

OAK PARK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA #962

DATE: June 12, 2018

PLACE: **Oak Park High School Presentation Room – G-9**
899 N. Kanan Road, Oak Park, CA 91377
Teleconference Location: The Cove at Atlantis, 1 Casino Drive
Paradis Island N-3728, Bahamas

TIME: **5:00 p.m. Closed Session – G9**
6:15 p.m. Open Session – G9 - NOTE LATE START TIME

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

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

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

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

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

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

NEXT REGULAR MEETING

Tuesday, August 21, 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 #962
June 12, 2018**

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

CLOSED SESSION: 5:00 p.m.

OPEN SESSION: 6:15 p.m. NOTE LATE START TIME

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. SUPERINTENDENT EVALUATION

B. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

C. PUBLIC EMPLOYEE EMPLOYMENT : Walk on Coach-Football, Walk on Coach – Basketball, Walk on Coach – Dance, Food Service Assistant I Subs, Instructional Assistants II Sp Ed, Instructional Assistant II Sp Ed Subs, Instructional Assistants III Sp Ed Behavior, Instructional Assistant III Sp Ed Behavior Subs, Social Emotional Services Specialist, Behavior Specialists, Occupational Therapist, Campus Supervisor Sub, Temporary Contract Elementary School Teachers, Temporary Contract Secondary School Teacher, Special Ed Teacher – Brookside Elementary School, Computer Science Teacher – Oak Park High School, Principal Red Oak Elementary School

D. 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 Recognition to Anne Jenks, Brookside Interim Principal
2. Remarks from Board Members
3. Remarks from Superintendent
4. Report from School Site Councils
5. Report from Oak Park Education Foundation
6. Report from Oak Park Municipal Advisory Council
7. Discussion on 2014-2019 Enrollment Report
8. Presentation on Oak Park Unified School District's Extended Care Program by the Director, Sara Ahl

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 May 17, 2018 and Special Board Meeting May 29, 2018](#)
- b. [Public Employee/Employment Changes 01CL23762-01CL23795 & 01CE08812-01CE08864](#)
- c. [Approve Purchase Orders – May 1-31, 2018](#)
Board Policy 3300 requires Board approval of Purchase Orders
- d. [Approve Out of State Travel for Certificated Employees to Attend the Teachers College at Columbia University's Units of Study in Phonics in New York City, NY – August 19-22, 2018](#)
Board Policy 3350 required Board approval for Out of State travel for employees
- e. [Approve Facility Use by Religious Organization](#)
Board approval requires for facility use agreement
- f. [Approve Renewal Agreement with Ventura County Office of Education For 2018-19 Escape Financial and Payroll/Personnel System Services](#)
Board Policy 3312 requires Board approval for contracts for services
- g. [Approve Renewal Agreement with School Services of California for Fiscal Information Services](#)
Board Policy 3312 requires Board approval for contracts for services
- h. [Approve Utilization of Piggyback Bids for Purchase of Goods and Services Throughout Fiscal Year 2018-19](#)
Board approval is required to purchase under Piggyback Provision of PCC, Section 20118
- i. [Approve Resolution No. 18-15, Appropriation and Budgeted Transfers Fiscal Year 2018-19](#)
Resolution authorizes transfers of budget appropriations and budgeted transfer to monies between funds as needed during the fiscal year in order to balance expenditure classifications or to meet the budgeted obligations of one fund to another
- j. [Approve Resolution No. 18-16, Temporary Loans Between District Funds for Fiscal Year 2018-19](#)
Resolution authorizes temporary loans between funds during times when cash flow suffers prior to receipt of tax deposits or State revenue

k. Approve Resolution No. 18-17, Year End Budget and Interfund Transfers for Fiscal Year 2017-18

Resolution authorizes Director of Accounting to make any and all necessary budget transfers as required permitting the payment of obligations incurred by the District for the fiscal year ending June 30, 2018

l. Approve Resolution No. 18-18, Authority to Improve Compensation for Certain Categories of Employees After July 1, 2018

Ed Code 45032 requires Board approval of Resolution authorizing compensation for certain categories of employees after July 1, 2017

ACTION

2. BUSINESS SERVICES

a. Approve 2018-19 Oak Park Unified School District Local Control and Accountability Plan

Education Code 52062 requires annual Board approval of Local Control Accountability Plan

b. Approve and Adopt 2018-19 Oak Park Unified School District Annual Operating Budget

Education Codes 42103 and 42127 require annual approval of school district budget

c. Approve Agreement with Developing Outdoors for General Staffing Services for the Extended Care Program

Board Policy 3312 requires Board approval for contracts for services

d. Public Disclosure and Approval of Collective Bargaining Agreement Between the District and Oak Park Teachers Association

Government Code 3547.5 requires public disclosure of the provisions of all collective bargaining agreements

e. Public Disclosure and Approval of Collective Bargaining Agreement Between the District and Oak Park Classified Association

Government Code 3547.5 requires public disclosure of the provisions of all collective bargaining agreements

f. Public Disclosure and Approval of Compensation Adjustment for Administrative, Confidential, and Specified Unrepresented Employees

Government Code 3547.5 requires public disclosure of the provisions of all compensation agreements

g. Approve 2018-19 Employee Health Benefit Plans

Board Policy 3312 requires Board approval for contracts for services

h. Authorize and Ratify Construction Contract for Measure R Project 18-27R Oak Park High School V Swale Repairs

Board Policy 3312 requires Board approval for contracts for services

i. Authorize and Ratify Construction Contract for Measure R Project 18-32R Fence at Cul-de-Sac Near Oak Park High School

Board Policy 3312 requires Board approval for contracts for services

j. Approve Change Order No 1, Project 18-23S Painting of Stadium Railing at Oak Park High School

Board approval required for change orders, per Cal. Pub. Cont. Code §20118.4.

k. Approve Change Order 1 Project 18-17F Prop 39 Exterior Lighting Upgrade

Board approval required for change orders, per Cal. Pub. Cont. Code §20118.4.

l. Authorize and Award Maintenance Contract Measure S Project 18-33S Solar Installation Maintenance

Board approval required for projects funded by Measure S Bond fund

m. Authorize and Award of Purchase Contract Measure S Project 18-30S MCMS Library Computer Lab Refresh of 8 iMacs and 40 Chromebooks

Board Policy 3312 requires Board approval for contracts for services

n. Authorize and Award of Purchase Contract Measure S Project 18-29S Install Flat Panel Screens at Medea Creek Middle School and OPHS G9

Board approval required for projects funded by Measure S Bond fund

o. Authorize and Award of Purchase Contract Measure S Project 18-28S Chromebook Refresh

Board approval required for projects funded by Measure S Bond fund

p. Authorize and Award Project 18-31F 3-D Printer to be Funded by VCI Grant and Measure S Bond Fund

Board approval required for projects funded by Measure S Bond fund

q. Authorize Measure S Technology Project 18-35S Purchase of Chromebook Cart for Fifth Grade Classes at Brookside Elementary School

Board approval required for projects funded by Measure S Bond fund

r. Approve Notice of Completion, Measure S Project 18-23S, Painting of Stadium Railing at Oak Park High School

Per provisions of Education Code 17315, Board approval is required for Notice of Completion

s. Approve Notice of Completion, Measure R Project 18-27R Oak Park High School V Swale Repairs

Per provisions of Education Code 17315, Board approval is required for Notice of Completion

t. Approve Notice of Completion, Measure R Project 18-32R Fence at Cul-de-Sac Near Oak Park High School

Per provisions of Education Code 17315, Board approval is required for Notice of Completion

u. Approve and Authorize Measure R Project 18-34R, Phase 1 - Purchase and Renovation of Extended Care Program Classroom Buildings

Board approval required for projects funded by Measure R Bond fund

3. HUMAN RESOURCES

a. Approve New Position of Site Leader for the Extended Care Program

Board approval required for a new classified position in the Extended Care Program

b. Approve Updated Technology Acceptable Use Agreement for Staff

Board Policy 4040 requires every employee to sign an acceptable use agreement

4. CURRICULUM

a. Approval of Additional Novel for Oak Park High School's 12th Grade Women's Literature Courses

Staff is recommending that the Board approve the Novel Interference by Lynda Radley

b. Approve Membership and Partnership Agreement for Catalyst Network with Green School National Network for 2018-19

Board Policy 3312 requires Board approval for contracts for services

5. BOARD

a. Approve California School Boards Association Membership Dues (\$8,517) and Education Alliance Membership Dues (\$2129) for 2018-2019

Board approval required for membership dues

b. Approve Certification of Signatures for 2018-19 School Year

Education Codes 42632 and 42633 require annual Certification of Signatures

c. Approve 2018-2019 School Handbooks/Discipline Plans

Board approval required for school handbooks/discipline plans

d. Review Assessments of the Board Approved 2018-19 Goals and Moral Imperatives

The Board will review the assessments in its Goals and Actions plans which were approved in August 2017 and reviewed by the Board in March 2018

6. BOARD POLICIES

a. Approve Amendment to Board Policy 4119.21/4219.21/4319.21 – Professional Standards – First Reading

Board Policy updated to reflect NEW LAW (AB 500) which requires any district that has an employee code of conduct addressing employee interactions with students to post that section of its code of conduct on each school's web site (or on the district web site if a school does not maintain one) and to provide it to parents/guardians at the beginning of the school year.

b. Approve Amendment to Board Policy 0410 – Nondiscrimination in District Programs and Activities – First Reading

Board Policy updated to reflect NEW LAW (AB 699) which (1) adds immigration status to the categories of characteristics that are protected against discrimination, (2) requires parent/guardian notification of their child's right to a free public education regardless of immigration status or religious beliefs, and (3) mandates that districts adopt policy consistent with a model policy developed by the California Attorney General, which includes a statement regarding equitable services. Policy also reflects provisions of the Attorney General's model policy and NEW LAW (SB 31) which prohibit districts from compiling or assisting in the compilation of a registry based on immigration status, religion, or other specified characteristics.

c. Approve Amendment to Board Policy and Administrative Regulation 5111 – Admission – First Reading

Board Policy updated to reflect state law prohibiting the collection of social security numbers or the last four digits of the social security numbers of students or their parents/guardians, unless otherwise required by law. Policy also reflects NEW LAW (AB 699) which prohibits districts from inquiring into students' citizenship or immigration status and the California Attorney General's model policy which provides that, under the limited circumstances when such information must be collected to comply with eligibility requirements for special state or federal programs, such information should be collected separately from the school enrollment process. Regulation updated to reflect a requirement of the Attorney General's model policy that prohibits districts from requiring documentation that may indicate a student's national origin or immigration status, such as a passport, to the exclusion of other permissible documentation. Regulation also reflects the authority to accept a parent/guardian affidavit as evidence of a child's age when other documentation is not available.

d. Approve Amendment to Board Policy and Administrative Regulation 5111.1 – District Residency – First Reading

Board Policy and regulation updated to reflect NEW LAW (AB 699) which prohibits districts from collecting information or documents regarding the citizenship or immigration status of students or their family members. Regulation also updated to reflect NEW LAWS providing that a student meets district residency requirements if the student's parent/guardian is transferring or pending transfer to a military installation within the state (SB 455), or the student's parent/guardian was a resident of California who departed the state against his/her will pursuant to a transfer by a government agency, a court order, or the federal Immigration and Nationality Act (SB 257).

e. Approve Amendment to Board Policy and Administrative Regulation 5125 – Student Records – First Reading

Board Policy updated to reflect the California Attorney General's model policy, developed pursuant to NEW LAW (AB 699), which (1) prohibits districts from collecting information regarding students' citizenship or immigration status, and (2) requires district staff to receive training in the gathering and handling of sensitive student information. Policy also reflects state

law limiting the collection of students' social security numbers or the last four digits of the social security numbers, and NEW LAW (SB 31) which prohibits districts from assisting in the compilation of a list, registry, or database based on students' national origin, ethnicity, or religion. Regulation updated to reflect NEW LAW (SB 233) which expands the types of records related to foster youth that must be made accessible to specified agencies, and a requirement of the Attorney General's model policy that the annual parental notification include a statement that a student's citizenship, place of birth, or national origin will not be released without parental consent or a court order.

f. **Approve Amendment to Board Policy 5131.2 – Bullying – First Reading**

Board Policy updated to reflect NEW LAW (AB 699) which requires districts to educate students about the negative impact of bullying based on actual or perceived immigration status or religious beliefs and customs. Policy also reflects the California Attorney General's model policy developed pursuant to AB 699, which requires staff training with specified components related to bullying prevention and response.

g. **Approve Adoption of Board Policy and Administrative Regulation 5145.13 – Response to Immigration Enforcement – First Reading**

New policy and regulation reflect NEW LAW (AB 699) which mandates districts to adopt, by July 1, 2018, policy consistent with the model policy developed by the California Attorney General, including policy related to the district's response to requests by law enforcement for access to information, students, or school grounds for immigration enforcement purposes and actions to be taken in the event that a student's family member is detained or deported. Policy also reflects NEW LAW (SB 31) which prohibits districts from compiling or assisting federal government authorities with compiling a list, registry, or database based on students' national origin, ethnicity, or religion.

h. **Approve Amendment to Board Policy and Administrative Regulation 5145.3 – Nondiscrimination/Harassment – First Reading**

Minor revisions made in policy and regulation to reflect NEW LAW (AB 699) which prohibits discrimination based on immigration status.

i. **Approve Adoption of Board Policy 5148.2 – Before/After School Programs – First Reading**

Board Policy is being recommended for adoption due to the Establishment of a new Extended Care Program.

VII INFORMATION ITEMS

1. **Monthly Measure S Project Status Report**
2. **Monthly Enrollment and Attendance Report**
3. **Monthly Cash Flow Report**
4. **Extended Care Program Budget**

VIII. OPEN DISCUSSION

1. **Date of Board Retreat**

IX. ADJOURNMENT:

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

MINUTES OF REGULAR BOARD MEETING 5-17-18 #960
BOARD OF EDUCATION

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Derek Ross, called the regular meeting to order at 5:04 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: 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

The Board adjourned to Closed Session at 5:04 p.m.

CALL TO ORDER/MEETING PLACE

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

BOARD ABSENT

Lexi Garfinkel, Student Board Member

STAFF PRESENT

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

FLAG SALUTE

Stew McGugan led the Pledge of Allegiance to the Flag.

REPORT ON CLOSED SESSION

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

ADOPTION OF AGENDA

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

PUBLIC SPEAKERS

None

PRESENTATIONS

The Board awarded the Marie Panec Educating Compassionate and Creative Global Citizens Award to the following graduating seniors from Oak Park Independent School and Oak Park High School: **Kaylena Maan, Itay Dvir, Riti Hegde, Vaishnavi Tipireddy, and Olivia Winck.**

Administrative Consultant and retired administrator **Cliff Moore** was recognized for his contributions to the District and especially for his exemplary work with the District of Choice Program.

The Board recognized **Ann Pettit, Michael Bolyog, Geri Sterling, Carol Gallivan, Ellen Ferguson, Roger Newell, Mark Jacobs, and Barbara Harrison** on their retirement from Oak Park Unified School District.

The Board took a break for the retirement reception. Meeting reconvened at 7:21 pm

REPORT FROM BOARD MEMBERS

Board Member Barbara Laifman, reported that she attended Big Sunday, the Marie Panec Scholarship committee meeting, and the DELAC meeting. Barbara expressed her thanks to Denise for organizing the staff and teacher appreciation breakfast. Barbara also thanked Sam Dudley the chair of the Big Sunday event.

Board Member Denise Helfstein reported that she attended the Open House at Medea Creek Middle School, Brookside Elementary School and Oak Park Independent School. Denise also attended the VCSBA dinner meeting and was elected as the secretary. Denise attended the Curriculum Council meeting, the District Technology Committee meeting, Safe Kids Task Force meeting, the Rancho Simi Park and Rec meeting and read to 2nd grade students at Red Oak Elementary School. Denise also attended Big Sunday and the Oak Park High School Jazz Band and Choir concerts.

Board Member Allen Rosen reported that he attended the Oak Park MAC meeting.

Board Member Drew Hazelton reported that he attended the Safety and Security meeting.

Board Member Derek Ross reported that he attended the Safe Kids Task Force meeting.

Superintendent Tony Knight shared the Best of Green Schools award with the Board. Dr. Knight gave a guided tour of our schools to the representatives of Cal Recycle. Dr. Knight attended the AP physics exam at Oak Park High School. Dr. Knight shared that the Summer Community Read book is *Wishtree*. He also commented on the new fencing which is being installed around

three giant Oak trees near Oak Park High School to protect their roots from and prevent cars from being parked under them.

REPORT FROM SCHOOL SITE COUNCILS

The Board received School Site Council reports from Brookside Elementary School, Red Oak Elementary School, Oak View High School, and Oak Park Independent School.

The Board also heard a presentation on the Colbi Technologies AccountAbility Construction Management Software by Balfour Beatty and Colbi Technologies.

B.1. CONSENT AGENDA

On motion of Barbara Laifman, seconded by Allen Rosen, 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 April 17, 2018](#)
- b. [Public Employee/Employment Changes 01CL23725-01CL23761 & 01CE08713-01CE08810](#)
- c. [Approve Purchase Orders – April 1-30, 2018](#)
- 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](#)
- e. [Approve Out of State Travel for Certificated/Classified Employees to Attend \(North American Reggio Emilia Alliance\(NAREA\) Conference in Boston, MA – June 28-30, 2018](#)
- f. [Accept 2017-2018 Second Period Attendance Report](#)
- g. [Approve Designation of the 2018-19 District/School Representatives to California Interscholastic Federation Leagues](#)
- h. [Approve Notice of Completion, Measure R Project 17-08R, Gymnasium Floor Replacement at Medea Creek Middle School](#)
- i. [Approve Notice of Completion, Measure S Project 17-32S, Security Fencing at Oak Park High School Stadium \(North Side\)](#)
- j. [Approve Notice of Completion, Measure S Project 18-02S, Girls Varsity Softball Field Repairs and Improvements at Oak Park High School](#)
- k. [Approve Notice of Completion, Measure S Project 18-03S, Parking Lot Fencing at Medea Creek Middle School](#)
- l. [Approve Notice of Completion, Measure R Project 18-10R, Girls Junior Varsity Softball Field Improvements at Oak Park High School](#)
- m. [Approve Contract for Non-Public School Services for Special Education Student #9-17/18](#)
- n. [Approve Overnight Trip for Oak Park High School Future Business Leaders of America \(FBLA\) Leadership Summit in Sacramento, CA – June 22-23, 2018](#)
- o. [Approve Overnight Trip for Oak Park High School Cross Country Team in Mammoth Lakes, CA – July 22-27, 2018](#)
- p. [Approve Overnight Trip for Oak Park High School Cheer Leading Team in Garden Grove, CA – July 24-27, 2018](#)
- q. [Approve Overnight Trip for Oak Park High School ASB Retreat in Pacific Palisades, CA – August 4-5, 2018](#)
- r. [Approve Renewal Agreement with Interquest Detection Canines for Services at Oak Park High School and Oak View High School](#)

B2. BUSINESS SERVICES

a. Accept Oak Park Citizens' Oversight Committee Annual Reports for Measures C, C6, R, and S

On motion of Drew Hazelton, seconded by Denise Helfstein, the Board of Education approved the acceptance of Oak Park Citizens' Oversight Committee Annual Reports for Measure C, C6, R, and S. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

b. Approve Re-Appointment of Oak Park Citizens' Oversight Committee Members and Authorize Recruitment Process of New Members for the 2018-2020 Term

On motion of Drew Hazelton, seconded by Derek Ross, the Board of Education approved the reappointments to the Oak Park Citizens' Oversight Committee and authorized recruitment process of new members for the 2018-2020 term. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0. Board committee members for interviewing the candidates will be Drew Hazelton and Allen Rosen.

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

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

d. Authorize Superintendent to Award Construction Contracts for Measure S Project 17-35S, Kitchen Improvements at Medea Creek Middle School

On motion of Drew Hazelton, seconded by Allen Rosen, the Board of Education Authorized the Superintendent to Award Construction Contracts for Measure S Project 17-35S, Kitchen Improvements at Medea Creek Middle School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.

e. Authorize Superintendent to Award Construction Contracts for Measure S Project 17-47S, DSA Certification of Administration Building at Brookside Elementary School

On motion of Allen Rosen, seconded by Derek Ross, the Board of Education Authorized the Superintendent to Award Construction Contracts for Measure S Project 17-47S, DSA Certification of Administration Building at Brookside Elementary School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.

f. Authorize and Ratify Construction Contracts for Measure S Project 18-23S, Repair and Painting Football Stadium Handrails at Oak Park High School

On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education Authorized and Awarded Construction Contracts for Measure S Project 18-23S, Repair and Painting Football Stadium Handrails at Oak Park High School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.

g. Authorize and Award Construction Contracts for Measure S Project 18-24S, Security Fencing for Southeast Campus Perimeter at Oak Park High School

On motion of Allen Rosen, seconded by Derek Ross, the Board of Education Authorized and Awarded Construction Contracts for Measure S Project 18-24S, Security Fencing for Southeast Campus Perimeter at Oak Park High School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.

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

On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education Authorized and Awarded Construction Contracts for Measure S Project 18-25S, Replacement of Gymnasium/Multipurpose Room Roof at Medea Creek Middle School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.

- i. [Board Review of Governor's 2018-2019 Budget Proposal – May Revision](#)
The Board of Education discussed the Governor's 2018-2019 Budget Proposal.
- j. [Board Review of Draft 2018-19 Oak Park Unified School District Local Control and Accountability Plan](#)
The Board of Education discussed the draft 2018-19 Oak Park Unified School District Local Control and Accountability Plan

B3. CURRICULUM

- a. [Approval of Additional Novel Outliers by Malcolm Gladwell for Oak Park High School's 12th Grade English Courses](#)
On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education approved Additional Novel for Oak Park High School for its 12th Grade English Courses. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0
- b. [Approve Ventura County Plan for Expelled Pupils Triennial Update](#)
On motion of Allen Rosen, seconded by Derek Ross, the Board of Education approved Ventura County Plan for Expelled Pupils Triennial Update. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

B4. HUMAN RESOURCES

- a. [Approve Resolution #18-13 to Reestablish Particular Kinds of Service to Laid Off Classified Employees](#)
On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education approved Resolution #18-13 to Reestablish Particular Kinds of Service to Laid Off Classified Employees. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

B5. 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](#)
On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education approved 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. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.

B6. BOARD POLICIES

- a. [Approve Amendment to Board Policy and Administrative Regulation 1113 – District and School Websites - First Reading](#)
On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education approved Amendment to Board Policy and Administrative Regulation 1113 – District and School Websites - First Reading as First and Final Reading. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.
- b. [Approve Amendment to Administrative Regulation 3580 – District Records - First Reading](#)
On motion of Denise Helfstein, seconded by Barbara Laifman, the Board of Education approved Amendment to Administrative Regulation 3580 – District Records as First and Final Reading. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.
- c. [Approve Amendment to Board Policy and Exhibit 5145.6 – Parental Notification - First Reading](#)
On motion of Barbara Laifman, seconded by Derek Ross, the Board of Education

approved Amendment to Board Policy and Exhibit 5145.6 – Parental Notification as First and Final Reading. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

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

On motion of Denise Helfstein, seconded by Drew Hazelton, the Board of Education approved Amendment to Board Policy and Administrative Regulation 5132 –Dress and Grooming as First and Final Reading with the suggested changes. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

On motion of Allen Rosen, seconded by Derek Ross, there being no further business before this Board, the Regular meeting is declared adjourned at 10:07 p.m.

Date

President of the Board

Date

Clerk or Secretary of the Board

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Derek Ross, called the special meeting to order at 5:05 p.m. at Oak Park Unified School District, Conference Room, 5801 Conifer Street, Oak Park.

FLAG SALUTE

Derek Ross led the Pledge of Allegiance to the Flag

BOARD PRESENT

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

BOARD ABSENT

Mr. Allen Rosen, Member

PUBLIC COMMENTS

None

ADJOURN TO CLOSED SESSION

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

A. SUPERINTENDENT EVALUATION

B. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

Pursuant to Government Code Section 5495

C. CONFERENCE WITH LABOR NEGOTIATORS:

Agency designated representatives: Leslie Heilbron and Martin Klauss

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

The Board adjourned to Closed Session at 5:06 p.m.

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Derek Ross, called the regular meeting to order at 7:07 p.m. at the Oak Park Unified School District, Conference Room, 5801 Conifer Street, Oak Park.

BOARD PRESENT

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

BOARD ABSENT

Mr. Allen Rosen, Member

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, Mrs. Lisa Nilles, Director of Fiscal Services, Mr. Cliff Moore, Consultant, and Mrs. Ragini Aggarwal, Executive Assistant.

REPORT ON CLOSED SESSION

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

ADOPTION OF AGENDA

On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education adopted the agenda except to table item B.2.a. Motion carried Aye: Hazelton, Helfstein, Laifman, Ross. No – 0. Absent - Rosen.

PUBLIC SPEAKERS

None

OPEN SESSION

A. BUSINESS SECTION

- a. [Public Hearing and Board Study Session: 2018-2019 Oak Park Unified School District Local Control and Accountability Plan \(LCAP\)](#)

Derek Ross opened the public hearing at 7:09 pm. No public comments. Public hearing closed at 7:09 pm. The board held a discussion on the LCAP

- b. [Public Hearing and Board Study Session: 2018-2019 Oak Park Unified School District Annual Budget](#)

Derek Ross opened the public hearing at 7:36pm. No public comments. Public hearing closed at 7:36 pm. The board held a discussion on the 2018-19 Budget

- c. [Approve Master Architectural Services Agreement with HED Architects for Measure S Projects](#)

On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education approved the Master Architectural Services Agreement with HED for performance of architectural services as contracted through individual Project Service Orders, in substantially the form attached, including any non-substantive revisions, and delegate authority to the Superintendent or his designee to execute and take any other action necessary to finalize the Agreement, including executing other documentation necessary to effect the intent of the Agreement. Motion carried Aye: Hazelton, Helfstein, Laifman, Ross. No – 0. Absent - Rosen.

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

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

There being no further business before this Board, the Special Board meeting is declared adjourned at 9:32 p.m.

Date

President of the Board

Date

Clerk or Secretary of the Board

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 12, 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 |
|---------|-------------------|---|------------|--------------------|---------|------|
| CL23762 | Kyle Dugandzic | Walk-On-Coach - Football - Not to Exceed \$3,500.00 | 5/4/2017 | Coaches, Athletics | TBD | OPHS |
| CL23763 | Araceli Prieto | Food Service Assistant I Sub | 5/14/2018 | Food Service | \$14.77 | DO |
| CL23764 | Clatina Koonce | Instructional Assistant II Sp Ed | 5/29/2018 | Special Education | \$18.69 | ESY |
| CL23765 | Faith Wayne | Instructional Assistant II Sp Ed | 5/29/2018 | Special Education | \$18.69 | ESY |
| CL23766 | Heidi Monroe | Instructional Assistant II Sp Ed | 5/29/2018 | Special Education | \$18.69 | ESY |
| CL23767 | Sarah Wheeler | Instructional Assistant II Sp Ed | 5/29/2018 | Special Education | \$18.69 | ESY |
| CL23768 | Stacy Casino | Instructional Assistant II Sp Ed | 5/29/2018 | Special Education | \$18.69 | ESY |
| CL23769 | Heather Swanson | Instructional Assistant II Sp Ed SUBSTITUTE | 5/29/2018 | Special Education | \$18.69 | ESY |
| CL23770 | Heidy Taylor | Instructional Assistant II Sp Ed SUBSTITUTE | 5/29/2018 | Special Education | \$18.69 | ESY |
| CL23771 | Lynn Cummings | Instructional Assistant II Sp Ed SUBSTITUTE | 5/29/2018 | Special Education | \$18.69 | ESY |
| CL23772 | Maryam Jalalinia | Instructional Assistant II Sp Ed SUBSTITUTE | 5/29/2018 | Special Education | \$18.69 | ESY |
| CL23773 | Kristina Fike | Instructional Assistant II Sp Ed SUBSTITUTE | 5/29/2018 | Special Education | \$18.69 | ESY |
| CL23774 | Jessica Talpai | Instructional Assistant III Behavior | 5/29/2018 | Special Education | \$21.65 | ESY |
| CL23775 | Ritu Mehta | Instructional Assistant III Behavior | 5/29/2018 | Special Education | \$21.65 | ESY |
| CL23776 | Sandra Waite | Instructional Assistant III Behavior | 5/29/2018 | Special Education | \$21.65 | ESY |
| CL23777 | Julia Meyers | Instructional Assistant III Behavior - Sub | 5/29/2018 | Special Education | \$21.65 | ESY |
| CL23778 | Nicolas Lazzarini | Instructional Assistant III Behavior - Sub | 5/29/2018 | Special Education | \$21.65 | ESY |
| CL23779 | Arianna Roberts | Walk-On-Coach - Basketball - Not to Exceed \$3,500.00 | 5/29/2018 | Coaches, Athletics | TBD | OPHS |
| CL23780 | Elizabeth Gentile | Walk-On-Coach - Dance - Not to Exceed \$3,500.00 | 5/29/2018 | Coaches, Athletics | TBD | OPHS |
| CL23781 | Ezekiel Lerner | Walk-On-Coach - Not to Exceed \$3,500.00 | 5/29/2018 | Coaches, Athletics | TBD | OPHS |
| CL23782 | Lauren Puopolo | Social Emotional Services Specialist | 6/6/2018 | Special Education | \$33.45 | ESY |
| CL23783 | Kristen McNeely | Behavior Specialist | 6/8/2018 | Special Education | \$57.04 | ESY |
| CL23784 | Karen Wrinkle | Occupational Therapist | 6/9/2018 | Special Education | \$44.01 | ESY |
| CL23785 | Ryan Mayhew | Behavior Specialist | 8/3/2018 | Special Education | \$57.04 | DO |
| CL23786 | Leslie Goodwin | Campus Supervisor Sub | 8/7/2018 | General | \$17.12 | DO |
| CL23787 | Maria Chinchilla | Food Service Assistant I Sub | 8/7/2018 | Food Service | \$14.77 | DO |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

AUTHORIZATION TO PAY STIPEND

| Number | Name | Position | Start Date | Fund | Salary | Site |
|---------|------------------|-----------------------------|------------|------------|-------------|------|
| CL23788 | Debbie Cooper | Induction Coordinator | 9/1/2017 | BTSA | \$ 3,000.00 | DO |
| CL23789 | Linda Castellano | CAASPP District Coordinator | 8/8/2018 | Curriculum | \$ 2,000.00 | DO |
| CL23790 | Linda Castellano | PFT District Coordinator | 8/8/2018 | Curriculum | \$ 500.00 | DO |
| | | | | | | |
| | | | | | | |
| | | | | | | |

IN-SERVICE CHANGE

| Number | Name | Change | Effective Date | Fund | Salary | Site |
|--------|------|--------|----------------|------|--------|------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

SEPARATION

| Number | Name | Position | Effective Date | Separation Type | Salary | Site |
|---------|----------------|---------------------------------|----------------|-----------------|---------|------|
| CL23791 | Ellen Grossman | Instructional Assistant II SpEd | 5/21/2018 | LOA Medical | \$21.41 | MCMS |
| CL23792 | Tessa Parker | Instructional Assistant II SpEd | 5/28/2018 | Resignation | \$19.05 | BES |
| CL23793 | Darryl Falk | Campus Supervisor | 5/28/2018 | Resignation | \$17.12 | OPHS |
| CL23794 | Lauren Puopolo | Social Emotional Services | 7/6/2018 | Resignation | \$33.45 | SpEd |
| CL23795 | Kathryn Appell | Instructional Assistant I DK | 5/3/2018 | Resignation | \$16.64 | ROES |
| | | | | | | |

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: JUNE 12, 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 |
|-----------|----------------|-------------------------------|------------|---------|------------|
| 01CE08812 | Stacy La Frenz | Elementary Principal | 7/1/2018 | General | ROES |
| 01CE08813 | Martha Ewing | Temp Contract Elementary Tchr | 8/5/2018 | General | ROES |
| 01CE08814 | Lynnae Gaeta | Temp Contract Elementary Tchr | 8/5/2018 | General | ROES |
| 01CE08815 | Lynette Hiday | Temp Contract Elementary Tchr | 8/5/2018 | General | OHES |
| 01CE08816 | Erica Jauchen | Temp Contract Elementary Tchr | 8/5/2018 | General | ROES |
| 01CE08817 | Julie Matthews | Temp Contract Elementary Tchr | 8/5/2018 | General | ROES |
| 01CE08818 | Cathy Norton | Temp Contract Secondary Tchr | 8/5/2018 | General | MCMS |
| 01CE08819 | Casey Jo Webb | Temp Contract Elementary Tchr | 8/5/2018 | General | BES |
| 01CE08820 | Amy White | Temp Contract Elementary Tchr | 8/5/2018 | General | ROES |
| 01CE08821 | Susan Verharen | Computer Science Teacher | 8/5/2018 | General | OPHS |

AUTHORIZATION TO PAY STIPEND

| Number | Name | Assignment | Effective | Fund | Amount | Site |
|-----------|------------------|--------------------------|-------------|----------|---------|------|
| 01CE08822 | Julie Ross | TUPE Committee | 2017-2018 | 025112 | 300.00 | OPHS |
| 01CE08823 | Janet Svoboda | TUPE Committee | 2017-2018 | 025112 | 300.00 | OPHS |
| 01CE08824 | Rob Hall | STUNT Game Mgmt. | 2/25-5/5/18 | ASB | 272.00 | OPHS |
| 01CE08825 | Rob Hall | BVB Game Mgmt. | 2/25-5/5/18 | ASB | 1528.00 | OPHS |
| 01CE08826 | Joyce Thomas | SST Coordinator | 2018-2018 | Site | 1000.00 | BES |
| 01CE08827 | Allison Gerin | SST Coordinator | 2017-2018 | Site | 500.00 | BES |
| 01CE08828 | Ellen Chevalier | Curriculum Development | 2017-2018 | LCAP 1.2 | 3500.00 | OPHS |
| 01CE08829 | Winnie Litten | Curriculum Development | 2017-2018 | LCAP 1.2 | 3500.00 | OPHS |
| 01CE08830 | Ellen Chevalier | Tech Advisory Comm. | 2017-2018 | PFA | 700.00 | OPHS |
| 01CE08831 | Marjorie Cohen | Leadership Team | 2017-2018 | Site | 200.00 | ROES |
| 01CE08832 | Elisa Duffy | Leadership Team | 2017-2018 | Site | 200.00 | ROES |
| 01CE08833 | Maureen McDowell | Leadership Team | 2017-2018 | Site | 200.00 | ROES |
| 01CE08834 | Jan Sloane | Leadership Team | 2017-2018 | Site | 200.00 | ROES |
| 01CE08835 | Patti Holland | Leadership Team | 2017-2018 | Site | 200.00 | ROES |
| 01CE08836 | Jenn Sorensen | Leadership Team | 2017-2018 | Site | 200.00 | ROES |
| 01CE08837 | Jennifer Bird | 504 Coordinator | 2017-2018 | Site | 225.00 | ROES |
| 01CE08838 | Grace McKeegan | SST Coordinator | 2017-2018 | Site | 500.00 | ROES |
| 01CE08839 | Jamie Brown | Emergency Coordinator | 2017-2018 | Site | 225.00 | ROES |
| 01CE08840 | Nina Johnson | Teacher-in-Charge | 2017-2018 | Site | 720.00 | ROES |
| 01CE08841 | Erica White | Student Council | 2017-2018 | Site | 218.50 | ROES |
| 01CE08842 | Nicole Lo Bianco | Sunshine Accountant | 2017-2018 | Site | 145.00 | ROES |
| 01CE08843 | Julie Matthews | Student Council | 2017-2018 | Site | 218.50 | ROES |
| 01CE08844 | Russ Peters | Boys LAX Game Mgmt. | 2017-2018 | ASB | 984.00 | OPHS |
| 01CE08845 | Russ Peters | Girls LAX Game Mgmt. | 2017-2018 | ASB | 544.00 | OPHS |
| 01CE08846 | Alex Niebank | Special Ed Rep | 2017-2018 | Site | 200.00 | BES |
| 01CE08847 | Ty DeLong | World History Curriculum | 2017-2018 | Site | 625.00 | OPIS |
| 01CE08848 | Ty DeLong | English 10 Curr Sem 2 | 2017-2018 | Site | 625.00 | OPIS |
| 01CE08849 | Margie Puryear | Safety & Disaster | 2017-2018 | Site | 200.00 | BES |
| 01CE08850 | Sandy Hirano | Safety & Disaster | 2017-2018 | Site | 200.00 | BES |
| 01CE08851 | Kim Annino | Grade Level Rep | 2017-2018 | Site | 200.00 | BES |
| 01CE08852 | Sandy Hirano | Grade Level Rep | 2017-2018 | Site | 200.00 | BES |
| 01CE08853 | Tawyna Watson | Grade Level Rep | 2017-2018 | Site | 200.00 | BES |
| 01CE08854 | Erik Squire | Grade Level Rep | 2017-2018 | Site | 200.00 | BES |
| 01CE08855 | Denise Keane | Grade Level Rep | 2017-2018 | Site | 200.00 | BES |
| 01CE08856 | Cindy Stephens | Grade Level Rep | 2017-2018 | Site | 200.00 | BES |
| 01CE08857 | Cindy Stephens | Lead Teacher | 2017-2018 | Site | 700.00 | BES |

| | | | | | | |
|-----------|----------------|-----------------|-----------|------|--------|-----|
| 01CE08858 | Heather Powers | 504 Coordinator | 2017-2018 | Site | 300.00 | BES |
| 01CE08859 | Cindy Stephens | Student Council | 2017-2018 | Site | 550.00 | BES |
| 01CE08860 | Sarah Landis | Student Council | 2017-2018 | Site | 550.00 | BES |

IN-SERVICE CHANGE

| Number | Name | Change | Effective | Fund | Site |
|-----------|------------------|---------------------------------|-----------|---------|------|
| 01CE08861 | Jon Duim | Principal to Elementary Teacher | 8/5/2018 | General | OPIS |
| 01CE08862 | Jessica Kudlacek | 1 st year LOA | 8/5/2018 | General | MCMS |
| | | | | | |

SEPARATION

| Number | Name | Position | Separation | Effective Date | Site |
|-----------|---------------|-------------------------|-------------|----------------|------|
| 01CE08863 | Kelly Schultz | Elementary Sp Ed Tchr | Resignation | 6/5/2018 | ROES |
| 01CE08864 | Jeff Appell | Sec Social Science Tchr | Resignation | 6/7/2018 | OPHS |

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: JUNE 12, 2018

SUBJECT: B.1.c. APPROVE PURCHASE ORDERS – MAY 1 THROUGH 31, 2018

CONSENT

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

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

ALTERNATIVES:

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

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

Includes Purchase Orders dated 05/01/2018 - 05/31/2018

| PO Number | Vendor Name | Description | Location | Fund | Account Amount |
|-------------|--|--|--------------------------------|------|----------------|
| B18-00003 | Town & Country Printing | Open PO for printing | Medea Creek Middle School | 010 | 3,117.95 |
| B18-00022 | Scantron Corporation | DON: Open PO for Scantron Forms | Medea Creek Middle School | 010 | 4,635.46 |
| B18-00061 | School Specialty | Open PO for Art Class Supplies | Medea Creek Middle School | 010 | 1,710.69 |
| B18-00094 | Pacific Coast Environmental | Custodial Supplies | Brookside School | 010 | 1,600.00 |
| B18-00145 | SiteOne Landscape Supply, LLC | 2017/18 PO for Landscaping Supplies | Business Administration | 010 | 13,000.00 |
| B18-00148 | O'Linn Security | 2017-2018 Patrol Services | Business Administration | 010 | 3,000.00 |
| B18-00154 | Pierres Welding & Maint. | 2017-2018 Welding Services District-Wide | Business Administration | 010 | 2,225.00 |
| B18-00177 | Time Warner Cable | 2017-2018 Open PO for High-speed Data (HSD) Svs. | Business Administration | 010 | 3,800.00 |
| B18-00189 | SMITH PIPE & SUPPLY | 2017-18 Grounds/ Maintenance Pipe Supplies | Business Administration | 010 | 13,500.00 |
| B18-00271 | Conejo Hardwoods | CTEIG Mat & Supplies- Replaces B18-00199 | Oak Park High School | 010 | 6,000.00 |
| B19-00001 | VCOE | VCOE BLANKET TRAINING PO 2018-19 | Curriculum | 010 | 5,000.00 |
| DIR18-00085 | Fence Factory | Proj 18-27F - Split Rail Craft Fence & Gate - OPHS | Oak Park High School | 010 | 16,015.38 |
| P18-00175 | Underwood Family Farms c/o Am erican Express | 1st Grade Field Trip to Underwood Family Farms | Oak Hills Elementary School | 010 | 1,512.00 |
| P18-00197 | TUMBLEWEED EDUCATIONAL ENTERPR ISES INC | Buses for 1st Grade Field Trip to Underwood Farms | Oak Hills Elementary School | 010 | 1,008.00 |
| P18-00530 | Harley Ellis Devereaux | Proj 17-35S - MCMS Kitchen Scoping & Program | Business Administration | 211 | 158,193.64 |
| P18-00630 | VCOE | Fees GASB-68 Reports & Schedules | Business Administration | 010 | 350.00 |
| P18-00631 | Pierres Welding & Maint. | Bungalo Door Repair at BES | Business Administration | 010 | 1,300.00 |
| P18-00632 | NV5 West, Inc. | Pro 18-18S - Geotech Soil Testing - BES | Business Administration | 211 | 6,250.00 |
| P18-00633 | NV5 West, Inc. | Pro 18-20S - Geotech Soil Testing - ROES | Business Administration | 211 | 7,350.00 |
| P18-00634 | NV5 West, Inc. | Pro 18-21S - Geotech Soil Testing - MCMS | Business Administration | 211 | 6,250.00 |
| P18-00635 | SDSU Research Foundation | CEA Summer Training Allan Prescott | Curriculum | 010 | 4,365.00 |
| P18-00636 | PEARSON ASSESSMENTS ORDER PROC ESSING | 2018/19 SpEd Protocol Order - Elementary | District-wide | 010 | 40.05 |
| P18-00637 | National Pen Co LLC | PENS for Employee Orientations | Human Resources | 010 | 137.75 |
| P18-00638 | Town & Country Printing | Guest teacher & soft timecards | Accounting & Payroll | 010 | 514.13 |
| P18-00639 | S & S Worldwide | Games for students from attendance money | Home Independent Study Program | 010 | 366.74 |
| P18-00640 | Perfection Learning Corp. | Textbk/Mat APEXam/US Hist | Oak Park High School | 010 | 829.92 |

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

ESCAPE ONLINE

Page 1

Includes Purchase Orders dated 05/01/2018 - 05/31/2018

| PO Number | Vendor Name | Description | Location | Fund | Account Amount |
|-----------|--|--|-----------------------------|------|----------------|
| P18-00641 | Welsh Structures, Inc. | Pro 17-46R - Structural Engineering Service - OHES | Business Administration | 213 | 853.75 |
| P18-00642 | West Interactive Services Corp | I Year Schoolmessenger Subscription Renewal | Superintendent | 010 | 8,526.00 |
| P18-00643 | Premier Carpet, Inc. | Carpet Repair Bldgs B & C at ROES | Business Administration | 010 | 360.00 |
| P18-00644 | Premier Carpet, Inc. | Replace Damaged Carpet Tiles at OVHS Rm 102 | Business Administration | 010 | 1,850.00 |
| P18-00645 | Morales Exterminating Co. Inc | Termite Treatment Gym wall/PE/Training Rms at OPHS | Business Administration | 010 | 750.00 |
| P18-00646 | Blue Violet Networks, LLC | Repair/Replace Damaged Security Camera at OPHS | Business Administration | 010 | 5,393.31 |
| P18-00647 | Welsh Structures, Inc. | Repair MP Wall Cracks at BES | Business Administration | 010 | 400.00 |
| P18-00648 | Eyedentity Graphics Inc. | Rocket Team Logos | Business Administration | 010 | 52.55 |
| P18-00649 | Eyedentity Graphics Inc. | Pro 18-06C Logo Decals for New District Suburbans | Business Administration | 212 | 333.05 |
| P18-00650 | Southwinds Transportation | Parent funded field trip--5th Reagan Library | Red Oak Elementary School | 010 | 1,051.20 |
| P18-00651 | Southwinds Transportation | Parent funded field trip--1st gr. Underwood Farms | Red Oak Elementary School | 010 | 913.70 |
| P18-00652 | Conejo Window Tinting | Install Solar Control Window Film BES Rms 102-103 | Business Administration | 010 | 750.00 |
| P18-00653 | Sinclair Sanitary Supply Co Inc | Solution Tank for Tornado Floor Machine at BES | Business Administration | 212 | 89.37 |
| P18-00654 | AML Global American Language Services | Translator for SST | Brookside School | 010 | 602.54 |
| P18-00655 | Childrens Museum of SB MOXI The Wolf Museum of E&I | Kindergarten Field Trip to MOXI Museum | Oak Hills Elementary School | 010 | 395.00 |
| P18-00656 | TUMBLEWEED EDUCATIONAL ENTERPRISES INC | Buses for K Field Trip to MOXI Museum | Oak Hills Elementary School | 010 | 1,023.00 |
| P18-00657 | National Assoc for Gifted Children | NAGC Gifted Children membership | Curriculum | 010 | 119.00 |
| P18-00658 | Project Lead the Way (PLTW) | Architecture/VC2E/PathE/Supplies | Oak Park High School | 010 | 3,879.77 |
| P18-00659 | ETS | 17-18 CAASPP Parent Address Score Report | Curriculum | 010 | 822.80 |
| P18-00660 | VCOE | VCOE Hearing Conservation Services | Business Administration | 010 | 2,220.00 |
| P18-00661 | Taft Electric Company | Pro 18-17F - DW Exterior Lighting Upgrade - OHES | Business Administration | 010 | 3,479.00 |
| P18-00662 | Tri-Valley Supply | 4/9/18 Repair Pro Team Vacuum | Oak Hills Elementary School | 010 | 210.80 |
| P18-00663 | California Dept Of Education | PE Framework for California Public Schools | Curriculum | 010 | 325.19 |
| P18-00664 | MLSC Inc POCTestSupply.com | Nicotine Test Kits | Oak View High School | 010 | 53.09 |
| P18-00665 | Pacific Platinum Services Inc. | Travel/Conference/FBLA | Oak Park High School | 010 | 880.00 |

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

ESCAPE ONLINE

Page 2

Includes Purchase Orders dated 05/01/2018 - 05/31/2018

| PO Number | Vendor Name | Description | Location | Fund | Account Amount |
|-----------|---|---|-----------------------------|------|----------------|
| P18-00666 | Pearison Inc dba Band Shoppe | VCI Grant/Rd 2 Path D/Prod & Managing Arts | Oak Park High School | 010 | 2,922.84 |
| P18-00667 | Cyndi Hall's Music Studio | Measure C-6/Proj 17-51 C/R/Equipment | Oak Park High School | 212 | 4,558.13 |
| P18-00668 | Ryan Communications | PORTABLE RADIOS FOR EXTENDED CARE PROGRAM | Extended Care Program | 120 | 10,431.67 |
| P18-00669 | Team Play Events | Donation - 5th grade Keystone | Brookside School | 010 | 7,390.50 |
| P18-00670 | NICK RAIL MUSIC | Measure C-6 Grant/Mat & Suppl. | Oak Park High School | 212 | 75,670.24 |
| P18-00671 | Audrey Walzer dba Camarillo Yoga Center | Mindfulness for Educators Workshops | Curriculum | 010 | 1,200.00 |
| P18-00672 | Sales Media Inc. | DON: WEB t-shirts | Medea Creek Middle School | 010 | 962.67 |
| P19-00001 | Membean Inc. | Annual Subscription Year 1 of 3 | Curriculum | 010 | 6,962.63 |
| P19-00002 | HEINEMANN | Units of Studies & Resource Phonics DK-1 | Curriculum | 010 | 12,445.38 |
| P19-00003 | Krueger International, Inc. | Project 18-26S, BES Collaborative Furniture | Curriculum | 211 | 3,314.20 |
| P19-00004 | Krueger International, Inc. | Project 18-26S, OHES Collaborative Furniture | Curriculum | 211 | 2,021.87 |
| P19-00005 | Smith System Manufacturing Co | Project 18-26S, BES Collaborative Furniture | Curriculum | 211 | 14,699.95 |
| P19-00006 | Smith System Manufacturing Co | Project 18-26S, MCMS Collaborative Furniture | Curriculum | 211 | 26,003.84 |
| P19-00007 | Smith System Manufacturing Co | Project 18-26S, ROES Collaborative Furniture | Curriculum | 211 | 13,235.19 |
| P19-00008 | Smith System Manufacturing Co | Project 18-26S, OHES Collaborative Furniture | Curriculum | 211 | 8,935.00 |
| P19-00009 | Southwest School Supply | Project 18-26S, OHES Collaborative Furniture | Curriculum | 211 | 2,587.19 |
| P19-00010 | Smith System Manufacturing Co | Project 18-26S, OPHS Collaborative Furniture | Curriculum | 211 | 65,730.31 |
| P19-00011 | Southwest School Supply | Project 18-26S, ROES Collaborative Furniture | Business Administration | 211 | 18,946.88 |
| P19-00012 | Southwest School Supply | Project 18-26S, BES Collaborative Furniture | Curriculum | 211 | 6,734.43 |
| P19-00013 | Southwest School Supply | Project 18-26S, OPIS Collaborative Furniture | Curriculum | 211 | 1,448.95 |
| P19-00014 | Island Packers Cruises | 5th Grade Field trip to Santa Cruz Island | Oak Hills Elementary School | 010 | 5,590.00 |
| P19-00015 | Southwinds Transportation | Buses - 5th Grade Field Trip to Santa Cruz Island | Oak Hills Elementary School | 010 | 1,591.20 |
| P19-00016 | HEINEMANN | UOS for K and DK - Show&Tell Labels & Patterns | Curriculum | 010 | 154.23 |
| P19-00017 | HEINEMANN | UOS for K and DK - Show&Tell Labels & Patterns | Curriculum | 010 | 192.78 |
| P19-00018 | HEINEMANN | UOS for K and DK - Show&Tell Labels & Patterns | Curriculum | 010 | 154.23 |
| P19-00019 | Typing Agent LLC | Typing Agent Renewal - 2000 licenses | Curriculum | 010 | 2,300.00 |

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

ESCAPE ONLINE

Page 3

Includes Purchase Orders dated 05/01/2018 - 05/31/2018

| PO Number | Vendor Name | Description | Location | Fund | Account Amount |
|---------------------|--|--|------------------------|-------|----------------|
| P19-00020 | HEINEMANN | UOS for K and DK - Show&Tell Labels & Patterns | Curriculum | 010 | 38.56 |
| P19-00021 | Southwest School Supply | Project 18-26S, BES Collaborative Furniture | Curriculum | 211 | 799.01 |
| P19-00022 | Southwest School Supply | Project 18-26S, ROES Collaborative Furniture | Curriculum | 211 | 799.01 |
| P19-00023 | Southwest School Supply | Project 18-26S, OHES Collaborative Furniture | Curriculum | 211 | 2,363.99 |
| P19-00024 | Teachers College Reading & Writing Project | Phonics Institute Summer 2018 Columbia Univ | Curriculum | 010 | 3,900.00 |
| P19-00025 | Teachers College Reading & Writing Project | Phonics Institute Summer 2018 Columbia Univ | Curriculum | 010 | 650.00 |
| P19-00026 | Computer-Using Educators | CUE Fall workshop 6th Grade Team MCMS | Curriculum | 010 | 2,331.00 |
| P19-00027 | Audrey Walzer dba Camarillo Yoga Center | Mindfulness for Educators Workshops | Curriculum | 010 | 450.00 |
| T18-00040 | Apple Computer, Inc. Ms:198-3E D | Proj 18-13S Staff Computers Phase 2 | Technology Coordinator | 211 | 35,898.67 |
| T18-00041 | Alpha Solutions Inc | SMARTboard Moves and installation - OPNS | Technology Coordinator | 010 | 1,695.24 |
| Total Number of POs | | | 87 | Total | 642,514.62 |

Fund Recap

| Fund | Description | PO Count | Amount |
|------------------------|--------------------------------|----------|------------|
| 010 | General Fund | 48 | 127,256.27 |
| 120 | Child Development Fund | 1 | 10,431.67 |
| 211 | Measure S Facilities & Tech | 5 | 213,942.31 |
| 212 | Measure C6 Technology Bond Fun | 4 | 80,650.79 |
| 213 | Measure R FACILITIES Bond Fund | 1 | 853.75 |
| Total Fiscal Year 2018 | | | 433,134.79 |
| 010 | General Fund | 14 | 41,760.01 |
| 211 | Measure S Facilities & Tech | 14 | 167,619.82 |
| Total Fiscal Year 2019 | | | 209,379.83 |
| Total | | | 642,514.62 |

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JUNE 12, 2018

SUBJECT: B.1.d. APPROVE OUT OF STATE TRAVEL FOR CERTIFICATED EMPLOYEES TO ATTEND THE TEACHERS COLLEGE AT COLUMBIA UNIVERSITY'S UNITS OF STUDY IN PHONICS INSTITUTE, IN NEW YORK CITY, NY – August 19-22, 2018

CONSENT

ISSUE: Shall the Board of Education approve the out of state travel for the Oak Park certificated employees to attend the Teachers College at Columbia University's Units of Study in Phonics Institute, in New York?

