#### OAK PARK UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION AGENDA #953

DATE: December 5, 2017

PLACE: Oak Park High School Presentation Room – G9

899 Kanan Road, Oak Park, CA 91377

TIME: 5:00 p.m. Closed Session – G9

6:00 p.m. Open Session – G9

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

#### **BOARD OF EDUCATION**

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



Educating Compassionate and Creative Global Citizens

#### **ADMINISTRATION**

Dr. Anthony W. Knight, Superintendent
Ragini Aggarwal, Executive Assistant
Martin Klauss, Assistant Superintendent, Business & Administrative Services
Dr. Leslie Heilbron, Assistant Superintendent, Human Resources
Dr. Jay Greenlinger, Director Curriculum and Instruction
Enoch Kwok, Director, Educational Technology & Information Systems
Susan Roberts, Director, Pupil Services
Cliff Moore, Consultant

### COPY OF ENTIRE AGENDA ON WEB SITE

www.opusd.org

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: <a href="mailto:raggarwal@opusd.org">raggarwal@opusd.org</a>

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, January 16, 2018

Closed Session at 5:00 p.m. Open Session at 6:00 p.m.
Oak Park High School, Presentation Room, G9

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

District Office, 5801 East Conifer St.

Brookside Elementary School, 165 N. Satinwood Ave.

Oak Hills Elementary School, 1010 N. Kanan Rd.

Red Oak Elementary School, 4857 Rockfield St.

Medea Creek Middle School, 1002 Double Tree Rd

Oak Park High School, 899 N. Kanan Rd.

Oak View High School, 5701 East Conifer St

Oak Park Library, 899 N. Kanan Rd.

Internet Home Page: <a href="http://www.opusd.org/">http://www.opusd.org/</a>

### OAK PARK UNIFIED SCHOOL DISTRICT AGENDA – ORGANIZATIONAL BOARD MEETING #953 December 5, 2017

CALL TO ORDER – Followed by Public Comments/5:00 p.m. CLOSED SESSION: 5:00 p.m. OPEN SESSION: 6:00 p.m. The Oak Park Unified School District Board of Education will meet in Regular Session at the Oak Park High School, Presentation Room – G9, 899 Kanan Road, Oak Park, CA. I. CALL TO ORDER: II. PUBLIC SPEAKERS – CLOSED SESSION AGENDA ITEMS III.RECESS TO CLOSED SESSION FOR DISCUSSION AND/OR ACTION ON THE **FOLLOWING ITEMS:** A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE Pursuant to Government Code Section 54957 B. PUBLIC EMPLOYEE EMPLOYMENT: Instructional Assistant III Behavioral, Walk on Coach – Baseball, Guest Teachers C. CONFERENCE WITH LABOR NEGOTIATORS: Agency designated representatives: Leslie Heilbron and Martin Klauss Employee organizations: Oak Park Teachers Association & Oak Park Classified Association IV: CALL TO ORDER – RECONVENE IN OPEN SESSION AT: p.m. A. ROLL CALL **B. FLAG SALUTE** C. REPORT OF CLOSED SESSION ACTIONS TAKEN D. ADOPTION OF AGENDA V. PUBLIC SPEAKERS: SPEAKERS ON AGENDA AND NON-AGENDA ITEMS VI. OPEN COMMUNICATIONS/PRESENTATIONS

- A. BOARD REPORTS/DISCUSSION/COMMUNICATIONS
  - a. Presentation in Recognition of Oak Park High School Girls' Cross Country Team
  - b. Presentation of Retirement Recognition to Don Enoch, Oak Park High School Teacher
  - c. Remarks from Board Members
  - d. Report from Student Board Member
  - e. Remarks from Superintendent
  - f. Report from School Site Councils
  - g. Report from Oak Park Education Foundation

- h. Report from Oak Park Municipal Advisory Council
- i. District/Board Member Communication Plan

#### **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 November 14, 2017
- b. Public Employee/Employment Changes 01CL23654-01CL23656 & 01CE08508-01CE085
- c. <u>Approve Purchase Orders November 1 November 15, 2017</u>
  Board Policy 3300 requires Board approval of Purchase Orders
- d. <u>Approve Disposal of Obsolete or Surplus Instructional Materials, Books, and/or Library Books</u>

Board approval required for disposal of District materials and books

e. <u>Approve Date Change for Oak Park High School Overnight Trip - Life Skills Retreat</u> #3 – <u>April 18-21, 2018</u>

Board Policy 6153 requires Board approval for student overnight trips

f. <u>Approval of Renewal Agreement with the Ventura County Office of Education for 2017-18 Student Information System Hosting Services</u>

Board Policy 3312 requires Board approval for contracts for services

g. <u>Approve Notice of Completion, Measure R Project 17-41R, Gymnasium Improvements at Medea Creek Middle School</u>

Board approval required for Notice of Completion

#### **ACTION**

#### 2. BOARD

a. Election of Officers of the Board of Education

Bylaws of the Board 9320 and Education Code 35143 require the nomination and election of Board Officers annually

- **b.** <u>Confirmation and Designation of Board Representatives to District Committees</u>

  Board Members will select District Committee representation for the remainder of the school year
- **c.** <u>Approve Proposed Board Meeting Schedule for Calendar Year 2018</u>

  To select and approve the meeting schedule for the Governing Board for the calendar year
- d. Approve Certification of Signatures

Education Codes 42632 and 42633 require annual Certification of Signatures after election of Board Officers

e. <u>Select and Approve School Board Representative to the County Committee on School District Organization</u>

Education Codes 35023 and 72403 require the Board to annually select a representative to the County committee

- f. Approve Designation of Secretary/Authorized Agent of the Board of Education

  Education Codes 35025 and 35034 and Bylaws of the Board 9122 empower the Board to designate the Superintendent as its Secretary and Authorized Agent
- **g.** Approve California School Boards Association Delegate Assembly Nomination Board may choose to make a nomination to the CSBA Delegate Assembly

#### 3. BUSINESS SERVICES

a. <u>Discuss and Approve District Capacity/Enrollment Projections/District of Choice Vacancy Projections for School Year 2018-2019</u>

According to provisions of the District of Choice program, the Board is required to establish the district's capacity, the number of projected vacancies and the number of District of Choice students that can be enrolled at each grade level for school year 2018-19.

b. Approve Measure S Project Priority Plan

Board approval required for Update of Measure S Project Priority Plan

- c. <u>Staff Update on Exploration of District-operated Before and After School Program</u>
  Information will be provided to the Board by staff regarding exploration of a potential District-operated Before and After School Program
- d. Approve Fiscal Year 2017-18 First Interim Financial Report, Certification and Budget Revisions

Education Code 42130 and 42131 and Board Policy 3460 require the Board to approve and certify financial reports filed on behalf of the District

e. <u>Approve Amendment to Consultant Agreement in Connection with SB 1029 Bond Debt Transparency Reporting Requirements</u>

Board Policy 3312 requires Board approval for contracts for services

f. Award of Construction Contract for Measure S Project 17-32S, Safety Fencing, Football Stadium at Oak Park High School

Board Policy 3312 requires Board approval for contracts for services

- g. Approve Consultant Agreement in Connection with Measure S HVAC Projects at Brookside and Red Oak Elementary Schools, and at Oak Park High School

  Board Policy 3312 requires Board approval for contracts for services
- h. Ratify Award of Construction Contract for Measure S Project 17-33S, Security Cameras

Board Policy 3312 requires Board approval for contracts for services

i. <u>Approve Change Order No. 1, Measure R Project 17-46R, Structural Improvements at Oak Park Neighborhood School</u>

Board approval required for change orders

j. <u>Approve Notice of Completion, Measure R Project 17-46R, Structural Improvements at Oak Park Neighborhood School</u>

Board approval required for Notice of Completion

k. <u>Approve Measure S Project Consultant Agreement – Professional Services for Site Topographical Surveying of Oak Park High School</u>

Board Policy 3312 requires Board approval for contracts for services

- **l.** <u>Approve Amendment for Program/Construction Management Services</u>
  Board Policy 3312 requires Board approval for contracts for services
- m. Approve Acceptance of Donation

Board Policy 3290 requires Board approval for donations to the District

n. <u>Authorize Project 17-51C/R Performing Arts Equipment and Facility Improvements at Oak Park High School, Funded from Bond Measures R and C6 and Ventura County Innovates Grant</u>

Board approval required for project funded by the Measure R and C6 Bond funds

#### 4. CURRICULUM

a. Approve Additional Textbook for Oak Park Independent School Board approval required for new textbooks

#### 5. BOARD POLICIES

- a. Approve Amendment to Board Policy BP 0400 Comprehensive Plans First Reading Board Policy updated to include the local control and accountability plan (LCAP) as a comprehensive plan of the district and to emphasize the need for consistency among the documents that set direction for the district.
- b. Approve Amendment to Board Policy and Administrative Regulation BP 0460 Local Control and Accountability Plan First Reading

Board Policy and regulation updated to delete references to 5 CCR 15497.5 (repealed) which formerly contained the LCAP template. The LCAP template continues to be approved by the State Board of Education and is available on the California Department of Education (CDE) web site. Policy also adds a definition of "numerically significant student subgroups" whose needs must be addressed in the LCAP. Regulation also deletes requirement to use the state's Academic Performance Index (API) as a measure of student achievement, as the API has been replaced by a new state accountability system.

- c. Approve Amendment to Board Policy BP 0500 Accountability First Reading
  Board Policy updated to reflect the new state accountability system (the California School
  Dashboard), which consists of both state and local indicators to assist districts in identifying
  strengths and areas in need of improvement in each priority area addressed by the LCAP.
- d. Approve Amendment to Board Policy BP 6153 School-Sponsored Trips First Reading

Board Policy updated to reflect NEW LAW (AB 341, 2017) which eliminates the prohibition against the use of district funds to pay for the expenses of students participating in field trips or excursions to another state, to the District of Columbia, or to a foreign country.

#### VII INFORMATION ITEMS

None

#### VIII. OPEN DISCUSSION

#### IX. ADJOURNMENT:

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

#### X. SCHOOL REPORTS/SCHOOL SITE COUNCIL REPORTS

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

#### MINUTES OF REGULAR BOARD MEETING 11-14-17 #952 BOARD OF EDUCATION

#### CALL TO ORDER/MEETING PLACE

The Board of Education Vice President, Mr. Derek Ross, called the regular meeting to order at 5:00 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

#### **BOARD PRESENT**

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

#### **BOARD ABSENT**

Mr. Drew Hazelton, President

#### **PUBLIC COMMENTS**

None

#### ADJOURN TO CLOSED SESSION

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

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

Pursuant to Government Code Section 54957

**B. PUBLIC EMPLOYEE EMPLOYMENT:** Food Service Worker I Sub, Campus Supervisor Sub, Interpreter – Russian and Armenian, Instructional Assistants I Grade Level, Campus Supervisors, Walk on Coaches, and Construction Management Project Engineer

#### C. EXPULSION OF PUPIL #01

Pursuant to Education Code 48915

#### D. CONFERENCE WITH LABOR NEGOTIATORS:

Agency designated representatives: Leslie Heilbron and Martin Klauss Employee organizations: Oak Park Teachers Association and Oak Park Classified Association

The Board adjourned to Closed Session at 5:01 pm.

Board President, Drew Hazelton joined the meeting at 5:37 pm.

#### CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Drew Hazelton, called the regular meeting to order at 6:14 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

#### BOARD PRESENT

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

#### **BOARD ABSENT**

None

#### STAFF PRESENT

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

#### **FLAG SALUTE**

Martin Klauss 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 Derek Ross, seconded by Barbara Laifman, the Board of Education adopted the agenda. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0.

#### **PUBLIC SPEAKERS**

None

#### **PRESENTATIONS**

The Board recognized Officer Gregg Musgrove with the Partners in Education Award as he prepares to retire. Dr. Knight thanked Officer Musgrove for providing exemplary service to our schools and his assistance in maintaining the safety of our students.

#### REPORT FROM BOARD MEMBERS

Board Member Allen Rosen reported that he attended the Coffee with the Board, he felt that even though there were only a few people who attended the discussion went well and he hopes with more of these events in the future more people will attend. Allen also met with Kathy Kraas, the Consultant hired by the Oak Park Education Foundation

Board Member Barbara Laifman reported that she could not attend the EEAC Meeting or the Community Engagement Committee meeting. Barbara attended the Family Game Night and met with Kathy Kraas, the Consultant hired by the Oak Park Education Foundation.

Board Member Denise Helfstein reported that she attended the Reader Writers Workshop Information Night, GATE DAC meeting, DOC Information Night, and the Curriculum Council meeting. Denise also attended the Brookside Elementary School PTA meeting with Board President, Drew Hazelton.

Board Member Derek Ross reported that he attended the Safety and Security Task Force meeting, and he is happy to see the implementation of visitor's signs at all the campuses, and also stated that the Earthquake bins had been restocked at all sites. Derek also enjoyed attending the Disney Choir concert at Oak Park High School.

Board Member Drew Hazelton reported that he attended the Brookside Elementary School PTA meeting and the Veteran's Day assembly, the Safety and Security Task Force meeting, the Oak Park Education Foundation meeting and also met with their consultant Kathy Kraas.

Student Board member Lexi Garfinkel reported that the canned food drive for Santa Comes to Agoura is going on all this week. ASB is planning the Winter rally which will be held the week after the Thanksgiving break. ASB is going to be using a google form to receive input from students for ideas for the Spirit Week.

Superintendent Dr. Tony Knight reported that he attended the DOC Information Night. As of tonight, we have 349 applications which have been submitted for DOC, and the application period will be open until December 31, 2017. Dr. Knight stated that he is very happy with the number of meetings that the District staff has had with the HED Architects hired by the District. Dr. Knight also participated in the Great American Shake –out Drill along with all the District Office staff.

#### REPORT FROM SCHOOL SITE COUNCIL

The Board received a School Site Council report from Oak Park High School.

#### REPORT FROM OAK PARK EDUCATION FOUNDATION

Oak Park Education Foundation Board Member, Maryam Salour reported that the Foundation has hired a consultant Kathy Kraas from K2 consulting. Two new members have joined and they are expecting three or four more to join shortly. The Foundation is working on bringing back the Brick Campaign as a fundraiser and also looking into other fundraising options.

#### UPDATE ON CALIFORNIA SCHOOL DASHBOARD-LOCAL INDICATOR

Dr. Jay Greenlinger, Director of Curriculum and Instruction provided an update on the California School Dashboard-Local Indicator for the Oak Park Unified School District. Local Indicators are based on information that local educational agencies collect locally and the result must be reported at a regularly scheduled public meeting of the local governing board.

The local indicators are:

- Basic Services
- Implementation of State Academic Standards
- Parent Engagement
- School Climate

Allen Rosen made a motion to pull Item B.1.b. from the consent Agenda and move it to Action, seconded by Barbara Laifman. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0.

#### **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 October 17, 2017
- c. Approve Purchase Orders October 1 October 31, 2017
- d. Approve Overnight Trip for Oak Park High School Boys' Basketball Team to attend the Rancho Solano Prep Desert Challenge Tournament in Scottsdale, AZ December 15-16, 2017
- e. <u>Approve Overnight Trip for Oak Park High School Boys' Basketball Team to attend the</u>
  De La Salle MLK Classic Tournament in Moraga, CA January 13-15, 2018
- f. Approve Notice of Completion, Project 17-018, Districtwide Solar Project
- g. <u>Approve Notice of Completion, Project 17-32S, Safety Fencing, Lower Field at Oak Park</u> High School
- h. Approve Notice of Completion, Project 17-33S, Districtwide Security Cameras, Installation of Network and Fiber Optic Cabling
- i. Approve 2017-18 Agreement for Legal Services with Fagen Friedman & Fulfrost
- j. Deny Claim No. 17-04 for Alleged Injury
- k. Approve Expulsion in Abeyance for Student #01-17-18

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

# B.1.b. <u>Public Employee/Employment Changes 01CL23629-01CL23652 & 01CE08487-01CE08508</u>

On motion of Derek Ross, seconded by Allen Rosen the Board of Education approved Public Employee/Employment Changes 01CL23629-01CL23652 & 01CE08487-01CE08508 with a not to exceed stipend amount of \$3,500 for walk-on-coaches. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No -0

a. <u>Approve Resolution #17-20 – Participation in District of Choice Program for School Year</u> 2018-2019

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved the Resolution #17-20 - Participation in District of Choice Program for School Year 2018-2019. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

- Ratify Award of Contract for Measure S Architectural Planning Services
   On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education ratified Award of Contract for Measure S Architectural Planning Services. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No 0
- c. Ratify Award of Contracts for Measure S Project 17-32S, Safety Fencing, Football Stadium at Oak Park High School
  On motion of Drew Hazelton, seconded by Derek Ross, the Board of Education tabled the Award of Contracts for Measure S Project 17-32S, Safety Fencing, Football Stadium at Oak Park High School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No 0
- d. Ratify Award of Contracts for Measure R Project 17-46R, Structural Improvements at Oak Park Neighborhood School

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education ratified Award of Contracts for Measure R Project 17-46R, Structural Improvements at Oak Park Neighborhood School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No -0

- e. <u>Ratify Award of Contract for Measure R Project 17-55R, Roof Replacement at Oak Park Independent School</u>
  - On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education ratified Award of Contract for Measure R Project 17-55R, Roof Replacement at Oak Park Independent School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No 0
- f. Ratify Measure C6 Bond Project 17-56C, Purchase Contract for iMac Computers for Journalism Program at Oak Park High School
  On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education ratified Measure C6 Bond Project 17-56C, Purchase Contract for iMac Computers for Journalism Program at Oak Park High School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No 0
- g. Ratify Award of Contract for Measure S Project 17-57S, Safety Lighting at Oak Park High School Stadium and Adjacent Cul-de-Sac On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education Rtified Award of Contract for Measure S Project 17-57S, Safety Lighting at Oak Park High School Stadium and Adjacent Cul-de-Sac. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No 0
- h. <u>Approve Change Order No. 1 (Deductive), Project 17-24S, HVAC Equipment at Medea Creek Middle School</u>

On motion of Derek Ross, seconded by Allen Rosen, the Board of Education approved Change Order No. 1 (Deductive), Project 17-24S, HVAC Equipment at Medea Creek Middle School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

i. <u>Award Purchase Contract - Measure S Technology Project 17-50S, Smart Flat Panel Display Pilot</u>

On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education approved

- Award OF Purchase Contract Measure S Technology Project 17-50S, Smart Flat Panel Display Pilot. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No 0
- j. <u>Approve Renewal of District Membership in California School Funding Coalition</u>
  On motion of Allen Rosen, seconded by Denise Helfstein, the Board of Education approved Renewal of District Membership in California School Funding Coalition. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No 0
- k. Approve Advocacy Letter in Support of Full LCFF Funding and Establishment of Aspirational Funding Levels for K-12 Education
   On motion of Derek Ross, seconded by Allen Rosen, the Board of Education approved the Advocacy Letter in Support of Full LCFF Funding and Establishment of Aspirational Funding Levels for K-12 Education with the suggested change. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No 0

#### **B.3. CURRICULUM**

a. Approve Additional Instructional Material for Grade 4-8
On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education approved Additional Instructional Material for Grade 4-8. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

#### **B.4. HUMAN RESOURCES**

a. Approve 2017-18 Early Retirement Incentive Memorandum of Understanding Between Oak Park Unified School District and Oak Park Teachers Association
On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education approved the 2017-18 Early Retirement Incentive Memorandum of Understanding Between Oak Park Unified School District and Oak Park Teachers Association. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

#### B.5. BOARD

a. Approve Selection of Annual Organization Board Meeting – December 5, 2017

On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education approved the selection of annual organization board meeting as December 5, 2017. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

#### **B.6. BOARD POLICIES**

- Approve Deletion of Board Policy and Administrative Regulation BP 0520.2 Title I Program Improvement Schools First Reading
   On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved the deletion of Board Policy and Administrative regulation BP 0520.2 Title I Program Improvement Schools as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No 0
- b. Approve Amendment to Board Policy BP 3280 Sale or Lease of District-Owned Real Property First Reading
   On motion of Derek Ross, seconded by Allen Rosen, the Board of Education approved the amendment to Board Policy Board Policy BP 3280 Sale or Lease of District-Owned Real Property as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No 0
- c. Approve Amendment to Board Policy and Administrative Regulation BP 5113.1 Chronic Absence and Truancy First Reading
   On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education approved the amendment to Board Policy and Administrative Regulation BP 5113.1 Chronic Absence

- and Truancy as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No -0
- d. <u>Approve Adoption of Administrative Regulation AR 5113.11 Attendance Supervisor First Reading</u>
  - On motion of Derek Ross, seconded by Allen Rosen, the Board of Education approved the adoption of Administration Regulation AR 5113.11 Attendance Supervisor as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No 0
- e. Approve Amendment to Administrative Regulation 6112 School Day First Reading On motion of Allen Rosen, seconded by Drew Hazelton, the Board of Education approved the amendment to Administrative Regulation 6112 School Day as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No 0
- f. <u>Approve Amendment to Board Policy BP 6170.1 Transitional Kindergarten First Reading</u>

On motion of Derek Ross, seconded by Allen Rosen, the Board of Education approved the amendment to Board Policy BP 6170.1 Transitional Kindergarten as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No -0

Clerk or Secretary of the Board

#### **OPEN COMMUNICATIONS**

Date

On motion of Derek Ross, so Regular meeting is declared	econded by Drew Hazelton, there being no further busin adjourned at 8:07 p.m.	ess before this Board, the
Date	President of the Board	

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: DECEMBER 5, 2017

SUBJECT: APPROVE CLASSIFIED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT

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

CONSENT

	ATION TO HIRE					
Number	Name	Position	Start Date	Fund		Site
CL23654	Holly Craine	Instructional Assistant III Behavioral	12/11/2017	Special Education	\$18.16	
CL23655	Trevor Lecka	Walk-On-Coach - Baseball - Not to Exceed \$3,500.00	11/13/2017	Coaches OPHS	\$3,500.00	OPHS
AUTHORIZ	ATION TO PAY STIPEN	D				
Number	Name	Position	Start Date	Fund	Salary	Site
IN-SERVIC	F CHANGE					
Number	Name	Change	Effective Date	Fund	Salary	Site
CL23656	Lorna West	Instructional Assistant II SpEd SUB - from Regular @ BES		Special Education	\$18.00	
CEDADATI	- N					
SEPARATION Number	Name	Position	Effective Date	Separation Type	Salary	Site
Number	Name	Position	Effective Date	зерагацоп туре	Salaly	Site
					_	
Prepared b	ov:		Respectfully Submitte	ed.		
		endent /Human Resources	, , , , , , , , , , , , , , , , , , , ,	,		
			Anthony W. Knight, Ed	f.D.		
			Superintendent			

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: DECEMBER 5, 2017

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
01CE08508	Patrick Price	Guest Teacher	11/17/2017	General	District Wide
01CE08509	Sean Sailer	Guest Teacher	11/27/2017	General	District Wide
01CE08510	Ranju Matson	Guest Teacher	11/27/2017	General	District Wide
01CE08511	Candace Infuso	Guest Teacher	11/27/2017	General	District Wide
01CE08512	Meghan Cyron	Guest Teacher	11/27/2017	General	District Wide

#### **AUTHORIZATION TO PAY STIPEND**

Number	Name	Assignment	Effective	Fund	Amount	Site
01CE08513	KC Kelem	Curriculum Catalyst	2017-2018	Discretionary	600.00	OVHS
01CE08514	Rob Large	Catalina Chaperone	10/30-11/2017	Donations	300.00	MCMS
01CE08515	Tara Lamb	Catalina Chaperone	10/30-11/2017	Donations	450.00	MCMS
01CE08516	Maureen O'Hagan	Catalina Coordinator	10/30-11/2017	Donations	600.00	MCMS
01CE08517	Katie Cohen	Catalina Coordinator	10/30-11/2017	Donations	600.00	MCMS
01CE08518	Maria Jimenez	Catalina Chaperone	10/30-11/2017	Donations	300.00	MCMS
01CE08519	John Austin	Catalina Chaperone	10/30-11/2017	Donations	300.00	MCMS
01CE08520	Heidi Cissell	Choir Director Fall	8/8-12/21/17	Site	1350.00	OPHS
01CE08521	Zach Borquez	Band Coach	8/8-12/21/17	Site	1000.00	OPHS
01CE08522	Chris Meyer	GVB Game Management	8/22-10/12/17	ASB	1632.00	OPHS

#### **IN-SERVICE CHANGE**

Number	Name	Change	Effective	Fund	Site
01CE08523	Kathy Bowman	1.2 FTE to 1.0 FTE – 2 <sup>nd</sup> semester	1/8/2018	General	OPHS
01CE08524	Kathy Rohlfs	1.0 FTE to 1.2 FTE – 2 <sup>nd</sup> semester	1/8/2018	General	OPHS
01CE08525	Jan Willis	Return from 1 <sup>st</sup> semester LOA	1/8/2018	General	OPHS
01CE08526	Rob Hall	Return from 1 <sup>st</sup> semester LOA	1/8/2018	General	OPHS

#### **SEPARATION**

Number	Name	Position	Separation	Effective Date	Site
01CE08527	Don Enoch	Teacher	Retirement	12/22/2017	OPHS

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

Anthony W. Knight, Ed.D.

