 9324 - Minutes and Recordings)*

## 3. Personnel Records

Class 1 (Permanent) records including all detailed records relating to employment; assignment; amounts and dates of service rendered; termination or dismissal of an employee in any position; sick leave record; rate of compensation; salaries, or wages paid; and deductions or withholdings made and the person or agency to whom such amounts were paid. In lieu of the detailed records, a complete proven summary payroll record for each employee containing the same data may be classified as a Class 1 (Permanent) record and the detailed records may then be classified as Class 3 (Disposable) records.

Information of a derogatory nature as defined in Education Code 44031 shall be retained as a Class 1 (Permanent) record only when the time for filing a grievance has passed or the document has been sustained by the grievance process.

*(cf. 4112.65/4212.65/4312.65 — ~~Personnel Files~~ Criminal Record Check)*

*(cf. 4112.6/4212.62/4312.6 — ~~Maintenance of Criminal Offender Records~~ Personnel Files)*

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## 4. Student Records

The records of enrollment and scholarship for each student required by 5 CCR 432 and all records pertaining to any accident or injury involving a minor for which a claim for damages had been filed as required by law shall be classified as Class 1 (Permanent) records. ~~This~~ These includes any related policy of liability insurance, except that these records cease to be Class 1 (Permanent) records one year after the claim has been settled or the statute of limitations has expired.

*(cf. 5111.1 - District Residency)*

*(cf. 5141 - Health Care and Emergencies)*

*(cf. 5143 - Insurance)*

## 5. Property Records

Class 1 (Permanent) records include all detailed records relating to land, buildings, and equipment. In lieu of detailed records, a complete property ledger may be classified as a Class 1 (Permanent) record. The detailed records may then be classified as Class 3 (Disposable) records if the property ledger includes all fixed assets; an equipment inventory; and, for each piece of property, the date of acquisition, name of previous owner, a legal description, the amount paid, and comparable data if the unit is disposed of.

*(cf. 3280 - Sale or Lease of District-Owned Real Property)*

### **Class 2 - Optional Records**

Any record considered temporarily worth keeping, but which ~~is~~are not a Class 1 record, may be classified as a Class 2 (Optional) record and shall be retained until ~~it is~~reclassified as a Class 3 (Disposable) records. If, by agreement of the Board and Superintendent or designee, classification of the prior year records has not been made before January 1 as specified in 5 CCR 16022, all records of the prior year may be classified as Class 2 (Optional) records pending further review and classification within one year. (5 CCR 16024).

### **Class 3 - Disposable Records**

All records not classified as Class 1 (Permanent) or as Class 2 (Optional) records shall be classified as Class 3 (Disposable) records. These include, but are not limited to, detailed records basic to audit, including those relating to attendance, average daily attendance, or business or financial transactions; detailed records used in preparing another report; teachers' registers if all information required by 5 CCR 432 is retained in other records or if the General Records pages are removed from the register and classified as Class 1 (Permanent) records; and periodic



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reports, including daily, weekly, and monthly reports, bulletins, and instructions. (5 CCR 16025)

All Class 3 (Disposable) records shall be destroyed during the third school year after the school year in which the records originated. In addition, Class 3 (Disposable) records shall not be destroyed until after the third school year following the completion of any legally required audit or the retention period required by any agency other than the State of California, whichever is later. A continuing record shall not be destroyed until the fourth year after it has been classified as a Class 3 (Disposable) record. (5 CCR 16026, 16027)

(cf. 5113.2 - Work Permits)

## **Electronically Stored Information**

All ~~district-related~~ electronically stored information ~~generated~~ related to the conduct of district business, including information created, saved, sent, or received ~~by~~ on a district employee's or Board member's personal account or device, shall be saved ~~to~~ as an electronic file ~~on the district's computer~~ to a district-provided account or device and retained ~~for at least 180 days, or shall~~ in accordance with the section "Classification of Records" above. Such information includes, but is not limited to, email, text messages, instant messages, computer files, and other electronic communications related to district business. In addition, when appropriate, the information may be printed ~~by the employee~~ and physically filed in a way that allows it ~~can~~ to be easily retrieved when needed.

(cf. 9012 - Board Member Electronic Communications)

## **Email Retention Procedure**

The district shall retain all emails within the hosted email service. All emails shall be discoverable from the district managed archive.

~~However, any district-related electronically stored information that qualified as a record, as defined above, shall be classified and retained as specified in the section "Classification of Records" above.~~

~~District-related electronically stored information includes, but is not limited to, any email, voicemail, text message, word processing document, spreadsheet, or text document related to district business or generated in the course of an employee's official duty.~~

Employees shall ~~be required to~~ regularly purge their email accounts and district-issued computers, cell phones, and other communication devices of personal electronically stored information and other information unrelated to district business. The Superintendent or designee may check for appropriate use of any district-owned equipment at any time.

(cf. 4040 -- Employee Use of Technology)

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Any ~~employee~~person to whom a district-owned computer, cell phone, or other electronic communication device is provided shall be notified about the district's electronic information management system and, as necessary, provided training on ~~effectively using~~the effective use of the device.

~~(cf. 4131/4231/4331—Staff Development)~~

Adopted: 7-11-89

Amended: 9-17-02, 4-13, 5-17-18

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MAY 17, 2018**

**SUBJECT: B.6.c. APPROVE AMENDMENT TO BOARD POLICY AND EXHIBIT  
5145.6 – PARENTAL NOTIFICATIONS – First Reading**

**ACTION**

**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy and Exhibit 5145.6 – Parental Notifications?

**BACKGROUND:** Board Policy updated to reflect federal law applicable to districts participating in certain federal programs which requires that parental notifications be presented in an understandable and uniform format and, to the extent practicable, in a language that parents/guardians can understand. Policy also revised to reflect state law requiring that parental notifications be written in the primary language, in addition to English, whenever 15 percent or more of the students enrolled in a school speak a single primary language other than English. Exhibit updated to reflect notices required by NEW LAW, including notices related to students' right to a free public education regardless of immigration status or religious beliefs (AB 699), the employee code of conduct related to employee interactions with students (AB 500), the district's meal payment policy (USDA Memorandum SP-23-2017), a student's identification as a long-term English learner (AB 81), a negative balance in a student's meal account (SB 250), educational rights of children of military families (AB 365), and any excessive level of lead found in drinking water (AB 746). Two legal cites renumbered pursuant to federal law and regulations.

**ALTERNATIVES:**

1. Approve the amendment to Board Policy and Exhibit 5145.6 – Parental Notifications.
2. Do not amend Board Policy and Exhibit 5145.6 – Parental Notifications.

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

BOARD MEETING MAY 17, 2018

Item B.6.b, Approve amendment to Board Policy and Exhibit 5145.6 – Parental Notifications

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

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

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## **Parental Notifications**

The Governing Board ~~recognizes that notifications are essential to~~ desires to promote effective communication between the school and the home- ~~and to keep parents/guardians informed regarding educational programs, school operations, and the legal rights of students and their parents/guardians.~~ The Superintendent or designee shall send ~~students and~~ parents/guardians ~~and students~~ all notifications required by law, ~~including notifications about their legal rights,~~ and any other notifications he/she believes will promote parental understanding and involvement.

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 5022 - Student and Family Privacy Rights)

(cf. 6020 - Parent Involvement)

~~The notice required pursuant to~~ Notice of the rights and responsibilities of parents/guardians as specified in Education Code 48980 shall be sent at the beginning of each academic year and may be provided ~~either~~ by regular mail, in electronic ~~from~~ form when so requested by the parent/guardian, or by any other method normally used ~~to communicate by the district for written communication~~ with parents/guardians ~~in writing~~. (Education Code 48981, ~~48982~~)

~~If any~~ No activity specified in Education Code 48980 ~~will be undertaken by any school during the forthcoming school term, the notice shall state that fact and the approximate date on which any such activity will occur. No such activity~~ shall be undertaken with respect to any particular student unless his/her parent/guardian has been informed ~~by~~ of such action through the annual notification or other separate special notification. ~~Such notice shall state the activity that will be undertaken and the approximate date on which the activity will occur.~~ (Education Code 48983-48984)

The annual notification shall include a request that the parent/guardian sign the notice and return it to the school; or, if the notice is provided in electronic format, that the parent/guardian submit a signed ~~acknowledgement or acknowledgment~~ of receipt of the notice to the school. ~~-The parent/guardian's~~ guardian's signature is an ~~acknowledgement~~ acknowledgment of receipt of the information but does not indicate that consent to participate in any particular program has been given or withheld. (Education Code 48982)

~~Notifications to-~~ Whenever a student enrolls in a district school during the school year, his/her parents/guardians shall be ~~written both in English~~ given all required parental notifications at that time.

Notifications shall be presented in an understandable and ~~in the family's~~ uniform format and, to the extent practicable, in a language that parents/guardians can understand.

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Whenever 15 percent or more of the students enrolled in a district school speak a single primary language ~~when so required by law~~ other than English, as determined from the California Department of Education census data collected pursuant to Education Code 52164, all notices sent to the parent/guardian of any such student shall, in addition to being written in English, be written in the primary language, and may be responded to either in English or the primary language. (Education Code 48981, 48985; ~~20 USC 6311, 6312~~.)

Whenever an employee learns that a student's parent/guardian is ~~for any reason~~, unable to understand the district's printed notifications; ~~for any reason, he/she shall inform~~ the principal or designee, ~~who~~ shall work with the parent/guardian to establish other appropriate means of communication.

## Legal Reference:

### EDUCATION CODE

221.5 Prohibited sex discrimination

231.5 Sexual harassment policy

234.7 Student protections relating to immigration and citizenship status

262.3 Appeals for discrimination complaints; information ~~re~~ regarding availability of civil remedies

310 ~~Structured~~ Language acquisition programs

313 Reclassification of English ~~Immersion Program~~ learners, parental consultation

313.2 Long-term English learner, notification

440 English language proficiency assessment; instruction in English language development

~~17288 Pupils~~; 8483 Before/after school ~~buildings~~ program; enrollment priorities

17288 Building standards for university campuses

17611.5-17612 Notification of pesticide use

32221.5 Insurance for athletic team members

32255-32255.6 Right to refuse harmful or destructive use of animals

32390 Fingerprint program; contracts; funding; consent of parent/guardian;

33479.3 The Eric Paredes Sudden Cardiac Arrest Prevention Act

35160.5 Extracurricular and cocurricular activities

35178.4 Notice of accreditation status

35182.5 Advertising in the classroom

35183 School dress codes; uniforms

35186 Complaints concerning deficiencies in instructional materials and facilities

35211 Driver training; district insurance, parent/guardian liability

35256 School ~~accountability report card~~ Accountability Report Card

35258 School Accountability Report Card

35291 Rules for student discipline

~~37254 Intensive instruction for students who have not passed High School Exit Examination~~

37616 Consultation regarding year-round schedule

39831.5 School bus rider rules and information

44050 Employee codes of conduct, employee interactions with students

44808.5 Permission to leave school grounds

46010.1 Notice ~~re~~ regarding excuse to obtain confidential medical services

46014 Regulations regarding absences for religious purposes

46600-46611 Interdistrict attendance ~~agreements-especially~~

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48000 Minimum age of admission  
48070.5 Promotion or retention of students  
48204 Residency requirements  
48205 Absence for personal reasons  
48206.3 ~~Pupils~~Students with temporary disabilities; individual instruction; definitions  
48207-48208 Students with temporary disabilities in hospitals ~~outside of school district~~  
48213 Prior notice of exclusion from attendance  
48216 Immunization  
48260.5 Notice regarding truancy  
48262 Need for parent conference regarding truancy  
48263 Referral to ~~SARB~~school attendance review board or probation department  
48301 Interdistrict transfers  
48350-48361 Open Enrollment Act  
48354 Option to transfer from school identified under Open Enrollment Act  
48357 Status of application for transfer from school identified under Open Enrollment Act  
48412 Certificate of proficiency  
48432.3 Voluntary enrollment in continuation education  
48432.5 Involuntary -transfers of ~~pupils~~students  
48850-48859 Education of foster youth and homeless students  
48900.1 Parental attendance required after suspension  
48904 Liability of parent/guardian for willful ~~pupil~~student misconduct  
48904.3 Withholding grades, diplomas, or transcripts  
48906 Notification of release of ~~pupil~~student to peace officer  
48911 Notification in case of suspension  
48911. ~~441~~ Assignment to supervised suspension classroom  
48912 Closed sessions; consideration of suspension  
48915.1 Expelled ~~individuals;~~ students; enrollment in another district  
48916 Readmission procedures  
48918 Rules governing expulsion procedures  
48929 Transfer of student convicted of violent felony or misdemeanor  
48980 Required notification at beginning of term  
48980.3 Notification of pesticide use  
48981 Time and means of notification  
48982 ~~Signature; return to school; effect of~~Parent signature acknowledging receipt of notice  
48983 Contents of notice  
48984 Activities prohibited unless notice given  
48985 Notices to parents in language other than English  
48987 Child abuse information  
49013 Use of uniform complaint procedures for complaints regarding student fees  
49063 Notification of ~~parents of their~~parental rights  
~~49067 Regulations regarding student's achievement~~  
49067 Student evaluation; student in danger of failing course  
49068 Transfer of permanent enrollment and scholarship record  
49069 Absolute right to access  
49070 Challenging content of student record  
49073 Release of directory information  
49073.6 Student records, social media  
49076 Access to student records