STATEMENT: According to Board Policy 3350, the Board of Education must approve out of state travel for certificated and classified employees.
Allison Shapiro, Cyndie Lokitz, Stephanie Love, Beth Ruben, Keri Lieberman, Kim Annino, and Barbie Lee will be attending the Teachers College at Columbia University's Units of Study in Phonics Institute, August 19th – 22nd, 2018. The Units of Study in Phonics are newly released, and our teachers' ability to learn directly from the experts on how to implement them into classroom instruction is only possible through this conference.

- ALTERNATIVES:**
1. Approve the out of state travel for employees to attend the Teachers College at Columbia University's Units of Study in Phonics Institute in NY.
 2. Do not approve the out of state travel for employees to attend the Teachers College at Columbia University's Units of Study in Phonics Institute in NY.

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 | _____ | _____ | _____ | _____ |

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 12, 2018
SUBJECT: B.1.e. APPROVE FACILITY USE BY RELIGIOUS ORGANIZATION

CONSENT

ISSUE: Shall the Board authorize the use of the parking lot at the Oak Park Unified School District Support Services Center by Chabad of Oak Park?

BACKGROUND: As a provision of its Conditional Use Permit (CUP) required by the County of Ventura, the Chabad of Oak Park has requested to continue their use of the Support Services Center parking lot for the 2018-19 school year. The Chabad has agreed to abide by all District rules and regulations regarding use of facilities. The applicant will pay all applicable charges, including the use of 27 specified parking spaces as required by the CUP.

The Chabad's Facility Use Request form, including the dates and times of usage is available at this link for the Board's review: <https://goo.gl/v4J1id>

ALTERNATIVES:

1. Authorize the use of the parking lot at the Support Services Center by Chabad of Oak Park, effective July 1, 2018 - June 30, 2019, under the following conditions:
 - a) Applicant abides by all District rules and regulations regarding Facility use.
 - b) Scheduled use is as stated on the application for use.
 - c) Applicable fees will be based on current Board-approved facility use rates, and will include the use of 27 specified parking spaces.
 - d) The applicant will pay all applicable fees in advance of the use.
2. Do not authorize this use of facilities.

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 | _____ | _____ | _____ | _____ |

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 12, 2018
SUBJECT: B.1.f. APPROVE RENEWAL AGREEMENT WITH VENTURA COUNTY OFFICE OF EDUCATION FOR 2018-19 ESCAPE FINANCIAL AND PAYROLL/PERSONNEL SYSTEM SERVICES

CONSENT

ISSUE: Shall the Board approve a renewal agreement with the Ventura County Office of Education (VCOE) to provide financial and payroll/personnel data processing services for the 2018-19 fiscal year?

BACKGROUND: The District has historically contracted annually with VCOE to provide data processing services. The scope of these services currently includes the hosting and support of the Escape Financial and Payroll/Personnel Systems. The current contract with VCOE for these services expires June 30, 2018. The fee for services is calculated on the District's prior year P-2 ADA, and VCOE has proposed to renew the agreement for the 2018-19 fiscal year in the amount of \$41,903 (2017-18 P-2 ADA [4410.84] x \$9.50). A copy of the renewal agreement follows for the Board's review.

FISCAL IMPACT: The cost of the proposed services is included in the Business and Administrative Services departmental budget for 2018-19.

ALTERNATIVES:

1. Approve the renewal agreement with VCOE to provide financial and payroll/personnel data processing services for the 2018-19 fiscal year.
2. Do not approve the renewal.

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 | _____ | _____ | _____ | _____ |



Ventura County Office of Education
5189 Verdugo Way
Camarillo, CA 93012



AGREEMENT FOR ESCAPE FINANCIAL & PAYROLL/PERSONNEL SYSTEM

This agreement is made between the Oak Park USD of Ventura County, hereinafter referred to as "LEA," and the Ventura County Office of Education, hereinafter referred to as "VCOE."

It is Hereby Agreed between the Parties as Follows:

1. Time Period

VCOE agrees to furnish the LEA services in processing and reporting for the fiscal year July 1, 2018 through June 30, 2019 and thereafter on a yearly basis unless written notice to the contrary is received by VCOE prior to the fifteenth of January of any year in which the services are rendered.

2. Services Provided

VCOE shall provide services and transactions available in the Escape Financial & Payroll/Personnel System.

3. Exclusions

Software support does not include:

- A. Programming required because of changes in computer equipment or configuration.
- B. Problems resulting from equipment failure.
- C. Unauthorized alterations to the programs.

4. Charges

Charges will be determined by multiplying the LEA's prior year P-2 ADA as of June 1 of the prior fiscal year by an ADA factor from the following table.

| LEA P2 ADA | Per ADA Factor | TOTAL FEE FOR 18-19 |
|------------|----------------|------------------------|
| 4410.84 | \$9.50 | \$41,902.98 |

5. Payment Schedule

The District agrees that the ADA based fees shall be paid in a single installment once invoiced and payable no later than December.

Approved this _____ day of _____, 20 _____.

LEA Authorized Representative

Approved this _____ day of _____, 20 _____.

VCOE Authorized Representative

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JUNE 12, 2018

**SUBJECT: B.1.g. APPROVE RENEWAL AGREEMENT WITH SCHOOL SERVICES
OF CALIFORNIA FOR FISCAL INFORMATION SERVICES**

CONSENT

ISSUE: Shall the Board approve the renewal of the agreement with School Services of California, Inc. to provide fiscal and management information services to the District for the 2018-19 fiscal year?

BACKGROUND: The District has contracted annually with School Services of California, Inc. (SSC) for services related to issues of school finance, legislation, school budgeting, and general fiscal issues. The current contract with SSC expires June 30, 2018. SSC is proposing to renew the agreement for the 2018-19 fiscal year, with no cost increase to the current agreement amount. The cost of the proposed renewal is \$3,660 annually. A copy of the proposed agreement follows for the Board's information.

ALTERNATIVES:

1. Approve the renewal of the agreement with School Services of California, Inc., for the 2018-19 fiscal year.
2. Do not approve the renewal.

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 | _____ | _____ | _____ | _____ |

AGREEMENT FOR SPECIAL SERVICES

Fiscal and Management Information Services

This is an agreement between the **OAK PARK UNIFIED SCHOOL DISTRICT**, hereinafter referred to as "Client," and **SCHOOL SERVICES OF CALIFORNIA, INC.**, hereinafter referred to as "Consultant," entered into as of July 1, 2018.

RECITALS

WHEREAS, the Client needs assistance regarding issues of school finance, legislation, school budgeting, general fiscal issues, and the state-mandated program cost claims process; and

WHEREAS, the Consultant, is professionally and specially trained and competent to provide these services; and

WHEREAS, the authority for entering into this Agreement is contained in Section 53060 of the Government Code and such other provisions of California law as may be applicable;

NOW, THEREFORE, the parties to this Agreement do hereby mutually agree as follows:

1. Consultant agrees to perform such duties relating to issues of school finance, including:
 - a. Delivery of "one copy" of each edition of the *Fiscal Report* containing information on issues of school finance, budgets, or practices that impact school district fiscal policies, and one copy of the *Analysis of the Governor's Proposals for the State Budget and K-12 Education*
 - b. Unlimited access to the Consultant's online workshops, which include:
 - i. Fiscal Aspects of Negotiations
 - ii. Associate Student Body
 - c. The option of receiving information on Consultant's website regarding major school finance and policy issues
 - d. An analysis of all major school finance/fiscal legislation and reports on its legislative/executive branch progress
 - e. Preliminary school district revenue calculation using the online tools available on the Consultant's website for use in determining the projected revenue funding level soon after the budget is adopted based on the major annual school finance legislation
 - f. Participation at the Consultant's school finance conferences and workshops at the Consultant's client rate

- g. Counsel the Client on new mandates and information relating to the local mandate reimbursement process for all applicable legislation already adopted that contains a reimbursement appropriation, and maintain liaison with the State Controller, the Commission on State Mandates, and the State Department of Finance
- 2. The Consultant shall provide the Client with services as requested to a total of **twelve (12)** direct service hours during the 12-month period of *this Agreement* at no additional cost beyond the annual fee. The hours of service may be used as the Client directs on fiscal and mandate service issues, including: mandate counseling, analysis of specific district revenue or expenditure issues, analysis of specific legislative or regulatory issues, including a “quick query” service to provide telephone response to specific fiscal or mandate questions of the Client.

Services for which the base service hours may not be used, include: Client specific economy, efficiency, or management consulting services, including, but not limited to efficiency or management studies, demographic or school facility studies, special education studies, fiscal health analysis, and/or an in-depth budget review, direct collective bargaining or factfinding assistance; fiscal analysis for purposes of collective bargaining, legislative representation or advocacy; appearance as an expert witness; provision of depositions or declarations for district legal issues; major customized research projects or studies; or, on-site speeches or presentations.
- 3. The Client agrees to pay to Consultant for services rendered under this Agreement:
 - a. \$3,660 annually, plus expenses, or payable at \$305 per month, plus expenses, upon receipt of a billing from Consultant
 - b. For all requested services in excess of twelve (12) direct service hours as indicated in Item 2 above in the 12-month period, the applicable hourly rate for the person(s) performing the services shall apply
 - c. “Hours” are defined as hours of direct service to the Client, as well as reasonable travel time to and from the Client’s site
 - d. “Expenses” are defined as actual, out-of-pocket expenses, such as travel, meals, shipping, and duplication of materials
- 4. This Agreement shall be for the period of one year, beginning July 1, 2018, and terminating June 30, 2019. This Agreement may be terminated prior to June 30, 2019 by either party on thirty (30) days’ written notice. In the event that the Client elects to terminate services at the end of the Agreement, the Client shall give a 30-day written notice of nonrenewal. Consultant will provide continuing services for 90 days after the expiration date of the Agreement or until the client

OAK PARK UNIFIED SCHOOL DISTRICT

provides written notice. The Client is responsible for these accrued charges and SSC may bill these additional days. In the case of cancellation, the Client shall be liable for any costs accrued to the date of cancellation.

5. It is expressly understood and agreed to by both parties that Consultant, while carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an employee of the Client.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as indicated below:

BY: _____

DATE: _____

Print Name

Job Title

Oak Park Unified School District

BY: _____


JOHN D. GRAY

President

School Services of California, Inc.

DATE: May 15, 2018

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 12, 2018
SUBJECT: B.1.h. APPROVE UTILIZATION OF PIGGYBACK BIDS FOR PURCHASE OF GOODS AND SERVICES THROUGHOUT FISCAL YEAR 2018-19

CONSENT

ISSUE: Shall the Board approve utilization of piggyback bids for the purchase of goods and services throughout fiscal year 2018-19?

BACKGROUND: The State of California Department of General Services and Public Contract Code 20118 allow school districts to participate in cooperative purchasing programs. Districts and other agencies throughout California and other states may include a piggyback clause in their bid documents and contracts with vendors, allowing other districts to purchase goods and services under these contracts. Utilizing the piggyback provisions of the contracts awarded by large districts or purchasing consortia ensures the most competitive pricing and cost savings derived from a greater economy of scale.

To reduce both costs and continuous board approval requests throughout the year, staff requests the Board's approval to use piggyback bids to purchase products. The District has used piggyback bids such as California Multiple Award Schedules (CMAS), Glendale Unified School District contracts, National Intergovernmental Purchasing Alliance (National IPA), National Joint Powers Alliance (NJPA), U.S. Communities, and Western States Contracting Alliance to purchase computers, equipment, office supplies, custodial supplies, copiers, furniture, printers, food service products and more. Staff will evaluate and compare bid pricing of available programs to determine the most cost effective avenue for the District.

ALTERNATIVES:

1. Approve utilization of piggyback bids for the purchase of goods and services, as appropriate, throughout fiscal year 2018-19.
2. Do not approve the utilization of piggyback bids.

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 | _____ | _____ | _____ | _____ |

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 19, 2017
SUBJECT: B.1.i. APPROVE RESOLUTION NO. 18-15, APPROPRIATION AND BUDGETED TRANSFERS FISCAL YEAR 2018-19

CONSENT

ISSUE: Shall the Board of Education authorize transfers of budget appropriations and budgeted transfers of monies between funds as needed during the fiscal year in order to balance expenditure classifications or to meet the budgeted obligations of one fund to another?

BACKGROUND: Certain interfund transfers are budgeted each year such as deferred maintenance, or District contributions for technology. This resolution authorizes the business office to make transfers when the funds are needed. During the year, as expenditures are made and income received, it is often necessary to make revisions to line item budgets. These revisions are generally a shifting of appropriations from one major object code to another without increasing the site or program allocation. These types of revisions keep the line item budget appropriation and expenditures in balance.

FINANCIAL IMPACT: None

ALTERNATIVES: 1. Adopt Resolution No. 18-15 Appropriation and Budgeted Transfers for 2018-19.
2. Do not adopt Resolution No. 18-15.

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 | _____ | _____ | _____ | _____ |

OAK PARK UNIFIED SCHOOL DISTRICT

RESOLUTION NO. 18-15

APPROPRIATION AND BUDGETED TRANSFERS FISCAL YEAR 2018-19

WHEREAS, the Oak Park Unified School District budgets certain transfers and revises its appropriation budgets periodically to permit the payment of obligations of the district, and

WHEREAS, the District may authorize a district employee to make such transfers between the budgeted classifications and/or funds in order to balance expenditure classifications or to meet the budgeted obligations of one fund to another,

THEREFORE, BE IT RESOLVED that the Oak Park Unified School District authorizes the transfers necessary to permit business as usual during the 2018-19 fiscal year. These transfers are to be presented to the Governing Board for ratification at the next regularly scheduled board meeting.

ADOPTED this 12th day of June 2018, by the governing board of the Oak Park Unified School District of Ventura County, California by the following vote:

AYES:

NOS:

ABSTAIN:

ABSENT:

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

Clerk/Secretary of the Board

TO: MEMBERS, BOARD OF EDUCATION
FROM: ANTHONY W. KNIGHT, Ed.D., SUPERINTENDENT
DATE: JUNE 12, 2018
**SUBJECT: B.1.j. APPROVE RESOLUTION NO. 18-16, TEMPORARY LOANS
BETWEEN DISTRICT FUNDS FOR FISCAL YEAR 2018-19**

CONSENT

ISSUE: Shall the Board of Education adopt Resolution No. 18-16 to authorize temporary loans between funds during times when cash flow suffers prior to receipt of tax deposits or State revenues?

BACKGROUND: In the past, it has been necessary for the General Fund to borrow from other District funds in order to meet financial obligations. The General Fund receives its major tax receipt deposits in December and April, and the temporary loans permit payments to retail vendors and for employee payroll to continue during the low cash flow months.

During the 2018-19 fiscal year, the District will be participating in a Revenue and Tax Anticipations Note (TRAN) program, which helps alleviate cash flow issues. It is still prudent, however, to have this resolution on file should the need arise. This resolution will enable the Administration to transfer the necessary funds to ensure continued business as usual. The resolution allows temporary loans between the General Fund and other funds until State revenues are received.

ALTERNATIVES: 1. Adopt Resolution No. 18-16, Temporary Loans Between District Funds.
2. Do not adopt Resolution No. 18-16.

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 | _____ | _____ | _____ | _____ |

OAK PARK UNIFIED SCHOOL DISTRICT

RESOLUTION NO. 18-16

TEMPORARY LOANS OF FUND MONIES FISCAL YEAR 2018-19

WHEREAS, pursuant to Education Code section 42603, the governing board of any school district may direct that monies held in any fund or account may be temporarily transferred to another fund or account of the district for payment of obligations. The transfer shall be accounted for as temporary borrowing between funds or accounts and shall not be available for appropriation or be considered income to the borrowing fund or account. Amounts transferred shall be repaid either in the same fiscal year, or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year. Borrowing shall occur only when the fund or account receiving the money will earn sufficient income, during the current fiscal year, to repay the amount transferred. No more than 75 percent of the maximum of monies held in any fund or account during a current fiscal year may be transferred.

WHEREAS, when there are insufficient funds to meet district obligations in the fund, and

WHEREAS, funds can be temporarily transferred from one or more funds to another fund of the district to be used for the payment of district obligations, and

WHEREAS, repayment of the temporary loan will be made from income received,

THEREFORE, BE IT RESOLVED that the Board of Education of the Oak Park Unified School District authorizes the temporary transfer of cash from one district fund to another in order to meet the financial obligations of the District as the need may arise during the 2018-19 fiscal year.

ADOPTED this 12th day of June 2018, by the governing board of the Oak Park Unified School District of Ventura County, California by the following vote:

AYES:

NOS:

ABSTAIN:

ABSENT:

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

Clerk/Secretary of the Board

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JUNE 12, 2018

SUBJECT: B.1.k. APPROVE RESOLUTION NO. 18-17, YEAR END BUDGET AND INTERFUND TRANSFERS FOR FISCAL YEAR 2017-18

CONSENT

ISSUE: Shall the Board of Education authorize the Director of Fiscal Services to make any and all necessary budget transfers as required to permit the payment of obligations incurred by the District for the fiscal year ending June 30, 2018?

BACKGROUND: As the District closes its financial books for 2017-18, certain budget transfers must occur to permit the payment of obligations incurred during the fiscal year. Much of the work closing the books occurs during summer months when the Board is not in session. It is therefore necessary for the Board to authorize an employee to make these budget transfers. Accordingly, the Administration recommends that the Board adopt Resolution No. 18-17, authorizing the Director of Fiscal Services to make any and all necessary budget transfers to permit the payment of obligations incurred by the District for the fiscal year ending June 30, 2018.

FINANCIAL IMPACT: None.

ALTERNATIVES:

1. Adopt Resolution No. 18-17, Year End Budget and Interfund Transfers for fiscal year 2017-18.
2. Do not adopt Resolution No. 18-17.

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 | _____ | _____ | _____ | _____ |

OAK PARK UNIFIED SCHOOL DISTRICT

RESOLUTION NO. 18-17

YEAR END BUDGET AND INTERFUND TRANSFERS FISCAL YEAR 2017-18

BE IT RESOLVED that the Oak Park Unified School District Board of Education does hereby authorize the Director of Fiscal Services to make any and all necessary budget transfers between the designated fund balance or the unappropriated fund balance and any expenditure classification or classifications or balance of any expenditure classification of the budget of the district for the year ending June 30, 2018, as necessary to permit the payment of obligations incurred by the District.

PASSED AND ADOPTED this 12th day of June 2018, by the governing board of the Oak Park Unified School District of Ventura County, California by the following vote:

AYES:

NOS:

ABSTAIN:

ABSENT:

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

Clerk/Secretary of the Board

TO: MEMBERS, BOARD OF EDUCATION
FROM: ANTHONY W. KNIGHT, Ed.D., SUPERINTENDENT
DATE: JUNE 12, 2018
**SUBJECT: B.1.1. APPROVE RESOLUTION NO. 18-18, AUTHORITY TO IMPROVE
COMPENSATION FOR CERTAIN CATEGORIES OF EMPLOYEES
AFTER JULY 1, 2018**

CONSENT

ISSUE: Shall the Board adopt Resolution No. 18-18, reserving the right to grant future compensation improvements to employees not covered by labor contracts?

BACKGROUND: In accordance with information received from the Ventura County Office of Education, it is requested that the Board of Education take action to reserve the right and maintain the authority to improve compensation for certain categories of unrepresented employees after July 1, 2018.

It is recommended that the Board approve Resolution 18-18, attached, reserving the right to grant to unrepresented employees, including those who are members of the confidential, supervisory, and management groups, and as such are not covered by labor contracts, the right to compensation improvements. This Resolution would remove any doubt that the Board of Education has the right to improve compensation to non-represented employees on or after July 1, 2018, and to set the amounts and effective date of any such improvements. Approval of this resolution is required by law and provides maximum flexibility to revise compensation schedules following final state budget decisions and completion of collective bargaining contract negotiations.

ALTERNATIVES:

1. Adopt Resolution No. 18-18, Authority to Improve Compensation for Certain Categories of Employees After July 1, 2018.
2. Do not adopt Resolution No. 18-18.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted:

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT

RESOLUTION NO. 18-18

**AUTHORITY FOR THE BOARD OF EDUCATION TO IMPROVE COMPENSATION FOR
CERTAIN CATEGORIES OF EMPLOYEES AFTER JULY 1, 2018**

THE BOARD OF EDUCATION OF THE OAK PARK UNIFIED SCHOOL DISTRICT HEREBY RESERVES the right to grant to unrepresented employees, including those who are members of the confidential, supervisory, and management groups, and as such are not covered by labor contracts, the right to compensation improvements. This Resolution would remove any doubt that the Board of Education has the right to improve compensation to non-represented employees on or after July 1, 2018, and to set the amounts and effective date of any such improvements.

WHEREAS, unrepresented employees, including those who are in confidential, supervisory, or management positions, whether certificated or classified, and as such, not members of collective bargaining units, and their compensation is not negotiated in labor contracts; and,

WHEREAS, the Board of Education believes that compensation consideration should be given to unrepresented employees, including those who are in confidential, supervisory, or management positions, whether certificated or classified,

THEREFORE, BE IT RESOLVED that the Board of Education of the Oak Park Unified School District reserves the right to consider and to improve compensation to one or all of the unrepresented employee groups, including those who are in confidential, supervisory, or management positions, in Fiscal Year 2018-19 and to make any such salary and benefits improvements effective July 1, 2018, or at any date thereafter during Fiscal Year 2018-19.

ADOPTED this 12th day of June 2018, by the governing board of the Oak Park Unified School District of Ventura County, California by the following vote:

AYES:

NOS:

ABSTAIN:

ABSENT:

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

Clerk/Secretary of the Board

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 12, 2018
SUBJECT: B.2.a. APPROVE THE 2018-19 OAK PARK UNIFIED SCHOOL DISTRICT LOCAL CONTROL AND ACCOUNTABILITY PLAN

ACTION

ISSUE: Shall the Board approve the 2018-19 Oak Park Unified School District Local Control and Accountability Plan?

BACKGROUND: As required by Local Control Funding Formula (LCFF) legislation, school districts 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 address the State's priorities and metrics, and how expenditures are made in accordance with statutes. The 2018-19 Oak Park Unified School District LCAP has been developed with the input from diverse groups of stakeholders. In conformance with Education Code 52062, a public hearing to solicit the recommendations and comments of the public regarding the proposed LCAP was held on May 29, 2018.

The 2018-19 LCAP may be accessed at the following link:
<https://goo.gl/NfXnWm>

RECOMMENDATION:

1. Approve the 2018-19 Oak Park Unified School District Local Control and Accountability Plan.
2. Do not approve the 2018-19 Oak Park Unified School District Local Control and Accountability Plan.

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:

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 | _____ | _____ | _____ | _____ |

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 12, 2018
SUBJECT: B.2.b. APPROVE AND ADOPT PROPOSED 2018-19 OAK PARK UNIFIED SCHOOL DISTRICT ANNUAL OPERATING BUDGET

ACTION

ISSUE: Shall the Board adopt the proposed 2018-19 Oak Park Unified School District annual operating budget?

BACKGROUND: On May 11, 2018, Governor Brown presented the May Revision to his 2018-19 state budget proposal. The Governor's proposed budget for K-12 education in May provides more for K-12 education funding than his January proposal.

The District's proposed Local Control Funding Formula (LCFF) and Local Control and Accountability Plan (LCAP) were each presented and discussed at separate public hearings on May 29, 2018 to solicit the recommendations and comments of the public regarding the District's proposed 2018-19 LCAP and budget, as required by LCFF legislation. The proposed 2018-19 budget incorporates the most current information available, including LCAP recommendations, local budget assumptions, enrollment and staffing projections, districtwide stipend request, and revenue and expenditure forecasts.

The proposed 2018-19 OPUSD budget may be accessed at the following link:
<https://goo.gl/bRTvpd>

RECOMMENDATION: 1. Approve and adopt the proposed 2018-19 Oak Park Unified School District annual budget.
2. Do not approve the proposed 2018-19 annual budget.

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 | _____ | _____ | _____ | _____ |

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 12, 2018
**SUBJECT: B.2.c. APPROVE AGREEMENT WITH DEVELOPING OUTDOORS FOR
GENERAL STAFFING SERVICES FOR THE EXTENDED CARE
PROGRAM**

ACTION

ISSUE: Shall the Board approve an agreement with Developing Outdoors for general staffing services for the District's Extended Care Program?

BACKGROUND: At its meeting January 17, 2018, the Board of Education authorized the establishment of the OPUSD Extended Care Program in order to extend the learning experiences and methodologies present during the regular school day. District Administration, in concert with its general counsel, Fagen Friedman Fulfroft, and the Ventura Schools Self-Funding Authority, has negotiated an agreement with Education At Play, Inc., dba Developing Outdoors, general staffing services for the District's Extended Care Program. The proposed agreement is available at this link: <https://goo.gl/Kxd8Jw> for the Board's information and review. It is respectfully requested that the Board approve the agreement with Developing Outdoors for general staffing services for the Extended Care Program, to be funded from Fund 120, Child Development Fund.

ALTERNATIVES:

1. Approve the agreement with Developing Outdoors for general staffing services for the District's Extended Care Program, per the terms and conditions of the attached contract, to be funded from Fund 120, Child Development Fund.
2. Do not approve the consultant agreement.

RECOMMENDATION: Alternative No. 1

Prepared by: Sara Ahl, Director, Extended Care Program
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 | _____ | _____ | _____ | _____ |

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 12, 2018
SUBJECT: B.2.d. PUBLIC DISCLOSURE AND APPROVAL OF COLLECTIVE BARGAINING AGREEMENT BETWEEN THE DISTRICT AND OAK PARK TEACHERS ASSOCIATION

ACTION

ISSUE: Shall the Board of Education disclose and approve the collective bargaining agreement between the District and Oak Park Teachers Association (OPTA)?

BACKGROUND: Local education agencies are required by Government Code Section 3547.5 to publicly disclose provisions of all collective bargaining agreements (CBA) prior to entering into a written agreement. This provision ensures that the public is informed of the associated costs before it becomes binding on the District.

On May 14, 2018, the District and OPTA reached a tentative agreement for 2017-18, the second year of a three-year CBA. The agreement includes a \$1,000 increase to the health benefits cap provided by the District for eligible certificated bargaining unit members, retroactive to July 1, 2017. The agreement contains no other material financial impacts to the District. At the date of this agenda's posting, the OPTA membership is voting on ratification of this tentative agreement. Results of the voting are anticipated to be finalized by June 30, 2018.

The Disclosure of Collective Bargaining Agreement statement required by AB 1200 and GC 3547.5 follows this report.

ALTERNATIVES:

1. Approve the 2017-18 Collective Bargaining Agreement between the District and Oak Park Teachers Association, effective retroactively to July 1, 2017.
2. Do not approve the proposed agreement.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

In Accordance with AB 1200, AB 2756 and G.C. 3547.5

School District: Oak Park Unified School District

Name of Bargaining Unit: Oak Park Teachers Association

The proposed agreement covers the period:

Beginning: 7/1/17

Ending: 6/30/18

Employee Type:

Certificated: X

Classified: _____

The proposed agreement will be acted upon by the Governing Board

at its meeting on: 12-Jun-18

A. Proposed Change in Compensation:

| Compensation | | Cost Prior To Proposed Agreement | Fiscal Impact of Proposed Agreement | | |
|--------------|---|----------------------------------|-------------------------------------|----------------|----------------|
| | | | Current Year 2017-18 | Year 2 2018-19 | Year 3 2019-20 |
| 1. | Salary Schedule - Increase/(Decrease) | \$ 17,972,992 | 0 | \$ 0 | \$ 0 |
| | | | 0.00% | 0.00% | 0.00% |
| 2. | Step and Column - Increase/(Decrease) due to movement plus any changes due to settlement. | | \$ 0 | \$ 0 | \$ 0 |
| | | | 0.00% | 0.00% | 0.00% |
| 3. | Other Compensation - Increase/(Decrease) (Stipends, Bonuses, Etc) | | \$ 0 | \$ 0 | \$ 0 |
| | | | 0.00% | 0.00% | 0.00% |
| 4. | Statutory Benefits - Increase/(Decrease) in STRS, PERS, FICA, WC, UI, Medicare, etc. | \$ 3,242,229 | \$ 0 | \$ 0 | \$ 0 |
| | | | 0.00% | 0.00% | 0.00% |
| 5. | Health/Welfare Benefits - Increase/(Decrease) | \$ 2,790,114 | \$ 94,000 | \$ 94,000 | \$ 94,000 |
| | | | 3.37% | 3.37% | 3.37% |
| 6. | Total Compensation - Increase/(Decrease) (Total Lines 1-5) | \$ 24,005,336 | \$ 94,000 | \$ 94,000 | \$ 94,000 |
| | | | 0.39% | 0.39% | 0.39% |
| 7. | Total Number (FTE) of Represented Employees | # 219 | # 219 | # 219 | # 219 |
| 8. | Total Compensation Cost for Average Employee Increase/(Decrease) (Line 6/Line 7) | \$ 109,829 | \$ 430 | \$ 430 | \$ 430 |
| | | | 0.39% | 0.39% | 0.39% |
| 9a. | Certificated Teacher's Salary (Excluding Benefits) | | | | |
| | -Minimum Daily Rate | \$ 268 | \$ 268 | \$ 268 | \$ 268 |
| | | | 0.00% | 0.00% | 0.00% |
| | -Maximum Daily Rate | \$ 547 | \$ 547 | \$ 547 | \$ 547 |
| | | | 0.00% | 0.00% | 0.00% |
| | -Substitute Daily Rate | \$ 120 | \$ 120 | \$ 120 | \$ 120 |
| | | | 0.00% | 0.00% | 0.00% |
| 9b. | - Annual Health/Welfare Benefit amount per FTE | \$ 13,286 | \$ 13,734 | \$ 13,734 | \$ 13,734 |
| | <input type="checkbox"/> Actual <input type="checkbox"/> Capped | | 3.37% | 3.37% | 3.37% |

Please include comments and explanations as necessary: 9b. Was calculated by using an average amount per ADA. The current H/W Benefit cap amounts are as follows: Employee Only - \$8,127, Employee plus one - \$14,020, Family - \$18,127 annually. All caps for OPTA and Management (only) will increase by \$1000 , retroactive to July 1, 2017. Per the terms of the agreement, retroactive reimbursement of employee 2017-18 health benefit payroll deductions will occur in July 2018 to be taken from 2018-19 one-time discretionary funding, and will be considered an expense to the 2018-19 budget. The on-going funding of the increase will come from the annual increase in LCFF funding.

B. Proposed Negotiated Changes in Non-Compensation Items (class size adjustments, staff development, teacher prep time, etc.):

None.

(Not applicable to Management/Confidential)

C. What are the specific impacts on instructional and support programs to accommodate the settlement? (Include the impact of non-negotiated changes such as staff reductions and program reductions/eliminations.):

None.

(Not applicable to Management/Confidential)

D. What contingency language is included in the proposed agreement? (reopeners, etc.):

Reopeners on Salaries, health, benefits, leaves of absence and two other CBA articles to be identified by both parties. There is no other contingency language.

(Not applicable to Management/Confidential)

E. Will this agreement create, increase, or decrease deficit financing in the current or future years?

This agreement will not create or increase deficit financing in the current or future years.

(Not applicable to Management/Confidential)

F. Source of Funding for the Proposed Agreement:

1. Current Year:

Per the terms of the agreement, payment to employee retroactive to July 1, 2017 will occur in July 2018 to be taken from 2018-19 one-time discretionary funds.

2. How will the ongoing cost of the proposed agreement be funded in future years?

Per the terms of the agreement, The on-going funding of the for the increases will come from the annual increase in LCFF funding.

3. If multi-year agreement, what is the source of funding, including assumptions used, to fund these obligations in future years? (Remember to include compounding effects in meeting obligations):

This is not a multi-year agreement.

(Not applicable to Management/Confidential)

G. Impact of Proposed Agreement on Current Year Unrestricted Reserves

1. State Reserve Standard

| | |
|---|---------------|
| a. Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement) | \$ 43,517,456 |
| b. State Standard Minimum Reserve Percentage for this District | 3% |
| c. State Standard Minimum Reserve Amount for this District (Line 1 times Line 2 or \$66,000 for a district with less than 1,001 ADA) | \$ 1,305,524 |

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

| | |
|---|--------------|
| a. General Fund Budgeted <u>Unrestricted</u> Reserve for Economic Uncertainties | \$ 127,826 |
| b. General Fund Budgeted <u>Unrestricted</u> Unappropriated Amount | \$ 0 |
| c. Special Reserve Fund (17) Budgeted Reserve for Economic Uncertainties | \$ 1,253,319 |
| d. Special Reserve Fund (17) Budgeted Unappropriated Amount | \$ 0 |
| e. Total District Budgeted Unrestricted Reserves | \$ 1,381,145 |

3. Do Unrestricted reserves meet the state standard minimum reserve amount?


☒ Yes

☐ No

H. Certification

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions in the agreement in accordance with the requirements of AB 1200 and G.C. 3547.5.


We hereby certify that the costs incurred by the school district under this agreement can be met by the district during the term of the agreement.



District Superintendent
(Signature)

06.07.18

Date



District Chief Business Official
(Signature)

06.04.18

Date

Disclosure of Collective Bargaining Agreement
School District: Oak Park Unified School District

| | (Col. 1) Latest Board Approved Budget Before Settlement (As of 3/20/2018) | (Col. 2) Adjustment as a Result of Settlement | (Col. 3) Other Revisions To be paid retro-actively in 2018/19 | (Col. 4) Total Impact on Budget (Col. 1+2+3) |
|--|--|--|---|---|
| REVENUES | | | | |
| LCFF Revenues (8010-8099) | 35,523,797 | 0 | 0 | 35,523,797 |
| Remaining Revenues (8100-8799) | 7,971,859 | 0 | 0 | 7,971,859 |
| TOTAL REVENUES | 43,495,656 | 0 | 0 | 43,495,656 |
| EXPENDITURES | | | | |
| 1000 Certificated Salaries | 21,289,673 | 0 | 0 | 21,289,673 |
| 2000 Classified Salaries | 6,679,422 | 38,371 | (38,371) | 6,679,422 |
| 3000 Employees' Benefits | 9,281,998 | 116,392 | (116,392) | 9,281,998 |
| 4000 Books and Supplies | 1,299,753 | 0 | 0 | 1,299,753 |
| 5000 Services and Operating Expenses | 4,403,538 | 0 | 0 | 4,403,538 |
| 6000 Capital Outlay | 62,347 | 0 | 0 | 62,347 |
| 7100-7499 Other | 395,725 | 0 | 0 | 395,725 |
| TOTAL EXPENDITURES | 43,412,456 | 154,763 | (154,763) | 43,412,456 |
| OPERATING SURPLUS (DEFICIT) | 83,200 | (154,763) | 154,763 | 83,200 |
| OTHER SOURCES AND TRANSFERS IN | 0 | 0 | 0 | |
| OTHER USES AND TRANSFERS OUT | 105,000 | 0 | 0 | 105,000 |
| *CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE | (21,800) | (154,763) | 154,763 | (21,800) |
| BEGINNING BALANCE | 787,866 | | | 787,866 |
| CURRENT YEAR ENDING BALANCE | 766,066 | (154,763) | 154,763 | 766,066 |
| COMPONENTS OF ENDING BALANCE | | | | |
| Non-spendable (9711-9719) | 2,000 | 0 | 0 | 2,000 |
| Restricted (9740) | 636,240 | 0 | 0 | 636,240 |
| Committed (9750 / 9760) | 0 | 0 | 0 | 0 |
| Assigned (9780) | 0 | 0 | 0 | 0 |
| Reserve for Economic Uncertainties (9789) | 127,826 | 0 | 0 | 127,826 |
| Unappropriated Amounts (9790) | 0 | (154,763) | 154,763 | (0) |

* If the total amount of the Adjustment in Column 2 does not agree with the amount of the Total Compensation Increase in Section A, Line 6, page 1 (increase was partially budgeted, there were revenue revisions as reflected in Column 3, etc.), explain the variance below.

Please include comments and explanations as necessary:

Although, the Total Compensation Increase in Section A, Line 6, page 1a equals \$45,068 for OPCA, page 1b:\$94,000 for OPTA and page 1c:\$16,000 for Management, that total amount of \$110,000 is reversed in Col. 3 " Other Revisions" because the amount will be refunded to those employees that qualify to receive a refund as a retro payment in 2018/19.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 12, 2018
SUBJECT: B.2.e. PUBLIC DISCLOSURE AND APPROVAL OF COLLECTIVE BARGAINING AGREEMENT BETWEEN THE DISTRICT AND OAK PARK CLASSIFIED ASSOCIATION

ACTION

ISSUE: Shall the Board of Education disclose and approve the Collective Bargaining Agreement between the District and Oak Park Classified Association (OPCA)?

BACKGROUND: Local education agencies are required by Government Code Section 3547.5 to publicly disclose provisions of all collective bargaining agreements (CBA) prior to entering into a written agreement. This provision ensures that the public is informed of the associated costs before it becomes binding on the District.

On May 30, 2018, the District and OPCA reached a tentative agreement for 2017-18, the second year of a three-year CBA. The agreement includes a 0.5% increase to the salary schedules for all classified bargaining unit members (exclusive of campus supervisors), retroactive to July 1, 2017. The agreement contains no other material financial impacts to the District. At the date of this agenda's posting, the OPCA membership is voting on ratification of this tentative agreement. Results of the voting are anticipated to be finalized by June 30, 2018.

The Disclosure of Collective Bargaining Agreement statement required by AB 1200 and GC 3547.5 follows this report.

ALTERNATIVES:

1. Approve the 2017-18 Collective Bargaining Agreement between the District and Oak Park Classified Association, effective retroactively to July 1, 2017.
2. Do not approve the proposed Agreement.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

 Anthony W. Knight, Ed.D.
 Superintendent

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

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

DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

In Accordance with AB 1200, AB 2756 and G.C. 3547.5

School District: Oak Park Unified School District

Name of Bargaining Unit: Oak Park Classified Association

The proposed agreement covers the period:

Beginning: 7/1/17

Ending: 6/30/18

Employee Type:

Certificated: _____

Classified: X

The proposed agreement will be acted upon by the Governing Board
at its meeting on: 12-Jun-18

A. Proposed Change in Compensation:

| Compensation | | Cost Prior To Proposed Agreement | Fiscal Impact of Proposed Agreement | | |
|--------------|---|--|-------------------------------------|-------------------|-------------------|
| | | | Current Year 2017-18 | Year 2 2018-19 | Year 3 2019-20 |
| 1. | Salary Schedule - Increase/(Decrease) | \$ 5,033,467 | 25,167 | \$ 25,472 | \$ 25,780 |
| | | | 0.50% | 0.51% | 0.51% |
| 2. | Step and Column - Increase/(Decrease) due to movement plus any changes due to settlement. | | \$ 305 | \$ 305 | \$ 308 |
| | | | 0.01% | 0.01% | 0.01% |
| 3. | Other Compensation - Increase/(Decrease) (Stipends, Bonuses, Etc) | | \$ 13,204 | \$ 26,408 | \$ 26,408 |
| | | | 0.26% | 0.52% | 0.52% |
| 4. | Statutory Benefits - Increase/(Decrease) in STRS, PERS, FICA, WC, UI, Medicare, etc. | \$ 1,028,337 | \$ 6,392 | \$ 7,704 | \$ 7,767 |
| | | | 0.62% | 0.75% | 0.76% |
| 5. | Health/Welfare Benefits - Increase/(Decrease) | \$ 945,318 | \$ 0 | \$ 0 | \$ 0 |
| | | | 0.00% | 0.00% | 0.00% |
| 6. | Total Compensation - Increase/(Decrease) (Total Lines 1-5) | \$ 7,007,121 | \$ 45,068 | \$ 59,888 | \$ 60,263 |
| | | | 0.64% | 0.85% | 0.86% |
| 7. | Total Number (FTE) of Represented Employees | # 126 | # 126 | # 126 | # 126 |
| 8. | Total Compensation Cost for Average Employee Increase/(Decrease) (Line 6/Line 7) | \$ 55,484 | \$ 357 | \$ 474 | \$ 477 |
| | | | 0.64% | 0.85% | 0.86% |
| 9a. | Certificated Teacher's Salary (Excluding Benefits) -Minimum Daily Rate | \$ | \$ | \$ | \$ |
| | | | % | % | % |
| | -Maximum Daily Rate | \$ | \$ | \$ | \$ |
| | | | % | % | % |
| | -Substitute Daily Rate | \$ | \$ | \$ | \$ |
| | | | % | % | % |
| 9b. | - Annual Health/Welfare Benefit amount per FTE <input type="checkbox"/> Actual <input type="checkbox"/> Capped | \$ 13,286 | \$ 13,286 | \$ 13,734 | \$ 13,734 |
| | | | 0.00% | 3.37% | 3.37% |

Please include comments and explanations as necessary: 1. The classified salary schedule is increased by 0.5% (50/100ths) of one percent retroactive to July 1, 2017. Per the terms of the agreement, payment of retroactive salaries will occur in July 2018 to be taken from 2018-19 one-time discretionary funding, and will be considered an expense to the 2018-19 budget. The on-going funding of the increase will come from the annual increase in LCFF funding

3. This amount is to include vacation and holiday pay for Campus Supervisors as they will be included in the Bargaining Unit as of January 1, 2018.

9b. Was calculated by using an average amount per ADA. The current H/W Benefit cap amounts are as follows:
Employee Only - \$8,127, Employee plus one - \$14,020, Family - \$18,127 annually.

B. Proposed Negotiated Changes in Non-Compensation Items (class size adjustments, staff development, teacher prep time, etc.):

None.

(Not applicable to Management/Confidential)

C. What are the specific impacts on instructional and support programs to accommodate the settlement? (Include the impact of non-negotiated changes such as staff reductions and program reductions/eliminations.):

None.

(Not applicable to Management/Confidential)

D. What contingency language is included in the proposed agreement? (reopeners, etc.):

Reopeners on Salaries, health, benefits, leaves of absence and two other CBA articles to be identified by both parties. There is no other contingency language.

(Not applicable to Management/Confidential)

E. Will this agreement create, increase, or decrease deficit financing in the current or future years?

This agreement will not create or increase deficit financing in the current or future years.

(Not applicable to Management/Confidential)

F. Source of Funding for the Proposed Agreement:

1. Current Year:

Per the terms of the agreement, payment to employee retroactive to July 1, 2017 will occur in July 2018 to be taken from 2018-19 one-time discretionary funds.

2. How will the ongoing cost of the proposed agreement be funded in future years?

Per the terms of the agreement, The on-going funding of the for the increases will come from the annual increase in LCFF funding.

3. If multi-year agreement, what is the source of funding, including assumptions used, to fund these obligations in future years? (Remember to include compounding effects in meeting obligations):

This is not a multi-year agreement.

(Not applicable to Management/Confidential)

G. Impact of Proposed Agreement on Current Year Unrestricted Reserves

1. State Reserve Standard

| | |
|---|---------------|
| a. Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement) | \$ 43,517,456 |
| b. State Standard Minimum Reserve Percentage for this District | 3% |
| c. State Standard Minimum Reserve Amount for this District (Line 1 times Line 2 or \$66,000 for a district with less than 1,001 ADA) | \$ 1,305,524 |

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

| | |
|---|--------------|
| a. General Fund Budgeted <u>Unrestricted</u> Reserve for Economic Uncertainties | \$ 127,826 |
| b. General Fund Budgeted <u>Unrestricted</u> Unappropriated Amount | \$ 0 |
| c. Special Reserve Fund (17) Budgeted Reserve for Economic Uncertainties | \$ 1,253,319 |
| d. Special Reserve Fund (17) Budgeted Unappropriated Amount | \$ 0 |
| e. Total District Budgeted Unrestricted Reserves | \$ 1,381,145 |

3. Do Unrestricted reserves meet the state standard minimum reserve amount?


☒ Yes

☐ No

H. Certification

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions in the agreement in accordance with the requirements of AB 1200 and G.C. 3547.5.

We hereby certify that the costs incurred by the school district under this agreement can be met by the district during the term of the agreement.