Anthony W. Knight, Ed.D. Superintendent

TO:	MEMBERS, BOARD OF EDUCATION						
FROM:	DR. AN	ГНО	NY W. KNIGHT	r, SUPERIN	TENDENT		
DATE:	DECEM	BEF	R 5, 2017				
SUBJECT:	B.1.c. AI	PPRO	OVE PURCHASE	ORDERS -	-NOVEMBER	1 THROUGH 15, 2	2017
							CONSENT
ISSUE:			all the Board approvember 1 through			e orders issued for	the period
BACKGROUN	D:	the adn	reporting period	d. All purd essary expen	chase orders l	purchase orders iss have been approv geted for and within	ed by an
ALTERNATIV	ES:	1. 2.	Approve the attac Do not approve the			as submitted.	
RECOMMEND	ATION:	Alt	ernative No. 1				
Prepared by: Ma	rtin Klauss	s, Ass	sistant Superintenc	dent, Busine		fully submitted,	
					Anthony Superin	y W. Knight, Ed.D. tendent	
Board Action: O	n motion o	f	, S	econded by		_, the Board of Edu	ucation:
VOTE: Hazelton Helfstein Laifman Rosen Ross Student Rep	AYES		NOES		ABSTAIN	ABSENT	

## **Board Report with Fund/Object**

Includes Pu	rchase Orders dated 11/01/2017	' - 11/15/2	2017		
PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
B18-00163	Pyro-Comm Systems, Inc.	004	2017 -2018 Fire Alarm Maintenance Service	010-5820	5,500.00
B18-00164	Regency Enterprises, Inc	004	2017 -2018 for Lighting Supplies	010-4330	2,600.00
B18-00185	RICHARDS TIRE MAN	004	2017-2018 Vehicle Maintenance/Repair-Tires	010-5600	1,500.00
B18-00254	Dougherty+Dougherty Architects	004	Proj 17-03R Art Court Planning Service OPHS	213-5820	19,068.00
B18-00255	Triunfo Cty San Dist	004	2017 - 2018 Sewer Service Annual Fee	010-5560	113,299.56
B18-00256	Apex Superstores, Inc	004	2017-2018 Batteries for PA system, Telephone, UPS	010-4330	600.00
DIR18-00058	Pyro-Comm Systems, Inc.	004	Pro 17-09R Fire Alarm Upgrades	213-6400	10,480.00
DIR18-00059	Turf Team, Inc	004	OPHS Varsity Baseball Field Renovations	010-5600	5,474.00
DIR18-00060	Turf Team, Inc	004	OPHS Softball Field Renovations	010-5600	3,000.00
DIR18-00061	Cutcrete Sawing	004	Stripe Parking Lot at MCMS, DO + OPHS	010-5600	3,850.00
P18-00322	Island Packers Cruises	011	Parent funded field trip5th gr. SCI	010-5820	5,805.00
P18-00323	Southwinds Transportation	011	Parent funded field trip5th gr. SCI	010-5820	2,461.80
P18-00324	Explore Learning, LLC	011	Reflex teacher license for resource teacher	010-5820	245.00
P18-00325	Jones & Bartlett Learning LLC	005	OVHS EMR On-Line CPR First Aid AED 17-18	010-5820	304.10
P18-00326	Naviance, Inc	024	Naviance Renewal	010-5820	1,155.00
P18-00327	TUMBLEWEED EDUCATIONAL ENTERPR ISES INC	015	Transporation for Field Trips	010-5820	1,260.00
P18-00328	Southwinds Transportation	011	Parent funded field trip2nd gr. Civic Arts	010-5820	931.20
P18-00329	Southwinds Transportation	011	Parent funded field trip-3rd gr. Wetlands	010-5820	2,082.40
P18-00330	Western Psychological Services	000	SpEd Protocols Order - Psychs	010-4330	123.11
P18-00331	Nasco	015	Geomtry/Algebra Materials	010-4330	460.68
P18-00332	Dougherty+Dougherty Architects	004	Proj 17-34S Security Lighting	211-5820	12,700.00
P18-00333	Dougherty+Dougherty Architects	004	Proj 17-35S Kitchen Improvements MCMS	211-5820	4,942.39
P18-00334	Dougherty+Dougherty Architects	004	Proj 17-36S Modernization Planning MCMS	211-5820	10,000.00
P18-00335	Dougherty+Dougherty Architects	004	Proj 17-37S Modernization Planning ROES	211-5820	10,000.00
P18-00336	Dougherty+Dougherty Architects	004	Proj 17-38S Modernization Planning OHES	211-5820	15,000.00
P18-00337	Dougherty+Dougherty Architects	004	Proj 17-42S Modernization Planning BES	211-5820	10,000.00
P18-00338	Dougherty+Dougherty Architects	004	Proj 17-39S Landscape Services Districtwide	211-5820	19,000.00
P18-00339	Dougherty+Dougherty Architects	004	Project 17-00S General Consulting Svs	211-5820	31,715.00

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

### **Board Report with Fund/Object**

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
P18-00340	Interactive Media Publishing	012	VCI: Software Pathway, drone	010-4330	239.14
P18-00341	Eyedentity Graphics Inc.	012	DON: MCMS Logo Stickers	010-5820	72.39
P18-00342	Offbeat Productions Inc.	012	DON: Exceptional Panthers Awards Banner	010-5820	107.34
P18-00343	Offbeat Productions Inc.	012	DON: Awards Prize	010-5820	2,146.41
P18-00344	Rosetta Stone Language Learnin	005	Rosetta Stone 2017-2018 OPIS & District	010-5820	16,725.00
P18-00345	Textbook Warehouse Inc.	005	MCMS textbook 2017-2018 A Christmas Carol	010-4200	92.45
P18-00346	Educational Data Systems	005	2016-2017 CELDT Overage	010-4330	24.60
P18-00347	Las Virgenes School Dist	000	Autism Training - LVUSD	010-5200	200.00
P18-00348	Guided Discoveries Inc.	012	DON: Catalina Trip Balance Due Fox Landing	010-5820	2,860.00
P18-00349	Guided Discoveries Inc.	012	DON: Catalina Trip Balance Due-Cherry Cove	010-5820	637.50
P18-00350	Southwinds Transportation	012	DON: Bus - T.O. Civic Arts	010-5820	415.60
P18-00351	Amplify	005	OHES Amplify Gr 4 Earth, Life & Physical Science	010-4100	11,229.78
P18-00352	West Pac Design, Inc.	004	OPUSD T's for Staff	010-4330	775.75
P18-00353	Houghton Mifflin Harcourt	005	OPIS Go Math Grade K-6 Digital Package 2017-18	010-4100	2,527.99
T18-00024	Collaboration Solutions	007	Proj 17-50S SMART Flat Panel Display Pilot	211-6400	36,531.58
TB18-00013	Data Management, Inc	007	Blanket PO for Visitor Badge Printing Supplies	010-4330	1,500.00
		Total N	umber of POs 44	 Total	369,642.77

#### **Fund Recap**

Fund	Description	PO Count	Amount
010	General Fund	33	190,205.80
211	Measure S Facilities & Tech	9	149,888.97
213	Measure R FACILITIES Bond Fund	2	29,548.00
		Total	369,642.77

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 of 2

TO: BOARD OF EDUCATION						
FROM:	DR. ANTH	DR. ANTHONY W. KNIGHT, SUPERINTENDENT DECEMBER 05, 2017				
DATE:	DECEMBI					
SUBJECT:				ETE OR SURPLUS S, AND OR LIBRARY		
	DOOKS			CONSENT		
ISSUE:			ucation approve the ooks, and/or library b	disposal of obsolete or surplus pooks?		
BACKGROUND:	instructiona or students. and/or mate otherwise d the benefit of set by the C	The District declares an inventory of library books, textbooks and/or instructional materials as obsolete, surplus, and no longer needed by teachers or students. Education Code requires the Board to declare that these books and/or materials are obsolete or surplus authorizing staff to sell, distribute, or otherwise dispose of them. This is one measure of ensuring that students have the benefit of current quality materials that meet the specific rigorous criteria set by the Oak Park Unified School District. The list of obsolete instructional materials is included in this agenda.				
ALTERNATIVES:	library b 2) Do not a	oooks obsolete approve a mo	e and/or surplus.	ry of instructional materials and ventory of instructional materials s.		
RECOMMENDATI	ON: Alternative	e No. 1				
			Respectf	ully submitted,		
			Anthony Superinte	W. Knight, Ed.D.		
Board Action: On motion	on of	, seco	onded by	, the Board of Education:		
VOTE: AYE Hazelton Helfstein Laifman Rosen Ross Student Rep	S 1	NOES	ABSTAIN	ABSENT		

# Inventory of Surplus Or Obsolete - MCMS Instructional Materials for 2017 - 2018 School Year

Title	ISBN#	Publisher	Copyright Date
Text Books			
6th Grade ELA Timeless Voices, Timeless Themes Copper Level	0130548022	Prentice Hall	
(Literature) Timeless Voices, Timeless Themes Copper Level	9780130548023	Prentice Hall	
Mathematics Concepts, Skills, & Problem Solving Wk Book	9780078788734	Glencoe McGraw-Hill	2008
Mathematics Concepts, Skills, & Problem Solving Skill Wk Book	9780078788758	Glencoe McGraw-Hill	2008
Mathematics Concepts, Skills, & Problem Solving	0078778484	Glencoe McGraw-Hill	2008
Mathematics Concepts, Skills, & Problem Solving Wk Book	9780078788864	Glencoe McGraw-Hill	2008
Mathematics Concepts, Skills, & Problem Solving Practice	9780078795336	Glencoe McGraw-Hill	2008
Mathematics Concepts, Skills, & Problem Solving	9780078778506	Glencoe McGraw-Hill	2008
En Espanol CA Edition	9780618304301	McDougal Littell	2004
El Espanol Al Dia	0669056677	D. C. Heath	1985

FROM:	DR. ANTHONY W. KNIGHT, SUPERINTENDENT						
DATE:	DECE	MBER 5, 2	2017				
SUBJECT:		B.1.e. APPROVE DATE CHANGE OF OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL SENIOR LIFE SKILLS RETREAT – APRIL 18-21, 2018					
					CONSENT		
ISSUE:			Board approve a date of Skills Retreat?	hange for an overnight tr	rip for the Oak Park High School		
High School its October 2018, the refemale stud stay in cabi Students with 3:30 pm on 2018. Acce			er 17, 2017 Board me er 17, 2017 Board me rescheduled date is a udents, 5-10 OPHS to bin facilities at Camp will pay \$325 to cov- on Wednesday April cept this as certificat quired components of	at #3 which was previously eeting. The previously April 18-21, 2018. Appeacher chaperones and Hilltop in Malibu. Ther cost of buses, food a 18, 2018, and return 5 ion that the Principal h	scheduled date of the Oak Park busly approved by the Board at approved date was May 2-5, proximately 40-50 male and 10-20 college students will ney will travel by buses. and lodging. They will depart at p.m. on the Saturday, April 21, has reviewed and verified that trip Planning Guide/Checklist		
ALTERNAT	ΓIVES:		ove field trip as present approve field trip as				
RECOMME	ENDAT	ION: A	lternative #1.				
				Respectfully	submitted,		
				Anthony W. Superintende	Knight, Ed.D.		
Board Action:	On moti	on of	, sec,	conded by	, the Board of Education:		
VOTE: AY Hazelton Helfstein Laifman Rosen Ross Student Rep		YES	NOES	ABSTAIN	ABSENT		

TO:

MEMBERS, BOARD OF EDUCATION

TO:	MEMBERS, BOARD OF EDUCATION					
FROM:	DR. AN	THONY W. KNIGHT, SUPERINTENDENT				
DATE:	DECEM	BER 5, 2017				
SUBJECT:	B.1.f.	APPROVAL OF RENEWAL AGREEMENT WITH THE VENTURA COUNTY OFFICE OF EDUCATION FOR 2017-18 STUDENT INFORMATION SYSTEM HOSTING SERVICES  CONSENT				
ISSUE:		Shall the Board approve a renewal agreement with the Ventura County Office of Education (VCOE) to provide student information system (SIS) hosting services for the 2017-18 fiscal year?				
BACKGRO	U <b>ND</b> :	The District has historically contracted annually with VCOE to provide student information system (SIS) hosting services. The scope of services includes VCOE's hosting of the District's SIS, annual software support, and annual support of the foodservice module utilized by Child Nutrition Services. The current contract with VCOE for these services expired June 30, 2017. Calculated on the District's prior year P-2 ADA, VCOE has proposed to renew the 2017-18 agreement in the total amount of \$58,864.32 as follows:				
		<ul> <li>Software Support: \$24,908.12 (2016-17 P-2 ADA [4424 x \$5.63])</li> <li>Hosting Fee: \$23,226.00 (2016-17 P-2 ADA [4424 x \$5.25])</li> <li>Food Services Support: \$5,751.20 (2016-17 P-2 ADA [4424 x \$1.30])</li> <li>Rackspace (1RU) for district-owned firewall: \$4,980.00</li> </ul>				
		The renewal agreement accompanies this report for the Board's review.				
ALTERNAT	IVES:	<ol> <li>Approve the renewal agreement with VCOE for student information system hosting and support services for the 2017-18 fiscal year.</li> <li>Do not approve the renewal.</li> </ol>				
RECOMME	NDATION	: Alternative No. 1				
Prepared by:	Martin Klau	ss, 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: Hazelton Helfstein Laifman Rosen Ross Student Rep	AYES	NOES ABSTAIN ABSENT				

### **Technology Services**

5189 Verdugo Way Camarillo, CA 93012 (805) 383-1978 <u>www.vcoe.org</u>



# ventura county office of education

Stanley C. Mantooth, County Superintendent of Schools

#### **Annual Q SIS Hosting Service Level Agreement**

This document identifies the terms of the Annual Q Hosting Service Level Agreement. This Service Level agreement is for the period beginning July 1, 2017 and ending June 30, 2018.

VCOE Annual Q Hosting Service Level Agreement includes the following:

- 1. Point of contact calls and e-mails to VCOE Service Center The LEA will designate a point person(s) to communicate with VCOE Service Center and in turn relay information to their respective staff. VCOE Service Center is open between the hours of 8:00 a.m. and 5:00 p.m. M-F. A reasonable expectation for response time, either by phone or e-mail, is 2 hours. A timely resolution to the service request depends on the nature of the problem. LEA determined Emergency Requests will be billed at prevailing VCOE rates.
- 2. <u>VCOE makes all reasonable efforts to assure security and integrity of the Q server(s) including:</u>
  - All server infrastructure regularly patched and monitored
  - Perform database backups
  - Database administration and monitoring
  - Servers are located behind VCOE firewall
  - VCOE data center has secure key access
  - VCOE data center has filtered UPS power and a diesel generator
  - VCOE assures that servers have up to date SSL certificates
- Review and deploy software enhancements and hot fixes All Q software releases will be reviewed prior to deployment by VCOE staff. Reasonable efforts will be made to schedule deployment so as not to negatively impact LEA
- 4. **Confidentiality.** From time to time, VCOE and/or VCOE's staff shall have access to confidential documents of the client such as tentative agreements, potential bargaining terms, employee social security data etc. (collectively "Confidential Information"). It is not the intent of the Parties to waive any confidentiality rights that pertain to any document or personal information not otherwise disclosable under the California Public Records Act (Government Code §§ 6250, et. seq.), including but not limited to, confidential personnel matters, educational records as defined under the Family Educational Rights and Privacy Act ("FERPA") (34 C.F.R. § 99.3), social security numbers (Cal. Civ. Code §§ 1798.85-1798.86.), and any other personal information or records protected from disclosure by any other laws pertaining to privacy and confidentiality, as well as under the attorney-client privilege, the attorney work-product doctrine, and all other applicable privileges and protections. VCOE agrees to ensure the handling of such information so as not to compromise the confidential nature of the data. VCOE shall use the

Confidential Information solely in connection with performance by VCOE of the Services provided to the Client and shall not use the Confidential Information for any other purpose. VCOE shall not disclose, distribute, or disseminate any Confidential Information to any other person or entity. VCOE shall hold the Confidential Information in trust for the Client's benefit and shall utilize the utmost care at all times to adopt and follow practices and procedures to prevent the unauthorized disclosure of any Confidential Information. If Confidential Information in the possession of VCOE is accessed without authorization, or if a system maintained by the VCOE containing Confidential Information is breached, VCOE shall notify the Client in writing without delay.

#### **Hosting services include:**

- SQL Administration and management including\*:
  - Stored Procedures
  - Execution hooks
  - Views
- Virtual machines for FrontOffice SIS\*

\*VCOE is not responsible for errors and omissions of data entered by LEA staff. It is the responsibility of the LEA to assure that integrity of data is maintained.

## VCOE requires the LEA to do the following:

- institute a password change policy of no greater than 90 days
- Require all users to sign an "acceptance of responsibility form" that they understand the criticality of account name/password security. An "acceptance of responsibility form" includes:

Account names and passwords should <u>never</u> be written out and available to other's access.

#### LEA's hosting responsibilities includes the following:

- maintain Active Directory structure, i.e., account creation, deletion, password change, and general maintenance of accounts
- Point of contact person (responsible for communicating to LEA staff of software releases, hot fixes, and system availability)
- communicating the importance of password security to their respective staff
- maintaining connectivity infrastructure between LEA and VCOE

# **Annual Q Hosting Service Level Agreement**

This Annual Q Hosting Service Level Agreement is by and between VCOE and LEA. Notification of non-renewal of this agreement must be submitted in writing no less than 180 days prior to expiration.

The annual fee is based on a rate of \$5.00 per ADA, calculated from the LEA's P-2 ADA as of June 1 of the prior fiscal year. Payment of the attached invoice and return of the signed agreement are due net 30 days upon receipt.

VCOE:		CUSTOMER:				
		LEA:				
Ву:	Lusa Cline Authorized Signature	By:	Authorized Signature			
Name:	Lisa Cline	Name:				
Title:	Director, Internal Business	Title:				
Date:	August 31, 2017	Date:				
Point Person	Contact Information:					
Name:		Phone:	Email:			
Name:		Phone:	Email:			
Nama:		Phono:	Email:			





Dak Park Unified
Attn: Laura Almada
5801 East Conifer Street
Oak Park, CA 91377

Date	Invoice
07/28/2017	6306
Account	
1	

Terms	Due Date	PO Number	Reference	
Net 30 days	08/27/2017			

Other Charges	Quantity	Price	Amount
Agreement: SIS 2017/2018			
VCOE Annual Software Support for SIS Student Information System.	4424.00	5.63	24,907.12
Annual Support fee for SIS Food Service Module.	4424.00	1.30	5,751.20
Hosting Fee for Districts using SIS in a hosted environment. VCOE/TS will maintain infrastructure of servers, backups, and patch management.	4424.00	5.25	23,226.00
Description Rackspace (1RU) for district-owned firewall, Cisco ASA 5515-X 1 Medium Virtual Machine (VM) Instance hosting district Domain Controller (1 vCPU, 4 GB RAM, 100 GB storage) 1 Large Virtual Machine (VM) Instance hosting MS Remote Desktop services to provide Q/SIS Front Office Printing Service (2 vCPU, 16 GB RAM, 100 GB storage)	1.00	4,980.00	4,980.00
•	Total	Other Charges:	58,864.32
Make checks payable to VCOE Technology Services	Invoice	Subtotal:	58,864.32
Prices on the receipt or invoice are the standard academic prices for the	;	Sales Tax:	0.00
products or services.	Inve	oice Total:	58,864.32

Thank you for your business! "Commitment to Quality Education for All"

TO:	MEMBI	EMBERS, BOARD OF EDUCATION						
FROM:	DR. AN	DR. ANTHONY W. KNIGHT, SUPERINTENDENT DECEMBER 5, 2017						
DATE:	DECEM							
SUBJECT:	B.1.g.				JRE R PROJECT 17-41R, REEK MIDDLE SCHOOL			
					CONSENT			
Gymnas					or Measure R Project 17-41R School, contracted with Cal			
BACKGROUND:		for Projec	On August 15, 2017, the Board of Education authorized the award of a contract for Project 17-41R, Gymnasium Improvements at Medea Creek Middle School contracted with Cali USA Acoustic, Inc., of Thousand Oaks, California.					
		finished properties	project and is satisfied	that it has been co ommended that the	District staff has inspected the impleted in compliance with Board approve a Notice of			
Impr Acou				ek Middle School, aks, California.	oject 17-41R, Gymnasium contracted with Cali USA			
RECOMME	NDATION	: Alternativ	ve No. 1					
Prepared by:	Martin Klaı	ıss, Assistan	nt Superintendent, Busin	ess and Administra	ntive Services			
				Respectfully s	submitted:			
				Anthony W. k Superintender				
Board Action	: On motion	n of	, seconded by	<i>I</i>	, the Board of Education:			
VOTE: AYES Hazelton Helfstein		ES	NOES	ABSTAIN	ABSENT			
Laifman Rosen Ross								

Student Rep

#### Notice of Completion

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

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

That on or about <u>August 15, 2017</u> the said Oak Park Unified School District of Ventura County entered into a contract with <u>Cali USA Acoustic, Inc.</u>, of <u>Thousand Oaks, California</u>, for <u>Project 17-41R</u>, <u>Gymnasium Improvements at Medea Creek Middle School</u> on certain real property hereinbefore described: that said building and improvements were actually completed on <u>December 5, 2017</u>: 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, <u>Shannan Kaesberg</u>, <u>Notary Public</u>, personally appeared <u>Anthony W. Knight</u>, 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)

FROM:	DR. ANTHONY W. KNIGHT, SUPERINTENDENT  DECEMBER 5, 2017								
DATE:									
SUBJECT:	B.2.a ELECTI	B.2.a ELECTION OF OFFICERS OF THE BOARD OF EDUCATION							
					ACTION				
ISSUE:	To nominate and	d elect officers of the	Board of Education.						
	OF OFFICERS ne nomination and of	election of	as the	<u>President</u> of the Board	of Education.				
VOTE: Hazelton Helfstein Laifman Rosen Ross Student Rep	AYES								
2. Approve th	ne nomination and	election of	as the Vice	President of the Board	of Education.				
VOTE: Hazelton Helfstein Laifman Rosen Ross Student Rep	AYES								
3. Approve th	ne nomination and	election of	as	the <u>Clerk</u> of the Board	of Education.				
VOTE: Hazelton Helfstein Laifman Rosen Ross Student Rep	AYES	NOES	ABSTAIN	ABSENT					
			Respectfully submitted						
			Anthony W. Knight, E Superintendent	d.D.	-				

MEMBERS, BOARD OF EDUCATION

**RATIONALE:** 

TO:

Every School District Governing Board consisting of five or more members shall, at each annual meeting, elect a President from amongst its members (Education Code Section 35022). Bylaws of the Board 9320 and Education Code Section 35143 require the nomination and election of Board Officers annually.

# CERTIFICATE OF ELECTION OF DISTRICT PRESIDENT AND CLERK

(Education Code Section 35143)

	WE HEREBY CERTIFY	that at a mee	eting of the Go	verning Board of th
			Sc.	hool District held o
		, the follo	owing persons	were elected:
PRE	ESIDENT OF THE BOARI	<u>)</u> :		
	Name of Person Elected			
	Address			
	City	State	Zip Code	
	Home Telephone Number		Work Telep	hone Number
CLF	ERK OF THE BOARD:			
	Name of Person Elected	9		
	Address			
	City	State	Zip Code	
	Home Telephone Number		Work Telep	hone Number
ate:		Ву: ——		
		Title:		

<sup>\*</sup> Every School District Governing Board consisting of five or more members shall, at each annual meeting, elect a President from amongst its members (Education Code Section 35022). Mail this Certificate to the Ventura County Office of Education, 5189 Verdugo Way, Camarillo, CA 93012, Attention: Cathy Samuel.

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: DECEMBER 5, 2017

SUBJECT: B.2.b. CONFIRMATION AND DESIGNATION OF BOARD

REPRESENTATIVES TO DISTRICT COMMITTEES

**ACTION** 

**ISSUE:** To confirm designation of Board representatives to District committees and/or

to select as needed.

**STATEMENT:** In order to have Board coverage and representation to district committees, it

has been our practice to select specific representatives. The Board is asked to

confirm and select representation for the following committees.

Committee Name	Meeting Date/Time	Current Representatives
Benefits Committee	As Needed	Allen Rosen & Derek Ross
Calendar Committee	As Needed	Drew Hazelton
Citizens Oversight Member Selection	As Needed	Denise Helfstein & Derek Ross
Community Engagement Committee	2 <sup>nd</sup> Wednesday, 9 a.m.	Derek Ross & Barbara Laifman
Communications Sub Committee	As Needed	
Curriculum Council	1 <sup>st</sup> Tuesday, 3:30 pm	Denise Helfstein & Drew Hazelton
DELAC/English Learning	3 meetings per year/ 1:00 pm	Barbara Laifman & Denise Helfstein
EEAC	2 <sup>nd</sup> Thursday, 3:15 pm	Barbara Laifman & Derek Ross/Denise Helfstein
GATE DAC	3 <sup>rd</sup> Thursday, 3:30 pm	Denise Helfstein & Barbara Laifman
LCAP Committee	As Needed	Denise Helfstein & Barbara Laifman/Allen Rosen
Measure S Committee	1 <sup>st</sup> Monday, 3:30 pm	Drew Hazelton & Derek Ross/Denise Helfstein
Measure S Facility Sub Committee	Tuesdays, 8:00 am	Drew Hazelton & Allen Rosen
Measure S Technology Sub Committee	As needed	Allen Rosen & Denise Helfstein
Oak Park Education Foundation	2 <sup>nd</sup> Monday, 7:00 pm	Drew Hazelton & Derek Ross
Oak Park MAC	4 <sup>th</sup> Tuesday, 7:00 pm	Allen Rosen & Derek Ross
Rancho Simi Recreation & Parks Dist.	2 <sup>nd</sup> Thursday- 4 times per year	Derek Ross & Drew Hazelton
Safe Kids Task Force	Bimonthly Thursday, 2:30 pm	Drew Hazelton & Derek Ross/Denise Helfstein
Safety and Security Task Force	1st Wednesdays - 7:00 am	Drew Hazelton & Derek Ross
Technology Committee	4 <sup>th</sup> Wednesday – 3:30 pm	Drew Hazelton & Derek Ross
Visual Arts Committee	As Needed	
Wellness Council	1 <sup>st</sup> Tue – 9 am	Barbara Laifman & Derek Ross

RECOMMENDATION:		As selected.		Knight, Ed.D.	
			Superintend	ent	
Board Action:	On motion of_		_, seconded by	,	_, the Board of Education:
VOTE:	AYES	NOES		ABSTAIN	ABSENT
Hazelton					
Helfstein					<u> </u>
Laifman					
Rosen					
Ross					_
Student Rep		<u></u>			

FROM:	DR. AN	NTHONY W. KNIGHT, S	SUPERINTENDENT		
<b>DATE:</b>	DECEN	MBER 5, 2017			
<b>SUBJECT:</b>	B.2.c. P	PROPOSED BOARD ME	ETING SCHEDULE FOI	R CALENDAR YEAR 2018	
				ACTION	
ISSUE:		To select the meeting sch	edule of the Governing Boa	ard for calendar year 2017.	
BACKGRO	UND:	The Board approved the 2017-2018 meeting schedule through June 2017 at the August 15, 2017 Board Meeting. It is customary to select the Board Meeting Schedule for the remainder of the calendar year at the Organizational Meeting. It is requested that the Board consider the highlighted dates listed below beginning with August 2018.			
ALTERNATIVES:			o select the following schedule of the Regular Board Meetings to commence in losed Session at 5:00 p.m. and adjourn to Open Session at 6:00 p.m. for the 018 Calendar Year:		
		January 16, 2018 February 20, 2018 March 20, 2018 April 17, 2018 May 15, 2018 *May 29, 2018 **June 12, 2018 June/July 2018 TBD August 21, 2018 ***September 17, 2018 October 16, 2018 ***November 13, 2018 ***December 11, 2018	Regular Meeting in January Regular Meeting in February Regular Meeting in March Regular Meeting in April Regular Meeting in May Budget Study Session Meeting Regular Meeting in June Board Retreat Regular Meeting in August Regular Meeting in September Regular Meeting in October Regular Meeting in November Organizational Meeting in December		
		-	onth onth the Month (Falls within 15 o	days after 1 <sup>st</sup> Friday)	
		Ke	spectfully Submitted:		
			nthony W. Knight, Ed.D.	<u> </u>	
VOTE: Hazelton Helfstein Laifman Rosen Ross Student Rep	AYE	·	ABSTAIN	ABSENT	

MEMBERS, BOARD OF EDUCATION

TO:

TO:	MEMBERS, BOARD OF EDUCATION							
FROM:	DR. A	DR. ANTHONY W. KNIGHT, SUPERINTENDENT						
DATE:	<b>DECEMBER 5, 2017</b>							
SUBJECT:	B.2.d APPROVE CERTIFICATION OF SIGNATURES A							
ISSUE:		To approve the as submitted fo	authorization r Oak Park So	of the Board of Educ chool District.	eation to sign documents			
BACKGROUND:		Annually at the beginning of each fiscal year, or after any reorganization or staff change, school districts need to declare the agent(s) authorized to sign orders, warrants, contracts, documents, etc. A statement of authorized agent(s) along with a verified signature must be filed with School Business and Advisory Services. The attached form is to be signed and returned to School Business and Advisory Services as any changes occur.						
ALTERNATIVES:		<ol> <li>Approve the authorization of the Board of Education to sign documents as submitted.</li> <li>Deny authorization for signing of documents.</li> </ol>						
RECOMME	NDATI	ON: Alternative	e #1.					
				Respectfully submit	ted,			
	Anthony W. Knight, Ed.D. Superintendent							
Board Action	On mo	tion of	, secon	ded by	_, the Board of Education:			
VOTE: Hazelton Helfstein Laifman Rosen Ross Student Rep	AYE	ES	NOES	ABSTAIN	ABSENT			

# OAK PARK UNIFIED SCHOOL DISTRICT CERTIFICATION OF SIGNATURES

I, <u>ANTHONY W. KNIGHT</u>, Secretary to the Board of Education of the <u>OAK PARK UNIFIED SCHOOL DISTRICT</u> 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 **DECEMBER 2017** – **JUNE, 2018**.