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49077 Access to information concerning a student in compliance with court order  
49403 Cooperation in control of communicable disease and immunization  
49423 Administration of prescribed medication for ~~pupil~~student  
49451 Physical examinations: parent's refusal to consent  
49452.5 Screening for scoliosis  
49452.7 Information on type 2 diabetes  
49452.8 Oral health assessment  
49456 Results of vision or hearing test  
~~49471-49472 Insurance~~  
49475 Student athletes; concussions and head injuries  
~~49480 Continuing medication regimen for nonepisodic conditions~~  
49510-49520 Duffy-Moscone Family Nutrition Education and Services Act of 1970  
~~49557.5 Child Hunger Prevention and Fair Treatment Act of 2017; notice of negative balance in meal account~~  
~~51225.1 Exemption from district graduation requirements~~  
~~51225.2 Course credits; foster youth, homeless youth, former juvenile court school students and military-connected students~~  
51225.3 Graduation requirements; courses that satisfy college entrance criteria  
51229 Course of ~~student~~study for grades 7-12  
51513 Personal beliefs; privacy  
51938 HIV/AIDS and sexual health instruction  
~~52164 Language census~~  
52164.1 Census-taking methods; determination of primary language; assessment of language skills;~~notice~~  
52164.3 Reassessment of English learners; notification of results  
~~52173 Bilingual education~~  
~~52244 Advanced Placement Program~~  
54444.2 Migrant education programs; parent involvement  
56301 Child-find system; policies ~~re:~~regarding written notification rights  
56321 Special education: proposed assessment plan  
56321.5-56321.6 Notice of parent rights pertaining to special education  
56329 Written notice of right to findings; independent assessment  
56341.1 Development of ~~ndividualized~~individualized education program; right to audio record meeting  
56341.5 Individualized education program team meetings  
56343.5 ~~IEP~~Individualized education program meetings  
~~56521.1 Behavioral intervention~~  
58501 Alternative schools~~;~~; notice required prior to establishment  
60615 Exemption from state assessment  
60641 ~~Standardized Testing~~ California Assessment of Student Performance and ~~Reporting-Program~~Progress  
~~60850 High school exit exam~~  
~~60852.4 High school exit examination waiver for disabled student~~  
69432.9 Submission of grade point average to Cal Grant program  
CIVIL CODE  
~~1798.29 District records, breach of security~~  
HEALTH AND SAFETY CODE  
1596.857 Right to enter child care facility  
~~104420 Tobacco use prevention~~  
104855 Availability of topical fluoride treatment



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*116277 Lead testing of school drinking water*

*120365-~~75~~120375 Immunizations*

*120440 Sharing immunization information*

*124100-~~School districts~~ 124105 Health screening and ~~private schools; information to parents~~ immunizations*

## PENAL CODE

*626.81 Notice of permission granted to sex offender to volunteer on campus*

*627.5 Hearing request following denial or revocation of registration*

## CODE OF REGULATIONS, TITLE 5

*850 Definitions; notification regarding use of California Modified Assessment*

*863 Standardized Testing and Reporting Program*

*852 Exemptions from state assessments*

*863 Reports of state assessment results*

*3052 Behavioral intervention*

*3831-~~General standards (Gifted and Talented Program)~~*

*4622-~~Notice requirements and recipients~~*

*4631-~~Responsibilities of the local agency~~*

*4622 Notification of uniform complaint procedures*

*4631 Uniform complaint procedures; notification of decision and right to appeal*

*4702 Student transfer from school identified under Open Enrollment Act*

*4917 Notification of sexual harassment policy*

*11303 Reclassification of English ~~language~~-learners*

*11309-~~Parental Exception Waivers~~*

*11511.5 English language proficiency assessment; test results*

*11523 Notice of proficiency examinations-~~(HS)~~*

*18066 ~~Policies and procedures~~ Child care policies regarding excused and unexcused absences ~~for~~*

*18094-18095 Notice of Action; child care services*

*18114 Notice of delinquent fees; child care services*

*18118-18119 Notice of Action; child care services*

## CODE OF REGULATIONS, TITLE 17

*2951 Hearing tests*

*6040 Time period to obtain needed ~~immunizations~~immunizations*

## UNITED STATES CODE, TITLE 20

*1232g Family Educational and Privacy Rights Act*

*1232h Privacy rights*

*1415 Procedural ~~Safeguards~~safeguards*

*6311 State ~~plans~~plan*

*6312 Local educational agency plans*

*6316-~~Academic assessment and local educational agency school improvement~~*

*6318-~~Parental involvement~~*

*7012-~~Instruction in English language development~~*

*6318 Parent and family engagement*

*7908 Armed forces recruiter access to students*

## UNITED STATES CODE, TITLE 42

*1758 Child nutrition programs*

*11431-11435 McKinney-Vento Homeless Assistance Act*

## CODE OF FEDERAL REGULATIONS, TITLE 7

*245.5 Eligibility criteria for free and reduced-price meals*

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5145.6(e)

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245.6a Verification of eligibility for free and reduced-price meals

CODE OF FEDERAL REGULATIONS, TITLE 34

99.7 Student records, annual notification

99.30 Disclosure of personally identifiable information

99.34 Student records, disclosure to other educational agencies

99.37 Disclosure of directory information

104.32 District responsibility to provide free appropriate public education

104.36 Procedural safeguards

104.8 Nondiscrimination

106.9 Dissemination of policy, -nondiscrimination on basis of sex

200.6+48 Teacher qualifications

300.300 Parent consent for special education evaluation

300.322 Parent participation in IEP team meetings

300.502 Independent educational evaluation of student with disability

300.503 Prior written notice regarding identification, evaluation, or placement of student with disability

300.504 Procedural safeguards notice for students with disabilities

300.508 Due process complaint

300.530 Discipline procedures

CODE OF FEDERAL REGULATIONS, TITLE 40

763.84 Asbestos inspections, response actions and post-response actions

763.93 Asbestos management plans

## Management Resources:

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

Unpaid Meal Charges: Guidance and Q&A, SP 23-2017, March 2017

Civil Rights Compliance and Enforcement -- Nutrition Programs and Services, FNS Instruction 113-1, 2005

WEB SITES

U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov>

Adopted: 8-18-92

Amended: 3-05, 3-06, 3-07, 2-19-13, 5-17-2018

# OAK PARK UNIFIED SCHOOL DISTRICT EXHIBIT

*Series 5000*

*Students*

*E 5145.6(a)*

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## **Parental Notifications**

### **I. Annually**

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 234.7  
Board Policy/Administrative Regulation #: See BP 0410  
Subject: Right to a free public year 234.7 education regardless of immigration status or religious beliefs

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 310  
Board Policy/Administrative Regulation #: See BP 6142.2, See AR 6174  
Subject: Information on the district's language acquisition program

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 17611.5, 17612, 48980.3  
Board Policy/Administrative Regulation #: See AR 3514.2  
Subject: Use of pesticide product, active ingredients, Internet address to access information, and, if district uses certain pesticides, integrated pest management plan

When to Notify: Annually by February 1  
Education or Other Legal Code: Education Code 35256, 35258  
Board Policy/Administrative Regulation #: See BP 0510  
Subject: School Accountability Report Card provided

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 35291, 48980  
Board Policy/Administrative Regulation #: See AR 5144, See AR 5144.1  
Subject: District and site discipline rules

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 44050  
Board Policy/Administrative Regulation #: See BP 4119.21, See BP 4219.21, See BP 4319.21  
Subject: Code of conduct addressing employee interactions with students

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 46010.1  
Board Policy/Administrative Regulation #: See AR 5113  
Subject: Absence for confidential medical services

## **OAK PARK UNIFIED SCHOOL DISTRICT EXHIBIT**

*Series 5000*

*Students*

*E 5145.6(b)*

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When to Notify: Beginning of each school year, if district has adopted policy on involuntary transfer of students convicted of certain crimes when victim is enrolled at same school

Education or Other Legal Code: Education Code 48929, 48980

Board Policy/Administrative Regulation #: See BP 5116.2

Subject: District policy authorizing transfer

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980

Board Policy/Administrative Regulation #: See BP 6111

Subject: Schedule of minimum days and student-free staff development days

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980, 231.5; 5 CCR 4917

Board Policy/Administrative Regulation #: See AR 5145.7

Subject: Copy of sexual harassment policy as related to students

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980, 32255-32255.6

Board Policy/Administrative Regulation #: See AR 5145.8

Subject: Right to refrain from harmful or destructive use of animals

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980, 35160.5, 46600-46611, 48204, 48301, 48350-48361

Board Policy/Administrative Regulation #: See BP 5111.1, See AR 5116.1, See AR 5117

Subject: All statutory attendance options, available local attendance options, options for meeting residency, form for changing attendance, appeals process

When to Notify: Beginning of each school year, if Board allows such absence

Education or Other Legal Code: Education Code 48980, 46014

Board Policy/Administrative Regulation #: See AR 5113

Subject: Absence for religious exercise or purposes

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 48980, 48205

Board Policy/Administrative Regulation #: See AR 5113, See BP 6154

Subject: Excused absences; grade/credit cannot be reduced due to excused absence if work or test has been completed; full text of Education Code 48205

## **OAK PARK UNIFIED SCHOOL DISTRICT EXHIBIT**

*Series 5000*

*Students*

*E 5145.6(c)*

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When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 48980, 48206.3, 48207, 48208  
Board Policy/Administrative Regulation #: See AR 6183  
Subject: Availability of home/hospital instruction for students with temporary disabilities

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 48980, 49403  
Board Policy/Administrative Regulation #: See BP 5141.31  
Subject: School immunization program

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 48980, 49423, 49480  
Board Policy/Administrative Regulation #: See AR 5141.21  
Subject: Administration of prescribed medication

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 48980, 49451; 20 USC 1232h  
Board Policy/Administrative Regulation #: See AR 5141.3  
Subject: Right to refuse consent to physical examination

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 48980, 49471, 49472  
Board Policy/Administrative Regulation #: See BP 5143  
Subject: Availability of insurance

When to Notify: Annually  
Education or Other Legal Code: 49013; 5 CCR 4622  
Board Policy/Administrative Regulation #: See AR 1312.3  
Subject: Uniform complaint procedures, available appeals, civil law remedies

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 49063  
Board Policy/Administrative Regulation #: See AR 5125, See AR 5125.3  
Subject: Challenge, review and expunging of records

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 49063, 49069; 20 USC 1232g; 34 CFR 99.7  
Board Policy/Administrative Regulation #: See AR 5125  
Subject: Student records: inspect and review, access, types, location, persons responsible, location of log, access criteria, cost of copies, amendment requests, criteria to determine legitimate educational interest, course prospectus availability

# **OAK PARK UNIFIED SCHOOL DISTRICT**

## **EXHIBIT**

*Series 5000*

*Students*

*E 5145.6(d)*

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When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 49063, 49073; 20 USC 1232g; 34 CFR 99.37

Board Policy/Administrative Regulation #: See AR 5125.1

Subject: Release of directory information

When to Notify: On or around July 1; beginning of each school year, to be included in registration materials.

Education or Other Legal Code: Education Code 49520, 48980; 42 USC 1758; 7 CFR 245.5

Board Policy/Administrative Regulation #: BP 3553; AR 3553; BP 3551; AR 3551; E 3551

Subject: Letter to Household for Free and Reduced-Price Meals; Application for Free and Reduced-Price Meals; Medical Statement to Request Special Meals And/Or Accommodations; Non-Medical Request for Special Meals; Meal Charge Policy (E 3551)

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 51513, 20 USC 1232h

Board Policy/Administrative Regulation #: See AR 5022, See BP 6162.8

Subject: Notice of privacy policy and dates of activities re: survey, health examination, or collection of personal information for marketing; process to opt out of such activities; inspection rights and procedures

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 56301

Board Policy/Administrative Regulation #: See BP 6164.4

Subject: Parental rights re: special education identification, referral, assessment, instructional planning, implementation and review, and procedures for initiating a referral for assessment

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 58501, 48980

Board Policy/Administrative Regulation #: See AR 6181

Subject: Alternative schools

When to Notify: Beginning of each school year

Education or Other Legal Code: Health and Safety Code 104855

Board Policy/Administrative Regulation #: See AR 5141.6

Subject: Availability of dental fluoride treatment; opportunity to accept or deny treatment

When/Whom to Notify: Annually

Education or Other Legal Code: 5 CCR 852; Education Code 60615

Board Policy/Administrative Regulation #: See AR 6162.51

Subject: Student's participation in state assessments; option to request exemption from testing

## **OAK PARK UNIFIED SCHOOL DISTRICT EXHIBIT**

*Series 5000*

*Students*

*E 5145.6(e)*

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When to Notify: Beginning of each school year, if district receives Title I funds  
Education or Other Legal Code: 20 USC 6312; 34 CFR 200.48  
Board Policy/Administrative Regulation #: See BP 4112.2, See AR 4222  
Subject: Right to request information re: professional qualifications of child's teacher and paraprofessional

When to Notify: Beginning of each school year  
Education or Other Legal Code: 34 CFR 104.8, 106.9  
Board Policy/Administrative Regulation #: See BP 0410, See BP 6178  
Subject: Nondiscrimination

When to Notify: Beginning of each school year to parent, teacher, and employee organizations or, in their absence, individuals  
Education or Other Legal Code: 40 CFR 763.84, 40 CFR 763.93  
Board Policy/Administrative Regulation #: See AR 3514  
Subject: Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress

When to Notify: Beginning of each school year  
Education or Other Legal Code: USDA SP-23-2017  
Board Policy/Administrative Regulation #: See BP/AR/E 3551  
Subject: Email, phone, and/or print notification of current negative cafeteria fund balance with information on payment options; reference to adopted local policies.