District Superintendent
(Signature)

06.07.18

Date



District Chief Business Official
(Signature)

06.04.18

Date

Disclosure of Collective Bargaining Agreement
School District: Oak Park Unified School District

| | (Col. 1) Latest Board Approved Budget Before Settlement (As of 3/20/2018) | (Col. 2) Adjustment as a Result of Settlement | (Col. 3) Other Revisions To be paid retro-actively in 2018/19 | (Col. 4) Total Impact on Budget (Col. 1+2+3) |
|--|--|--|---|---|
| REVENUES | | | | |
| LCFF Revenues (8010-8099) | 35,523,797 | 0 | 0 | 35,523,797 |
| Remaining Revenues (8100-8799) | 7,971,859 | 0 | 0 | 7,971,859 |
| TOTAL REVENUES | 43,495,656 | 0 | 0 | 43,495,656 |
| EXPENDITURES | | | | |
| 1000 Certificated Salaries | 21,289,673 | 0 | 0 | 21,289,673 |
| 2000 Classified Salaries | 6,679,422 | 38,371 | (38,371) | 6,679,422 |
| 3000 Employees' Benefits | 9,281,998 | 116,392 | (116,392) | 9,281,998 |
| 4000 Books and Supplies | 1,299,753 | 0 | 0 | 1,299,753 |
| 5000 Services and Operating Expenses | 4,403,538 | 0 | 0 | 4,403,538 |
| 6000 Capital Outlay | 62,347 | 0 | 0 | 62,347 |
| 7100-7499 Other | 395,725 | 0 | 0 | 395,725 |
| TOTAL EXPENDITURES | 43,412,456 | 154,763 | (154,763) | 43,412,456 |
| OPERATING SURPLUS (DEFICIT) | 83,200 | (154,763) | 154,763 | 83,200 |
| OTHER SOURCES AND TRANSFERS IN | 0 | 0 | 0 | |
| OTHER USES AND TRANSFERS OUT | 105,000 | 0 | 0 | 105,000 |
| *CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE | (21,800) | (154,763) | 154,763 | (21,800) |
| BEGINNING BALANCE | 787,866 | | | 787,866 |
| CURRENT YEAR ENDING BALANCE | 766,066 | (154,763) | 154,763 | 766,066 |
| COMPONENTS OF ENDING BALANCE | | | | |
| Non-spendable (9711-9719) | 2,000 | 0 | 0 | 2,000 |
| Restricted (9740) | 636,240 | 0 | 0 | 636,240 |
| Committed (9750 / 9760) | 0 | 0 | 0 | 0 |
| Assigned (9780) | 0 | 0 | 0 | 0 |
| Reserve for Economic Uncertainties (9789) | 127,826 | 0 | 0 | 127,826 |
| Unappropriated Amounts (9790) | 0 | (154,763) | 154,763 | (0) |

* If the total amount of the Adjustment in Column 2 does not agree with the amount of the Total Compensation Increase in Section A, Line 6, page 1 (increase was partially budgeted, there were revenue revisions as reflected in Column 3, etc.), explain the variance below.

Please include comments and explanations as necessary:

Although, the Total Compensation Increase in Section A, Line 6, page 1a equals \$45,068 for OPCA, page 1b:\$94,000 for OPTA and page 1c:\$16,000 for Management, that total amount of \$110,000 is reversed in Col. 3 " Other Revisions" because the amount will be refunded to those employees that qualify to receive a refund as a retro payment in 2018/19.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 12, 2018
**SUBJECT: B.2.f. PUBLIC DISCLOSURE AND APPROVAL OF COMPENSATION
ADJUSTMENT FOR ADMINISTRATIVE, CONFIDENTIAL, AND
SPECIFIED UNREPRESENTED EMPLOYEES**

ACTION

ISSUE: Shall the Board approve an increase in compensation for administrative, confidential and unrepresented employees for fiscal year 2017-18?

BACKGROUND: Consistent with the tentative OPTA agreement, it is recommended that the Board approve a \$1,000 increase to the health benefits cap provided by the District for eligible confidential and administrative employees, retroactive to July 1, 2017. It is also recommended that the Board approve a \$1,000 increase to the health benefits cap provided by the District for specified unrepresented positions, effective retroactively to July 1, 2017. The specified positions include employees of the Oak Park Neighborhood School.

The recommendation for administrative, confidential and unrepresented employee compensation does not include any other material changes, and contains no other material financial impacts to the District.

The Disclosure Statement required by AB 1200 and GC 3547.5 follows this report.

ALTERNATIVES:

1. Approve the proposed increases in compensation for administrative, confidential and unrepresented employees for fiscal year 2017-18, effective retroactively to July 1, 2017.
2. Do not approve the proposed compensation increases.

RECOMMENDATION: Alternatives 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 | _____ | _____ | _____ | _____ |

DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

In Accordance with AB 1200, AB 2756 and G.C. 3547.5

School District: Oak Park Unified School District

Name of Bargaining Unit: Oak Park Management/Confidential

The proposed agreement covers the period:

Beginning: 7/1/17

Ending: 6/30/18

Employee Type:

Certificated: X

Classified: X

The proposed agreement will be acted upon by the Governing Board

at its meeting on: 12-Jun-18

A. Proposed Change in Compensation:

| Compensation | | Cost Prior To Proposed Agreement | Fiscal Impact of Proposed Agreement | | |
|--------------|---|--|-------------------------------------|-------------------|-------------------|
| | | | Current Year 2017-18 | Year 2 2018-19 | Year 3 2019-20 |
| 1. | Salary Schedule - Increase/(Decrease) | \$ 2,851,499 | 0 | \$ 0 | \$ 0 |
| | | | 0.00% | 0.00% | 0.00% |
| 2. | Step and Column - Increase/(Decrease) due to movement plus any changes due to settlement. | | \$ 0 | \$ 0 | \$ 0 |
| | | | 0.00% | 0.00% | 0.00% |
| 3. | Other Compensation - Increase/(Decrease) (Stipends, Bonuses, Etc) | | \$ 0 | \$ 0 | \$ 0 |
| | | | 0.00% | 0.00% | 0.00% |
| 4. | Statutory Benefits - Increase/(Decrease) in STRS, PERS, FICA, WC, UI, Medicare, etc. | \$ 558,254 | \$ 0 | \$ 0 | \$ 0 |
| | | | 0.00% | 0.00% | 0.00% |
| 5. | Health/Welfare Benefits - Increase/(Decrease) | \$ 350,986 | \$ 16,000 | \$ 16,000 | \$ 16,000 |
| | | | 4.56% | 4.56% | 4.56% |
| 6. | Total Compensation - Increase/(Decrease) (Total Lines 1-5) | \$ 3,760,740 | \$ 16,000 | \$ 16,000 | \$ 16,000 |
| | | | 0.43% | 0.43% | 0.43% |
| 7. | Total Number (FTE) of Represented Employees | # 24 | # 24 | # 24 | # 24 |
| 8. | Total Compensation Cost for Average Employee Increase/(Decrease) (Line 6/Line 7) | \$ 156,697 | \$ 667 | \$ 667 | \$ 667 |
| | | | 0.43% | 0.43% | 0.43% |
| 9a. | Certificated Teacher's Salary (Excluding Benefits) | | | | |
| | -Minimum Daily Rate | \$ 268 | \$ 268 | \$ 268 | \$ 268 |
| | | | 0.00% | 0.00% | 0.00% |
| | -Maximum Daily Rate | \$ 547 | \$ 547 | \$ 547 | \$ 547 |
| | | | 0.00% | 0.00% | 0.00% |
| | -Substitute Daily Rate | \$ 120 | \$ 120 | \$ 120 | \$ 120 |
| | | | 0.00% | 0.00% | 0.00% |
| 9b. | - Annual Health/Welfare Benefit amount per FTE | \$ 13,286 | \$ 13,362 | \$ 13,734 | \$ 13,734 |
| | <input type="checkbox"/> Actual <input type="checkbox"/> Capped | | 0.57% | 3.37% | 3.37% |

Please include comments and explanations as necessary: 9b. Was calculated by using an average amount per ADA. The current H/W Benefit cap amounts are as follows: Employee Only - \$8,127, Employee plus one - \$14,020, Family - \$18,127 annually. All caps for OPTA and Management (only) will increase by \$1000, retroactive to July 1, 2017. Per the terms of the agreement, retroactive reimbursement of employee 2017-18 health benefit payroll deductions will occur in July 2018 to be taken from 2018-19 one-time discretionary funding, and will be considered an expense to the 2018-19 budget. The on-going funding of the increase will come from the annual increase in LCFF funding.

B. Proposed Negotiated Changes in Non-Compensation Items (class size adjustments, staff development, teacher prep time, etc.):

None.

(Not applicable to Management/Confidential)

C. What are the specific impacts on instructional and support programs to accommodate the settlement? (Include the impact of non-negotiated changes such as staff reductions and program reductions/eliminations.):

None.

(Not applicable to Management/Confidential)

D. What contingency language is included in the proposed agreement? (reopeners, etc.):

Reopeners on Salaries, health, benefits, leaves of absence and two other CBA articles to be identified by both parties. There is no other contingency language.

(Not applicable to Management/Confidential)

E. Will this agreement create, increase, or decrease deficit financing in the current or future years?

This agreement will not create or increase deficit financing in the current or future years.

(Not applicable to Management/Confidential)

F. Source of Funding for the Proposed Agreement:

1. Current Year:

Per the terms of the agreement, payment to employee retroactive to July 1, 2017 will occur in July 2018 to be taken from 2018-19 one-time discretionary funds.

2. How will the ongoing cost of the proposed agreement be funded in future years?

Per the terms of the agreement, The on-going funding of the for the increases will come from the annual increase in LCFF funding.

3. If multi-year agreement, what is the source of funding, including assumptions used, to fund these obligations in future years? (Remember to include compounding effects in meeting obligations):

This is not a multi-year agreement.

(Not applicable to Management/Confidential)

G. Impact of Proposed Agreement on Current Year Unrestricted Reserves

1. State Reserve Standard

| | |
|---|---------------|
| a. Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement) | \$ 43,517,456 |
| b. State Standard Minimum Reserve Percentage for this District | 3% |
| c. State Standard Minimum Reserve Amount for this District (Line 1 times Line 2 or \$66,000 for a district with less than 1,001 ADA) | \$ 1,305,524 |

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

| | |
|---|--------------|
| a. General Fund Budgeted <u>Unrestricted</u> Reserve for Economic Uncertainties | \$ 127,826 |
| b. General Fund Budgeted <u>Unrestricted</u> Unappropriated Amount | \$ 0 |
| c. Special Reserve Fund (17) Budgeted Reserve for Economic Uncertainties | \$ 1,253,319 |
| d. Special Reserve Fund (17) Budgeted Unappropriated Amount | \$ 0 |
| e. Total District Budgeted Unrestricted Reserves | \$ 1,381,145 |

3. Do Unrestricted reserves meet the state standard minimum reserve amount?


☒ Yes

☐ No

H. Certification

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions in the agreement in accordance with the requirements of AB 1200 and G.C. 3547.5.

We hereby certify that the costs incurred by the school district under this agreement can be met by the district during the term of the agreement.


 District Superintendent
 (Signature)

06.07.18
 Date


 District Chief Business Official
 (Signature)

06.04.18
 Date

Disclosure of Collective Bargaining Agreement
School District: Oak Park Unified School District

| | (Col. 1) Latest Board Approved Budget Before Settlement (As of 3/20/2018) | (Col. 2) Adjustment as a Result of Settlement | (Col. 3) Other Revisions To be paid retro-actively in 2018/19 | (Col. 4) Total Impact on Budget (Col. 1+2+3) |
|--|--|--|---|---|
| REVENUES | | | | |
| LCFF Revenues (8010-8099) | 35,523,797 | 0 | 0 | 35,523,797 |
| Remaining Revenues (8100-8799) | 7,971,859 | 0 | 0 | 7,971,859 |
| TOTAL REVENUES | 43,495,656 | 0 | 0 | 43,495,656 |
| EXPENDITURES | | | | |
| 1000 Certificated Salaries | 21,289,673 | 0 | 0 | 21,289,673 |
| 2000 Classified Salaries | 6,679,422 | 38,371 | (38,371) | 6,679,422 |
| 3000 Employees' Benefits | 9,281,998 | 116,392 | (116,392) | 9,281,998 |
| 4000 Books and Supplies | 1,299,753 | 0 | 0 | 1,299,753 |
| 5000 Services and Operating Expenses | 4,403,538 | 0 | 0 | 4,403,538 |
| 6000 Capital Outlay | 62,347 | 0 | 0 | 62,347 |
| 7100-7499 Other | 395,725 | 0 | 0 | 395,725 |
| TOTAL EXPENDITURES | 43,412,456 | 154,763 | (154,763) | 43,412,456 |
| OPERATING SURPLUS (DEFICIT) | 83,200 | (154,763) | 154,763 | 83,200 |
| OTHER SOURCES AND TRANSFERS IN | 0 | 0 | 0 | |
| OTHER USES AND TRANSFERS OUT | 105,000 | 0 | 0 | 105,000 |
| *CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE | (21,800) | (154,763) | 154,763 | (21,800) |
| BEGINNING BALANCE | 787,866 | | | 787,866 |
| CURRENT YEAR ENDING BALANCE | 766,066 | (154,763) | 154,763 | 766,066 |
| COMPONENTS OF ENDING BALANCE | | | | |
| Non-spendable (9711-9719) | 2,000 | 0 | 0 | 2,000 |
| Restricted (9740) | 636,240 | 0 | 0 | 636,240 |
| Committed (9750 / 9760) | 0 | 0 | 0 | 0 |
| Assigned (9780) | 0 | 0 | 0 | 0 |
| Reserve for Economic Uncertainties (9789) | 127,826 | 0 | 0 | 127,826 |
| Unappropriated Amounts (9790) | 0 | (154,763) | 154,763 | (0) |

* If the total amount of the Adjustment in Column 2 does not agree with the amount of the Total Compensation Increase in Section A, Line 6, page 1 (increase was partially budgeted, there were revenue revisions as reflected in Column 3, etc.), explain the variance below.

Please include comments and explanations as necessary:

Although, the Total Compensation Increase in Section A, Line 6, page 1a equals \$45,068 for OPCA, page 1b:\$94,000 for OPTA and page 1c:\$16,000 for Management, that total amount of \$110,000 is reversed in Col. 3 " Other Revisions" because the amount will be refunded to those employees that qualify to receive a refund as a retro payment in 2018/19.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 12, 2018
SUBJECT: B.2.g. APPROVE 2018-19 EMPLOYEE HEALTH BENEFIT PLANS

ACTION

ISSUE: Shall the Board accept the recommendation of the District's Health Benefit Committee for renewal of 2018-19 employee medical, dental, and vision insurance coverage with California's Valued Trust?

BACKGROUND: In mid- May, the District's current health care provider, California's Valued Trust (CVT) announced its rates for the 2018-18 plan year. The District's current coverage offers a choice of nine medical plans, including seven Anthem Blue Cross PPO plans and three Kaiser plans, as well as Delta Dental and VSP Vision plans. The new rates include average increases of 4.8% for both the Blue Cross PPO plans and Kaiser HMO plans. The rates for Delta Dental coverage is unchanged from 2017-18 and VSP vision decreases by 3.9%. The Health Benefits Committee, comprised of two employees each from OPTA, OPCA, and District administration, unanimously recommends that the Board authorize the renewal of employee medical, vision and dental plans with CVT for the 2018-19 school year. Copies of the proposed renewal and rationale for the rate increase may be accessed at the following link: <https://goo.gl/SyCiMX>

ALTERNATIVES:

1. Accept the Health Benefits Committee recommendation and approve contracts with California's Valued Trust for the 2018-19 school year.
2. Do not accept the Health Benefits Committee recommendation.

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 | _____ | _____ | _____ | _____ |

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JUNE 12, 2018

**SUBJECT: B.2.h. AUTHORIZE AND RATIFY CONSTRUCTION CONTRACT
FOR MEASURE R PROJECT 18-27R, OAK PARK HIGH SCHOOL
V-SWALE REPAIRS**

ACTION

ISSUE: Shall the Board authorize and ratify construction contracts for Measure R Project 18-27R Oak Park High School V Swale Repairs, to be funded from the Measure R bond fund?

BACKGROUND: The concrete v-swale on the southwestern perimeter of the lower athletic field at Oak Park High School, designed to manage storm water runoff between the school property and Medea Creek, has been in serious disrepair for some time. The Director of Maintenance and Bond Program Construction Manager provided a strong recommendation to the Facility Planning Subcommittee, urging that repairs be made as soon as possible. The Subcommittee concurred, and as a matter of urgency, recommended the acceptance of the following proposal from the District's approved list of California Uniform Public Contract Cost Accounting Act (CUPCAA) contractor list for this work, now identified as Measure R Project 18-27R Oak Park High School V Swale Repairs:

| COMPANY | SCOPE OF WORK | AMOUNT |
|----------------------------|-------------------------------|------------------|
| Hughes General Engineering | Repair/replace concrete swale | \$ 13,600 |
| Total Project Cost | | \$ 13,600 |

The Subcommittee established a total project budget of \$22,200, recommend the use of the Measure R bond to fund this project. Measure R bond language specifically provides for the "Upgrade, repair, replace" of "landscaping improvements, irrigation and drainage, etc."

It is respectfully requested that the Board authorize this project, establish a total budget of \$14,000, and ratify the award of a construction contract to Hughes General Engineering, Inc.

ALTERNATIVES:

1. Authorize Measure R Project 18-27R Oak Park High School V Swale Repairs, establishing a total budget of \$14,000, and ratify the award of a construction contract to Hughes General Engineering, Inc., in the amount of \$13,600, to be funded from the Measure R bond fund.
2. Do not authorize or ratify a construction contract for this project.

RECOMMENDATION: Alternative No. 1

BOARD MEETING, JUNE 12, 2018
Authorize and Ratify Construction Contracts for
Measure R Project 18-27R, Oak Park High School V Swale Repairs
Page 2

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

Hughes General Engineering, Inc.
P.O. Box 2293, Camarillo, CA 93011
License No. 644816-A
(805) 642-7700 Fax (805) 642-7711
Email: hughesgeinc@gmail.com
DIR Registration # 1000003556



PROPOSAL AND CONTRACT

Page 1 of 3

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

REVISE

Date: May 1, 2018
Phone: (805) 264-4133
Email: khenderson@opusd.org

Attn: Keith Henderson

Subject to the terms hereof, We hereby agree to furnish all labor, materials, and equipment for the Completion in a good and workmanlike manner, Of the work described below:

Description of Property: Oak Park High School - V Swale Repair

| | | |
|---------------------|-----------------|----------------|
| <u>899 Kanan Rd</u> | <u>Oak Park</u> | <u>Ventura</u> |
| Street Address | City | County |

Description of Work: Repair approximately 35lf of existing damaged V Swale and install a 16'X8' concrete pad.
Work to include demo and haul off of existing damaged V-Swale, haul off of material, grade area to receive new
V-Swale and concrete pad, form set, install rebar place and finish concrete, backfill, re-stretch existing chain link
fencing and clean job site. Work to also include reshaping slope where V-swale was compromised. This work is
to include importing fill dirt, grade and compact slope.

This Proposal is Based on Prevailing Wages.

TOTAL PROPOSAL PER ATTACHED BREAKDOWN AND EXCLUSIONS: \$ 13,600.00

Exclusions: Fees for Permit, Bonds, Inspection, Engineering, Surveying, Staking, Special metal Imbeds, Testing for soils or materials, Water, Water metering, Dewatering of any kind, Digging, Handling or disposal of rock, Hard to handle material or hazardous materials, Grading or export of footing material, Digging or backfill of plumbing or Electrical trenches.

Note: This proposal, including terms & conditions and any attachments hereto, is made a part of any contract entered into. Initial the attached terms and conditions. Progress billing will be made on the 25th day of each month with payment due by the 10th of the following month. Any retention withheld shall be paid within 30 days following the completion of our work. Any alterations or deviation from the above specification involving extra cost of material or labor will only be executed upon written orders for same and will become an extra charge over the sum mentioned in this contract. All agreements must be made in writing. This Proposal is valid 30 days only. Void if not accepted within the specified time.

Respectfully Submitted:

By: Jeff Hughes, President

Hughes General Engineering, Inc.

Date: _____

ACCEPTANCE

You are hereby authorized to finish all materials and labor required to complete the work described in the above proposal, for which I/We agree to pay the contract price mentioned in this proposal and according to the terms thereof. I/We have read and agreed to the provisions contained hereto and in any attachments hereto which are made a part hereof and are described as:

Accepted: _____ Date: _____

Contractors are required by law to be licensed and registered by the contractors state license board which has jurisdiction to investigate complaints against contractors, if a complaint is filed within 3 years of the date alleged violation. Any questions concerning a contractor may be referred to the register, Contractors State board, P.O. Box 26000, Sacramento, CA 95826.

Oak Park High School - V Swale Repair

| | | | | | | | |
|-------------------------------------|--------------------------|-------------------------------------|---------------------|-------------------------------------|--|-------------------------------------|-----------------------------|
| <input checked="" type="checkbox"/> | No Surveying | <input type="checkbox"/> | No Compaction | <input checked="" type="checkbox"/> | No Block | <input checked="" type="checkbox"/> | No Waterproofing |
| <input type="checkbox"/> | No Demo | <input type="checkbox"/> | No Haul Off | <input checked="" type="checkbox"/> | No Backfill | <input type="checkbox"/> | No Rebar |
| <input checked="" type="checkbox"/> | No Over Excavation | <input type="checkbox"/> | No Sub Grade | <input checked="" type="checkbox"/> | No Drainage | <input type="checkbox"/> | No Grading |
| <input checked="" type="checkbox"/> | No Re-Compaction | <input checked="" type="checkbox"/> | No Handrails | <input checked="" type="checkbox"/> | No Shoring | <input checked="" type="checkbox"/> | No Traffic Control |
| <input checked="" type="checkbox"/> | No Bollards | <input checked="" type="checkbox"/> | No Handrail Inserts | <input checked="" type="checkbox"/> | No Asphalt | <input checked="" type="checkbox"/> | No Permits |
| <input type="checkbox"/> | No Saw Cutting | <input checked="" type="checkbox"/> | No Dewatering | <input checked="" type="checkbox"/> | No Soil Testing | <input checked="" type="checkbox"/> | No Temporary Fencing |
| <input checked="" type="checkbox"/> | No Relocation of Fencing | <input checked="" type="checkbox"/> | No Fence Footings | <input checked="" type="checkbox"/> | No SWPPS | <input checked="" type="checkbox"/> | No Bonds |
| <input checked="" type="checkbox"/> | No Inspection Fees | <input type="checkbox"/> | No Hardscape | <input checked="" type="checkbox"/> | No Base | <input checked="" type="checkbox"/> | No Special Imbeds |
| <input type="checkbox"/> | No Clear & Grubbing | <input checked="" type="checkbox"/> | No Striping | <input checked="" type="checkbox"/> | No Signage | <input checked="" type="checkbox"/> | No Root Barrier |
| <input checked="" type="checkbox"/> | No Templates | <input checked="" type="checkbox"/> | No Concrete Sealant | <input checked="" type="checkbox"/> | No Irrigation | <input checked="" type="checkbox"/> | No Root Removal |
| <input checked="" type="checkbox"/> | No Plumbing Trenches | <input checked="" type="checkbox"/> | No Storm Drain | <input checked="" type="checkbox"/> | No Sewer | <input checked="" type="checkbox"/> | No Landscaping |
| <input checked="" type="checkbox"/> | No Electrical | <input checked="" type="checkbox"/> | No Light Standard | <input checked="" type="checkbox"/> | No Trash Enclosure | <input checked="" type="checkbox"/> | No Structural Steel |
| <input checked="" type="checkbox"/> | No Electrical Trenches | <input checked="" type="checkbox"/> | No French Drain | <input checked="" type="checkbox"/> | No Utility or Underground Concrete Patchback | | |
| <input checked="" type="checkbox"/> | No Truncated Dome Tile | <input checked="" type="checkbox"/> | No Stucco | <input checked="" type="checkbox"/> | No Paint | <input checked="" type="checkbox"/> | No Sealed Concrete Flooring |
| <input checked="" type="checkbox"/> | No Trench Drain | <input checked="" type="checkbox"/> | No Drainage Inlets | <input checked="" type="checkbox"/> | No Catch Basins | <input checked="" type="checkbox"/> | No Special Concrete Sealing |
| <input checked="" type="checkbox"/> | No Fossil Filters | <input checked="" type="checkbox"/> | No Sprinklers | <input checked="" type="checkbox"/> | No Caulking Sealant | <input checked="" type="checkbox"/> | No Dowels of any kind |

Hughes General Engineering is not responsible for checked off items.

TERMS AND CONDITIONS

1. ACCEPTANCE

Until this form has been countersigned by the Seller, or Seller's authorized agent or officer, at Seller's business office, it shall be deemed only a proposal; signature by Seller's estimator does not constitute execution by Seller. In the event that this proposal shall be countersigned by Seller prior to signing by Buyer, then the proposal shall remain in force for ten (10) days only, and shall not become a contract until a copy signed to Buyer is delivered to Seller's office within said ten (10) days period. This contract shall be conclusively deemed to have properly executed by both parties, however, when a copy hereof has been signed by Buyer, counter-signed by Seller and Seller commences work here on and/or materials deliveries.

2. ENTIRE AGREEMENT AND AMENDMENTS

This agreement contains the entire agreement between the parties, and there are no representations, agreements, warranties, or guaranties either expressed or implied, except as contained herein. This agreement may only be amended in writing signed by the parties, or their authorized agents.

3. GUARANTEE

All asphalt paving is hereby guaranteed for a period of one year from date of completion, subject to the provisions of this paragraph set forth below. If on the reverse side of this contracts, it shall be indicated that any other work or materials have guaranteed, or in the event that from other reasons on cause it shall be found that the Seller has guaranteed any work/or materials, then such guarantee shall also be subject to the following express terms:

☐ Such guarantee is limited to a guarantee that such work has been done in a work like manner.

☐ Such guarantee is limited to a period of one year from date of completion.

☐ Such guarantee is upon the condition that the work is put to only natural, ordinary and proper uses, and the burden of the proof shall be upon Buyer to show such uses were natural, ordinary and proper.

☐ The Seller shall take no responsibility, and any such guarantee shall not cover or extend to any failures of or defects in the work which were caused by defective and/or improper work and/or slow preparation, by the Buyer or other contactors or subcontractors under the Buyer, or for defects or damage occasioned by storm, rain, flood, vandalism, or other acts beyond the control of the Seller. In the event of dispute upon this matter, the burden of proof shall be upon the Buyer to show that such failure or defects or damage in the work were not occasioned by the work of others or by the God as foresaid. In the event that the contract on the reverse hereof provides for the use of weed killer and guaranteed the results of such use, then such guarantee applies only to surface weeds. Any deep rooted weed plant or other growth are not guaranteed killed, unless expressly set out to the contrary on the contract on the reverse side.

4. ACCEPTANCE OF WORK

Any payment made under this agreement shall constitute an acknowledgement that Seller has satisfactory performed its part of the agreement as of the date of payment. Unless Buyer shall give notice in writing to Seller to the contrary within 30 days after delivery of performance of work, all materials or work delivered or performed shall be deemed accepted as satisfactory by Buyer.

5. FEES AND CHARGES

Unless otherwise agreed on the face hereof, Buyers shall obtain and pay for all inspection fees and permits in connection with this contract.

6. ACTS OF GOD, ETC.

Delay or damaged caused by strike, acts of God, wars, riots, law, ordinance, or order of any agency, government or municipality, or other causes beyond the reasonable control of Seller, shall excuse or extend Seller's performance, at Seller's election, and Seller shall not be responsible for damage therefore. Any loss to Seller caused from said damages or delay shall be chargeable to Buyer for the additional work or materials caused by such damage or delay at Seller's prevailing rate.

7. COLLECTION

In the event Seller shall institute any action to collect any amounts due under this contract or to enforce the contract, Buyer agrees to pay reasonable attorney fees and expenses incurred by Seller, as fixed by the court, in addition to all sums herein provided.

8. ASSIGNMENT

Seller reserves the right to transfer and assign this contract or subcontract any portion of its work hereunder to any corporation, partnership, or individual, which seller may designate.

9. PLANS AND SPECIFICATIONS

All Plans and/or specifications for the job, which have been delivered to Seller at the time of execution of this contract, are made a part of this agreement. Compliance by Seller with such plans and/or specifications shall constitute full performance. Seller may demand that any change in plans or specifications be made in writing and must be agreed to by Seller. Notwithstanding anything to the contrary herein, Seller may also rely on upon verbal instructions of Buyer, his agents, engineer or architects. This contract price shall be adjusted to reflect such written or verbal changes, and in the amount is not agreed to, it shall be on the basis of the Seller's prevailing charge therefore.

10. DAMAGE TO UNDERGROUND INSTALLATIONS

Seller shall not be liable for damage to underground pipe, conduit, cesspools, septic tanks, sidewalks, and approach aprons, or other installations which are visible, or which are not indicated on the plans or specifications, and Buyer shall hold Seller harmless against any such claim.

11. PAYMENTS

All work completed in any one month will be billed by the 25th of said month with payment of 95% due by the 10th of the following month. The remaining 5% (retention) is due and payable not later than 35 days from completion of our contract items of work. Time materials (Rental) if required, to be paid in full monthly, with no retention held. Interest at the rate of 1 1/2% per month shall be charged on all overdue accounts.

12. GRADES

Seller may rely on grades or elevations established by others and any additional cost resulting from a change in grade or elevation shall be charged to Buyer at Seller's prevailing rate for such work. Unless otherwise specified, rough grade shall be a grade within two-tenths of a foot or finished sub-grade, and for fine grading shall mean grading between rough grades finished sub-grades. If the rough grading and/or the fine grading has been done by others, and further fine grading and/or rough grading is necessary, the Seller shall be paid extra thereof, and an extra charge shall be made for excess dirt to be hauled away or fill to be brought in, all according to Seller's prevailing rate.

13. Termination

It is mutually agreed that this contract may not be cancelled prior to the commencement of the work, without the written consent of Seller, unless at the time of cancellation a sum equal to twenty (20%) percent of the contract price shall be paid by Buyer to Seller, said amount to be liquidated damages, and Buyer to be liable therefore, and such liquidated damages are hereby fixed by the parties in view of the fact that actual damages would not be ascertainable. After the commencement of work this contract may only be cancelled by the mutual agreement of Seller and Buyer.

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JUNE 12, 2018

**SUBJECT: B.2.i. AUTHORIZE AND RATIFY CONSTRUCTION CONTRACT
FOR MEASURE R PROJECT 18-32R, FENCE AT CUL-DE-SAC
NEAR OAK PARK HIGH SCHOOL**

ACTION

ISSUE: Shall the Board authorize and ratify a construction contract for Measure R Project 18-32R, Fence at Cul-De-Sac Near Oak Park High School, to be funded from the Measure R bond fund?

BACKGROUND: The Calle Rio Vista cul-de-sac, located at the west side of the Oak Park High School, provides access to the campus and its athletic fields. The northwest corner of the cul-de-sac, at Calle Rio Vista and Oak Hills Drive, remains an unimproved and natural habitat for the many heritage oaks that have existed there for hundreds of years. During heavily attended events at the OPHS campus by both the school and outside user groups, this area becomes an unauthorized parking area for cars and trucks, jeopardizing not only the health of the ancient oak trees, but also the safety of pedestrians utilizing the sidewalks, pathways, and stairs that provide access to the site's athletic venues. District staff provided a strong recommendation to the Facility Planning Subcommittee to construct a split-rail fence at this corner for the health of the oaks and safety of pedestrians, urging that repairs be made in advance of the school's graduation activities occurring at the end of May 2018. The Subcommittee concurred, and as a matter of urgency, recommended the acceptance of the following proposal from the District's approved list of California Uniform Public Contract Cost Accounting Act (CUPCAA) contractor list for this work, now identified as Measure R 18-32R, Fence at Cul-De-Sac Near Oak Park High School:

| COMPANY | SCOPE OF WORK | AMOUNT |
|---------------------------|-------------------------------|------------------|
| Fence Factory-Agoura | Split rail fence installation | \$ 16,016 |
| Total Project Cost | | \$ 16,016 |

The Subcommittee established a total project budget of \$16,100, recommend the use of the Measure R bond to fund this project. Measure R bond language specifically allows the District to "...modify and construct site improvements, paths, sidewalks and walkways...[and] landscaping improvements..."

It is respectfully requested that the Board authorize this project, establish a total budget of \$16,100, and ratify the award of a construction contract to Fence Factory – Agoura.

ALTERNATIVES:

1. Authorize Measure R 18-32R, Fence at Cul-De-Sac Near Oak Park High School, establishing a total budget of \$16,100, and ratify the award of a construction contract to Fence Factory – Agoura, in the amount of \$16,016, to be funded from the Measure R bond fund.
2. Do not authorize or ratify a construction contract for this project.

RECOMMENDATION: Alternative No. 1

BOARD MEETING, JUNE 12, 2018

B.2.i. Authorize and Ratify Construction Contracts for

Measure R Project 18-32R, Fence at Cul-De-Sac Near Oak Park High School

Page 2

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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



WEB ADDRESS:
WWW.FENCEFACTORY.COM

PROPOSAL & CONTRACT

Contractors License No. 275524

DATE: 5/7/2018

MATERIAL SALES AND CONTRACTING BRANCHES

1-800-61 FENCE

THROUGHOUT THE TRI-COUNTIES

X AGOURA DIVISION **
14110 Princeton Avenue
Moorpark, CA, 93021
Ph. (805) 497-9233
Fax (805) 497-3479

GOLETA DIVISION
80 S. Kellogg
Goleta, CA 93117
Ph. (805) 985-2817
Fax (805) 987-6328

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

VENTURA DIVISION
1808 Los Angeles Ave.
Saticoy, CA 93004
Ph. (805) 485-8831
Fax (805) 642-1374

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

ATASCADERO DIVISION
2650 El Camino Real
Atascadero, CA 93422
Ph. (805) 462-1382
Fax (805) 462-1387

Proposal Submitted: Oak Park Unified School District Address: 5801 Center Street
City: Oak Park CA Zip Code: 91377 Phone: 818-735-3254
Job Name: Job Location: mklauus@opusd.org
Job Phone: Martin Klaus

(2) Rail Pole Craft Fencing and Gate along Oak Hill Road and Rio Vista

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

Supply / Install Approx. (341) LF. - (2) Rail Pole Craft Fencing and (1) Gate

Includes: (6) - (2) Rail / Pole Craft - End Posts
(3) - (2) Rail / Pole Craft - Corner Posts
(1) - Pole Craft Blank Post for Gate
(35) - (2) Rail / Pole Craft - Line Posts
(All) Post Secured in Concrete - 2500 PSI. - Post Mix
(1) Approx. 10'w - Steel Framed - (Double Panel) Access Gate with
Split - Pole Craft Facing - 1 1/2" x 1/2" Steel Tubing - Galvanized
(4) Hanger Bolt Hinges
(1) HD - Drop Rod - Sleeved in Concrete
(1) HD - Gate Latch - Lockable

Total: Labor and Materials \$16,015.38

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

EXCLUSIONS

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

1. In consideration for the above described work, the above named party agrees to pay Contractor the total sum of PRICE ON ACCEPTANCE OF OPTIONS Dollars, as follows
2. This proposal is void if not accepted within: 10 DAYS - Because of Weekly Price Increases from Suppliers.

50% PRE PAYMENT FOR MATERIALS (BALANCE DUE UPON COMPLETION)

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

ACCEPTED AND AUTHORIZED AT: Moorpark, CALIFORNIA BY: COMPANY OR OWNER

ssalermo@fencefactory.com DATED

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

PRINT NAME

PRINT TITLE

SIGNATURE

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 12, 2018
SUBJECT: B.2.j. APPROVE CHANGE ORDER 1, PROJECT 18-23S PAINTING OF STADIUM RAILING AT OAK PARK HIGH SCHOOL

ACTION

ISSUE: Shall the Board approve Change Order 1, Project 18-23S Painting of Stadium Railing at Oak Park High School?

BACKGROUND: On May 17, 2018, the Board ratified the award of a construction contract to Skyline Painting, Inc., for Measure S Project 18-23S Painting of Stadium Railing at Oak Park High School. During the course of the project, District staff requested that the contractor increase the scope of the project to include painting of the marquee sign located at the front of the high school. The changes to the scope and cost of the contract are itemized in the accompanying change order proposal. The total amount of Change Order 1 is \$2,800, which when added to the original contract amount of \$17,000, increases the contract total to \$19,800. It is recommended by District staff that the Board approve Change Order 1.

ALTERNATIVES:

1. Approve Change Order 1 to the contract with Skyline Painting, Inc., for Measure S Project 18-23S Painting of Stadium Railing at Oak Park High School, in the amount of \$2,800, funded from the Measure S bond fund.
2. Do not approve Change Order 1.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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



18-235

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

CHANGE ORDER 18-235-1
05-21-18

PROJECT NUMBER: 18-235
PROJECT NAME: OAK PARK HIGH SCHOOL SAFETY RAILING REPAIR
CONTRACTOR: SKYLINE PAINTING, INC.
SCOPE OF WORK: SEE ATTACHED

COST:

| | | |
|---------------------------------|----|-----------|
| Original Contract Amount | \$ | 17,000.00 |
| Previous Approved Change Orders | \$ | 0 |
| This Change Order | \$ | 2,800.00 |
| Adjusted Contract Amount | \$ | 19,800.00 |

TIME:

| | |
|---|--------------|
| Original Contract Completion Date | MAY 30, 2018 |
| Previous Approved Completion Extension Days | None |
| Completion days Extension this Change Order | 0 |
| Adjusted Contract Completion Date | MAY 30, 2018 |

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

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

OAK PARK UNIFIED SCHOOL DISTRICT

CONTRACTOR: SKYLINE PAINTING, INC

By _____

By _____

Date _____

Date _____

OPUSD FACILITIES/CONSTRUCTION MANAGER

ARCHITECT/ENGINEER: **NONE**

By _____

By _____

Date _____

Date _____

Quote

SKYLINE PAINTING, INC.
LIC#914718
24021 Sylvan St
Woodland Hills CA, 91367

(818) 430-0284
paintskyline@gmail.com

Date: 05/21/2018
Quote No.: 10198

CO #1
18-235

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

Oak Park High School Safety
Railing Repair
899 Kanan Rd. Oak Park, CA
91377

| | Description | Unit Price | Total |
|---|--|------------|----------|
| 1 | Painting of Marquee in front of Oak Park HS: | 0.00 | 0.00 |
| 1 | 1. Mask, prep and patch all areas as needed. | 0.00 | 0.00 |
| 1 | 2. Apply one coat prime to all areas being painted. | 0.00 | 0.00 |
| 1 | 3. Apply two coats finish. | 0.00 | 0.00 |
| 1 | ***This price includes all labor, materials and equipment necessary to complete project. | 2,800.00 | 2,800.00 |

[Signature]
5/22/18 18-235

Total 2,800.00

PLEASE SIGN AND RETURN TO BEGIN WORK AS SOON AS POSSIBLE.

Thank you for your business.

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JUNE 12, 2018

SUBJECT: B.2.k. APPROVE CHANGE ORDER 1, PROJECT 18-17F PROPOSITION 39 EXTERIOR LIGHTING UPGRADE

ACTION

ISSUE: Shall the Board approve Change Order 1, Project 18-17F Proposition 39 Exterior Lighting Upgrade?

BACKGROUND: On March 20, 2018, the Board awarded a construction contract Taft Electric Company, Inc., for Project 18-17F, Phase 2 Districtwide Exterior Lighting Upgrade, funded from the Proposition 39 Energy Funding grant. During the course of the project, District staff requested that the contractor delete the contractual scope of work specified for Red Oak Elementary School and add to the contractual scope of work to include upgrades at the District Office, Medea Creek Middle School, and Oak Park High School. The credit amount received from the work eliminated at Red Oak Elementary School is precisely offset by the increase amount for the added work at the District Office, Medea Creek Middle School, and Oak Park High School, netting to no change in the original contract amount of \$135,782. Although there is no cost impact to this change order, it is necessary to obtain the Board's approval for the change in the scope of work to be performed under this contract. It is recommended by District staff that the Board approve Change Order 1.

ALTERNATIVES:

1. Approve Change Order 1 to the contract with Taft Electric Company, Inc. for Project 18-17F Proposition 39 Exterior Lighting Upgrade, modifying the project's scope of work, with no increase to the original contract amount of \$135,782.
2. Do not approve Change Order 1.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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



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

CHANGE ORDER 18-17S-1
06-12-18

PROJECT NUMBER: 18-17S
PROJECT NAME: PHASE 2 DISTRICTWIDE PROPOSITION 39 EXTERIOR LIGHTING UPGRADE
CONTRACTOR: TAFT ELECTRIC COMPANY, INC.
SCOPE OF WORK: SCOPE CHANGE ONLY (NO COST): ELIMINATE ORIGINAL CONTRACT SCOPE AT RED OAK ES (DEDUCTIVE CHANGE); ADD CONTRACT SCOPE AT DISTRICT OFFICE, MEDEA CREEK MS AND OAK PARK HS (ADDITIVE CHANGE) - **SEE ATTACHED.**

COST:

| | |
|--|----------------|
| Original Contract Amount | \$ 135,782.00 |
| Previous Approved Change Orders | \$ 0.00 |
| This Change Order – Modify/Decrease Original Scope (Deductive) | \$ (17,381.00) |
| This Change Order – Modify/Increase Contract Scope (Additive) | \$ 17,381.00 |
| Net Amount This Change Order | \$ 0.00 |
| Adjusted Contract Amount | \$ 135,782.00 |

TIME:

| | |
|---|---------------|
| Original Contract Completion Date | June 30, 2018 |
| Previous Approved Completion Extension Days | None |
| Completion Days Extension This Change Order | None |
| Adjusted Contract Completion Date | June 30, 2018 |

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

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

OAK PARK UNIFIED SCHOOL DISTRICT

CONTRACTOR:

By _____

By _____

Date _____

Date _____

OPUSD FACILITIES/CONSTRUCTION MANAGER

ARCHITECT/ENGINEER: **NONE**

By _____

By _____

Date _____

Date _____

TAFT ELECTRIC COMPANY

ELECTRICAL CONTRACTORS

STATE LICENSE NO. 772245

P. O. BOX 3416 - 1694 EASTMAN AVENUE - VENTURA, CALIFORNIA 93003 - (805) 642-0121 - FAX (805) 650-9015

ELECTRICAL PROPOSAL & SCOPE OF WORK
OPUSD PHASE 2 LIGHTING UPGRADE-BID #0774

February 9, 2018

We are pleased to present our scope of work and proposal for the above project. We are a union Contractor, California Contractor's License #772245/C-10. Taft Electric Company will furnish and install the electrical material required per job walk. Our price for this work, including Taft Electric's qualifications and exclusions listed below is as follows:

BASE BID ELECTRICAL.....LABOR/LIGHTS \$61,236.....LABOR ONLY \$25,815**BREAK DOWN PER SCHOOL:**

| | | |
|---------------------------|----------------------------|--------------------|
| DISTRICT OFFICE..... | LABOR/LIGHTS \$21,603..... | LABOR ONLY \$8,007 |
| BROOKSIDE..... | LABOR/LIGHTS \$3,573..... | LABOR ONLY \$2,495 |
| OAK PARK HIGH SCHOOL..... | LABOR/LIGHTS \$7,765..... | LABOR ONLY \$3,840 |
| RED OAK..... | LABOR/LIGHTS \$17,381..... | LABOR ONLY \$6,017 |
| OAK HILLS..... | LABOR/LIGHTS \$3,479..... | LABOR ONLY \$1,899 |
| MEDEA CREEK..... | LABOR/LIGHTS \$7,435..... | LABOR ONLY \$3,557 |

**CREDIT AMOUNT -
DELETED FROM SCOPE****SCOPE OF WORK:**

Install all lighting as per emailed list from Julie Suarez received 10/3/17. Lighting to be installed per sheet at each school to replace an existing light fixture.

QUALIFICATIONS:

Bid based on work performed during normal working hours of 6:30am-3pm Monday through Friday

Overtime, weekend and holiday rates do not apply

All fixtures installed to be a replacement of an existing light fixture

Bid includes use of bucket truck at every site that will need one.

EXCLUSIONS:

1. Temporary power and lighting.
2. Cutting, patching and replacement of pavement and sidewalk.
3. All permit costs and fees.
4. Utility charges and fees.
5. Cost of a Bond. We are bondable at 1%.
6. All formed and finished concrete, housekeeping pads, and light pole bases.
7. Access panels, telephone plywood backboards and fire rated cabinet enclosures.
8. HVAC and EMS equipment, devices, low voltage conduit, wire and terminations.
9. Surveying and staking.
10. Trenching and backfill
11. Painting, patching or drywall repair
12. Pipe runs and wire pulls to newly fed boxes or lights

If you have any questions please do not hesitate to contact the undersigned..

Sincerely

Mark Tovias 

TAFT ELECTRIC COMPANY

Service Department Manager

Office: 805.654.7923

Cell: 805-207-1163

mtovias@taftelectric.com

C:\Users\mtovias\Desktop\Div 250 Service Dept\Quotes\Quotes\2017\OPUSD\0774 OPUSD PHASE 2 LIGHTING\OPUSD LIGHTING UPGRADE PHASE 2 rev1.doc

PLEASE NOTE: THESE PRICES WILL BE HELD VALID FOR (30) DAYS AFTER THE DATE OF BID

Yes 18-17F-2 c/c

TAFT ELECTRIC COMPANY

ELECTRICAL CONTRACTORS

STATE LICENSE NO. 772245

P. O. BOX 3416 - 1694 EASTMAN AVENUE - VENTURA, CALIFORNIA 93003 - (805) 642-0121 - FAX (805) 650-9015

ELECTRICAL PROPOSAL & SCOPE OF WORK OPUSD "Add 3 lights at the District Office" - BID #0882

May 16, 2018

We are pleased to present our scope of work and proposal for the above project. We are a union Contractor, California Contractor's License #772245/C-10. Taft Electric Company will furnish and install the electrical material required per job walk. Our price for this work, including Taft Electric's qualifications and exclusions listed below is as follows:

BASE BID ELECTRICAL..... \$1,494

Additional work included in total bid below:

"Oak Park High School, Add 4 lights and 1 bollard" \$8,907

"Medea Creek lighting upgrades" \$6,980

Grand total for 3 projects \$17,381

SCOPE OF WORK:

Bid #0882 Add 3 Acuity brand Lithonia OLW31 light fixtures for 3 spots at the District Office per instructions from Oscar Jimenez.

Scope of work for bid #0804 "Oak Park High School, Add 4 lights and 1 bollard" bid sheet included

Scope of work for bid #0811 "Medea Creek lighting upgrades" bid sheet included

QUALIFICATIONS:

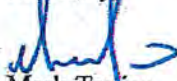
Bid based on work performed during normal working hours of 6:30am-3pm Monday through Friday
Overtime, weekend and holiday rates do not apply

EXCLUSIONS:

1. Temporary power and lighting.
2. Cutting, patching and replacement of pavement and sidewalk.
3. All permit costs and fees.
4. Utility charges and fees.
5. Cost of a Bond. We are bondable at 1%.
6. Surveying and staking.
7. Trenching and backfill
8. Painting, patching or drywall repair
9. Time spent or cost of safety or certification classes to work at facility

If you have any questions please do not hesitate to contact the undersigned.

Sincerely,



Mark Tovias

TAFT ELECTRIC COMPANY

Service Department Manager

Office: 805.654.7925

Cell: 805-207-1163

mtovias@taftelectric.com

Authorized signature to start work based
on bid amount listed above:

Signature: _____

Printed name: _____

Date: _____

C:\Users\mtovias\Desktop\Div 250 Service Dept\Quotes\Quotes\OPUSD\ADDED LIGHTS PHASE 2 PROJECTS\added lights at the DO\opUSD phase 2 extras.doc

PLEASE NOTE THESE PRICES WILL BE HELD VALID FOR (30) DAYS AFTER THE DATE OF BID

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 12, 2018
SUBJECT: B.2.1. AUTHORIZE AND AWARD CONTRACT FOR MEASURE S PROJECT 18-33S SOLAR INSTALLATION MAINTENANCE

ACTION

ISSUE: Shall the Board of Education authorize and award a contract for Measure S Project 18-33S, Solar Installation Maintenance, to be funded from the measure S Bond Fund?

BACKGROUND: At its meeting on November 14, 2017, the Board of Education approved the Notice of Completion for Project 17-01S, Solar Power Design/Build Contract with PFMG Construction, LTD. The District's acceptance of the project signaled the start of the one-year construction and maintenance warranty provided by the contract. Over the last six months, District maintenance and construction Staff have been obtaining and clarifying proposals for ongoing system maintenance and performance guarantees. Proposals have been received from three firms: PFMG Solar LLC, REC Solar, and Borrego Solar. A summary of the proposals follows this report for the Board's information. Staff and the Measure S Facility Subcommittee has completed its review and analysis of the proposals, and recommend the award of a contract to REC Solar per its proposal, for a 5-year term in the amount of \$51,211 annually.