Date of Board Action: <b>DECEMBER 5, 201</b>	7 Signature:
	Secretary of the Board
P	ART I
Signatures of Members of the Board	
Signature:	Signature:
Print/Type:	Print/Type:
President of the Board of Education	Member of the Board of Education
Signature:	Signature:
Print/Type:	
Clerk of the Board of Education	Member of the Board of Education
Signature:	Signature:
	Print/Type:
Member of the Board of Education	Member of the Board of Education
Signature:	
Print/Type:	
Member of the Board of Education	
* <u>K-12 Districts</u> 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 <u>all items</u> that a person is authorized to sign.

Signature:
Print/Type: ANTHONY W. KNIGHT
Title: SUPERINTENDENT
Authorized to Sign: <b>A, B, C, D, C, E, F, G, 1, 2, 3, 4, 5</b>
Signature:
Print/Type: MARTIN KLAUSS
Title: ASSISTANT SUPERINTENDENT, BUSINESS AND ADMINISTRATIVE
<u>SERVICES</u>
Authorized to Sign: <b>B, C, D, E, F, C, G, 1, 2, 4, 5</b>
Signature:
Print/Type: LESLIE HEILBRON
Title: ASSISTANT SUPERINTENDENT, HUMAN RESOURCES
Authorized to Sign: 1, 2, 3
Cionatura
Signature:
Print/Type: LISA NILLES  Title: DIRECTOR FISCAL SERVICES
Title: <u>DIRECTOR, FISCAL SERVICES</u> Authorized to Sign: <u>B, C, D, E, F</u>
Authorized to Sign. <b>B, C, D, E, F</b>
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:	MEMBERS, BOARD OF EDUCATION							
FROM:	DR. ANTHONY W. KNIGHT, SUPERINTENDENT DECEMBER 5, 2017							
DATE:								
SUBJECT:	B.2.e.	SELECT AND APPROVE SCHOOL BOARD REPRESENTATIVE TO THE COUNTY COMMITTEE ON SCHOOL DISTRICT						
		ORGANIZATION			ACTION			
ISSUE:		To select a Board Member as a representative to vote in election for members of the County Committee on School District Organization.						
ALTERNATIVES:		Select as a representative to the County Committee on School District Organization for 2018.						
RATIONALE:		The selection of a representative is in compliance with the requirements of Education Code Sections 35023 and 72403.						
		Respectfully submitted,						
		, Ed.D.						
Board Action:	On moti	on of	, secon	ded by	_, the Board of Education:			
VOTE: Hazelton Helfstein Laifman Rosen Ross		ES						
Student Rep								

### **Ventura County Office of Education**

# CERTIFICATION OF SCHOOL BOARD REPRESENTATIVE TO VOTE IN ELECTION FOR MEMBERS OF THE COUNTY COMMITTEE ON SCHOOL DISTRICT ORGANIZATION

Pursuant to Education Code Sections 35023 and 72403, the Governing Board of each School District and each Community College District shall annually at its initial meeting select one of its members to serve as its representative for purposes of Article 1 (commencing with Section 4000) of Chapter 1 of Part 3. The representative selected pursuant to this section shall have one vote for each member to be elected to the County Committee. They meet once a year. The purpose of the Annual Meeting is to elect/reelect members to fill vacancies or expired terms on the eleven-member Ventura County Committee on School District Organization. *The chosen representative's job is NOT to serve on the county committee but only to ELECT members*.

In compliance with the requirements of Edu hereby certify that:	acation Code Sections	35023 and 72403, I
Name		
Address	City	Zip
Home Telephone Number	Business Teleph	none Number
Email Address		
a member of the Board of Trustees of the School District has been selected as the representation of the Ventura County of at its annual meeting.		
	Signature of Sec	retary/Clerk

Date

TO:	MEM	MEMBERS, BOARD OF EDUCATION  DR. ANTHONY W. KNIGHT, SUPERINTENDENT  DECEMBER 5, 2017							
FROM:	DR. A								
DATE:	DECI								
SUBJECT:	B.2.f.		APPROVE DESIGNATION OF SECRETARY/AUTHORIZED AGENT THE BOARD OF EDUCATION						
					ACTION				
ISSUE:			ove designation the S f the Board of Truste		cretary and Authorized				
ALTERNAT	TIVES:	1. App	rove the designation	of the Superintender	nt as Secretary and				
		2. To n	norized Agent of the lands an alternate sele rd of Education.		and Authorized Agent the				
RECOMME	ENDATI	ION:	Alternative #1.						
RATIONAL	Æ:	Sections	dance with Bylaws of 35025 and 35034, the the Superintendent	ne Governing Board	is empowered to				
				Respectfully subm	itted,				
				Anthony W. Knigh Superintendent	nt, Ed.D.				
Board Action:	On mot	ion of	, secondo	ed by	_, the Board of Education:				
VOTE: Hazelton Helfstein Laifman Rosen Ross	AYI	ES	NOES	ABSTAIN	ABSENT				
Student Rep									

TO:										
FROM:	DR. A	DR. ANTHONY W. KNIGHT, SUPERINTENDENT								
DATE:	<b>DECEMBER 5, 2017</b>									
SUBJECT:	B.2.g.		OVE CALIFOR		RDS ASSOCIATION - DELEGATE					
					ACTION					
ISSUE:		of Education	on holding member on (CSBA) to be a ca	ship within Subregion 11	ducation nominate members from a Board B of the California School Boards a the CSBA Delegate Assembly for a					
BACKGROUND:		The Delegate Assembly is the primary policy-making body of CSBA. Delegates adopt the Association's policy platform, take positions on other critical issues that may come before it, the officers and directors, and adopt changes in by-laws. Delegates also serve as a two-way communications link between the board members in the region and the regional director and an important role in fostering collegiality within their region.								
		School Boa of CSBA n	The District has been notified that the deadline for nominations for candidates for California School Boards Association Delegate Assembly is January 7, 2018. Nominees must be members of CSBA member boards within the subregion or area. Voting will take place from February 1 through March 15, 2018. Election results will be published by April 1, 2018.							
		The terms of the following delegates for Subregion 11B expire in 2018:								
		John Andersen (Conejo Valley USD) William Daniels (Simi Valley USD) Vianey Lopez (Hueneme ESD) Veronica Robles-Solis (Oxnard SD)								
Educatio considera			ince the Delegate Assembly represents the Oak Park Unified School District and its Board of ducation, selection of individuals to serve on the CSBA Delegate Assembly is an important onsideration. The Delegate Assembly is a politically active force influencing legislative, policy, and procedural directions for public education in California.							
ALTERNAT	TIVES:			nembership on the CSBA membership on the CSB	A Delegate Assembly, Subregion 11B. A Delegate Assembly.					
				Respe	ectfully Submitted,					
					ony W. Knight, Ed.D.					
Board Action:	On moti	on of	, s	econded by	, the Board of Education:					
VOTE: Hazelton Helfstein Laifman Rosen Ross Student Rep	AYE	S	NOES	ABSTAIN	ABSENT					



DEADLINE: Sunday, January 7, 2018
BOARD ACTION REQUIRED

Please deliver to all governing board members.

October 27, 2017

### **MEMORANDUM**

To: All Board Presidents, Superintendents of CSBA Member Boards of Education

From: Susan Henry, President

Copy: All Executive Assistants

Re: Call for Nominations for CSBA Delegate Assembly – **Due Sunday, January 7, 2018** 

Each year, member boards elect representatives from 21 geographic regions to CSBA's Delegate Assembly. The Delegate Assembly is a vital link in the association's governance and sets the general policy direction for the association. Working with member boards, the Board of Directors, and Executive Committee, Delegates ensure that the association promotes the interests of school districts and county offices of education throughout the state. There are two required Delegate Assembly meetings each year. In 2018, the first meeting will be May 19-20 in Sacramento and the second one will be November 28-29 in San Francisco preceding CSBA's Annual Education Conference and Trade show.

Nomination and candidate biographical sketch forms for CSBA's Delegate Assembly are now being accepted until **Sunday**, **January 7**, **2018**. Nomination instructions are listed below:

- ➤ Any CSBA member board is eligible to nominate board members within their geographical region or subregion and may nominate as many individuals as it chooses by submitting a nomination form for each nominee.
- ➤ All nominees must serve on CSBA member boards and give their approval prior to being nominated.
- All nominees must submit a one-page, single-sided, candidate biographical sketch form. An optional one-page, one-sided résumé may also be submitted but cannot be substituted for the biographical sketch form.
- All nomination materials must be postmarked by the U.S.P.S., faxed or emailed no later than 11:59 p.m. on **Sunday, January 7**. It is the nominee's responsibility to confirm that all nomination materials have been received by the CSBA Executive Office by this due date. Late submissions will not be accepted.
- ➤ Ballots will be mailed by Thursday, February 1, 2018 and are due Thursday, March 15, 2018.
- ➤ Elected Delegates serve a two-year term beginning April 1, 2018 through March 31, 2020.

The enclosed nomination materials related to the nomination process are available to download at <a href="https://www.csba.org/About/Leadership/ElectionToCsbaOffice/ElectiontotheDelegateAssembly.aspx">https://www.csba.org/About/Leadership/ElectionToCsbaOffice/ElectiontotheDelegateAssembly.aspx</a>. For more information about the Delegate Assembly, please contact the Executive Office or Leanne Gosselin, <a href="lgosselin@csba.org">lgosselin@csba.org</a> or (800) 266-3382, ext. 3302. Thank you.

TO: MEMBERS, BOARD OF EDUCATION

FROM: ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: DECEMBER 5, 2017

SUBJECT: B.3.a. DISCUSS AND APPROVE DISTRICT CAPACITY/ENROLLMENT

PROJECTIONS/DISTRICT OF CHOICE VACANCY PROJECTIONS FOR

**SCHOOL YEAR 2017-2018** 

**DISCUSSION/ACTION** 

**ISSUE:** 

The board will receive a report from staff related to program capacity and student enrollment projections for the 2018-19 School Year. In addition, preliminary information regarding the number of new inter-district students that may be enrolled into Oak Park Unified for the 2018-19 School Year will be presented for discussion and action.

**BACKGROUND:** 

Each year the board is presented with enrollment projections for the upcoming school year to facilitate decision making related to the capacity of the school district and the number of inter-district students that can be accepted into OPUSD. Current enrollment and the initial enrollment projections for the 2018-19 School Year will be presented to the governing board for discussion and approval. New resident enrollment for next school year will be taking place at the school sites during the month of January and early February. These new resident numbers, based on historical data, have been incorporated into the projections for next year.

Many of the new inter-district students who will be attending next year will be enrolled as a result of the District of Choice program. The regulations governing this program require the board to establish the district's program capacity, the number of projected vacancies and the number of District of Choice students that can be enrolled at each grade level for school year 2018-19. In addition, the regulations require that the board "accept all students who apply to transfer until the school district is at maximum capacity". A recommendation is before the board to establish the district's overall program capacity at 4708. This is reflected in Table 1 and Table 3 which also establishes a grade-level capacity for each of the grades DK-12. Because the number of new applications under District of Choice will not be known until the application period closes on December 31, 2017, the exact number of transfers that will be approved for enrollment will be addressed at the January 16, 2018 board meeting.

**ALTERNATIVES:** 

- 1. Approve the 2018-19 program capacities and enrollment projections outlined in Tables 1-3.
- 2. Do not approve the 2018-19 program capacities and enrollment projections outlined in Tables 1-3.

### **BOARD MEETING, DECEMBER 5, 2017 B.3.a. DISCUSS AND APPROVE DISTRICT CAPACITY/ENROLLMENT** PROJECTIONS/DISTRICT OF CHOICE VACANCY PROJECTIONS FOR SCHOOL **YEAR 2017-2018**

3. Revise the 2018-19 program capacities and enrollment projections outlined

		in Tables 1-3.					
RECOMMENI	DATION:	The staff re	ecommends Altern	ative 1.			
Prepared by: Clifford E. Moo	ore						
				Respectfu	illy submitted,		
				Anthony Superint	W. Knight, Ed.D. endent		
Board Action: C Education:	On motion o	f	, seconde	ed by	, the Board of		
VOTE: Laifman Rosen	AYE	S	NOES	ABSTAIN	ABSENT		
Helfstein							
Ross Hazelton				<del></del>	<u></u> .		
Student Rep.	_						

# Oak Park Unified School District Table 1 – Projected Enrollment by Site - 2018-2019 School Year

SCHOOL SITE		Return + New Residents	Program Rooms	Class Loading	Program Capacity	Available Space	Projected Enrollment
DD 0 0 V 0 V D D		10					
BROOKSIDE	DK	10	1	25	25	15	
	K	65	4	28	112	47	
	1	73	3	28	84	11	
	2	81	3	28	84	3	
	3	76	3	28	84	8	
	4	99	3	33	99	0	
	5	119	4	33	132	13	700
	TOTAL	523	21		620	97	(05%/2022)
OAK HILLS	DK	10	1	25	25	15	(95%/cap)
OAK HILLS	K	67		28	23 84	13 17	
	_	79	3	28 28	84 84		
	1 2	79 75	3 3	28 28	84 84	5 9	
	$\begin{bmatrix} 2\\3 \end{bmatrix}$	73 79	3	28 28	84 84	5	
		79 78	3	33	8 <del>4</del> 99	3 21	
	4   5	78 97	3	33	99 99	21	
	TOTAL	485	19	33	559	<u>2</u> 74	536
	IOIAL	403	19		339	/4	(96%/cap)
RED OAK	DK	12	1	25	25	13	(9070/Cap)
KED OAK	K	73	3	28	84	11	
	1	73 72	3	28	84	12	
	2	72 79	3	28	84	5	
	$\begin{bmatrix} 2\\3 \end{bmatrix}$	99	4	28	112	13	
	4	102	3	33	99	-3	
	5	99	3	33	99	0	
	TOTAL	536	20	33	587	54	564
	TOTAL	330	20		201	<i>3</i> i	(96%/cap)
MEDEA CREEK	6	300	12	32	385	85	(5070/ <b>ca</b> p)
PE: @45	7	340	11	32	360	20	
Grades 6-8 Rooms@32	8	360	11	32	360	0	
0.4	TOTAL	1000	34*		1105	105	1105
L		1000	<u> </u>		1100	100	1100
OAK PARK	9	350	13	33	420	70	
PE: @45	10	395	12.5	33	410	15	
Grade 9-12@33	11	375	11.5	33	385	10	
	12	375	11.5	33	375	0	
	TOTAL	1495	49*		1590	95	1590
OAK VIEW	9-12	15	3	17	51	36	
	TOTAL	15	3	17	51	36	30
OPIS	K-12	155	7	28	196	41	
	TOTAL	155	7	28	196	41	196
					•		
NPS		4	N/A		N/A	N/A	4
DISTRICT TOTALS		4213	153		4708	502	4614
DISTRICT TOTALS		4413	133		4/00	302	4014

### **Oak Park Unified School District**

### **Assumptions for Table 1:**

"Program Rooms" and "Program Capacity" refer to rooms available for use as a conventional classroom, and do not include rooms dedicated to other programmatic uses as described below.

- 1. Total Rooms does not include those allocated for RSP or other special education specialists
- 2. Program Capacity loading: DK=25-1; K-3=28-1; 4-5=33-1; 6-8=33-1; 9-12=34-1; OVHS 17-1; OPIS 28-1
- 3. Program Capacity at elementary allows for dedicated computer and music rooms
- 4. Program Capacity at middle school allows for Tech Lab, computer and music rooms
- 5. Program Capacity at high school allows for 2 dedicated computer labs, presentation classroom, college/career center, music rooms and student store.
- 6. Program capacities at secondary level are approximate and dependent upon curriculum offerings, master scheduling and number of students taking classes outside of the periods 1-6 schedule.
- 7. Capacities for physical education classes at Medea Creek and Oak Park High = 45
- 8. Oak View High capacity is based on 17 students per teacher/room.
- 9. Available Space = Program Capacity less projected returning and new resident enrollment
- 10. Libraries and multipurpose rooms are not included in room counts.
- 11. At MCMS Tech Lab and computer room (D1 & D1A) are counted as 1 room
- 12. \*At OPHS "Program Rooms" total 52 general education instructional spaces (includes 3 for PE classes)
- 13. \*At MCMS "Program Rooms" total 37 general education instructional spaces (includes 3 for PE classes)

Table 1 identifies the projected vacancies (see column labeled "Available Space") for each school at each grade level after taking into consideration students moving forward and new resident students enrolling. Historically, the attrition of inter-district and resident students from year to year and the enrollment of new resident students has been fairly consistent. The projected vacancies shown in Tables 1 and 3 will be first filled by new resident students and then by inter-district students. We have used historical data from the past five years to determine projections of new incoming resident students entering our schools and this have been fairly accurate for most years. However, this school year presented an anomaly in that we had 55 resident students move from Oak Park over the summer without notifying the schools. In addition, there was another 40 inter-district students who failed to notify us that they were not returning and 12 students who attended private schools at the last minute. As a result, our projected enrollment was down by almost 100 students. Although we typically account for a certain amount of unknown attrition, this year far exceeded the norm.

### Notes to Assist in Reading of Table 1:

- 1. Our initial projected enrollment for next year is 4614 (4610 from Table 1 plus 4 NPS students).
- 2. There may be an option to add an additional class at Red Oak in grade 5 if the number of applications support the additional classes. We will have a classroom available at that site. This would add approximately 30 students to the projected enrollment numbers.
- 3. There will be a need to reduce our elementary staff by one teacher (at Red Oak) if we do not add a 5<sup>th</sup> grade class.
- 4. Based on initial projections we will need to add about 8 sections (1.5 FTE) to the high school staffing and 4 sections (.8 FTE) to the middle school.
- 5. As of November 21, 2017 the number of projected new residents and returning students for next year is 4213 as shown in the first column of Table 1. Historically our new resident enrollment continues to grow throughout the spring and the number of new and returning increases over the summer. However, for the current school year we lost an unusual number of resident students during the summer and so our numbers returning students fell short of our projection. We are hopeful that this was just an anomaly for this school year.
- 6. The recommendation for acceptance of new inter-districts is reflected in Table 3 and will not be available until the application period closes on December 31. According to the DOC legislation, the board is required to accept "all students who apply to transfer until the school district is at maximum capacity". For this purpose, we will use the

### **Oak Park Unified School District**

- column on Table 3 labeled "Projected Capacity" to determine when the district is at maximum capacity for each of the grade levels. The overall district capacity is projected to be 4708 as shown on Tables 1 and 3, but we will use the grade level capacities shown in Table 3 to help determine how many new inter-district students we will enroll.
- 7. The final recommendation for acceptance of new inter-districts will be presented at the January 16 board meeting. It will exclude the continuation school students and the projected 41 independent study program vacancies. Oak View and OPIS enroll their students throughout the year and will accept as many as are qualified to enroll in the respective programs.
- 8. The number of new inter-districts to accept for grade 8 and grade 12 is largely dependent on known attrition of current numbers in the grades and the applicant's number of high school credits when applying for grade 12.

Table 2– District Enrollment Since 2011 and Projected for 2018-2019

School	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	<mark>2018-19</mark>
School	2011-12	2012-13	2015-14	2014-15	2013-10	2010-17	2017-10	
	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled*	<b>Projected</b>
Brookside	590	599	625	619	603	584	573	589
Oak Hills	464	539	529	521	531	502	531	536
Red Oak	525	563	616	639	601	606	575	564
Medea Creek	1071	1132	1127	1130	1101	1110	1085	1105
Oak Park HS	1398	1463	1519	1525	1520	1500	1527*	1590
Oak View HS	39	47	40	29	44	43	34	30
OPIS	114	168	215	221	224	221	199	196
NPS	5	4	1	1	2	7	5	4
District Totals	4206	4515	4672	4685	4626	4573	4529	4614
Growth	4.9%	7.3%	3.5%	0.3%	-1.3%	-1.1%	-1.0%	1.9%

<sup>\*</sup>Enrollment for 2017-18 as of 11/16/2017 (OPHS number does not include 16 high school Educatius students)

Table 3 – Recommendations for Acceptance of Inter-District Students by Grade Level

	<b>Projected</b>	Projected	New	Projected	Approved #
Grade	<b>Capacity</b>	New/returning	Applications*	Vacancies	to Enroll**
DK	75	32	25	43	
K	280	205	81	75	
1 <sup>st</sup>	252	224	17	28	
2 <sup>nd</sup>	252	235	13	17	
3 <sup>rd</sup>	280	254	14	26	
4 <sup>th</sup>	297	279	12	21	
5 <sup>th</sup>	330	315	17	15	
6 <sup>th</sup>	385	300	73	85	
7 <sup>th</sup>	360	340	11	20	
8 <sup>th</sup>	360	360	12	0	
9 <sup>th</sup>	420	350	100	80	
10 <sup>th</sup>	410	395	9	15	
11 <sup>th</sup>	385	375	7	10	
12 <sup>th</sup>	375	375	4	0	
OPIS	196	155	N/A	41	Open
Oak View	51	15	N/A	36	Open
Totals	4708	4209	395	512	
NPS	4	4	N/A	0	0

### **Oak Park Unified School District**

- \*As of November 27, 2017 (Will be updated the day of board meeting)
- \*\*A recommendation for enrollment will be presented at the January 16 board meeting

### **Summary of 2018-19 Projected Compared to 2017-18 Enrolled:**

- Elementary projection at the three sites for next year is 1689 (compared to 1679 enrolled for 2017-18)
- Middle School projection for next year is 1105 (compared to 1085 enrolled for 2017-18)
- High School projection for next year is 1590 (compared to 1527 enrolled for 2017-18)
- OPIS projection is 196 (compared to 199 enrolled for 2017-18) and 30 OVHS (compared to 34 for 2017-18)

TO:	MEMB	MEMBERS, BOARD OF EDUCATION  DR. ANTHONY W. KNIGHT, SUPERINTENDENT  DECEMBER 5, 2017  B.3.b. APPROVE MEASURE S PROJECT PRIORITY PLAN  ACTION						
FROM:	DR. AN							
DATE:	DECEN							
SUBJECT:	B.3.b.							
ISSUE:			he Board of Educ oed by Staff and H		Measure S project priority p	lan		
BACKGROUN	ND:	At its meeting on November 14, 2017, the Board ratified an agreement for development of a Measure S project priority plan with HED Architects, as recommended by the Measure S Committee. Over the intervening weeks, HED Architects has worked closely with school and District administrators to develop a recommendation of Measure S project priorities at each site. HED and Staff will present the recommended priority plan to the full Measure S Planning Committee at its meeting on December 4, 2017, and to the Board of Education for its action at this evening's meeting.						
ALTERNATI	VES:	<ol> <li>Approve the Measure S project priority plan as presented. by Staff and HED Architects.</li> <li>After discussion, provide direction to Staff and HED Architects to modify the Measure S project priority plan.</li> <li>Do not approve the Measure S project priority plan as presented.</li> </ol>						
RECOMMEN	DATION:	Alterna	tive No. 1					
Prepared by: M	artin Klaus	s, Assista	nt Superintendent,	Business and Admi	nistrative Services			
				Respectf	ully submitted:			
				Anthony Superinte	W. Knight, Ed.D. endent			
Board Action: 0	On motion	of	, seco	onded by	, the Board of Educatio	n:		
VOTE: Hazelton Helfstein Laifman Rosen Ross Student Rep	AYES		NOES	ABSTAIN	ABSENT	_ _ _ _		

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: DECEMBER 5, 2017

SUBJECT: B.3.c. STAFF UPDATE ON EXPLORATION OF DISTRICT-OPERATED

BEFORE AND AFTER SCHOOL PROGRAM

DISCUSSION

**ISSUE:** Shall the Board receive a progress report from Staff regarding the feasibility of

a district-operated before-and-after school program?

**BACKGROUND:** At its meeting on October 17, the Board authorized Staff to investigate the

possibility of providing a before and after school program at the District's elementary and middle schools beginning with the 2018-19 school year. At this evening's meeting Staff, will update the Board on the progress of its research.

