#### OAK PARK UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION AGENDA #956

DATE: February 20, 2018

- PLACE: **Oak Park High School Presentation Room G-9** 899 N. Kanan Road, Oak Park, CA 91377
- TIME: **5:00 p.m. Closed Session G9 6:00 p.m. Open Session – G9**

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

## **BOARD OF EDUCATION**

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



Educating Compassionate and Creative Global Citizens

## **ADMINISTRATION**

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

> COPY OF ENTIRE AGENDA ON WEB SITE www.opusd.org

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 REGULA   | R MEETING                 |
|---|---------------------------|
| Tuesday, Marc   | ch 20, 2018               |
| Closed Session at 5:00 p.m.                             | Open Session at 6:00 p.m. |
| Oak Park High School, Pi                                | resentation Room, G9      |
| AGENDA IS POSTED AT THE FOLLOV<br>District Office, 5801 |                           |
| Brookside Elementary School                             |                           |
| Oak Hills Elementary Scho                               |                           |
| Red Oak Elementary Scho                                 |                           |
| Medea Creek Middle Schoo                                | l, 1002 Double Tree Rd    |
| Oak Park High School,                                   | , 899 N. Kanan Rd.        |
| Oak View High School, 5                                 | 5701 East Conifer St      |
| Oak Park Library, 8                                     | 99 N. Kanan Rd.           |
| Internet Home Page: <u>ht</u> t                         | tp://www.opusd.org/       |

## OAK PARK UNIFIED SCHOOL DISTRICT AGENDA – REGULAR BOARD MEETING #956 February 20, 2018

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

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

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

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

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

- A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
- **B. PUBLIC EMPLOYEE EMPLOYMENT:** Walk on Coaches Baseball, Substitute Custodians, Guest Teachers, Interim Elementary Principal
- C. CONFERENCE WITH LEGAL COUNSEL PENDING LITIGATION: Student v. Oak Park Unified School District Government Code sections 54956.9(a) & (d)(1)

## **D. CONFERENCE WITH LABOR NEGOTIATORS:**

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

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

- A. ROLL CALL
- **B. FLAG SALUTE**
- C. REPORT OF CLOSED SESSION ACTIONS TAKEN
- **D. ADOPTION OF AGENDA**
- V. PUBLIC SPEAKERS: SPEAKERS ON AGENDA AND NON-AGENDA ITEMS

#### VI. OPEN COMMUNICATIONS/PRESENTATIONS A. BOARD REPORTS/DISCUSSION/COMMUNICATIONS

1. Presentation to Oak Park High School Student Carol Sun – Regeneron Science Talent Search Semi Finalist

- 2. Presentation to Oak Park High School Student Anish Natarajan Los Angeles/Irvine Brain Bee Winner
- 3. Presentation to Oak Park High School Students Ava Farriday and Katherine Gaspar Organizers of the Oak Park High School Thomas Fire Collection Drive
- 4. Remarks from Board Members
- 5. Remarks from Student Board Member
- 6. Remarks from Superintendent
- 7. Report from School Site Councils
- 8. Report from Oak Park Education Foundation
- 9. Report on the Solar Installation Energy Savings

## **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. <u>Approve Minutes of Regular Board Meeting January 16, 2018 and Special Board</u> <u>Meeting February 7, 2018</u>
- b. Public Employee/Employment Changes 01CL23684-01CL23695 & 01CE08560-01CE08640
- c. <u>Approve Purchase Orders January 1-31, 2018</u> Board Policy 3300 requires Board approval of Purchase Orders
- d. <u>Approve Overnight Trip for Oak Park High School Journalism/Yearbook Students</u> to Attend JEA/NSPA Spring National Journalism Convention – April 11-15, 2018, <u>San Francisco, CA</u>

Board Policy 6153 requires Board approval for student overnight trips

e. <u>Approve the Disposal of Obsolete or Surplus Instructional Materials, Books, and/or</u> <u>Library Books</u>

Board approval is required to dispose of obsolete or surplus instructional materials