ALTERNATIVES:

1. Authorize Measure S Project 18-33S, Solar Installation Maintenance, and establish a budget of \$205,000 and award a contract REC Solar per its proposal, for a 5-year term in the amount of \$51,211 annually, per the accompanying proposal, to be funded from the measure S Bond Fund.
2. Do not authorize and award a contract for Measure S Project 18-33S, Solar Installation Maintenance.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

Solar Maintenance Agreement Comparison (06/12/18)

| REC SOLAR | | | |
|--|---|---|----------------|
| MAINTENANCE TASKS | | INCLUDED IN COST | |
| PREVENTATIVE MAINTENANCE - GENERAL, ELECTRICAL, INVERTER, MONITORING EQUIPMENT | | ANNUAL 47 POINT CHECK + IR SCANS | |
| MODULE WASHING | | 2 X PER YEAR | |
| PERFORMANCE MONITORING | | M-F 8 AM - 5 PM | |
| REPORTING - MAINTENANCE CHECKLIST, PERFORMANCE, ANNUAL PRODUCTION | | 1 X PER YEAR | |
| REPAIR/TROUBLE SHOOT RESPONSE TIME | | 48 HOURS | |
| PERFORMANCE REVIEW - EXPECTED VS ACTUAL, SYSTEM AVAILABILITY | | MONITORED REMOTELY | |
| PERFORMANCE GUARANTEE 90% | | INCLUDED | |
| RESPONSE LEVEL | DESCRIPTION | REMOTE RESPONSE | FIELD RESPONSE |
| 1 | EMERGENCY OR CRITICAL SYSTEM PRODUCTION - INVERTER LOSS | 1/2 DAY | 1 DAY |
| 2 | NON- CRITICAL LOW PRODUCTION(80%- 90%) | 1/2 DAY | 2 DAYS |
| 3 | COMMUNICATIONS OR DAS ISSUE | 1 DAY | 2 DAYS |
| 4 | GENERAL ISSUE | 1 DAY | AS NEEDED |
| ANNUAL ESCALATOR | | (12 MONTHS POST BILLING START DATE, 2% ESCALATION EACH 12 MONTHS AFTER) | |
| SUBTOTAL | | 46,211 | |
| UNPLANNED MAINTENANCE | | 24/7 EMERGENCY SUPPORT/PRE-PAID T & M - HOURLY RATES, MOBILIZATION = \$5000 | |
| PERFORMANCE GUARANTEE | | INCLUDED IN COST | |
| TOTAL SUGGESTED BUDGET | | 51,211 | |

| PFMG SOLAR | | | |
|---|-------------|--|----------------|
| MAINTENANCE TASKS | | INCLUDED IN COST | |
| PREVENTATIVE MAINTENANCE - GENERAL, ELECTRICAL, INVERTER, MONITORING EQUIPMENT | | ANNUAL 17 POINT CHECK + IR SCANS | |
| MODULE WASHING | | 1 X PER YEAR | |
| PERFORMANCE MONITORING | | MONITORED REMOTELY 8AM TO 5PM M-F | |
| REPORTING - MAINTENANCE CHECKLIST, PERFORMANCE, ANNUAL PRODUCTION | | QUARTERLY | |
| REPAIR/TROUBLE SHOOT RESPONSE TIME | | RGENCY SUPPORT - REPAIRS WITHIN 30 DAYS | |
| PERFORMANCE REVIEW - EXPECTED VS ACTUAL, SYSTEM AVAILABILITY | | MONITORED REMOTELY | |
| PERFORMANCE GUARANTEE 90% | | INCLUDED | |
| RESPONSE LEVEL | DESCRIPTION | REMOTE RESPONSE | FIELD RESPONSE |
| STATES: IF ANY SYSTEM OUTAGES CANNOT BE RESTORED REMOTELY, SOLAR PV TECH MAY BE DISPATCHED TO CORRECT THE PROBLEM | | | |
| REFERS BACK TO ORIGINAL CONTRACT - REPAIRS WITHIN 30 DAYS | | | |
| ANNUAL ESCALATOR | | 3% | |
| SUBTOTAL | | \$38,800 | |
| UNPLANNED MAINTENANCE | | T & M - HOURLY RATES + TRAVEL, MEALS, LODGING + 15%= EST. \$5000 | |
| PERFORMANCE GUARANTEE | | INCLUDED IN COST | |
| TOTAL SUGGESTED BUDGET | | \$43,800 | |

| BORREGO SOLAR | | | |
|--|-------------|---|----------------|
| MAINTENANCE TASKS | | INCLUDED IN COST | |
| BASIC MAINTENANCE | | \$54,895 | |
| PREVENTATIVE MAINTENANCE - GENERAL, ELECTRICAL, INVERTER, MONITORING EQUIPMENT | | ANNUAL 19 POINT CHECK + IR SCANS | |
| MODULE WASHING | | 1 X PER YEAR | |
| PERFORMANCE MONITORING | | ACTIVE | |
| REACTIVE O&M | | | |
| REPORTING | | 1 X PER YEAR | |
| REPAIR/TROUBLE SHOOT RESPONSE TIME | | 24 HOURS | |
| PERFORMANCE REVIEW | | MONITORED REMOTELY | |
| PERFORMANCE GUARANTEE | | NOT INCLUDED IN BASE RATE | |
| RESPONSE LEVEL | DESCRIPTION | REMOTE RESPONSE | FIELD RESPONSE |
| REACTIVE PACKAGE: 24 HOUR RESPONSE TIME | | | |
| ANNUAL ESCALATOR | | 2% | |
| SUBTOTAL | | | \$54,895.00 |
| UNPLANNED MAINTENANCE | | T & M - HOURLY RATES, MOBILIZATION = \$5000 | |
| PERFORMANCE GUARANTEE | | NOT INCLUDED IN BASE RATE | |
| TOTAL SUGGESTED BUDGET | | \$59,895.00 | |

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JUNE 12, 2018

**SUBJECT: B.2.m. AUTHORIZE AND AWARD PURCHASE CONTRACT FOR
MEASURE S PROJECT 18-30S, MCMS LIBRARY COMPUTER
LAB REFRESH OF 8 IMACS AND 40 CHROMEBOOKS**

ACTION

ISSUE: Shall the Board authorize Measure S Technology Project 18-30S, MCMS Library Computer Lab Refresh of 8 iMacs and 40 Chromebooks, and award a purchase contract for specified equipment and software required for implementation, to be funded from the Measure S bond fund?

BACKGROUND: The Board of Education is respectfully requested to authorize Measure S Technology Project 18-30S, MCMS Library Computer Lab Refresh of 8 iMacs and 40 Chromebooks. The details and rationale for the purchase are outlined in the Technology Resource Request that follows this report.

The request has been reviewed and approved by the Measure S Technology Subcommittee, who recommends establishing a budget of \$47,000 for this project, and authorizing Educational Technology staff to solicit quotes and issue purchase contracts to the lowest responsive vendors, to be funded from the Measure S bond fund. Staff will return to a subsequent meeting of the Board to request ratification of the award of purchase contracts. As the full Measure S Committee will not meet again until September 2018, and the MCMS Library Computer Lab Refresh is needed in time for the start of school in August, it is respectfully that the Board approve this action as recommended by Measure S Technology Subcommittee.

ALTERNATIVES:

1. Authorize Measure S Technology Project 18-30S MCMS Library Computer Lab Refresh of 8 iMacs and 40 Chromebooks, establishing a budget of \$47,000, and authorize Educational Technology staff to solicit quotes and issue purchase contracts to the lowest responsive vendor, to be funded from the Measure S bond fund.
2. Do not authorize and award a purchase contract for this project.

RECOMMENDATION: Alternative No. 1

Prepared by: Enoch Kwok, Director, Educational Technology and Information Systems
Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

BOARD MEETING, JUNE 12, 2018
B.2.m. Authorize and Award Purchase Contract for
Measure S Project 18-30S, MCMS Library Computer
Lab Refresh of 8 iMacs and 40 Chromebooks

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

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

Technology Resource Request Form
MCMS Library Computer Refresh

<https://goo.gl/4qL7Va>

The following form should be completed by a site or district level administrator and submitted to the District Technology Committee to request the expenditures of district funds (not site based funds) to purchase new technology equipment, software, or services to be used at their school site.

1) Name of Administrator: Brad Benioff

2) Date Submitted: 4/24/2018

3) Describe specific equipment and or software/service requested (include quantities):

8 iMacs

2 color laser printers

40 Chromebooks in a cart

4) Describe the program(s), grade levels, students, etc. impacted by this technology acquisition and how it will be used to enhance instruction.

All students grades 6-8

5) Describe any pre-existing resources, technologies, that this technology will replace, refresh, or augment.

This replaces the 9 year old iMacs in the Library computer lab. Instead of replacing them all with iMacs, the site wishes to provision a cart of Chromebooks instead, and keep 8 new iMacs for printing and other higher end purposes.

6) Provide an estimate of the total cost of acquiring this technology resource.

8 iMacs ~ \$25,000

2 laser printers and spare toners ~\$4,000

40 Chromebooks ~ \$18,000

Total \$47,000 (note this is half the cost of replacing the lab with 36 new iMacs)

7) Identify who will be responsible to manage and take care of this equipment once it is received and put into operation.

MCMS staff and librarian

8) What is the requested time frame for acquiring these resources?

Summer 2018

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JUNE 12, 2018

SUBJECT: B.2.n. AUTHORIZE AND AWARD PURCHASE CONTRACT FOR MEASURE S PROJECT 18-29S INSTALL FLAT PANEL SCREENS AT MEDEA CREEK MIDDLE SCHOOL AND OPHS G9

ACTION

ISSUE: Shall the Board authorize Measure S Technology Project 18-29S, Install Flat Panel Screens at Medea Creek Middle School and OPHS G9, and award a purchase contract for specified equipment and software required for implementation, to be funded from the Measure S bond fund?

BACKGROUND: The Board of Education is respectfully requested to authorize Measure S Technology Project 18-29S, Install Flat Panel Screens at Medea Creek Middle School and OPHS G9. The details and rationale for the MCMS library purchase are outlined in the Technology Resource Request that follows this report. After review, the Measure S Technology Subcommittee recommended that a similar set up of three Smartboard flat panel screens be installed in the Room G-9 presentation room at Oak Park High School.

Educational Technology staff has solicited quotes for specified equipment and software required for implementation, and the following are the proposals of the lowest responsive vendor:

| VENDOR | EQUIPMENT/LICENSES | AMOUNT |
|--|--|-------------------|
| Alpha Solutions | MCMS - SMART Board SBID-7286 (1 ea), SBD-2075 (2 ea) | \$ 18,050 * |
| Alpha Solutions | OPHS - SMART Board SBID-7286 (1 ea), SBD-2075 (2 ea) | \$ 18,050 * |
| Total Equipment Cost (*plus applicable sales) | | \$ 36,100* |

The request was initially approved by the Measure S Technology Subcommittee. The full Measure S Committee approved the Subcommittee's recommendation at its meeting on May 7, 2018, and in turn recommends that the Board of Education authorize this project, establishing a budget of \$38,000, and to award purchase contracts to the vendors identified above, in the total amount of \$36,100 plus applicable sales tax, to be funded from the Measure S Bond Fund.

ALTERNATIVES:

1. Authorize Measure S Technology Project 18-29S Install Flat Panel Screens at Medea Creek Middle School and OPHS G9, establishing a budget of \$38,000, and to award purchase contracts to the vendor identified above, in the total amount of \$36,100 plus applicable sales tax, to be funded from the Measure S Bond Fund.
2. Do not authorize and award a purchase contract for this project.

RECOMMENDATION: Alternative No. 1

BOARD MEETING, JUNE 12, 2018
B.2.n. Authorize and Award Purchase Contract for
Measure S Project 18-29S Install Flat Panel Screens
At Medea Creek Middle School and OPHS G9
Page 2

Prepared by: Enoch Kwok, Director, Educational Technology and Information Systems
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 | _____ | _____ | _____ | _____ |

Technology Resource Request Form
MCMS Library Flat Panel Displays

The following form should be completed by a site or district level administrator and submitted to the District Technology Committee to request the expenditures of district funds (not site based funds) to purchase new technology equipment, software, or services to be used at their school site.

1) Name of Administrator: Brad Benioff

2) Date Submitted: 4/24/2018

3) Describe specific equipment and or software/service requested (include quantities):

Qty 1 - SMART Interactive Flatpanel Display 86" (7086)

Qty 2 - SMART Flat Panel Display 75" mounted to wall (2075)

4) Describe the program(s), grade levels, students, etc. impacted by this technology acquisition and how it will be used to enhance instruction.

Conversion of Library into mixed use, flexible seating configurable learning space
May be used by after school extended care program

5) Describe any pre-existing resources, technologies, that this technology will replace, refresh, or augment.

Existing 600 Series SMARTboard on cart

6) Provide an estimate of the total cost of acquiring this technology resource.

Total \$19,000

Smart 7086 FPD - \$10,000

Smart 2075 FPD (2) - \$5,000

Mounting and Installation \$4,000

Will check with After School Extended Care program and PFA/PTA to seek possible additional funding source

7) Identify who will be responsible to manage and take care of this equipment once it is received and put into operation.

MCMS library staff

8) What is the requested time frame for acquiring these resources?

Summer 2018

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JUNE 12, 2018

**SUBJECT: B.2.o. AUTHORIZE AND AWARD PURCHASE CONTRACT FOR
MEASURE S PROJECT 18-28S CHROMEBOOK REFRESH**

ACTION

ISSUE: Shall the Board authorize Measure S Technology Project 18-28S Chromebook Refresh and award of purchase contract(s) for specified equipment and software required for implementation, 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 a technology project to replace Chromebooks that are reaching the end of useful life. The Board of Education to is respectfully requested to authorize Measure S Technology Project 18-28S Chromebook Refresh. The details and rationale for the purchase are outlined in the Technology Resource Request that follows this report.

The request has been reviewed and approved by the Measure S Technology Subcommittee, who recommends establishing a budget of \$250,000 for this project, and authorizing Educational Technology staff to solicit quotes and issue purchase contracts to the lowest responsive vendors, to be funded from the Measure S bond fund. Staff will return to a subsequent meeting of the Board to request ratification of the award of purchase contracts. As the Chromebook refresh needs to be implemented in time for the start of school in August, it is respectfully that the Board approve this action as recommended by Measure S Technology Subcommittee.

ALTERNATIVES:

1. Authorize Measure S Technology Project 18-28S, Chromebook Refresh, establishing a budget of \$250,000, and authorize Educational Technology staff to solicit quotes and issue purchase contracts to the lowest responsive vendor, to be funded from the Measure S bond fund.
2. Do not authorize and award a purchase contract for this project.

RECOMMENDATION: Alternative No. 1

Prepared by: Enoch Kwok, Director, Educational Technology and Information Systems
Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

BOARD MEETING, JUNE 12, 2018
B.2.o. Authorize and Award Purchase Contract for
Measure S Project 18-28S Chromebook Refresh
Page 2

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

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

Technology Resource Request Form
District Chromebook Refresh (Summer 2018)

The following form should be completed by a site or district level administrator and submitted to the District Technology Committee to request the expenditures of district funds (not site based funds) to purchase new technology equipment, software, or services to be used at their school site.

1) Name of Administrator: Enoch Kwok

2) Date Submitted: 1/23/2018

3) Describe specific equipment and or software/service requested (include quantities):

428 Chromebooks and associated licensing for Chromebook management (Chrome Admin and GoGuardian)

4) Describe the program(s), grade levels, students, etc. impacted by this technology acquisition and how it will be used to enhance instruction.

Districtwide refresh of obsolete End Of Life Chromebooks

5) Describe any pre-existing resources, technologies, that this technology will replace, refresh, or augment.

428 first generation Chromebooks (200 HP Chromebook 14" Gen1, 228 Dell Chromebook 11" Gen 1s) are End Of Life and Google is dropping support for them in the 2018-19 school year. These were originally purchased in 2013 and 2014 and are now 4 or 5 years old.

6) Provide an estimate of the total cost of acquiring this technology resource.

\$250,000

7) Identify who will be responsible to manage and take care of this equipment once it is received and put into operation.

Tech Department

8) What is the requested time frame for acquiring these resources ?

Summer 2018

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JUNE 12, 2018

**SUBJECT: B.2.p. AUTHORIZE AND AWARD PURCHASE CONTRACT FOR
MEASURE S PROJECT 18-31F 3-D PRINTERS TO BE FUNDED
BY VCI GRANT AND MEASURE S BOND FUND**

ACTION

ISSUE: Shall the Board authorize Technology Project 18-31F, purchase of 3-D Printers, and award purchase contracts for specified equipment and software required for implementation, to be funded from the Ventura County Innovates (VCI) Grant and Measure S Bond Fund?

BACKGROUND: The Board of Education is respectfully requested to authorize Technology Project 18-31F, 3-D Printers to be Funded by VCI Grant and Measure S Bond Fund. The details and rationale for the purchase are outlined in the Technology Resource Request that follows this report. Educational Technology staff has solicited quotes for specified equipment and software required for implementation, and the following are the lowest responsive vendors:

| VENDOR | EQUIPMENT/LICENSES | AMOUNT |
|--|--|-------------------|
| Polar 3D | Dremel printers (15 ea); Flashforge printers (20 ea) | \$ 26,993* |
| Polar 3D | Site licenses (1 ea) of Makers Empire and SteamTrax | \$ 1,498* |
| Padcaster | Padcaster Studio rigs (6 ea) | \$ 8,264* |
| Amazon | Associated supplies and tools (as needed) | \$ 5,000* |
| Total Equipment Cost (*plus applicable sales) | | \$ 41,755* |

The request was initially approved by the Measure S Technology Subcommittee. The full Measure S Committee approved the Subcommittee's recommendation at its meeting on May 7, 2018, and in turn recommends that the Board of Education authorize this project, establishing a budget of \$43,500, and to award purchase contracts to the vendors identified above, in the total amount of \$41,755 plus applicable sales tax, to be funded from the VCI Grant (\$12,000) and Measure S Bond Fund (\$31,500).

ALTERNATIVES:

1. Authorize Technology Project 18-31F, 3-D Printers to be Funded by VCI Grant and Measure S Bond Fund, establishing a budget of \$43,500, and award purchase contracts to the vendors identified above, in the amount of \$41,755 plus applicable sales tax, to be funded from the VCI Grant (\$12,000) and Measure S Bond Fund (\$31,500)
2. Do not authorize and award a purchase contract for this project.

RECOMMENDATION: Alternative No. 1

BOARD MEETING, JUNE 12, 2018

Authorize and Award Purchase Contract for
Measure S Project 18-31F 3-D Printers to be
Funded by VCI Grant and Measure S Bond Fund
Page 2

Prepared by: Enoch Kwok, Director, Educational Technology and Information Systems
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 | _____ | _____ | _____ | _____ |

Technology Resource Request Form
Districtwide Creativity and Innovation Space Equipment
<https://goo.gl/MRd6Ct>

The following form should be completed by a site or district level administrator and submitted to the District Technology Committee to request the expenditures of district funds (not site based funds) to purchase new technology equipment, software, or services to be used at their school site.

1) **Name of Administrator:** Enoch Kwok

2) **Date Submitted:** April 20, 2018 (revised 5/7/2018)

3) **Describe specific equipment** and or software/service requested (include quantities):

- 3D Printers (easy to use single head extruder) Buy 20 (**\$10,400**)
 - Flashforge Inventor IIS (\$520 each after GEAP discount)
- 3D Printers (advanced, larger print size, single extruder for HS) Buy 15 (**\$18,000**)
 - Dremel 3D45 (\$1200 each after GEAP discount)
- 3D printing software and curriculum for \$1500/year per school (subscription based)
 - Makers Empire K-8 \$1000/yr per school x 6 schols (**\$6000**)
 - SteamTrax Engineering based 3D printing Curriculum Gr5-12 \$500/yr per school - single license (**\$500**)
 -
- 3D printing Supplies - Filament, tools, accessories (**\$5000**)
- Padcaster Studio (\$1400 each) turns an iPad into video recording studio. Buy 6 (one for each school site = **\$8400**)

4) **Describe the program(s), grade levels, students, etc. impacted** by this technology acquisition and how it will be used to enhance instruction.

All Students K-5 will have access to the computer labs which are being transformed into Creativity and Innovation Spaces. Students in technology electives at the middle school and OVHS/OPIS will have access to the 3D printers within their classes, while other non-technology based classes may elect to incorporate 3D printing to create physical artifacts for their respective subject areas or to illustrate certain math, design, or creative process within a lesson.

The High School 3D printers will help to support the engineering classes and will be an important component of the Engineering pathways being developed there.

5) **Describe any pre-existing resources, technologies,** that this technology will replace, refresh, or augment.

HS has a single 3D printer in Mr. Ken Jones' classroom and a commercial grade 3D printer in Mr. Prescott's workshop. These limited number of 3D printers are not enough to allow a whole classroom of students to get personal, hands on experience with 3D printing.

Each site needs to have a bank of 3D printers to enable small groups of students to be able to print multiple objects in parallel.

6) Provide an estimate of the total cost of acquiring this technology resource.

\$43,500 Total

- Measure S to provide \$31,500
- OPHS VC Innovates contributing \$12,000

The 3D printers are being purchased at a discounted price (40% off, subsidized by GE) through a grant application from the GE Additive Program and run through Maker's Empire, a K12 consultancy that focuses on 3D printing and STEAM in K-12 classrooms

7) Identify who will be responsible to manage and take care of this equipment once it is received and put into operation.

Tech TOSAs will train elementary and MS computer lab instructors to use and manage the equipment.

Engineering teachers at HS will manage the equipment in their room.

School sites will be responsible for purchasing expendable supplies on an ongoing basis.

8) What is the requested time frame for acquiring these resources ?

Summer 2018

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JUNE 12, 2018

**SUBJECT: B.2.q. AUTHORIZE AND AWARD PURCHASE CONTRACT FOR
MEASURE S PROJECT 18-35S PURCHASE OF CHROMEBOOK
CART FOR FIFTH GRADE CLASSES AT BROOKSIDE
ELEMENTARY SCHOOL**

ACTION

ISSUE: Shall the Board authorize Measure S Technology Project 18-35S, Purchase of Chromebook Cart for Fifth Grade Classes at Brookside Elementary School, and authorize Educational Technology staff to solicit quotes and issue purchase contracts to the lowest responsive vendor(s) for specified equipment and software, to be funded from the Measure S bond fund?

BACKGROUND: The Board of Education is respectfully requested to authorize Measure S Technology Project 18-35S, Purchase of Chromebook Cart for Fifth Grade Classes at Brookside Elementary School. The details and rationale for the purchase are outlined in the Technology Resource Request that follows this report. The request has been reviewed and approved by the Measure S Technology Subcommittee, who recommends establishing a budget of \$18,000 for this project, and authorizing Educational Technology staff to solicit quotes and issue purchase contracts to the lowest responsive vendor, to be funded from the Measure S bond fund. Staff will return to a subsequent meeting of the Board to request ratification of the award of purchase contracts. As the full Measure S Committee will not meet again until September 2018, and the Chromebook cart is needed in time for the start of school in August, it is respectfully that the Board approve this action as recommended by Measure S Technology Subcommittee.

ALTERNATIVES:

1. Authorize Measure S Technology Project 18-35S, Purchase of Chromebook Cart for Fifth Grade Classes at Brookside Elementary School, establishing a budget of \$18,000, and authorize Educational Technology staff to solicit quotes and issue purchase contracts to the lowest responsive vendor, to be funded from the Measure S bond fund.
2. Do not authorize this project.

RECOMMENDATION: Alternative No. 1

Prepared by: Enoch Kwok, Director, Educational Technology and Information Systems
Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

BOARD MEETING, MAY 17, 2018
B.2.q. Authorize and Award Purchase Contract for Measure S
Project 18-35S Purchase of Chromebook Cart for
Fifth Grade Classes at Brookside Elementary School
Page 2

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

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

Technology Resource Request Form
Chromebook Cart for BES 5th Grade
<https://goo.gl/h7G6RD>

The following form should be completed by a site or district level administrator and submitted to the District Technology Committee to request the expenditures of district funds (not site based funds) to purchase new technology equipment, software, or services to be used at their school site.

1) Name of Administrator: Enoch Kwok

2) Date Submitted: 5/22/2018

3) Describe specific equipment and or software/service requested (include quantities):

1 cart of Chromebooks for 5th Grade at BES

4) Describe the program(s), grade levels, students, etc. impacted by this technology acquisition and how it will be used to enhance instruction.

In the 2018-19 school year, the 5th grade at BES is going to have one additional class compared to the year before due to a “bubble” in the student population migrating from grade 4 to grade 5. All Grade 5 classrooms in OPUSD have a Chromebook cart for a 1 to 1 learning environment. An additional Chromebook cart needs to be added to the existing 3 Chromebook carts designated for 5th grade at BES for the 2018-19 school year to maintain this standard.

5) Describe any pre-existing resources, technologies, that this technology will replace, refresh, or augment.

3 existing Chromebook carts at BES for the 3 5th grade classrooms there now.

6) Provide an estimate of the total cost of acquiring this technology resource.

\$18,000

7) Identify who will be responsible to manage and take care of this equipment once it is received and put into operation.

Chromebook cart will be housed in 5th grade classroom and overseen by the 5th grade teacher.

8) What is the requested time frame for acquiring these resources ?

Summer 2018

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JUNE 12, 2018

SUBJECT: B.2.r. APPROVE NOTICE OF COMPLETION, PROJECT 18-23S, PAINTING OF STADIUM RAILING AT OAK PARK HIGH SCHOOL

ACTION

ISSUE: Shall the Board approve the Notice of Completion for Project 18-23S, Painting of Stadium Railing at Oak Park High School, contracted with Pierre's Welding and Skyline Painting.?

BACKGROUND: On May 17, 2018, the Board of Education authorized the award of a contract for Project 18-23S, Painting of Stadium Railing at Oak Park High School, contracted with Pierre's Welding, of Thousand Oaks, CA, and Skyline Painting, of Woodland Hills, CA.

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 and review. It is recommended that the Board approve the Notice of Completion accepting the finished project.

ALTERNATIVES:

1. Approve the Notice of Completion for Project 18-23S, Painting of Stadium Railing at Oak Park High School, contracted with Pierre's Welding, of Thousand Oaks, CA, and Skyline Painting, of Woodland Hills, CA.
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 | _____ | _____ | _____ | _____ |

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; and Oak View High School, 5701 Conifer Street, Oak Park, CA 91377

That on or about May 17, 2018 the said Oak Park Unified School District of Ventura County entered into a contract with Pierre's Welding, of Thousand Oaks, CA, and Skyline Painting, of Woodland Hills, CA, for Project 18-23S, Painting of Stadium Railing on certain real property hereinbefore described: that said building and improvements were actually completed on June 12, 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 18-23S, PAINTING OF STADIUM RAILING
AT OAK PARK HIGH SCHOOL**

PROJECT NUMBER AND TITLE

- **TITLE:** PROJECT 18-23S – Painting of Stadium Railing at Oak Park High School
- **DESCRIPTION:** 1. Repair the Handrail 2. Paint the Handrails 3. Paint Back Score Board
- **DATE: OF AUTHORIZATION:** MAY 17, 2018

PROJECT BUDGET

- **AMOUNT:** \$20,650.00
 - **DATE OF AUTHORIZATION:** MAY 17, 2018
-

AWARD OF CONTRACT

- **DATE OF BOARD AWARD:** MAY 17, 2018

CONTRACTOR INFORMATION

- **COMPANY NAME:** Pierre's Welding
- **LOCATION:** Thousand Oaks, CA
- **COMPANY NAME:** Skyline Painting
- **LOCATION:** Woodland Hills, CA

CONTRACT AMOUNT

- **ORIGINAL CONTRACT AMOUNT:** \$20,650.00
 - Pierre's Welding: \$3,650.00
 - Skyline Painting: \$17,000.00

CONTRACTORS CHANGE ORDERS

- **NUMBER OF CHANGE ORDERS:** 1
 - **TOTAL COST OF ALL CHANGE ORDERS:** \$2,800
 - **REVISED CONTRACT AMOUNT:** \$23,450
-

NOTICE OF COMPLETION

- **DATE OF APPROVAL:** JUNE 12, 2018
- **FINAL CONTRACT AMOUNT:** \$23,450

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JUNE 12, 2018

SUBJECT: B.2.s. APPROVE NOTICE OF COMPLETION, PROJECT 18-27R, V SWALE REPAIRS AT OAK PARK HIGH SCHOOL

ACTION

ISSUE: Shall the Board approve the Notice of Completion for Project 18-27R, V Swale Repairs at Oak Park High School, contracted with Hughes General Engineering.?

BACKGROUND: At its meeting earlier this evening, it is anticipated that the Board of Education will have ratified the award of a contract for Project 18-27R, Project 18-27R, V Swale Repairs at Oak Park High School, contracted with Hughes General Engineering, of Camarillo, CA.

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 and review. It is recommended that the Board approve the Notice of Completion accepting the finished project.

ALTERNATIVES:

1. Approve the Notice of Completion for Project 18-27R, V Swale Repairs at Oak Park High School, contracted with Hughes General Engineering, of Camarillo, CA.
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 | _____ | _____ | _____ | _____ |

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 May 21, 2018 the said Oak Park Unified School District of Ventura County entered into a contract with Hughes General Engineering, of Camarillo, CA, for Project 18-27R V Swale Repairs at Oak Park High School, contracted with on certain real property hereinbefore described: that said building and improvements were actually completed on June 12, 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 18-27R, V SWALE REPAIRS
AT OAK PARK HIGH SCHOOL**

PROJECT NUMBER AND TITLE

- **TITLE:** PROJECT 18-27R – V Swale Repairs at Oak Park High School
- **DESCRIPTION:** Repair, Demo, and Haul Existing Damaged V Swale. Grade Compact Slope, Receive New V Swale, Concreate Pad, Install New Rebar, Backfill, and Finish Concreate
- **DATE: OF AUTHORIZATION:** JUNE 12, 2018

PROJECT BUDGET

- **AMOUNT:** \$13,600.00
 - **DATE OF AUTHORIZATION:** JUNE 12, 2018
-

AWARD OF CONTRACT

- **DATE OF BOARD AWARD:** JUNE 12, 2018

CONTRACTOR INFORMATION

- **COMPANY NAME:** Hughes General Engineering
- **LOCATION:** Camarillo, CA

CONTRACT AMOUNT

- **ORIGINAL CONTRACT AMOUNT:** \$13,600.00
 - Fence Factory: \$13,600.00

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:** JUNE 12, 2018
- **FINAL CONTRACT AMOUNT:** \$13,600.00

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JUNE 12, 2018

SUBJECT: B.2.t. APPROVE NOTICE OF COMPLETION, PROJECT 18-32R, FENCE AT CUL-DE-SAC NEAR OAK PARK HIGH SCHOOL

ACTION

ISSUE: Shall the Board approve the Notice of Completion for Project 18-32R, Fence at Cul-de-Sac Near Oak Park High School, contracted with Fence Factory.?

BACKGROUND: At its meeting earlier this evening, it is anticipated that the Board of Education will have ratified the award of a contract for Project 18-32R, Fence at Cul-de-Sac Near Oak Park High School, contracted with Fence Factory, of Moorpark, CA.

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 and review. It is recommended that the Board approve the Notice of Completion accepting the finished project.

ALTERNATIVES:

1. Approve the Notice of Completion for Project 18-32R, Fence at Cul-de-Sac Near Oak Park High School, contracted with Fence Factory, of Moorpark, CA.
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 | _____ | _____ | _____ | _____ |

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 May 11, 2018 the said Oak Park Unified School District of Ventura County entered into a contract with Fence Factory, of Moorpark, CA, for Project 18-32R, Fence at Cul de Sac Near Oak Park High School on certain real property hereinbefore described: that said building and improvements were actually completed on June 12, 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 18-32R, FENCE AT CUL DE SAC
NEAR OAK PARK HIGH SCHOOL**

PROJECT NUMBER AND TITLE

- **TITLE:** PROJECT 18-32R – Fence at Cul de Sac Near Oak Park High School
- **DESCRIPTION:** Install and Supply Rail Pole Craft Fencing & Gate Along Oak Hill Road & Rio Vista
- **DATE: OF AUTHORIZATION:** JUNE 12, 2018

PROJECT BUDGET

- **AMOUNT:** \$16,015.38
 - **DATE OF AUTHORIZATION:** JUNE 12, 2018
-

AWARD OF CONTRACT

- **DATE OF BOARD AWARD:** JUNE 12, 2018

CONTRACTOR INFORMATION

- **COMPANY NAME:** Fence Factory
- **LOCATION:** Moorpark, CA

CONTRACT AMOUNT

- **ORIGINAL CONTRACT AMOUNT:** \$16,015.38
 - Fence Factory: \$16,015.38

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:** JUNE 12, 2018
- **FINAL CONTRACT AMOUNT:** \$16,015.38

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JUNE 12, 2018

**SUBJECT: B.2.u. APPROVE AND AUTHORIZE MEASURE R PROJECT 18-34R,
PHASE 1 - PURCHASE AND RENOVATION OF EXTENDED CARE
PROGRAM CLASSROOM BUILDINGS**

ACTION

ISSUE: Shall the approve and authorize Measure R Project 18-34R, Phase 1 - Purchase and Renovation of Extended Care Program Classroom Buildings?

BACKGROUND: At its meeting on January 16, 2018, the Board of Education authorized the establishment of the OPUSD Extended Care program, to operate on the Brookside, Oak Hills, Red Oak, and Medea Creek campuses. beginning with the 2018-19 school year. Rancho Simi Recreation and Parks District (RSRPD) currently has a total of four classroom buildings on these campuses, one each at OHES and MCMS, and two located at ROES. Since RSRPD will cease its AM/PM program on August 3, 2018, and the OPUSD Extended Care program will begin on August 7, 2018, OPUSD staff has reached out to RSRPD to express an interest in acquiring the four AM/PM buildings, which was positively received by RSRPD. Such a transaction, if approved by the Board is mutually beneficial, saving time and expense for both agencies.

Two of the AM/PM buildings are currently leased from Mobile Modular. Although not DSA certified, they were installed in 2013 (ROES) and 2014 (MCMS) to DSA standards under the supervision of the OPUSD construction manager. The buyout of these leases is \$36,555 and \$43,555 respectively. RSRPD has offered the other two older buildings, at OHES and ROES, for \$10,000 each. The roofs and HVAC systems on all four buildings are in good repair, and OPUSD construction management staff estimates that the four classrooms can be renovated (interior and exterior painting, new carpet and ceiling, etc.) for about \$15,000 each. If approved by the Board, this work can be completed before the OPUSD extended care program starts in August.

It is respectfully requested that the Board authorize Project 18-34R, Phase 1 - Purchase and Renovation of Extended Care Program Classroom Buildings, establishing a total budget for the acquisition and renovation of the four buildings at \$160,000, to be funded from the Measure R bond fund.

Authorization and approval of Phase 2 of this project, obtaining certification of the buildings by the Division of the State Architect, will be presented to the Board for action at its August meeting.

ALTERNATIVES:

1. Approve and authorize Project 18-34R, Phase 1 - Purchase and Renovation of Extended Care Program Classroom Buildings, establishing a total budget for the acquisition and renovation of the four buildings at \$160,000, to be Funded from the Measure R bond fund.
2. Do not Approve and authorize Project 18-34R.

RECOMMENDATION: Alternative No. 1

BOARD MEETING, JUNE 12, 2018
B.2.u. Approve and Authorize Measure R Project 18-34R,
Phase 1 - Purchase and Renovation of Extended
Care Program Classroom Buildings
Page 2

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 12, 2018
SUBJECT: B.3.a. APPROVE NEW POSITION AND JOB DESCRIPTION OF SITE LEADER – EXTENDED CARE PROGRAM

ACTION

ISSUE: Shall the Board approve the new classified position and job description of Site Leader for the Extended Care Program?

BACKGROUND: In establishing the new Childcare Program, staff is recommending the approval of the position and job description of Site Leader – Extended Care Program. Under the direction of the Director of Extended Care, each Site Leader will oversee all aspects of the before and after-school program for his/her given site. The Site Leader will serve as the point person for parents, school staff, and district staff and will be responsible for the daily operations of the program. A copy of the proposed job description is attached for the Board's review.

ALTERNATIVES: 1. Approve the position and job description of Site Leader- Extended Care Program
2. Do not approve the position and job description of Site Leader - Extended Care Program

RECOMMENDATION: Alternative 1.

Prepared by: Leslie Heilbron, Assistant Superintendent, Human Resources

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT
EXTENDED CARE SITE LEADER

DEFINITION

This is an 8 hour day, 11 Month Position

Salary: Range 14 on the Classified salary schedule CC & CH & CB2

Under general supervision of the Director Extended Care Program, the Site Leader is responsible for the management of all functions related to the operation of the before and after school program.

ESSENTIAL DUTIES

- Plans, supervises, organizes, schedules, and monitors activities for students, attending to their individual and developmental needs
- Assumes responsibility for the safety of children while establishing and maintaining a safe and healthy environment
- Attends occasional events outside of normal work hours
- Models use of a variety of techniques and strategies that enhance and develop the social, emotional, physical, and cognitive development of children while treating them with dignity and respect; utilizing a patient, sensible and respectful tone and demeanor
- Models management strategies that provide a warm, caring, and stimulating environment for children that will help children learn to think creatively, solve problems independently, and to respect themselves *and* others
- Communicates concerns and issues regarding individual students with parents and Program Director
- Regularly Communicates with parents via phone and eMail and sends newsletters
- Communicates regularly with school site administration and staff
- Models and mentors staff with appropriate student interaction for control and discipline strategies
- Supervises and maintains use of program equipment
- Establishes, promotes, maintains and encourages good working relationships and ongoing communication with school administration, staff, assistants, children, parents and community
- Plans and implements regular staff meetings, staff development and training of staff with all aspects of their position
- Plans work schedules, supervises staff and assists with planning
- Coaches, counsels, and conducts staff evaluations appropriately and efficiently for all staff in a collaborative role with the Program Director
- Assists in recruiting, interviewing, hiring, and training staff to maintain a high quality program
- Maintains and ensures accuracy and timely collection of tuition accounts and/or other program paperwork requirements
- Meets with parents as needed
- Assists in the planning and the managing of the site's operational budget as approved
- Models good stewardship for school facilities, playground equipment, and program supplies

- Prevents and handles emergencies, accidents, and injuries, appropriately when they occur as well as, administering authorized medication and completing necessary paperwork
- Performs CPR and First Aid as necessary
- Safely and properly administers medication to students
- Assures that regulations regarding health and safety are in place
- Assists Program Director in evaluating program and curriculum
- Performs related duties as assigned by district personnel
- Maintains confidentiality at all times

EMPLOYMENT STANDARDS

KNOWLEDGE OF:

- Child development theory and practice
- Instructional, social, emotional and behavioral needs of children
- Program procedures and policies
- Management techniques
- Personnel procedures and policies
- Correct use of the English language both verbally and in writing

ABILITY TO:

- Establish and maintain a nurturing, safe, engaging, and caring environment for children
- Effectively communicate with parents and staff
- Effectively organize, coordinate, supervise and conduct various administrative activities
- Maintain accurate records
- Demonstrate good judgment in situations responding to parent, staff, and community concerns and in dealing with disciplinary situations
- Establish and maintain cooperative working relationships
- Provide leadership
- Physically and mentally react appropriately and immediately to unexpected circumstances
- Perform non-violent crisis intervention procedures, when appropriate (with training)
- Work both morning and afternoon hours each day (equivalent of full-time; 40 hours) Monday through Friday
- Work full time late-July through mid-June (211 days) including school breaks
- Program Hours of Operation: 6:45 AM – 6:30 PM
- Sample daily work schedule: 6:30 AM - 9:30 AM; 12:30 PM - 5:30 PM

TRAINING/EDUCATION/EXPERIENCE

- High School diploma or an equivalent, and the equivalent of at least 24 semester units of college-level coursework in early childhood education.
- Teacher Child Development Permit, or higher, as issued by California Commission on Teacher Credentialing OR completion of all necessary coursework requirements at the time of hire, whereby one is eligible to apply and obtain the official permit within 6 months of employment.
- Valid First-Aid and CPR (cardiopulmonary resuscitation) Certificates shall be obtained for permanency in this classification (within 6 months of employment) and must be renewed as necessary during employment.

DESIRABLE (NOT REQUIRED) TRAINING/EDUCATION/EXPERIENCE

- AA or Higher in Early Childhood Education / Child Development
- Recent experience in a structured child care / extended care / early childhood program

WORKING CONDITIONS

Work is performed in an office environment with demanding timelines and subject to frequent interruptions.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 12, 2018
SUBJECT: B.3.b. APPROVE UPDATED TECHNOLOGY ACCEPTABLE USE AGREEMENT FOR STAFF

ACTION

ISSUE: Shall the Board approve updated Technology Acceptable Use Agreement (AUA) for District staff?

BACKGROUND: This Staff Technology Acceptable Use Agreement (“Staff Tech AUA”) protects Oak Park Unified School District and its employees by providing guidelines and regulations regarding the appropriate use of District technology and District information and communication services. By using District technology, employees agree to abide by all of the terms described in this Acceptable Use Agreement. This AUA applies when staff are on or off site, and when using District-owned or personally owned devices. This AUA complements and supports Board Policy 4040. The recommended update of the Technology Acceptable Use Agreement for staff is included for the Board’s information and review.

ALTERNATIVES:

1. Approve the updated Technology Acceptable Use Agreement for District staff as presented.
2. Do not approve the updated Technology Acceptable Use Agreement.

RECOMMENDATION: Alternative No. 1

Prepared by: Enoch Kwok, Director, Educational Technology and Information Systems

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 | _____ | _____ | _____ | _____ |

OAK PARK UNIFIED SCHOOL DISTRICT **Staff Technology Acceptable Use Agreement**

This Staff Technology Acceptable Use Agreement (“Staff Tech AUA”) protects Oak Park Unified School District and its employees by providing guidelines and regulations regarding the appropriate use of District technology and District information and communication services. By using District technology, employees agree to abide by all of the terms described in this Acceptable Use Agreement. This AUA applies when staff are on or off site, and when using District-owned or personally owned devices. This AUA complements and supports Board Policy 4040.

District technology includes, but is not limited to, **District owned and/or district managed computing devices and peripherals** (e.g., computers, laptops, tablets, projection systems, printers, storage devices, wearable technology, etc.) **District network and communication devices/services** (telephones, wired and wireless networks including WiFi access points, emergency radios, email systems, file servers, etc.), and **District managed on-line services** (such as G-Suite/Google Apps For Education, EADMS, Aequitas Q Student Information System, etc.); access to online information sources; and future technological innovations.

Considerations reflected in this AUA include:

- Protecting the welfare of children;
- Protecting individuals’ right to privacy;
- Protecting intellectual and property rights;
- Respecting the rights of students, parents/guardians, and staff;
- Assuring technology resources are used to promote the District’s educational goals; and
- Assuring District information resources are accessible to all, well designed, and easy to navigate.

The District provides a wide range of District technology to its employees for the purpose of advancing the District’s educational mission, which includes classroom instruction, information processing for school business, and enhancing communication between District employees, parents, students, and community members. The District’s goal for using technology is to promote educational excellence in schools by providing appropriate access to all students; fully integrating technology into the daily curriculum; modeling and promoting digital citizenship; facilitating critical thinking, creativity, communication, and collaboration; and preparing students and educators to meet the challenge of participating in a dynamic global society.

All employees are expected to learn and use the available technological resources that will assist them in the performance of their job responsibilities. These resources are provided at the public’s expense and maintained by the District, and therefore, are to be used by employees with respect for the public trust through which they have been provided. The District intends to maintain a nonpublic forum, and the forums created by use of District technology are reserved for the District’s intended purposes.

Successful operation of District technology requires that all users conduct themselves in a responsible, confidential, ethical, professional, and polite manner, consistent with the District’s Mission and Goals, as well applicable laws and regulations. This AUA does not attempt to articulate every single required or prohibited behavior by users. The District Technology Department can provide additional guidance, support, or clarification when needed.

GENERAL TERMS AND CONDITIONS

1. Employees have no specific ownership or possessory right in the District-owned device used or in the information stored or created therein.
 - a. Upon receipt of a District-owned device, the employee may be the authorized possessor as defined in the California Electronic Communications Privacy Act (CalECPA). As an authorized possessor of a District-owned device, employees are responsible for using the device appropriately for employment related purposes.
 - b. Only the employee assigned by the District to the device may use the device.
 - c. The District may confiscate any District-owned device at any time and without cause. If the District confiscates a District-owned device, the employee is no longer the authorized possessor of the device.
 - d. District-owned devices are the property of the District. District-owned devices and the information contained therein may be assigned or used by other employees, on as-needed basis, in furtherance of the District's operational and administrative objectives.
2. Employees have no reasonable expectation of privacy in using District managed technology and services.
 - a. By using District technology, whether from personal or District-owned devices, employees grant specific consent, as defined by CalECPA, to the District to review and monitor all electronic communication information and electronic device information created, stored, or transmitted via District technology.
 - b. The data that employees create, store, and/or transmit using District technology and services is not private and is considered the property of the District, even when employees use a password to secure the device or service.
 - c. The District retains the right to inspect, delete, and report any apps, information, and files that find their way onto District-owned technology. Employees uncomfortable with this stipulation should refrain from loading personal information, files, apps, and email accounts onto District-owned devices.
 - d. Employees are prohibited from bringing illegal content onto District technology. The District will comply with all legal requirements for notification and reporting of any illegal activity or suspected illegal activity to law enforcement officials.
 - e. Employees who choose to access District technology services (e.g., the District's network) on their personal devices agree to turn over their personally owned devices and/or equipment when requested by law enforcement officials as a condition of accessing District technology services from those devices. Employees who do not agree to these stipulations must refrain from using their personally owned devices and equipment to access and communicate via District technology services.
 - f. Employees shall periodically examine their district electronic devices and purge them of personal files, photos, and videos unrelated to their educational mission.
3. All district staff and employees are to conduct official business and correspondence only through district provided or district managed accounts and not through personal accounts.
 - a. District/school business communications are subject to discovery pursuant to a subpoena, public records act request, or other lawful request.
 - b. Employees who conduct official district/school communications from their own personal, non-district issued accounts may open those personal accounts to discovery pursuant to a subpoena, public records act request, or other lawful request.

- c. District and/or school records maintained on any personally owned device or official communications sent or received on a personally owned device may open that device to be subject to discovery, pursuant to a subpoena, public records act request, or other lawful request.
 - d. District provided email accounts are strictly for educational business use and should not be used for personal purposes.
4. Accounts used to access to District technology services must be kept secure (e.g., device logins, email, file storage, student information systems, electronic grade books, attendance and grade reporting functions, etc.)
- a. Employees are to keep their passwords secure and should not write down their passwords anywhere near the computer or where a student might discover them.
 - b. Under no circumstances are employees to give their password(s) to students or let students input grades or attendance information into grade book/attendance programs.

PROHIBITED USES

The following non-exhaustive list is intended to provide employees with examples of prohibited conduct, but is not intended to serve as a comprehensive list of potential employee misconduct related to the impermissible use of District technology:

1. Creation and transmission of material that a recipient might consider disparaging, harassing, and/or abusive based on race, ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, and/or political beliefs.
2. Accessing, creating, publishing, or transmitting harmful or inappropriate matter that is sexually explicit, obscene, or threatening or that promotes any activity prohibited by law, Board policy, or administrative regulation;
3. Creating, transmitting, or publishing defamatory material;
4. Engaging in plagiarism;
5. Infringing upon copyright, including software, published texts, and student work, or storing and/or public showing of audio and video media for which proper license or ownership is not maintained;
6. Transmission of commercial and/or advertising material;
7. Political and/or religious proselytizing;
8. Intentionally interfering with the normal operation of District technology, including the willful propagation of computer viruses, use of spyware, or other malware;
9. Causing congestion or disruption to District technology services through inappropriate downloads of large files, streaming audio/video not directly related to providing instruction or district business, or other such non work related activities;
10. Accessing, changing, or using another person's account, files, output, records, or user name for which one does not have explicit authorization to do so.

LEGAL COMPLIANCE

District employees must obey all applicable laws and follow rules of professional conduct when using technology during the performance of their duties. Particular care should be exercised when transmitting confidential information about students, employees, and/or the business of the District. All staff should ensure that their activities while using technology are in compliance with the following federal and state laws:

1. The **Americans with Disabilities Act (1990)** and the **Rehabilitation Act of 1973 (sections 504 and 508)**, which establishes regulations to ensure accessibility to information technology and appropriate accommodations for those with disabilities.
2. The federal **Children's Internet Protection Act (CIPA)**, which protects the safety and privacy of minors. Consequently, the District uses appropriate filtering technology to monitor and screen access to the Internet, in an attempt to prevent online access to materials that are obscene, contain child pornography, or are harmful to minors.
3. The federal **Children's Online Privacy Protection Act (COPPA)**, which protects against the online collection of personal information from children under 13.
4. The federal **Digital Millennium Copyright Act (DMCA)**, which addresses copyright infringement with regards to digital media.
5. The federal **Family Educational Rights and Privacy Act (FERPA)**, which protects the rights of students regarding access to, amendment, and disclosure of information contained in education records.
6. The federal **Health Insurance Portability and Accounting Act (HIPAA)**, which protects the rights of students and employees regarding confidential health information.
7. The federal **Protection of Pupil Rights Amendment (PPRA)**, which concerns the administration of surveys to students that cover eight protected areas and ensuring student privacy, parental access to information, and prior parental consent.
8. The California **Chavez Bill AB 307 Educational Technology (2006)**, which address student and staff education in ethical use of technology, internet safety, plagiarism, copyright, and file sharing.
9. The California **Child Abuse and Neglect Reporting Act, AB 1775 (2014)**, which expands the definition of sexual abuse/exploitation to include a person who knowingly downloads, streams, or accesses digital media in which a child is engaged in an act of obscene sexual conduct.
10. The **California Electronic Communications Privacy Act (CalECPA)**, also known as Senate Bill 178 (2015), strengthens electronic privacy against access to data on electronic devices.
11. The California **Student Online Personal Information Protection Act (SOPIPA)**, Assembly Bill 1584 (2014) and Senate Bill 1177 (2014), which protect student information and records with regards to operators of websites, online services, and applications that are marketed and used for K-12 school purposes.

EQUIPMENT LOSS

In the event of damage or loss of District technology equipment, employees shall complete the District "Tech Equipment Loss Report Form" and submit it to the District Technology Department. If a District device is stolen from an employee, he/she must obtain a police report and attach it to the Loss Report Form. This may allow the District to seek reimbursement from its own insurance carrier in certain cases.