**RECOMMENDATION:** None; information only.

Respectfully submitted,

Anthony W. Knight, Ed.D. Superintendent

TO:	MEMBE	EMBERS, BOARD OF EDUCATION							
FROM:	DR. ANT	DR. ANTHONY W. KNIGHT, SUPERINTENDENT							
DATE:	DECEM	<b>DECEMBER 5, 2017</b>							
SUBJECT:	B.3.d. APPROVE FISCAL YEAR 2017-18 FIRST INTERIM FINAN REPORT, CERTIFICATION AND BUDGET REVISIONS								
ISSUE:		Shall the Board review and certify the 2017-18 First In and Budget Revisions?	ACTION						
BACKGROU	U <b>ND</b> :	After the adoption of the District's annual budget each June, State law requires the Governing Boards to subsequently review and certify the District's finances at prescribed intervals. The first of those intervals, the First Interim Financial Report is due on December 15th of each year, and reports on the budget year from July 1 through October 31. The 2017-18 First Interim Financial Report states the anticipated revenue and expenditures for the current fiscal year, as well as a multiyear financial projection, and includes the State's criteria and standards report, and staff is recommending a positive certification.  The OPUSD 2017-18 First Interim Financial Report is available on the District's website and may also be accessed at the following link: <a href="http://bit.ly/OPUSD First Interim 2017">http://bit.ly/OPUSD First Interim 2017</a>							
ALTERNAT	IVES:	<ol> <li>Certify the 2017-18 First Interim Financial Report and Budget Revisions.</li> <li>Do not certify the First Interim Report.</li> </ol>							
RECOMME	NDATION	: Alternative 1							
Prepared by:		Director, Fiscal Services uss, Assistant Superintendent, Business and Administrativ	ve Services						
		Respectfully submitte	d,						
		Anthony W. Knight, I Superintendent	<u>-</u> З <b>d</b> .D.						
Board Action	: On motion	of, seconded by, th	ne Board of Education:						
VOTE: Hazelton Helfstein Laifman Rosen Ross Student Rep	AYES	NOES ABSTAIN	ABSENT						

FROM:	DR. AN	THONY W. KNIGHT, SUPERINTENDENT						
DATE:	DECEN	DECEMBER 5, 2017						
SUBJECT:	B.3.e. APPROVE AMENDMENT TO CONSULTANT AGREEMENT CONNECTION WITH SB 1029 DEBT TRANSPARENCY REPORTED REQUIREMENTS							
		ACTION						
ISSUE:		Shall the Board approve an amendment to its current service agreement with Dale Scott & Company for bond continuing disclosure compliance to include SB 1029 reporting requirements?						
BACKGROUND:		At its meeting on February 16, 2016, the Board authorized a consultant agreement with Dale Scott & Company (DS&C) to prepare and submit Continuing Disclosure Reports on each of the District's various tax-exempt financings, including general obligation bonds and tax revenue anticipatory notes, as required by tax regulations of the U.S. Treasury Department. SB 1029 expanded these reporting requirements in 2017 to ensure greater debt transparency in reporting of debt obligations.						
		At Staff request, DS&C has provided a proposed amendment to the current agreement to incorporate these new reporting requirements. The fee for this additional service is \$2,500 annually. Assuming the Board's approval of this amendment the annual fee for debt disclosure and reporting will be \$7,500 per year. A copy of the original agreement and the proposed amendment follows for the Board's review and information.						
ALTERNATI	VES:	<ol> <li>Approve the amendment to the agreement with Dale Scott &amp; Company for debt disclosure and reporting, to include SB 1029 reporting requirements, at an annual fee of \$2,500.</li> <li>Do not approve the amendment.</li> </ol>						
RECOMMEN	NDATION:	Alternative No. 1						
Prepared by: M	Aartin Klaus	ss, 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: Hazelton Helfstein Laifman Rosen Ross Student Rep	AYES	NOES ABSTAIN ABSENT						

MEMBERS, BOARD OF EDUCATION

TO:



November 17, 2017

Martin Klauss, Assistant Superintendent, Business and Administrative Services
Oak Park Unified School District
5801 East Conifer Street
Oak Park, CA 91377
mklauss@opusd.org

RE: California Senate Bill 1029 Addendum to Continuing Disclosure Agreement

Dear Mr. Klauss:

In 2016, the California State Legislature passed Senate Bill #1029, requiring public agencies that have issued debt to electronically file an **Annual Debt Transparency Report**. These reports are to include information such as changes to amount of debt authorized, any lapsed authorization, debt issued and repaid, and spending of proceeds. A report must be filed with the California Debt and Investment Advisory Commission ("CDIAC") no later than January 31 **for each bond or note issuance** sold in the preceding fiscal year <sup>1</sup>.

As we discussed earlier by phone, DS&C proposes to make these filings on behalf of the District. Attached is an addendum to our current *Agreement for Continuing Disclosure Services* with the District. If agreeable, please sign and return a copy of this letter as soon as possible.

Please do not hesitate to contact me with any questions or concerns.

Sincerely,

Dale A. Scott Scott & Company, Inc.

1 //

<sup>&</sup>lt;sup>1</sup> For FY 2016-1, debt issued between January 21, 2017 and June 30, 2017 is to be included. More information about SB1029 filing obligations can be obtained by calling CDIAC at (916) 653-3269 or by visiting their website: http://www.treasurer.ca.gov/cdiac/sb1029/guidance.pdf



# ADDENDUM TO CONTINUING DISCLOSURE SERVICES AGREEMENT BETWEEN OAK PARK UNIFIED SCHOOL DISTRICT AND DALE SCOTT & COMPANY

1) To the section entitled **Advisory Services Provided**, the following shall be added:

**Preparation and Filing of SB1029 Annual Debt Transparency Reports ("ADTRs")** shall include but not be limited to:

- Complete an ADTR for each applicable District bond or note issuance
- Obtain outstanding data from the District not otherwise available as required for the filing of each Annual DTR
- Annually file ADTRs with the California Debt and Investment Advisory Commission ("CDIAC")
- Provide the District with notice and confirmation of each successful filing
- 2) To the section entitled **Compensation**, the following shall be added:

For the preparations and filing of ADTRs:

- A one-time set-up fee of \$500 for each ADTR
- An annual fee of \$500 for each filed ADTR provided however:
  - That for any one year, the total annual fee for all services related to the preparation and filing of ADTRs shall not exceed \$2,500
- Starting with the second year of this Agreement, the Annual DTR fee and annual cap shall escalate by 2.5% per year

Sincerely,	Accepted:	
Dale Scott	Name:	
President	Title:	
Dale Scott & Company	Date:	



November 30, 2015

Board of Trustees, c/o Mr. Martin Klaus, Assistant Superintendent Business and Administrative Services Oak Park Unified School District

Re: Oak Park Unified School District Continuing Disclosure Services Agreement

### Ladies and Gentlemen:

It is our understanding that the Oak Park Unified School District (the "District") wishes to comply with secondary market disclosure ("Continuing Disclosure") as required under the tax regulations of the Treasury Department of the United States of America, in relation to its various tax-exempt financings. Dale Scott & Company, Inc. ("DS&C") hereby agrees to advise and assist the District as its Continuing Disclosure dissemination agent ("Dissemination Agent") in connection with this District goal, as set forth below in this agreement (the "Agreement").

- I. Advisory Services Provided. DS&C shall perform all the duties and services it deems necessary or advisable, or are reasonable and necessary, to accomplish the intent of this Agreement in a manner consistent with the standards and practices of professional financial advisors. Specific services shall include:
  - a. **Preparation of Annual Report.** Include all relevant district information and required items from the continuing disclosure certificate ("CDC") from each of the District's outstanding financings. DS&C shall, whenever possible, attempt to consolidate information from separate CDCs into a single Annual Report.
  - b. **Annual Filing of Annual Report, Budget and Audit.** File all materials as required under each CDC with the Municipal Securities Rulemaking Board ("MSRB") through its Electronic Municipal Market Access ("EMMA") portal.
  - c. **Preparation and Filing of Significant Events.** Significant market events are required to be filed within 10 days of their occurrence (as reported in publicly available media or as so informed by the District) including but not limited to:
    - Delinquencies, defaults, unscheduled drawdowns of debt service reserves or credit enhancements, defeasances, bankruptcies, bond calls, adverse tax opinions, etc.
    - Changes in the rating of the District
    - Changes in the rating of any underlying insurer
    - Any other significant event
- II. Compensation. For its services as set forth in this Agreement, DS&C shall be compensated as follows:
  - a. For the preparation and filing of the Annual Report (including budgets, audits and any other required data) and for the reporting of significant events, an annual fee of \$5,000 per report.
  - b. For the filing of past reports and the correction of omissions or errors in past reports, a fee of \$2,500.
  - c. The District agrees to reimburse DS&C all reasonable and necessary out-of-pocket expenses at their direct cost plus 5%.
- III. Effective Date, Terms, and Conditions. This Agreement shall be effective on the date it is signed by an authorized representative of the District and shall last for a term of five years from that date. DS&C will begin its representation as the Dissemination Agent by preparing and filing the District's annual report for fiscal year 2014-15. The District agrees that during the term and any subsequent terms of this contract that DS&C shall be the sole Dissemination Agent hired by the District for the services described in this Agreement.



### IV. Additional Matters

- a. **Jurisdiction**. It is expressly understood and agreed that this Agreement and all questions arising there under shall be construed according to the laws of the State of California.
- b. **DS&C's Duty to Comply with Laws**. DS&C shall, at all times, comply with all laws, statutes, ordinances, rules and regulations applicable thereto, enacted and adopted by federal, state, regional, municipal or other government bodies, departments or offices thereof.
- c. **Discrimination Prohibited**. DS&C agrees not to discriminate in its employment practices against any employee or applicant for employment because of the employee's or applicant's race, religion, national origin, ancestry, sex, age or physical handicap. Any subcontract entered into by DS&C pursuant to this Agreement shall contain this provision.
- d. **Assignment of Agreement**. DS&C shall not assign or hypothecate this Agreement without first obtaining the written approval of the District.
- e. **Independent Contractor**. DS&C are independent contractors and not agents or employees of the District and shall have no authority to act as an agent of the District, nor to enter into any agreement for or on behalf of the District except as provided herein.
- f. **Property of District**. All work performed by DS&C pursuant to this Agreement shall become the property of the District, is for the sole use of the District, and shall not be released to any third party without prior written consent of the District.
- g. **Notices**. In all cases where written notice is to be given under this Agreement, service shall be deemed sufficient if said notice is deposited in the United States mail, postage paid. When so given, such notice shall be effective from the date of mailing of the same. For the purpose hereof, unless otherwise provided by notice in writing from the respective parties, notice to the District shall be addressed to the Superintendent of the District. Notice to DS&C shall be addressed to: Dale Scott & Company Inc., 650 California Street, 8th Floor, San Francisco, California, 94108.
- h. **Attorneys' Fees**. If either party brings any action or proceeding to enforce, protect or establish any right or remedy arising out of or based upon this Agreement, including but not limited to the recovery of damages for its breach, the prevailing party in said action or proceeding shall be entitled to recovery of its costs and reasonable attorneys' fees, including the reasonable value of the services of the counsel of the District or the counsel of DS&C.
- Section Headings. The article and section headings appearing herein shall not be deemed to govern, limit, modify or in any manner affect the scope, meaning, or intent of the provisions of this Agreement.
- j. **Entire Agreement**. This Agreement contains the entire understanding of the parties with respect to the subject matter herein. There are no representations, covenants or understandings other than those expressed or referred to herein. Each party to this Agreement acknowledges that no other party or agent of any other party has made any promise, representation or warranty, expressed or implied, not contained or referred to herein concerning the subject matter of this agreement, to induce that party to execute this agreement. Each party acknowledges that it has not executed this Agreement in reliance upon any promise, representation or warranty not specifically contained or referred to herein.
- k. **Amendments to Agreement**. No amendment or addition to this agreement shall be valid unless such amendment or addition is in writing and signed by all parties hereto.
- Indemnification. DS&C agrees to defend, indemnify and hold harmless the District from and against
  all demands, claims, actions, liabilities, losses, damages, and costs, including reasonable attorneys'
  fees, arising out of or resulting from the performance of this Agreement, caused in whole or in part
  by the negligent or intentional acts or omissions of DS&C's officers, directors, agents, or employees.



m. Payment of Taxes. DS&C shall be solely responsible for the payment of all taxes associated with any fees paid pursuant to this Agreement.

Dale Scott & Company

Accepted:

President

Title:

Date:

ТО:	MEMBERS, BOARD OF EDUCATION							
FROM:	DR. AN	ANTHONY W. KNIGHT, SUPERINTENDENT						
DATE:	DECE	MBER 5, 2017						
SUBJECT:	B.3.f.	3.f. APPROVE AWARD OF CONSTRUCTION CONTRACT I MEASURE S PROJECT 17-32S, SAFETY FENCING, FOO STADIUM AT OAK PARK HIGH SCHOOL						
ISSUE:		Shall the Board award a co. Measure S Project 17-32S, S School?						
BACKGROUND:		At its meeting on June 19, District's architect to identifor the area around the Oak I was finally approved by 5 members in November 20 responses were received, copinformation. The following	fy appropriate and effective Park High School football star Staff and the Measure S F 17. Bids were solicited for hies of which accompany this	safety fencing options dium. The final design facility Subcommittee r this work and two report for the Board's				
		COMPANY	SCOPE OF WORK	AMOUNT				
		Fence Factory Carter Fence Company	Install Iron/Chain Link F Install Iron/Chain Link F					
ALTERNATI	VES:	Project 17-32S, Safety F	onstruction services in connecting, Football Stadium at 0 e amount of \$122,162 as 1 for this project.	Oak Park High School,				
RECOMMEN	DATION:	Alternative No. 1						
Prepared by: M	artin Klaus	ss, Assistant Superintendent, B	usiness and Administrative S	ervices				
			Respectfully sul	omitted,				
			Anthony W. Kn Superintendent	ight, Ed.D.				
Board Action:	On motion	of, seconde	d by, the E	Board of Education:				
VOTE: Hazelton Helfstein Laifman Rosen Ross Student Rep	AYES	NOES	ABSTAIN	ABSENT				

### WEB ADDRESS: WWW.FENCEFACTORY.COM

### **PROPOSAL & CONTRACT**

Contractors License No. 275524

Work Order No.:

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

THROUGHOUT THE TRI-COUNTIES

11/21/2017

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

GOLETA DIVISION 60 S. Kellogg Goleta, CA 93117 Ph. (805)965-2817 Fax (805) 967-6328 RENTALS DIVISION 1441 Callens Rd. Ventura, CA 93003 Fax (805) 644-0309

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

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

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

Proposal Submitted:

Oak Park Unified School District

**5801 Conifer Street** Address:

City:

Oak Park

Zip Code:

Phone:

Keith Henderson 805-264-4133

Job Phone: Julie Suarez 818-735-3210

Job Name:

Job Location:

isuarez@opusd.org

khenderson@opusd.org Oak Park High School - 899 Kanan Road - Oak Park, CA. 91377

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. (420) LF. - Iron Picket Fencing and Gates

Includes:

Remove Existing Tube Fencing and Hand Rail - Posts to be cut off at

surface - Ground Smooth for Safety and Holes Filled.

Approx. (118) LF. - Existing Hand Rail to be Reworked - Reinstalled and

Painted to match New Iron Picket Fencing.

Attached to New Fencing and Block Wall - As Needed.

Hand Rail to be (Powder Coated) / RAL - 7006

(55) 2 1/2" x 2 1/2" - Square Steel Posts - Powder Coated - 11 Gauge Terminal and Line Posts - Approx. 8' O/C or As Needed. Lengths Vary from 5'L to 9'L - Depending on Location Core Drilled Holes / 16" Deep - In ground / 3' Deep Posts secured with Pour Rock - 10,000 PSI in Cored Holes

Posts secured in Ground with 2500 PSI. - Post Mix - 12'w x 36'd (9) 4" x 4" x 11 'L - Square Gate Posts - Powder Coated - 11 Gauge 3'- Into ground - Secured with Concrete - 2500 PSI, - Post Mix (2) 4" x 4" x 13'L - Square Steel Headers for (2) Pedestrian Swing Gates (55) 2 1/2" Post Caps - (9) 4" Post Caps - Steel - P/C -Tac Welded

(All) Materials above Powder Coated / RAL-7006

Supply / Install Approx. (60) LF. x 6'H - Galvanized Chain Link Fencing at Softball Field Posts - 2 3/8" (Schedule) 40 - Chain Link 2" - 9 Gauge - Heavy (All) \*\*\*\*\* THIS IS A PREVAILING WAGE BID \*\*\*\*\*

\*\*\*\*\* FENCE BUILDER CARPENTER CLASSIFICATION \*\*\*\*\*

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

\*\*\*\*\* DIR 1000003937 \*\*\*\*\*

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

Page 1 of 7

2.	In consideration for the above described work, th	e above named party agrees to pay Contractor	the total sum
0	f: PRICE ON ACCEPTANCE OF OPTION'S)	Dollars	as follows,
	Work will begin on approximately:		
4.	Work will be completed on approximately:		

5. This proposal is void if not accepted within: 30 DAYS

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

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

ACCEPTED AND AUTHORIZED AT: AGOURA HI	LLS
---------------------------------------	-----

, CALIFORNIA

COMPANY OR OWNER

ssalerno@fencefactory.com

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.

DATED

PRINT TITLE

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

SIGNATURE

PRINT NAME

# Factory'

### WEB ADDRESS: WWW.FENCEFACTORY.COM

### PROPOSAL & CONTRACT

Contractors License No. 275524

Work Order No.:

MATERIAL SALES AND CONTRACTING BRANCHES 1-800-61 FENCE

THROUGHOUT THE TRI-COUNTIES

11/21/2017

AGOURA DIVISION \*\* 29149 Agoura Road Agoura, CA 91301 Ph. (818) 889-2240

Fax (805) 497-3479 VENTURA DIVISION 1606 Los Angeles Ave. Saticoy, CA 93004

Ph. (805) 485-8831

Fax (805) 642-1374

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

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

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

Proposal	Submitted:

Oak Park Unified School District

Address:

5801 Conifer Street

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91377

Phone:

Keith Henderson 805-264-4133

Job Phone: Julie Suarez 818-735-3210

Job Name:

Job Location:

isuarez@opusd.org

khenderson@opusd.org

Oak Park High School - 899 Kanan Road - Oak Park, CA. 91377

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. (420) LF. - Iron Picket Fencing and Gates

Includes:

(41) 6'h x 8'w - Heavy Regal - Iron Picket Panels - Powder Coated

(2) 4'6"h x 8'w - Heavy Regal - Iron Picket Panels - Powder Coated

(3) 2'6"h x 8'w - Heavy Regal - Iron Picket Panels - Powder Coated

(4) 5'h x 8'w - Heavy Regal - Iron Picket Panels - Powder Coated

(AII) Panels - (GALVA-GUARD III) - Box Steel - Full Welded

Pickets - 1" x 1" - Square - Steel - 14 gauge - 3 7/8" O/C Top / Bottom Rail - 1 1/2" x 1 1/2" - Box Steel - 11 Gauge

Pre- Galvanized Tubing with Exterior Grade Polyester Powder Coating -Materials are Fabricated using Galvanized Tubing

and Finished with ZINC Rich Epoxy Primer and One Coat

Polyester Powder Coating

(All) materials above Powder Coated / RAL-7006

Approx. (53) 4'w x 16" Deep - Core Drilled Holes to Top of Existing Block

Approx. (28) LF. - Saw Cutting Existing Concrete Pad, at New Roll Gate Location, for Installation of Recessed (V-Track) for Safety

Form up - Approx. 16 LF. x 18"w x 8"d - Additional Area for (V-Track). Needed for New Roll Gate in (Open) Position

(All) Welds Ground, Primed and Painted with (Matching) Polyester Paint

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

### \*\*\*EXCLUSIONS\*\*\*

PERMIT, PERMIT FEES, CLEARING, GRUBBING, GRADING, STAKING, REMOVAL OF SPOILES, AND

Page 2 of 7

NOT RESPONSIBLE FOR DAMAGE TO UNDERGROUND SPRINKLERS AND UTILITIES.

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

3. Work will begin on approximately:

4. Work will be completed on approximately:

This proposal is void if not accepted within: 30 DAYS 50% PRE PAYMENT FOR MATERIALS (BALANCE DUE UPON COMPLETION)

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

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

ACCEPTED AND AUTHORIZED AT: AGOURA HILLS

, CALIFORNIA

COMPANY OR OWNER

ssalerno@fencefactory.com

Sacramento, CA 95826.

DATED

registrar of the board whose address is: Contractor's State License Board, P.O. BOX 26000

\*\*Agoura Fence Factory independently owned and operated by Agoura Equipment

SIGNATURE

PRINT NAME

PRINT TITLE

Rentals and Supplies, Inc. dba Agoura Fence Factory.

### WEB ADDRESS: WWW FENCEFACTORY.COM



Confractors License No. 275524 Work Order No

PROPOSAL & CONTRACT

MATERIAL SALES AND CONTRACTING BRANCHES 1-800-61 FENCE

THROUGHOUT THE TRI-COUNTIES

11/21/2017

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

GOLETA DIVISION 60 S Kellogg Goleta, CA 93117 Ph. (805)965-2817 Fax (805) 967-6328 RENTALS DIVISION 1441 Callons Rd Ventura, CA 93003 Fax (805) 644-0309

VENTURA DIVISION 1606 Los Angeles Ave Saticoy, CA 93004 Ph. (805) 485-8831 SANTA MARIA DIVISION 2709 Santa Maria Way Santa Maria, CA 93455 Ph. (805) 928-5848 ATASCADERO DIVISION 2650 El Camino Real Alascadero, CA 93422 Ph. (805) 462-1362 Fax (805) 462-1367

Fax (805) 922-4826 Fax (805) 642-1374 Oak Park Unified School District 5801 Conifer Street Proposal Submitted: Address: Keith Henderson 805-264-4133 City: Oak Park Zip Code: Phone: Job Phone: Julie Suarez 818-735-3210 khenderson@opusd.org Job Location: jsuarez@opusd.org Job Name: Oak Park High School - 899 Kanan Road - Oak Park, CA. 91377 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. (420) LF. - Iron Picket Fencing and Gates (2) Approx. 12'w x 8'h - (Double Panel) Iron Picket Swing Gates - Heavy Includes: 2" x 2" - Square Steel Framing - Cross Bracing / 10" x 2" x 3/16" Mounting Plates and (4) Kick Plates - Powder Coated (4) HD - Exterior Grade - Panic Bars with Overhead Latch Assemblies (4) Stainless Steel Pull Handles - Rubber Coated on Ends for Panic Bars. (8) I/C Cores for Keyed Entry - Rim Strike at Latches (Over Head) (4) (4) Welded on - Angle Iron - Gate Stops / Expanded Metal Fill to Pickets (4) HD - Exterior Gate Closers - (8) HD - 6" Ball Bearing Hinges / Welded On (8) Mortise Cylinders - (4) 33/99 - Cylinder Dogging Kits - US28 (1) Approx. 16'w x 6'h - (Single Panel) Iron Picket Roll Gate - Heavy HD - Steel Framing - Cross Braced - Pickets (Full Welded) (2) HD - Steel / V-Track Wheels (1) HD - Double Roller Asembly (1) HD - Gate Stop / Lockable (2) Rail - Powder Coated Approx. (32) LF. - Recessed V- Track with J- Bolts - Wheel Stop Secured (In) Concrete / Formed with ReBar Gates above (Only) - Powder Coated / RAL-7006

This is a Prevailing Wage Proposal: Fence Builder Carpenter Classification \*\*\*\*\* DIR 1000003937 \*\*\*\*\*

PERMIT, PERMIT FEES, CLEARING, GRUBBING, GRADING, STAKING, REMOVAL OF SPOILES, AND

NOT RESPONSIBLE FOR DAMAGE TO UNDERGROUND SPRINKLERS AND UTILITIES.

Page 3 of 7

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

of: PRICE ON ACCEPTANCE OF O

Work will be completed on approximately:

This proposal is void if not accepted within: 30 DAYS

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

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, CALIFORNIA BY:

COMPANY OR OWNER

ssalerno@fencefactory.com

DATED

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### Fence Factory

### WEB ADDRESS WWW.FENCEFACTORY.COM

### PROPOSAL & CONTRACT

Contractors License No. 275524

Work Order No

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THROUGHOUT THE TRI-COUNTIES

11/21/2017

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

Proposal Submitted:

Oak Park Unified School District

Address:

5801 Conifer Street

City:

Oak Park

CA Zip Code: 91377

Phone:

Keith Henderson 805-264-4133

Job Phone: Julie Suarez 818-735-3210

Job Name:

Job Location: jsuarez@opusd.org

khenderson@opusd.org

Oak Park High School - 899 Kanan Road - Oak Park, CA. 91377

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Supply / Install approx. (40) LF. x 6'H - Additional Iron Picket Fencing and Gate at Steps - Parallel to (New) Roll Gate to be Installed.

Includes:

- (2) 4" x 4" x 11"L Square Steel Posts Powder Coated 11 Gauge
- (1) 4" x 4" x 10'L Square Steel Header for (Double Panel) Swing Gate
- (5) 2 1/2" x 2 1/2" Square Steel Terminal / Line Posts 11 Gauge
- (4) 6'H x 8'w Heavy Regal Iron Picket Panels Powder Coated

Guardsman - Monroe - HD / Industrial - (2) Rail

Core Drilling as Needed.

- (All) Hardware required for Proper Installation Powder Coated Brackets, Caps, etc.
- (All) Posts Secured with Pour Rock and / or Concrete 2500 PSI.
- (1) Approx. 9'w x 8'H (Double Panel) Heavy Regal Swing Gate P/C
- (6) I/C Cores (6) Mortise Cylinders
- (2) Cylinder Dogging Kits for Panic Hardware
- (2) Stainless Steel Pull Handles
- (2) HD Exterior Grade Panic bars with Overhead Latch Assemblies Expanded Metal Plating for (Both) Sides of gates for Security
- (2) HD Exterior Grade Gate Closers

This is a Prevailing Wage Proposal: Fence Builder Carpenter Classification \*\*EXCLUSIONS\*\*\* \*\*\*\*\* DIR 1000003937 \*\*\*\*

PERMIT, PERMIT FEES, CLEARING, GRUBBING, GRADING, STAKING, REMOVAL OF SPOILES, AND

Page 4 of 7

SIGNATURE

NOT RESPONSIBLE FOR DAMAGE TO UNDERGROUND SPRINKLERS AND UTILITIES

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ACCEPTED AND AUTHORIZED AT	T: AGOURA HILLS , CALIFORNIA	BY: COMPANY OR OWNER
ssalerno@fencefactory.com DA	ATED	
Contractors are required by law to be license State License Board. Any questions concerr registrar of the board whose address is: Cor	PRINT NAME	
Sacramento, CA 95826.	PRINT TITLE	

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### WEB ADDRESS WWW FENCEFACTORY.COM



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Work Order No.

MATERIAL SALES AND CONTRACTING BRANCHES

THROUGHOUT THE TRI-COUNTIES

1-800-61 FENCE

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11/21/2017

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Proposal Submitted:

Oak Park Unified School District

5801 Conifer Street

Oak Park

CA Zip Code: 91377

Phone:

Keith Henderson 805-264-4133

Job Phone: Julie Suarez 818-735-3210

Job Name:

Job Location: jsuarez@opusd.org

khenderson@opusd.org

Oak Park High School - 899 Kanan Road - Oak Park, CA. 91377

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Supply / Install (2) Approx. 6' Wide x 6'H - (Single Panel) - Chain Link Swing Gates at Back of Tennis Courts by Ramp

Includes:

Core Drilling as Needed.