### **II. At Specific Times During the Student's Academic Career**

When to Notify: Beginning in grade 7, at least once prior to course selection and career counseling  
Education or Other Legal Code: Education Code 221.5; 48980  
Board Policy/Administrative Regulation #: See BP 6164.2  
Subject: Course selection and career counseling

When to Notify: Upon a student's enrollment  
Education or Other Legal Code: Education Code 310  
Board Policy/Administrative Regulation #: See BP 6142.2, See AR 6174  
Subject: Information on the district's language acquisition programs

When to Notify: When child first enrolls in a public school, if the school offers a fingerprinting program  
Education or Other Legal Code: Education Code 32390, 48980  
Board Policy/Administrative Regulation #: See AR 5142.1  
Subject: Fingerprinting program

# **OAK PARK UNIFIED SCHOOL DISTRICT**

## **EXHIBIT**

*Series 5000*

*Students*

*E 5145.6(f)*

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When/Whom to Notify: When participating in driver training courses under the jurisdiction of the district

Education or Other Legal Code: Education Code 35211

Board Policy/Administrative Regulation #: None

Subject: Civil liability, insurance coverage

When to Notify: Upon registration in K-6, if students have not previously been transported

Education or Other Legal Code: Education Code 39831.5

Board Policy/Administrative Regulation #: See AR 3543

Subject: School bus safety rules and information, list of stops, rules of conduct, red light crossing instructions, bus danger zones, walking to and from stops

When to Notify: Beginning of each school year for high school students, if high school is open campus

Education or Other Legal Code: Education Code 44808.5, 48980

Board Policy/Administrative Regulation #: See AR 5112.5

Subject: Open campus

When to Notify: Beginning of each school year in grades 9-12, if district allows career technical education (CTE) course to satisfy graduation requirement

Education or Other Legal Code: Education Code 48980, 51225.3

Board Policy/Administrative Regulation #: See AR 6146.1

Subject: How each school graduation requirement does or does not satisfy college entrance a-g course criteria; districts CTE courses that satisfy a-g course criteria

When to Notify: Upon a student's enrollment

Education or Other Legal Code: Education Code 49063

Board Policy/Administrative Regulation #: See AR 5125, See AR 5125.3

Subject: Specified rights related to student records

When to Notify: When students enter grade 7

Education or Other Legal Code: Education Code 49452.7

Board Policy/Administrative Regulation #: See AR 5141.3

Subject: Specified information on type 2 diabetes

When to Notify: When in kindergarten, or first grade if not previously enrolled in public school

Education or Other Legal Code: Education Code 49452.8

Board Policy/Administrative Regulation #: See AR 5141.32

Subject: Requirement for oral health assessment, explanation of law, importance of oral health, agency contact, privacy rights



# **OAK PARK UNIFIED SCHOOL DISTRICT**

## **EXHIBIT**

*Series 5000*

*Students*

*E 5145.6(g)*

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When to Notify: Beginning of each school year for students in grades 9-12

Education or Other Legal Code: Education Code 51229, 48980

Board Policy/Administrative Regulation #: See AR 6143

Subject: College admission requirements, UC and CSU web sites that list certified courses, description of CTE, CDE Internet address, how students may meet with counselors

When to Notify: Beginning of each school year for students in grades 7-12, or at time of enrollment if after beginning of year

Education or Other Legal Code: Education Code 51938, 48980

Board Policy/Administrative Regulation #: See AR 6142.1

Subject: Sexual health and HIV prevention education; right to view A/V materials, whether taught by district staff or outside consultants, right to request specific Education Code sections, right to excuse

When to Notify: Within 20 working days of receiving results of standardized achievement tests or, if results not available in school year, within 20 working days of start of next school year

Education or Other Legal Code: Education Code 60641; 5 CCR 863

Board Policy/Administrative Regulation #: See AR 6162.51

Subject: Results of tests; test purpose, individual score and intended use

When/Whom to Notify: By October 15 for students in grade 12

Education or Other Legal Code: Education Code 69432.9

Board Policy/Administrative Regulation #: See AR 5121, See AR 5125

Subject: Forwarding of student's grade point average to Cal Grant program; timeline to opt out

When to Notify: When child is enrolled in kindergarten

Education or Other Legal Code: Health and Safety Code 124100, 124105

Board Policy/Administrative Regulation #: See AR 5141.32

Subject: Health screening examination

When to Notify: To students in grades 11-12, early enough to enable registration for fall test

Education or Other Legal Code: 5 CCR 11523

Board Policy/Administrative Regulation #: See AR 6146.2

Subject: Notice of proficiency examination provided under Education Code 48412

When to Notify: To secondary students, if district receives Title I funds

Education or Other Legal Code: 20 USC 7908

Board Policy/Administrative Regulation #: See AR 5125.1

Subject: Request that district not release name, address, phone number of child to military recruiters without prior written consent

# OAK PARK UNIFIED SCHOOL DISTRICT

## EXHIBIT

*Series 5000*

*Students*

*E 5145.6(h)*

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### **III. When Special Circumstances Occur**

When to Notify: In the event of a breach of security of district records, security of district records, Education or Other Legal Code: Civil Code 1798.29

Board Policy/Administrative Regulation #: See BP 3580

Subject: Types of records affected, date of breach, description of incident, contact information for credit reporting agencies

When to Notify: Upon receipt of a complaint alleging discrimination

Education or Other Legal Code: Education Code 262.3

Board Policy/Administrative Regulation #: See AR 1312.3

Subject: Civil law remedies available to complainants

When to Notify: When determining whether an English learner should be reclassified as fluent English proficient

Education or Other Legal Code: Education Code 313; 5 CCR 11303

Board Policy/Administrative Regulation #: See AR 6174

Subject: Description of reclassification process, opportunity for parent/guardian to participate

When to Notify: When Student is identified as English learner and district receives Titles I or Title III funds for English learner programs, not later than 30 days after beginning of school year or within two weeks of placement if identified during school year

Education or Other Legal Code: Education Code 313.2, 440; 20 USC 6312

Board Policy/Administrative Regulation #: See AR 6174

Subject: Reason for classification, level of English proficiency, identification as long-term English learner, description of program(s), option to decline program or choose alternate, option to remove student from program at any time, exit requirements of program

When to Notify: When homeless or foster youth applies for enrollment in before/after school program

Education or Other Legal Code: Education Code 8483

Board Policy/Administrative Regulation #: See AR 5178.2

Subject: Right to priority enrollment how to request priority enrollment

When to Notify: Before high school student attends specialized secondary program on a university campus

Education or Other Legal Code: Education Code 17288

Board Policy/Administrative Regulation #: None

Subject: University campus buildings may not meet Education Code requirements for structural safety

## **OAK PARK UNIFIED SCHOOL DISTRICT EXHIBIT**

*Series 5000*

*Students*

*E 5145.6(i)*

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When to Notify: At least 72 hours before use of pesticide product not included in annual list  
Education or Other Legal Code: Education Code 17612  
Board Policy/Administrative Regulation #: See AR 3514.2  
Subject: Intended use of pesticide product

When to Notify: To members of athletic teams  
Education or Other Legal Code: Education Code 32221.5  
Board Policy/Administrative Regulation #: See AR 5143  
Subject: Offer of insurance; no-cost and low-cost program options

When to Notify: Annually to parents/guardians of student athletes before participation in competition  
Education or Other Legal Code: Education Code 33479.3  
Board Policy/Administrative Regulation #: See AR 6145.2  
Subject: Information on sudden cardiac arrest

When to Notify: If school has lost its WASC accreditation status  
Education or Other Legal Code: Education Code 35178.4  
Board Policy/Administrative Regulation #: See BP 6190  
Subject: Loss of status, potential consequences

When/Whom to Notify: When district has contracted for electronic products or services that disseminate advertising  
Education or Other Legal Code: Education Code 35182.5  
Board Policy/Administrative Regulation #: BP 3312  
Subject: Advertising will be used in the classroom or learning center

When to Notify: At least six months before implementing a schoolwide uniform policy  
Education or Other Legal Code: Education Code 35183  
Board Policy/Administrative Regulation #: See AR 5132  
Subject: Dress code policy requiring schoolwide uniform

When to Notify: Before implementing a year-round schedule  
Education or Other Legal Code: Education Code 37616  
Board Policy/Administrative Regulation #: See BP 6117  
Subject: Public hearing on year-round schedule

When to Notify: When interdistrict transfer is requested and not approved or denied within 30 days  
Education or Other Legal Code: Education Code 46601  
Board Policy/Administrative Regulation #: See AR 5117  
Subject: Appeal process

## **OAK PARK UNIFIED SCHOOL DISTRICT EXHIBIT**

*Series 5000*

*Students*

*E 5145.6(j)*

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When to Notify: Before early entry to kindergarten, if offered  
Education or Other Legal Code: Education Code 48000  
Board Policy/Administrative Regulation #: See AR 5111  
Subject: Effects, advantages and disadvantages of early entry

When to Notify: When student identified as being at risk of retention  
Education or Other Legal Code: Education Code 48070.5  
Board Policy/Administrative Regulation #: See AR 5123  
Subject: Student at risk of retention

When to Notify: When student excluded due to quarantine, contagious or infectious disease, danger to safety or health  
Education or Other Legal Code: Education Code 48213  
Board Policy/Administrative Regulation #: See AR 5112.2, See BP 5141.33  
Subject: Student has been excluded from school

When to Notify: Before already admitted student is excluded for lack of immunization  
Education or Other Legal Code: Education Code 48216; 17 CCR 6040  
Board Policy/Administrative Regulation #: See AR 5141.31  
Subject: Need to submit evidence of immunization or exemption within 10 school days; referral to medical care

When to Notify: When a student is classified as truant  
Education or Other Legal Code: Education Code 48260.5, 48262  
Board Policy/Administrative Regulation #: See AR 5113.1  
Subject: Truancy, parental obligation, availability of alternative programs, student consequences, need for conference

When to Notify: When a truant is referred to a SARB or probation department  
Education or Other Legal Code: Education Code 48263  
Board Policy/Administrative Regulation #: See AR 5113.1  
Subject: Name and address of SARB or probation department and reason for referral

When to Notify: When a school is identified on the state's Open Enrollment List  
Education or Other Legal Code: Education Code 48354; 5 CCR 4702  
Board Policy/Administrative Regulation #: See AR 5118  
Subject: Student's option to transfer to another school

When to Notify: Within 60 days of receiving application for transfer out of open enrollment school  
Education or Other Legal Code: Education Code 48357; 5 CCR 4702  
Board Policy/Administrative Regulation #: See AR 5118  
Subject: Whether student's transfer application is accepted or rejected; reasons for rejection

## **OAK PARK UNIFIED SCHOOL DISTRICT EXHIBIT**

*Series 5000*

*Students*

*E 5145.6(k)*

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When/Whom to Notify: When student requests to voluntarily transfer to continuation school  
Education or Other Legal Code: Education Code 48432.3  
Board Policy/Administrative Regulation #: See AR 6184  
Subject: Copy of district policy and regulation on continuation education

When to Notify: Prior to involuntary transfer to continuation school  
Education or Other Legal Code: Education Code 48432.5  
Board Policy/Administrative Regulation #: See AR 6184  
Subject: Right to require meeting prior to involuntary transfer to continuation school

When/Whom to Notify: To person holding educational rights, prior to recommending placement of foster youth outside school of origin  
Education or Other Legal Code: Education Code 48853.5  
Board Policy/Administrative Regulation #: See AR 6173.1  
Subject: Basis for the placement recommendation

When to Notify: When student is removed from class and teacher requires parental attendance at school  
Education or Other Legal Code: Education Code 48900.1  
Board Policy/Administrative Regulation #: See AR 5144.1  
Subject: Parental attendance required; timeline for attendance