STAFF COMMUNICATIONS

Accountability, Discretion, and Professionalism: As in all social situations, employees should remember that they represent the District and recognize that they model adult behavior for our students. Social media activities may be visible to current, past, or prospective students, parents, colleagues, and community members. Employees should therefore exercise discretion and professionalism with *all* online communications and postings, both personal and job-related. Employees must understand that they are accountable for their postings, social media content, and other electronic communications. This is especially true for online activities conducted with a District e-mail address; while using District Technology; while on District property; and while discussing District-related activities or information.

Interacting online with colleagues, students, parents, and alumni should be considered the same as interacting with those individuals or groups face-to-face. Accordingly, the use of technology and electronic communication should be used to enhance effective communication and collaboration, creativity, and critical thinking skills. Social networking sites (e.g., Facebook, Instagram, Tumblr, Twitter, Pinterest, etc.), school-based content and learning management systems, e-mail, texting, picture and video based share sites (e.g., Vine and YouTube) should never be used to disparage, harass, intimidate, or violate privacy. The use of websites, blogs, wikis, and media share tools should always be used in accordance with standards of professionalism and employee conduct as outlined in this AUA.

Discretion and prudent judgment in social networking activities are essential for protecting the District, its students, and employees. If an Employee's activity on a social networking site, blog or personal website violates this AUA, the District reserves the right to request that the employee cease such activity and may take disciplinary action up to and including termination.

Teacher Maintained Webpages: Teachers and other Staff members shall ensure that webpages/websites they maintain shall be accessible to individuals with disabilities in compliance with Americans with Disabilities Act and Section 508 of the Rehabilitation Act of 1973. This may be done by adherence to Web Content Accessibility Guidelines (WCAG 2.0) which helps to ensure that webpages can be correctly interpreted by automatic screen reading devices:

- **Images:** All images must contain an "alt tag" or long description
- **Text Equivalents:** Provide text descriptions to logos, pictures, icons, and audio
- **Videos closed captioned:** All videos on a school/district webpage must have closed captioning embedded within the video
- **PDF Documents:**
 - PDF's must have Accessibility Tags (crafted in Acrobat Pro with Accessibility Tool enabled)
 - Forms must be fillable fields in PDF
 - PDF documents should not contain scanned images
 - Must convert scanned documents using OCR (Optical Character Recognition)
- **HTML Headings** - must use Headings ,<h1>, <h2>, <h3> in formatting webpage (not pasted from MS Word)
- **Tables** - Column and Row headings must be meaningful and descriptive
- **Animations** (Flash) - Avoid flashing or blinking, no more than 1 flash/sec, presentation transitions no less than 5 seconds
- **Links** : must not be broken, and those pointing outside of district/school should have a written warning that clicking on that link will cause the user to leave the district/school website.

Use of Student Images and Work: The District considers photographs (including digital photos) to be directory information and thus may be used without explicit permission by the District for non-commercial purposes within digital, online, and traditional publications in accordance with California Education Code section 49076 and Title 34 of the Code of Federal Regulations. In order to safeguard student privacy, staff shall not post photos and/or student work along with the names of students on school or district websites unless they have received explicit written permission from both student and parents to do so. Staff may post student photos and student work without names, or post student names without photos (unless a parent has submitted a Media Release OPT OUT Form to the school office indicating that they do not wish their child's photo to be published at all).

Use of Electronic Communication with Students: It is recommended that employees only communicate with students through District provided or sanctioned e-mail and other online platforms (e.g., GSuite/Google Apps for Education, Google Classroom, etc.). Employees shall refrain from messaging (e.g., iMessage, Snapchat, etc.) or any other texting, photo or video communication with students on a personal basis not directly tied to an educational activity. This is especially true with regard to services that are believed to disappear after receipt. Please see "Social Media Guideline and Best Practices" for more information.

Class Use of Social Networking: Employees may use social networking tools for appropriate educational purposes but should only use accounts created specifically for class communication and not a personal account. Such purposes may include clubs, athletic teams, and co-curricular activities. Employees must adhere to COPPA in relation to student privacy and identity. Please see "Staff Social Media Guideline and Best Practices" for more information.

Friending/Following: It is strongly recommended that employees do not have **personal** social networking relationships (e.g., "friend" or "following" relationships) from employee personal accounts with current students of any age or former students under the age of 18. Employees may use a dedicated, school-specific (non personal) social networking account to communicate, share and connect ("friend") with students for strictly educational purposes.

Use of Social Networks for Development, Alumni, and Admissions Purposes: The District has determined that it is in its best interest to establish a social networking presence (e.g., Facebook, Twitter, or other social media sites) for development, alumni relations, marketing, and other school-related purposes. All official contacts or postings to these sites will be under the direction of the District Office and Administration.

Employment-Related Friends (co-workers, supervisors, and subordinates): Employees in supervisor/subordinate relationships are strongly encouraged to use caution due to the potential for both parties to feel awkward or pressured to accept a "Friend" request for business purposes. Such awkwardness or pressure potentially impacts the work and social relationship, and may raise allegations and concerns about conflicts of interest, unequal treatment, discrimination, or harassment.

Public Information: Given the open nature of the Internet and social networks in particular, it is prudent for employees using social networks to assume that *none* of their personal content is private, including photos and videos.

Privacy Settings: Employees should carefully review their privacy settings and exercise care when posting content and information in their online profiles. We strongly encourage employees

to have the highest level of privacy settings on both their personal and professional accounts. Employees may wish to review their personal pages regularly, especially when content is posted by others.

FREE SPEECH

A District employee acting in an individual capacity and outside the scope of employment may, during non-working time, express views and opinions that do not necessarily state or reflect those of the District. Any such expression shall neither state nor imply that it is made on behalf of the District. A District employee shall not communicate information otherwise prohibited by District policy and procedures using District technology.

INTELLECTUAL PROPERTY

The District recognizes that a staff member may create instructional materials or online resources in the course of their employment in carrying out their duties as educators. Since the materials and resources were created while under employment by Oak Park Unified School District for the purpose of carrying out the staff member's duties, the district shall retain a non-exclusive perpetual license to use, modify, and adapt that material for additional uses in perpetuity. The materials and resources otherwise remains the property of the author who is free to take the material with them when they leave the district.

**OAK PARK UNIFIED SCHOOL DISTRICT
Staff Technology Acceptable Use Agreement**

Annual Acknowledgement and Signature Page

Oak Park Unified School District (“District”) employees are expected to review, understand, and abide by the policies described in the Staff Technology Acceptable Use Agreement and the accompanying procedures provided by the District Technology Department. This document is legally binding on employees, whether or not they have signed the Acceptable Use Agreement. District supervisors are required to enforce these policies consistently and uniformly. No supervisor has the authority to override the policies unless he or she obtains the written permission of the Superintendent. Signed Acceptable Use Agreements shall be kept on file at the District. Any employee who violates any provision of this Acceptable Use Agreement shall be considered as having acted in an individual capacity and outside the scope of employment and, as such, may be subject to disciplinary action, up to and including termination or criminal prosecution by government authorities. The following statements are provided in accordance with Board Policy 4040.

I have read and understand the Staff Technology Acceptable Use Agreement, the latest version of which is posted on the district website at www.opusd.org/staffaua. A copy of the Social Media Guidelines and Best Practices informational document can also be found there.

No Expectation of Privacy: I understand and acknowledge that I have no expectation of privacy when using District technology, as defined in the Staff Technology Acceptable Use Agreement.

No Possessory Interest: I understand and acknowledge that I have no specific ownership or possessory right in the District-owned devices I use or in the information stored or created therein. I understand and acknowledge that District-owned devices are the property of the District. District-owned devices and the information contained therein may be assigned or used by other employees.

District Access to Device: I understand and acknowledge that the District has the right and does periodically upload information from the District-owned device(s) assigned to me. I understand that the data I create, store, and/or transmit using District technology is not private and is considered the property of the District, even when I am provided my own password. I understand that the District will periodically access my District-owned device(s) (e.g., cellular telephone, computer (laptop and/or desktop), and/or other personal computing and communicating devices) to perform the following functions:

- (a) Repair or maintenance of the device;
- (b) Upgrade or update of the device;
- (c) Retrieval of information in response to Public Records Act;
- (d) Retrieval of records in compliance with the Pupil Record Act, Education Code section 49062, et seq., FERPA and AB 1584;
- (e) Conduct administrative searches of the device; and,
- (f) Fulfill the District's statutory duties and Board policies to maintain public records.

I also understand that any District or school records maintained on any of my personally owned devices, or messages sent or received on a personally owned device that is being used to conduct

District business may be subject to discovery and disclosure, pursuant to a subpoena or other lawful request.

In signing this agreement, I acknowledge that I have been reminded to purge my district issued devices and accounts of personal files, photos, and videos on a regular basis in order to protect my personal privacy and to ensure that there are sufficient resources remaining on the device/service to conduct district business.

I also acknowledge that I am aware of the need for all of my school and class webpages to be fully accessible to individuals with disabilities. In order to do so, I understand that my web pages should maintain compliance with Web Content Accessibility Guidelines (WCAG 2.0):

- **Images:** All images must contain an “alt tag” or long description
- **Text Equivalents:** Provide text descriptions to logos, pictures, icons, and audio
- **Videos closed captioned:** All videos on a school/district webpage must have closed captioning embedded within the video
- **PDF Documents:**
 - PDF’s must have Accessibility Tags (crafted in Acrobat Pro with Accessibility Tool enabled)
 - Forms must be fillable fields in PDF
 - PDF documents should not contain scanned images
 - Must convert scanned documents using OCR (Optical Character Recognition)
- **HTML Headings** - must use Headings ,<h1>, <h2>, <h3> in formatting webpage (not pasted from MS Word)
- **Tables** - Column and Row headings must be meaningful and descriptive
- **Animations** (Flash) - Avoid flashing or blinking, no more than 1 flash/sec, presentation transitions no less than 5 seconds
- **Links** : must not be broken, and those pointing outside of district/school should have a written warning that clicking on that link will cause the user to leave the district/school website.

I also understand that in order to comply with state and federal student privacy laws, I will **not** allow people who are not District employees (such as **parents, volunteers, students, children, spouses, or significant others**) to use or access my District-owned devices since confidential or protected student information or sensitive District information may be stored or accessed from there.

Employee Name: _____(Printed)

Employee Signature: _____

Date: _____Effective School Year: _____

TO: BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JUNE 12, 2018

**SUBJECT: B.4.a. APPROVE ADDITIONAL NOVEL FOR OAK PARK HIGH SCHOOL 12th
GRADE WOMEN'S LITERATURE COURSE**

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 play to its Senior English Seminar: Women's Literature Course. The course will involve the reading of a play *The Interference* in the classroom. A description is provided for the Board's reference. This course is being recommended by the Curriculum Council, who unanimously approved it at their May meeting.

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 | _____ | _____ | _____ | _____ |

12th Grade Women's Literature Course
Oak Park High School

Dear Curriculum Council,

I would like to solicit your approval for the following text: "The Interference," by Lynda Radley. This text will be used in the senior Women's Literature courses. "The Interference" is a contemporary play written in 2016 and first performed in the summer of 2016 at Scotland's Edinburgh Fringe Festival, where it won the Scotsman Fringe First Award for Innovation and the Broadway Bobby Award for innovation and outstanding new new writing." It was also "shortlisted for Amnesty International's Freedom of Expression Award" (See "The Interference," Pepperdine program).

In short, this new play was well-received and awarded for its approach in addressing an extremely important subject in the lives of many young men and women: Sexual assault in college campuses.

At the beginning of this Spring semester (2018) for Women's Literature, my women's lit class had a long and passionate discussion on sexual assault and the impact on both the victim and the alleged perpetrator. It was by far the most difficult discussion this semester for me to manage as the teacher.

Students need to have more information, more avenues to explore in preparation for a thorough discussion of the impact of sexual assault on both the accuser and the accused. I believe that "The Interference" does an excellent job of addressing this vital topic, which I believe supports a WASC goal of making student learning relevant to their lives.

Here is the https address for Dramatists Play Service, the organization from which I purchased a copy of the play. [Dramatists Play Services](https://www.dramatistsplayservice.com/). You can, on that site, open up a pdf preview of the play and read the first few pages.

I wrote to them asking about the cost of purchasing the play.
I do not yet know if the school would have to pay a fee each semester for using the play in a school classroom without a public performance, or if a one-time fee of purchasing a class set would be enough. Hopefully they will soon respond to my inquiry.

Yesterday I spent an hour with Cathy Thomas-Grant, the director of the original "Interference" cast in both the Edinburgh and Pepperdine University productions. She emphasized the themes of "consent" and "bystanders" in the exploration of this sensitive topic. Dr. Connie Horton, Pepperdine University's Associate Vice President and Director of Counseling wrote: "*The Interference* is a powerful piece. The story is engaging, but more important, *The Interference* helps us wrestle with the key issues and dilemmas involved in sexual assaults. What a compelling educational tool! "

I will include some pictures of pages from Pepperdine's playbill--which contains notes from the playwright and director--with the hope that their words will convince convince the curriculum department how important this text can be in educating students.

Thank you for taking this into consideration. I know it is last minute.

Jan Willis

FROM THE PLAYWRIGHT

When I was approached to write something for a company of twelve young performers, there wasn't really a question for me as to what it should be about. Stories like Karen's are all too common. I could see a clear connection between on-campus rapes in the US and instances of horrific misogyny on campuses in the UK. This is a worldwide problem. The same voices that will shout down women on Twitter with threats of rape are also those that will victim blame on message boards. The same beliefs that allow politicians to use expressions like "legitimate rape" are those that will perpetuate legal systems that re-victimise those who speak up. The global media that emphasises the "lost potential" of the rapist, is the same engine that sees female bodies as things.

The prevailing myth of the rapist—always a loner, a stranger, a thug—is dearly held all over the world. It causes juries to acquit and judges to give lenient sentences. It causes survivors to stay silent and allows rapists to believe themselves innocent. It also prevents us from speaking to young people about what consent is and why they should value it. This play is my attempt to unsettle that myth, and to start a conversation. I want to thank the cast and crew and all at Pepperdine for their talent, hard work, and commitment.

—Lynda Radley, Glasgow, April 2017

FROM THE DIRECTOR

ABOUT THE COMMISSION

During the Edinburgh Festival Fringe of 2014, alumnus Alex Fthenakis ('08) and I approached Lynda Radley to see if she would be interested in writing our play commission for the summer of 2016. We are so fortunate that she agreed to do so. While serving as the faculty family in IP's London program, I made my way to Glasgow in November of 2014 to collaborate with Lynda on what story she wanted to tell. During that meeting she spoke about the "Stirling lads on a bus" incident and the personal impact this had on her as a mother to be, a playwright and a woman. In this mobile phone YouTube video we see the Stirling University hockey team on a crowded night bus, drunk and singing a horrifically misogynistic song. Lynda and I spoke at length about Every Day Sexism and about those bystanders who witness such events and feel like they can't speak up. I was very moved by this conversation and passionately agreed that she should explore these themes in relationship to life on university campuses both in the UK and US.

ABOUT THE PROCESS

I spent the spring, summer, and fall of 2016 researching these topics in preparation for the project. I selected the company in October of 2015 and they began conducting their own research. We received the first draft of *The Interference* in January of 2016. Lynda's notes accompanying this draft spoke about the myths we carry around in our heads about sexual assault. She wrote about the madness of the digital, online, and media storms that surround these cases and how all this noise makes any notion of getting to the truth of an assault seem-

ingly impossible. The original title *The Bystander* was changed to *The Interference*. Over the week of spring break in 2016 Lynda, Michael John McCarthy, and Alex Fthenakis, who served as our producer in Scotland, arrived on campus to meet the cast and work on the second draft of the play. Each day we would break the script down into various scenes and talk about locations and characters. The actors would break into groups, collaborate with each other, and stage these scenes. We would then gather two or three times each day and discuss what we had discovered about how to tell this story, various characters, and what characters might be missing in the world of the play. The input from the actors and student design team was invaluable to the story that you will witness this evening.

We were also keenly aware that working on a play about sexual assault is difficult and requires the actors explore emotionally dark places. We were so blessed when Connie Horton and Shelle Welte from the counseling center held a three hour session with us about the group work involved in self-care, how we might do "good" to affect our audience, and what steps we might take to establish trust within the company. We spoke about what "incapacitated" meant, about social cues and self-blame, and what exactly is meant by "preponderance of evidence." Jeff Baker from the Pepperdine School of Law spent another four hours with us and spoke about the love of university football and the power structure surrounding football programs on campuses, within surrounding communities and in some cases state government. He spoke about the movement to connect Title IX to gender discrimination and explained the differences between law enforcement's reactions to a sexual assault verses a university disciplinary action. These open dialogues deepened our understanding of the importance of the story we were telling and formed a powerful unity within the company. Connie Horton, LaShonda Coleman, and Jeff Baker have continued to work with the U.S. cast in much the same way.

Upon our arrival in Scotland in June of 2016 our company took to the Highlands for one week where we were hosted by Highlands's playwright Eddie Stiven and his wife Donna in the coastal community of Glenelg. We then headed down to Glasgow for the month of July to pursue course work, master classes, and rehearsals with Lynda, Michael John, and Alex at the Royal Conservatoire of Scotland. Throughout this final push new scenes were added, some were cut and new characters were introduced. It was a whirlwind of collaboration that took place over an intensive twenty four day period. In Glasgow we partnered with the Rape Crisis Center and met Paula Dunn who is a prevention and education worker with The Rosey Project. Our three hour session with Paula in mid-July renewed and intensified our commitment in telling tonight's story.

In August we moved on to Edinburgh and within three days the show was up and running. At the end of our first week of performances we received the Scotsman Fringe First Award for innovation and outstanding new writing, we earned a Broadway Baby Bobby Award for the best of five star reviewed performances, and at the end of the festival we were one of seven companies shortlisted for Amnesty International's Freedom of Expression Award.

It is unfortunate that the story we are telling tonight is such a timely topic. These situations are so common that they might easily be dismissed. I

believe that we have the power to change the myths, preconceptions and inherited ideas surrounding sexual assault within ourselves and then within our own community. We must educate ourselves and engage in thoughtful discourse with each other. Talking about sexual assault is difficult but if university administrators, coaches, sports teams, fellow classmates, educators, Greek organizations, and pastors all came together imagine what we could accomplish.

—Cathy Thomas-Grant, Director

CAST

Sarah Barney (Reporter) is a junior double-major in acting and political science from Durango, CO. She has previously appeared on the Pepperdine stage as Frances in *These Shining Lives*, Betty the Whore in *The Threepenny Opera*, and Little Stone in *Eurydice*. This past summer Sarah traveled with Pepperdine Scotland to premiere *The Interference* at the Edinburgh Festival Fringe. She is a Pickford-Stotsenberg Scholarship recipient and part of the Political Science Honors Program.

Nate Bartoshuk (Panel Member/Ensemble) is a first year theatre major with an emphasis in acting from Redwood City, CA. Nate's Pepperdine credits include Pete in *Crazy for You* (2016) and Anthony in *I and You* (2016). Other credits include Kurt in *Heathers! The Musical* at Upstage Theatre, and Charlie in *Brigadoon*, Mr. Kirby in *You Can't Take It With You*, Chad in *All Shook Up*, and Lendall in *Almost, Maine* at Sequoia Players. Nate is a Regent's Scholar and theatre scholarship recipient. He is also a member of Delta Tau Delta Fraternity.

Chris Bozzini (Prosecutor/Karen's Boyfriend/Ensemble)

scholarship recipient. Chris was a member of the 2016 Pepperdine Scotland Company that premiered *The Interference* at the Edinburgh Festival Fringe.

Will Craig (Teammate 1/Coach/Panel Member) is a junior theatre major with an emphasis in acting originally from Arlington, TX. He has most recently been seen at Pepperdine as Orpheus in *Eurydice* (2017); Wyatt in *Crazy for You* (2016); Peter in *Heritage* (2016); Ready-money Matt in *The Threepenny Opera* (2016); multiple characters in *Almost, Maine* (2015); Pantalone in *The Servant of Two Masters* (2015); Mr. Reed in *These Shining Lives* (2015); and Father Flynn in *Doubt, A Parable* (2014). This past summer Will was a member of the Pepperdine Scotland Company that premiered *The Interference* at the Edinburgh Festival Fringe. He is a George Pepperdine and theatre scholar recipient. Will is also a member of Alpha Tau Omega Fraternity.

Addyson E. L. Culpepper (Panel Member/Other Girl) is a senior theatre major with an acting emphasis from Wrentham, MA. Her most recent Pepperdine credits include Mother in *The Yellow Boat* (2016), Anna in *The Good*

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JUNE 12, 2018

SUBJECT: B.4.b. APPROVE DISTRICT'S MEMBERSHIP AND PARTNERSHIP AGREEMENT FOR CATALYST NETWORK WITH GREEN SCHOOLS NATIONAL NETWORK FOR 2018-19

ACTION

ISSUE: Shall the Board approve the partnership Agreement for Oak Park USD to receive professional services and become a part of the Catalyst Network of the Green Schools National Network (GSNN)?

BACKGROUND: The Catalyst Network works with schools and school districts to document and replicate best practices that demonstrate how sustainability is driving innovation in K-12 education. This project is designed to demonstrate how educators are thinking beyond current models of high stakes tests and evaluation to engage faculty, staff, and students in problem solving, systems thinking, deep conceptual understanding, creativity, and innovation to implement sustainability initiatives in these areas:

1. Sustainable facilities design, operation, and management that reduces environmental impact and operating costs.
2. Buildings and programs that enhance the health and well-being of those who work and learn in schools.
3. Creating a culture and curriculum that equips students with critical thinking and civic engagement skills through a deepening understanding of the interdependence of economic well-being; healthy environment; and social well-being.

Being a Green Ribbon School District, Oak Park USD is interested in becoming a replication hub for green, healthy, sustainable schools. GSNN agrees to provide to OPUSD a package of professional services to assist OPUSD in documenting and refining our work in one or all of the five Core Practices of the GSNN GreenPrint™: Curriculum, Stewardship, Facilities and Operation, Health and Well-Being, and Partnership & Networks.

The cost of the professional services package and membership is \$5000 for the 2018-19 school year. The agreement is included in this Agenda for the Board's review.

ALTERNATIVES:

1. Approve the partnership Agreement with the Green Schools National Network.
2. Do not approve the partnership Agreement.

RECOMMENDATION: Alternative No. 1

BOARD MEETING, JUNE 12, 2018

**B.4.b. Approve District's Membership And Partnership Agreement For
Catalyst Network With Green Schools National Network For 2018-19**

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 | _____ | _____ | _____ | _____ |



Partnership Agreement – Oak Park (CA) Unified School District Catalyst Network

This partnership agreement (“Agreement”) is between Green Schools National Network, Inc., (“GSNN”) a Wisconsin nonstock corporation that is recognized as tax-exempt under Section 501(c)(3) of the Internal Revenue Code, and Oak Park (CA) Unified School District (OPUSD), a public school district in Oak Park, California, for professional services and membership in the GSNN Catalyst Network.

BACKGROUND

GSNN partners with schools based on a shared goal of implementing best practices related to green, healthy, sustainable schools while improving student achievement. The most fundamental conditions for participation in the growing network of schools in the Green School National Network is the commitment by leadership, faculty and staff to use the practices outlined in the GreenPrint™ as the focus of our work together. See Attachment 1 for details about GSNN’s GreenPrint™.

The most successful green, healthy, and sustainable schools and districts exhibit a set of common characteristics across various domains: improving ecological systems; enhancing health and well-being; and teaching and learning that models and supports the co-creation of a sustainable future. This culture of sustainability helps schools and school districts reduce their ecological footprint, save money, improve the health and well-being of their students and staff, and prepare students for college and careers of the 21st century.

Oak Park Unified School District is a public K-12 school district of 4500 students attending eight schools in southern Ventura County, California. Formed in 1977, the district draws students from the entire region, with about 35-40 percent choosing OPUSD through the District of Choice program or inter district transfers. OPUSD schools have been recognized as California Gold Ribbon Schools, nationally as Blue Ribbon Schools and as a U.S. Department of Education Green Ribbon School District.

In order to assist OPUSD in becoming a replication hub for green, healthy, sustainable school, GSNN agrees to provide to OPUSD a package of professional services to assist OPUSD in documenting and refining their work in one or all of the five Core Practices of the GSNN GreenPrint™: Curriculum, Stewardship, Facilities and Operation, Health and Well-Being, and Partnership & Networks.

This document, including Attachments 1 and Attachment 2, Scope of Services and Cost, sets forth the terms of partnership between GSNN and OPUSD.

I. Three Areas of Mutual Responsibility and Accountability

The parties agree to cooperate in the three following areas.

- A. Commitment to both academic growth and sustainability as the driver of innovation: School and GSNN staffs collaborate to develop data-informed work plans so that the GreenPrint™ is fully implemented resulting in growth and achievement for every student and the health and well-being of all students, faculty, and staff.
- B. Full Engagement implementing the GreenPrint™: The school engages with GSNN staff and provides organizational support for GSNN services. This includes strong leadership and faculty engagement, structural and curricular autonomies, and funding for agreed upon services.
- C. Build a Strong National Brand Together: The school agrees to identify strongly with the Green Schools National Network as their lead partner in becoming a green, healthy, sustainable school. GSNN agrees to support school public relations and communication efforts.

II. Annual Planning and Implementation Cycle

School improvement demands continuous attention to thoughtful processes and outcomes. GSNN is committed to school partnerships that are proactive and informed through an on-going cycle of planning and implementation.

As engaged partners, GSNN agrees to guide each school/school district through an annual planning and implementation cycle that is informed by reviewing quantitative and qualitative data related to each of the specific goals and outcomes outlined in an annual Work Plan. The Work Plan is developed with the school/district leadership team and shared openly with all faculty and staff.

The parties agree that the Annual Planning and Implementation Cycle will follow the following structure:

- A. The Partnership Agreement is reviewed and agreed upon by the partners.
- B. GSNN services are delineated through a Scope of Services and Cost, Attachment 2.
- C. GSNN works with the School/District Leadership Team to create a Work Plan based on goals and outcomes related to the GreenPrint™.
- D. Monthly check-in meetings with school leadership and GSNN staff will assess progress toward the goals and action steps identified in the Work Plan.
- E. In the winter of each year, the school and GSNN staffs conduct a mid-year review, share outcomes with faculty and staff, and adjust the Work Plan as needed.

- F. Each spring, school and GSNN staffs engage in a comprehensive Implementation Review (IR). The IR assesses the extent to which the school is implementing the GreenPrint™ and moving toward Work Plan goals.
- G. Year-end planning conversations are driven by the data that are gathered and reviewed for each of the Work Plan goals. These conversations lead to collaborative development of a new Work Plan and corresponding Scope of Services and Cost for the subsequent year.

III. Measures and Conditions of a Successful Partnership

The success of this partnership will be evidenced by progress toward quantifiable outcomes identified by each school. Using the GreenPrint™ as our guide, we will outline specific goals and outcomes related to:

- Curriculum: The design of school specific curriculum and instruction that addresses state content standards while using compelling topics related to the environment and sustainability as the integrating context for learning.
- Stewardship: The development of student-centered assessment program that incorporates authentic place-based student projects and products focused on the local community; college and career readiness; and other valid academic measures.
- Operation and Management: Sustainable practices in this area will focus on decreasing the school/district's ecological footprint by using the school building and grounds as a teaching tool on topics related to progressive materials, water, and energy management practices.
- Health and Well-Being: The creation of school culture grounded in sustainability and the health and well-being of all students and staff.
- Leadership: Increasing the internal capacity of school leaders, faculty, and staff to embrace sustainability as the driver of innovation in their school community and in the Green Schools National Network

GSNN partners with schools and districts based on a shared goal of implementing best practices related to green, healthy, sustainable schools while improving student achievement. In order to achieve these goals, OPUSD agrees that school and district leaders will actively involve GSNN staff as a vital school improvement partner and deeply engage with school coaches and other GSNN leaders and representatives. Additionally, OPUSD agrees that their schools will progressively implement GreenPrint™ strategies and show evidence of increased student achievement.

Both parties agree that the following conditions will be regularly assessed and addressed in the Work Plan.

A. *Shared Vision*

1. The school/district's vision for growth and development aligns with sustainability principles.
2. The school community exhibits a sense of urgency towards student achievement AND sustainability.
3. The district is interested in a multi-year partnership with GSNN and has identified avenues for funding.

B. *Sustainability*

1. The OPUSD's Board of Education is willing to craft or already has implemented a comprehensive sustainability policy.
2. The OPUSD's Board of Education is willing to include a Professional Development line item for the district's efforts to become a GreenPrint™ Catalyst School or School District.
3. The OPUSD's Board of Education supports school and district leadership participation in a Leadership Collaborative at the national and regional level to share best practices with other districts and schools.
4. The OPUSD is willing to share data with GSNN, including state and benchmark assessments, as part of research and evaluation programs designed to understand the impact sustainable school practices and leadership has on school operations, management and student outcomes.

C. *Leadership and Faculty Support*

1. The leaders of GSNN GreenPrint™ schools and districts are knowledgeable, supportive, and enthusiastic about creating healthy, sustainable, learning environments.
2. GreenPrint™ leaders create thoughtful and influential shared leadership teams at the district and school level.
3. Eighty percent of a school's faculty embraces a shared vision that includes college and career readiness and creating students who are prepared to co-create a sustainable future.
4. The district and school staff is willing to resolve conflicts in their efforts to create a positive and professional culture grounded in sustainability.

D. *Structural and Curricular Autonomies*

1. Schools implementing the GreenPrint™ are willing to be flexible about scheduling teacher planning time and instructional blocks.
2. The district agrees to allow GreenPrint™ schools flexibility in key areas of curriculum, instruction, professional development, and teacher planning time.
3. Individual schools have dedicated time to accommodate on-site and off-site professional development, including up to 10 days of professional development for implementers and administrators (i.e. summer institutes, off-site professional development, early release days, visits to exemplary schools, etc.).

When conditions to support partnership improvement are lagging, the parties agree that school leadership and GSNN staff will construct a partnership improvement plan.

IV. Complaint Resolution Process

GSNN understands that school improvement is a shared responsibility between school and GSNN staff and we expect our partners to hold us to the highest standards. If a school or district leader is concerned about any aspect of the services a school is receiving from GSNN, the parties agree that the following process will be followed:

- A. School leaders meet with the GSNN school coach to share concerns. School coaches are closest to the work and can therefore often offer the clearest resolution to a problem.
- B. A school leader or school coach should involve the GSNN Executive Director if a concern is not satisfactorily addressed or if a pattern of concerns emerges.
- C. National staff will become involved when the nature of the problem makes this necessary.

V. Intellectual Property

GSNN's intellectual property remains the property of GSNN, and each school gives GSNN a perpetual, royalty-free license to use, distribute, and adapt any content developed by teachers or school leaders in GSNN schools, while such school's content shall remain the property of the school or the creator(s) per school policy.

VI. Confidentiality and Nondisclosure

Each party agrees to keep confidential and not use or disclose any information acquired in the performance of this Agreement concerning the other party, its business, finances, staff, members, or operations.

VII. Entire Agreement; Amendment

This Agreement, including Attachments, represents the entire understanding between GSNN and OPUSD as it relates to this partnership. This Agreement takes precedence over all other terms and conditions, present in any other documents presented by either party, in conjunction with this partnership. This Agreement shall not be modified except by written notice executed by both parties.

VIII. Termination

This Agreement may be terminated by either party at any time upon thirty (30) days' written notice to the other party. Upon termination of this Agreement, GSNN shall be

entitled to payment for services performed; including deliverables in progress, to the extent work has been performed satisfactorily.

IX. Governing Law

This Agreement shall be governed by the laws of the State of Wisconsin.

X. Signatures

With this Agreement, GSNN and OPUSD mutually commit to working together to create green, healthy, sustainable schools.



GSNN Representative

School/District Signatory

Executive Director

Title

Title

May 23, 2018

Date

Date

GSNN Tax ID: 33-1191456

A GreenPrint™ for Becoming a Green, Healthy and Sustainable School

What is a Green School?

A Green School enhances student health and learning while conserving natural resources and empowering students to develop sustainable behaviors, enabling them to become the stewards of the future.

How do you become a Green School?

Becoming a green school is not a prescribed journey; it is a series of conscious actions that lead to more ecological and sustainable practices. By using this "GreenPrint" as a road map, leaders, teachers and students, can begin to implement core practices immediately. Through long-term commitment to these core practices, schools and school districts work toward implementation of all benchmarks at the highest level.

Core Practice 1: Curriculum that Advances Environmental Literacy and Sustainability

- Environmental literacy & education for sustainability, as defined by local, state & national standards, is integrated in all grades;
- All teachers use inquiry, problem, and project-based pedagogy to facilitate learning about global systems and relationships;
- Outdoor experiences and fieldwork support learning about complex systems, connecting humans with other humans and all aspects of the natural world;
- Content areas are integrated by using environmental and sustainability topics as the common theme; and
- STEM education supports a sustainable workforce for a green economy.

Core Practice 2: Stewardship and Service Learning

- Real world service learning projects explore solutions to local, regional, global problems and issues and teach 21st century skills;
- Stewardship projects allow the student to take responsibility for their own school grounds;
- Place-based projects and practices that include, but are not limited to, school farms, forests, and gardens;
- All students are given the opportunity to participate in land restoration projects, such as native eco-system or brown fields remediation; and
- Teacher and leaders provide opportunities for students to make local and global connections.

Core Practice 3: Sustainable Facilities Design and Management

- Green facilities design and construction retrofit for existing buildings as defined by state, regional or national certification programs;
- Management practices, operations, and maintenance that reduce energy consumption and greenhouse gas emissions, improve indoor air quality and lighting, decrease waste stream and improve water conservation;
- Zero-waste or reduced-waste cafeterias;
- Use of non-toxic and eco-friendly supplies and materials; and
- Facility managers and teacher work together to use buildings, management practices, materials and supplies purchasing to teach about sustainability.

Core Practice 4: Health and Well Being

- Healthy eating programs that utilize locally sourced and whole foods;
- Curriculum and support for physical fitness and healthy lifestyle choices;
- Fitness and recreation programs that include lifetime outdoor activities such as walking, hiking, biking, skiing, and camping;
- Healthy air quality practices and lighting that reduce illness and absenteeism; and
- Healthy and thoughtful relationships with others that support character development.

Core Practice 5: Strong Partnerships and Networks

- Long-term partnerships that support systemic change and ecological balance within the school and community;
- Strong alliances among groups of diverse cultural heritage to promote the greening of schools in all communities;
- Participation in the development of state and national green school networks;
- Participation in research and evaluation of student learning and best green school practices; and
- Collaboration with research-based curriculum and assessment models.



greenschoolsnationalnetwork.org



Scope of Services and Cost

From: July 1, 2018

To: June 30, 2019

Oak Park (CA) Unified School District

This Scope of Services and Cost ("Scope of Services") supplements the Partnership Agreement between Green Schools National Network, Inc. ("GSNN") and Oak Park (CA) Unified School District ("OPUSD") dated May 23, 2018.

I. Authority and Points of Contact

- A. The following persons are the contacts for OPUSD and have authority to act on behalf of OPUSD on the matters designated by their name:

School and District Information

| | |
|--|---|
| School District: Oak Park Unified School District (OPUSD) Superintendent: Dr. Tony Knight District Phone: 818-735-3272 District Website: https://www.oakparkusd.org/ | Name of Project: OPUSD GSNN Catalyst District Street or P.O. Box: 5801 Conifer Street City, State, Zip: Oak Park, CA. 91377 Phone: 818-735-3272 |
| Name of School: Address: Principal and/or Primary Contact: Mr. Jay Greenlinger Ed.D. Email: jgreenlinger@opusd.org Office Phone: 818-735-3271 Cell Phone: (opt) School Fax: School Website: | Additional School or District Contacts: Tony Knight Tknight@opusd.org Also, please note that Jay Greenlinger's department secretary is: Julie St Amand jstamand@opusd.org 818-735-3272 |
| Billing Contact Person: Lisa Nilles Billing Telephone: 818-735-3215 Billing Email: lnilles@opusd.org | Billing Address: 5801 Conifer Street Oak Park, CA 91377 |

- B. The following person is the contact for GSNN and has the authority to act on behalf of GSNN on the matters related to this Scope of Services:

Sign and return FULL, ORIGINAL Scope of Services to:

Jennifer Seydel, Ph.D.
Executive Director
Green Schools National Network
109 Pine View Dr.
Madison, WI 53704

Please send ALL PAYMENTS to:

Green Schools National Network
109 Pine View Dr.
Madison, WI 53708

II. Role of GSNN

GSNN agrees to do the following, consistent with the terms of this Scope of Services:

A. Term and Description of Contracted Services

This Scope of Services covers the period from July 1, 2018 through June 30, 2019, for Year One Implementation of a five year partnership between OPUSD and GSNN as part of the Catalyst Network. During this period, GSNN will provide a package of professional services to assist OPUSD in defining their contributions as part of the Catalyst Network. It is understood that GSNN will be the lead partner to support this work, unless otherwise determined by GSNN and OPUSD.

B. Facilitation of a Sustainability Leadership Summit

Conduct a 1.5 day On-site Executive Sustainability Leadership Summit, scheduled at a mutually convenient time and lead by GSNN, designed to deliver on three key outcomes:

1. A sustainability leadership framework & lexicon (validated through Harvard's executive education for sustainability leadership program).
2. A vision for how and why positioning sustainability as a driver of innovation, allows good ideas to come from anywhere.
3. Next steps for advancing, over the next five years, a maximum of three stated sustainability projects or practices identified by the participants of the Executive Leadership Summit.

C. Virtual Coaching/Consulting

GSNN will provide the equivalent of two full days of virtual coaching/consulting to continue to the work with a designated team of leaders to create a work plan that will ensure successful implementation of the outcomes defined during the Sustainability Leadership Summit. Deliverables from this Leadership Summit will be a work plan with time lines, outcomes, and a definition of school or district actions as well as external support services that may be needed to ensure success.

III. Role of OPUSD

OPUSD agrees to do the following, consistent with the terms of this Scope of Services:

A. *Schedule Leadership Summit*

In partnership with GSNN, OPUSD will determine the time, participants, and agenda for the Summit, and provide a location and all logistical support (supplies, food, audiovisual needs, etc.).

B. *Payment*

The cost for the package of services for this Scope of Services for 2018-19 is \$5000.00. GSNN will invoice OPUSD within 30 days of the return of a signed agreement. If necessary to fulfill OPUSD procurement policies, a purchase order for the total cost of service maybe returned with the contract. Payment will be made by check or ACH transfer within thirty (30) days of OPUSD's receipt of an invoice from GSNN.

C. *GSNN Travel:*

All GSNN staff travel related expenses for this Summit will be invoiced directly to the district within 30 days of the travel for the Executive Level Leadership Summit.

D. *Research and Evaluation Program*

OPUSD will engage in the GSNN research and evaluation program that will provide data for GSNN research and evaluation purposed to improve the implementation of the GreenPrint™ and its support of student achievement.

IV. Signatures

Green Schools National Network and OPUSD agree to this Scope of Services and Cost for the period from July 1, 2018 to June 30, 2019.



GSNN Representative

School/District Signatory

Executive Director

Title

Title

May 23, 2018

Date

Date

GSNN Tax ID: 33-1191456

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 12, 2018
SUBJECT: B.5.a. APPROVE CALIFORNIA SCHOOL BOARDS ASSOCIATION MEMBERSHIP DUES (\$8,517) AND EDUCATION LEGAL ALLIANCE MEMBERSHIP DUES (\$2,129) FOR 2018-2019

ACTION

ISSUE: Shall the Board of Education approve California School Boards Association Membership Dues and Education Legal Alliance Membership Dues for 2018-2019?

STATEMENT: The Oak Park Unified School District has been a member of the California School Boards Association for many years. As an additional part of membership in CSBA, OPUSD is a member in the Education Legal Alliance at an additional cost. The cost of CSBA membership has increased \$167 and Education Legal Alliance Membership Dues has increased \$41 from last year.

ALTERNATIVES:

1. Approve California School Boards Association Membership and Education Legal Alliance Membership Dues for 2018-2019.
2. Approve only the California School Boards Association Membership for 2018-2019.
3. Do not approve California School Boards Association Education Legal Alliance Membership Dues for 2018-2019.

RECOMMENDATION: At the Board's discretion

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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



Please refer to your invoice number and customer number in all communications regarding this invoice.

Invoice Number **Invoice Date** **PO #**
INV-41547-F1R4V2 5/11/2018

Bill To:

Oak Park USD
5801 Conifer St
Oak Park, CA 91377-1002
United States

Ship To:

Oak Park USD
5801 Conifer St.
Oak Park, CA 91377-1002
United States

| Product Code | Description | Unit Price | Quantity | Extended Price | Terms |
|--------------|--|------------|----------|----------------|-------|
| CSBA | CSBA Membership (07/01/2018 - 06/30/2019) * | \$8,517.00 | 1.00 | \$8,517.00 | |
| ELA | ELA Membership (07/01/2018 - 06/30/2019) | \$2,129.00 | 1.00 | \$2,129.00 | |

CSBA dues are due by August 31, 2018

Total Invoice: \$10,646.00

Total Paid: \$0.00

Balance Due: \$10,646.00



PLEASE DETACH HERE AND RETURN BOTTOM STUB WITH PAYMENT



| | | | | |
|-----------------|------------------|--------------|-------|-------------|
| Customer Number | Invoice Number | Invoice Date | Terms | Balance Due |
| 101072 | INV-41547-F1R4V2 | 05/11/2018 | | \$10,646.00 |

Make checks payable to:

California School Boards Association - CSB (6744)
c/o West America Bank
P.O. Box 1450
Suisun City, CA 94585-4450

Bill To:

Oak Park USD
5801 Conifer St
Oak Park, CA 91377-1002
United States



May 21, 2018

Superintendent and Board President
Oak Park USD
5801 Conifer St.
Oak Park, CA 91377-1002

Dear Superintendent and Board President,

Please find enclosed your 2018-19 dues invoice. We deeply appreciate your contributions to CSBA and the difference they make for California's public schools. The efforts of the Oak Park USD and your fellow CSBA members play a crucial role in our success and we hope we can count on your continued support.

The past 12 months contained too many victories to recount here, but among the highlights:

- Years of advocacy resulted in the passage of Senate Bill 751, CSBA-sponsored legislation to fix the reserve cap.
- We stopped a host of bills that would have cost school districts and COEs more than \$500 million and withheld the equivalent of \$275 to \$435 ADA in Proposition 98 payments.
- Our lobbying efforts against SB 328 stalled a bill that would have undermined local control by mandating earlier school start times statewide.

We can only expand on this work in partnership with our members. Nearly 1,000 educational agencies rely on our wide range of services, including legislative and legal advocacy, leadership development, board policy development and maintenance, policy research and guidance, media and community relations, and district services and financial programs. The enclosed overview of CSBA's 2017-18 accomplishments and information about our Education Legal Alliance illustrate how your membership creates invaluable educational opportunities for students.

CSBA is *your* organization! We encourage you to contact us with your member needs at 800-266-3382 or csba@csba.org. For reference, you are in CSBA Region 11. The CSBA Director providing leadership and support in your region is Suzanne Kitchens of the Pleasant Valley SD.

Your continued membership enables CSBA to provide the best services and support for you and your students. Thank you for your dedication to your community and to California's public schools.

Sincerely,

Mike Walsh
CSBA President

Enclosures

Together we make a difference!



- » File 11 amicus briefs, requests for publication and letters in support of petitions for review on matters of significant statewide interest to school districts. These ELA efforts included amicus briefs in support of a lower court's decision dismissing a lawsuit against the Orange County Department of Education based on its sovereign immunity as an arm of the state (*Sato v. Orange County Department of Education*); fighting against additional burdensome restrictions on districts' ability to assess Level 1 fees (*Summerhill Winchester, LLC v. Campbell Union School District*); and supporting districts' ability to reach developer-fee agreements to mitigate the impact of new housing construction on local schools, potentially impacting agreements throughout the state totaling hundreds of millions of dollars (*Burbank Housing Development Corp., et al. v. Bellevue Union School District & City of Santa Rosa High School District*).
- » Produce *Meeting California's Challenge: Access, Opportunity, and Achievement, Key Ingredients for Student Success*, the second report in a series on California's school-funding challenges. The Education Legal Alliance Adequacy Committee report explores the key opportunities that are essential for student success, and examines how an appropriately funded education system would provide these opportunities for all California students.
- » Conduct 55 training sessions at various locations throughout the state. The sessions included: Orientation for New Trustees, Legal Symposium, Board Presidents Workshop, Brown Act, Institute for New and First-Term Board Members and Training for Executive Assistants, as well as seasonal informational webcasts.
- » Hold personalized Governance Consulting Workshops for governing boards throughout California, which helped boards from small, medium and large districts increase their effectiveness.
- » Publish *The School Board Role in Creating the Conditions for Student Achievement: A Review of the Research*, a report which synthesizes district improvement research and demonstrates how school boards can positively impact student outcomes.
- » Publish 20 policy briefs and fact sheets to help inform governing board members and assist them in decision-making on critical issues affecting academic achievement, equity and the well-being of students. Specific topics included:
 - › California Education Finance
 - › Recruiting and Retaining African-American Teachers
 - › Creating Effective Local Control and Accountability Plans
 - › Charter School Oversight
 - › English Learner Education after Proposition 58
 - › California School Dashboard
- » Develop a new Agenda Online platform with added features that are more robust, more innovative and more user-friendly than both the previous version and competitive offerings. Customer service and support was expanded and upgraded to better support the broader platform and increase in users.

For a more comprehensive list of CSBA's recent accomplishments, please read the 2017 Year in Review available at www.csba.org/2017YearInReview.

Renew your CSBA membership for 2018-19. For more information, please call us at 800-266-3382.

www.csba.org

Together we make a difference!



In 2017-18, your membership dues enabled CSBA to:

- » Fix the reserve cap with CSBA-sponsored legislation, Senate Bill 751 (Hill & Glazer), earning a victory for local control, restoring needed financial flexibility for school districts, improving the ability of districts to save for a rainy day and mitigating the need for staffing and programmatic cuts in tough financial times. SB 751 fixed the reserve cap law by exempting all small school districts of less than 2,501 average daily attendance and all basic aid districts from the reserve cap, raising the level of the statutory reserve limit to 10 percent and adding a new "trigger," making it much less likely that the reserve cap would ever become active.
 - » Reject an attempt to impose a mandate on school start times. SB 328 (Portantino, D-La Cañada Flintridge) would have prohibited all middle and high schools in California from beginning classes before 8:30 a.m. CSBA's effort helped preserve local control over school start times.
 - » Host Legislative Action Day, attracting 200 school district and county board members to the Capitol for meetings on critical topics with 110 of California's 120 Senators and Assemblymembers.
 - » Meet with U.S. Department of Education staff and Congressional leadership staff in Washington, D.C., to provide information on school choice in California and advocate for reauthorization of the Secure Rural Schools Act, the Individuals with Disabilities Education Act (IDEA), the Higher Education Act and the Carl D. Perkins Vocational and Technical Education Act. CSBA also advocated for sound federal budget issues including the Children's Health Insurance Program (CHIP), and supported the extension of the Deferred Action for Childhood Arrivals (DACA) program.
 - » Emerge as a vocal advocate on employer pension costs by distributing information to policymakers in Sacramento and urging a legislative solution to the issue.
- CSBA provided every member of the Legislature with a report on the impact of rising pension costs to help set the stage for increased advocacy on the issue in 2018.
- » Save school districts and county offices of education more than \$500 million (about \$80 per ADA) by advocating against and helping to halt several bills carrying costly mandates, including: Assembly Bill 761 (Mullin, D-South San Francisco), which called for new testing requirements for history and social science; AB 1469 (Grayson, D-Concord), which would have directed hundreds of millions in Title I funding to provide mandatory transportation services; SB 7 (Moorlach, R-Costa Mesa), which would have required detailed plans for facilities bonds, costing \$100,000 per district on average; and AB 1253 (Cooley, D-Rancho Cordova), which would have expanded the duties of school facilities bond oversight committees, costing hundreds of millions in Proposition 98 and General Fund dollars.
 - » Lobby to eliminate State budget proposals to withhold one-time money until 2019 and to defer certain Proposition 98 payments. Taken together, the reduction in K-12 education from both proposals would have been anywhere between \$1.7 billion and \$2.7 billion (or between \$275 and \$435 per ADA).
 - » Fight to add a cost-of-living adjustment for home-to-school transportation with CSBA-sponsored bill SB 527 (Galgiani, D-Stockton). The bill received unanimous votes in every committee and floor vote in the Legislature in 2017, but was vetoed by Gov. Brown.
 - » Continue the Education Legal Alliance effort to hold the state accountable for shortchanging the Proposition 98 minimum guarantee (*CSBA v. Cohen*). After a lower court ruled in CSBA's favor, the State filed an appeal after the 2016 decision which held that the State improperly excluded most childcare costs from Proposition 98 by deleting those costs from the calculations that would count toward the Proposition 98 minimum guarantee.

CSBA's Education Legal Alliance

Fighting for public schools

since 1992.



Who we are

The California School Boards Association's Education Legal Alliance (ELA) is a consortium of school districts, county offices of education and ROC/Ps that voluntarily join together to pursue and defend a broad spectrum of statewide interests before state and federal courts as well as state agencies.

On behalf of public education in California, the ELA becomes involved when a lawsuit or an issue has a significant statewide impact on education. The ELA stands behind its members to support their issues and has proven highly effective in protecting their interests, and the interest of the over six million children who attend California public schools.