3 or 4 - Gate Posts - 2 7/8" x 8'L - Galvanized - Schedule (40) with Caps

(4) HD - 180 Degree Hinges - Tac Welded for Security

(2) HD - Fork Latches - Galvanized - Lockable

(2) Approx. 6'W x 6'H - Single Panel - Chain Link Gate Panels

1 5/8" Framing - Cross Braced with Trusses Galvanized - Structural - Heavy

2" - 9 Gauge - Galvanized Chain Link Mesh - Heavy

Supply / Install approx. 34 LF. - Chain Link Fencing including (1) Gate at Tennis Courts and Block Retaining Wall

Includes:

Core Drilling as Needed on Sidewalk and Retaining Wall

Remove (1) 3"w x 7'H - Chain Link Gate and Secure Opening with Chain Link Mesh - 9 Gauge - 2" - Galvanized - Heavy

(5) Terminal / Line Posts - Galvanized - Schedule (40) - Heavy

(2) Gates Posts - 2 7/8" x 15'L - Galvanized - Schedule (40 - Heavy

This is a Prevailing Wage Proposal: Fence Builder Carpenter Classification \*\*\*\*\* DIR 1000003937 \*\*\*\*\* \*\*\*EXCLUSIONS\*\*\*

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Page 5 of 7

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ACCEPTED	AND	AUTHORIZED	AT:	AGOURA HILLS

, CALIFORNIA BY:

COMPANY OR OWNER

ssalerno@fencefactory.com

DATED

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MATERIAL SALES AND CONTRACTING BRANCHES 1-800-61 FENCE

THROUGHOUT THE TRI-COUNTIES

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ATASCADERO DIVISION 2650 El Camino Real Atascadero, CA 93422

Ph. (805) 462-1362 Fax (805) 642-1374 Fax (805) 922-4826 Fax (805) 462-1367 Proposal Submitted: Oak Park Unified School District 5801 Conifer Street Oak Park Citv: CA Zip Code: 91377 Phone: Keith Henderson 805-264-4133 Job Phone: Julie Suarez 818-735-3210 jsuarez@opusd.org khenderson@opusd.org Job Name: Job Location: Oak Park High School - 899 Kanan Road - Oak Park, CA. 91377 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. 34 LF. - Chain Link Fencing including (1) Gate at Tennis Courts and Block Retaining Wall - Continued Includes: Approx. 28 LF. x 4'H - Chain Link Mesh - Galvanized - Heavy - 9 Gauge - 2" Approx. 6 LF. x 9'H - Chain Link Mesh - Galvanized - Heavy - 9 Gauge - 2" Approx. (42) LF. - Top Rail - 1 5/8" - Galvanized - Structural (All) Hardware required for Proper Installation - Galvanized - Heavy Tension Bands, Brace Bands, Tension Bars, etc. Posts Secured in Pour Rock or Concrete Depending on Location. (1) Approx. 7'H x 8'w - Double Panel - Chain Link Swing Gate - Galvanized 1 5/8" Framing - Cross Braced with Kick Plates Expaned Metal - As Needed for Security - Chain Link Header (2) HD - Exterior Grade - Gate Closers - Overhead Rim Strike - Galvanized (4) HD - 6" Ball bearing Hinges (2) HD - Exterior Grade - Panic Bars (2) Stainless Steel Pulls (2) Cylinder Dogging Kits for Panic Hardware (6) I/C Cores - (6) Mortise Cylinders for I/C Cores Note: Chain Link to be Stepped on Top of Retaining Wall, down to Height of Existing Chain Link Fencing around Tennis Courts. This is a Prevailing Wage Proposal: Fence Builder Carpenter Classification \*\*\*\*\* DIR 1000003937 \*\*\*\*\* PERMIT, PERMIT FEES, CLEARING, GRUBBING, GRADING, STAKING, REMOVAL OF SPOILES, AND Page 6 of 7 NOT RESPONSIBLE FOR DAMAGE TO UNDERGROUND SPRINKLERS AND UTILITIES.

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Zin Code: CA

91377 Phone:

818-735-3200

Job Phone: Julie Suarez 818-735-3210

Job Name:

Job Location:

jsuarez@opusd.org

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Supply / Install approx. 76 LF. x 6'H - Chain Link Fencing at Side of Bleachers to Secure Area

Includes:

(4) Terminal Posts - 2 7/8" x 9'L - Galvanized - Schedule (40) (11) Line Posts - 2 3/8" x 9'L - Galvanized - Schedule (40) Approx. (76) LF. x 6'H - Chain Link Mesh - Galvanized - Heavy

9 Gauge - 2'

Approx. (76) LF. x 1 5/8" - Top Rail - Galvanized - Heavy - Structural (4) 2 7/8" Caps - Galvanized / (11) 2 3/8" Eye Tops - Galvanized (All) Hardware Required for Proper Installation - Galvanized - Heavy Tension Bands, Brace Bands, Tension Bars, etc.

(All) Posts secured in Concrete- 2500 PSI. - Post Mix

(No) Gates included for this Section.

Total: Labor and Materials - Pages 1 through 7 Payment Bond: (1%)

**Project Total:** 

\$120,951.57

\$1,209.52

\$122,161.09

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

### \*\*\*EXCLUSIONS\*\*\*

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Page 7 of 7

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PRINT NAME

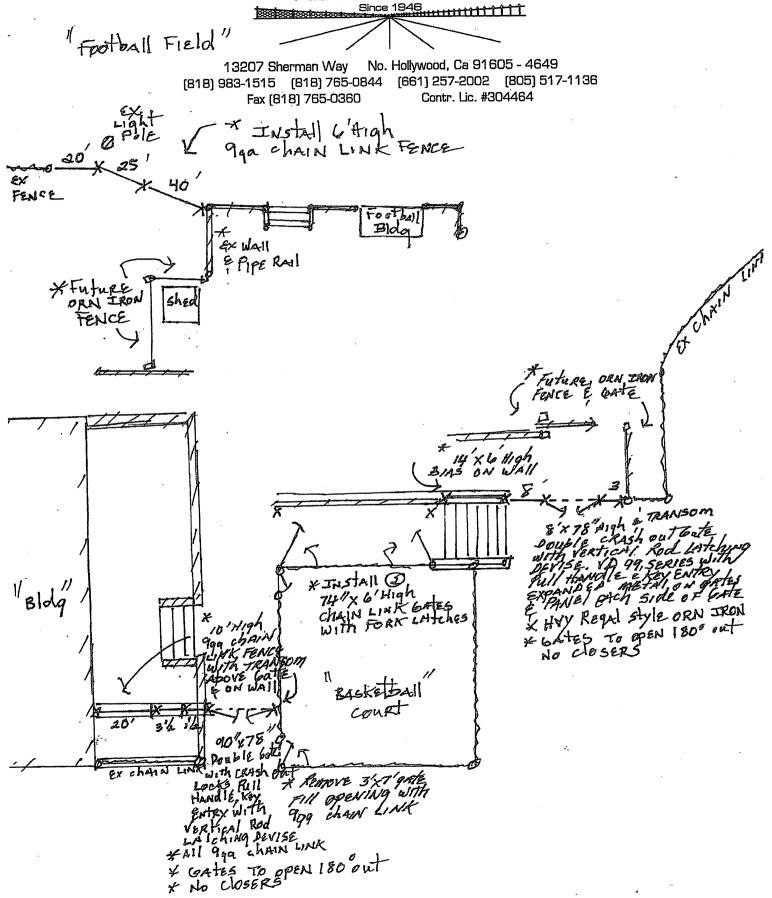
PRINT TITLE

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		A A T.	, was a subsequence of the second of	
Received	Ву	Set	Comp	
PROPOSAL/CONTRACT Nº 95695		ARTZE		9
Contractor's License #304464 We Also Accept		Since 1946	[818] 765-0844 [818] 983-1515 [661] 257-2002 [805] 517-1136 Fax [818] 765-0360	`
TO: DAK PARK UNIT PHONE  (505) 264-4137  LUID LINEAL FEET OF FENCING, WITHOUT TOP RAIL, AS SPECIFIED HEREIN TOP	Mhenderson@opu TO FURNISH AS SPI DAK PARK HS 899; 36, chain Link	ECIFIED BELOW FOR	INSTALLATION AT AND/OR SHIPMENT TO  PARK CH 9/377	<u>&gt;</u> >:
FENCE HEIGHT OVERALL  FT.  INCLUDING  STRANDS OF BARBED WIRE  FRAMEWORK TO BE  ORNAMENTAL IRON IS SUBJECT TO RUST. PAINT WARRANTY IS 60 DAYS.	In, ft, complete fence    Y	O.D. set in Concrete, s	Indian Spaced 10 feet on center spaced 8 feet on center	
DIAGRAM FIELD OF #17-2 XPER At	ACHED DIAGRA	Stadium Project 118631	CORNER POSTS  CORNER POSTS  CORNER POSTS  CORNER POSTS  CORNER POSTS  CORNER POSTS	
by Basketba	ocks with Pull Have	Von Duprin 99, Idle Key ENTRI	END POSTS (Soh 40) 1 There to ft. of co	oncrete oncrete
X INSTALL 6' PRE-GAIVAN FENCE & DON 09 SERIES OF PULL HAND	LATCHING DEVI DEN OUT, NO CLOS TO HIGH ANCIENT INCED HVY REGAL DIE CRASH PUT CO PASH PUT LOCKS OF EXEYED ENTRY	SE EACH GATE STYLE ORN TROM STYLE ORN TROM TO WITH YOU DUP TO WATH YOU DUP EACH GATE WITH EXPANDED METAL	27- X Gate AN FOLK Opening 10, 10, 10, 10, 10, 10, 10, 10, 10, 10,	O.D. Frame O.D. Frame O.D. Frame thed by ming a
CATES TO CO	PEN 1800 OUT, No PROGRESS B. II	CASERS  INC)  xes, if any, are included in the	contractor may be referred to the Registrar, Contractors License Board, P.O. Box 26000, Sacramento, California 958  XX PLCL INCLASS PAYMENT BON  Carter Fence Co., Inc. is not responsible forte or repair of underground utilities, sp lines/systems, and/or location of proper fence lines, Any permits or engineering, if re-	State 826. Docation orinkler rity and
ACCEPTANCE: This proposal, accepted by the seller, subject to	signed thisday of o the printed conditions on the r	everse side hereof, and is not be a side hereof.	becomes a contract when not subject to cancellation.  PRICES  CALIFORNIA PREVAILING WAGE	0

# CARTER

FENCE CO. INC



PROPOSAL/CONTRACT  13207 SHERMAN WAY  NORTH HOLLYWOOD, GA 91605-4849  Since 1946  Since 1946  We Also Accept  Carterfence.com  TO. CAK PARK U.S. I FIRST DAMP AS PECIFIED BELOW FOR INSTALLATION AT AND/OR SHIPMENT TO:  MAP PAGE  In. ft. complete fence, sive appr. In. high ga mesh  NORTH HOLLYWOOD, GA 91605-4849  [818] 765-0844 [818] 983-1515  [681] 257-2002 [805] 517-1136  FEX (818] 765-0360  TO. CAK PARK U.S. I FIRST DAMP AS PECIFIED BELOW FOR INSTALLATION AT AND/OR SHIPMENT TO:  MAP PAGE  III. ft. complete fence, sive appr. In. high ga mesh  NORTH HOLLYWOOD, GA 91605-4849  [818] 765-0844 [818] 983-1515  [881] 257-2002 [805] 517-1136  FEX (818) 765-0360  TO. CAK PARK U.S. I FIRST V.S. I
TO: CAK PARK IALIFIED DATE TO FURNISH AS SPECIFIED BELOW FOR INSTALLATION AT AND/OR SHIPMENT TO:    A
Certerfence.com    Since 1945   Since 1946
We Also Accept  TO: CAK PARK US I FIRE BELOW FOR INSTALLATION AT AND/OR SHIPMENT TO:  TO: CAK PARK US I FIRE BELOW FOR INSTALLATION AT AND/OR SHIPMENT TO:  TO: CAK PARK US I FIRE BELOW FOR INSTALLATION AT AND/OR SHIPMENT TO:  TO: CAK PARK US I FIRE BELOW FOR INSTALLATION AT AND/OR SHIPMENT TO:  TO: CAK PARK US I FIRE BELOW FOR INSTALLATION AT AND/OR SHIPMENT TO:  TO: CAK PARK US I FIRE BELOW FOR INSTALLATION AT AND/OR SHIPMENT TO:  TO: CAK PARK US I FIRE BELOW FOR INSTALLATION AT AND/OR SHIPMENT TO:  TO: CAK PARK US I FIRE BELOW FOR INSTALLATION AT AND/OR SHIPMENT TO:  TO: CAK PARK US I FIRE BELOW FOR INSTALLATION AT AND/OR SHIPMENT TO:  TO: CAK PARK US I FIRE BELOW FOR INSTALLATION AT AND/OR SHIPMENT TO:  TO: CAK PARK US I FIRE BELOW FOR INSTALLATION AT AND/OR SHIPMENT TO:  TO: CAK PARK US I FIRE BELOW FOR INSTALLATION AT AND/OR SHIPMENT TO:  TO: CAK PARK US I FIRE BELOW FOR INSTALLATION AT AND/OR SHIPMENT TO:  TO: CAK PARK US I FIRE BELOW FOR INSTALLATION AT AND/OR SHIPMENT TO:  TO: CAK PARK US I FIRE BELOW FOR INSTALLATION AT AND/OR SHIPMENT TO:  TO: CAK PARK US I FIRE BELOW FOR INSTALLATION AT AND/OR SHIPMENT TO:  TO: CAK PARK US I FIRE BELOW FOR INSTALLATION AT AND/OR SHIPMENT TO:  TO: CAK PARK US I FIRE BELOW FOR INSTALLATION AT AND/OR SHIPMENT TO:  TO: CAK PARK US I FIRE BELOW FOR INSTALLATION AT AND/OR SHIPMENT TO:  TO: CAK PARK US I FIRE BELOW FOR INSTALLATION AT AND/OR SHIPMENT TO:  TO: CAK PARK US I FIRE BELOW FOR INSTALLATION AT AND/OR SHIPMENT TO:  TO: CAK PARK US I FIRE BELOW FOR INSTALLATION AT AND/OR SHIPMENT TO:  TO: CAK PARK US I FIRE BELOW FOR INSTALLATION AT AND/OR SHIPMENT TO:  TO: CAK PARK US I FIRE BELOW FOR INSTALLATION AT AND/OR SHIPMENT TO:  TO: CAK PARK US I FIRE BELOW FOR INSTALLATION AT AND/OR SHIPMENT TO:  TO: CAK PARK US I FIRE BELOW FOR INSTALLATION AT AND/OR SHIPMENT TO:  TO: CAK PARK US I FIRE BELOW FOR INSTALLATION AT AND/OR SHIPMENT TO:  TO: CAK PARK US I FIRE BELOW FOR INSTALLATION AT AND/OR SHIPMENT TO:  TO: CAK PARK US I FIRE BELOW FOR INSTALLATION AT AND/OR SHIPMENT TO:
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Topony smiles sy.
CEPTANCE: This proposal, signed this 27 day of 0 CTOBER 20 T becomes a contract when A 15 to be icepted by the seller, subject to the printed conditions on the reverse side hereof, and is not subject to cancellation.
Y WAR ON E 15 BACED UPON CALIFORNIA PREVAILING WASE
WITH NORMAL WINKING HOURS M. F. PRICES 88,670 %



Since 1946

13207 Sherman Way No. Hollywood, Ca 91605 - 4649 [818] 983-1515 (818) 765-0844 (661) 257-2002 (805) 517-1136 Fax (818) 765-0360 Contr. Lic. #304464

PARKING LOT

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FROM: DR. A		OR. ANTHONY W. KNIGHT, SUPERINTENDENT				
DATE:	DECEM	DECEMBER 5, 2017  B.3.g. APPROVE CONSULTANT AGREEMENT IN CONNECTION WITH MEASURE S HVAC PROJECTS AT BROOKSIDE AND RED OAK ELEMENTARY SCHOOLS, AND AT OAK PARK HIGH SCHOOL				
SUBJECT:	B.3.g.					
						ACTION
ISSUE:		Shall the Board approve an agreement with Reed Mechanical Systems, Inc., for consulting services in connection with Measure S HVAC projects at Brookside and Oak Park High School?				
BACKGROUND:		In the Measure S Committee recommendation for initial Measure S priority projects accepted by the Board at its May, 2017 meeting, HVAC system replacements at Brookside and Oak Park High School, was identified as a top priority. Staff is requesting the Board's authorization to engage Reed Mechanical Systems, Inc., for consulting services in connection with these projects to assist in identifying the best and most cost-effective method for system replacement. The proposal submitted by Reed, in the not-to-exceed amount of \$5,000, follows for the Board's review and information.				
ALTERNATIVES:		consu Broo in the bond	ulting services in kside and Red Oak	connection Elementary nount of \$5	with Me Schools, a ,000, to be	Mechanical Systems, Inc., for asure S HVAC projects at and at Oak Park High School, funded from the Measure S
RECOMMENDATION:		Alternative No. 1				
			nstruction Manage tant Superintenden		and Admin	istrative Services
					Respectfu	ally submitted,
					Anthony Superinte	W. Knight, Ed.D.
Board Action: O	n motion o	of	, second	ded by		, the Board of Education:
VOTE: AYES Hazelton Helfstein Laifman Rosen Ross Student Rep			NOES	ABS	TAIN	ABSENT

MEMBERS, BOARD OF EDUCATION

TO:



November 9, 2017

Martin Klauss
Oak Park Unified
5801 Conifer St.
Oak Park, CA 91377
mklauss@opusd.org

RE: Proposal #15168.1 – HVAC Consulting Services

Thank you for the opportunity to provide you a proposal for Survey and Consulting services at Brookside Elementary Bldgs. 200 and 300 and Oak Park High Bldgs. E & C

We propose to make site visits for obtaining information required to develop a preliminary conceptual design for the replacement of existing HVAC systems. Services will include field measurements, recording existing equipment location/types, and existing electrical. Further, we will work with equipment manufacturer to determine footprint, structural and electrical requirements and provide a summary report of findings. Upon acceptance of concept we will work with district to provide construction budget.

The above services are provided on a time & material basis of \$115/hr. not to exceed \$5,000

Submitted By:

Tom Reed - President Reed Mechanical Systems, Inc. Contractor's License # 957662 DIR Reg#1000007126 Authorization: The undersigned has read this proposal in its entirety, is authorized to sign, and agrees to the scope of work and the terms and conditions outlined above.

Print:
Sign:

4300 North Ventura Avenue, Ventura, CA 93001 Phone : (805) 768-6824 | Fax : (805) 768-6825

Date:

FROM:	DR. ANTHONY W. KNIGHT, SUPERINTENDENT									
DATE:	<b>DECEMBER 5, 2017</b>									
SUBJECT: B.3.h. RATIFY AWARD OF CONSTRUCTION CONTRACT FOR MEASURE S PROJECT 17-33S, SECURITY CAMERAS										
							ACTION			
ISSUE:		Shall the Board ratify a construction contract in connection with Project 17-33S, Districtwide Security Cameras for Campus Safety and Security?								
BACKGROUND:		Project 17-33S, Districtwide Security Cameras for Campus Safety and Security was authorized by the Board at its meeting on June 12, 2017. In placing cameras on the solar installation at Oak Park High School, the original plan was to utilize electrical power directly from the solar structures themselves. However, it was subsequently determined that the electrical supply would not be reliable enough to support the security cameras on a 24/7 basis. Consequently, a contract was issued to Taft Electric Company to provide conduit, wiring, and all necessary labor, to take the electrical connection for the cameras directly back to the appropriate electrical panels in adjacent buildings. The Board is respectfully requested to ratify the award of a contract for this work to the following company on the District's approved list of California Uniform Public Contract Cost Accounting Act (CUPCCAA) contractor list, and authorize the use of the funding source identified below:								
		CONTRACTOR		OF WORK		MOUNT	FUNDING			
		Taft Electric Company Total Cost	/ Solar S	tructure Electrical Wiring	\$ <b>\$</b>	24,975.65 <b>24,975.65</b>				
ALTERNATI	VES:	The Contractor's proposal for the specified work follows for the Board's review and information.  1. Ratify a construction contract in connection with Project 17-33S, Districtwide Security Cameras for Campus Safety and Security to Taft Electric Company, Inc., in the amount of \$24,975.65, and authorize the use of Measure S bond funds for this project.  2. Do not ratify the contracts.								
RECOMMEN	DATION:	Alternative 1.								
			itendent Rusir	ness and Administrativ	ue Se	rvices				
ricpared by . iv.	rartiii Kiauss	s, Assistant Superin	nendent, Bush	Respectfully submit		ivices				
				Anthony W. Knight, Ed.D. Superintendent						
Board Action:	On motion o	of	, seconded	by	, the	Board o	f Education:			
VOTE: Hazelton Helfstein Laifman Rosen Ross Student Rep	AYES	NOE		ABSTAIN		ABSENT				

MEMBERS, BOARD OF EDUCATION

TO:

### 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

## <u>ELECTRICAL PROPOSAL & SCOPE OF WORK</u> OPUSD DISTRICT WIDE POWER "FROM IDF CABINETS TO ELECTRICAL ROOMS"-BID #0644

### JULY 15, 2017

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 .....

\$24,975.65

### SCOPE OF WORK:

Run conduit from stub ups at array's and pipe into existing boxes up high. Run conduit from stub ups in electrical rooms into existing 120 volt panel. Install 1 120 volt single pole breaker per school if needed in panel. Pull wire from electrical rooms to each location through existing underground pipes installed by others and wire up in existing boxes up high to get power to the cameras. Install smurf tube type wrap in locations where existing sleeve stubs into data ground boxes. Run pipe at all locations to get into electrical rooms and panels from stub ups. Any meetings or job walks to achieve finished product.

### QUALIFICATIONS:

Bid based on work performed during normal working hours of 6am-3pm Monday through Friday Overtime, weekend and holiday rates do not apply Bid based on installing new breakers into existing panels and existing panel spaces

### **EXCLUSIONS:**

- 1. Temporary power and lighting.
- Cutting, patching and replacement of pavement and sidewalk.
- 3. All permit costs and fees.
- 4. Utility charges and fees.
- All formed and finished concrete, housekeeping pads, and light pole bases.
- Cost of a Bond. We are bondable at 1%.
- Access panels, telephone plywood backboards and fire rated cabinet enclosures.
- 8. HVAC and EMS equipment, devices, low voltage conduit, wire and terminations.
- Surveying and staking.
- 10. Trenching and backfill
- 11. Supplying of cameras or any low voltage cabling, equipment or devices
- 12. Supplying of new electrical panels

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

Sincerely

TAFT ELECTRIC COMPANY

Mark Tovias

Service Department Manager

Office: 805.654.7925 Cell: 805-207-1163 mtovias@taftelectric.com

C.\Users\mtovias\Desktop\OPUSD IDF, CAMERA POWER PART B rev keith.doc

TO:	MEMBE	MEMBERS, BOARD OF EDUCATION							
FROM:	DR. ANT	DR. ANTHONY W. KNIGHT, SUPERINTENDENT							
DATE:	DECEM	ECEMBER 5, 2017							
SUBJECT:	B.3.i. APPROVE CHANGE ORDER NO. 1, MEASURE R PROJECT 17- STRUCTURAL IMPROVEMENTS AT OAK PARK NEIGHBORH SCHOOL								
TOOTIE		CI II II D	1 01	0.1	N. 1	ACTION			
ISSUE:			orporation, for			contract with Custom Modular al Improvements at Oak Park			
BACKGROUND:		On November 14, 2017, the Board ratified a construction contract with Custom Modular Services Corporation, for Project 17-46R, Structural Improvements at Oak Park Neighborhood School. During the course of the project, District and school site staff have recommended changes to the project's scope for conditions unforeseen at the time the contract was awarded. As itemized in the accompanying change order request, the contractor performed additional repairs to the foundations and siding of the buildings at the direction of District Staff. The total amount of Change Order No. 1 is \$1,820.00, which when added to the original contract amount of \$37,105.75, increases the contract total to \$38,925.75. It is recommended by District staff that the Board approve deductive Change Order No. 1.							
ALTERNATIVES:		<ol> <li>Approve Change Order No. 1 to the contract with Custom Modular Services Corporation, for Project 17-46R, Structural Improvements at Oak Park Neighborhood School, in the amount of \$1,820, funded from the Measure R bond fund.</li> <li>Do not approve deductive Change Order No. 1.</li> </ol>							
RECOMMEN	DATION:	Alternative	No. 1						
Prepared by: 1	Martin Klau	ss, Assistant S	Superintendent,	Business ar	nd Administra	ntive Services			
				Resp	ectfully subn	nitted,			
					ony W. Knig rintendent	ht, Ed.D.			
Board Action: On motion		of	, seconded by			, the Board of Education:			
VOTE: Hazelton Helfstein Laifman Rosen Ross Student Rep	AYES		NOES	AE	STAIN	ABSENT			



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

#### CHANGE ORDER 17-46R-1 11-21-17

PROJECT NUMBER: 17-46R
------------------------

PROJECT NAME: STRUCTURAL IMPROVEMENTS AT OAK PARK NEIGHBORHOOD SCHOOL

CONTRACATOR: CUSTOM MODULAR SERVICES CORPORATION

SCOPE OF WORK: REFER TO ATTACHMENT

#### COST:

Original Contract Amount	\$ \$	37,105.75
Previous Approved Change Orders	\$ \$	0.00
This Change Order	\$ \$	1,820.00
Adjusted Contract Amount	\$ <del>,</del>	38,925.75

#### TIME:

Original Contract Completion Date	December 1, 2017
Previous Approved Completion Extension Days	None
Completion Days Extension This Change Order	None
Adjusted Contract Completion Date	December 1, 2017

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

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

OAK PARK UNIFIED SCHOOL DISTRICT	CONTRACTOR:
Ву	Ву
Date	Date
OPUSD FACILITIES/CONSTRUCTION MANAGER	ARCHITECT/ENGINEER (NOT APPLICABLE):
Ву	Ву
Date	Date

# **CMSC**

# CUSTOM MODULAR SERVICES CORPORATION

19271 FIJI LANE HUNTINGTON BEACH, CA 92646 (714) 964-6834 - FAX (714) 964-7314 LICENSE NO. 570805

# **QUOTATION**

### **CHANGE ORDER 001**

TO: Oak Park Unified School District	PHONE: (818) 735-3	3210	
Julie Suarez & Keith Henderson	EMAIL: <u>JSuarez@oj</u> khenderson(		org
JOB ADDRESS/CUSTOMER NAME: Oak Hill DESCRIPTION Prevailing Wages Replace additional siding on buildings 17 and 18	s Foundation	\$	745.00
Replace three additional sheets of siding on east sid	de of 18.	\$	500.00
Prep and paint south and east sides of buildings 17	and 18	\$	575.00
	II a		
AMOUNT: \$ 1,820.00  Any alterations or deviation from the above involving extra cost of material become an extra charge over the sum mentioned above.	TERMS OF PAYMEN		
PROPOSED BY:Edward Mouawad	DATE:	<u>11-14-17</u>	
APPROVED BY:	DATE:		
Amounts past due are subject to a service charge of one and half percent per cost of court and attorney's fees incurred to collect any unpaid amount whetle			

THIS ESTIMATE HAS BEEN APPROVED BY CMSC. AND IS VALID UP TO THIRTY (30) DAYS FROM THE DATE LISTED ABOVE.

TO:	MEMBERS, BOARD OF EDUCATION							
FROM:	DR. AN	THONY W. KNIGHT, SUPERINTENDENT						
DATE:	DECEM	<b>DECEMBER 5, 2017</b>						
SUBJECT:	B.3.j.	46R, ST		IPLETION, MEASURE R PROJECT 17- VEMENTS AT OAK PARK				
					ACTION			
ISSUE:		Improve		nborhood School,	for Project 17-46R, Structural contracted with Kaiser Air			
BACKGROUND:		for Proje with Cu Cornerst	On November 14, 2017, the Board of Education ratified the award of contracts for Project 17-46R, Structural Improvements at Oak Park Neighborhood School, with Custom Modular Services Corp., of Huntington Beach, California, Cornerstone Construction, of Indian Wells, California, and MM Mechanical, of Carpinteria, California.					
		the finish contract	ned project and is satisfied	that it has been commended that the	nd District staff has inspected ompleted in compliance with e Board approve a Notice of			
ALTERNAT	TIVES:	Impro Modu Const Carpi	ovements at Oak Park Ne llar Services Corp., of	eighborhood Scho Huntington Bead ells, California,	Project 17-46R, Structural pol, contracted with Custom ch, California, Cornerstone and MM Mechanical, of			
RECOMME	NDATION	: Alternati	ve No. 1					
Prepared by:	Martin Kla	uss, Assista	nt Superintendent, Busine	ss and Administra	ative Services			
				Respectfully s	submitted:			
				Anthony W. F Superintender				
Board Action	: On motion	n of	, seconded by		, the Board of Education:			
VOTE: AYE Hazelton Helfstein		ES	NOES	ABSTAIN	ABSENT			
Laifman Rosen Ross								

Student Rep

#### Notice of Completion

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

Description: Oak Park Neighborhood School, 1010 N. Kanan Road, Oak Park, CA 91377

That on or about November 14, 2017 the said Oak Park Unified School District of Ventura County entered into a contract with Custom Modular Services Corp., of Huntington Beach, California, Cornerstone Construction, of Indian Wells, California, and MM Mechanical, of Carpinteria, California, for Project 17-46R, Structural Improvements at Oak Park Neighborhood School on certain real property hereinbefore described: that said building and improvements were actually completed on December 5, 2017: that the address of said Oak Park Unified School District is 5801 E. Conifer Street, Oak Park, CA 91377, Ventura County, California.