When to Notify: Prior to withholding grades, diplomas, or transcripts  
Education or Other Legal Code: Education Code 48904  
Board Policy/Administrative Regulation #: See AR 5125.2  
Subject: Damaged school property

When to Notify: When withholding grades, diplomas or transcripts from transferring student  
Education or Other Legal Code: Education Code 48904.3  
Board Policy/Administrative Regulation #: See AR 5125.2  
Subject: Next school will continue withholding grades, diplomas or transcripts

When to Notify: When student is released to peace officer  
Education or Other Legal Code: Education Code 48906  
Board Policy/Administrative Regulation #: See BP 5145.11  
Subject: Release of student to peace officer for the purpose of removing minor from school, unless taken into custody as victim of suspected child abuse

When to Notify: At time of suspension  
Education or Other Legal Code: Education Code 48911  
Board Policy/Administrative Regulation #: See BP 5144.1, See AR 5144.1  
Subject: Notice of suspension

## **OAK PARK UNIFIED SCHOOL DISTRICT EXHIBIT**

*Series 5000*

*Students*

*E 5145.6(l)*

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When to Notify: When original period of suspension is extended  
Education or Other Legal Code: Education Code 48911  
Board Policy/Administrative Regulation #: See AR 5144.1  
Subject: Extension of suspension

When to Notify: At the time a student is assigned to a supervised suspension classroom  
Education or Other Legal Code: Education Code 48911.1  
Board Policy/Administrative Regulation #: See AR 5144.1  
Subject: The student's assignment to a supervised suspension classroom

When to Notify: Before holding a closed session re: suspension  
Education or Other Legal Code: Education Code 48912  
Board Policy/Administrative Regulation #: See AR 5144.1  
Subject: Intent to hold a closed session re: suspension

When to Notify: When student expelled from another district for certain acts seeks admission  
Education or Other Legal Code: Education Code 48915.1, 48918  
Board Policy/Administrative Regulation #: See BP 5119  
Subject: Hearing re: possible danger presented by expelled student

When to Notify: When readmission is denied  
Education or Other Legal Code: Education Code 48916  
Board Policy/Administrative Regulation #: See AR 5144.1  
Subject: Reasons for denial; determination of assigned program

When to Notify: When expulsion occurs  
Education or Other Legal Code: Education Code 48916  
Board Policy/Administrative Regulation #: See AR 5144.1  
Subject: Readmission procedures

When to Notify: At least 10 calendar days before expulsion hearing  
Education or Other Legal Code: Education Code 48918  
Board Policy/Administrative Regulation #: See AR 5144.1  
Subject: Notice of expulsion hearing

When to Notify: When expulsion or suspension of expulsion occurs  
Education or Other Legal Code: Education Code 48918  
Board Policy/Administrative Regulation #: See AR 5144.1  
Subject: Decision to expel; right to appeal to county board; obligation to inform new district of status

## **OAK PARK UNIFIED SCHOOL DISTRICT EXHIBIT**

*Series 5000*

*Students*

*E 5145.6(m)*

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When to Notify: Before involuntary transfer of student convicted of certain crime when victim is enrolled at same school

Education or Other Legal Code: Education Code 48929, 48980

Board Policy/Administrative Regulation #: See BP 5116.2

Subject: Right to request a meeting with principal or designee

When to Notify: One month before the scheduled minimum day

Education or Other Legal Code: Education Code 48980

Board Policy/Administrative Regulation #: See BP 6111

Subject: When minimum days are scheduled after the beginning of the school year

When to Notify: When parents/guardians request guidelines for filing complaint of child abuse at a school site

Education or Other Legal Code: Education Code 48987

Board Policy/Administrative Regulation #: See AR 5141.4

Subject: Guidelines for filing complaint of child abuse at a school site with local child protective agencies

When to Notify: When student in danger of failing a course

Education or Other Legal Code: Education Code 49067

Board Policy/Administrative Regulation #: See AR 5121

Subject: Student in danger of failing a course

When to Notify: When student transfers from another district or private school

Education or Other Legal Code: Education Code 49068

Board Policy/Administrative Regulation #: See AR 5125

Subject: Right to receive copy of student's record and to challenge its content

When/Whom to Notify: When parent/guardian's challenge of student record is denied and parent/guardian appeals

Education or Other Legal Code: Education Code 49070

Board Policy/Administrative Regulation #: See AR 5125.3

Subject: If board sustains allegations, the correction of destruction of record; if denied, right to submit written objection

When/Whom to Notify: When district is considering program to gather safety-related information from students' social media activity

Education or Other Legal Code: Education Code 49073.6

Board Policy/Administrative Regulation #: See BP 5125

Subject: Opportunity for input on proposed program

# **OAK PARK UNIFIED SCHOOL DISTRICT**

## **EXHIBIT**

*Series 5000*

*Students*

*E 5145.6(n)*

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When/Whom to Notify: When district adopts program to gather information from students' social media activity, and annually thereafter

Education or Other Legal Code: Education Code 49073.6

Board Policy/Administrative Regulation #: AR 5125

Subject: Information is being gathered, access to records, process for removal or corrections, destruction of records

When to Notify: Within 24 hours of release of information to a judge or probation officer

Education or Other Legal Code: Education Code 49076

Board Policy/Administrative Regulation #: See AR 5125

Subject: Release of student record to a judge or probation officer for conducting truancy mediation program or for presenting evidence at a truancy petition

When to Notify: Before release of information pursuant to court order or subpoena

Education or Other Legal Code: Education Code 49077

Board Policy/Administrative Regulation #: See AR 5125

Subject: Release of information pursuant to court order or subpoena

When to Notify: When screening results in suspicion that student has scoliosis

Education or Other Legal Code: Education Code 49452.5

Board Policy/Administrative Regulation #: See AR 5141.3

Subject: Scoliosis screening

When to Notify: When test results in discovery of visual or hearing defects

Education or Other Legal Code: Education Code 49456; 17 CCR 2951

Board Policy/Administrative Regulation #: See AR 5141.3

Subject: Vision or hearing test results

When to Notify: Within 10 days of negative balance in meal account

Education or Other Legal Code: Education Code 49557.5

Board Policy/Administrative Regulation #: See AR 3551

Subject: Negative balance in meal account; encouragement to apply for free or reduced price meals

When to Notify: Annually to parents/guardians of student athletes before their first practice or competition

Education or Other Legal Code: Education Code 49475

Board Policy/Administrative Regulation #: See AR 6145.2

Subject: Information on concussions and head injuries



# **OAK PARK UNIFIED SCHOOL DISTRICT EXHIBIT**

*Series 5000*

*Students*

*E 5145.6(o)*

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When/Whom to Notify: Within 30 days of foster youth, homeless youth, former juvenile court school student, or child of military family being transferred between high schools

Education or Other Legal Code: Educational Code 51225.1

Board Policy/Administrative Regulation #: See BP 6146.1, See AR 6173, See AR 6173.1, AR 6173.3

Subject: Exemption from local graduation requirements, effect on college admission, option for fifth year of high school

When to Notify: Before any test/survey questioning personal beliefs

Education or Other Legal Code: Education Code 51513

Board Policy/Administrative Regulation #: See AR 5022

Subject: Permission for test, survey questioning personal beliefs

When to Notify: At least 14 days before HIV prevention or sexual health instruction, if arrangement made for guest speaker after beginning of school year

Education or Other Legal Code: Education Code 51938

Board Policy/Administrative Regulation #: See AR 6142.1

Subject: Instruction in HIV prevention or sexual health by guest speaker or outside consultant

When to Notify: Prior to administering survey regarding health risks and behaviors to students in 7-12

Education or Other Legal Code: Education Code 51938

Board Policy/Administrative Regulation #: See AR 5022

Subject: Notice that the survey will be administered

When to Notify: Within 30 calendar days of receipt of results of assessment or reassessment of English proficiency

Education or Other Legal Code: Education Code 52164.1, 52164.3; 5 CCR 11511.5

Board Policy/Administrative Regulation #: See AR 6174

Subject: Results of state test of English proficiency

When to Notify: When migrant education program is established

Education or Other Legal Code: Education Code 54444.2

Board Policy/Administrative Regulation #: See BP 6175, See AR 6175

Subject: Parent advisory council membership composition

When to Notify: When child participates in licensed child care and development program

Education or Other Legal Code: Health and Safety Code 1596.857

Board Policy/Administrative Regulation #: See AR 5148

Subject: Parent/guardian right to enter facility

# **OAK PARK UNIFIED SCHOOL DISTRICT**

## **EXHIBIT**

*Series 5000*

*Students*

*E 5145.6(p)*

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When/Whom to Notify: When district receives Tobacco-Use Prevention Education Funds  
Education or Other Legal Code: Health and Safety Code 104420  
Board Policy/Administrative Regulation #: See AR 3513.3  
Subject: The district's tobacco-free schools policy and enforcement procedures

When to Notify: When testing by community water system finds presence of lead exceeding specified level  
Education or Other Legal Code: Health and Safety Code 116277  
Board Policy/Administrative Regulation #: See AR 3514  
Subject: Elevated lead level at school

When to Notify: When sharing student immunization information with an immunization system  
Education or Other Legal Code: Health and Safety Code 120440  
Board Policy/Administrative Regulation #: See AR 5125  
Subject: Types of information to be shared, name and address of agency, acceptable use of the information, right to examine, right to refuse to share

When/Whom to Notify: At least 14 days prior to sex offender coming on campus as volunteer  
Education or Other Legal Code: Penal Code 626.81  
Board Policy/Administrative Regulation #: See AR 1240, See BP 1250  
Subject: Dates and times permission granted; obtaining information from law enforcement

When to Notify: When hearing is requested by person asked to leave school premises  
Education or Other Legal Code: Penal Code 627.5  
Board Policy/Administrative Regulation #: See AR 3515.2  
Subject: Notice of hearing

When/Whom to Notify: When responding to complaint re: discrimination, special education, or noncompliance with law  
Education or Other Legal Code: 5 CCR 4631  
Board Policy/Administrative Regulation #: See AR 1312.3  
Subject: Findings, disposition of complaint, any corrective actions, appeal rights and procedures

When to Notify: When child participates in licensed child care and development program  
Education or Other Legal Code: 5 CCR 18066  
Board Policy/Administrative Regulation #: See AR 5148  
Subject: Policies re: excused and unexcused absences

When to Notify: Within 30 days of application for subsidized child care or preschool services  
Education or Other Legal Code: 5 CCR 18094, 18118  
Board Policy/Administrative Regulation #: See AR 5148, See AR 5148.3  
Subject: Policies re: Approval or denial of services

# **OAK PARK UNIFIED SCHOOL DISTRICT**

## **EXHIBIT**

*Series 5000*

*Students*

*E 5145.6(q)*

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When to Notify: Upon recertification or update of application for child care or preschool services  
Education or Other Legal Code: 5 CCR 18095, 18119  
Board Policy/Administrative Regulation #: See AR 5148, See AR 5148.3  
Subject: Policies re: Any change in service, such as in fees, amount of service, termination of service

When to Notify: Upon child's enrollment in child care program  
Education or Other Legal Code: 5 CCR 18114  
Board Policy/Administrative Regulation #: See AR 5148  
Subject: Policies re: Policy on fee collection

When to Notify: When payment of child care fees is seven days late  
Education or Other Legal Code: 5 CCR 18114  
Board Policy/Administrative Regulation #: See AR 5148  
Subject: Policies re: Notice of delinquent fees

When to Notify: When district substantively changes policy on student privacy rights  
Education or Other Legal Code: 20 USC 1232h  
Board Policy/Administrative Regulation #: See AR 5022  
Subject: Notice of any substantive change in policy or regulation

When to Notify: For districts receiving Title I funds, when a child has been assigned or taught for four or more consecutive weeks by a teacher who does not meet state certification requirements for the grade level/subject taught  
Education or Other Legal Code: 20 USC 6312  
Board Policy/Administrative Regulation #: See AR 4112.24  
Subject: Timely notice to parent/guardian of child's assignment

When to Notify: For districts receiving Title I funds, not later than 30 days after beginning of school year, to parents/guardians of English learners  
Education or Other Legal Code: 20 USC 6312  
Board Policy/Administrative Regulation #: See AR 6174  
Subject: Reasons for placement, level of proficiency, instructional methods, how program meets child's strengths and teaches English, exit requirements, right to choose another program

When to Notify: For schools receiving Title I funds, upon development of parent involvement policy  
Education or Other Legal Code: 20 USC 6318  
Board Policy/Administrative Regulation #: See AR 6020  
Subject: Notice of policy

## **OAK PARK UNIFIED SCHOOL DISTRICT EXHIBIT**

*Series 5000*

*Students*

*E 5145.6(r)*

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When to Notify: When household is selected for verification of eligibility for free or reduced-price meals