What we do

- » Initiate litigation on issues of statewide importance
- » File friend of the court (amicus) letters and briefs supporting issues of statewide importance
- » Support related legislation
- » Provide information to members on ELA issues

Thank you for your support!

Your annual contribution to the Education Legal Alliance ensures that we can continue this vital work. For more information about your membership, please contact the CSBA legal department at (800) 266-3382 or legal@csba.org.

How we work

An advisory committee of noted school law attorneys helps provide legal analysis and recommendations to the ELA steering committee.

Lawsuits and issues are reviewed by a broad-based ELA steering committee of board members, superintendents and education leaders.

How we are funded

The ELA is funded by contributions from participating CSBA members. The membership fee is calculated as a percentage of CSBA membership dues.



California School Boards Association, Education Legal Alliance
3251 Beacon Blvd., West Sacramento, CA 95691 | www.csba.org/ELA

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 12, 2018
SUBJECT: B.5.b. APPROVE ANNUAL CERTIFICATION OF SIGNATURES FOR 2017-2018

ACTION

ISSUE: Shall the Board of Education approve the annual Certification of Signatures for the 2018-2019?

STATEMENT: The school district must annually file a Certification of Signatures at the beginning of each fiscal year as required by the Ventura County Schools Business and Advisory Services Office and in accordance with provisions of Education Code. These authorizations will be valid through December 11, 2018, unless revisions to staff responsibilities are made during the school year or new members are elected or appointed to the Board.

ALTERNATIVES: 1. Approve Certification of Signatures for 2018-2019.
2. Do not approve Certification of Signatures for 2018-2019 as submitted.

RECOMMENDATION: Alternative #1.

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

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

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

The approved signatures for will be considered valid for the period of **JULY 1, 2018** – **DECEMBER 11, 2018**.

Date of Board Action: **JUNE 12, 2018**

Signature: _____
Secretary of the Board

PART I

Signatures of Members of the Board

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

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

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

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

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

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

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

***K-12 Districts**

42632

42633

PART 2

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

Signature: _____

Print/Type: **ANTHONY W. KNIGHT**

Title: **SUPERINTENDENT**

Authorized to Sign: **A, B, C, D, C, E, F, G, 1, 2, 3, 4, 5**

Signature: _____

Print/Type: **MARTIN KLAUSS**

Title: **ASSISTANT SUPERINTENDENT, BUSINESS AND ADMINISTRATIVE SERVICES**

Authorized to Sign: **B, C, D, E, F, C, G, 1, 2, 4, 5**

Signature: _____

Print/Type: **LESLIE HEILBRON**

Title: **ASSISTANT SUPERINTENDENT, HUMAN RESOURCES**

Authorized to Sign: **1, 2, 3**

Signature: _____

Print/Type: **LISA NILLES**

Title: **DIRECTOR, FISCAL SERVICES**

Authorized to Sign: **B, C, D, E, F**

Signature: _____

Print/Type: _____

Title: _____

Authorized to Sign: _____

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

The following documents must be filed with School Business and Advisory Services, designating personnel who are authorized to approve and/or sign for:

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

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

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

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

TO: BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 12, 2018
SUBJECT: B.5.c. APPROVE 2018-2019 SCHOOL HANDBOOK/DISCIPLINE PLANS

ACTION

ISSUE: Shall the Board of Education review and approve the 2018-2019 Handbooks/Discipline Plan?

BACKGROUND: Education Code 35291.5 requires each public school to adopt rules and procedures on school discipline applicable to the school. In developing the rules and procedures, each school is to solicit the participation, views, and advice of parents, teachers, school administrators, and in some cases, students.

Each year the schools review their handbooks to make sure they match practices and that there is uniformity within the District. School Handbooks can be accessed at this link: <https://goo.gl/a8F4Zv>

ALTERNATIVES: 1. Review and approve 2018-2019 Handbook/Discipline Plans as presented.
2. Do not approve 2018-2019 Handbook/Discipline Plans.

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 | _____ | _____ | _____ | _____ |

TO: BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 12, 2018
SUBJECT: B.5.d. REVIEW ASSESSMENTS OF THE BOARD APPROVED 2017-18 GOALS AND MORAL IMPERATIVES

DISCUSSION

ISSUE: Shall the Board of Education review the assessments of the Board approved 2017-18 Goals and Moral Imperatives?

BACKGROUND: At its August 15, 2017, regular meeting the Board of Education approved the 2017-2018 Goals and Moral Imperatives. The Leadership Team has been adding assessments to these documents. At this time, the Board will review those updates.

This document is posted on the District website and can be reviewed at this link: <http://www.oakparkusd.org/Goals-Moral-Imperatives>

RECOMMENDATION: At Board's discretion.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: JUNE 12, 2018

**SUBJECT: B.6.a APPROVE AMENDMENT TO BOARD POLICY
4119.21/4219.21/4319.21 – PROFESSIONAL STANDARDS - First
Reading**

ACTION

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 4119.21/4219.21/4319.21 – Professional Standards?

BACKGROUND: Board Policy 4119.21/4219.21/4319.21 updated to reflect NEW LAW (AB 500) which requires any district that has an employee code of conduct addressing employee interactions with students to post that section of its code of conduct on each school's web site (or on the district web site if a school does not maintain one) and to provide it to parents/guardians at the beginning of the school year. Board Policy 4119.21/4219.21/4319.21 is being submitted with recommended changes from CSBA.

ALTERNATIVES:

1. Approve the amendment to Board Policy 4119.21/4219.21/4319.21 – Professional Standards.
2. Do not amend Board Policy 4119.21/4219.21/4319.21 – Professional Standards.

RECOMMENDATION:
Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4119.21, 4219.21, 4319.21(a)

Professional Standards

The Governing Board expects district employees to maintain the highest ethical standards, ~~behave professionally~~ ~~exhibit professional behavior~~, follow district policies and regulations, ~~and~~ abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community. Employees ~~shall engage in~~ conduct ~~that should~~ enhances the integrity of the district, ~~and~~ advances the goals of the district's educational programs, and contributes to a positive school climate.

(cf. 0200 - Goals for the School District)

(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)

(cf. 5131 - Conduct)

(cf. 5137 - Positive School Climate)

The Board encourages district employees to accept as guiding principles the professional standards and codes of ethics adopted by educational or professional associations to which they may belong.

(cf. 2111 - Superintendent Governance Standards)

(cf. 9005 - Governance Standards)

Each employee ~~is expected~~ ~~should make a commitment~~ to acquire the knowledge and skills necessary to fulfill his/her responsibilities and ~~to contribute~~ ~~should focus on his/her contribution~~ to the learning and achievement of district students.

(cf. 4112.2 - Certification)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Inappropriate Conduct

Inappropriate employee conduct includes, but is not limited to:

1. Engaging in any conduct that endangers students, staff, or others, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon-

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3515.7 - Firearms on School Grounds)

(cf. 4158/4258/4358 - Employee Security)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4119.21, 4219.21, 4319.21(b)

-
2. Engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed

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

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

(cf. 5131.2 - Bullying)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

3. Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child
4. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student
5. Possessing or viewing any pornography on school grounds, or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time
6. Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members
7. Willfully disrupting district or school operations by loud or unreasonable noise or other action

(cf. 3515.2 - Disruptions)

8. Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace, **on district property**, or at a school-sponsored activity

(cf. 3513.3 - Tobacco-Free Schools)

*(cf. 3513.4 - ~~4020~~ Drug and Alcohol Free **Schools**)*

(cf. 4020 - ~~Drug and Alcohol-Free~~ Workplace)

(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing)

(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)

9. **Dishonesty** **Being Dishonest** with students, parents/guardians, staff, or members of the public, including, but not limited to, **falsifying** ~~falsification of~~ information in employment records or other school records

OAK PARK UNIFIED SCHOOL DISTRICT

BOARD POLICY

Series 4000

Personnel

BP 4119.21, 4219.21, 4319.21(c)

-
10. Divulging confidential information about students, district employees, or district operations to persons **or entities** not authorized to receive the information

(cf. 3580 - District Records)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

11. Using district equipment or other district resources for the employee's own commercial purposes or for political activities

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

12. Using district equipment or communication devices for personal purposes while on duty, except in an emergency, during scheduled work breaks, or for personal necessity

Employees shall be notified that computer files and all electronic communications, including, but not limited to, email and voice mail, are not private. To ensure proper use, the Superintendent or designee may monitor employee usage of district technological resources at any time without the employee's consent.

(cf. 4040 - Employee Use of Technology)

13. Causing damage to or engaging in theft of property belonging to students, staff, or the district

14. Wearing inappropriate attire

(cf. 4119.22/4219.22/4319.22 - Dress and Grooming)

Reports of Misconduct

An employee who observes or has evidence of another employee's inappropriate conduct shall immediately report such conduct to the principal or Superintendent or designee. An employee who has knowledge of or suspects child abuse or neglect shall file a report pursuant to the district's child abuse reporting procedures as detailed in AR 5141.4 - Child Abuse Prevention and Reporting.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

Any reports of employee misconduct shall be promptly investigated.- Any employee who is found to have engaged in inappropriate conduct in violation of law or Board policy shall be

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4119.21, 4219.21, 4319.21(d)

subject to disciplinary action and, in the case of a certificated employee, may be subject to a report to the Commission on Teacher Credentialing. The Superintendent or designee shall notify local law enforcement as appropriate.

~~(cf. 4117.4 - Dismissal)~~

(cf. 4117.7/4317.7 - Employment Status Reports)

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

An employee who has knowledge of but fails to report inappropriate employee conduct may also be subject to discipline.

The district prohibits retaliation against anyone who files a complaint against an employee or reports and employee's inappropriate conduct. Any employee who retaliates against any such complainant, reporter, or other participant in the district's complaint process shall be subject to discipline.

Notifications

The section(s) of the district's employee code of conduct addressing interactions with students shall be provided to parents/guardians at the beginning of each school year and shall be posted on school and/or district web sites. (Education Code 44050)

(cf. 1113 - District and School Web Sites)

(cf. 5145.6 - Parental Notifications)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

44050 Employee code ~~on the basis~~ of conduct; interaction with students ~~see~~

44242.5 Reports and review of alleged misconduct

48980 Parental notifications

PENAL CODE

11164-11174.4 Child Abuse and Neglect Reporting Act

CODE OF REGULATIONS, TITLE 5

80303 Reports of dismissal, resignation and other terminations for alleged misconduct

80331-80338 Rules of conduct for professional educators

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

California Professional Standards for Educational Leaders, February 2014

California Standards for the Teaching Profession, 2009

COUNCIL OF CHIEF STATE SCHOOL OFFICERS PUBLICATIONS

Professional ~~Education Leadership Policy~~ Standards for Educational Leaders, 2015: ~~ISLLC 2008, 2008~~

NATIONAL EDUCATION ASSOCIATION PUBLICATIONS

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4119.21, 4219.21, 4319.21(e)

Code of Ethics of the Education Profession, 1975

WESTED PUBLICATIONS

Moving Leadership Standards into Everyday Work: Descriptions of Practice, 2003

~~WESTED AND ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS PUBLICATIONS~~

~~California Professional Standards for Educational Leaders, 2001~~

WEB SITES

CSBA: ~~CDE~~ <http://www.csba.org> ~~cde.ca.gov~~

Association of California School Administrators: <http://www.acsa.org>

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

California Federation of Teachers: <http://www.cft.org>

California School Employees Association: <http://www.csea.com>

California Teachers Association: <http://www.cta.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Council of Chief State School Officers: <http://www.ccsso.org>

WestEd: <http://www.wested.org>

Adopted: 11-17-82

Amended: 7-23-85, 1-21-92, 9-17-02, 10-20-09, 10-16-12, 6-12-18

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: JUNE 12, 2018

**SUBJECT: B.6.b. APPROVE AMENDMENT TO BOARD POLICY 0410 –
NONDISCRIMINATION IN DISTRICT PROGRAMS AND
ACTIVITIES - First Reading**

ACTION

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 0410 – Nondiscrimination in District Programs and Activities?

BACKGROUND: Board Policy 0410 updated to reflect NEW LAW (AB 699) which (1) adds immigration status to the categories of characteristics that are protected against discrimination, (2) requires parent/guardian notification of their child's right to a free public education regardless of immigration status or religious beliefs, and (3) mandates that districts adopt policy consistent with a model policy developed by the California Attorney General, which includes a statement regarding equitable services. Policy also reflects provisions of the Attorney General's model policy and NEW LAW (SB 31) which prohibit districts from compiling or assisting in the compilation of a registry based on immigration status, religion, or other specified characteristics. Board Policy 0410 is being submitted with recommended changes from CSBA.

ALTERNATIVES:

1. Approve the amendment to Board Policy 0410 – Nondiscrimination in District Programs and Activities.
2. Do not amend Board Policy 0410 – Nondiscrimination in District Programs and Activities.

RECOMMENDATION:
Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 0000

Philosophy, Goals, Objectives and Comprehensive Plans

BP 0410(a)

Nondiscrimination In District Programs And Activities

The Governing Board is committed to providing equal opportunity for all individuals in ~~education-~~district programs and activities. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, ~~or~~ parental status, physical or mental disability, sex, sexual orientation, gender, gender identity~~or~~, gender expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

(cf. 1240 - Volunteer Assistance)

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4032 - Reasonable Accommodation)

(cf. 4033 - Lactation Accommodation)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

(cf. 5131.2 - Bullying)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

(cf. 5146 - Married/Pregnant/Parenting Students)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

(cf. 6164.6 - Identification and Education Under Section 504)

(cf. 6178 - Career Technical Education)

(cf. 6200 - Adult Education)

All individuals shall be treated equitably in the receipt of district and school services. Personally identifiable information collected in the implementation of any district program, including, but not limited to, student and family information for the free and reduced-price lunch program, transportation, or any other educational program, shall be used only for the purposes of the program, except when the Superintendent or designee authorizes its use for another purpose in accordance with law. Resources and data collected by the district shall not be used, directly or by others, to compile a list, registry, or database of individuals based on race, gender, sexual orientation, religion, ethnicity, national origin, or immigration status or any other category identified above.

(cf. 3540 - Transportation)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 5145.13 - Response to Immigration Enforcement)

District programs and activities shall ~~also~~ be free of any racially derogatory or discriminatory school or athletic team names, mascots, or nicknames.

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 0000

Philosophy, Goals, Objectives & Comprehensive Plans

BP 0410(b)

~~Annually, the~~ The Superintendent or designee shall annually review district programs and activities to ensure the removal of any derogatory or discriminatory name, image, practice, or other barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing district programs and activities. He/she shall take prompt, reasonable actions to remove any identified barrier. The Superintendent or designee shall report his/her findings and recommendations to the Board after each review.

(cf. 1330 - Use of Facilities)

All allegations of unlawful discrimination in district programs and activities shall be investigated and resolved in accordance with the procedures specified in AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

Pursuant to 34 CFR 104.8 and 34 CFR 106.9, the Superintendent or designee shall notify students, parents/guardians, employees, employee organizations, applicants for admission and employment, and sources of referral for applicants about the district's policy on nondiscrimination and related complaint procedures. Such notification shall be included in ~~each announcement, bulletin, catalog, handbook~~ the annual parental notification distributed pursuant to Education Code 48980 and, as applicable, in announcements, bulletins, catalogs, handbooks, application forms, or other materials distributed ~~to these groups and, as applicable, to the public. As appropriate, such~~ by the district. The notification shall also be posted on the district's web site and social media and in district schools and offices, including staff lounges, student government meeting rooms, and other prominent locations ~~and shall be posted on the district's web site and, when available, district supported social media~~ as appropriate.

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

(cf. 5145.6 - Parental Notifications)

In addition, the annual parental notification shall inform parents/guardians of their children's right to a free public education regardless of immigration status or religious beliefs, including information on educational rights issued by the California Attorney General. Alternatively, such information may be provided through any other cost-effective means determined by the Superintendent or designee. (Education Code 234.7)

The district's nondiscrimination policy and related informational materials shall be published in a format that parents/guardians can understand. In addition, when 15 percent or more of a school's students speak a single primary language other than English, those materials shall be translated into that other language.

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 0000

Philosophy, Goals, Objectives & Comprehensive Plans

BP 0410(c)

Access for Individuals with Disabilities

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act (ADA) and any implementing standards and/or regulations. When structural changes to existing district facilities are needed to provide individuals with disabilities access to programs, services, activities, or facilities, the Superintendent or designee shall develop a transition plan that sets forth the steps for completing the changes.

(cf. 6163.2 - Animals at School)

(cf. 7110 - Facilities Master Plan)

(cf. 7111 - Evaluating Existing Buildings)

The Superintendent or designee shall ensure that the district provides appropriate auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, assistive technologies or other modifications to increase accessibility to district and school web sites, notetakers, written materials, taped text, and Braille or large-print materials. Individuals with disabilities shall notify the Superintendent or principal if they have a disability that requires special assistance or services. Reasonable notification should be given prior to a school-sponsored function, program, or meeting.

(cf. 6020 - Parent Involvement)

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

The individual identified in AR 1312.3 - Uniform Complaint Procedures as the employee responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws is hereby designated as the district's ADA coordinator. He/she shall receive and address requests for accommodation submitted by individuals with disabilities, and shall investigate and resolve complaints regarding their access to district programs, services, activities, or facilities.

Assistant Superintendent, Human Resources

5801 Conifer Street

Oak Park, CA 91360

818-735-3200

lheilbron@opusd.org

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

48980 Parental notifications

48985 Notices to parents in language other than English

51007 Legislative intent: state policy

GOVERNMENT CODE

8310.3 California Religious Freedom Act

11000 Definitions

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 0000

Philosophy, Goals, Objectives & Comprehensive Plans

BP 0410(d)

11135 Nondiscrimination in programs or activities funded by state

~~11138 Rules and regulations~~

12900-12996 Fair Employment and Housing Act

54953.2 Brown Act compliance with Americans with Disabilities Act

PENAL CODE

422.55 Definition of hate crime

422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5

4600-~~4687~~4670 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs ~~receiving state financial assistance~~

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities in Education Act

1681-1688 Discrimination based on sex or blindness, Title IX

2301-2415 Carl D. Perkins Vocational and Applied Technology Act

6311 State plans

6312 Local education agency plans

UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

2000h-2000h-6 Title IX

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

36.303 Auxiliary aids and services

CODE OF FEDERAL REGULATIONS, TITLE 34

100.1-100.13 Nondiscrimination in federal programs, effectuating Title VI

104.1-104.39 Section 504 of the Rehabilitation Act of 1973

106.1-106.61 Discrimination on the basis of sex, effectuating Title IX, especially:

106.9 Dissemination of policy

Management Resources:

CSBA PUBLICATIONS

Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Sex Discrimination, July 2016

~~Providing~~ CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS

~~Promoting a Safe, Nondiscriminatory School and Secure Learning Environment for Transgender and Gender Nonconforming Students, Policy Brief, February 2014~~

~~Interim All: Guidance Regarding Transgender Students, Privacy, and Facilities, September 27, 2013~~

~~Safe Model Policies to Assist California's K-12 Schools: Strategies for Governing Boards to Ensure Student Success, 2011~~ in Responding to Immigration Issues, April 2018

CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING PUBLICATIONS

California Law Prohibits Workplace Discrimination and Harassment

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

~~Dear Colleague Letter: Transgender Students, May 2016~~

Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016

Dear Colleague Letter: Title IX Coordinators, April 2015

Dear Colleague Letter, May 26, 2011

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 0000

Philosophy, Goals, Objectives & Comprehensive Plans

BP 0410(e)

Dear Colleague Letter: Harassment and Bullying, October 2010

Notice of Non-Discrimination, Fact Sheet, August 2010

Dear Colleague Letter: Electronic Book Readers, June 29, 2010

~~Notice of Non-Discrimination, January 1999~~

~~Protecting Students from Harassment and Hate Crime, January 1999~~

Nondiscrimination in Employment Practices in Education, August 1991

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

2010 ADA Standards for Accessible Design, September 2010

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>~~

CSBA: <http://www.csba.org>

California Office of the Attorney General: <http://oag.ca.gov>

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

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

Safe Schools Coalition: ~~<http://www.casafeschoolscoalition.org>~~ <http://www.casafeschools.org>

Pacific ADA Center: <http://www.adapacific.org>

U.S. Department of Education, Office for Civil Rights: ~~<http://www.ed.gov/about/offices/list/ocr>~~

<http://www.ed.gov/about/offices/list/ocr>

U.S. Department of Justice, Civil Rights Division, Americans with Disabilities Act: <http://www.ada.gov>

U.S. Equal Employment Opportunity Commission: <http://www.eeoc.gov>

World Wide Web Consortium, Web Accessibility Initiative: <http://www.w3.org/wai>

Adopted: 12-4-01

Amended: 9-17-02, 8-21-12, 6-17-14, 11-15-2016, [6-12-18](#)

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: JUNE 12, 2018
SUBJECT: B.6.c. APPROVE AMENDMENT TO BOARD POLICY 5111 – ADMISSION
First Reading

ACTION

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 5111 – Admission?

BACKGROUND: Board Policy updated to reflect state law prohibiting the collection of social security numbers or the last four digits of the social security numbers of students or their parents/guardians, unless otherwise required by law. Policy also reflects NEW LAW (AB 699) which prohibits districts from inquiring into students' citizenship or immigration status and the California Attorney General's model policy which provides that, under the limited circumstances when such information must be collected to comply with eligibility requirements for special state or federal programs, such information should be collected separately from the school enrollment process. Regulation updated to reflect a requirement of the Attorney General's model policy that prohibits districts from requiring documentation that may indicate a student's national origin or immigration status, such as a passport, to the exclusion of other permissible documentation. Regulation also reflects the authority to accept a parent/guardian affidavit as evidence of a child's age when other documentation is not available. Board Policy 5111 is being submitted with recommended changes from CSBA.

ALTERNATIVES: 1. Approve the amendment to Board Policy 5111 – Admission.
2. Do not amend Board Policy 5111 – Admission.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5111(a)

Admission

The Governing Board encourages the enrollment and appropriate placement of all school-aged children in school. The Superintendent or designee shall inform parents/guardians of children ~~entering~~ seeking admission to a district school at any grade level about admission requirements and shall assist them with enrollment procedures.

The Superintendent or designee shall announce and publicize the timeline and process for registration of students at district schools. Applications for intradistrict or interdistrict enrollment shall be subject to the timelines specified in applicable Board policies and administrative regulations.

(cf. 1112 - Media Relations)
(cf. 1113 - District and School Web Sites)
(cf. 1114 - District-Sponsored Social Media)
(cf. 5116.1 - Intradistrict Open Enrollment)
(cf. 5117 - Interdistrict Attendance)
(cf. 5118 - Open Enrollment Act Transfers)

All appropriate staff shall receive training on district admission policies and procedures, including information regarding the types of documentation that can and cannot be requested.

The district's enrollment application shall include information about the health care options and enrollment assistance available to families within the district. The district shall not discriminate against any child for not having health care coverage and shall not use any information relating to a child's health care coverage or his/her interest in learning about health care coverage in any manner that would harm the child or his/her family. (Education Code 49452.9)

Verification of Admission Eligibility

Before enrolling any child in a district school, the Superintendent or designee shall verify the child's age, residency, immunization, and other applicable eligibility criteria specified in law, the accompanying administrative regulation, or other applicable Board policy or administrative regulation.

(cf. 5111.1 - District Residency)
(cf. 5125 - Student Records)
(cf. 5141.3 - Health Examinations)
(cf. 5141.31 - Immunizations)
(cf. 5141.32 - Health Screening for School Entry)

The district shall not inquire into or request documentation of a student's social security number or the last four digits of the social security number or the citizenship or immigration status of the student or his/her family members. (Education Code 234.7, 49076.7)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5111(b)

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5145.13 - Response to Immigration Enforcement)
(cf. 5145.3 - Nondiscrimination/Harassment)

However, such information may be collected when required by state or federal law or to comply with requirements for special state or federal programs. In any such situation, the information shall be collected separately from the school enrollment process and the Superintendent or designee shall ensure explain the limited purpose for which the information is collected. Enrollment in a district school shall not be denied on the basis of any such information of the student or his/her parents/guardians obtained by the district, or the student's or parent/guardian's refusal to provide such information to the district.

School registration information shall list all possible means of documenting a child's age for grades K-1 as authorized by Education Code 48002 or otherwise prescribed by the Board. Any alternative document allowed by the district shall be one that the enrollment of a all persons can obtain regardless of immigration status, citizenship status, or national origin and shall not reveal information related to citizenship or immigrant status.

The Superintendent or designee shall immediately enroll a homeless or student, foster child youth, student who has had contact with the juvenile justice system, or a child of a military family is not delayed because regardless of outstanding fees or fines owed to the child's student's last school, lack of clothing normally required by the school, such as school uniforms, or for his/her inability to produce previous academic, medical, or other records normally required for enrollment. (Education Code 48645.5, 48850, 48852.7, 48853.5, 49701; 42 USC 11432)

(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.2 - Education of Children of Military Families)

~~In addition, no child shall be denied enrollment in a district school solely on the basis of his/her arrest, adjudication by a juvenile court, formal or informal supervision by a probation officer, detention in a juvenile facility, enrollment in a juvenile court school, or other contact with the juvenile justice system. (Education Code 48645.5)~~

~~(cf. 5119 - Students Expelled from Other Districts)~~
~~(cf. 6173.3 - Education for Juvenile Court School Students)~~

~~The Superintendent or designee shall not inquire into or request documentation of a student's citizenship or immigration status, and shall not deny a student enrollment in a district school on the basis of the citizenship or immigration status of the student or his/her parents/guardians. Any information obtained about a student's or parent/guardian's citizenship or immigration status shall not be shared without parent/guardian consent or a lawful judicial order, in accordance with laws pertaining to the confidentiality of student records.~~

~~(cf. 0410 - Nondiscrimination in District Programs and Activities)~~
~~(cf. 5145.3 - Nondiscrimination/Harassment)~~

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5111(c)

~~A student shall not be denied enrollment based on the parent/guardian's refusal to provide the student's or parent/guardian's social security number. During the enrollment process, students and parents/guardians shall be informed that disclosure of their social security number is voluntary. (5 USC 552a Note)~~

~~When enrolling in any district school, including a school in their attendance area, children whose parents/guardians reside within district boundaries shall be subject to the timelines established by the Board for open enrollment. Children whose parents/guardians do not reside within the district or who are not otherwise eligible for enrollment in the district may apply for interdistrict attendance in accordance with the timelines specified in applicable Board policies and administrative regulations.~~

~~(cf. 5116.1—Intradistrict Open Enrollment)~~

~~(cf. 5117—Interdistrict Attendance)~~

~~(cf. 5118—Open Enrollment Act Transfers)~~

~~The district's enrollment application shall include information about the health care options and enrollment assistance available to families within the district. The district shall not discriminate against any child for not having health care coverage and shall not use any information relating to a child's health care coverage or his/her interest in learning about health care coverage in any manner that would harm the child or his/her family. (Education Code 49452.9)~~

Legal Reference:

EDUCATION CODE

234.7 Student protections relating to immigration and citizenship status

46300 Computation of average daily attendance, inclusion of kindergarten and transitional kindergarten

46600 Agreements for admission of students desiring interdistrict attendance

48000 Minimum age of admission (kindergarten)

48002 Evidence of minimum age required to enter kindergarten or first grade

48010 Minimum age of admission (first grade)

48011 Admission from kindergarten or other school; minimum age

48050-48053 Nonresidents

48200 Children between ages of 6 and 18 years (compulsory full-time education)

48350-48361 Open Enrollment Act

48645.5 Enrollment of former juvenile court school students

48850-48859 Educational placement of homeless and foster youth

~~48645.5 Enrollment of former juvenile court school students~~

49076 Access to records by persons without written consent or under judicial order

49076.7 Student records; data privacy; social security numbers

49408 Information of use in emergencies

49452.9 Health care coverage options and enrollment assistance

49700-~~49704~~49703 Education of children of military families

HEALTH AND SAFETY CODE

120325-120380 Education and child care facility immunization requirements-

121475-121520 Tuberculosis tests for students-

CODE OF REGULATIONS, TITLE 5

200 Promotion from kindergarten to first grade

201 Admission to high school

CODE OF REGULATIONS, TITLE 17

6000-6075 School attendance immunization requirements

UNITED STATES CODE, TITLE 5

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5111(d)

552a Note- Refusal to disclose social security number
UNITED STATES CODE, TITLE 42
11431-11435 McKinney-Vento Homeless Assistance Act
COURT DECISIONS
Plyler v. Doe, 457 U.S. 202 (1982)

Management Resources:

CSBA PUBLICATIONS

Legal Guidance on Providing All Children Equal Access to Education, Regardless of Immigration Status, February 2017

CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS

Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, April 2018

U.S. DEPARTMENT OF JUSTICE CIVIL RIGHTS DIVISION AND U.S. DEPARTMENT OF EDUCATION- OFFICE FOR CIVIL RIGHTS JOINT PUBLICATIONS

Dear Colleague Letter: School Enrollment Procedures, May 8, 2014

Fact Sheet: Information on the Rights of All Children to Enroll in School, May 8, 2014

~~*Dear Colleague Letter: Information on the Rights of All Children to Enroll in School*~~
~~*Enrollment Procedures: Questions and Answers for States, School Districts and Parents*~~, May 8, 2014

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education- ~~Health Care Coverage and Enrollment Assistance:~~
<http://www.cde.ca.gov/ls/he/hc>

California Office of the Attorney General: <http://oag.ca.gov>

U.S. Department of Education, Office for Civil Rights: <http://www2.ed.gov/about/offices/list/ocr>

U.S. Department of Justice: ~~https~~ <http://www.justice.gov>

Adopted: 5-14-78

Amended: 6-23-92, 9-17-02, 5-18-04, 5-15-12, 6-16-15, 3-21-17, 6-12-18

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5111(a)

Admission

Age of ~~Admission~~ Admittance to Kindergarten and First Grade

At the beginning of ~~the~~~~each~~ school year, the Superintendent or designee shall enroll any ~~otherwise~~ eligible child who will have his/her fifth or sixth birthday on or before September 1 of that year into kindergarten or first grade, as applicable. (Education Code 48000, 48010)

Any child who will have his/her fifth birthday from September 2 through December 2 of the school year shall be offered a transitional kindergarten (TK) program in accordance with ~~the~~ law and Board policy. (Education Code 48000)

(cf. 5123 - Promotion/Acceleration/Retention)
(cf. 6170.1 - Transitional Kindergarten)

On a case-by-case basis, a child who will turn five years old in a given school year may be enrolled ~~in~~ kindergarten or TK at any time during ~~the~~ ~~that~~ school year with the approval of the child's parent/guardian, provided that: (Education Code 48000)

1. The Govern~~ing~~~~ance~~ Board determines that ~~the~~ admittance is in the best interests of the child.
2. The parent/guardian is given information regarding the advantages and disadvantages and any other explanatory information about the effect of this early admittance.

(cf. 5145.6 - Parental Notifications)

The Superintendent or designee shall make a recommendation to the Board regarding whether a child should be granted early entry to kindergarten. In ~~so~~ doing ~~so~~, the Superintendent or designee shall consider various factors including the availability of classroom space and any negotiated maximum class size.

(cf. 6151 - Class Size)
(cf. 7111 - Evaluating Existing Buildings)

Documentation of Age/Grade

Prior to ~~the~~ admission of a child to kindergarten or first grade, the parent/guardian shall present proof of the child's age. (Education Code 48002)

Evidence of the child's age may include: (Education Code 48002)

1. A certified copy of a birth certificate or a statement by the local registrar or county recorder certifying the date of birth

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5111(b)

2. A duly attested baptism certificate
3. A passport
4. When none of the foregoing above documents is obtainable, an affidavit of the parent/guardian may provide any other appropriate
5. Other means of proving prescribed by the age of the child. (Education Code 48002) Board

~~A student enrolling in a district school at any other grade level shall present records from his/her previous school district documenting his/her age and current grade level.~~

Adopted: 9-17-02

Amended: 11-11, 6-16-15, 6-12-18

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: JUNE 12, 2018
**SUBJECT: B.6.d. APPROVE AMENDMENT TO BOARD POLICY AND
ADMINISTRATIVE REGULATION 5111.1 – DISTRICT RESIDENCY –
First Reading**

ACTION

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy and Administrative Regulation 5111.1 – District Residency?

BACKGROUND: Policy Updated and regulation updated to reflect NEW LAW (AB 699) which prohibits districts from collecting information or documents regarding the citizenship or immigration status of students or their family members. Regulation also updated to reflect NEW LAWS providing that a student meets district residency requirements if the student's parent/guardian is transferring or pending transfer to a military installation within the state (SB 455), or the student's parent/guardian was a resident of California who departed the state against his/her will pursuant to a transfer by a government agency, a court order, or the federal Immigration and Nationality Act (SB 257). Board Policy 5111.1 is being submitted with recommended changes from CSBA.

ALTERNATIVES: 1. Approve the amendment to Board Policy 5111.1 – District Residency.
2. Do not amend Board Policy 5111.1 – District Residency.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5111.1(a)

District Residency

The Governing Board desires to admit all students who reside within district boundaries or who fulfill the district residency requirements through other means as allowed by law. The Superintendent or designee shall develop procedures to facilitate the receipt and verification of students' proof of residency.

(cf. 5116 - School Attendance Boundaries)

The Superintendent or designee shall annually notify parents/guardians of all existing attendance options available in the district, including, but not limited to, all options for meeting residency requirements for school attendance. (Education Code 48980)

(cf. 5116.1 - Intradistrict Open Enrollment)

(cf. 5117 - Interdistrict Attendance)

(cf. 5145.6 - Parental Notifications)

The Superintendent or designee shall require parents/guardians to provide documentation of the student's residency upon admission to a district school. [A copy of the document or written statement offered as verification of residency shall be maintained in the student's mandatory permanent record. \(5 CCR 432\)](#)

(cf. 5111 - Admission)

(cf. 5125 - Student Records)

When establishing ~~a~~ students' residency for enrollment purposes, the Superintendent or designee shall not inquire into ~~a student's~~ [the citizenship or immigration status- of students or their family members.](#)

(cf. 5145.13 - Response to Immigration Enforcement)

A student's enrollment may be denied when the submitted documentation is insufficient to establish district residency. In any such case, the Superintendent or designee shall notify the parent/guardian in writing, including specific reasons for the denial.

Investigation of Residency

When the Superintendent or designee reasonably believes that a student's parent/guardian has provided false or unreliable evidence of residency, he/she may make reasonable efforts to determine that the student meets district residency requirements. An investigation may be initiated when the Superintendent or designee is able to identify specific, articulable facts supporting the belief that the parent/guardian has provided false or unreliable evidence of

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5111.1(b)

residency. (Education Code 48204.1, 48204.2)

The Superintendent or designee may assign a trained district employee to conduct the investigation. The investigation may include the examination of records, including public records, and/or interviews of persons who may have knowledge of the student's residency.

If necessary, the Superintendent or designee may employ the services of a private investigator to conduct the investigation. Before hiring a private investigator, the Superintendent or designee shall make other reasonable efforts to determine whether the student resides in the district. (Education Code 48204.2)

The investigation shall not include the surreptitious collection of photographic or videographic images of persons or places subject to the investigation. However, the use of technology is not prohibited if done in open and public view. (Education Code 48204.2)

Any employee or contractor engaged in the investigation shall truthfully identify himself/herself as an investigator to individuals contacted or interviewed during the course of the investigation. (Education Code 48204.2)

Appeal of Enrollment Denial

If the Superintendent or designee, upon investigation, determines that a student does not meet district residency requirements and denies the student's enrollment in the district, he/she shall provide the student's parent/guardian an opportunity to appeal that determination. (Education Code 48204.2)

The Superintendent or designee shall send the student's parent/guardian written notice specifying the basis for the district's determination. This notice shall also inform the parent/guardian that he/she may, within 10 school days, appeal the decision and provide new evidence of residency.

The burden shall be on the parent/guardian to show why the district's determination to deny enrollment should be overruled. (Education Code 48204.2)

A student who is currently enrolled in the district shall be allowed to remain in attendance at his/her school pending the results of the appeal. A student who is not currently enrolled in the district shall not be permitted to attend any district school unless his/her appeal is successful.

In an appeal to the Superintendent of a determination that district residency requirements were not met, the Superintendent shall review any evidence provided by the parent/guardian or obtained during the district's investigation and shall make a decision within 10 school days of

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5111.1(c)

receipt of the parent/guardian's request for the appeal. The Superintendent's decision shall be final.

Enrollment Not Requiring District Residency

When approved by the Board and the appropriate agency, the district may enroll students from other countries who are in the United States on an F-1 visa or are participating in an international exchange program under the sponsorship of a government-approved agency.

(cf. 5111.2 - Nonresident Foreign Students)

(cf. 6145.6 - International Exchange)

The district may enroll a nonresident student living in an adjoining state or foreign country in accordance with Education Code 48050-48052.

District residency is not required for enrollment in a regional occupational center or program if there are openings in the program or class. (Education Code 52317)

(cf. 6178.2 - Regional Occupational Center/Program)

Legal Reference:

EDUCATION CODE

220 Prohibition of discrimination

234.7 Student protections relating to immigration and citizenship status

35160.5 Intradistrict open enrollment

35351 Assignment of students to particular schools

46600-46611 Interdistrict attendance permits

48050-48054 Nonresidents

48200-48208 Compulsory education law, especially:

48204 Residency requirements

48204.1-48204.4 Evidence of residency

48300-48317 Student attendance alternatives, school district of choice program

48350-48361 Open Enrollment Act transfers

48645.5 Former juvenile court school students, enrollment

48852.7 Education of homeless students; immediate enrollment

48853.5 Education of foster youth; immediate enrollment

48980 Notifications at beginning of term

52317 Regional occupational program, admission of persons including nonresidents

FAMILY CODE

6550-6552 Caregivers

GOVERNMENT CODE

6205-6210 Confidentiality of residence for victims of domestic violence

CODE OF REGULATIONS, TITLE 5

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5111.1(d)

432 Retention of student records

[UNITED STATES CODE, TITLE 8](#)

[1229c Immigration and Nationality Act](#)

[UNITED STATES CODE, TITLE 42](#)

[11431-11435 McKinney-Vento Homeless Assistance Act](#)

[COURT DECISIONS](#)

[Katz v. Los Gatos-Saratoga Joint Union High School District, \(2004\) 117 Cal.App.4th 47](#)

[Plyler v. Doe, 457 U.S. 202 \(1982\)](#)

Management Resources:

[CSBA PUBLICATIONS](#)

[Legal Guidance on Providing All Children Equal Access to Education, Regardless of Immigration Status, February 2017](#)

[Legal Guidance Regarding International Student Exchange Placement Organizations, April 2014](#)

[CALIFORNIA ATTORNEY GENERAL'S OFFICE PUBLICATIONS](#)

[Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, April 2018](#)

[U.S. DEPARTMENT OF JUSTICE CIVIL RIGHTS DIVISION AND U.S. DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS JOINT PUBLICATIONS](#)

[Dear Colleague Letter: School Enrollment Procedures, May 8, 2014](#)

[Fact Sheet: Information on the Rights of All Children to Enroll in School, May 8, 2014](#)

~~[Dear Colleague Letter: Information on the Rights of All Children to Enroll in School-Enrollment Procedures: Questions and Answers for States, School Districts and Parents, May 8, 2014](#)~~

WEB SITES

CSBA: <http://www.csba.org>

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

California Office of the Attorney General: <http://oag.ca.gov>

California Secretary of State, Safe at Home Program: <http://www.sos.ca.gov/safeathome>

U.S. Department of Education, Office for Civil Rights: <http://www2.ed.gov/ocr>

U.S. Department of Justice: <http://www.justice.gov>

Adopted: 2-16-16

Amended: 3-21-17, 6-12-18

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: JUNE 12, 2018

**SUBJECT: B.6.e. APPROVE AMENDMENT OF BOARD POLICY AND ADMINISTRATIVE
REGULATION 5125 – STUDENT RECORDS – First Reading**

ACTION

ISSUE: Should the Board of Education approve amendment of Board Policy 5125 – Student Records?

BACKGROUND: Board Policy 5125 updated to reflect the California Attorney General's model policy, developed pursuant to NEW LAW (AB 699), which (1) prohibits districts from collecting information regarding students' citizenship or immigration status, and (2) requires district staff to receive training in the gathering and handling of sensitive student information. Policy also reflects state law limiting the collection of students' social security numbers or the last four digits of the social security numbers, and NEW LAW (SB 31) which prohibits districts from assisting in the compilation of a list, registry, or database based on students' national origin, ethnicity, or religion. Regulation updated to reflect NEW LAW (SB 233) which expands the types of records related to foster youth that must be made accessible to specified agencies, and a requirement of the Attorney General's model policy that the annual parental notification include a statement that a student's citizenship, place of birth, or national origin will not be released without parental consent or a court order. Board Policy 5125 is being submitted with recommended changes from CSBA.

ALTERNATIVES:

1. Approve the amendment of Board Policy 5125 – Student Records.
2. Do not approve the amendment Board Policy 5125 – Student Records.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5125(a)

Student Records

The Governing Board recognizes the importance of keeping accurate, comprehensive student records as required by law. The Superintendent or designee shall ~~ensure that the district~~ establish administrative regulations governing the identification, collection, retention, and ~~school site procedures for~~ security of student records. These regulations shall ensure the rights of authorized persons to have timely access to student records while maintaining the confidentiality of student records ~~are~~ consistent with state and federal law.

~~The Superintendent or designee shall establish regulations governing the identification, description, and security of student records. These regulations shall ensure rights of authorized persons to have timely access to student records and shall protect students and their families from invasion of privacy.~~

(cf. 3580 - District Records)

(cf. 4040 - Employee Use of Technology)

(cf. 5125.1 - Release of Directory Information)

(cf. 5125.3 - Challenging Student Records)

The Superintendent or designee shall designate a certificated employee to serve as custodian of records with responsibility for student records at the district level. At each school, the principal or a certificated ~~designee~~ employee shall be designated as custodian of records for students enrolled at that school. The custodian of records shall be responsible for implementing Board policy and administrative regulation regarding student records. (5 CCR 431)

All appropriate personnel shall receive training regarding district policies and procedures for gathering and handling sensitive student information.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The district shall not collect or solicit social security numbers or the last four digits of social security numbers of students or their parents/guardians, unless otherwise required to do so by state or federal law. (Education Code 49076.7)

No information or documents regarding the citizenship or immigration status of students or their family members shall be collected, except as required by state or federal law or as required to administer a state or federally supported educational program. The Superintendent or designee shall not disclose student records to a person, agency, or organization for immigration enforcement purposes without parental consent, a court order, or a judicial subpoena. If a district employee receives such a request, he/she shall immediately report the request to the Superintendent. The Superintendent shall report the request to the Board in a timely manner that

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5125(b)

ensures the confidentiality and privacy of any potentially identifying information. (Education Code 234.7)

(cf. 5145.13 - Response to Immigration Enforcement)

The Superintendent or designee shall not compile a list, registry, or database based on students' national origin, ethnicity, or religious belief, practice, or affiliation, nor shall he/she disclose student information to federal government authorities for the purpose of compiling such a list, registry, or database for purposes of immigration enforcement. Such information may only be compiled or exchanged with other local, state, or federal agencies if the information is aggregated and is not personally identifiable. (Government Code 8310.3)

Student Records from Social Media

The Superintendent or designee may gather and maintain information from the social media of any district student, provided that the district first notifies students and parents/guardians about the proposed program, offers an opportunity for public comment at a regularly scheduled Board meeting, and gathers only information that directly pertains to school safety or student safety. (Education Code 49073.6)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5131.2 - Bullying)

(cf. 5145.6 - Parental Notifications)

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323 - Meeting Conduct)

Contract for Digital Storage, Management, and Retrieval of Student Records

The Superintendent or designee may enter into a contract with a third party for the digital storage, management, and retrieval of student records and/or to authorize a third party provider of digital software to access, store, and use student records, provided that the contract meets the requirements of Education Code 49073.1 and other applicable state and federal laws.

(cf. 3312 - Contracts)

Legal Reference:

EDUCATION CODE

234.7 Student protections relating to immigration and citizenship status

17604 Contracts

48201 Student records for transfer students who have been suspended/expelled

48853.5 Foster youth; placement, immunizations

48902 Notification of law enforcement of specified violations

48904-48904.3 Withholding grades, diplomas, or transcripts-

48918 Rules governing expulsion procedures

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5125(c)

48980 Parental notifications
48985 Notices in parent/guardian's primary language
49060-49079 ~~Pupil~~Student records
49091.14 Parental review of curriculum
51747 Independent study ~~programs~~
56041.5 Rights of students with disabilities
56050 Surrogate parents
56055 Foster parents
69432.9 Cal Grant program; notification of grade point average
BUSINESS AND PROFESSIONS CODE
22580-22582 Digital privacy
22584-22585 Student Online Personal Information Protection Act
22586-22587 Early Learning Personal Information Protection Act
CODE OF CIVIL PROCEDURE
1985.3 Subpoena duces tecum
FAMILY CODE
3025 Access to records by noncustodial parents
6552 Caregiver's authorization affidavit
GOVERNMENT CODE
6252-6260 Inspection of public records
HEALTH AND SAFETY CODE
120440 Immunizations; disclosure of information
PENAL CODE
245 Assault with deadly weapon
WELFARE AND INSTITUTIONS CODE
681 Truancy petitions
701 Juvenile court law
16010 Health and education records of a minor
CODE OF REGULATIONS, TITLE 5
430-438 Individual ~~pupil~~student records
16020-16027 Destruction of records of school districts
UNITED STATES CODE, TITLE 20
1232g Family Educational Rights and Privacy Act
1232h Protection of Pupil Rights Amendment
UNITED STATES CODE, TITLE 26
152 Definition of dependent child
UNITED STATES CODE, TITLE 42
11434a McKinney-Vento Homeless Assistance Act; definitions
CODE OF FEDERAL REGULATIONS, TITLE 16
Part 312 Children's Online Privacy Protection Rule
CODE OF FEDERAL REGULATIONS, TITLE 34
99.1-99.67 Family Educational Rights and Privacy
300.501 Opportunity to examine records for parents of student with disability

Management Resources:

CSBA PUBLICATIONS

Legal Guidance on Providing All Children Equal Access to Education, Regardless of Immigration Status,
February 2017

CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS

Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5125(d)

California's K-12 Schools in Responding to Immigration Issues, April 2018

FEDERAL REGISTER

Final Rule and Analysis of Comments and Changes, Family Educational Rights and Privacy, December 9, 2008, Vol. 73, No. 237, pages 74806-74855

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Data in the Cloud: A Legal and Policy Guide for School Boards on Student Data Privacy in the Cloud Computing Era, April 2014

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

IDEA and FERPA Confidentiality Provisions, 2014

Joint Guidance on the Application of the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) to Student Health Records, 2008
Balancing Student Privacy and School Safety: A Guide to the Family Educational Rights and Privacy Act for Elementary and Secondary Schools, October 2007

WEB SITES

CSBA: <http://www.csba.org>

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

National School Boards Association: <http://www.nsba.org>

*U.S. Department of Education, Family Policy Compliance ~~Office~~,
<http://www.ed.gov/policy/gen/guid/fpco/index.html>*

Adopted: 5-24-78

Amended: 10-15-80, 5-15-84, 5-20-86, 9-5-89, 6-23-92, 9-17-02, 3-09, 3-17-15, [6-12-18](#)

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5125(a)

Student Records

Definitions

Student means any individual who is or has been in attendance at the district and regarding whom the district maintains student records. (34 CFR 99.3)

Attendance includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunication technologies for students who are not physically present in the classroom, and the period during which a person is working under a work-study program. (34 CFR 99.3)

Student records are any items of information (in handwriting, print, tape, film, computer, or other medium) gathered within or outside the district that are directly related to an identifiable student and maintained by the district, required to be maintained by an employee in the performance of his/her duties, or maintained by a party acting for the district. Any information maintained for the purpose of second-party review is considered a student record. Student records include the student's health record. (Education Code 49061, 49062; 5 CCR 430; 34 CFR 99.3)

Student records do not include: (Education Code 49061, 49062; 5 CCR 430; 34 CFR 99.3; ~~5 CCR 430~~)

1. Directory information

(cf. 5125.1 - Release of Directory Information)

2. Informal notes compiled by a school officer or employee which remain in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a substitute employee
3. Records of the law enforcement unit of the district, subject to ~~the provisions of~~ 34 CFR 99.8

(cf. 3515 - Campus Security)

(cf. 3515.3 - District Police/Security Department)

4. Records created or received by the district after an individual is no longer a student ~~in attendance~~ and that are not directly related to the individual's attendance as a student
5. Grades on peer-graded papers before they are collected and recorded by a teacher

Mandatory permanent student records are those records which are maintained in perpetuity and

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5125(b)

which schools have been directed to compile by state law, regulation, or administrative directive. (5 CCR 430)

Mandatory interim student records are those records which the schools are directed to compile and maintain for ~~stipulated~~specified periods of time and are then destroyed in accordance with state law, regulation, or administrative directive. (5 CCR 430)

Permitted student records are those records having clear importance only to the current educational process of the student. (5 CCR 430)

Disclosure means to permit access to, or the release, transfer, or other communication of, personally identifiable information contained in student records, to any party, except the party that provided or created the record, by any means including oral, written, or electronic~~means~~. (34 CFR 99.3)

Access means a personal inspection and review of a record, or an accurate copy of a record, or receipt of an accurate copy of a record or an oral description or communication of a record, and a request to release a copy of any record. (Education Code 49061)

Personally identifiable information includes, but is not limited to: (34 CFR 99.3)

1. The student's name
2. The name of the student's parent/guardian or other family members
3. The address of the student or student's family
4. A personal identifier, such as the student's social security number, student number, or biometric record (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting)
5. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name
6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty
7. Information requested by a person who the district reasonably believes knows the identity of the student to whom the student record relates

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5125(c)

Adult student is a person who is or was enrolled in school and who is at least 18 years of age. (5 CCR 430)

Parent/guardian means a natural parent, an adopted parent, legal guardian, surrogate parent, or foster parent. (Education Code 49061, 56050, 56055)

Legitimate educational interest is an interest held by any school official, employee, contractor, or consultant whose duties, responsibilities, or contractual obligations to the district, whether routine or as a result of special circumstances, require him/her to have access to student records.