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

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

Anthony W. Knight, Ed.D., Superintendent

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

STATE OF	<b>CALIFORNIA</b>
COUNTY (	OF VENTURA

Oak Park Unified School District

On	before me, Shannan Kaesberg, Notary Public,
personally appeared Anthony W. Knight, who proved to	me on the basis of satisfactory evidence to be the
person(s) whose name(s) is/are subscribed to the within in	strument 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) act	ted, 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)
-----------	--	--------

FROM:	DR. ANTHONY W. KNIGHT, SUPERINTENDENT					
DATE:	DECEM	MBER 5, 2017  APPROVE CONSULTANT AGREEMENT – PROFESSIONAL SERVICES FOR SITE TOPOGRAPHICAL SURVEYING OF OAK PARK HIGH SCHOOL MEASURE S PROJECTS				
SUBJECT:	B.3.k.					
ISSUE:		Shall the Board approve a consultant agreement with civil engineering firm Benner & Carpenter for professional services to provide site topographical surveying of Oak Park High School Measure S projects?				
BACKGROUN	ND:	To support the District's aggressive Measure S facility modernization and upgrade schedule, it is necessary to update school site topographical information, title reports, easements, etc., in order to provide the project architect with the most current information in preparing drawings and plans for DSA approval. At its September meeting, the board entered into an agreement the civil engineering firm of Benner & Carpenter to provide these services for the middle school and all three elementary school. Staff is now requesting that the Board authorize a second consultant agreement with Benner & Carpenter to provide site topographical surveying of Oak Park High School Measure S projects. The consultant's proposal follows for the Board's information and review. The firm has previously provided the District with similar services for Measure R bond projects.				
ALTERNATIV	VES:	<ol> <li>Approve the consultant agreement with civil engineering firm Benner &amp; Carpenter for professional services to provide site topographical surveying of Oak Park High School Measure S projects, in the amount of \$35,060, to be funded from the Measure S bond fund.</li> <li>Do not approve the consultant agreement.</li> </ol>				
RECOMMEN	DATION:	Alternative No. 1				
Prepared by:		nderson, Construction Manager auss, 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: Hazelton Helfstein Laifman Rosen Ross Student Rep	AYES	NOES ABSTAIN ABSENT				

MEMBERS, BOARD OF EDUCATION

TO:



# BENNER and CARPENTER, INC.

CIVIL ENGINEERS . LAND SURVEYORS

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

November 15, 2017

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

Attention:

Mr. Keith Henderson

Subject:

Proposal for an Aerial Topographic Survey, Oak Park High School,

Oak Park Unified School District

#### Gentlemen:

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

Our fee for this service is:

Part A

\$30,880

Part B (modified)

\$4,180

We anticipate Part A and Part B to take approximately eight weeks from the notice to proceed.

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

Very truly yours,

Larry Frager

LF/ss

TO:	MEMBERS, BOARD OF EDUCATION						
FROM:	DR. AN	THONY W. KNIGHT, SUPERINTENDENT					
DATE:	DECEN	<b>MBER 5, 2</b>	2017				
SUBJECT:	B.3.1.	APPROVE AMENDMENT 8 TO AGREEMENT FOR PROGRAM/CONSTRUCTION MANAGEMENT SERVICES FOR MEASURES R AND S					
ISSUE:		Constru		r prog	gram/constructio	eement with Balfour Beatty n management services in	
BACKGROUND:		for prog with Mo success annually	At its meeting on May 20, 2009, the Board entered into an agreement with BBC for program and construction management (PM/CM) services in connection with Measure R and State Modernization Program projects. Based on the success of the resulting facility program, the BBC contract has been extended annually in each subsequent year, most recently when the Board approved Amendment 7 in December 2016.				
		With the passage of Measure S, it is necessary to continue to have PM/CM services for bond construction projects. District Staff has been pleased with the service provided by BBC and recommend the Board's approval of Amendment 8, extending the contract for one year to December 31, 2018. It is important to note that all terms, conditions, and fees for services remain unchanged. Services and projects provided under this amendment will only be performed as authorized by the Board of Education. Unless otherwise specified by the Board, the cost of services will be funded from Measures R or S as appropriate. The proposed amendment is attached for the Board's review.					
ALTERNATIV	ES:	<ol> <li>Approve Amendment 8 to the agreement with Balfour Beatty Construction, Inc. for program/construction management services.</li> <li>Do not approve Amendment 8.</li> </ol>					
RECOMMEN	DATION:	Alternat	ive No. 1				
Prepared by: Ma	artin Klauss	s, Assistan	t Superintendent, Bus	iness a	and Administrati	ive Services	
					Respectfully s	ubmitted:	
					Anthony W. K Superintenden		
Board Action: C	n motion o	f	, seconde	d by_		, the Board of Education:	
VOTE: Hazelton Helfstein Laifman Rosen Ross Student Rep	AYES		NOES		ABSTAIN	ABSENT	

# AMENDMENT NO. 8 TO AGREEMENT FOR PROGRAM/CONSTRUCTION MANAGEMENT SERVICES

#### I. RECITALS

- A. Whereas on or about May 20, 2009, Oak Park Unified School District ("District") and Barnhart Inc. (a Heery International Company) ("Barnhart") entered into an Agreement for Program/Construction Management Services ("Agreement") related to Measure "R" Facilities Construction Bond Program;
- B. Whereas the term of the Agreement was for one year;
- C. Whereas Article 4 of the Agreement provides that the Agreement may be extended by way of written amendment to the Agreement;
- D. Whereas the District and Barnhart entered into Amendment No. 1 to extend the term of the Agreement through December 31, 2011.
- E. Whereas the District and Barnhart entered into Amendment No. 2 to extend the term of the Agreement through December 31, 2012.
- F. Whereas the District and Barnhart entered into Amendment No. 3 to extend the term of the Agreement through December 31, 2013.
- G. Whereas the District and Barnhart entered into Amendment No. 4 to extend the term of the Agreement through December 31, 2014.
- H. Whereas the District and Barnhart entered into Amendment No. 5 to extend the term of the Agreement through December 31, 2015.
- I. Whereas the District and Barnhart entered into Amendment No. 6 to extend the term of the Agreement through December 31, 2016.
- J. Whereas the District and Barnhart entered into Amendment No. 7 to extend the term of the Agreement through December 31, 2017.
- K. Whereas the District and Barnhart wish to enter into this Amendment No. 8 to Agreement for Program/Construction Management Services ("Amendment") to extend the term of the Agreement and make other modifications to the Agreement as set forth herein.

#### II. AMENDMENT

The Agreement is hereby amended as follows:

- 1. All references in the Agreement to Barnhart shall be amended to refer to "Balfour Beatty Construction, LLC."
- 2. All references in the Agreement to Measure R shall be amended to refer to "Measure R and Measure S."

Agreement for Program/Construction Management Services

Amendment No. 8 Page 2 of 2

- 3. Pursuant to Article 4, subsection 4.2, the term of the Agreement shall be extended through December 31, 2018 ("Extension Term").
- 4. Barnhart shall be compensated for basic services (as described in Articles 2 and 3 of the Agreement) provided during the Extension Term.
- 5. To the extent, he remains employed by Barnhart, Dennis Kuykendall shall remain assigned to the Project(s) contemplated under the Agreement, unless otherwise agreed by the District and Barnhart.
- 6. Except as expressly modified by this Amendment, all other terms and conditions set forth in the Agreement shall remain in full force and effect.

This Amendment No. 8 is executed and becomes part of the Agreement on December 5, 2017.

Oak Park Unified School District

Balfour Beatty Construction, LLC

Martin Klauss, Assistant Superintendent
Business and Administrative Services

Suresh Rayana
Senior Vice President

FROM:	DR. ANTHONY W. KNIGHT, SUPERINTENDENT						
DATE:	DECEN	ECEMBER 5, 2017					
SUBJECT:	: B.3.m. APPROVE ACCEPTANCE OF DONATIONS  AC						
ISSUE:		Shall the Board acknowledge and accept donations made to the Oak Park Unif School District?					
BACKGRO	UND:	The following	ng donation has been m	ade to the District	t:		
Si	te/Progr	am	Gift/Dono	r	Gift		
	Park High Rocket Tea		Mr. Lewis Siev	Mr. Lewis Siewart			
			Āni	spectfully submitte thony W. Knight, perintendent			
Board Action	n: On moti	on of	, seconded b	ру	, the Board of Education:		
VOTE: Hazelton Helfstein Laifman Rosen		AYES	NOES	ABSTAIN	ABSENT		
Ross Student Rep							

MEMBERS, BOARD OF EDUCATION

TO:

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: DECEMBER 5, 2017

SUBJECT: B.3.n. AUTHORIZE PROJECT 17-51C/R PERFORMING ARTS

EQUIPMENT AND FACILITY IMPROVEMENTS AT OAK PARK HIGH SCHOOL, FUNDED FROM BOND MEASURES R AND C6 AND

VENTURA COUNTY INNOVATES GRANT

**ACTION** 

**ISSUE:** 

Shall the Board authorize Project 17-51C/R Performing Arts Equipment and Facility Improvements at Oak Park High School (OPHS) to be funded from Bond Measures R and C6, and the Ventura County Innovates (VCI) Grant?

**BACKGROUND:** 

OPHS has proposed a project consisting of performing arts equipment and facility improvements for the school's Performing Arts program. The proposal, rationale, and budget information follow for the Board's information and review. In summary, the estimated cost of the proposal \$271,456, to be funded is as follows:

Description	1	Amount	Funding Source
Music Instrument and Equipment	\$	129,419	Measure C6
Lighting System Installation	\$	35,401	Measure R
Sound System Installation	\$	66,636	Measure R
Lighting and Sound Equipment	\$	40,000	VCI Grant
Total	\$	271,456	

The site and staff are recommending the Board's authorization of the project and funding and requests approval with obtaining final price quotes. OPHS would like to begin ordering and installation in December to ensure that systems and instruments are in place in time for its spring play production. Therefore, it is requested that the Board authorize the Superintendent to award contracts upon receipt of final bids, to be ratified by the Board at its meeting in January 2018.

Staff is recommending that the Board implement Education Code (EC) Section 17604, delegating authority to the Superintendent to award the contracts for Project 17-51C/R Performing Arts Equipment and Facility Improvements at Oak Park High School. EC 17604 permits the Board to delegate the authority to award contracts to the Superintendent, provided that the Board ratifies or formalizes the award at a subsequent meeting. The scope of the requested authorization is as follows: 1) the award of contracts will be limited to Project 17-51C/R; 2) the contracts will be awarded in strict conformance with the requirements of Public Contract Code and all other applicable law; 3) proposed contracts will be reviewed by the Superintendent and staff, considering price, quality, value and needs of the District; 4) any contracts awarded shall be presented for Board ratification at its regular meeting on January 16, 2018.

### BOARD MEETING, NOVEMBER 16, 2017

Authorize Project 17-51C/R Performing Arts Equipment and Facility Improvements at Oak Park High School, Funded from Bond Measures R and C6 and Ventura County Innovates Grant Page 2 of 2

#### **ALTERNATIVES:**

Ross

Student Rep

- 1. Authorize Project 17-51C/R Performing Arts Equipment and Facility Improvements at Oak Park High School, to be funded from the Measure R bond fund (\$102,037), the Measure C6 bond fund (\$129,419), and the Ventura County Innovates Grant (\$40,000).
- 2. Authorize limited authority to the Superintendent to award contracts for Project 17-51C/R, to be presented for Board ratification at its regular meeting on January 16, 2018.
- 3. Do not Authorize Project 17-51C/R and do not delegate limited authority to the Superintendent to award contracts.

**RECOMMENDATION:** Alternative No. 1

Prepared by: N	Martin Klauss, Assista	nt Superintendent, B	Business and Administra	ative Services
			Respectfully subn	nitted,
			Anthony W. Knig Superintendent	ht, Ed.D.
Board Action:	On motion of	, second	ded by	, the Board of Education:
VOTE: Hazelton Helfstein	AYES	NOES	ABSTAIN	ABSENT
Laifman Rosen			_	

### **OPHS PERFORMING ARTS PROPOSAL: RATIONALE**

December 5, 2017

The proposed upgrades to the pavilion sound, lighting, and video will benefit all who use the facility, and especially all of the performing arts in Oak Park. Quotations for the proposed systems, equipment, and instruments were obtained for purposes of establishing the project budget and accompany this rationale.

The **SOUND** upgrades include a digital mixer (we currently use analog), which essentially means that the new board is a computer and instead of assigning channels and tuning every knob and fader for each new show (jazz band, musical production, choir concert, etc.) we will be able to save each type and switch back and forth instantly. Also comes with the ability for wireless (wifi) control with and ipad. The additional 24 input channels will allow for a large band and over 20 vocalists to all be operating through the same board and the upgrade will allow for the split room performances when we pipe the band in from the band room for the musical productions. The additional house and monitor speakers will fill all the "dead spots" in the house and on stage. The powered monitor speakers are also portable and can be utilized for any outdoor/indoor events (graduations, festivals, etc.). The additional mics and wireless receivers will be utilized by all performing arts (choir, drama and instrumental music) and can be used for indoor or outdoor school events.

The **LIGHTING** upgrades include an updated light board control system, additional LED lights above house center and house left and right, as well as stage floods back stage allowing for more coverage and versatility in lighting various types of events and performances.

All MUSICAL INSTRUMENT and EQUIPMENT needs are based on those of our shared district inventory. Four years ago, music received \$100,000.00 in funds from Measure C-6 and an additional \$100,000 matching funds from five booster organizations (OPHS PFA, OPPAA, Friends, OPHS ASB, and Athletic Boosters). The list of needs from that proposal was based on student number projections at the time (about 75 new 6th grade instrumental students per year, making their way through the MCMS and OPHS music departments). The very next year we had an influx of 120 new 6th grade instrumental students, and have averaged over 100 new 6th graders for the last few years since. We have also since added a string program, necessitating a small supply of school instruments as well as locker/storage compartments, similar to those purchased for the band program (string lockers would be placed in the string/choir/asb room B-1 in the northeast corner). The instrument case needs reflect our actual current need for functional or even existing instrument cases (some are without cases currently, posing a threat to the health of those instruments).

The **STORAGE** needs of Drama and Instrumental music pose an ongoing challenge. Ideally, it would be great if room B-3 could be dedicated for additional storage of drama and music equipment. We also realize that sheds are taking over the campus, but ultimately Band could GREATLY benefit from having a large shipping container or shed, and drama could easily fill another shed or storage area with what we hope to be portable and reusable set pieces along with costumes and props.

#### OAK PARK UNIFIED PERFORMING ARTS PROPOSAL Sound Equipment and System Installation Price Qty Amount 1 Refer to attached quotation from Hollywood Sound Systems (Quote 1986 - 10/27/17) Mounted rack unit Includes 2% for required payment/performance bonds 55,401.30 Price Lighting Equipment and System Installation Qty Amount 1 Refer to attached quotation from 4 Wall Entertainment (Quote CS101088 - 11/16/17) Includes 2% for required payment/performance bonds 86,635.74 **Musical Instruments Price** Qty Amount \* 28" Marching Bass Drum \$555.00 2 \$ 1,298.70 2 Bass Clarinet \$1,959.00 \$ 4.584.06 Bassoon \$4,464.00 \$ 10,445.76 Euphonium \$1,884.00 5 \$ 11,021.40 Marching Baritones \$1,795.00 2 \$ 4,200.30 Piccolo \$1,620.00 1 \$ 1,895.40 English Horn \$3,500.00 1 \$ 4,095.00 Saxophone: Baritone \$4,592.00 2 \$ 10,745.28 Saxophone: Tenor \$1,800.00 2 \$ 4,212.00 Tuba \$ 15,366.78 \$6,567.00 2 Drumset Cymbals Pack \$ 789.75 \$675.00 1 Crash Cymbals - piatti \$ 1,755.00 \$500.00 3 Marimba \$3,965.00 1 4,639.05 Vibraphone \$4,219.00 \$ 4,936.23 1 **Xylophone** \$4,000.00 1 \$ 4,680.00 French Horn \$2,473.00 2 \$ 5,786.82 String Bass-Eastman \$1,179.00 2 \$ 2,758.86 Cello-Eastman \$542.00 2 \$ 1,268.28 2 \$ 662.22 Viola-Eastman \$283.00 552.24 Violin-Eastman \$236.00 \*\* Includes shipping and sales tax \$ 95,693.13 **Instrumental Music Equipment** Price Qty Amount Drum Major Conducting Tower \$2,000.00 1 \$ 2,340.00 Baritone Cases \$160.00 \$ 561.60 3 Tuba Case \$400.00 1 \$ 468.00 Tenor Sax Case 2 \$ 231.66 \$99.00 French Horn Case \$129.00 1 \$ 150.93 Trombone Cases \$95.00 8 \$ 889.20 Trumpet Cases \$65.00 4 \$ 304.20 \*\* Includes shipping and sales tax 4,945.59 **Price Performing Arts Equipment Storage** Qty Amount Strings cabinets/lockers OPHS \$10,597.82 \$ 12,399.45 Storage Shed or Shipping Container (Drama + Music) \$6,000.00 2 \$ 14,040.00 Shed Ramps \$1,000.00 2.340.00 \* Includes shipping and sales tax \$ 28,779.45

**GRAND TOTAL** 

\$ 271,455.21

Proposed Funding: Measure C6
Proposed Funding Measure R
Proposed Funding: VCI Grant

\$129,418.17 \$102,037.04 \$40,000.00

4209 Vanowen Place Burbank, CA 91505 Phone: (323) 466-2416 Fax: (323) 460-2676



Customer No.: OAKPARKHIGHS

Quote No.: 1986

Quote To: Oak Park High School

899 N Kanan Rd Oak Park, CA 91377 Ship To: Oak Park High School

ATTN: Russell Peters 899 N Kanan Rd Oak Park, CA 91377

Date	Ship Via	F.O.B.	Terms	
10/25/17	HSS DEL/Cust ret	Origin	COD	
Purchase Ord	der Number	Sales Person	Custo	mer Phone #
0		John Conard		
Quanti Required Shipp	Item Number	Description	Unit Price	Amount
1	TF5-CA	32 faders + 1 Master fader 32 onboard Mic/Line	2999.00	2999.00
3	TIO1608-D	Yamaha TIO1608-D 16X8 Digital remote I/O	999.00	2997.00
1	NY64-D	Yamaha NY64-D 64 CH Dante I/O card	399.00	399.00
1	SWR2100P-5G	Yamaha 5G Switch	500.00	500.00
6	K10.2	QSC Active Portable Speaker 10" Woofer, 1" Compression Driver. 2000W, DSP	699.00	4194.00
6	K10 TOTE	QSC K10 SOFT CORDURA PADDED TOTE BAG FOR K10	69.00	414.00
2	K12.2	QSC K12.2 2000W active portable loud speaker 12-inch woofer	799.00	1598.00
2	K12 TOTE	QSC K12 TOTE Soft Cordura padded tote for K12 loudspeaker	79.00	158.00
2	K8.2	QSC Active Portable Speaker 2000W, 8" Woofer, 1" Comp. Driver, w/DSP	649.00	1298.00
2	K8 TOTE	Tote bag for K8 speaker	69.00	138.00
24	CMK-025AU	Hosa CMK-025AU Mic Cable Gold Plated Neutrik Connectors	30.00	720.00
6	CMK-050AU	50ft Elite Microphone Cable Now with gold-plated pins FXL to MXL 20 AWG x 2 OFC	52.50	315.00
3	1SKB-R2U	SKB 2U Roto Rack Case	139.00	417.00

4209 Vanowen Place Burbank, CA 91505 Phone: (323) 466-2416 Fax: (323) 460-2676



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10/25/17	HSS DEL/Cust ret	Origin	COD	
Purchase Oi	rder Number	Sales Person	Custo	mer Phone #
		John Conard		
Quant Required Ship	Item Number	Description	Unit Price	Amount
4	EVU-2062	Electrovoice EVU-2062 Under Balcony Speaker	697.00	2788.00
4	EVU-CDNL4	EV Dual NL4 Connector Cover Plate for EVU Series	22.50	90.00
1	GXD8-QSC	QSC GXD8 2 Ch. Amp with DSP , 800 watts/ch @ 8 ohms	799.00	799.00
4	ULXD4	Shure ULXD4 Single Digital Wireless Receiver with PS41U Power Supply 1/2 Wave Antenn	875.00	3500.00
4	ULXD1	Shure ULXD1 Digital Wireless Bodypack Transmitter with TA4F Connector	445.00	1780.00
4	ULXD2/SM58	SHURE ULXD2/SM58 HANDHELD TRANSMITTER W/SM58 CAPSULE	474.00	1896.00
1	UA844+SWB	Shure 5 Way Active Antenna Splitter	475.00	475.00
9	UA506	SHURE UA506 RACK HARDWARD FOR SINGLE ULX RECEIVER	27.00	243.00
10	ULX2/58	SHURE ULX2/58 WIRELESS H.H. G3	269.00	2690.00
4	SM58LC	Shure SM58-LC Cardioid, Dynamic Vocal mic	99.00	396.00
4	SM81-LC	CONDENSER CARDIOD	349.00	1396.00
3	TS-70B	Classic Speaker Stands	49.00	147.00
1	C-2	Behringer Condenser Mic Matched pair. Sold in pairs.	59.00	59.00

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ATTN: Russell Peters 899 N Kanan Rd Oak Park, CA 91377

Date	Date Ship Via		F.O.B.	F.O.B. Terms		
10/25/17		L/Cust ret	Origin		COD	
Purchase Or	der Number		Sales Person  John Conard		Custo	mer Phone #
Quant	ity	Itam Numbar		115	t Drice	Amount
Required Ship	ped B.O.	Item Number BETA 52A	Description SHURE BETA 52A	Uni	189.00	Amount 189.00
ı		DETA JZA	Dynamic kik drum mic		103.00	103.00
1		A2448X5	Clearsonic 120"x 48" high. 5 Section CSP		529.00	529.00
2		SP4-25	RAPCO SP4-25 25' 13 AWG Speakon cable		97.50	195.00
2		SP4-12-100	RAPCO 12GA 4 COND. NL4-NL4 100'		157.50	315.00
4		HDMA-425	Hosa High Speed HDMI cable w/Ethernet. 25'	•	19.00	76.00
16			BNC Connectors		2.50	40.00
2			Sony HRX-NX100 Video Camera		1797.00	3594.00
2			JVC I-705DX Tripod		315.00	630.00
2			Decimator MD-LX, HDMI /SDI Bi Drectional Converter		125.00	250.00
1			Decimator MD-HX Miniture HDMI/SDI Cross Converter		370.00	370.00
1			HDMI to RCA Converter.		20.00	20.00
3			Duracat-25NBNB Cat 6 with Ethercon connectors. 25'		48.00	144.00
2.000		254246FBK1000	West Penn 254246FBK1000 CAT6 Cable, 1000FT		835.00	1670.00
2		PL-PLUS C	Furman PL-PLUS C 15 Amp Power Conditioner Segmented LED voltmeter		215.00	430.00
1			SDI Cable Spool 1000' West Penn 6350BK1000		459.00	459.00
1			Misc Cables & Install Parts		500.00	500.00

4209 Vanowen Place Burbank, CA 91505 Phone: (323) 466-2416 Fax: (323) 460-2676



Customer No.: OAKPARKHIGHS

Quote No.: 1986

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ATTN: Russell Peters 899 N Kanan Rd Oak Park, CA 91377

Date	Sh	ip Via	F.O.B.	Terms	
10/25/17	HSS DEL	_/Cust ret	Origin	COD	
Purchase Or	der Number		Sales Person	Custo	omer Phone #
			John Conard		
Quanti Required Ship		Item Number	Description	Unit Price	Amount
1.000			SCOPE OF WORK LABOR See below for Scope of Work	8525.00	8525.00
			SCOPE OF WORK		
			Install TF Console & Rack TIO Boxes.		
			Create Setup Template with all settings for TF Conosle.		
			Run Cate 5e cable from Mix booth to stage rack & Band Room.		
			NOTE: School will provide Conduit runs to rack & Band room for Cat5e.		
			Connect Cat5e to network and program DANTE Network.		
			Re-Rack & wire (22) wireless to T5 Console from rack in mix room. Use Existing Cable		
			Program Wireless Freq. for all wireless. Set proper gain at Mixing Console.		
			Rack new power amp and prog. DSP for front fill new front fill speakers.		
			Run Speaker cables to new front fill speakers. Calibrate levels.		
			Re-Tune Main Speaker System		
			Tune & Time Align Front Fill Speakers.		

Thank You

4209 Vanowen Place Burbank, CA 91505 Phone: (323) 466-2416 Fax: (323) 460-2676



Customer No.: OAKPARKHIGHS

Quote No.: 1986

Quote To: Oak Park High School

899 N Kanan Rd Oak Park, CA 91377 Ship To: Oak Park High School

ATTN: Russell Peters 899 N Kanan Rd Oak Park, CA 91377

Date	s	hip Via	F.O.B.	Terms		
10/25/17	HSS DE	L/Cust ret	Origin	COD		
Purchase O	rder Number		Sales Person	Customer Phone #		stomer Phone #
			John Conard			
Quan Required Ship	pped B.O.	Item Number	Description	Unit P	rice	Amount

Note: Use Exisiting rack for

wireless system.

Note: Use Existing Rack/Mixe

Desk.

Install Video Equiment for Monitoring Music Conductor See Video List for Gear.

(3) Hour Training on TF &

System Overview.

System Design Time & Site Survey.

 Quote subtotal
 50342.00

 Sales tax @ 9.500%
 3972.62

Quote total 54314.62



LOS ANGELES, CA 90039 US

Phone: (818) 252-7481

Quote (Version 1) No:

CS101088

Date: 11/16/2017

Quote No: CS101088

Description: LIGHTNG PACKAGE FOR OAK PARK PERFORMING ARTS

Deal: OAK PARK HIGH SCHOOL-C22985

RAFAEL GARCIA

rgarcia@4wall.com

PO No: **PENDING** 

Terms: **NET 30 DAYS** Billing Cycle: SINGLE PER.