Education or Other Legal Code: 42 USC 1758; 7 CFR 245.6a

Board Policy/Administrative Regulation #: See AR 3553

Subject: Need to submit verification information; any subsequent change in benefits; appeals

When/Whom to Notify: When student is homeless or unaccompanied minor

Education or Other Legal Code: 42 USC 11432; Education Code 48852.5

Board Policy/Administrative Regulation #: See AR 6173

Subject: Educational and related opportunities; transportation services; placement decision and right to appeal

When to Notify: When student transfers out of state and records are disclosed without consent pursuant to 34 CFR 99.30

Education or Other Legal Code: 34 CFR 99.34

Board Policy/Administrative Regulation #: See AR 5125

Subject: Right to review records

When to Notify: When district receives federal funding assistance for nutrition program

Education or Other Legal Code: USDA FNS Instruction 113-1

Board Policy/Administrative Regulation #: See BP 3555

Subject: Rights and responsibilities, nondiscrimination policy, complaint procedures

### **IV. Special Education Notices**

When to Notify: Prior to conducting initial evaluation

Education or Other Legal Code: Education Code 56301, 56321, 56321.5, 56321.6, 56329; 20 USC 1415 (d); 34 CFR 300.502, 300.503

Board Policy/Administrative Regulation #: See BP 6159.1, See AR 6159.1, See AR 6164.4

Subject: Proposed evaluation plan, related parental rights, prior written notice, procedural safeguards

When/Whom to Notify: Before functional behavioral assessment begins

Education or Other Legal Code: Education Code 56321

Board Policy/Administrative Regulation #: See AR 6159

Subject: Notification and consent

When to Notify: 24 hours before IEP when district intending to record

Education or Other Legal Code: Education Code 56341.1

Board Policy/Administrative Regulation #: See AR 6159

Subject: Intention to audio-record IEP meeting

## **OAK PARK UNIFIED SCHOOL DISTRICT EXHIBIT**

*Series 5000*

*Students*

*E 5145.6(s)*

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When to Notify: Early enough to ensure opportunity for parent to attend IEP meeting  
Education or Other Legal Code: Education Code 56341.5; 34 CFR 300.322  
Board Policy/Administrative Regulation #: See AR 6159  
Subject: Time, purpose, location, who will attend, participation of others with special knowledge, transition statements if appropriate

When to Notify: When parent/guardian orally requests review of IEP  
Education or Other Legal Code: Education Code 56343.5  
Board Policy/Administrative Regulation #: See AR 6159  
Subject: Need for written request

When to Notify: Within one school day of emergency intervention or serious property damage  
Education or Other Legal Code: Education Code 56521.1  
Board Policy/Administrative Regulation #: See AR 6159.4  
Subject: Emergency intervention

When to Notify: Whenever there is a proposal or refusal to initiate or change the identification, evaluation, placement, or FAPE, including when parent/guardian revokes consent for services  
Education or Other Legal Code: 20 USC 1415(c); 34 CFR 300.300, 300.503  
Board Policy/Administrative Regulation #: See AR 6159, See AR 6159.1  
Subject: Prior written notice

When/Whom to Notify: Upon filing of state complaint  
Education or Other Legal Code: 20 USC 1415(d), 34 CFR 300.504  
Board Policy/Administrative Regulation #: See AR 6159.1  
Subject: Procedural safeguards notice

When/Whom to Notify: When disciplinary measures are taken, or change in placement  
Education or Other Legal Code: 20 USC 1415(k); 34 CFR 300.530  
Board Policy/Administrative Regulation #: See AR 5144.2  
Subject: Decision and procedural safeguards notice

When to Notify: Upon requesting a due process hearing  
Education or Other Legal Code: 20 USC 1415(k); 34 CFR 300.508  
Board Policy/Administrative Regulation #: See AR 6159.1  
Subject: Child's name, address, school, description of problem, proposed resolution

When to Notify: Eligibility for services under Section 504  
Education or Other Legal Code: 34 CFR 104.32, 104.36  
Board Policy/Administrative Regulation #: See AR 6164.6  
Subject: District responsibilities, district actions, procedural safeguards

# **OAK PARK UNIFIED SCHOOL DISTRICT EXHIBIT**

*Series 5000*

*Students*

*E 5145.6(t)*

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## **V. Classroom Notices**

When to Notify: In each classroom in each school

Education or Other Legal Code: Education Code 35186

Board Policy/Administrative Regulation #: See AR/E 1312.4

Subject: Complaints re: sufficiency of instructional materials, teacher vacancy and misassignment, maintenance of facilities, right of students who did not pass the exit exam to receive intensive instruction after grade 12

Adopted: 9-17-02

Amended: 3-05, 3-06, 3-07, 3-08, 3-10, 3-11, 3-12, 4-13, 4-14, 4-15, 5-16, 5-17-2018

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MAY 17, 2018**

**SUBJECT: B.6.d. APPROVE AMENDMENT TO BOARD POLICY AND  
ADMINISTRATIVE REGULATION 5132 – DRESS AND GROOMING  
– First Reading**

**ACTION**

**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy and Administrative Regulation 5132 – Dress and Grooming?

**BACKGROUND:** Board Policy and Regulation updated to align current school and district practices.

**ALTERNATIVES:**

1. Approve the amendment to Board Policy and Administrative Regulation 5132 – Dress and Grooming.
2. Do not amend Board Policy and Administrative Regulation 5132 – Dress and Grooming.

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5132(a)

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## Dress And Grooming

The Governing Board believes that appropriate ~~dress~~ school wear and grooming ~~contribute to a productive learning environment~~ is primarily a matter of determination by the parents and the students. ~~The Board expects All students of Oak Park Unified School District shall to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process.~~ attend school and school functions dressed in a manner that is clean and not hazardous to their safety nor disruptive to instruction.

The purpose of student dress and appearance regulations is to encourage students to dress appropriately and attend school properly prepared for participation in the educational process. Guidelines also serve to prevent disruption of the classroom atmosphere, to eliminate disturbances and distractions among students, and to protect the safety, health and welfare of the individual student.

(cf. 4119.22 - Dress and Grooming)

(cf. 5145.2 - Freedom of Speech/Expression)

Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action.

(cf. 5144 - Discipline)

## Gang-Related Apparel

The principal, staff and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5136 - Gangs)

Legal Reference:

EDUCATION CODE

35183 School dress codes; uniforms



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

*Series 5000*

*Students*

*BP 5132(a)*

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*35294.1 School safety plans*

*48907 Student exercise of free expression*

*49066 Grades; effect of physical education class apparel*

*CODE OF REGULATIONS, TITLE 5*

*302 Pupils to be neat and clean on entering school*

*Hartzell v. Connell (1984) 35 Cal. 3d 899*

*Arcadia Unified School District v. California Department of Education, (1992) 2 Cal. 4th 251*

*Marvin H. Jeglin et al v. San Jacinto Unified School District et al 827 F.Supp. 1459 (C.D. Cal. 1993)*

Adopted: 5-24-78

Amended: 8-5-92, 9-17-02, [5-17-2018](#)

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5132(a)

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## Dress and Grooming

In cooperation with teachers, students and parents/guardians, the principal or designee shall establish school rules governing student dress and grooming which are consistent with law, Governing Board policy and administrative regulations. These school dress codes shall be regularly reviewed.

*(cf. 0420 - School Plans/Site Councils)*

Each school shall allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5)

Freedom of expression is a right guaranteed all students. Each student's dress and personal appearance is, within certain limits, a matter of personal style and individual preference. However, decisions concerning appropriate school dress and personal appearance should occur in partnership with students, parents, and school to assure the greatest opportunities for student learning.

Each school shall have the latitude to prohibit the wearing of any clothing, attire, apparel or accessory which is hazardous to or disruptive of the learning environment. Each school principal, in cooperation with teachers, students, parents/guardians, may establish school rules governing student dress and personal appearance. Individual school rules shall be reviewed regularly.

In addition, the following guidelines shall apply to all regular school activities:

- ~~1. Shoes must be worn at all times. Sandals must have heel straps. Thongs or backless shoes or sandals are not acceptable.~~
- ~~2. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.~~
- ~~3. Hats, caps and other head coverings shall not be worn indoors.~~
- ~~4. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.~~

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5132(b)

~~5. Gym shorts may not be worn in classes other than physical education.~~

~~6. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.~~

1. Students must wear clothing including both a shirt with pants or skirt, or the equivalent (i.e. dresses, leggings, or shorts) and shoes or sandals.
2. Clothing must cover the chest, back, buttocks, and torso.
3. Clothing must cover undergarments.
4. Clothing must not be see-through.
5. Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
6. Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected classification.
7. Clothing must be suitable for all scheduled classroom activities including physical education, science labs, shop classes, field trips and other activities where unique hazards or specialized attire or safety gear is required.
8. Hats and other headwear must allow the face to be visible to staff. Masks are not allowed.
9. Students may not wear clothing and accessories that feature offensive images or language including profanity, hate speech, pornography, vulgarities, or defamatory language.

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

*(cf. 3260 - Fees and Charges)*

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

*(cf. 5121 - Grades/Evaluation of Student Achievement)*

The principal, staff, students and parent/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

# OAK PARK UNIFIED SCHOOL DISTRICT

## ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5132(c)

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### Gang-Related Apparel

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 35294.1)

~~Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received.~~

Gang-Related Apparel - Attire or grooming depicting or advocating violence, criminal activity, gang-related activity including attire, logos, or colors identified by VCSD, LASD, or LAPD as gang-affiliated are prohibited.

Students who participate in a nationally recognized youth organization shall be allowed to wear organization uniforms on days when the organization has a scheduled meeting. (Education Code 35183)

### Enforcement

To equitably enforce the dress code, all school staff shall be notified of the policy at the beginning of the school year in regards to its purpose and spirit, and how to enforce it without shaming students or disproportionately impacting certain student groups. Staff should be guided by the dress code policy and follow the letter and spirit of the dress code.

When a school staff member or school administrator discusses a dress or grooming violation with a student, the Board recommends that another adult should be present and at least one of the two adults should be the same gender identity as the student. Unless there is an immediate concern, a student should not be spoken to about a dress code violation in front of other students.

Teachers or staff discussing a dress or grooming violation with a student should present options for obtaining appropriate clothing (e.g. school clothing supply, call home, borrow from a friend).

Teachers should send a referral to the administration when a student is in violation of the dress code.

Where possible, students should not be required to wear school owned replacement garments and should never be required to wear specific garments as a disciplinary measure.

# **OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION**

*Series 5000*

*Students*

*AR 5132(d)*

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Discipline for dress or grooming violations should be consistent with the discipline policies for comparable violations.

The superintendent or designee will ensure that each school site outlines the District and School dress code guidelines in the School Handbook.

Adopted: 9-17-02

Amended: 5-17-18

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MAY 17, 2018**  
**SUBJECT: VII.1. MONTHLY MEASURE S BOND PROJECT STATUS REPORT**

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INFORMATION

**ISSUE:** Shall the Board receive and review a status report on the progress of authorized Measure S bond projects through April 30, 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,

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Anthony W. Knight, Ed.D.  
Superintendent



Consolidated Budget Status Report  
Budgets versus Commitments and Expenditures for multiple Projects