School officials and employees are officials or employees whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require that they have access to student records.

Contractor or consultant is anyone with a formal written agreement or contract with the district regarding the provision of services or functions outsourced to him/her by the district. Contractor or consultant shall not include a volunteer or other party. (Education Code 49076)

Custodian of records is the employee responsible for the security of student records maintained by the district and for devising procedures for assuring that access to such records is limited to authorized persons. (5 CCR 433)

County placing agency means the county social service department or county probation department. (Education Code 49061)

Persons Granted Absolute Access

In accordance with ~~state~~-law, absolute access to any student records shall be granted to:-

7. Parents/guardians of students younger than age 18 years, including the parent who is not the student's custodial parent (Education Code 49069; Family Code 3025)
8. An adult student, or a student under the age of 18 years who attends a postsecondary institution, in which case the student alone shall exercise rights related to his/her student records and grant consent for the release of records (34 CFR 99.3, 99.5)
9. Parents/guardians of an adult student with disabilities who is age 18 years or older and has been declared incompetent under state law (Education Code 56041.5)

(cf. 6159 - Individualized Education Program)

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5125(d)

Access for Limited Purpose/Legitimate Educational Interest

The following persons or agencies shall have access to those particular records that are relevant to the [ir](#) legitimate educational interest or other legally authorized purpose:

1. Parents/guardians of a student age 18 or older who is a dependent child as defined under 26 USC 152 (Education Code 49076; 34 CFR 99.~~24~~31)
2. Students who are age 16 or older or who have completed the 10th grade (Education Code 49076; 34 CFR 99.~~24~~31)
3. School officials and employees, consistent with the definition provided in the section "Definitions" above (Education Code 49076; 34 CFR 99.31)
4. Members of a school attendance review board (SARB) who are authorized representatives of the district and any volunteer aide age 18 or older who has been investigated, selected, and trained by [the](#) SARB to provide follow-up services to a referred student (Education Code 49076)

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5113.12 - District School Attendance Review Board)

5. Officials and employees of other public schools, school systems, or postsecondary institutions where the student intends or is directed to enroll, including local, county, or state correctional facilities where educational programs leading to high school graduation are provided, or where the student is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer (Education Code 49076; 34 CFR 99.31)

Unless the annual parent/guardian notification issued pursuant to Education Code 48980 includes a statement that the district may disclose [students'](#) personally identifiable information to officials of another school, school system, or postsecondary institution where the student seeks or intends to enroll, the Superintendent or designee shall, when such a disclosure is made, make a reasonable attempt to notify the parent/guardian or adult student at his/her last known address, provide a copy of the record that is disclosed, and give the parent/guardian or adult student an opportunity for a hearing to challenge the record. (34 CFR 99.34)

6. The Student Aid Commission, to provide the grade point average (GPA) of all district students in grade 12 and, when requested, verification of high school graduation or its equivalent of all students who graduated in the prior academic year, for use in the Cal Grant postsecondary financial aid program~~7~~. However, such information shall not be submitted when students opt out or are permitted by the rules of the Student Aid

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5125(e)

Commission to provide test scores in lieu of the GPA. (Education Code 69432.9, 69432.92)

No later than October 15 ~~of~~ each year, the Superintendent or designee shall notify each student in grade 12, and his/her parents/guardians if the student is under age 18 years, that the student's GPA will be forwarded to the Student Aid Commission unless he/she opts out within a period of time specified in the notice, which shall not be less than 30 days. (Education Code 69432.9)

Students' social security numbers shall not be included in the submitted information unless the Student Aid Commission deems it necessary to complete the financial aid application and the Superintendent or designee obtains permission from the student's parent/guardian, or from the adult student, to submit the social security number. (Education Code 69432.9)

7. Federal, state, and local officials, as needed for an audit, evaluation, or compliance activity related to a state or federally funded education program and in accordance with a written agreement developed pursuant to 34 CFR 99.35 (Education Code 49076; 34 CFR 99.3, 99.31, 99.35)
8. Any county placing agency acting as an authorized representative of a state or local educational agency which is required to audit or evaluate a state or federally supported education program pursuant to item #67 above (Education Code 49076)
9. Any person, agency, or organization authorized in compliance with a court order or lawfully issued subpoena (Education Code ~~49074~~49077; 5 CCR 435; 34 CFR 99.31)

Unless otherwise instructed by the court, the Superintendent or designee shall, prior to disclosing a record pursuant to a court order or subpoena, give the parent/guardian or adult student at least three days' notice of the name of the requesting agency and the specific record requested, if lawfully possible within the requirements of the judicial order. (Education Code 49077; 5 CCR 435; 34 CFR 99.31)

10. Any district attorney who is participating in or conducting a truancy mediation program or participating in the presentation of evidence in a truancy petition (Education Code 49076)
11. A district attorney's office for consideration against a parent/guardian for failure to comply with compulsory education laws (Education Code 49076)
12. Any probation officer~~or~~, district attorney, or counsel of record for a minor student for the purposes of conducting a criminal investigation or an investigation in regards to declaring the minor student a ward of the court or involving a violation of a condition of probation,

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5125(f)

subject to evidentiary rules specified in Welfare and Institutions Code 701 (Education Code 49076)

When disclosing records for these purposes, the Superintendent or designee shall obtain written certification from the recipient of the records that the information will not be disclosed to another party without prior written consent of the student's parent/guardian or the holder of the student's educational rights, unless specifically authorized by state or federal law. (Education Code 49076)

13. Any judge or probation officer for the purpose of conducting a truancy mediation program for a student or for the purpose of presenting evidence in a truancy petition pursuant to Welfare and Institutions Code 681 (Education Code 49076)

In such cases, the judge or probation officer shall certify in writing to the Superintendent or designee that the information will be used only for truancy purposes. Upon releasing student information to a judge or probation officer, the Superintendent or designee shall inform, or provide written notification to, the student's parent/guardian within 24 hours. (Education Code 49076)

14. A foster family agency with jurisdiction over a currently enrolled or former students; short-term residential treatment program staff responsible for purposes the education or case management of ~~accessing those students'~~ a student; or a caregiver who has direct responsibility for the care of a student, including a certified or licensed foster parent, an approved relative or nonrelated extended family member, or a resource family, as defined (Education Code 49076)

Such individuals shall have access to the student's current or most recent records of grades ~~and~~, transcripts, attendance, discipline, online communication on platforms established by schools for students and parents/guardians, and any ~~Individualized Education Program (IEPs)~~ individualized education program or Section 504 plan developed and maintained by the district (Education Code 49069.3)

(cf. 6164.6 - Identification and Education Under Section 504)

(cf. 6173.1 - Education for Foster Youth)

15. A student age 14 years or older who is both a homeless student and an unaccompanied minor as defined in 42 USC 11434a (Education Code 49076)

(cf. 6173 - Education for Homeless Children)

16. An individual who completes items #1-4 of the caregiver's authorization affidavit pursuant to Family Code 6552 and signs the affidavit for the purpose of enrolling a minor

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5125(g)

in school (Education Code 49076)

17. A caseworker or other representative of a state or local child welfare agency or tribal organization that has legal responsibility for the care and protection of a student, provided that the information is directly related to providing assistance to address the student's educational needs (Education Code 49075~~6~~; 20 USC 1232(g))
18. Appropriate law enforcement authorities, in circumstances where Education Code 48902 requires that the district provide special education and disciplinary records of a student with disabilities who is suspended or expelled for committing an act violating Penal Code 245 (Education Code 48902, 49076)

When disclosing such records, the Superintendent or designee shall obtain written certification by the recipient of the records as described in item #12 above. (Education Code 49076)

19. Designated peace officers or law enforcement agencies in cases where the district is authorized by law to assist law enforcement in investigations of suspected criminal conduct or kidnapping and a written parental consent, lawfully issued subpoena, or court order is submitted to the district, or information **is** provided to it indicating that an emergency exists in which the student's information is necessary to protect the health or safety of the student or other individuals (Education Code 49076.~~6~~5; 34 CFR 99.1-99.67)

In such cases, the Superintendent or designee shall provide information about the identity and location of the student as it relates to the transfer of that student's records to ~~any~~ another public school district or California private school. (Education Code 49076.5)

When disclosing records for the above purposes, the Superintendent or designee shall obtain the necessary documentation to verify that the person, agency, or organization is a person, agency, or organization that is permitted to receive such records.

Any person, agency, or organization granted access is prohibited from releasing information to another person, agency, or organization without written permission from the parent/guardian or adult student unless specifically allowed by state law or the federal Family Educational Rights and Privacy Act. (Education Code 49076)

In addition, the parent/guardian or adult student may provide written consent for access to be granted to persons, agencies, or organizations not afforded access rights by law. The written consent shall specify the records to be released and the party or parties to whom they may be released. (Education Code 49075)

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5125(h)

Only a parent/guardian having legal custody of the student may consent to the release of records to others. Either parent/guardian may grant consent if both parents/guardians notify the district, in writing, that such an agreement has been made.- (Education Code 49061)

(cf. 5021 - Noncustodial Parents)

Discretionary Access

At his/her discretion, the Superintendent or designee may release information from a student's records to the following:-

1. Appropriate persons, including parents/guardians of a student, in an emergency; if the health and safety of ~~at~~the student or other persons are at stake (Education Code 49076; 34 CFR 99.31, 99.32, 99.36; ~~Education Code 49076~~)

When releasing information to any such appropriate person, the Superintendent or designee shall record information about the threat to the health or safety of the student or any other person that formed the basis for the disclosure and the person(s) to whom the disclosure was made. (Education Code 49076; 34 CFR 99.32)

Unless it would further endanger the health or safety of the student or other persons, the Superintendent or designee shall inform the parent/guardian or adult student within one week of the disclosure that the disclosure was made, of the articulable and significant threat to the health or safety of the student or other individuals that formed the basis for the disclosure, and of the parties to whom the disclosure was made.

2. Accrediting associations (Education Code 49076; 34 CFR 99.31)
3. Under the conditions specified in Education Code 49076 and 34 CFR 99.31, organizations conducting studies on behalf of educational institutions or agencies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, provided that: (Education Code 49076; 34 CFR 99.31)
 - a. The study is conducted in a manner that does not permit personal identification of parents/guardians and students by individuals other than representatives of the organization who have legitimate interests in the information.
 - b. The information is destroyed when no longer needed for the purposes for which the study is conducted.

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5125(i)

- c. The district enters into a written agreement with the organization that complies with 34 CFR 99.31.
4. Officials and employees of private schools or school systems where the student is enrolled or intends to enroll, subject to the rights of parents/guardians as provided in Education Code 49068 and in compliance with 34 CFR 99.34 (Education Code 49076; 34 CFR 99.31, 99.34)
5. Local health departments operating countywide or regional immunization information and reminder systems and the California Department of Public Health, unless the parent/guardian has requested that no disclosures of this type be made (Health and Safety Code 120440)
6. Contractors and consultants having a legitimate educational interest based on services or functions which **have** been outsourced to them through a formal written agreement or contract by the district, excluding volunteers or other parties (Education Code 49076)

(cf. 3600 - Consultants)

7. Agencies or organizations in connection with **a**-the student's application for or receipt of financial aid, provided **ed**ing that information permitting the personal identification of a student or his/her parents/guardians for these purposes **may-be is** disclosed only as may be necessary to determine the eligibility of the student for financial aid, determine the amount of financial aid, determine the conditions which will be imposed regarding the financial aid, or enforce the terms or conditions of the financial aid (Education Code 49076; 34 CFR 99.31, 99.36)
8. County elections officials for the purpose of identifying students eligible to register to vote or offering such students an opportunity to register, subject to the provisions of 34 CFR 99.37 and under the condition that any information provided on this basis shall not be used for any other purpose or transferred to any other person or agency (Education Code 49076; 34 CFR 99.31, 99.37)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

When disclosing records for the above purposes, the Superintendent or designee shall obtain the necessary documentation to verify that the person, agency, or organization is a person, agency, or organization that is permitted to receive **d** such records.

De-identification of Records

When authorized by law for any program audit, educational research, or other purposes, the

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5125(j)

Superintendent or designee may release information from a student record without prior consent of the parent/guardian or adult student after the removal of all personally identifiable information. Prior to releasing such information, the Superintendent or designee shall make a reasonable determination that the student's identity is not personally identifiable, whether through single or multiple releases, and taking into account other reasonably available information. (Education Code 49074, 49076; 34 CFR 99.31)

Process for Providing Access to Records

Student records shall be maintained in a central file at the school attended by the student or, when records are maintained ~~in~~at different locations, a notation shall be placed in the central file indicating where other records may be found. Parents/guardians shall be notified of the location of student records if not centrally located. (Education Code 49069; 5 CCR 433)

The custodian of records shall be responsible for the security of student records and shall ~~assure~~ensure that access is limited to authorized persons. (5 CCR 433)

The custodian of records shall develop reasonable methods, including physical, technological, and administrative controls, to ensure that school officials and employees obtain access to only those student records in which they have legitimate educational interests. (34 CFR 99.31)

To inspect, review, or obtain copies of student records, authorized persons shall submit a request to the custodian of records. Prior to granting the request, the custodian of records shall authenticate the individual's identity. For any individual granted access based on a legitimate educational interest, the request shall specify ~~such~~the interest involved.

~~When prior written consent from a parent/guardian is~~When required by law, the parent/guardian shall provide a-written, signed, and dated consent before the district discloses the student record. -

Such consent may be given through electronic means in those cases where it can be authenticated. The district's consent form shall specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made. -Upon request by the parent/guardian, the district shall provide him/her a copy of the records disclosed. (34 CFR 99.30)

If the parent/guardian refuses to provide written consent for the release of student information, the Superintendent or designee shall not release the information, unless it is otherwise subject to release based on a court order or a lawful subpoena.

Within five business days following the date of request, a parent/guardian or other authorized person shall be granted access to inspect, review, and obtain copies of student records during

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5125(k)

regular school hours. (Education Code 49069)

Qualified certificated personnel shall be available to interpret records when requested.
(Education Code 49069)

The custodian of records or the Superintendent or designee shall prevent the alteration, damage, or loss of records during inspection. (5 CCR 435)

Access Log

A log shall be maintained for each student's record which lists all persons, agencies, or organizations requesting or receiving information from the records and the legitimate educational interest of the requester. (Education Code 49064)

In every instance of inspection by persons who do not have assigned educational responsibility, the custodian of records shall make an entry in the log indicating the record inspected, the name of the person granted access, the reason access was granted, and the time and circumstances of inspection. (5 CCR 435)

The custodian of records shall also make an entry in the log ~~may~~ regarding any request for records that was denied and the reason for the denial.

The log shall include ~~record of~~ requests for access to records by: ~~(Education Code 49064)~~

1. Parents/guardians or adult students
2. Students who are 16 years of age or older or who have completed the 10th grade
3. Parties obtaining district-approved directory information
4. Parties who provide written parental consent, in which case the consent notice shall be filed with the record pursuant to Education Code 49075
5. School officials ~~or~~and employees who have a legitimate educational interest
6. Law enforcement personnel seeking to enforce immigration laws

The log shall be accessible only to the parent/guardian, adult student, dependent adult student, student who is age 16 years or older or who has completed the 10th grade, custodian of records, and certain state or federal officials. (Education Code 49064; 5 CCR 432)

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5125(l)

Duplication of Student Records

To provide copies of any student record, the district shall charge a reasonable fee not to exceed the actual cost of ~~furnishing~~ providing the copies.- No charge shall be made for providing up to two transcripts or up to two verifications of various records for any former student. No charge shall be made to locate or retrieve any student record. (Education Code 49065)

(cf. 3260 -- Fees and Charges)

Changes to Student Records

Only a parent/guardian having legal custody of ~~the~~a student or an adult student may challenge the content of a record or offer a written response to a record. (Education Code 49061)

(cf. 5125.3 - Challenging Student Records)

No additions except routine updating shall be made to a student's record after high school graduation or permanent departure without prior consent of the parent/guardian or adult student. (5 CCR 437)

A student's legal name or gender as entered on the mandatory student record required pursuant to 5 CCR 432 shall only be changed ~~pursuant to a court order.~~ with proper documentation. However, at the written request of a student or, if appropriate, his/her parents/guardians, the district shall use the student's preferred name and pronouns consistent with his/her gender identity on all other district-related documents.

(cf. 5145.3 -- Nondiscrimination/Harassment)

Retention and Destruction of Student Records

All anecdotal information and assessment reports maintained as student records shall be dated and signed by the individual who originated the data. (5 CCR 431)

The following mandatory permanent student records shall be kept indefinitely: ~~-(5 CCR 432, 437)-~~

5. Legal name of student
6. Date and place of birth and method of verifying birth date

(cf. 5111 - Admission)

7. Sex of student

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5125(m)

8. Name and address of parent/guardian of minor student
 - a. Address of minor student if different from the above
 - b. Annual verification of parent/guardian's name and address and student's residence

(cf. 5111.1 - District Residency)

~~*(cf. 5111.12 - Residency Based on Parent/Guardian Employment)*~~

9. Entrance and departure dates of each school year and for any summer session or other extra session
10. Subjects taken during each year, half-year, summer session, or quarter, and marks or credits given

(cf. 5121 - Grades/Evaluation of Student Achievement)

11. Verification of or exemption from required immunizations

(cf. 5141.31 - Immunizations)

12. Date of high school graduation or equivalent-

Mandatory interim student records, unless forwarded to another district, shall be maintained subject to destruction during the third school year after the school year in which they originated, following a determination that their usefulness has ceased or the student has left the district. These records include: (Education Code 48918, 51747; 5 CCR 432, 437, 16027)-

1. Expulsion orders and the causes therefor

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

2. A log identifying persons or agencies who request or receive information from the student record
3. Health information, including verification or waiver of the health screening for school entry

(cf. 5141.32 - Health Screening for School Entry)

4. Information on participation in special education programs, including required tests, case

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5125(n)

studies, authorizations, and evidence of eligibility for admission or discharge

(cf. 6159 - Individualized Education Program)

(cf. 6164.4 - Identification *and* Evaluation of Individuals for Special Education)

5. Language training records

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

6. Progress slips/notices required by Education Code 49066 and 49067

7. Parental restrictions/stipulations regarding access to directory information

8. Parent/guardian or adult student rejoinders to challenged records and to disciplinary action

9. Parent/guardian authorization or denial of student participation in specific programs

10. Results of standardized tests administered within the past three years

(cf. 6162.51 ~~—Standardized Testing and Reporting Program—~~ State Academic Achievement Tests)

(cf. 6162.52 ~~—High School Exit Examination—~~)

11. Written findings resulting from an evaluation conducted after a specified number of missed assignments to determine whether it is in a student's best interest to remain in independent study

(cf. 6158 - Independent Study)

Permitted student records may be destroyed six months after the student completes or withdraws from the educational program, including: (5 CCR 432, 437)

1. Objective counselor *and/or* teacher ratings

2. Standardized test results older than three years

3. Routine disciplinary data

(cf. 5144 - Discipline)

4. Verified reports of relevant behavioral patterns

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5125(o)

5. All disciplinary notices
6. Supplementary attendance records

Records shall be destroyed in a way that assures they will not be available to possible public inspection in the process of destruction. (5 CCR 437)

Transfer of Student Records

When a student transfers into this district from any other school district or a private school, the Superintendent or designee shall inform the student's parent/guardian of his/her rights regarding student records, including the right to review, challenge, and receive a copy of student records. (Education Code 49068; 5 CCR 438)

When a student transfers into this district from another district, the Superintendent or designee shall request that the student's previous district provide any records, either maintained by that district in the ordinary course of business or received from a law enforcement agency, regarding acts committed by the transferring student that resulted in his/her suspension or expulsion. (Education Code 48201)–

(cf. 4158/4258/4358 - Employee Security)
(cf. 5119 – Students Expelled ~~f~~From Other Districts)

When a student transfers from this district to another school district or to a private school, the Superintendent or designee shall forward a copy of the student's mandatory permanent record within 10 school days of the district's receipt of the request for ~~the~~ student's records. The original record or a copy shall be retained permanently by this district. If the transfer is to another California public school, the student's entire mandatory interim record shall ~~also~~ be forwarded. If the transfer is out of state or to a private school, the mandatory interim record may be forwarded. Permitted student records may be forwarded to any other district or private school. (Education Code 48918, 49068; 5 CCR 438)

Upon receiving a request from a county placing agency to transfer a student in foster care out of a district school, the Superintendent or designee shall transfer the student's records to the next educational placement within two ~~(2)~~ business days. (Education Code 49069.5)

All student records shall be updated before they are transferred. (5 CCR 438)

Student records shall not be withheld from the requesting district because of any charges or fees owed by the student or parent/guardian. (5 CCR 438)

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5125(p)

If the district is withholding grades, diploma, or transcripts from the student because of his/her damage or loss of school property, this information shall be sent to the requesting district along with the student's records.

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

Notification of Parents/Guardians

Upon **any** student's initial enrollment, and at the beginning of each **school** year thereafter, the Superintendent or designee shall notify parents/guardians and eligible students, in writing, of their rights related to student records. ~~Insofar as practicable~~ **If 15 percent or more of the students enrolled in the district speak a single primary language other than English, then the district shall provide these notices in that language. Otherwise,** the district shall provide these notices in the student's home language ~~and insofar as practicable~~. **The district** shall effectively notify parents/guardians or eligible students with disabilities. (Education Code 49063, **48985**; 34 CFR 99.7)

(cf. 5145.6 - Parental Notifications)

The notice shall include: (Education Code 49063; 34 CFR 99.7, 99.34)

1. The types of student records kept by the district and the information contained therein
2. The title(s) of the official(s) responsible for maintaining each type of record
3. The location of the log identifying those who request information from the records
4. District criteria for defining school officials and employees and for determining legitimate educational interest
5. District policies for reviewing and expunging student records
6. The right to inspect and review student records and the procedures for doing so
7. The right to challenge and the procedures for challenging the content of a student record that the parent/guardian or student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights

~~5125.3 - Challenging Student Records)~~

8. The cost, if any, charged for duplicating copies of records

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5125(q)

9. The categories of information defined as directory information pursuant to Education Code 49073
10. The right to consent to disclosures of personally identifiable information contained in the student's records except when disclosure without consent is authorized by law
11. Availability of the curriculum prospectus developed pursuant to Education Code 49091.14 containing the titles, descriptions, and instructional aims of every course offered by the school-

(cf. 5020 - Parent Rights and Responsibilities)

12. Any other rights and requirements set forth in Education Code 49060-49078, and the right of parents/guardians to file a complaint with the ~~United States~~U.S. Department of Education concerning an alleged failure by the district to comply with 20 USC 1232g-
13. A statement that the district forwards education records to other agencies or institutions that request the records and in which the student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment

In addition, the annual parental notification shall include a statement that a student's citizenship status, immigration status, place of birth, or any other information indicating national origin will not be released without parental consent or a court order.

Student Records from Social Media

For the purpose of gathering and maintaining records of students' social media activity, the Superintendent or designee shall: (Education Code 49073.6)

1. Gather or maintain only information that pertains directly to school safety or student safety
2. Provide a student with access to any information that the district obtained from his/her social media activity and an opportunity to correct or delete such information
3. Destroy information gathered from social media and maintained in student records within one year after a student turns 18 years of age or within one year after the student is no longer enrolled in the district, whichever occurs first
4. Notify each parent/guardian that the student's information is being gathered from social media and that any information maintained in the student's records shall be destroyed as

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5125(r)

provided in item #3 above. The notification shall also include, but is not limited to, an explanation of the process by which a student or his/her parent/guardian may access the student's records for examination of the information gathered or maintained and the process by which removal of the information may be requested or corrections to the information may be made. The notification may be provided as part of the annual parental notification required pursuant to Education Code 48980.

5. If the district contracts with a third party to gather information on a student from social media, ensure that the contract:
 - a. Prohibits the third party from using the information for purposes other than those specified in the contract or from selling or sharing the information with any person or entity other than the district, the student, or his/her parent/guardian
 - b. Requires the third party to destroy the information immediately upon satisfying the terms of the contract, or when the district notifies the third party that the student has turned 18 years of age or is no longer enrolled in the district, whichever occurs first

Adopted: 9-5-89

Amended: 5-23-92, 4-18-00, 9-17-02, 3-04, 3-06, 3-08, 3-09, 11-11, 11-12, 3-17-15, [6-12-18](#)

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: JUNE 12, 2018
SUBJECT: B.6.f. APPROVE AMENDMENT TO BOARD POLICY 5131.2
BULLYING- First Reading

ACTION

ISSUE: Should the Board of Education approve amendment to Board Policy 5131.2 – Bullying?

BACKGROUND: Board Policy 5131.2 updated to reflect NEW LAW (AB 699) which requires districts to educate students about the negative impact of bullying based on actual or perceived immigration status or religious beliefs and customs. Policy also reflects the California Attorney General's model policy developed pursuant to AB 699, which requires staff training with specified components related to bullying prevention and response. Board Policy 5131.2 is being submitted with language recommended from CSBA.

ALTERNATIVES: 1. Approve the amendment to Board Policy 5131.2 – Bullying.
2. Do not amend Board Policy 5131.2 – Bullying.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5131.2(a)

Bullying

The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel.

(cf. 5131 - Conduct)

(cf. 5136 - Gangs)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

Cyberbullying includes the **electronic** creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images ~~on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device as defined in~~ **Education Code 48900**. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

(cf. 5145.2 — Freedom of Speech/Expression)

(cf. 6163.4 - Student Use of Technology)

Strategies for addressing bullying in district schools shall be developed with involvement of key stakeholders, including students, parents/guardians, and staff, and may be incorporated into the comprehensive safety plan, the local control and accountability plan, and other applicable district and school plans.-

(cf. 0420 - School Plans/Site Councils)

(cf. 0450 - Comprehensive Safety Plans)*

(cf. 0460 - Local Control and Accountability Plan)

(cf. 1220 - Citizen Advisory Committees)

~~*(cf. 1400 — Relations Between Other Governmental Agencies and the Schools)*~~

6020 - Parent Involvement)

As appropriate, the Superintendent or designee may collaborate with law enforcement, courts, social services, mental health services, other agencies, and community organizations in the development and implementation of joint strategies to promote safety in schools and the community and to provide services for alleged victims and perpetrators of bullying.

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5131.2(b)

(cf. 1020 - Youth Services)

Bullying Prevention

To the extent possible, district schools shall focus on **the** prevention of bullying by establishing clear rules for student conduct and implementing strategies to promote a positive, collaborative school climate. ~~Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying.~~

(cf. 5137 - Positive School Climate)

As appropriate, the district ~~may~~**shall** provide students with instruction, in the classroom or other educational settings, that promotes **social-emotional learning**, effective communication and conflict resolution ~~skills, social~~ skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

(cf. ~~61626142.8~~ - Comprehensive Health Education)

(cf. 6142.94 - History-Social Science Instruction)

~~(cf. 6163.4 - Student Use of Technology)~~

Such instruction ~~Staff shall receive related professional development~~ also educate students about the negative impact of bullying, discrimination, intimidation, and harassment based on actual or perceived immigration status, religious beliefs and customs, or any other individual bias or prejudice.

The Superintendent or designee shall provide training to teachers and other school staff to raise their awareness about the legal obligation of the district and its employees to prevent discrimination, harassment, intimidation, and bullying of district students. Such training shall be designed to provide staff with the skills to:

1. Discuss the diversity of the student body and school community, including ~~information about early warning~~ their varying immigration experiences
2. Discuss bullying prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims
3. Identify the signs of bullying or harassing ~~intimidating behaviors and effective responses.~~ behavior
4. Take immediate corrective action when bullying is observed

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5131.2(c)

5. Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior

(cf. 4131 - Staff Development)

(cf. ~~4131~~, 4231 - Staff Development)

(cf. 4331 — Staff Development)

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias.

Intervention

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. -In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness an act of bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When appropriate, based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participationg in a restorative justice program as appropriate. (Education Code 48900.9)

(cf. 6164.2 - Guidance/Counseling Services)

Reporting and Filing of Complaints

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee. Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report his/her observation to the principal or a district compliance officer, whether or not the alleged victim files a complaint.-

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5131.2(d)

Within two business days of receiving a report of bullying, the principal shall notify ~~a~~the district compliance officer identified in AR 1312.3 - [Uniform Complaint Procedures](#).

(cf. 1312.3 – Uniform Complaint Procedures)

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee ~~shall~~may file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

When a report of bullying is submitted, the principal or a district compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with AR 1312.3. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

Investigation and Resolution of Complaints

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3.

If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

Discipline

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations.

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. 6159.2-4 - Behavioral Interventions for Special Education Students)

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5131.2(e)

~~(cf. 4117.3 – Dismissal)~~

(cf. 4118 – Suspension/Disciplinary Action)

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

32282 Comprehensive safety plan

32283.5 Bullying; online training

35181 Governing board policy on responsibilities of students

35291-35291.5 Rules

48900-48925 Suspension or expulsion

48985 Translation of notices

52060-52077 Local control and accountability plan

PENAL CODE

422.55 Definition of hate crime

647 Use of camera or other instrument to invade person's privacy; misdemeanor

647.7 Use of camera or other instrument to invade person's privacy; punishment

653.2 Electronic communication devices, threats to safety

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

UNITED STATES CODE, TITLE 47

254 Universal service discounts (e-rate)

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

110.25 Notification of nondiscrimination on the basis of age

COURT DECISIONS

Wynar v. Douglas County School District, (2013) 728 F.3d 1062

J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094

Lavine v. Blaine School District, (2002) 279 F.3d 719

Management Resources:

CSBA PUBLICATIONS

Final Guidance: AB 1266, Transgender and Gender Nonconforming Students, Privacy, Programs, Activities & Facilities, Legal Guidance, March 2014

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

Addressing the Conditions of Children: Focus on Bullying, Governance Brief, December 2012

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

Building Healthy Communities: A School Leaders Guide to Collaboration and Community Engagement, 2009

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California's Social and Emotional Learning: Guiding Principles, 2018

Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008

Bullying at School, 2003

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5131.2(f)

CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS

Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California K-12 Schools in Responding to Immigration Issues, April 2018

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

Guidance to Schools: Bullying of Students with Disabilities, October 2014

Dear Colleague Letter: Bullying of Students with Disabilities, August 2013

Dear Colleague Letter: Guidance on Schools' Obligations to Protect Students from Student-on-Student Harassment on the Basis of Sex; Race, Color and National Origin; and Disability, October 26, 2010

Dear Colleague Letter: Harassment and Bullying, October 2010

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/lss/>

California Office of the Attorney General: <http://oag.ca.gov>

Center on Great Teachers and Leaders: <http://gtlcenter.org>

Collaborative for Academic Social and Emotional Learning: <http://casel.org>

Common Sense Media: <http://www.commonsensemedia.org>

National School Safety Center: <http://www.schoolsafety.us>

~~ON[the]LINE, digital citizenship resources:~~ [Partnership for Children and Youth:
http://www.onthelineeapartnerforchildren.org](http://www.onthelineeapartnerforchildren.org)

U.S. Department of Education, ~~Office for Civil Rights:~~ <http://www.ed.gov/about/offices/list/ocr>

Adopted: 8-21-12

Amended: 4-13, 2-17-15, 9-15-15, 6-12-18

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: JUNE 12, 2018

**SUBJECT: B.6.g. APPROVE ADOPTION OF BOARD POLICY 5145.13 –
RESPONSE TO IMMIGRATION ENFORCEMENT - First Reading
ACTION**

ISSUE: Should the Board of Education approve adoption of Board Policy 5145.13 – Response To Immigration Enforcement?

BACKGROUND: New policy and regulation BP/AR 5145.13 reflect NEW LAW (AB 699) which mandates districts to adopt, by July 1, 2018, policy consistent with the model policy developed by the California Attorney General, including policy related to the district's response to requests by law enforcement for access to information, students, or school grounds for immigration enforcement purposes and actions to be taken in the event that a student's family member is detained or deported. Policy also reflects NEW LAW (SB 31) which prohibits districts from compiling or assisting federal government authorities with compiling a list, registry, or database based on students' national origin, ethnicity, or religion. Board Policy 5145.3 is being submitted for adoption on recommendation of CSBA.

ALTERNATIVES: 1. Approve the adoption of Board Policy 5145.13 – Response To Immigration Enforcement.
2. Do not adopt Board Policy 5145.13 – Response To Immigration Enforcement.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5145.13(a)

Response To Immigration Enforcement

The Governing Board is committed to the success of all students and believes that every school site should be a safe and welcoming place for all students and their families irrespective of their citizenship or immigration status.

District staff shall not solicit or collect information or documents regarding the citizenship or immigration status of students or their family members or provide assistance with immigration enforcement at district schools, except as may be required by state and federal law. (Education Code 234.7)

(cf. 5111 - Admission)

(cf. 5111.1 - District Residency)

No student shall be denied equal rights and opportunities nor be subjected to unlawful discrimination, harassment, intimidation, or bullying in the district's programs and activities on the basis of his/her immigration status. (Education Code 200, 220, 234.1)

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

(cf. 5131.2 - Bullying)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

The Superintendent or designee shall notify parents/guardians regarding their children's right to a free public education regardless of immigration status or religious beliefs and their rights related to immigration enforcement. (Education Code 234.7)

(cf. 5145.6 - Parental Notifications)

Consistent with requirements of the California Office of the Attorney General, the Superintendent or designee shall develop procedures for addressing any requests by a law enforcement officer for access to district records, school sites, or students for the purpose of immigration enforcement.

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

Teachers, school administrators, and other school staff shall receive training regarding immigration issues, including information on responding to a request from an immigration officer to visit a school site or to have access to a student.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5145.13(a)

(cf. 4331 - Staff Development)

The Superintendent or designee shall report to the Board in a timely manner any requests for information or access to a school site by an officer or employee of a law enforcement agency for the purpose of enforcing the immigration laws. Such notification shall be provided in a manner that ensures the confidentiality and privacy of any potentially identifying information. (Education Code 234.7)

Legal Reference:

EDUCATION CODE

200 Educational equity

220 Prohibition of discrimination

234.1 Safe Place to Learn Act

234.7 Student protections relating to immigration and citizenship status

48204.4 Evidence of residency for school enrollment

48980 Parental notifications

48985 Notices to parents in language other than English

GOVERNMENT CODE

8310.3 California Religious Freedom Act

PENAL CODE

422.55 Definition of hate crime

627.1-627.6 Access to school premises, outsiders

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

COURT DECISIONS

Plyler v. Doe, 457 U.S. 202 (1982)

Management Resources:

CSBA PUBLICATIONS

Legal Guidance on Providing All Children Equal Access to Education, Regardless of Immigration Status, February 2017

CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS

Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, April 2018

WEB SITES

CSBA: <http://www.csba.org>

California Office of the Attorney General: <http://oag.ca.gov>

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

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

California Department of Justice: <http://www.justice.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

U.S. Immigration and Customs Enforcement: <http://www.ice.gov>

U.S. Immigration and Customs Enforcement, Online Detainee Locator System: <http://locator.ice.gov/odls>

Adopted: 6-12-18

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

AR 5145.13(a)

Response To Immigration Enforcement

Unless authorized by the Family Educational Rights and Privacy Act pursuant to 20 USC 1232g, student information shall not be disclosed to immigration law enforcement authorities without parental consent, a court order, or judicial subpoena. The Superintendent or designee shall annually notify parents/guardians that the district will not release student information to third parties for immigration enforcement purposes, unless the parent/guardian consents or as required to do so by a court order or judicial subpoena.

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

Upon receiving any verbal or written request for information related to a student's or family's immigration or citizenship status, district staff shall:

1. Notify the Superintendent or designee about the information request
2. Provide students and families with appropriate notice and a description of the immigration officer's request
3. Document any request for information by immigration authorities
4. Provide students and parents/guardians with any documents provided by the immigration enforcement officer, unless such disclosure is prohibited by a subpoena served on the district or in cases involving investigations of child abuse, neglect, or dependency

(cf. 5141.4 - Child Abuse Prevention and Reporting)

Resources and data collected by the district shall not be used, directly or by others, to compile a list, registry, or database of individuals based on national origin, immigration status, religion, or other category of individual characteristics protected against unlawful discrimination. (Government Code 8310.3)

Responding to Requests for Access to Students or School Grounds

District staff shall receive parent/guardian consent before a student is interviewed or searched by any officer seeking to enforce civil immigration laws at the school, unless the officer presents a valid, effective warrant signed by a judge or a valid, effective court order. A student's parent/guardian shall be immediately notified if a law enforcement officer requests or gains

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

AR 5145.13(b)

access to the student for immigration enforcement purposes, unless the judicial warrant or subpoena restricts disclosure to the parent/guardian.

(cf. 5145.12 - Search and Seizure)

All visitors and outsiders, including immigration enforcement officers, shall register with the principal or designee upon entering school grounds during school hours. Each visitor or outsider shall provide the principal or designee with his/her name, address, occupation, age if less than 21, purpose in entering school grounds, proof of identity, and any other information required by law. (Penal Code 627.2, 627.3)

(cf. 1250 - Visitors/Outsiders)

District staff shall report the presence of any immigration enforcement officers to on-site district police and other appropriate administrators.

(cf. 3515.3 - District Police/Security Department)

As early as possible, district staff shall notify the Superintendent or designee of any request by an immigration enforcement officer for access to the school or a student or for review of school documents, including service of lawful subpoenas, petitions, complaints, warrants, or other such documents.

In addition, district staff shall take the following actions in response to an officer present on the school campus specifically for immigration enforcement purposes:

1. Advise the officer that before school personnel can respond to the officer's request, they must first receive notification and direction from the Superintendent or designee, except under exigent circumstances that necessitate immediate action
2. Request to see the officer's credentials, including his/her name and badge number, and the phone number of the officer's supervisor, and note or make a copy of all such information
3. Ask the officer for his/her reason for being on school grounds and document the response
4. Request that the officer produce any documentation that authorizes his/her school access
5. Make a copy of all documents produced by the officer and retain one copy for school records

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

AR 5145.13(c)

6. If the officer declares that exigent circumstances exist and demands immediate access to the campus, comply with the officer's orders and immediately contact the Superintendent or designee
7. If the officer does not declare that exigent circumstances exist, respond according to the requirements of the officer's documentation, as follows:
 - a. If the officer has an Immigrations and Customs Enforcement (ICE) administrative warrant, district staff shall inform the agent that they cannot consent to any request without first consulting with the district's legal counsel or other designated district official.
 - b. If the officer has a federal judicial warrant, such as a search and seizure warrant or an arrest warrant signed by a federal judge or magistrate, district staff shall promptly comply with the warrant. If feasible, district staff shall consult with the district's legal counsel or designated administrator before providing the officer with access to the person or materials specified in the warrant.
 - c. If the officer has a subpoena for production of documents or other evidence, district staff shall inform the district's legal counsel or other designated official of the subpoena and await further instructions as to how to proceed.
8. Do not attempt to physically impede the officer, even if the officer appears to be exceeding the authorization given under a warrant or other document. If an officer enters the premises without consent, district staff shall document the officer's actions while on campus.
9. After the encounter with the officer, promptly make written notes of all interactions with the officer, including:
 - a. A list or copy of the officer's credentials and contact information
 - b. The identity of all school personnel who communicated with the officer
 - c. Details of the officer's request
 - d. Whether the officer presented a warrant or subpoena to accompany his/her request, what was requested in the warrant or subpoena, and whether the warrant or subpoena was signed by a judge
 - e. District staff's response to the officer's request

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

AR 5145.13(d)

- f. Any further action taken by the officer
 - g. A photo or copy of any documents presented by the officer
10. Provide a copy of these notes and associated documents collected from the officer to the district's legal counsel or other designated district official

The district's legal counsel or other designated official shall submit a timely report to the Governing Board regarding the officer's requests and actions and the district's responses. (Education Code 234.7)

The Superintendent or designee shall also email the Bureau of Children's Justice in the California Department of Justice (BCJ@doj.ca.gov) regarding any attempt by a law enforcement officer to access a school site or a student for immigration enforcement purposes.

Responding to the Detention or Deportation of Student's Family Member

The Superintendent or designee shall encourage students and their families to update their emergency contact information as needed throughout the school year and to provide alternative contacts, including an identified trusted adult guardian, in case a student's parent/guardian is detained or is otherwise unavailable. The Superintendent or designee shall notify students' families that information provided on the emergency cards will only be used in response to specific emergency situations and not for any other purpose.

(cf. 5141 - Health Care and Emergencies)

The Superintendent or designee shall also encourage all students and families to learn their emergency phone numbers and be aware of the location of important documentation, including birth certificates, passports, social security cards, physicians' contact information, medication lists, lists of allergies, and other such information that would allow the students and families to be prepared in the event that a family member is detained or deported.

In the event that a student's parent/guardian is detained or deported by federal immigration authorities, the Superintendent or designee shall release the student to the person(s) designated in the student's emergency contact information or to any individual who presents a caregiver's authorization affidavit on behalf of the student. The Superintendent or designee shall only contact child protective services if district personnel are unable to arrange for the timely care of the student by the person(s) designated in the emergency contact information maintained by the school or identified on a caregiver's authorization affidavit.

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

AR 5145.13(e)

The Superintendent or designee shall notify a student whose parent/guardian was detained or deported that the student continues to meet the residency requirements for attendance in a district school, provided that the parent/guardian was a resident of California and the student lived in California immediately before he/she moved out of state as a result of the parent/guardian's departure. (Education Code 48204.4)

(cf. 5111.1 - District Residency)

The Superintendent or designee may refer a student or his/her family members to other resources for assistance, including, but not limited to, an ICE detainee locator, legal assistance, or the consulate or embassy of the parent/guardian's country of origin.

Adopted: 6-12-18

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: JUNE 12, 2018
**SUBJECT: B.6.h. APPROVE AMENDMENT TO BOARD POLICY 5145.3 –
NONDISCRIMINATION/HARASSMENT – First Reading**

ACTION

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 5145.3 – Nondiscrimination/Harassment?

BACKGROUND: Board Policy 5145.3 is a mandated policy which is being revised to reflect NEW LAW (AB 699) which prohibits discrimination based on immigration status. Board Policy 5145.3 is being submitted with recommended changes from CSBA.

ALTERNATIVES: 1. Approve the amendment to Board Policy 5145.3 – Nondiscrimination/Harassment.
2. Do not amend Board Policy 5145.3 – Nondiscrimination/Harassment.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5145.3(a)

Nondiscrimination/Harassment

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, **nationality**, national origin, **immigration status**, ~~nationality, ethnicity~~, ethnic group identification, **ethnicity**, age, religion, marital **status**, **pregnancy**, ~~or~~ parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, ~~or~~ gender expression, **or genetic information**, or association with a person or group with one or more of these actual or perceived characteristics.

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

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

(cf. 5146 - Married/Pregnant/Parenting Students)

(cf. 6164.6 - Identification and Education Under Section 504)

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school.

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also includes the creation of a hostile environment through prohibited conduct that is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5145.3(b)

unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. He/she shall provide training and information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program. He/she shall report his/her findings and recommendations to the Board after each review.

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 1330 - Use of Facilities)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

(cf. 6164.2 - Guidance/Counseling Services)

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. 5145.2 - Freedom of Speech/Expression)

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of unlawful

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5145.3(c)

discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.

(cf. 3580 - District Records)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

~~48900.3 Suspension or expulsion for act of hate violence~~

48900.4 Suspension or expulsion for threats or harassment

48904 Liability of parent/guardian for willful student misconduct

48907 Student exercise of free expression

48950 Freedom of speech

48985 Translation of notices

49020-49023 Athletic programs

51500 Prohibited instruction or activity

51501 Prohibited means of instruction

60044 Prohibited instructional materials

CIVIL CODE

1714.1 Liability of parents/guardians for willful misconduct of minor

GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state

PENAL CODE

422.55 Definition of hate crimes~~s~~

422.6 Crimes, harassment

CODE OF REGULATIONS, TITLE 5

432 Student record

4600-46~~8~~70 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs ~~receiving state financial assistance~~

UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972

12101-12213 Title II equal opportunity for individuals with disabilities

UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000e-17 Title VI and [Title VII](#) Civil Rights Act of 1964, as amended

2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

6101-6107 Age Discrimination Act of 1975

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

99.31 Disclosure of personally identifiable information

100.3 Prohibition of discrimination on basis of race, color or national origin

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

106.9 Notification of nondiscrimination on basis of sex

[110.25 Prohibition of discrimination based on age](#)

COURT DECISIONS

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5145.3(d)

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Flores v. Morgan Hill Unified School District, (2003) 324 F.3d 1130

Management Resources:

CSBA PUBLICATIONS

Updated Legal Guidance: Protecting ~~Providing a Safe, Nondiscriminatory School Environment for~~ Transgender and Gender Nonconforming Students ~~Against Sex Discrimination, July 2016, Policy Brief, February 2014~~

CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS

Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, April 2018

~~Final Guidance Regarding Transgender Students, Privacy, and Facilities, March 2014~~

~~Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011~~

FIRST AMENDMENT CENTER PUBLICATIONS

Public Schools and Sexual Orientation: A First Amendment Framework for Finding Common Ground, 2006

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

~~Dealing with Legal Matter Surrounding Students' Sexual Orientation and Gender Identity, 2004~~

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR -CIVIL RIGHTS PUBLICATIONS

~~Dear Colleague Letter: Transgender Students, May 2016~~

Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016

Dear Colleague Letter: Title IX Coordinators, April 2015

Dear Colleague Letter: Harassment and Bullying, October 2010

Notice of Non-Discrimination, ~~Fact Sheet, August 2010~~ ~~January 1999~~

WEB SITES

CSBA: <http://www.csba.org>

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

California Safe Schools Coalition: <http://www.casafeschools.org>

California Office of the Attorney General: <http://oag.ca.gov>

First Amendment Center: <http://www.firstamendmentcenter.org>

National School Boards Association: <http://www.nsba.org>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

Adopted: 10-15-80

Amended: 5-20-86, 8-18-92, 9-17-02, 9-21-10, 8-21-12, 11-19-13, 6-17-14, 2-17-15, 11-15-16,
6-12-18

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5145.3(a)

Nondiscrimination/Harassment

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's efforts to comply with applicable state and federal civil rights laws, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and the Age Discrimination Act of 1975, and to answer inquiries regarding the district's nondiscrimination policies. The individual(s) shall also serve as the compliance officer(s) ~~selected~~ specified in AR 1312.3 - Uniform Complaint Procedures as the responsible employee to handle complaints alleging unlawful discrimination targeting a student, including discriminatory harassment, intimidation, or bullying, based on the student's actual or perceived race, color, ancestry, ~~nationality~~, national origin, ~~immigration status~~, ~~nationality~~, ~~ethnicity~~, ethnic group identification, ~~ethnicity~~, age, religion, marital ~~status~~, ~~pregnancy~~, ~~or~~ parental status, ~~pregnancy~~, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, ~~genetic information~~, or any other legally protected status; ~~the perception of one or more of such characteristics~~; or association with a person or group with one or more of these actual or perceived characteristics. The coordinator/compliance officer(s) may be contacted at: (Education Code 234.1; 5 CCR 4621)

Assistant Superintendent, Human Resources
5801 Conifer Street
Oak Park, CA 91377
818-735-3200
lheilbron@opusd.org

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.3 - Uniform Complaint Procedures)

Measures to Prevent Discrimination

To prevent unlawful discrimination, including discriminatory harassment, intimidation, retaliation, and bullying, of students at district schools or in school activities and to ensure equal access of all students to the educational program, the Superintendent or designee shall implement the following measures:

1. Publicize the district's nondiscrimination policy and related complaint procedures, including the coordinator/compliance officer's contact information, to students, parents/guardians, employees, volunteers, and the general public ~~by~~; posting them on the district's web site and other prominent locations and providing easy access to them through district-supported social media, when available.
2. ~~Post in a prominent and conspicuous location on the district and school web sites information regarding Title IX prohibitions against discrimination based on a student's~~

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5145.3(b)

sex, gender, gender identity, pregnancy, and parental status, including the following:
(Education Code 221.61)

- a. The name and contact information of the district's Title IX coordinator, including the phone number and email address
- b. The rights of students and the public and the responsibilities of the district under Title IX, including a list of rights as specified in Education Code 221.8 and web links to information about those rights and responsibilities located on the web sites of the Office for Equal Opportunity and the U.S. Department of Education's Office for Civil Rights (OCR)
- c. A description of how to file a complaint of noncompliance with Title IX in accordance with AR 1312.3 - Uniform Complaint Procedures, which shall include:
 - 1) An explanation of the statute of limitations within which a complaint must be filed after an alleged incident of discrimination has occurred and how a complaint may be filed beyond the statute of limitations
 - 2) An explanation of how the complaint will be investigated and how the complainant may further pursue the complaint, including web links to this information on the OCR's web site
 - 3) A web link to the OCR complaints form and the contact information for the office, including the phone number and email address for the office

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

3. Provide to students a handbook that contains age-appropriate information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to students who feel that they have been the victim of any such behavior. (Education Code 234.1)
4. Annually notify all students and parents/guardians of the district's nondiscrimination policy, including its responsibility to provide a safe, nondiscriminatory school environment for all students, including transgender and gender-nonconforming students. The notice shall inform students and parents/guardians that they may request to meet with the compliance officer to determine how best to accommodate or resolve concerns that may arise from the district's implementation of its nondiscrimination policies. The notice shall also inform all students and parents/guardians that, to the extent possible, the district will address any individual student's² interests and concerns in private.