Issued To

OAK PARK HIGH SCHOOL 899 N. KANAN ROAD OAK PARK, CA 91377 US

Phone No: (818) 735-3342 (818) 707-7970 Fax No: **Quoted For: RUSSELL PETERS** Phone No: (818) 735-3300 Email: rpeters@opusd.org

**Activity Dates** 

Pick: 11/16/2017

Prep:

Load In:

**Estimated Start:** 11/16/2017 **Estimated Stop:** 11/16/2017

Test:

Agent: Email:

> Strike: Pick Up:

**Outgoing (Deliver)** 

Attention:

OAK PARK HIGH SCHOOL 899 N. KANAN ROAD OAK PARK, CA 91377 US

(818) 735-3342 **Required By:** 01/01/2018

# **SALES**

I-Code		Part No.	Description	Qty	Unit	
LIGHITNO	G EQUIF	PMENT				
MISC-I			ETC ION XE 20 CONSOLE, 2,048 OUTPUTS	1	EA	
	Note:	ship with a dust cover, two active numeric keyboard, locking powe cord and one LED Littlelite.	e Display Port to DVI adapters, mouse, externa r	l alpha-		
		#4311A1021-US				
MISC-I			VIEWSONIC TD2210 - LED MONITOR - 22" TOUCHSCREEN	2	EA	
	Note:	#TD2210				
620580			QVS 1M DVI M-M CABLE 1M ULTRA HIGHT PERFOMANCE DVI MALE TO M	2	EA	
ADDITION	NAL FIX	TURES				
MISC-N			SWISSON DMX&RDM OPTO SPLITTER XLR5, 5-WAY	1	EA	
	Note:	#XSR-5B-US				
514601		TMB PRBHC1/2B	PROBURGER 2" ALUM HALF COUPLER BLACK	1	EA	
250130		ETC 7461A1051	SOURCE 4 LED SERIES 2 LUSTR W/SHUTTER BARREL	18	EA	
555821		ETC 7410B7037-A	DPA-A: POWERCON TO EDISON 5'	18	EA	
11/16/201	17 10:17	:55 PM	CS101088			Page 1 of 3



# Quote (Version 1)

No:

CS101088

11/16/2017 Date:

# **SALES**

		<u> </u>		
I-Code	Part No.	Description	Qty	Unit
248610	ETC 7060A2047	426EDLT 26º ENHANCED DEF LENS TUBE	2	EA
248660	ETC 7060A2046	419EDLT 19º ENHANCED DEF LENS TUBE	8	EA
248560	ETC 7060A2048	436EDLT 36° ENHANCED DEF LENS TUBE	8	EA
556710	ETC 7410A1605-0A	SELADOR DESIRE D60 LUSTR+	12	EA
555821	ETC 7410B7037-A	DPA-A: POWERCON TO EDISON 5'	12	EA
555762	ETC 7410K1027	D60 8.75" 45° ROUND FIELD LENS IN FRAME	12	EA
	<b>Note:</b> D60 Medium Round Diffuser in frame, Black			
252250	ETC 7060A2009	400CC: C-CLAMP		EA
254950	39312-30B	SAFETY CABLE 30" BLACK	35	EA
CABLE P	ACKAGE			
163057	TMB ZDP45NS5L	DATAPLEX DMX CABLE 5'	18	EA
163058	TMB ZDP45NS10L	DATAPLEX DMX CABLE 10'	20	EA
163060	TMB ZDP45NS25L	DATAPLEX DMX CABLE 25'	4	EA
163061	TMB ZDP45NS50L	DATAPLEX DMX CABLE 50'		EA
507611	TMB ZSJO123TNAC5L	5 FT. 12/3 SJO NEUTRIK POWERCON CABLE	18	EA
507612	TMB ZSJO123TNAC10L	10 FT. 12/3 SJO NEUTRIK POWERCON CABLE	10	EA
603637	NAC3MM-1	POWERCON NAC3FCA TO NAC3FCB CBL COUPLER	2	EA
243050	ETC 7050A1085	R20AF: DUAL 20A 120V RELAY MODULE	4	EA
SERVICE	S			
462400	NOTE6	FREIGHT ALLOWED	1	EA
	<b>Note:</b> - Prices are ground freight allowed ar shipping will be billed additional.	nd firm for purchase for 60 days. Expedited		
RIGGING				
MISC-I		8' X 8" TORMENTOR PIPE	2	EA
	Note: #8x8TP			
462405		SCOPE OF WORK	1	EA
	Note: 4Wall Scope of Work:			

- Provide all proprietary materials
- System commissioning/programming of ION XE Console
- Owner Training (1Day)
- Hang and Focus of New Theatrical Lighting Fixtures per above BOM.
- Provide and Install (1) 21' FOH Pipe and 2) 8' Tormentors.
- Run DMX Cabling as needed to integrate new Lighting into Existing theatrical system.

By Others, as specified, unless otherwise noted:

- Provide and install all electrical materials (wire, conduit, back boxes, etc.)
- Mount/Install all electrical materials
- Line/High Voltage Terminations (>49v)
- School Electricians to Run 5) New 20amp relay circuits from existing ETC Dimmer (3)

for FOH and one for each Tormentors.

SUB-TOTAL 77,757.23

NOTE:



# Quote (Version 1)

No: CS101088

4.4.4.0.400.4.7

**Date:** 11/16/2017

# **SALES**

I-Code Part No. Description Qty Unit

**Note:** - Quoted price includes rental of man lift/scaffolding as needed. 4Wall to use schools scissor lift as needed.

- Quote price does not include prevailing wages or certified payroll.
- The above work is estimated to require One week of on-site installation.

# **MISCELLANEOUS**

Description	Qty Unit	Unit Rate
4WALL DELIVERY TO SCHOOL	1 EA	350.00
INBOUND FREIGHT	1 EA	250.00

SUB-TOTAL: TAX: 78,357.23

GRAND TOTAL:

6,579.44 84,936.67

Prices quoted are per this Bill of Materials only. Any modifications to this BOM must be re-quoted. It is the customer's responsibility to verify that the Bill of Materials satisfies requirements of the most current plans and specifications.

Cancelled orders may be subject to a cancellation fee of 5% if cancelled prior to submittal drawings or 10% if submittal drawings have been issued. Items quoted may be subject to lead times and/or back-orders.

Prices do not reflect applicable sales tax unless noted above.

This proposal, its contents, and all related documentation generated by 4Wall Entertainment are confidential and shall not be disclosed to third parties.

TO:	BOAF	BOARD OF EDUCATION						
FROM:	DR. A	NTHONY	W. KNIGHT, SU	PERINTENDENT				
DATE:	DECE	<b>DECEMBER 5, 2017</b>						
SUBJECT:	B.4.a.		E ADDITIONAL TE IDENT SCHOOL	EXTBOOK FOR OA	K PARK			
					ACTION			
ISSUE:			Oak Park Independe f its curriculum?	ent School add an add	ditional textbook in			
STATEMEN	VT:	English/L <i>The Inferr</i> reference.	anguage Arts progra no by Dante and a d This book is being	am. The book is <i>The</i> escription is provide	e Curriculum Council,			
ALTERNAT	IVES:	School. 2. Do not	-	additional textbook for an additional tex	at Oak Park Independent ktbook at Oak Park			
RECOMMEN	NDATIO	N: Alterna	ative No. 1					
Prepared by:	Dr. Jay C	Greenlinger,	Director, Curriculum	and Instruction				
				Respectfully	submitted:			
				Anthony W. l Superintender	Knight, Ed.D. nt			
Board Action:	On moti	on of	, second	led by	_, the Board of Education:			
VOTE: Hazelton Helfstein Laifman Rosen Ross Student Rep	AYE	S	NOES	ABSTAIN	ABSENT			

#### Dante's Inferno--translated by Mark Musa

#### Description:

An acclaimed translation of Dante Alighieri's *The Divine Comedy Volume 1: Inferno* that retains all the style, power and meaning of the original

This vigorous translation of Inferno preserves Dante's simple, natural style, and captures the swift movement of the original Italian verse. Mark Musa's blank verse rendition of the poet's journey through the circles of hell recreates for the modern reader the rich meanings that Dante's poem had for his contemporaries. Musa's introduction and commentaries on each of the cantos brilliantly illuminate the text.

For more than seventy years, Penguin has been the leading publisher of classic literature in the English-speaking world. With more than 1,700 titles, Penguin Classics represents a global bookshelf of the best works throughout history and across genres and disciplines. Readers trust the series to provide authoritative texts enhanced by introductions and notes by distinguished scholars and contemporary authors, as well as up-to-date translations by award-winning translators.

#### Reason for use:

In the rewrite of World History and English II for OPIS, we continue to make the attempt to tie the literature to the history. The reading of Dante's Inferno will correspond to the study of the European Renaissance. Dante lived in Florence--which many consider the birthplace of the southern Renaissance--and this work is a critical piece of world literature.

TO:	MEM	EMBERS, BOARD OF EDUCATION					
FROM:	FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT						
DATE: DECEMBER 5, 2017							
SUBJECT:	B.5.a.	APPROVE AMENDMENT TO BOARD POLICY 0400 – COMPREHENSIVE PLANS – First Reading					
ISSUE:			Board of Education app 0 – Comprehensive Plan		ed amendment to Board		
BACKGROU	ND:	accountabi emphasize direction for	cy 0400 is being update lity plan (LCAP) as a co the need for consistency or the district. Board Po- ded changes from CSBA	omprehensive play among the docu licy 0400 is being	an of the district and to uments that set		
ALTERNATI	VES:	Plans. 2. Do not 3. Adopt	we the amendment to Bo amend Board Policy 04 a modified version of the ehensive Plans.	00 – Comprehen	sive Plans.		
RECOMMEN		N: val of Alteri	native #1.				
			Respectfully	submitted,			
			Anthony W. Superintende	Knight, Ed.D.			
Board Action:	On motio	on of	, seconded by		, the Board of Education:		
VOTE: Hazelton Helfstein Laifman Rosen Ross Student Rep.		YES	NOES	ABSTAIN	ABSENT		

Series 0000

Philosophy, Goals, Objectives & Comprehensive Plans

*BP 0400(a)* 

### **Comprehensive Plans**

The Governing Board believes that careful planning is essential to effective implementation of district programs and policies. Comprehensive plans shall identify cohesive strategies for school improvement, and provide stability in district operations, and be aligned to ensure consistency among district approaches for student academic growth and achievement.

Comprehensive The Superintendent or designee shall develop comprehensive plans adopted by for the district shall include the local control implementation of the district's vision and accountability plan (LCAP)goals, on specific policy topics and on other plansareas as required by law or determined by the Board to be in the best interest of the district. Such. As appropriate, comprehensive plans may describe, but not be limited to, anticipated short- and long-term needs, measurable outcomes, priorities, activities, available resources, timelines, staff responsibilities, and strategies for internal and external communications regarding the plan.

```
(cf. 0000 - Vision)
(cf. 0200 - Goals for the School District)
(cf. 0430 - Comprehensive Local Plan for Special Education)
(cf. 0440 - District Technology Plan)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 0460 - Local Control and Accountability Plan)
(cf. 0500 - Accountability)
(cf. 1112 - Media Relations)
(cf. 2140 - Evaluation of the Superintendent)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 3543 - Transportation Safety and Emergencies)
(cf. 4141.6/4241.6 - Concerted Action/Work Stoppage)
(cf. 6171 - Title I Programs)
(cf. 6190 - Evaluation of the Instructional Program)
(cf. 7110 - Facilities Master Plan)
```

Comprehensive plans may be subject to review and approval by the Board.

The process for developing comprehensive plans shall include invite broad participation of school and community representatives. -Committees may, and when required by law shall, be appointed to assist in the development of such plans. District comprehensive plans are subject to review and approval by the Board. Comprehensive plans shall be available to the public and shall be reviewed at regular intervals as specified within the plan.

```
(cf. 0420.5 - School-Based Decision Making)
(cf. 1220 - Citizen Advisory Committees)
(cf. 2230 - Representative and Deliberative Groups)
(cf. 6020 - Parent Involvement)
(cf. 9130 - Board Committees)
```

Series 0000

Philosophy, Goals, Objectives & Comprehensive Plans

*BP 0400(b)* 

In addition, sSchool-level plans may be developed to meet the unique circumstances of individual school sites, provided that they are consistent with law, district vision, Board policies, district administrative regulations, the district vision, the LCAP, and other districtwide plans. School plans shallmay be subject to review and approval of the Superintendent or designee, except when law and/or the Board policy requires Board approval of the plan.

(cf. 0420 - School Plans/Site Councils)

Comprehensive plans shall be available to the public, and shall be reviewed and updated at regular intervals as specified within the plan or required by law.

(cf. 0420.1 School Based Program Coordination)

Legal Reference:

**EDUCATION CODE** 

32280-32289 School safety plans

35035 Powers and duties of the Superintendent

35291 Rules (power of governing board)

39831.3 Transportation safety plan

52060-52077 Local control and accountability plan

56195-56195.10 Comprehensive local plans for special education

56205-56208 Requirements for special education plan

64001 Single school plan for student achievement, consolidated application programs

CODE OF REGULATIONS, TITLE 5

560 Civil defense and disaster preparedness plans

UNITED STATES CODE, TITLE 20

6312 Local educational agency plan

Management Resources:

**CSBA PUBLICATIONS** 

Maximizing School Board Leadership: Vision, 1996

**WEB SITES** 

CSBA: http://www.csba.org

Adopted 12-4-01

Amended 9-17-02, 12-05-17

FROM:	DR. ANTHONY KNIGHT, SUPERINTENDENT										
DATE:	<b>DECEMBER 5, 2017</b>										
SUBJECT:	<b>ADMI</b>	.b. APPROVE AMENDMENT OF BOARD POLICY AND MINISTRATIVE REGULATION 0460 – LOCAL CONTROL AND COUNTABILITY PLAN – First Reading									
ISSUE:								prove the prop ecountability		nendment to	Board
BACKGROUND:		Board Policy and regulation 0460 updated to delete references to 5 CCR 15497.5 (repealed) which formerly contained the LCAP template. The LCAP template continues to be approved by the State Board of Education and is available on the California Department of Education (CDE) web site. Policy also adds a definition of "numerically significant student subgroups" whose needs must be addressed in the LCAP. Regulation also deletes requirement to use the state's Academic Performance Index (API) as a measure of student achievement, as the API has been replaced by a new state accountability system. Board Policy 0460 is being submitted with recommended language from CSBA.									
ALTERNATIVES:		<ol> <li>Approve adoption of Board Policy 0460 – Local Control and Accountability Plan.</li> <li>Do not adopt Board Policy 0460 – Local Control and Accountability Plan.</li> </ol>									
RECOMMEN	Approv		of Alte	rnativ	e #1.						
						Respe	ctfully	submitted,			
						Antho	•	Knight, Ed.D	).		
Board Action: (	n of, s			seconded by			, the	, the Board of Education:			
VOTE: Hazelton Helfstein Laifman Rosen Ross Student Rep.	A`	YES	3	· - · - · -	NO	ES		ABSTAIN	   	ABSENT	

MEMBERS, BOARD OF EDUCATION

TO:

Series 0000

Philosophy, Goals, Objectives & Comprehensive Plans

*BP 0460(a)* 

#### **Local Control and Accountability Plan**

The Governing Board desires to ensure the most effective use of available funding to improve outcomes for all students. A community-based, comprehensive, data-driven planning process shall be used to identify annual goals and specific actions and to facilitate continuous improvement of district practices.

```
(cf. 0000 - Vision)
(cf. 0200 - Goals for the School District)
```

The Board shall adopt a districtwide local control and accountability plan (LCAP), based onfollowing the template adopted by the State Board of Education provided in 5 CCR 15497.5, that addresses the state priorities in Education Code 52060 and any local priorities adopted by the Board. The LCAP shall be updated on or before July 1 of each year and, like the district budget, shall cover the next fiscal year and subsequent two fiscal years. (Education Code 52060, 52064; 5 CCR 15494-15497.5)

```
(cf. 3100 -- Budget)
```

The LCAP shall focus on improving outcomes for all students, particularly those who are "unduplicated students" or are part of any numerically significant student subgroup that is at risk of or isand other underperforming students.

Unduplicated students include students who are eligible for free or reduced-price meals, English learners, and foster youth, as defined in Education Code 42238.01 and are counted only once for purposes of the local control funding formula. (Education Code 42238.02)

```
(cf. 3553 - Free and Reduced Price Meals)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6174 - Education for English <del>Language</del> Learners)
```

Numerically significant student subgroups include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students, when there are at least 30 students in the subgroup or at least 15 foster youth or homeless students, or as otherwise defined by the Superintendent of Public Instruction (SPI). (Education Code 52052)

```
(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education) (cf. 6173 - Education for Homeless Children)
```

Series 0000

Philosophy, Goals, Objectives & Comprehensive Plans

*BP 0460(b)* 

The Superintendent or designee shall review the single plan for student achievement (SPSA) submitted by each district school pursuant to Education Code 64001 to ensure that the specific actions included in the LCAP are consistent with strategies included in the SPSA. (Education Code 52062)

```
(cf. 0420 - School Plans/Site Councils)
```

The LCAP shall also be aligned with other district and school plans to the extent possible in order to minimize duplication of effort and provide clear direction for program implementation.

```
(cf. 0400 - Comprehensive Plans)
(cf. 0440 - District Technology Plan)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 5030 - Student Wellness)
(cf. 6171 - Title I Programs)
(cf. 7110 - Facilities Master Plan)
```

Any complaint that the district has not complied with legal requirements pertaining to the LCAP may be filed pursuant to AR 1312.3 - Uniform Complaint Procedures. (Education Code 52075)

```
(cf. 1312.3 - Uniform Complaint Procedures)
```

#### Plan Development

The Superintendent or designee shall gather data and information needed for effective and meaningful plan development and present it to the Board and community. Such data and information shall include, but not be limited to, data regarding the number of students in student subgroups, disaggregated data on student achievement levels, and information about current programs and expenditures.

The Board shall consult with teachers, principals, administrators, other school personnel, employee bargaining units, parents/guardians, and students in developing the LCAP. Consultation with students shall enable unduplicated students and other numerically significant student subgroups to review and comment on LCAP development and may include surveys of students, student forums, student advisory committees, and/or meetings with student government bodies or other groups representing students. (Education Code 52060; 5 CCR 15495)

```
(cf. 1220 - Citizen Advisory Committees)
(cf. 4140/4240/4340 - Bargaining Units)
(cf. 6020 - Parent Involvement)
```

Series 0000

Philosophy, Goals, Objectives & Comprehensive Plans

BP 0460(c)

# Public Review and Input

The Board shall establish a parent advisory committee to review and comment on the LCAP. The committee shall be composed of a majority of parents/guardians and shall include at least one parent/guardian of an unduplicated student as defined above. (Education Code 52063; 5 CCR 15495)

Whenever district enrollment includes at least 15 percent English learners, with at least 50 students who are English learners, the Board shall establish an English learner parent advisory committee composed of a majority of parents/guardians of English learners. (Education Code 52063; 5 CCR 15495)

The Superintendent or designee shall present the LCAP to the committee(s) before it is submitted to the Board for adoption, and shall respond in writing to comments received from the committee(s). (Education Code 52062)

The Superintendent or designee shall notify members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the LCAP. The notification shall be provided using the most efficient method of notification possible, which may not necessarily include producing printed notices or sending notices by mail. All written notifications related to the LCAP shall be provided in the primary language of parents/guardians when required by Education Code 48985. (Education Code 52062)

(cf. 5145.6 - Parental Notifications)

As part of the parent and community engagement process, the district shall solicit input on effective and appropriate instructional methods, including, but not limited to, establishing language acquisition programs to enable all students, including English learners and native English speakers, to have access to the core academic content standards and to become proficient in English. (Education Code 305-306)

The Board shall hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the LCAP. The public hearing shall be held at the same meeting as the budget hearing required pursuant to Education Code 42127 and AR 3100 - Budget. (Education Code 42127, 52062)

(cf. 9320 - Meetings and Notices)

#### Adoption of the Plan

The Board shall adopt the LCAP prior to adopting the district budget, but at the same public

Series 0000

Philosophy, Goals, Objectives & Comprehensive Plans

*BP 0460(d)* 

meeting. This meeting shall be held after the public hearing described above, but not on the same day as the hearing.

The Board may adopt revisions to the LCAP at any time during the period in which the plan is in effect, provided the Board follows the process to adopt the LCAP pursuant to Education Code 52062 and the revisions are adopted in a public meeting. (Education Code 52062)

# Submission of Plan to County Superintendent of Schools

Not later than five days after adoption of the LCAP, the Board shall file the LCAP with the County Superintendent of Schools. (Education Code 52070)

If the County Superintendent sends, by August 15, a written request for clarification of the contents of the LCAP, the Board shall respond in writing within 15 days of the request. If the County Superintendent then submits recommendations for amendments to the LCAP within 15 days of receiving the Board's response, the Board shall consider those recommendations in a public meeting within 15 days of receiving the recommendations. (Education Code 52070)

### **Monitoring Progress**

The Superintendent or designee shall report to the Board, at least annually in accordance with the timeline and indicators established by him/her and the Board, regarding the district's progress toward attaining each goal identified in the LCAP. Evaluation shall include, but not be limited to, an assessment of district and school performance based on evaluation rubrics adopted by the State Board of Education pursuant to Education Code 52064.5. Evaluation data shall be used to recommend any necessary revisions to the LCAP.

(cf. 0500 - Accountability)

#### Technical Assistance/Intervention

When it is in the best interest of the district, the Board may submit a request to the County Superintendent for technical assistance, including, but not limited to: (Education Code 52071)

- 1. Assistance in the identification of district strengths and weaknesses in regard to state priorities and review of effective, evidence-based programs that apply to the district's goals
- 2. Assistance from an academic expert, team of academic experts, or another district in the county in identifying and implementing effective programs to improve the outcomes for student subgroups

Series 0000

Philosophy, Goals, Objectives & Comprehensive Plans

BP 0460(e)

3. Advice and assistance from the California Collaborative for Educational Excellence established pursuant to Education Code 52074

In the event that the County Superintendent requires the district to receive technical assistance pursuant to Education Code 52071, the Board shall review all recommendations received from the County Superintendent or other advisor and shall consider revisions to the LCAP as appropriate in accordance with the process specified in Education Code 52062.

If the Superintendent of Public Instruction (SPI) identifies the district as needing intervention pursuant to Education Code 52072, the district shall cooperate with any action taken by the SPI or any academic advisor appointed by the SPI, which may include one or more of the following:

- 1. Revision of the district's LCAP
- 2. Revision of the district's budget in accordance with changes in the LCAP
- 3. A determination to stay or rescind any district action that would prevent the district from improving outcomes for all student subgroups, provided that action is not required by a collective bargaining agreement

Legal Reference:

**EDUCATION CODE** 

305-306 English language education

17002 State School Building Lease-Purchase Law, including definition of good repair

33430-33436Learning Communities for School Success Program; grants for LCAP implementation

41020 Audits

42127 Public hearing on budget adoption

42238.01-42238.07 Local control funding formula

44258.9 County superintendent review of teacher assignment

48985 Parental notices in languages other than English

51210 Course of study for grades 1-6

51220 Course of study for grades 7-12

52052 Academic Performance Index; nNumerically significant student subgroups

52060-52077 Local control and accountability plan

52302 Regional occupational centers and programs

52372.5 Linked learning pilot program

54692 Partnership academies

60119 Sufficiency of textbooks and instructional materials; hearing and resolution

60605.8 California Assessment of Academic Achievement; Academic Content Standards Commission

60811.3 Assessment of language development

64001 Single plan for student achievement

99300-99301 Early Assessment Program

CODE OF REGULATIONS, TITLE 5

15494-15497 .5 Local control and accountability plan and spending requirements

Series 0000 Philosophy, Goals, Objectives & Comprehensive Plans

BP 0460(f)

UNITED STATES CODE, TITLE 20 6312 Local educational agency plan 6826 Title III funds, local plans

Management Resources:

CSBA PUBLICATIONS

Promising Practices for Developing and Implementing LCAPs, Governance Brief, November 2016

LCFF Rubrics, Issue 1: What Boards Need to Know About the New Rubrics, Governance Brief, rev. October 2016 CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

California School Dashboard

Every Student Succeeds Act Update #6, January 18, 2017

LCFF Frequently Asked Questions

Local Control and Accountability Plan and Annual Update (LCAP) Template

Family Engagement Framework: A Tool for California School Districts, 2014

California Career Technical Education Model Curriculum Standards, 2013

California Common Core State Standards: English Language Arts and Literacy in History/Social Studies, Science,

and Technical Subjects, rev. 2013

California Common Core State Standards: Mathematics, rev. 2013

California English Language Development Standards, 2012

**WEB SITES** 

CSBA: http://www.csba.org

California Department of Education: http://www.cde.ca.gov California School Dashboard: http://www.caschooldashboard.org

Adopted: 6-17-14

Amended: 6-16-15, 4-18-17, 12-05-17

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 0000

Philosophy, Goals, Objectives & Comprehensive Plans

 $AR \ 0460(a)$ 

# Local Control and Accountability Plan

#### Goals and Actions Addressing State and Local Priorities

The district's local control and accountability plan (LCAP) shall include, for the district and each district school:(Education Code 52060)

- 1. A description of the annual goals established for all students and for each numerically significant subgroup as defined in Education Code 52052, including ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students. The LCAP shall identify goals for each of the following state priorities:
- a. The degree to which district teachers are appropriately assigned in accordance with Education Code 44258.9 and fully credentialed in the subject areas and for the students they are teaching; every district student has sufficient access to standards-aligned instructional materials as determined pursuant to Education Code 60119; and school facilities are maintained in good repair as specified in Education Code 17002

```
(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 3517 - Facilities Inspection)
(cf. 4112.2 - Certification)
(cf. 4113 - Assignment)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)
```

b. Implementation of the academic content and performance standards adopted by the State Board of Education (SBE), including how the programs and services will enable English learners to access the Common Core State Standards and the English language development standards for purposes of gaining academic content knowledge and English language proficiency

```
(cf. 6011 - Academic Standards)
(cf. 6174 - Education for English <del>Language</del> Learners)
```

c. Parent/guardian involvement, including efforts the district makes to seek parent/guardian input in district and school site decision making and how the district will promote parent/guardian participation in programs for unduplicated students, as defined in Education Code 42238.02 and Board policy, and students with disabilities

```
(cf. 3553 - Free and Reduced Price Meals)
(cf. 6020 - Parent Involvement)
(cf. 6173.1 - Education for Foster Youth)
```

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 0000

Philosophy, Goals, Objectives & Comprehensive Plans

AR 0460(b)

- d. Student achievement, as measured by all of the following as applicable:
  - (1) Statewide assessments of student achievement
  - (2) Academic Performance Index
- (2) The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study that satisfy specified requirements and align with SBE-approved career technical education standards and frameworks, including, but not limited to, those described in Education Code 52302, 52372.5, or 54692
- (3)(4) The percentage of English learners who make progress toward English proficiency as measured by the SBE-certified assessment of English proficiency
  - (4)(5) The English learner reclassification rate
- (5)(6) The percentage of students who have passed an Advanced Placement examination with a score of 3 or higher
- (6)(7) The percentage of students who participate in and demonstrate college preparedness in the Early Assessment Program pursuant to Education Code 99300-99301

```
(cf. 0500 - Accountability)
(cf. 6141.5 - Advanced Placement)
(cf. 6162.5 - Student Assessment)
(cf. 6162.51 - State Academic Achievement Tests)
(cf. 6178 - Career Technical Education)
```

e. Student engagement, as measured by school attendance rates, chronic absenteeism rates, middle school dropout rates, high school dropout rates, and high school graduation rates, as applicable

```
(cf. 6146.1 - High School Graduation Requirements)
(cf. 5113.1 - Chronic Absence and Truancy)
(cf. 5147 - Dropout Prevention)
(cf. 6146.1 - High School Graduation Requirements)
```

f. -School climate, as measured by student suspension and expulsion rates and other local measures, including surveys of students, parents/guardians, and teachers on the sense of safety and school connectedness, as applicable

```
(cf. 5137 - Positive School Climate)
(cf. 5144 - Discipline)
```

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 0000

Philosophy, Goals, Objectives & Comprehensive Plans

 $AR \ 0460(c)$ 

(cf. 5144.1 - Suspension and Expulsion/Due Process) (cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

g. The extent to which students have access to and are enrolled in a broad course of study that includes all of the subject areas described in Education Code 51210 and 51220, as applicable, including the programs and services developed and provided to unduplicated students and students with disabilities, and the programs and services that are provided to benefit these students as a result of supplemental and concentration grant funding pursuant to Education Code 42238.02 and 42238.03

(cf. 6143 - Courses of Study) (cf. 6159 — Individualized Education Program)

- h. Student outcomes, if available, in the subject areas described in Education Code 51210 and 51220, as applicable
- 2. Any goals identified for any local priorities established by the Board.