Budget vs. Commitments and Expenditures

School/Project Name	Budget			Commitments		Expenditures		Current Status	Project Comments (current only)
	Initial Budget	Approved Budget Changes	Total Budget	Total Commitments	Remaining Against Budget	Total Expenditures	Remaining Against Committed		
Measure S Management				-		-			
Escalation Contingency	204,703	-	204,703	-	204,703	-	-	In Planning	2018 Escalation Contingency
Measure S General Planning Services	250,734	-	250,734	157,983	92,751	152,983	5,000	In Planning	IN PROGRESS
Measure S- PM/CM Software, Equipment & Supplies	115,000	-	115,000	108,745	6,255	108,745	-	Planing	IN PROGRESS
Measure S PM/CM Salaries	527,877	-	527,877	527,877	-	267,117	260,760	Planing	IN PROGRESS
	1,098,314	-	1,098,314	794,605	303,709	528,844	265,760		
District Wide				-		-			
17-49S Security Badge System Upgrade	5,058	-	5,058	-	5,058	-	-	Complete	NOC APPROVED 11/21/2017
17-01S Solar Project	7,000,000	92,900	7,092,900	7,094,871	(1,971)	7,092,900	1,971	Closeout	NOC APPROVED 11/14/17
17-33S Ext. Campus Surveillance Cameras @ 6 Si	344,563	5,058	349,621	374,597	(24,976)	374,597	-	Complete	NOC APPROVED 11/14/17
17-39S Landscp Improvements	19,000	1,417	20,417	19,000	1,417	19,000	-	Complete	NOC APPROVED 09/15/17
18-12S Network File Server Refresh	125,000	-	125,000	-	125,000	-	-	Out to Bid	04/26/18- Pending PO
18-13S Purchase Staff Computers & Spare Device	55,000	-	55,000	-	55,000	-	-	Out to Bid	04/26/18- Pending PO
18-14S Chromebook 1-to-1 Take Home Pilot	365,000	-	365,000	-	365,000	-	-	Out to Bid	04/26/18- Pending PO
17-58S: Master Planning & Services	90,821	-	90,821	90,821	-	90,821	-	Complete	Plan Completed
	8,004,442	99,375	8,103,817	7,579,289	524,528	7,577,318	1,971		
Brookside Elementary School				-		-			
17-32S Security Fencing	87,750	(41,450)	46,300	58,490	(12,190)	58,490	-	In Planning	Phase-1 Complete/Phase-2 Future
17-42S Modernization Campus Wide	10,000	-	10,000	10,000	-	10,000	-	Complete	NOC APPROVED 09/15/17
17-47S Administration Building DSA Cert.	713,218	35,220	748,438	50,554	697,884	50,554	-	In Design	IN PROGRESS
18-08S Emergency Water Line Repairs	15,000	-	15,000	10,447	4,553	-	10,447	Complete	NOC APPROVED 01/05/2018
18-11S HVAC System Upgrade, BLDG 200 & 300	6,800	-	6,800	6,800	-	-	6,800	In Planning	IN PROGRESS
18-18S Classroom Replacement(4) Phase 1	3,480,000	-	3,480,000	247,750	3,232,250	-	247,750	In Design	IN PROGRESS
	4,312,768	(6,230)	4,306,538	384,041	3,922,497	119,044	264,997		
Medea Creek Middle School				-		-			
17-23S Roof Replacement	83,000	(22,684)	60,316	60,316	-	60,316	-	Complete	NOC APPROVED 08/15/17
17-24S HVAC Replacement	276,810	61,435	338,245	334,160	4,085	334,160	-	Complete	NOC APPROVED 08/15/17
17-36S Modernization Campus Wide	5,058	4,942	10,000	10,000	-	10,000	-	Complete	NOC APPROVED 09/15/17
17-35S Kitchen Improvements	820,480	-	820,480	173,079	647,401	123,784	49,296	In Design	IN PROGRESS
18-03S Security Fencing Parking Lot	42,630	-	42,630	42,630	-	27,218	15,413	Close-Out	WORK COMPLETE-NOC SUBMITTED
18-07S Sidewalk and Handrail Installation, Buildin	26,937	-	26,937	26,937	-	26,937	-	Complete	NOC APPROVED 2/20/18
18-21S Classroom Replacement	4,165,000	-	4,165,000	281,650	3,883,350	-	281,650	In Design	IN PROGRESS
	5,419,915	43,693	5,463,609	928,772	4,534,836	582,414	346,358		
Multiple Sites				-		-			
17-50S Next Gen CR/Flat Panel SMRT Display Pilot	35,000	1,532	36,532	48,120	(11,588)	46,257	1,863	Complete	NOC APPROVED 02/01/18
18-22S Security Upgrades - PA System	14,669	-	14,669	14,669	-	-	14,669	In Construction	IN PROGRESS
	49,669	1,532	51,201	62,789	(11,588)	46,257	16,532		
Oak Hills Elementary School				-		-			
17-25S HVAC Replacement	143,189	(3,352)	139,837	133,859	5,978	133,859	-	Complete	NOC APPROVED 08/15/17
17-38S Modernization Campus Wide	15,000	-	15,000	15,000	-	15,000	-	Complete	NOC APPROVED 09/15/17
17-32S Security Fencing	50,000	(1,155)	48,845	48,845	-	48,845	-	Complete	NOC APPROVED 10/17/17
18-19S Modernize Admin & Core Support Facilities	2,736,307	-	2,736,307	325,690	2,410,617	3,196	322,494	In Design	IN PROGRESS
	2,944,496	(4,507)	2,939,988	523,394	2,416,595	200,900	322,494		
Oak Park High School				-		-			
17-34S Security Lighting at Cul De Sac	375,000	(93,728)	281,272	283,134	(1,862)	283,134	-	Complete	NOC APPROVED 09/19/17
17-28S Roof Replacement	125,000	(70,295)	54,705	54,705	0	54,705	-	Complete	NOC APPROVED 08/15/17
17-27S HVAC Replacement	96,219	1,011	97,230	97,230	0	97,230	-	Complete	NOC APPROVED 08/15/17
17-32S Security Fencing	249,060	(70,875)	178,185	175,025	3,160	175,025	-	Closeout	COR WORK COMPLETED
17-57S Safety Lighting	30,000	(5,109)	24,891	-	24,891	-	-	Complete	NOC APPROVED 02/20/18
18-01S Football Field Fencing	56,370	-	56,370	56,370	-	53,552	2,819	Complete	NOC APPROVED 03/20/18



Consolidated Budget Status Report  
Budgets versus Commitments and Expenditures for multiple Projects

Budget vs. Commitments and Expenditures

School/Project Name	Budget			Commitments		Expenditures		Current Status	Project Comments (current only)
	Initial Budget	Approved Budget Changes	Total Budget	Total Commitments	Remaining Against Budget	Total Expenditures	Remaining Against Committed		
18-02S Fencing Girls Varsity Softball Field	42,885	-	42,885	42,885	-	-	42,885	Close-Out	IN PROGRESS
18-24S Safety Security Fencing	58,200	-	58,200	-	58,200	-	-	Out to Bid	BIDS IN REVIEW
18-23S OPHS Stadium Safety Rail Repair	24,780	-	24,780	3,650	21,130	-	3,650	In Construction	Pierre Welding In Progress, Skyline Painting Agreement In Progress
	1,057,514	(238,996)	818,518	712,999	105,520	663,645	49,354		
Red Oak Elementary School				-		-			
17-37S Modernization Campus Wide	10,000	-	10,000	10,000	-	10,000	-	Complete	NOC APPROVED 09/15/17
17-32S Security Fencing	5,400	(1,540)	3,860	3,860	-	3,860	-	Complete	NOC APPROVED 08/15/17
18-09S Emergency Fire Line Repairs	15,000	-	15,000	15,191	(191)	15,191	-	Complete	NOC APPROVED 01/05/2018
18-20S Modular Classroom Replacement	4,601,696	-	4,601,696	308,600	4,293,096	-	308,600	In Design	IN PROGRESS
	4,632,096	(1,540)	4,630,556	337,651	4,292,905	29,051	308,600		
Totals	27,519,214	(106,673)	27,412,541	11,323,541	16,089,001	9,747,473	1,576,067		



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MAY 17, 2018**  
**SUBJECT: VII.2. MONTH 9 ENROLLMENT AND ATTENDANCE REPORT**

INFORMATION

**ISSUE:** Shall the Board receive and review a status report on District enrollment and attendance through Month 9 of the 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,

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Anthony W. Knight, Ed.D.  
Superintendent

	Month 9										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	98	-	95.80	93.26	2.54	97.76%	95.16%	2.59%	K	98	97	1	94.74	91.52	3.22	96.67%	94.35%	2.32%
1	80	75	5	78.13	72.13	6.00	97.66%	96.17%	1.49%	1	80	73	7	78.06	69.97	8.09	97.58%	95.85%	1.73%
2	75	94	(19)	73.27	91.60	(18.33)	97.69%	97.45%	0.25%	2	75	94	(19)	72.94	90.71	(17.77)	97.25%	96.50%	0.75%
3	97	107	(10)	94.20	102.67	(8.47)	97.11%	95.95%	1.16%	3	97	107	(10)	94.66	101.92	(7.26)	97.59%	95.25%	2.34%
4	117	94	23	113.80	91.00	22.80	97.26%	96.81%	0.46%	4	117	94	23	114.54	90.64	23.90	97.90%	96.43%	1.47%
5	99	126	(27)	97.27	121.33	(24.06)	98.25%	96.29%	1.96%	5	99	126	(27)	96.88	121.95	(25.07)	97.86%	96.79%	1.07%
SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%	SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%
Total	566	594	(28)	552.47	571.99	(19.52)	97.61%	96.29%	1.31%	Total	566	591	(25)	551.82	566.71	(14.89)	97.49%	95.89%	1.60%
OHES										OHES									
K	179	96	83	97.40	91.47	5.93	54.41%	95.28%	-40.87%	K	101	95	6	96.70	91.20	5.50	95.74%	96.00%	-0.26%
1	78	73	5	75.60	70.73	4.87	96.92%	96.89%	0.03%	1	78	73	5	74.67	70.02	4.65	95.73%	95.92%	-0.19%
2	78	69	9	76.40	66.93	9.47	97.95%	97.00%	0.95%	2	78	69	9	76.54	67.33	9.21	98.13%	97.58%	0.55%
3	97	83	14	75.80	80.87	(5.07)	78.14%	97.43%	-19.29%	3	78	84	(6)	75.42	80.57	(5.15)	96.69%	95.92%	0.78%
4	99	93	6	93.67	90.87	2.80	94.62%	97.71%	-3.09%	4	97	93	4	94.36	89.53	4.83	97.28%	96.27%	1.01%
5	-	94	(94)	96.27	90.73	5.54	0.00%	96.52%	-96.52%	5	99	93	6	96.79	89.65	7.14	97.77%	96.40%	1.37%
SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%	SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%
Total	531	508	23	515.14	491.60	23.54	97.01%	96.77%	0.24%	Total	531	507	24	514.48	488.30	26.18	96.89%	96.31%	0.58%
ROES										ROES									
K	102	95	7	98.54	90.93	7.61	96.61%	95.72%	0.89%	K	102	95	7	93.85	91.35	2.50	92.01%	96.16%	-4.15%
1	78	98	(20)	75.13	94.60	(19.47)	96.32%	96.53%	-0.21%	1	78	98	(20)	76.22	92.30	(16.08)	97.72%	94.18%	3.53%
2	101	97	4	98.13	93.47	4.66	97.16%	96.36%	0.80%	2	101	96	5	96.04	91.19	4.85	95.09%	94.99%	0.10%
3	103	106	(3)	99.40	103.00	(3.60)	96.50%	97.17%	-0.66%	3	103	106	(3)	98.98	103.30	(4.32)	96.10%	97.45%	-1.36%
4	97	96	1	94.07	92.33	1.74	96.98%	96.18%	0.80%	4	97	96	1	96.02	92.05	3.97	98.99%	95.89%	3.10%
5	101	121	(20)	97.93	118.40	(20.47)	96.96%	97.85%	-0.89%	5	101	121	(20)	97.10	117.77	(20.67)	96.14%	97.33%	-1.19%
SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%	SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%
Total	582	613	(31)	563.20	592.73	(29.53)	96.77%	96.69%	0.08%	Total	582	612	(30)	558.21	587.96	(29.75)	95.91%	96.07%	-0.16%
MCMS										MCMS									
6	343	361	(18)	336.40	349.67	(13.27)	98.08%	96.86%	1.21%	6	343	361	(18)	336.36	353.51	(17.15)	98.06%	97.93%	0.14%
7	364	362	2	355.27	350.60	4.67	97.60%	96.85%	0.75%	7	364	362	2	354.64	350.20	4.44	97.43%	96.74%	0.69%
8	371	379	(8)	362.67	365.60	(2.93)	97.75%	96.46%	1.29%	8	371	379	(8)	364.17	367.08	(2.91)	98.16%	96.85%	1.30%
SDC	-	4	(4)	0.13	3.47	(3.34)	0.00%	86.75%	-86.75%	SDC	-	4	(4)	1.21	3.88	(2.67)	0.00%	97.00%	-97.00%
Total	1,078	1,106	(28)	1,054.47	1,069.34	(14.87)	97.82%	96.69%	1.13%	Total	1,078	1,106	(28)	1,056.38	1,074.67	(18.29)	97.99%	97.17%	0.83%
OPHS										OPHS									
9	401	382	19	387.07	371.27	15.80	96.53%	97.19%	-0.66%	9	401	384	17	393.28	375.50	17.78	98.07%	97.79%	0.29%
10	382	385	(3)	366.40	374.20	(7.80)	95.92%	97.19%	-1.28%	10	382	387	(5)	372.65	379.25	(6.60)	97.55%	98.00%	-0.45%
11	383	369	14	363.07	357.87	5.20	94.80%	96.98%	-2.19%	11	383	374	9	370.61	364.04	6.57	96.77%	97.34%	-0.57%
12	371	336	35	343.87	313.93	29.94	92.69%	93.43%	-0.74%	12	371	341	30	353.62	324.86	28.76	95.32%	95.27%	0.05%
SDC	-	5	(5)	-	5.00	(5.00)	0.00%	100.00%	-100.00%	SDC	-	5	(5)	1.67	4.86	(3.19)	0.00%	97.20%	-97.20%
Total	1,537	1,477	60	1,460.41	1,422.27	38.14	95.02%	96.29%	-1.28%	Total	1,537	1,491	46	1,491.83	1,448.51	43.32	97.06%	97.15%	-0.09%
OVHS										OVHS									
10-12	33	39	(6)	29.11	37.48	(8.37)	88.21%	96.10%	-7.89%	10-12	43	41	2	30.10	40.93	(10.83)	70.00%	99.83%	-29.83%
OPIS										OPIS									
K-12	225	219	6	220.40	218.40	2.00	97.96%	99.73%	-1.77%	K-12	225	220	5	200.43	212.87	(12.44)	89.08%	96.76%	-7.68%
Other***	6	6	-	5.58	4.28	1.30				Other***	6	6	-	5.58	4.41	1.17			
Total	4,558	4,562	(4)	4,400.78	4,408.09	(7.31)	96.55%	96.63%	-0.08%	Total	4,568	4,574	(6)	4,408.83	4,424.36	(15.53)	96.52%	96.73%	-0.21%