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5145.3(c)

(cf. 5145.6 - Parental Notifications)

5. The Superintendent or designee shall ensure that students and parents/guardians, including those with limited English proficiency, are notified of how to access the relevant information provided in the district's nondiscrimination policy and related complaint procedures, notices, and forms in a language they can understand.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning nondiscrimination shall be translated into that language in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

6. Provide to students, employees, volunteers, and parents/guardians age-appropriate training and information regarding the district's nondiscrimination policy; what constitutes prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying; how and to whom a report of an incident should be made; and how to guard against segregating or stereotyping students when providing instruction, guidance, supervision, or other services to them. Such training and information shall include details of guidelines the district may use to provide a discrimination-free environment for all district students, including transgender and gender-nonconforming students.

(cf. 1240 - Volunteer Assistance)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

7. At the beginning of each school year, inform school employees that any employee who witnesses any act of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, against a student is required to intervene if it is safe to do so. (Education Code 234.1)
8. At the beginning of each school year, inform each principal or designee of the district's responsibility to provide appropriate assistance or resources to protect students' ~~privacy rights and ensure their safety from threatened or potentially discriminatory behavior from~~ ²threatened or potentially discriminatory behavior and ensure their privacy rights.

Enforcement of District Policy

The Superintendent or designee shall take appropriate actions to reinforce BP 5145.3 - Nondiscrimination/Harassment. As needed, these actions may include any of the following:

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5145.3(d)

1. Removing vulgar or offending graffiti

(cf. 5131.5 - Vandalism and Graffiti)

2. Providing training to students, staff, and parents/guardians about how to recognize unlawful discrimination, how to report it or file a complaint, and how to respond
3. Disseminating and/or summarizing the district's policy and regulation regarding unlawful discrimination
4. Consistent with the laws regarding the confidentiality of student and personnel records, communicating the school's response to students, parents/guardians, and the community the school's response plan to unlawful discrimination or harassment

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5125 - Student Records)

5. Taking appropriate disciplinary action against students, employees, and anyone determined to have engaged in wrongdoing in violation of district policy, including any student who is found to have filed a complaint of discrimination that he/she knew was not true

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

Process for Initiating and Responding to Complaints

Any student who feels that he/she has been subjected to unlawful discrimination described above or in district policy is strongly encouraged to immediately contact the compliance officer, principal, or any other staff member. In addition, any student who observes any such incident is strongly encouraged to report the incident to the compliance officer or principal ~~within a school day~~, whether or not the alleged victim files a complaint.

Any school employee who observes an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, or to whom such an incident is reported shall report the incident to the compliance officer or principal within a school day, whether or not the alleged victim files a complaint.

Any school employee who witnesses an incident of unlawful discrimination, including

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5145.3(e)

discriminatory harassment, intimidation, retaliation, or bullying, shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When a verbal report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is made to or received by the principal or compliance officer, he/she shall make a note of the report and encourage the student or parent/guardian to file the complaint in writing, pursuant to the provisions in AR 1312.3 – Uniform Complaint Procedures. Once notified verbally or in writing, the principal or compliance officer shall begin the investigation and shall implement immediate measures necessary to stop the discrimination and ensure that all students have access to the educational program and a safe school environment. Any interim measures adopted to address unlawful discrimination shall, to the extent possible, not disadvantage the complainant or a student who is the victim of the alleged unlawful discrimination.

Any report or complaint alleging unlawful discrimination by the principal, compliance officer, or any other person to whom a report would ordinarily be made or complaint filed shall instead be made to or filed with the Superintendent or designee who shall determine how the complaint will be investigated.

(cf. 5141.4 – Child Abuse Prevention and Reporting)

Transgender and Gender-Nonconforming Students

Gender identity of a student means the student's gender-related identity, appearance, or behavior as determined from the student's internal sense of his/her gender, whether or not that gender-related identity, appearance, or behavior is different from that traditionally associated with the student's physiology or assigned sex at birth.

Gender expression means a student's gender-related appearance and behavior, whether stereotypically associated with the student's assigned sex at birth. (Education Code 210.7)

Gender transition refers to the process in which a student changes from living and identifying as the sex assigned to the student at birth to living and identifying as the sex that corresponds to the student's gender identity.

Gender-nonconforming student means a student whose gender expression differs from stereotypical expectations.

Transgender student means a student whose gender identity is different from the gender he/she was assigned at birth.

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5145.3(f)

Regardless of whether they are sexual in nature, acts of verbal, nonverbal, or physical aggression, intimidation, or hostility that are based on sex, gender identity, or gender expression, or that have the purpose or effect of producing a negative impact on the student's² academic performance or of creating an intimidating, hostile, or offensive educational environment are prohibited. Examples of the types of conduct which are prohibited in the district and which may constitute gender-based harassment include, but are not limited to:

1. Refusing to address a student by a name and the pronouns consistent with his/her gender identity
2. Disciplining or disparaging a student or excluding him/her from participating in activities for behavior or appearance that is consistent with his/her gender identity or that does not conform to stereotypical notions of masculinity or femininity, as applicable
3. Blocking a student's entry to the ~~rest~~bathroom that corresponds to his/her gender identity
4. Taunting a student because he/she participates in an athletic activity more typically favored by a student of the other sex
5. Revealing a student's transgender status to individuals who do not have a legitimate need for the information, without the student's consent
6. Use of gender-specific slurs
7. Physical assault of a student motivated by hostility toward him/her because of his/her gender, gender identity, or gender expression

The district's uniform complaint procedures (AR 1312.3) shall be used to report and resolve complaints alleging discrimination against transgender and gender-nonconforming students.

Examples of bases for complaints include, but are not limited to, the above list, as well as improper rejection by the district of a student's asserted gender identity, denial of access to facilities that correspond with a student's gender identity, improper disclosure of a student's transgender status, discriminatory enforcement of a dress code, and other instances of gender-based harassment.

To ensure that transgender and gender-nonconforming students are afforded the same rights, benefits, and protections provided to all students by law and Board policy, the district shall address each situation on a case-by-case basis, in accordance with the following guidelines:

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5145.3(g)

1. Right to privacy: A student's transgender or gender-nonconforming status is his/her private information and the district shall only disclose the information to others with the student's prior written consent, except when the disclosure is otherwise required by law or when the district has compelling evidence that disclosure is necessary to preserve the student's physical or mental well-being. In any case, the district shall only allow disclosure of a student's personally identifiable information to employees with a legitimate educational interest as determined by the district pursuant to 34 CFR 99.31. Any district employee to whom a student's transgender or gender-nonconforming status is disclosed shall keep the student's information confidential. When disclosure of a student's gender identity is made to a district employee by a student, the employee shall seek the student's permission to notify the compliance officer. If the student refuses to give permission, the employee shall keep the student's information confidential, unless he/she is required to disclose or report the student's information pursuant to this [administrative regulation procedure](#), and shall inform the student that honoring the student's request may limit the district's ability to meet the student's needs related to his/her status as a transgender or gender-nonconforming student. If the student permits the employee to notify the compliance officer, the employee shall do so within three school days.

As appropriate given the student's need for support, the ~~the~~ compliance officer may discuss with the student any need to disclose the student's transgender or gender-nonconformity status or gender identity or gender expression to his/her parents/guardians and/or others, including other students, teacher(s), or other adults on campus. The district shall offer support services, such as counseling, to students who wish to inform [their](#) parents/guardians of their status and desire assistance in doing so.

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

2. Determining a Student's Gender Identity: The compliance officer shall accept the student's assertion of his/her gender identity and begin to treat the student consistent with his/her gender identity unless district personnel present a credible and supportable basis for believing that the student's assertion is for an improper purpose.
3. Addressing a Student's Transition Needs: The compliance officer shall arrange a meeting with the student and, if appropriate, his/her parents/guardians to identify and develop strategies for ensuring that the student's access to education programs and activities is maintained. The meeting shall discuss the transgender or gender-nonconforming student's rights and how those rights may affect and be affected by the rights of other students and shall address specific subjects related to the student's access to facilities and to academic or educational support programs, services, or activities, including, but not limited to, sports and other competitive endeavors. In addition, the

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5145.3(h)

compliance officer shall identify specific school site employee(s) to whom the student may report any problem related to his/her status as a transgender or gender-nonconforming individual, so that prompt action ~~can~~^{could} be taken to address it.

Alternatively, if appropriate and desired by the student, the school may form a support team for the student that will meet periodically to assess whether the arrangements for the student are meeting his/her educational needs and providing equal access to programs and activities, educate appropriate staff about the student's² transition, and serve as a resource to the student to better protect the student from gender-based discrimination.

4. Accessibility to Sex-Segregated Facilities, Programs, and Activities: When the district maintains sex-segregated facilities, such as restrooms and locker rooms, or offers sex-segregated programs and activities, such as physical education classes, intermural sports, and interscholastic athletic programs, students shall be permitted to access facilities and participate in programs and activities consistent with their gender identity. To address any student's² privacy concerns in using sex-segregated facilities, the district shall offer available options such as a gender-neutral or single-use restroom or changing area, a bathroom stall with a door, an area in the locker room separated by a curtain or screen, access to a staff member's² office, or use of the locker room before or after the other students. However, the district shall not require a student to utilize these options because he/she is transgender or gender-nonconforming. In addition, a student shall be permitted to participate in accordance with his/her gender identity in other circumstances where students are separated by gender, such as for class discussions, yearbook pictures, and field trips. A student's right to participate in a sex-segregated activity in accordance with his/her gender identity shall not render invalid or inapplicable any other eligibility rule established for participation in the activity.

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

(cf. 6153 - School-Sponsored Trips)

(cf. 7110 - Facilities Master Plan)

5. Student Records: A student's legal name or gender as entered on the mandatory student record required pursuant to 5 CCR 432 shall only be changed ~~pursuant to a court order~~^{with proper documentation}. However, at the written request of a student or, if appropriate, his/her parents/guardians, the district shall use the student's preferred name and pronouns consistent with his/her gender identity on all other district-related documents. Such preferred name may be added to the student's record and official documents as permitted by law.

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5145.3(i)

6. Names and Pronouns: If a student so chooses, district personnel shall be required to address the student by a name and the pronouns consistent with his/her gender identity, without the necessity of a court order or a change to his/her official district record. However, inadvertent slips or honest mistakes by district personnel in the use of the student's name and/or consistent pronouns *will, in general, shall* not constitute a violation of this administrative regulation or the accompanying district policy.
7. Uniforms/Dress Code: A student has the right to dress in a manner consistent with his/her gender identity, subject to any dress code adopted on a school site.

(cf. 5132 - Dress Code)

Adopted: 2-14

Amended: 10/14, 11-15-16, 6-12-18

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: JUNE 12, 2018
SUBJECT: B.6.i. APPROVE ADOPTION OF BOARD POLICY 5148.2 – BEFORE AND AFTER SCHOOL PROGRAM – First Reading

ACTION

ISSUE: Should the Board of Education approve adoption of Board Policy 5148.2 – Before and After School Program?

BACKGROUND: Board Policy 5148.2 is being recommended for adoption due to the Establishment of a new Extended Care Program.

ALTERNATIVES: 1. Approve the adoption of Board Policy 5148.2 – Before and After School Program.
2. Do not approve the adoption of Board Policy 5148.2 – Before and After School Program.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5148.2(a)

Before and After School Program

Extended Care Program

The Board of Education recognizes the needs of families for supervision for their children outside of the school day. To address this need, the Board of Education establishes and implements an extended day care program that shall be known as the Extended Care Program. The Extended Care Program is a before and after school child supervision program for children in grades Discovery Kindergarten through Eight. The Extended Care Program provides a nurturing environment where students will have a choice and a voice with regard to activities and homework assistance.

Specific Services Provided by the Extended Care Program

The Extended Care Program will consist of supervised activities, including but not limited to, arts and crafts, sports, recreational games, playground time, homework help, and enrichment activities as determined appropriate by the Superintendent, Extended Care Program Director, or designee. The Extended Care Program is not an extension of the academic school day. Individual tutoring will not be provided.

Location & Hours of Operation

The Extended Care Program will be provided on a part-time, full-time, and drop-in basis.

The Extended Care Program will operate at District K-8 schools before and after school throughout the duration of the school year. Care will also be provided during winter and spring breaks.

Extended Care will be provided throughout the duration of the school year and during summer, winter, and spring intercessions. A calendar of dates will be published each year.

Enrollment

The Extended Care Program is open to pupils in grades DK – 8 enrolled in a District school. Enrollment ratios seek to follow state guidelines. Parent(s)/Guardian(s) must submit the required enrollment forms prior to the pupil's participation in the program, which may include:

- completed registration form;
- payment or payment authorization form;
- release authorization/emergency contact information; and
- parent policy agreement.

Pupils' participation on a drop-in enrollment basis may be limited to a specified number of days per month.

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5148.2(b)

Fees

The Extended Care Program is a fee-based program. Rates shall be established for participating in the program. Financial assistance for the Extended Care Program will be made available to families who qualify for free and reduced-priced meals. Income eligibility must be renewed annually by families seeking financial assistance for the program.

The program shall establish payment options, which may include assessment of late payments and other fees associated with returned checks.

Extended Care Program Personnel

The Extended Care Program staff shall be competent to provide the services necessary to meet the needs of the children. All Extended Care Program staff shall provide evidence of current tuberculosis clearance and undergo criminal background checks as required by law.

The Extended Care Program site supervising staff ("Site Leader") shall be qualified individuals who obtain a permit for Extended Care supervision by the California Commission on Teacher Credentialing, pursuant to Title 22 of California Code of Regulations, or are otherwise qualified by Health and Safety Code section 1597.055.

The Extended Care Program will be staffed by a qualified Program Director.

Sign-In/Sign-Out Procedures

Extended Care Program staff shall ensure that Parent(s)/Guardian(s) and/or the individual who brings and removes the pupil participating in the program will sign in and sign out using his/her full legal name and signature and shall record the time of day. Any individual who is not the pupil's Parent(s)/Guardian(s) must be authorized by the Parent(s)/Guardian(s) to drop off and pick up the child per the release authorization/emergency authorization form. Parents and/or individuals designated to drop off or pick up pupils may be required to show a picture ID upon sign-in/sign-out. Pupils will not be released to anyone not listed on the release authorization/emergency authorization form, including a biological parent (whether or not he/she has custody) if there is a valid court order on file with the District or with the Extended Care Program restricting access to the pupil.

Nutrition

Nutritious snacks shall be made available to pupils. All food shall be selected, stored, prepared and served in a safe and healthful manner.

Parents/guardians shall be responsible for notifying the Extended Care Program, in writing, regarding any food allergies or other special dietary needs of their children pursuant to Board Policy and Administrative Regulation 5141.27. A child shall not be served any food to which the pupil's record indicates he/she has an allergy.

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5148.2(c)

Health and Welfare

Allergies

Parent(s)/Guardian(s) are responsible for notifying the Extended Care Program, in writing, regarding any other allergies (in addition to food allergies), and the remedy and/or action required in the event of an allergic reaction.

Administering Medication and Monitoring Health Conditions

All Medications (prescription and over-the-counter) shall be administered only if there is a *Medication Authorization* form on file for the pupil that was provided to the District's school office or the Extended Care Program. Medication shall be administered in accordance with the Medication Authorization and District Board Policies and Administrative Regulation 5141.21.

Child Abuse Prevention and Reporting

The Extended Care Program Director shall establish procedures for reporting known and suspected child abuse and neglect in accordance with law and Board Policy and Administrative Regulation 5141.4. The Extended Care Program Director shall ensure that Site Leaders and staff providing direct supervision of children possess training regarding their duties as mandated reporters.

Student Behavior and Discipline

The Extended Care Program seeks to provide a safe and nurturing environment for all children. Severe and/or repeated misbehavior may result in suspension, expulsion, and/or removal from the program.

Accommodations for Special Needs

The Extended Care Program is committed to providing equal access for services and activities to students who are classified as disabled under Section 504 of the federal Rehabilitation Act of 1973 or who receives special education and related services pursuant to the Individuals with Disabilities Act (IDEA). (Rehabilitation Act of 1973, § 504; IDEA 20 U.S.C. § 1400 et seq.) The Extended Care Program strives to meet the individual needs of students with disabilities as adequately as the needs of nondisabled peers.

Freedom from Discrimination/Harassment

Consistent with Board Policy and Administrative Regulation 5145.3, the Extended Care Program prohibits the unlawful discrimination, including discriminatory harassment, intimidation, and bullying targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnicity, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics.

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5148.2(d)

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board Policy, or Administrative Regulation shall be subject to appropriate consequence or discipline in accordance with Education Code section 48900. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action.

Complaints

Complaints regarding discrimination shall follow prescribed procedures pursuant to Board Policy and Administrative Regulation 1312.3 (Uniform Complaint Procedures) and shall be directed to individual(s) identified below who acts as the coordinator for the District's efforts to comply with applicable state and federal civil rights laws, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and the Age Discrimination Act of 1975, and to answer inquiries regarding the District's nondiscrimination policies. The individual shall also serve as the compliance officer selected in AR 1312.3 as the responsible employee to handle complaints alleging unlawful discrimination targeting a student, including discriminatory harassment, intimidation, or bullying, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnicity, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics.

Leslie Heilbron, Assistant Superintendent, Human Resources
5801 Conifer Street Oak Park, CA 91377 818-735-3200
lheilbron@opusd.org

All other employee or program related complaints shall be handled in the following manner:

The Parent(s)/Guardian(s) shall attempt to resolve the problem by utilizing the following steps:

- Schedule an informal conference with the Site Leader
- Schedule a conference with the Site Leader and the Extended Care Program Director
- Submit the complaint in writing and schedule a conference with the Site Leader, the Program Director and the Assistant Superintendent of Human Resources.
- Complaints regarding an employee or program component must be made within ten (10) days of the incident about which the concern arose. Formal written complaints are to be submitted to the Program Director.

Legal References:

EDUCATION CODE

234-234.5 *Safe Place to Learn Act*

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5148.2(e)

8200 et seq. *The Extended Care and Development Services Act*
8360 – 8370 *Child Development Program Personnel Qualifications*
8485 – 8487 *Child Supervision Program*
48900-48927 *Suspension and Expulsion*
HEALTH AND SAFETY CODE
1200-1797.8 *Licensing Provisions*
CALIFORNIA CODE OF REGULATIONS, TITLE 5
4621 *District Policies and Procedures*
CALIFORNIA CODE OF REGULATIONS, TITLE 22
101158 *Exemption from Licensure*
101212 *Reporting Requirements*
101212-101231 *Continuing Requirements*
101215.1 *Extended Care Center Director Qualifications and Duties*
101226 *Health Related Services*
101226.1 *Daily Inspection for Illness*
101227 *Food Service*
101229.1 *Sign in and Sign Out*
101515 *School-Age Extended Care Center Director Qualifications and Duties*
101516.2 *School-Age Extended Care Center Teacher Qualifications and Duties*
101516.5 *Teacher-Child Ratio*
101520 *Medical Assessments*
101520.1 *Immunizations*
101521 *Child's Records*
101526.1 *Daily Inspection for Illness*
101527 *Food Service*
101529.1 *Sign in and Sign Out*
CODE OF FEDERAL REGULATIONS, TITLE 7
226.20 *Requirements for Meals*
OTHER AUTHORITIES
Section 504, Rehabilitation Act of 1973
20 U.S. Code section 1400, Individuals with Disabilities Education Act
BOARD POLICIES AND ADMINISTRATIVE REGULATIONS
1312.3 *Uniform Complaint Procedures*
5141.4 *Child Abuse Reporting Procedures*
5141.21 *Administering Medication and Monitoring Health Conditions*
5141.27 *Food Allergies/Special Dietary Needs*
5141.33 *Head Lice*
5144 *Discipline*
5144.1 *Suspension and Expulsion/Due Process*
5144.2 *Suspension and Expulsion/Due Process (Students with Disabilities)*
5145.3 *Nondiscrimination/Harassment*
6164.6 *Identification and Education Under Section 504*

Adopted 6-12-18

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 12, 2018
SUBJECT: VII.1. MONTHLY MEASURE S BOND PROJECT STATUS REPORT

INFORMATION

ISSUE: Shall the Board receive and review a status report on the progress of authorized Measure S bond projects through May 31, 2018?

BACKGROUND: As an ongoing tool to assist the Administration and Board in implementing and managing the District's Measure S bond program and master plan, the Business Office has produced a monthly status report on the progress of authorized Measure S bond projects. This month's report follows for the Board's information and review.

RECOMMENDATION: None - for information only.

Prepared by: Keith Henderson, Bond Construction Manager
Enoch Kwok, Director, Educational Technology and Information Systems
Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent



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 | | | | | - | | - | | |
| 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 | 108,872 | 6,128 | 108,872 | - | Planning | IN PROGRESS |
| Measure S PM/CM Salaries | 527,877 | - | 527,877 | 527,877 | - | 329,598 | 198,279 | Planning | IN PROGRESS |
| | 893,611 | - | 893,611 | 794,732 | 98,879 | 591,453 | 203,279 | | |
| 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. | 748,857 | 35,220 | 784,077 | 65,787 | 718,290 | 62,107 | 3,680 | 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 | 3,654,000 | - | 3,654,000 | 247,750 | 3,406,250 | - | 247,750 | In Design | IN PROGRESS |
| | 4,522,407 | (6,230) | 4,516,177 | 399,274 | 4,116,902 | 130,597 | 268,677 | | |
| MCMS | | | | | - | | - | | |
| 18-25S MPR High Roof Replacement | 160,135 | - | 160,135 | - | 160,135 | - | - | In Construction | Awarded to Pacific Single Ply May 17th. |
| | 160,135 | - | 160,135 | - | 160,135 | - | - | | |
| 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 | 858,575 | - | 858,575 | 173,079 | 685,496 | 123,784 | 49,296 | Out to Bid | BID DAY JUNE 8th |
| 18-03S Security Fencing Parking Lot | 42,630 | - | 42,630 | 42,630 | - | 27,218 | 15,413 | Close-Out | NOC APPROVED 5/17/18 |
| 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 | 4,373,250 | - | 4,373,250 | 281,650 | 4,091,600 | - | 281,650 | In Design | IN PROGRESS |
| | 5,666,260 | 43,693 | 5,709,953 | 928,772 | 4,781,181 | 582,414 | 346,358 | | |
| Multi Sites | | | | | - | | - | | |
| 18-26S Collaborative Furniture | 2,000,000 | - | 2,000,000 | 170,897 | 1,829,103 | - | 170,897 | Future | |
| | 2,000,000 | - | 2,000,000 | 170,897 | 1,829,103 | - | 170,897 | | |
| 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 |



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 | | |
| 18-19S Modernize Admin & Core Support Facilities | 2,873,122 | - | 2,873,122 | 325,690 | 2,547,432 | 3,196 | 322,494 | Future | IN PROGRESS |
| | 3,081,311 | (4,507) | 3,076,803 | 523,394 | 2,553,410 | 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 | 198,833 | (20,648) | 175,025 | 23,808 | 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 |
| 18-02S Fencing Girls Varsity Softball Field | 42,885 | - | 42,885 | 42,885 | - | 40,713 | 2,173 | Close-Out | IN PROGRESS |
| 18-24S Safety Security Fencing | 52,800 | - | 52,800 | 49,870 | 2,930 | - | 49,870 | In Construction | Fence Factory Awarded 5/17/18 |
| 18-23S OPHS Stadium Safety Rail Repair | 20,650 | - | 20,650 | 20,650 | - | 3,650 | 17,000 | In Construction | Skyline In Progress |
| | 1,047,984 | (238,996) | 808,988 | 803,677 | 5,312 | 708,008 | 95,669 | | |
| 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 | 4,831,782 | - | 4,831,782 | 308,600 | 4,523,182 | - | 308,600 | Future | IN PROGRESS |
| | 4,862,182 | (1,540) | 4,860,642 | 337,651 | 4,522,991 | 29,051 | 308,600 | | |
| Totals | 30,288,001 | (106,673) | 30,181,328 | 11,600,476 | 18,580,851 | 9,865,998 | 1,734,478 | | |
| Bond Issuance Series A (Net) | | | | \$ 14,854,062.00 | | \$ 14,854,062.00 | | | |
| Balance Remaining | | | | \$ 3,253,585.69 | | \$ 4,988,063.59 | | | |

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 12, 2018
SUBJECT: VII.2. MONTH 10 ENROLLMENT AND ATTENDANCE REPORT

INFORMATION

ISSUE: Shall the Board receive and review a status report on District enrollment and attendance through Month 10 of the 2017-18 school year?

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

RECOMMENDATION: None. Information only.

Prepared by: Byron Jones, Senior Accountant
Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

| Month 10 | | | | | | | | | | 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 | - | 92.90 | 93.80 | (0.90) | 94.80% | 95.71% | -0.92% | K | 98 | 97 | 1 | 94.55 | 91.52 | 3.03 | 96.48% | 94.35% | 2.13% |
| 1 | 79 | 75 | 4 | 77.70 | 70.65 | 7.05 | 98.35% | 94.20% | 4.15% | 1 | 79 | 73 | 6 | 78.02 | 69.97 | 8.05 | 98.76% | 95.85% | 2.91% |
| 2 | 75 | 94 | (19) | 72.45 | 90.25 | (17.80) | 96.60% | 96.01% | 0.59% | 2 | 75 | 94 | (19) | 72.88 | 90.71 | (17.83) | 97.17% | 96.50% | 0.67% |
| 3 | 97 | 106 | (9) | 94.25 | 103.05 | (8.80) | 97.16% | 97.22% | -0.05% | 3 | 97 | 107 | (10) | 94.61 | 101.92 | (7.31) | 97.54% | 95.25% | 2.28% |
| 4 | 117 | 94 | 23 | 112.50 | 90.95 | 21.55 | 96.15% | 96.76% | -0.60% | 4 | 117 | 94 | 23 | 114.31 | 90.64 | 23.67 | 97.70% | 96.43% | 1.28% |
| 5 | 99 | 126 | (27) | 95.75 | 123.40 | (27.65) | 96.72% | 97.94% | -1.22% | 5 | 99 | 126 | (27) | 96.76 | 121.95 | (25.19) | 97.74% | 96.79% | 0.95% |
| SDC | - | - | - | - | - | - | 0.00% | 0.00% | 0.00% | SDC | - | - | - | - | - | - | 0.00% | 0.00% | 0.00% |
| Total | 565 | 593 | (28) | 545.55 | 572.10 | (26.55) | 96.56% | 96.48% | 0.08% | Total | 565 | 591 | (26) | 551.13 | 566.71 | (15.58) | 97.55% | 95.89% | 1.66% |
| OHES | | | | | | | | | | OHES | | | | | | | | | |
| K | 99 | 96 | 3 | 97.10 | 92.50 | 4.60 | 98.08% | 96.35% | 1.73% | K | 99 | 95 | 4 | 96.77 | 91.20 | 5.57 | 97.75% | 96.00% | 1.75% |
| 1 | 77 | 73 | 4 | 76.50 | 70.80 | 5.70 | 99.35% | 96.99% | 2.36% | 1 | 77 | 73 | 4 | 74.89 | 70.02 | 4.87 | 97.26% | 95.92% | 1.34% |
| 2 | 75 | 70 | 5 | 75.60 | 67.80 | 7.80 | 100.80% | 96.86% | 3.94% | 2 | 75 | 69 | 6 | 76.43 | 67.33 | 9.10 | 101.91% | 97.58% | 4.33% |
| 3 | 76 | 83 | (7) | 76.85 | 81.05 | (4.20) | 101.12% | 97.65% | 3.47% | 3 | 76 | 84 | (8) | 75.59 | 80.57 | (4.98) | 99.46% | 95.92% | 3.54% |
| 4 | 94 | 93 | 1 | 93.75 | 88.95 | 4.80 | 99.73% | 95.65% | 4.09% | 4 | 94 | 93 | 1 | 94.34 | 89.53 | 4.81 | 100.36% | 96.27% | 4.09% |
| 5 | 94 | 94 | - | 97.10 | 90.00 | 7.10 | 103.30% | 95.74% | 7.55% | 5 | 94 | 93 | 1 | 96.83 | 89.65 | 7.18 | 103.01% | 96.40% | 6.61% |
| SDC | - | - | - | - | - | - | 0.00% | 0.00% | 0.00% | SDC | - | - | - | - | - | - | 0.00% | 0.00% | 0.00% |
| Total | 515 | 509 | 6 | 516.90 | 491.10 | 25.80 | 100.37% | 96.48% | 3.89% | Total | 515 | 507 | 8 | 514.85 | 488.30 | 26.55 | 99.97% | 96.31% | 3.66% |
| ROES | | | | | | | | | | ROES | | | | | | | | | |
| K | 103 | 96 | 7 | 100.20 | 91.40 | 8.80 | 97.28% | 95.21% | 2.07% | K | 103 | 95 | 8 | 94.55 | 91.35 | 3.20 | 91.80% | 96.16% | -4.36% |
| 1 | 79 | 96 | (17) | 76.70 | 91.95 | (15.25) | 97.09% | 95.78% | 1.31% | 1 | 79 | 98 | (19) | 76.28 | 92.30 | (16.02) | 96.56% | 94.18% | 2.37% |
| 2 | 101 | 97 | 4 | 98.10 | 93.25 | 4.85 | 97.13% | 96.13% | 0.99% | 2 | 101 | 96 | 5 | 96.37 | 91.19 | 5.18 | 95.42% | 94.99% | 0.43% |
| 3 | 103 | 105 | (2) | 100.95 | 102.65 | (1.70) | 98.01% | 97.76% | 0.25% | 3 | 103 | 106 | (3) | 99.28 | 103.30 | (4.02) | 96.39% | 97.45% | -1.06% |
| 4 | 97 | 96 | 1 | 94.65 | 92.00 | 2.65 | 97.58% | 95.83% | 1.74% | 4 | 97 | 96 | 1 | 95.87 | 92.05 | 3.82 | 98.84% | 95.89% | 2.95% |
| 5 | 100 | 121 | (21) | 96.95 | 118.10 | (21.15) | 96.95% | 97.60% | -0.65% | 5 | 100 | 121 | (21) | 97.08 | 117.77 | (20.69) | 97.08% | 97.33% | -0.25% |
| SDC | - | - | - | - | - | - | 0.00% | 0.00% | 0.00% | SDC | - | - | - | - | - | - | 0.00% | 0.00% | 0.00% |
| Total | 583 | 611 | (28) | 567.55 | 589.35 | (21.80) | 97.35% | 96.46% | 0.89% | Total | 583 | 612 | (29) | 559.43 | 587.96 | (28.53) | 95.96% | 96.07% | -0.11% |
| MCMS | | | | | | | | | | MCMS | | | | | | | | | |
| 6 | 342 | 361 | (19) | 333.35 | 350.60 | (17.25) | 97.47% | 97.12% | 0.35% | 6 | 342 | 361 | (19) | 336.02 | 353.51 | (17.49) | 98.25% | 97.93% | 0.33% |
| 7 | 364 | 362 | 2 | 353.05 | 348.20 | 4.85 | 96.99% | 96.19% | 0.80% | 7 | 364 | 362 | 2 | 354.49 | 350.20 | 4.29 | 97.39% | 96.74% | 0.65% |
| 8 | 370 | 379 | (9) | 345.10 | 357.85 | (12.75) | 93.27% | 94.42% | -1.15% | 8 | 370 | 379 | (9) | 362.08 | 367.08 | (5.00) | 97.86% | 96.85% | 1.00% |
| SDC | - | 4 | (4) | - | 3.75 | (3.75) | 0.00% | 93.75% | -93.75% | SDC | - | 4 | (4) | 1.08 | 3.88 | (2.80) | 0.00% | 97.00% | -97.00% |
| Total | 1,076 | 1,106 | (30) | 1,031.50 | 1,060.40 | (28.90) | 95.86% | 95.88% | -0.01% | Total | 1,076 | 1,106 | (30) | 1,053.67 | 1,074.67 | (21.00) | 97.92% | 97.17% | 0.76% |
| OPHS | | | | | | | | | | OPHS | | | | | | | | | |
| 9 | 396 | 382 | 14 | 391.10 | 375.25 | 15.85 | 98.76% | 98.23% | 0.53% | 9 | 396 | 384 | 12 | 393.14 | 375.50 | 17.64 | 99.28% | 97.79% | 1.49% |
| 10 | 377 | 387 | (10) | 367.55 | 376.40 | (8.85) | 97.49% | 97.26% | 0.23% | 10 | 377 | 387 | (10) | 372.00 | 379.25 | (7.25) | 98.67% | 98.00% | 0.68% |
| 11 | 382 | 375 | 7 | 364.35 | 360.60 | 3.75 | 95.38% | 96.16% | -0.78% | 11 | 382 | 374 | 8 | 369.99 | 364.04 | 5.95 | 96.86% | 97.34% | -0.48% |
| 12 | 369 | 341 | 28 | 351.60 | 322.80 | 28.80 | 95.28% | 94.66% | 0.62% | 12 | 369 | 341 | 28 | 353.44 | 324.86 | 28.58 | 95.78% | 95.27% | 0.52% |
| SDC | - | 5 | (5) | - | 4.90 | (4.90) | 0.00% | 98.00% | -98.00% | SDC | - | 5 | (5) | 1.49 | 4.86 | (3.37) | 0.00% | 97.20% | -97.20% |
| Total | 1,524 | 1,490 | 34 | 1,474.60 | 1,439.95 | 34.65 | 96.76% | 96.64% | 0.12% | Total | 1,524 | 1,491 | 33 | 1,490.06 | 1,448.51 | 41.55 | 97.77% | 97.15% | 0.62% |
| OVHS | | | | | | | | | | OVHS | | | | | | | | | |
| 10-12 | 32 | 38 | (6) | 29.80 | 35.21 | (5.41) | 93.13% | 92.66% | 0.47% | 10-12 | 43 | 41 | 2 | 29.80 | 40.93 | (11.13) | 69.30% | 99.83% | -30.53% |
| OPIS | | | | | | | | | | OPIS | | | | | | | | | |
| K-12 | 225 | 220 | 5 | 223.15 | 218.15 | 5.00 | 99.18% | 99.16% | 0.02% | K-12 | 225 | 220 | 5 | 202.96 | 212.87 | (9.91) | 90.20% | 96.76% | -6.55% |
| Other*** | 5 | 6 | (1) | 8.71 | 5.98 | 2.73 | | | | Other*** | 5 | 6 | (1) | 8.71 | 4.41 | 4.30 | | | |
| Total | 4,525 | 4,573 | (48) | 4,397.76 | 4,412.24 | (14.48) | 97.19% | 96.48% | 0.70% | Total | 4,536 | 4,574 | (38) | 4,410.61 | 4,424.36 | (13.75) | 97.24% | 96.73% | 0.51% |

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 12, 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 May 31st of the 2017-18 fiscal year?

BACKGROUND: The State's funding appropriation schedule for school districts is always challenging. Continuing its routine of the last several years, the Business Office has produced monthly cash flow report as an ongoing tool to assist the both the Administration and Board in analyzing and managing the District's cash in order to remain cash-solvent. This month's report follows for the Board's information and review.

RECOMMENDATION: None - for information only.

Prepared by: Lisa Nilles, Director, Fiscal Services
Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

District: Oak Park Unified
County: Ventura

2018-19 Fiscal Year California School Cash Reserve Program
2017-18 Cash Flow Statement

| Fiscal Year 2017-18 | | | | | | | | | | | | | | |
|----------------------------|-------------------------|-----------|-------------|-------------|-------------|-------------|------------|-------------|-------------|-----------|-------------|-------------|-------------|------------------|
| Actual / Projected | Jul 2017 | Aug 2017 | Sep 2017 | Oct 2017 | Nov 2017 | Dec 2017 | Jan 2018 | Feb 2018 | Mar 2018 | Apr 2018 | May 2018 | Jun 2018 | Accruals | Total 2017-18 |
| | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Projected | Projected | Projected | |
| Beginning Cash | 1,085,442 | 5,852,843 | 3,447,191 | 3,655,743 | 1,654,962 | 1,013,902 | 7,619,738 | 6,003,556 | 1,448,234 | 1,541,526 | 1,859,403 | 521,723 | | |
| RECEIPTS | LCFF Revenue Sources | | | | | | | | | | | | 1,447,850 | 20,258,971 |
| | Apportionment | 969,178 | 969,178 | 1,744,520 | 1,744,520 | 1,744,520 | 1,744,520 | 1,630,033 | 1,630,033 | 1,630,033 | 1,630,033 | 1,630,033 | | 12,646,932 |
| | Property Taxes | 32,817 | 78,749 | 67 | 39,380 | 400,603 | 181,277 | 49 | 64,432 | 4,319,007 | 122,736 | 1,398,194 | - | 5,701,995 |
| | Other | - | - | 1,412,240 | - | - | - | - | 1,438,757 | - | - | 1,438,757 | - | 1,054,433 |
| | Federal Revenue | - | - | 42,298 | 2,462 | - | 11,910 | - | 81,143 | - | - | 142,176 | 727,692 | 2,153,295 |
| | Other State Revenue | - | 239,044 | 233,770 | (226,945) | 179,771 | - | (31,473) | - | 444,703 | 217,243 | 280,394 | 133,998 | 4,764,141 |
| | Other Local Revenue | 184,064 | 195,121 | 469,579 | 342,135 | 307,957 | 306,391 | 50,935 | 599,928 | 321,320 | 581,777 | 581,888 | 472,808 | - |
| | Interfund Transfers In | - | - | - | - | - | - | - | - | - | - | - | - | - |
| | Other Financing Sources | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Total Receipts | | 1,186,058 | 1,482,092 | 3,902,475 | 1,901,553 | 2,632,852 | 10,246,161 | 2,244,097 | 1,649,544 | 3,814,293 | 6,715,063 | 2,551,789 | 5,471,442 | 46,579,767 |
| DISBURSEMENTS | Certificated Salaries | 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 | 2,180,292 | 985,726 | 21,924,821 |
| | Classified Salaries | 206,426 | 589,028 | 617,670 | 613,397 | 657,391 | 608,125 | 581,354 | 626,952 | 598,376 | 596,969 | 638,605 | 611,143 | 6,945,437 |
| | Employee Benefits | 81,627 | 889,081 | 893,172 | 897,159 | 906,338 | 908,994 | 891,518 | 896,211 | 896,585 | 893,537 | 916,641 | 298,164 | 9,369,029 |
| | Books/Supplies/Services | 176,002 | 521,173 | 425,787 | 730,179 | 358,587 | 386,722 | 570,984 | 444,017 | 338,627 | 548,809 | 295,819 | 722,291 | 5,703,291 |
| | Capital Outlay | - | - | - | - | - | - | - | - | - | - | - | 3,351 | 62,347 |
| | Other Outgo | - | - | 278 | 837 | 25,345 | 859 | - | 3,483 | - | 4,983 | 10,733 | 255,705 | 395,725 |
| | Interfund Transfers Out | 1,733 | 17,250 | (6,620) | 18,846 | 19,437 | 4,919 | 6,008 | 13,296 | (1,222) | (1,222) | 13,296 | 19,280 | 105,000 |
| | Other Financing Uses | - | - | - | - | - | - | - | - | - | - | - | - | - |
| | 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 | 4,055,386 | 2,895,659 | 44,505,650 |
| BALANCE SHEET TRANSACTIONS | Asset Transactions | | | | | | | | | | | | | |
| | Deferred Apportionment | - | - | - | - | - | - | - | - | - | - | - | - | - |
| | Accounts Receivable | 1,076,146 | 258,506 | 46,841 | 237,809 | 27,916 | 4,798 | (12) | 246,344 | - | - | - | (1,468,265) | 482,786 |
| | Due From Other Funds | - | - | 29,582 | - | - | 64,015 | - | - | - | - | - | (113,911) | (20,314) |
| | Other | 8,750 | - | - | - | - | - | - | - | - | - | (4,250) | (57,538) | (57,538) |
| | SUBTOTAL ASSETS | 1,084,896 | 258,506 | 76,423 | 237,809 | 27,916 | 68,813 | (12) | 246,344 | - | - | (4,250) | (1,639,714) | 404,933 |
| | Liability Transactions | | | | | | | | | | | | | |
| | Accounts Payable | 1,761,791 | 92,320 | (201,189) | (184,853) | (750,441) | (259,326) | (248,909) | (180,649) | (182,900) | (172,853) | (170,167) | (261,254) | 686,904 |
| | Due To Other Funds | - | - | - | - | - | - | - | - | - | - | - | - | - |
| TRANS | Current Loans | - | - | - | - | - | - | - | - | - | - | - | - | - |
| | Other | - | - | - | - | - | - | 110,117 | - | - | - | (110,512) | 396 | - |
| | SUBTOTAL LIABILITIES | 1,761,791 | 92,320 | (201,189) | (184,853) | (750,441) | (259,326) | (248,909) | (70,532) | (182,900) | (172,853) | (170,167) | (371,766) | 686,904 |
| | Total Balance Sheet | (676,895) | 166,186 | 277,612 | 422,662 | 778,357 | 328,139 | 248,897 | 316,876 | 182,900 | 172,853 | 165,917 | (1,267,948) | (281,971) |
| | Net Increase/Decrease | (127,600) | (2,405,652) | 208,552 | (2,000,781) | (641,060) | 6,605,836 | (1,616,182) | (2,107,822) | 93,292 | 2,765,378 | (1,337,680) | 1,307,835 | 1,048,029 |
| | FY TRAN Deposits | 4,895,000 | - | - | - | - | - | - | - | - | - | - | - | - |
| | FY TRAN Repayments | - | - | - | - | - | - | - | (2,447,500) | - | (2,447,500) | - | - | - |
| | CY TRAN Deposits | - | - | - | - | - | - | - | - | - | - | - | - | - |
| | CY TRAN Repayments | - | - | - | - | - | - | - | - | - | - | - | - | - |
| CASH | With TRANS | 5,852,843 | 3,447,191 | 3,655,743 | 1,654,962 | 1,013,902 | 7,619,738 | 6,003,556 | 1,448,234 | 1,541,526 | 1,859,403 | 521,723 | 1,829,559 | |
| | TRAN Balance | 4,895,000 | 4,895,000 | 4,895,000 | 4,895,000 | 4,895,000 | 4,895,000 | 4,895,000 | 2,447,500 | - | - | - | - | |
| | Without TRANS | 957,843 | (1,447,809) | (1,239,257) | (3,240,038) | (3,881,098) | 2,724,738 | 1,108,556 | (999,266) | (905,974) | 1,859,403 | 521,723 | 1,829,559 | |

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 12, 2018
SUBJECT: VII.4. EXTENDED CARE PROGRAM BUDGET FOR 2018-19

INFORMATION

ISSUE: Shall the Board receive and review the Oak Park Unified School District's Extended Care Program Budget for 2018-2019?

BACKGROUND: With the creation and implementation of the District's Extended Care Program staff has prepared a budget for year one. This budget is already included in the overall District Budget. The proposed 2018-2019 Extended Care Budget for follows for the Board's information and review.

RECOMMENDATION: None - for information only.

Prepared by: Sara Ahl, Director Extended Care Program
Lisa Nilles, Director Fiscal Services
Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

Oak Park Unified School District
(Based on Enrollment 5/4/18)

OPUSD EXTENDED CARE PROGRAM - FINANCIAL PROJECTIONS - YEAR ONE START UP

PROJECTED REVENUES

| | |
|--|---------------------|
| TOTAL PROJECTED ANNUAL PROGRAM REVENUES | 1,917,980.00 |
| Reduction for Free & Reduced | 7,440.00 |
| TOTAL PROJECTED REVENUES FOR SCHOOL YEAR ONLY | 1,910,540.00 |

PROJECTED EXPENSES

| <u>PERSONNEL</u> | <u>Positions</u> | <u>Work Days</u> | <u>Daily Rate</u> | <u>Salary</u> | <u>Statutory</u> | <u>Health Benefits</u> | <u>Total Sal/Ben</u> | <u>Annual Cost</u> |
|--|-------------------------|-------------------------|--------------------------|----------------------|-------------------------|-------------------------------|-----------------------------|---------------------------|
| Program Director | 1 | 220 | 561.34 | 123,494.70 | 23,822.13 | 16,927.00 | 164,243.83 | 164,243.83 |
| Dept Secretary | 1 | 261 | 188.40 | 47,190.00 | 12,650.46 | 8,127.00 | 67,967.46 | 67,967.46 |
| Site Leaders | 4 | 211 | 160.00 | 33,760.00 | 9,207.03 | 11384.24 | 54,351.27 | 217,405.07 |
| Site Leaders Vacation | 4 | 12 | 160.00 | 1,920.00 | 523.62 | | 2,443.62 | 9,774.49 |
| SUBTOTAL | | | | | | | | 459,390.84 |
| <u>PROGRAM SUPPORT PERSONNEL</u> | | | | | | | | |
| IA II (Special Ed | 4 | 201 | 61.32 | 12,325.32 | 1,135.16 | 0 | 13,460.48 | 53,841.93 |
| High School Student - Homework Help | 8 | 180 | 16.50 | 2,970.00 | 273.54 | 0 | 3,243.54 | 25,948.30 |
| Custodian 2900 | 2 | 261 | 86.10 | 22,472.10 | 2,069.68 | 0 | 24,541.78 | 49,083.56 |
| Dept Secretary (Curriculum) 2410 | 1 | 261 | 188.40 | 47,190.00 | 12,870.11 | 16,244.00 | 76,304.11 | 76,304.11 |
| Accounting Assistant I (Accounting Support) 2900 | 1 | 261 | 132.06 | 34,467.66 | 9,400.02 | 14,020.00 | 57,887.68 | 57,887.68 |
| Tech TOSA .6 FTE | 1 | | | 51,453.00 | 9,925.28 | 5,000.00 | 66,378.28 | 66,378.28 |
| SUBTOTAL | | | | | | | | 329,443.85 |
| TOTAL OF PERSONNEL COSTS | | | | | | | | 788,834.69 |

OPERATING COSTS

| | <u>Positions</u> | | <u>Annual Cost</u> |
|---|--------------------------|--|---------------------------|
| Mentors (Assistants) - GO | 49 | | 554,562.30 |
| Developing Outdoors - Site Coordinator | 4 | | 12,660.00 |
| Developing Outdoors - Consultant Contract | | | 205,188.05 |
| | <u>Pct/Budget</u> | | |
| Professional Development | 0.43% | | 8,132.50 |
| Materials and Supplies | 3.08% | | 58,862.53 |
| Enrichment Programming | 2.00% | | 38,210.80 |
| Phone/Postage | 0.31% | | 5,922.67 |
| Child Nutrition/Food Supplies | | | 131,655.00 |
| Other Operating Costs | 4.80% | | 78,501.45 |
| Other Operating Costs - Child Care Acctg Software | | | 8,490.00 |
| Other Operating Costs-banking fees | 2.99% | | 35,670.00 |
| Other Operating Costs - transactions fees | | | (16,150.00) |
| TOTAL OF OPERATING COSTS | | | 1,121,705.31 |

START UP COSTS

| <u>PERSONNEL</u> | <u>Positions</u> | <u>Work Days</u> | <u>Daily Rate</u> | <u>Salary</u> | <u>Statutory</u> | <u>Health Benefits</u> | <u>Total Salary</u> | <u>One Time Cost</u> |
|---|-------------------------|-------------------------|--------------------------|----------------------|-------------------------|-------------------------------|----------------------------|-----------------------------|
| Program Director | 1 | 80 | 561.34 | 44,907.16 | 7,947.22 | 5,098.18 | 57,952.57 | 57,952.57 |
| Dept Secretary (Admin Assistant) x2 | 2 | 80 | 178.08 | 14,246.40 | 3,561.32 | 2,437.00 | 20,244.72 | 40,489.43 |
| | | | | 14290 | 3572 | | 17,862.00 | |
| | | | | 14290 | 3572 | 4874 | 22,736.00 | |
| Site Leaders - Training days | 4 | 6 | 160.00 | 960.00 | 261.81 | | 1,221.81 | 4,887.24 |
| <u>EQUIPMENT/FURNITURE</u> | | | | | | | | <u>One Time Cost</u> |
| Miscellaneous: Staff computers, storage, cabinets, furniture, aquariums, telescopes, etc. | | | | | | | | 100,000.00 |
| TOTAL OF START-UP COSTS | | | | | | | | 203,329.24 |

TOTAL PROJECTED PROGRAM EXPENSES

2,113,869.24 *Expenses with start-up costs*

PROJECTED PROGRAM EXCESS/(DEFICIT)

(195,889.24) *Projected Ending Balance*
-9.27% *Projected Fund Reserve*

| | |
|---------------------|--|
| 1,910,540.00 | <i>Expenses w/o start-up costs</i> |
| (0.00) | <i>Projected Ending Balance w/o start-up</i> |
| 0% | <i>Projectd Fund Reserve</i> |