- f. <u>Approve Notice of Completion, Project 17-338</u>, <u>Districtwide Security Cameras for</u> <u>Campus Safety and Security</u> *Per provisions of Education Code 17315*, *Board approval is required for Notice of Completion*
- g. <u>Approve Notice of Completion, Measure R Project 17-46R, Structural Improvements at Oak Park Neighborhood School</u>
- Per provisions of Education Code 17315, Board approval is required for Notice of Completion h. <u>Approve Notice of Completion, Measure S Project 17-57S, Safety Lighting at Oak</u>
- Park High School Stadium and Adjacent Cul-de-Sac Per provisions of Education Code 17315, Board approval is required for Notice of Completion
- i. <u>Approve Notice of Completion, Measure S Construction Management Department</u> <u>Equipment and Installation</u> *Per provisions of Education Code 17315, Board approval is required for Notice of Completion*
- **j.** <u>Approve</u> <u>Disposal of Obsolete</u> <u>Audiovisual</u> <u>Equipment</u> Per provisions of Education Code 17546, the Board must approve disposal of obsolete and surplus equipment and property</u>
- k. <u>Approve Overnight Trip for Oak Park High School Technology Students</u> <u>Association Club – March 23-25, 2018, Bakersfield, CA</u> *Board Policy 6153 requires Board approval for student overnight trip*

## ACTION

- 2. BUSINESS SERVICES
- a. <u>Approve Resolution #18-05 2018 Oak Park Education Foundation to Offer Fee</u> <u>Based Summer School Program</u>
- Board approval required to allow Oak Park Education Foundation to conduct Summer School **Discuss** 2018 <u>Measure S Bond Priority Projects Plan and Related Bond Funding</u> Options
- Board will discuss the proposed plan for projects to be funded by Measure S Bond fund in 2018 c. Authorize Measure S Project 17-35S, Kitchen Improvements at Medea Creek
- **C.** <u>Authorize Measure 5 Project 17-355, Kitchen Improvements at Medea Cre</u> <u>Middle School</u> Board approval required for projects funded by Measure S Bond fund
- d. <u>Ratify Contract for Measure S Project 17-49S, Security Badge System Upgrade,</u> <u>Installation of Network Connection Drops</u> *Board Policy 3312 requires Board approval for contracts for services*
- e. <u>Approve Change Order No. 1, Measure R Project 17-55R, Roof Replacement at Oak</u> <u>Park Independent School</u>
  - Board approval required for change orders, per Cal. Pub. Cont. Code §20118.4.
- **f.** <u>Approve Notice of Completion, Measure R Project 17-55R Roof Replacement at</u> <u>Oak Park Independent School</u> *Board approval required for Notice of Completion per Education Code 7315*
- g. <u>Authorize and Award Construction Contracts for Measure S Project 18-02S, Girls</u> <u>Varsity Softball Field Repairs and Improvements at Oak Park High School</u> *Board approval required for projects funded by Measure S Bond fund*
- h. <u>Authorize and Award Construction Contracts for Measure R Project 18-10R, Girls</u> <u>Junior Varsity Softball Field Improvements at Oak Park High School</u> *Board approval required for projects funded by Measure R Bond fund*
- i. <u>Approve Consultant Agreement for Measure S Project 18-11S, HVAC System</u> <u>Upgrades, Buildings 200 and 300, at Brookside Elementary School</u> *Board Policy 3312 requires Board approval for contracts for services*
- 3. HUMAN RESOURCES
- a. <u>Approve Resolution #18-06 Release Temporary Certificated Employees #1</u> <u>Through #11</u>
  - Board approval required to release temporary employees
- **b.** <u>Approve Resolution #18-07 Determination of Seniority Among Employees with</u> <u>the Same Seniority Date ("Tie Breaker Resolution")</u> *Board approval required for Tie Breaker Resolution*
- c. <u>Approve Resolution #18-08 Reducing or Discontinuing Particular Kinds of</u> <u>Service for Certificated Employees</u> Board approval required to reduce or discontinue particular kinds of service in the 2018-19 school year
- d. <u>Approve Resolution #18-09 Reducing or Discontinuing Particular Kinds of</u> <u>Service for Classified Employees</u> Education Code 45114 and 45308 requires Board approval in regard to lay off of Classified Employees
- e. <u>Approve Department Secretary Extended Care Program</u> Board approval required for a new classified position in the Extended Care Program
- **f.** <u>Approve Department Secretary Curriculum and Instruction</u> Board approval required for a new classified position in the Curriculum and Instruction Department