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MAY 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 April 30th 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

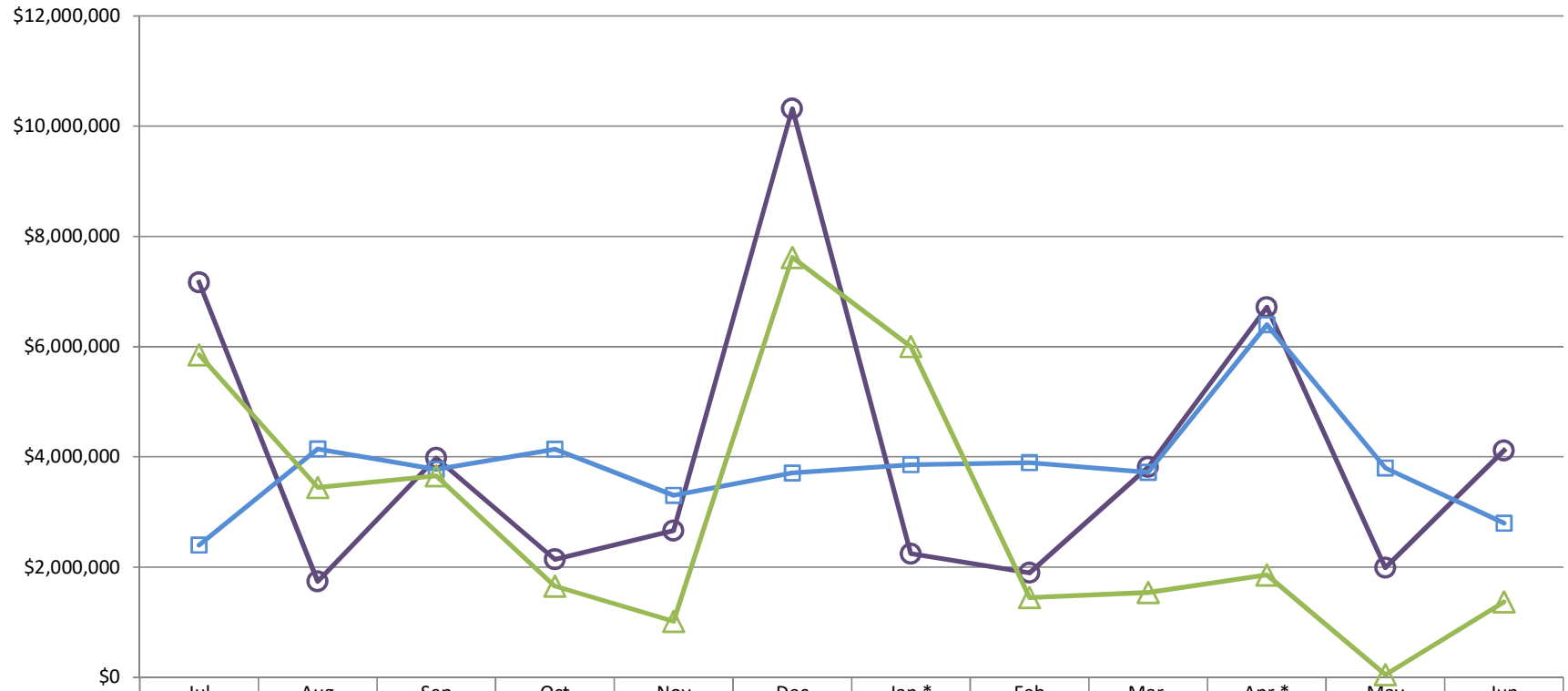
Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

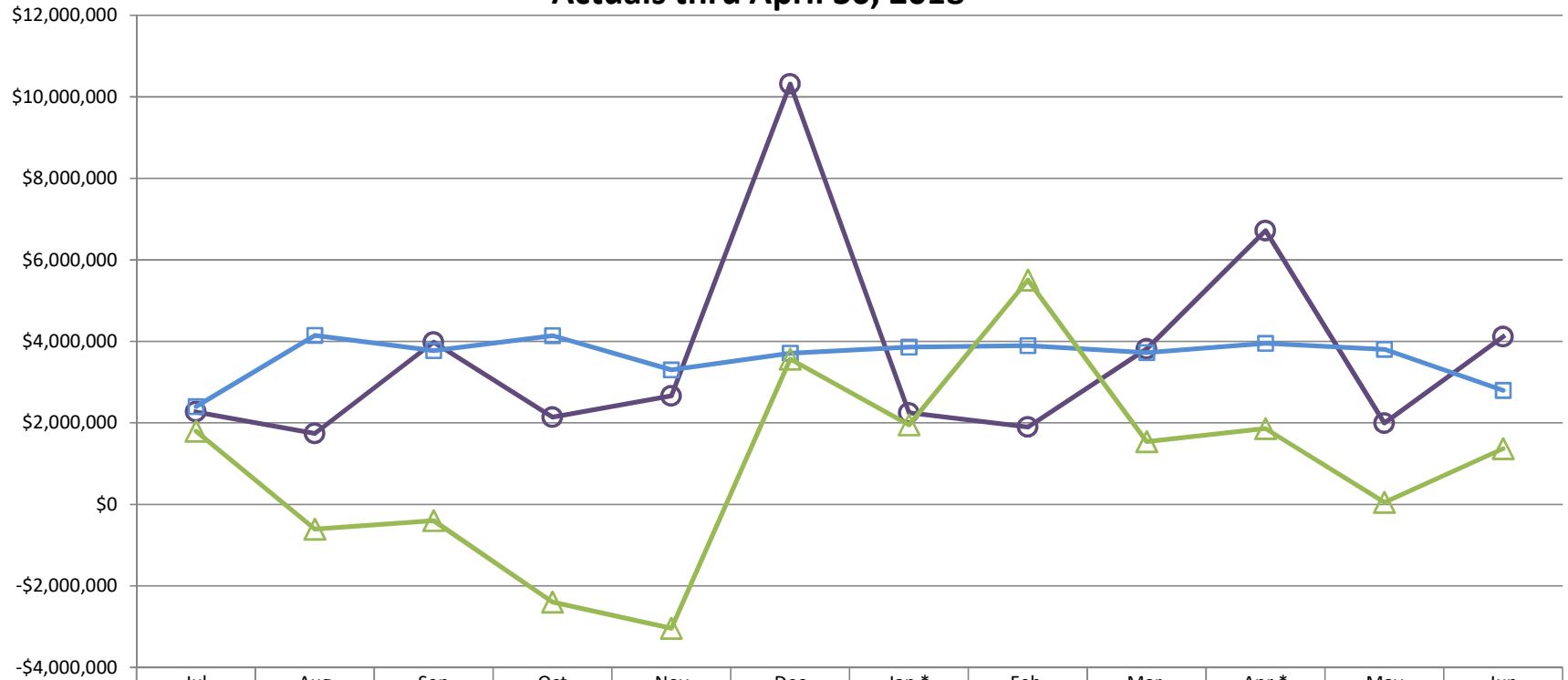
OAK PARK UNIFIED SCHOOL DISTRICT - CASH FLOW															
Year: 2017-18 Budget															
Budget: Second Interim Revision 3.20.18															
Actuals through April 30, 2018															
BEGINNING BALANCE BASED ON 2016-17 YEAR-END ACTUALS															
	Object	July	August	September	October	November	December	January	February	March	April	May	June	Accruals	Total
A. BEGINNING CASH	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	\$1,859,401	\$49,310		
B. RECEIPTS															
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	3,077,883	0	24,522,209
Property Taxes	8020-8079	32,817	78,749	67	39,380	400,603	6,009,620	181,277	49	64,432	4,319,007	0	62,506	0	11,188,507
Miscellaneous Funds	8080-8099	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Federal Revenue	8100-8299	0	0	42,298	2,462	0	46,752	11,910	0	81,143	0	19,765	142,176	707,927	1,054,433
Other State Revenue	8300-8599	0	239,044	233,770	-226,945	179,771	682,789	0	-31,474	0	444,703	810	280,394	406,457	2,209,321
Other Local Revenue	8600-8799	184,064	195,121	469,579	342,135	307,957	350,239	306,391	50,935	599,928	321,320	340,302	552,971	726,462	4,747,403
Interfund Transfers In	8910-8929	0	0	0	0	0	0	0	0	0	0	0	0	0	0
All Other Financing Sources	8930-8979	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Receipts/Non-Revenue		0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL RECEIPTS		1,186,058	1,482,092	3,902,475	1,901,552	2,632,852	10,246,161	2,244,097	1,649,543	3,814,293	6,715,063	1,990,911	4,115,931	1,840,845	43,721,873
C. DISBURSEMENTS															
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	2,079,462	2,058,101	611,567	0	21,428,471
Classified Salaries	2000-2999	206,426	589,028	617,670	613,397	657,391	608,125	581,354	626,952	598,376	596,969	568,488	611,143	0	6,875,320
Employee Benefits	3000-3999	81,627	889,081	893,172	897,159	906,338	908,994	891,518	896,211	896,585	893,537	863,893	298,163	0	9,316,279
Books, Supplies	4000-4999	19,676	156,426	110,676	209,566	50,673	85,819	92,186	92,957	123,681	58,476	98,773	150,152	50,690	1,299,753
Services	5000-5999	156,326	364,748	315,110	520,612	307,914	300,903	478,798	351,060	214,947	490,334	271,405	546,519	82,664	4,401,338
Capital Outlay	6000-6599	0	0	278	837	25,345	859	0	3,483	0	4,983	12,767	3,351	10,444	62,347
Other Outgo - Excess Costs	7000-7499	1,733	17,250	-6,620	18,846	19,437	4,919	6,008	13,296	-1,222	-1,222	17,900	255,705	49,695	395,725
Interfund Transfers Out	7600-7629	0	0	0	0	0	0	0	0	0	0	0	105,000	0	105,000
All Other Financing Sources	7630-7699	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Disbursements/Non Expenditures		0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL DISBURSEMENTS		636,763	4,053,930	3,971,535	4,324,995	4,052,269	3,968,464	4,109,177	4,074,242	3,903,901	4,122,539	3,891,327	2,581,599	193,494	43,884,233
D. BALANCE SHEET TRANSACTIONS															
Accounts Receivable	9200	1,084,896	258,506	76,423	237,809	27,916	68,813	-12	246,344	0	0	0	0	0	2,000,695
Accounts Payable	9500	-1,761,791	-92,320	201,189	184,853	750,441	259,326	248,909	180,649	182,900	172,853	90,324	-214,978	0	202,354
Unearned Revenues	9650	0	0	0	0	0	0	0	-110,117	0	0	0	0	0	(110,117)
Cash Loans from Other Funds (Fund 17)	9610	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Current Loans (Cross Yr TRAN/Other)	9640	0	0	0	0	0	0	0	0	0	0	0	0	0	0
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	0
TOTAL PRIOR YEAR TRANSACTIONS		4,218,105	166,186	277,612	422,662	778,357	328,139	248,897	-2,130,624	182,900	-2,274,647	90,324	-214,978	0	2,092,933
E. NET INCREASE/DECREASE (B-C+D)		4,767,400	-2,405,652	208,552	-2,000,781	-641,060	6,605,836	-1,616,182	-4,555,322	93,292	317,877	-1,810,091	1,319,354	1,647,352	1,930,573
F. ENDING CASH (A+E)		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	1,859,401	49,310	1,368,664	1,647,352	1,930,573
G. ENDING CASH, PLUS ACCRUALS														3,016,015	

# **OPUSD - Cashflow** **Actuals thru April 30, 2018**



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	6,715,063	1,990,911	4,115,931
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	6,397,185	3,801,003	2,796,577
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	1,859,401	49,310	1,368,664

# **OPUSD - Cashflow without TRAN** **Actuals thru April 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	6,715,063	1,990,911	4,115,931
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	3,949,685	3,801,003	2,796,577
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	1,859,401	49,310	1,368,664

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: ANNE JENKS, INTERIM PRINCIPAL, BROOKSIDE ELEMENTARY SCHOOL**  
**DATE: MAY 17, 2018**  
**SUBJECT: X.1. MONTHLY BOARD REPORT**

## **INFORMATION**

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### **Earth Week Was Wonderful!**

Brookside Tigers had many Earth Week activities to enjoy. In addition to the district activities that included Dr. Knight and Dr. Greenlinger teaching about SCUBA equipment and the Mr. Eco Superhero assembly. Becky Koch and Michelle Varju's class won the Coins for Change contest by raising over \$250 for Friends of the Midway Atoll. They will be able to adopt and name an albatross, one of the birds endangered by the plastic waste that washes up on the atoll. The name they chose for their bird is Sky.