(cf. 0200 - Goals for the School District)

3. A description of the specific actions the district will take during each year of the LCAP to achieve the identified goals, including the enumeration of any specific actions necessary for that year to correct any deficiencies in regard to the state and local priorities specified in items #1-2 above. Such actions shall not supersede provisions of existing collective bargaining agreements within the district.

For purposes of the descriptions required by items #1-3 above, the Board may consider qualitative information, including, but not limited to, findings that result from any school quality reviews conducted pursuant to Education Code 52052 or any other reviews. (Education Code 52060)

For any local priorities addressed in the LCAP, the Board and Superintendent or designee shall identify and include in the LCAP the method for measuring the district's progress toward achieving those goals. (Education Code 52060)

To the extent practicable, data reported in the LCAP shall be reported in a manner consistent with how information is reported on a school accountability report card. (Education Code 52060)

(cf. 0510 - School Accountability Report Card)

Increase or Improvement in Services for Unduplicated Students

## OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 0000

Philosophy, Goals, Objectives & Comprehensive Plans

AR 0460(d)

The LCAP shall demonstrate how the district will increase or improve services for unduplicated students at least in proportion to the increase in funds apportioned on the basis of the number and of concentration of unduplicated students. (5 CCR 15494-15496)

When the district expends supplemental and/or concentration grant funds on a districtwide or schoolwide basis during the year for which the LCAP is adopted, the district'2s LCAP shall: (5 CCR 15496)

- 1. Identify those services that are being funded and provided on a districtwide or schoolwide basis
- 2. Describe how services are principally directed towards, and are effective in-effect, meeting the district's goals for unduplicated students in the state priority areas and any local priority areas
- 3. If the enrollment of unduplicated students is less than 55 percent of district enrollment or less than 40 percent of student enrollment, describe how these services are the most effective use of the funds to meet the district's goals for it's unduplicated students in the state priority areas and any local priority areas. The description shall provide the basis for this determination, including, but not limited to, any alternatives considered and any supporting research, experiences, or educational theory. (5 CCR 15496)

## **Annual Updates**

On or before July 1 of each year, the LCAP shall be updated using the template adopted by the SBEin 5 CCR 15497.5 and shall include all of the following: (Education Code 52061)

- 1. A review of any changes in the applicability of the goals described in the existing LCAP pursuant to the section "Goals and Actions Addressing State and Local Priorities" above
- 2. A review of the progress toward the goals included in the existing LCAP, an assessment of the effectiveness of the specific actions described in the existing LCAP toward achieving the goals, and a description of changes to the specific actions the district will make as a result of the review and assessment
- 3. A listing and description of the expenditures for the fiscal year implementing the specific actions included in the LCAP and the changes to the specific actions made as a result of the reviews and assessment required by items #1-2 above
- 4. A listing and description of expenditures for the fiscal year that will serve unduplicated

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 0000

Philosophy, Goals, Objectives & Comprehensive Plans

AR 0460(e)

students and students redesignated as fluent English proficient

# Availability of the Plan

The Superintendent or designee shall post the LCAP and any updates or revisions to the LCAP on the district's web site. (Education Code 52065)

(cf. 1113 - District and School Web Sites)

Adopted: 10-13

Amended: 6-16-15, 12-05-17

FROM:	DR. A	NTHONY	KNIGHT, SUPERIN	ΓENDENT	
DATE:	DECE	EMBER 5,	2017		
SUBJECT:	B.5.c.		/E AMENDMENT TO NTABILITY – First Re		CY 0500 –
ISSUE:			e Board of Education ap 00 - Accountability?	prove the propos	sed amendment to Board
BACKGROU	ND:	system (thand local need of in	licy 0500 is being update he California School Das indicators to assist distri mprovement in each prior licy 0500 is being submi	shboard), which octs in identifying rity area addressority	consists of both state g strengths and areas in ed by the LCAP.
ALTERNATI	VES:	<ol> <li>Do no</li> <li>Adopt</li> </ol>	ove the amendment to Boot amend Board Policy 05 t a modified version of thuntability.	500 - Accountabi	ility.
RECOMMEN			rnative #1.		
			Respectfully	submitted,	
			Anthony W. Superintendo	Knight, Ed.D.	
Board Action:	On motio	on of	, seconded by _		_, the Board of Education:
VOTE: Hazelton Helfstein Laifman Rosen Ross Student Rep.	A	AYES	NOES	ABSTAIN	ABSENT

TO:

Series 0000 Philosophy, Goals, Objectives & Comprehensive Plans

BP 0500(a)

## **Accountability**

The Governing Board recognizes itsthe responsibility to ensure accountability to the public for the performance of the district and each district schools. The Board shall regularly review the effectiveness of the district's programs, personnel, and fiscal operations, with a focus on the capacity to improve district's effectiveness in improving student achievement. -The Board shall establish appropriate processes and measures to monitor results and to evaluate progress toward accomplishing the district's vision and goals set forth in the local control and accountability plan (LCAP).

```
(cf. 0000 - Vision)
(cf. 0200 - Goals for the School District)
(cf. 0460 - Local Control and Accountability Plan)
(cf. 2140 — Evaluation of the Superintendent)
(cf. 3460 — Financial Accountability and Reports and Accountability)
(cf. 4115 - Evaluation/Supervision)
(cf. 4215 — Evaluation/Supervision)
(cf. 4315 — Evaluation/Supervision)
(cf. 6011 - Academic Standards)
(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6190 - Evaluation of the Instructional Program)
(cf. 9400 - Board Self-Evaluation)
```

District and school performance shall be annually evaluated based on multiple measures specified in the California Accountability and Continuous Improvement System as reported on the California School Dashboard.

Indicators of district progress in improving student achievement shall include, but are not limited to, the state Academic Performance Index (API) and the measures of "adequate yearly progress" (AYP) required under the federal accountability system.

```
(cf. 6162.5 - Student Assessment)
(cf. 6162.51 - State Academic Achievement Tests—Standardized Testing and Reporting Program)
(cf. 6162.52 — High School Exit Examination)
```

The district's Aalternative schools serving high-risk student populations, including continuation high schools, opportunity schools, and community day schools, and nonpublic, nonsectarian schools pursuant to Education Code 56366, shall be subject to an alternative accountability system established by the Superintendent of Public Instruction. (Education Code 52052, 56366)

```
(cf. 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education)
(cf. 6184 - Continuation Education)
(cf. 6185 - Community Day School)
```

Series 0000

Philosophy, Goals, Objectives & Comprehensive Plans

BP 0500(b)

The district and each district school shall demonstrate comparable improvement in academic achievement, as measured by the API, for all numerically significant student subgroups. Numerically significant subgroups include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, and foster youth, and homeless students, when the subgroup consists of at least 30 students with a valid test score or 15 foster youth or homeless students. (Education Code 52052)

The Superintendent shall provide regular reports to the Board and the public regarding district and school performance. -Opportunities for feedback from students, parents/guardians, staff, and community members shall be made available as part of any review and evaluation of district programs and operations and as part of the development or annual update of the local control and accountability plan (LCAP).

```
(cf. 0460 – Local Control and Accountability Plan)
(cf. 0510 - School Accountability Report Card)
(cf. 1100 - Communication with the Public)
(cf. (cf. 1112 - Media Relations)
(cf. 1113 - District and School Web Sites)
(cf. 1220 - Citizen Advisory Committees)
(cf. 6020 - Parent Involvement)
```

Evaluation results may be used as a basis for revising district or school goals, updating the LCAP or other comprehensive plans, identifying and developing strategies to address disparities in achievement among student subgroups, implementing programmatic changes, determining the need for additional support ander assistance, awarding incentives or rewards, and establishing other performance-based consequences.

```
(cf. 0400 - Comprehensive Plans)
(cf. 0420 - School Plans/Site Councils)
(cf. 4141/4241 - Collective Bargaining Agreement)
Legal Reference:
EDUCATION CODE
33127-33129 -Standards and criteria for fiscal accountability
33400-33407 California Department of Education-CDE evaluation of district programs
44660-44665 -Evaluation of certificated employees
51041 -Evaluation of the educational program
52052-52052.1 Public school performance accountability program Academic Performance Index
52055.57 52055.59 Districts identified or at risk of identification for program improvement
52060-52077 Local control and accountability plan
56366 Nonpublic, nonsectarian schools
60640-60649 California Assessment of Student Performance and Progress
CODE OF REGULATIONS, TITLE 5
1068-1074 Alternative schools accountability model, assessments
```

Series 0000 Philosophy, Goals, Objectives & Comprehensive Plans

BP 0500(c)

15440-154643 Standards and criteria for fiscal accountability

UNITED STATES CODE, TITLE 20

6311 Accountability, state planadequate yearly progress

6312 Local educational agency plan

6316 School and district improvement

CODE OF FEDERAL REGULATIONS, TITLE 34

200.1213-200.24 State accountability system20 Adequate yearly progress

200.30-200.48 State and LEA report cards and plans 53 Program Improvement

Management Resources:

**CSBA PUBLICATIONS** 

Maximizing School Board Governance

**WEB SITES** 

CSBA: http://www.csba.org

California Department of Education CDE, Accountability: http://www.cde.ca.gov/ta/ac

California School Dashboard: http://www.caschooldashboard.org

U.S. Department of Education: http://www.nelb.ed.gov

Adopted: 12-4-01

Amended: 9-17-02, 5-16-06, 6-17-14, 12-05-17

FROM:	DR. A	NTHONY	KNIGHT, SUPERIN	TENDENT	
DATE:	DECE	EMBER 5,	2017		
SUBJECT:	B.5.d.		VE AMENDMENT OI DRED TRIPS - First R		CY 6153 – SCHOOL-
ISSUE:			ne Board of Education ap 53 – School-Sponsored		sed amendment to Board
BACKGROU	J <b>ND:</b>	eliminate expenses state, to the	licy 6153 updated to ref s the prohibition against of students participating he District of Columbia eing submitted with reco	t the use of district g in field trips or , or to a foreign c	et funds to pay for the excursions to another ountry. Board Policy
ALTERNAT	IVES:	Trips 2. Do no	ove the amendment of E and Excursions. of approve the amendme sored Trips and Excursion	ent Board Policy	•
RECOMME			ernative #1.		
			Respectfull	y submitted,	
			Anthony W Superintend	. Knight, Ed.D. lent	
Board Action:	On motio	on of	, seconded by		_, the Board of Education:
VOTE: Hazelton Helfstein Laifman Rosen Ross Student Rep.		AYES	NOES	ABSTAIN	ABSENT

TO:

Series 6000 Instruction BP 6153(a)

## School-Sponsored Trips and Excursions

The Governing Board recognizes that fieldschool-sponsored trips are an important components of a student's development and supplement and enrich the classroom learning experience, lead to increased student achievement, and foster student engagement. The Board encourages fieldexperiences. School sponsored trips to reinforce and increase learning opportunities and to enhance district programs.

```
(cf. 0460 - Local Control and Accountability Plan)
```

Field trips shallmay be conducted in connection with the district's course of study or school-related social, educational, cultural, athletic, school band activities, or other extracurricular or cocurricular activities. A field trip to a foreign country may be permitted to familiarize students with the language, history, geography, natural science, and other studients relative to the district's course of study. (Education Code 35330)

```
(cf. 6143 — Courses of Study)
(cf. 6145 — Extracurricular and Cocurricular Activities)
(cf. 6145.2 — Athletic Competition)
```

Requests for fieldschool-sponsored trips involving out-of-state, out-of-country, or overnight travel, or trips greater than 200 miles shall be submitted to the Superintendent or designee. The Superintendent or designee shall review the request and make a recommendation to the Board as to whether the request should be approved by the Board. All other fieldschool-sponsored trips shall be approved in advance by the principal.

```
(cf. 3312.2 - Educational Travel Program Contracts)
```

The principal shall establish a process for approving a staff member's request to conduct a fieldschool-sponsored trip. WThen planning trips, staff shall consider student safety, objectives of instruction, the most effective use of instructional time, the distance from school, district and student expense, and transportation and supervision requirements. Principals may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.

```
(cf. 3530 — Risk Management/Insurance)
(cf. 3541.1 — Transportation for School-Related Trips)
(cf. 5142 — Safety)
(cf. 5143 — Insurance)
(cf. 5144 — Discipline)
(cf. 5144.1 — Suspension and Expulsion/Due Process)
```

No field trip shall be authorized if any student would be excluded from participation because of a

Series 6000 Instruction BP 6153(b)

lack of sufficient funds. The Superintendent or designee shall coordinate with community groups to supply funds for students in need. (Education Code 35330)

(cf. 1230 - School-Connected Organizations)

(cf. 1321 - Solicitation of Funds from and by Students)

(cf. 1700 - Relations Between Private Industry and the Schools)

The Board may approve the use of district District funds forshall not be used to pay student expenses for in-state, out-of-state, or out-of-country field trips or excursions when permitted by law. In addition, . However, expenses of instructors, chaperones, and other personnel participating in such trips, as well as incidental expenses for the use of district equipment during the trip, may be paid from district funds. (Education Code 35330)

#### Legal Reference:

**EDUCATION CODE** 

8760 Authorization of outdoor science and conservation programs

32040-32044 First Duty to equip school with first aid equipment: field tripskit

35330 Excursions and field trips

35331 Provision for medical or hospital service for pupils (on field trips)

35332 Transportation by chartered airline

35350 Transportation of students

448085 Liability when pupils not on school property

48908 Duties of pupils; authority of teachers

BUSINESS AND PROFESSIONS CODE

#### 17540 Travel promoters

17550-17550.9 Sellers of travel

17552-17556.5 Educational travel organizations

### Management Resources:

**WEB SITES** 

American Red Cross: http://www.redcross.org

California Association of Directors of Activities: http://www.cada1.org

U.S. Department of Homeland Security: http://www.dhs.gov

Adopted 4-26-78

Amended 8-21-87; 11-21-00; 9-17-02, 11-14-06, 12-05-17

FROM: SARA AHL, PRINCIPAL, BROOKSIDE ELEMENTARY SCHOOL

DATE: DECEMBER 5, 2017

SUBJECT: X.1. MONTHLY BOARD REPORT

**INFORMATION** 

### **SCHOOL EVENTS:**

Professional Development: Teachers in grades DK - 2 had three wonderful days of learning with Shanna Schwartz, senior lead staff developer from Columbia

University's Teachers College Reading and Writing Project (TCRWP) on November 15, 16, and 17. Shanna worked each day with each grade level to improve instruction of Reading Workshop in their continued implementation of the program. The time they had together as teams and with the incredibly knowledgeable and talented staff developer was invaluable. We now look forward to an additional two-day visit from Shanna later in the school year. In the meanwhile, we will be welcoming TCRWP staff developer, Anna Sheehan, who will be working with our 3rd-5th grade teachers in December.





Veterans Day Assembly: We were thrilled to have the largest turnout ever of Veterans at our annual assembly. Fifth-grade students did a wonderful job honoring these men and women, who have served our country throughout the years, through their songs and poems. Among the veterans that we welcomed this year to this very special presentation were fathers, grandfathers, and even Brookside neighbors. Following the assembly, student council members joined the special guests to hear their stories and ask questions. Our community loves this very special Brookside tradition









## **SCHOOL SITE COUNCIL:**

Our School Site Council met on Tuesday, November 13. Agenda items included: reading workshop implementation and Measure S.

## **CALENDAR HIGHLIGHTS:**

Nov. 29 - Dec. 1 Scholastic Book Fair

December 1 Evening Family Book Fair Event with Special Guest Drew Daywalt

December 11 Chorus Concert 6:30pm

December 13 Brookside Night at the Westlake Promenade / Barnes & Noble

Respectfully Submitted,

Anthony W. Knight, E.d.D.

Superintendent

FROM: ERIK J. WARREN, PRINCIPAL, OAK HILLS ELEMENTARY SCHOOL

DATE: DECEMBER 5, 2017

SUBJECT: X.2. MONTHLY BOARD REPORT

**INFORMATION** 

### **Thanksgiving Celebrations**

Thanksgiving is one of the great family celebrations of the year. Our Oak Hills family enjoyed a great Thanksgiving last week, including several traditional and entertaining Thanksgiving performances. We owe a special thank you to a great many parent volunteers who helped with various Thanksgiving celebrations across the different grade levels.

#### Oak Hills First Annual Pot Luck and Give Back Dinner

The Oak Hills school community gathered together on the evening of November 15<sup>th</sup> to complete a number of community service activities and enjoy a multicultural pot-luck dinner. Students sorted canned food collected for food-insecure families, created artwork and cards for children at Casa Pacifica, and build our own Thankful Tree. There was a huge spread of lovingly prepared food reflecting the many diverse nationalities and cultures that make up our school community. The event was a huge success with well over one hundred people participating.

### **Attendance Award Received by Student Council**

The Oak Hills Student Council was excited to receive a \$500 award for achieving a 97% attendance rate for the month of October. The students are engaged in discussions about how to spend these funds. Ideas have included various pieces of equipment for the playground, or possibly saving up some of the money to hopefully combine it with future attendance awards. The elected Homeroom Representatives will be discussing this with their constituents to encourage regular attendance.

Respectfully Submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

DATE: DECEMBER 5, 2017

SUBJECT: X.3. MONTHLY BOARD REPORT

**INFORMATION** 

## Kindergarten Pumpkin Patch

On October 24, our three kindergarten classes celebrated the Halloween season with activities involving pumpkins. Each child was able to select a small pumpkin to take home with them. Before that the children compared and contrasted them. In the MPR the class made and decorated placements while eating pumpkin pie. The students listened to a narrative about how a pumpkin grows, develops and is harvested. A parent volunteer dressed as a farmer provided the information and slide show.

## **Parent-Teacher Conferences**

Conferences for all students were held for six days starting on October 27 and ending on November 3. These conferences were held to review the first trimester report card. In grades 3, 4 and 5 the students were involved in the conferences with their parents and had prepared a number of goals to work toward for the next trimester.

Anthony W. Knight, Ed.D.
Superintendent

FROM: BRAD BENIOFF, PRINCIPAL, MEDEA CREEK MIDDLE SCHOOL

DATE: DECEMBER 5, 2017

SUBJECT: X.4. MONTHLY SCHOOL REPORT

**INFORMATION** 

Where Everyone Belongs (W.E.B.): WEB continues to host activities that have 8<sup>th</sup> grade 'mentors' connect with 6<sup>th</sup> graders on campus—all with the goal of fostering fun and a sense of connectedness and community at MCMS.

Exceptional Panther Awards (Nov. 8) 7:45 a.m.: A new tradition is launched at MCMS. This is a monthly recognition event designed to recognize students who have distinguished themselves or who have gone above and beyond. Faculty/staff nominate students. The first group of students being recognized is the 7<sup>th</sup> and 8<sup>th</sup> graders who accepted the Medea Design Challenge, working over summer vacation to redesign learning spaces in the 21<sup>st</sup> century.

<u>Santa Comes To Agoura the Week of November 13th:</u> MCMS participates by gathering oatmeal and food bars for the locally needy.

Outdoor Education for 6<sup>th</sup> grade November 29-December 1: Pali Institute in Running Springs hosts another year of outstanding leadership and environmental educational opportunities of our 6<sup>th</sup> graders. With a little luck, they may also get a dusting of snow!

Respectfully Submitted,	
Anthony W. Knight, Ed.D.	
Superintendent	

FROM: KEVIN BUCHANAN, PRINCIPAL, OAK PARK HIGH SCHOOL

DATE: DECEMBER 5, 2017

SUBJECT: X.5. MONTHLY BOARD REPORT

**INFORMATION** 

#### **Fall Athletics**

In girl's XC, Sylvia Cruz-Albrecht was crowned CIF Champion in the Division 3 Finals, in a time of 17:33 and Sarah Shulze finished 2nd, at 17:39. According to our coaches, they both finished 20-30 seconds ahead of the closest competition. The team finished overall 3rd in the CIF finals and 8<sup>th</sup> at the State. This was a big improvement from last



year when they finished 18<sup>th</sup> at State. Our Boy's XC team did not qualify for State, as they finished 14<sup>th</sup> in CIF. Winter sports are all off and running with boys and girls basketball in pre-season games under coaches Aaron Shaw and Doris Park. Boys and girls soccer are also in pre-season under the capable guidance of Coaches Kevin McCarthy and Mark Zeolla.

#### **International Thespians Club**

OPHS Thespians will be competing in the Chapman University Shakespeare Festival and begin preparations this coming month. The students will be presenting in the male and female monologue, the ensemble performance, and the set and costume design competitions.

#### **Awards Banquets**

November has been a month of celebratory banquets for athletics and performing arts, including Marching Band, Cross Country, and Girls Volleyball. Many of our student athletes and performers were recognized and received awards.

#### **OPHS Band and Choir Holiday Concert**

The OPHS Choir, Concert Band, and Jazz Band will be holding their Winter Concerts during the week of December 5<sup>th</sup> – 8<sup>th</sup>.

# **College** Applications

Senior students and their counselors have been very busy meeting the November 30 application deadline and more and more students are applying early action and early decision. From the number of requests for letters of recommendations, it appears that we are seeing more 4-year university applications than in previous years. College visits are in full swing and are well attended. Sophomore college counseling is in the Pavilion on December 13<sup>th</sup>.



# Awareness Week - GR (ATTITUDE)

Advanced Peer Counselors under the guidance of Janet Svoboda and Julie Ross are preparing this year's activities for the week of December 4-8. Activities include classroom visits, an assembly, an art and writing contest, and a slam poetry evening all related to the theme of GRATITUDE



A de W. W. H. ELD	Respectfully Submitted:	
A d. W.W. 1, E1D		
	Anthony W. Knight, Ed.D.	
Superintendent		

FROM: STEWART MCGUGAN, DIRECTOR OF ALTERNATIVE EDUCATION

DATE: DECEMBER 5, 2017

SUBJECT: X.6. MONTHLY BOARD REPORT

**INFORMATION** 



#### **TURKEY WALK**

We held our annual Turkey Walk. At this annual event, teachers, students, and staff walked to the Oak Canyon Park duck pond and discussed with each other things for which they are all thankful in their lives. It started off pretty slowly, with students a little timid to speak. Eventually, most of the students came forward and really got involved and expressed their true feelings. We ended the day with all students, staff and parents eating lunch in the quad with all OPIS/OVHS staff members and district office. This truly was our best year ever! All students contributed and there was plenty of tears to go around. This is one of the most valuable traditions we have!

#### OXNARD FIRE ACADEMY FIELD TRIP

Several of our students, from the EMR (VC Innovates) class, led by KC Kelem, visited the Oxnard Fire Academy. This was an amazing field trip that allowed students to see several occupations that related to the safety profession. Students came back very impressed and wanting more information about this field. These extra field trips, through the VCI classes, have been a real hit for our staff, students and counseling department.



#### MEDIEVAL TIMES FIELD TRIP

All OPIS students were able to attend the Medieval Times field trip. Chivalry, rivalry, and revelry was on display at this 11th century replica castle. They were able to witness equestrian skills and medieval pageantry as knights from six orders compete for superiority with events such as the ring pierce, flag toss, and javelin throw. Students and staff cheered the Knights of the Realm in authentic jousting matches and dangerous sword fights. In addition, they enjoyed a 4-course lunch. Some students even signed autographs for other students from different schools.



Respectfully Submitted:

Anthony W. Knight Ed.D. Superintendent

FROM: KIM GREGORCHUK, DIRECTOR, OAK PARK NEIGHBORHOOD SCHOOL

DATE: DECEMBER 5, 2017

SUBJECT: X.7. MONTHLY BOARD REPORT

#### **INFORMATION**

October and November have been busy months. The children have been adjusting to the school routine and are beginning to branch out into unfamiliar territory. The children who are in their first year at the preschool are eagerly asking to visit the atelier and, on Community Day, looking forward to working in the other classroom. They are looking proud of themselves when they walk to and from the atelier with their friends, opening the heavy doors all by themselves. The children who attended OPNS last year, are starting to take greater risks in the classroom and outside. Unit blocks make the abstract concrete and as the children become more familiar with the sizes and shapes of the blocks, their buildings become more complex and unique. They begin to see that two right triangles can become one square, or four right triangles can become a rectangle. Research has shown that the benefits of unit block play is not seen until seventh grade. Outside, the children are engaging in riskier play: They are balancing on the tree stumps, speeding down the hill and around the bend on the "fast bikes" and climbing the monkey bars with abandon. One of our many goals at OPNS is to provide reasonable risk, not hazards, for the children. Here are 5 benefits of reasonable risk taking: 1) practice of independent thinking and self-reflection, 2) improving strength and safety awareness, 3) social skills development, 4) confidence building, and 5) avoidance of dangerous risky behaviors.<sup>2</sup>





At the end of October, we began our storytime with Miss Rose. Rose Galvez, the Oak Park Children's Librarian comes over on the third Tuesday of the month to read and sing with the children. This gives the Tuesday/Thursday children a taste of Community Day because all of the children gather in Room 17 for stories. We really enjoy hearing Miss Rose read, tell flannel stories, and sing songs with the children.

As always, please feel free to come by anytime to see our program.

Respectfully Submitted: Anthony W. Knight, Ed.D. Superintendent

<sup>&</sup>lt;sup>1</sup> Block Play Performance Among Preschoolers As a Predictor of Later School Achievement in Mathematics Charles H. Wolfgang, Laura L. Stannard & Ithel Jones <u>Journal of Research in Childhood</u> Education Vol. 15, Iss. 2,2001

Balanced and Barefoot, Angela J. Hanscom, 2016