Walk to School Wednesday was another highlight with students, teachers and family members walking from three different locations. When they arrived at school, they were greeted by Mrs. Jenks and Stripes the Tiger, Brookside's mascot. Students got a "high five" and the opportunity to pose in a photo with Stripes.

Brookside had activities of their own including a Crayola Colorcycle event that is ongoing where students recycle used markers. Students also participated in crafts during lunch involving repurposing used milk and juice cartons.



### **Tiger Theatrics**

Talented primary students performed in two outstanding plays recently at Brookside. The First graders presented their class play on the Rainforest directed by our music teacher, Amanda Benjamin. The costumes, sets and music were outstanding and the timing could not have been more perfect as the theme of the play coincided with Earth Week.

The K - 2 students did a wonderful job with their production of *Aristocats*. This was a joint effort of Brookside's PTA and Upstage Theater Schools, and it could not have been better. *Aristocats* played to



packed houses of enthusiastic supporters both nights. It was truly gratifying to see all of the talent that is here at Brookside.



### Brookstriders

Nine students have run the equivalent of a full marathon through the BrookStriders running club, and three have run the equivalent of two marathons! 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. We look forward to following these athletes as they continue to achieve new goals and maybe even become future Olympians.



Respectfully Submitted,

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Anthony W. Knight, Ed.D.  
Superintendent



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: ERIK J. WARREN, PRINCIPAL, OAK HILLS ELEMENTARY SCHOOL**  
**DATE: MAY 17, 2018**  
**SUBJECT: X.2. MONTHLY BOARD REPORT**

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**INFORMATION**

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**CAASPP Testing**

Our CAASPP testing has been moving along with good success. There have been very few technical glitches thanks to the continuous support from our district technology crew. The online testing environment has become more and more natural for our students as we have added more devices to their daily learning experience all year. This has also made scheduling the assessments much less cumbersome. Our students have worked very hard giving their best effort on these assessments. We hope that this will be another opportunity for Oak Hills to shine.

**Science Night**

Oak Hills students enjoyed a fantastic Science Night, exploring a wide variety of hands-on activities. Students and their families participated in experiments involving chemical reactions, super physics, and air pressure. Stacey Dishlip, our lunchtime SoDI teacher, helped students test their engineering skills. The favorite event of all was the launch of a rocket by our OPHS Rocket Team (including several OHES alums). The turnout for this year's event was excellent. We owe a special thank you to our PTA for sponsoring an exciting night for both children and adults.

**Talent Show**

The upcoming Talent Show is sure to be a crowd pleaser highlighting a variety of talents and representing a wide range of grade-levels. Our student council students have been learning how to organize the event under the careful guidance of Eva Novak, Angela Folendorf, and Music Teacher, Steve Waldman.

**Big Sunday**

Oak Hills Students and their families getting ready to complete some important campus improvements. We have plans to build a new GaGa pit, using the funds our students have earned for good attendance this year. This has been a goal of our Student Council for a long time so it will be exciting to see it come to fruition. Volunteers will also work on improving several areas of the campus, both inside and out. This event shows how dedicated our school community is to taking care of Oak Hills, and that many hands make light work.

**Teacher Appreciation Week**

Last week the entire staff at Oak Hills was treated with *Breakfast at Tiffany's*. In fact, we had a luncheon too, and many other classy treats! While our amazing PTA pampered the staff, our adoring students decorated doors, brought flowers, and created heartfelt cards for their teachers. Our staff is truly fortunate to work within such a dedicated and caring community.

Respectfully Submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MAY 17, 2018**

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

**INFORMATION**

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**Jog-A-Thon**

Our annual Jog-A-Thon occurred on Friday, April 11. This PFA-sponsored event promoted the value of exercise and raised money for our school. This year students ran through an obstacle course that included many inflatables. Funds were raised by collecting a set pledged sum. Water, music and encouragement were provided by a large group of parent volunteers. There were fundraising goals set to encourage donations and the whole event was considered a great success.

**Volunteer Brunch**

To thank our parent and community volunteers, our Red Oak staff invited them to a brunch on Friday, April 13 in the library. The brunch had a candy theme and featured a variety of wonderful foods. The staff created thank you posters that were displayed on the library walls.

**Open House**

Open House for fourth and fifth grades occurred on Wednesday, April 26. There was great attendance by our parents as students served as tour guides for parents around the classrooms. All of our fifth grade classes had their Open House in the MPR where the students displayed their state reports and offered state-themed foods from their assigned state.

**Earth Week**

Earth Week was observed the week of April 16 with some activities extending into the next week. Walk to School Day was on Wednesday, April 18. A number of activities were planned centered on the theme of protecting ocean fish, particularly the Pacific stork. A coin collection was held to raise funds to help with this protection. Additionally, our library provided books on protecting the oceans for students use this week. We had an assembly on Tuesday with the EcoHeros organization. On April 20, we had a scuba diving demonstration at both lunch times.

Respectfully Submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: BRAD BENIOFF, PRINCIPAL, MEDEA CREEK MIDDLE SCHOOL**  
**DATE: MAY 17, 2018**  
**SUBJECT: X.4. MONTHLY SCHOOL REPORT**

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**INFORMATION**

**Band and Choir Spring Concerts April 30<sup>th</sup>, May 2<sup>nd</sup> and May 4<sup>th</sup>:** Under the musical leadership of Elana Levine and Elayne Roesner, our students will perform their accomplished renditions of music and song---April 30<sup>th</sup> and May 2<sup>nd</sup> at OPHS; May 4<sup>th</sup> at MCMS.

**Transition IEP's MCMS/OPHS May 1st-4<sup>th</sup> at MCMS**

**State Testing Continues through May 4<sup>th</sup>:** 6<sup>th</sup> grade takes their tests and 7<sup>th</sup> grade make-ups continue.

**BIG Sunday May 6<sup>th</sup>:** MCMS will be working on school beautification projects with the community Sunday morning.

**ASB Beach Fair at MCMS 3:00-5:00 p.m.:** An end of year celebration up on the MCMS field with the sole purpose of having fun!

**MCMS Choir May 11<sup>th</sup>:** competes, under Ms. Elana Levine's direction, at an event at Knott's Berry Farm.

***GREASE* Drama Performance May 15<sup>th</sup> at 7:00 p.m. in the MCMS Amphitheatre:** 7<sup>th</sup> and 8<sup>th</sup> graders perform the musical in this student production, under teacher Stephen Peterson's direction.

**Art Show May 15<sup>th</sup> @5:00 p.m:** Ms. Cadle's Art Showcase students present their portfolios to families and friends.

**8<sup>th</sup> Grade Dance May 18<sup>th</sup> 6:00-8:00p.m.:** 8<sup>th</sup> graders enjoy dinner, music, some dancing and some games to celebrate their last days of middle school.

**Yearbooks distributed beginning May 18th**

**8<sup>th</sup> Grade Universal Trip May 21st:** All day

**5<sup>th</sup> Graders Visit MCMS May 21st 1:00-2:15:** Our elementary schools will walk over with their 5th graders for a welcome by the MCMS staff and tour by our terrific ASB students.

**8<sup>th</sup> Grade Awards @8:30 May 22<sup>nd</sup> @ 8:30:** In the MCMS gym

**8<sup>th</sup> grade Breakfast at MCMS (8:30 a.m.) and Culmination May 23<sup>rd</sup> at OPHS:** 8<sup>th</sup> graders, their families and the MCMS faculty will gather at OPHS at 6:00 for culmination.

**WEB (Where Everyone Belongs) Kick-off for 2018-2019 May 24<sup>th</sup> :** Our Counselors, Rob Sitomer and Dianne Large and teachers Kim Connelly and Suzanne Shea will facilitate a workshop for the new WEB students who will be facilitating Camp Medea and school connectedness activities throughout the school year.

Respectfully Submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: KEVIN BUCHANAN, PRINCIPAL, OAK PARK HIGH SCHOOL**  
**DATE: MAY 17, 2018**  
**SUBJECT: X.5. MONTHLY BOARD REPORT**

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**INFORMATION**

**Drama Spotlight & Spring Concerts**

The OPHS Drama Club presented the final theater production of the year on April 26-18. Nothing was an original student written, produced and directed murder mystery in the Pavilion. We will be announcing the shows for next year in the coming weeks. OPHS is currently presenting the Spring Choral and Instrumental Music Concerts. Orchestrated by Heidi Cissell and Zachary Borquez and featuring our talented and dedicated musicians and singers. OPHS Chamber and Concert Choir performs this weekend at Disneyland.



**Senior Awards –Monday May 21**

This year's senior awards events are in the final stages of planning. Jean Hawkins is preparing the programs for the Monday morning senior assembly and the evening Scholarship Awards. The Marie Panec Memorial Awards, will be presented at the May 16<sup>th</sup> OPUSD Governing Board Meeting.

**NATIONAL MERIT SCHOLARSHIPS**

Twenty-seven Oak Park High School juniors were recently informed that they had achieved high enough scores on the PSAT exam to qualify for the next round in the competition for a 2019 National Merit Scholarship. These students are among the top 50,000 highest-scoring participants of over one million that took the test. Students will be notified in September as to their status as either a commended student or a semi-finalist student.



**2018 RONALD REAGAN PRESIDENTIAL FOUNDATION SCHOLAR**

Several OPHS student have been named semi-finalists for the 2018 Ronald Reagan Presidential Foundation Scholars Program will be announced at a special dinner on May 16 at the Ronald Reagan Presidential Library This distinction is bestowed upon students in recognition of their outstanding leadership, character, communication skills, academic achievement, and commitment to Ventura County. These students are eligible for scholarships up to \$7,500

**OPHS PROM and SENIOR ACTIVITIES**

This year's prom will be held at The Taglyan Complex in Hollywood on Friday May 18<sup>th</sup>. Senior activities begin that day and continue through into graduation week. In addition to prom, the activities include the Senior Picnic, Senior Breakfast, Magic Mountain, Must-Do Day, and Commencement rehearsals and ceremony.



Respectfully Submitted:

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Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: STEWART MCGUGAN, DIRECTOR OF ALTERNATIVE EDUCATION**  
**DATE: MAY 17, 2018**  
**SUBJECT: X.6. MONTHLY BOARD REPORT**

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**INFORMATION**

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**BOTH SCHOOLS**



**4-WAY ROTARY ESSAY LUNCHEON**

Susan Allen and Barbara Harrison each had three students who received medals for their essays. OVHS received first place, second place and an honorable mention for the high school level. Students who entered the essay contest were from Westlake, Oak Park, Oaks Christian and other surrounding high schools. OPIS received a 2<sup>nd</sup> place medal and two honorable mentions. The event was emotionally charged, starting with tears and ending with tears. Our students' stories were absolutely amazing. We are all so proud of them!!

**CULMINATION/GRADUATION**

We are busy preparing for our two graduations and one culmination. The OPIS 8<sup>th</sup> graders and the OVHS seniors will be holding their ceremonies in center field, here on campus. The OPIS graduation is blended into the OPHS graduation at OPHS. Thank you OPHS for including us on this memorable night.

**CAASPP TESTING**

Both schools completed testing for April. Our students at OVHS enjoyed the alternative schedules, which allowed for field trips and activities with our seniors at OVHS. At OPIS, we felt that our students did a great job with testing, despite being a very busy time for actors with the beginnings their new shows.



**OAK PARK INDEPENDENT SCHOOL**



**WASC**

We had a very successful site council meeting with our WASC parent representatives. We were able to review all of our WASC parent, student and staff surveys. We were able to come away with goals to review at our next staff meeting.

Respectfully Submitted,

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Anthony W. Knight Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: KIM GREGORCHUK, DIRECTOR, OAK PARK NEIGHBORHOOD SCHOOL**  
**DATE: MAY 17, 2018**  
**SUBJECT: X.7. MONTHLY BOARD REPORT**

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**INFORMATION**

Our days have been very busy! We completed our Art Show and our OPNS families were so proud of and impressed by their children's work. Many different artists were represented in the children's work, but they were most proud of the Ice Cream Truck they made and their collaborative assemblage made from painted boxes. We really had a wonderful time.



With the money raised from the Snow Carnival, we were able to have Captain Carl visit OPNS for two consecutive mornings during Earth Week. He brought many different sea animals, including a shark! The children really enjoyed holding the shark.

Finally, as of May 1st, we have four Tuesday/Thursday spaces left for the 18/19 school year. This is the first year we have started a waiting list in May.

Our end-of-the-year concert is on May 16th at 9:30 am and we would love to have you attend.

Respectfully Submitted:

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Anthony W. Knight, Ed.D.  
Superintendent