## 4. CURRICULUM

a. Discuss Development of 2018-19 Local Control Accountability Plan

Staff will present information on the development of 2018-19 Local Control Accountability Plan development

## 5. BOARD

a. <u>Approve 2018 CSBA Delegate Assembly Election of Candidates</u> Board is asked to vote on candidates running for Delegate Assembly election

## 6. BOARD POLICIES

a. <u>Approve Amendment to Board Policy 3515.7 – Firearms on School Grounds - First</u> <u>Reading</u>

Board Policy updated to reflect NEW LAW (AB 424) which eliminates the authority of the superintendent or designee to permit a person with a concealed weapons permit to possess a firearm on school grounds.

#### b. <u>Approve Amendment to Board Policy 3517 – Facilities Inspection- First Reading</u> Board Policy deleted and contents moved to Administrative Regulation expanded to more directly reflect law regarding the conditions that must be inspected pursuant to the Office of Public School Construction's facilities inspection tool. Regulation reflects NEW LAW (AB 10) which requires a school that serves any of grades 6-12 and is a high-poverty school, as defined, to stock 50 percent of its restrooms with feminine hygiene products and to make such products available free of charge to students. Regulation also adds recommendation for lead testing and describes the circumstances under which drinking water is required to be tested for lead, including a requirement of NEW LAW (AB 746) for testing of school buildings constructed

before January 1, 2010.
c. <u>Approve Deletion of Board Policy and Administrative Regulation 6162.52</u> – High School Exit Examination– First Reading

Board policy, regulation, and exhibits deleted since NEW LAW (AB 830) repeals the requirement to pass the high school exit exam as a condition of graduation.

d. <u>Approve Adoption of Board Policy and Administrative Regulation 6173.2 –</u> <u>Education of Children of Military Families - First Reading</u>

Board Policy is being recommended for adoption to reflect the Every Student Succeeds Act, which provides that military-connected students will be assigned a national identification number to facilitate monitoring of their academic progress and requires districts to issue an annual report card that includes state achievement results for such students. Regulation to add material regarding the transfer of course credits, exemption from local graduation requirements when a student transfers after the completion of the second year of high school, and use of the uniform complaint procedures for allegations of noncompliance by the district, pursuant to NEW LAW (AB 365, 2017). Regulation also reflects NEW LAW (SB 455, 2017) which provides that a student will be deemed to meet district residency requirements if his/her parent/guardian is transferred or is pending transfer to a military installation within the state, and NEW LAW (AB 2659, 2016) which provides that districts must not prohibit the transfer of a military-connected student out of the district regardless of whether the district has an interdistrict transfer agreement with another district.

## e. <u>Approve Amendment to Board Bylaw 9150 – Student Board Members - First</u> <u>Reading</u>

Board Bylaw updated to reflect NEW LAW (AB 261 and SB 468) which eliminates the requirement that students petition in order to receive preferential voting rights for student board members. Bylaw also reflects requirement of SB 468 that the district provide student board members with materials and briefings, except those related to closed session, at the same time as other board members.

## VII INFORMATION ITEMS

- 1. Monthly Enrollment and Attendance Report
- 2. Monthly Cash Flow Report

## VIII. OPEN DISCUSSION

## **IX. ADJOURNMENT:**

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

## X. SCHOOL REPORTS/SCHOOL SITE COUNCIL REPORTS

- 1. Brookside Elementary School Report
- 2. Oak Hills Elementary School Report
- 3. <u>Red Oak Elementary School Report</u>
- 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 1-18-18 #954 BOARD OF EDUCATION

#### CALL TO ORDER/MEETING PLACE

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

#### **BOARD PRESENT**

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

#### **BOARD ABSENT**

Mr. Drew Hazelton, Member

#### **PUBLIC COMMENTS**

None

#### ADJOURN TO CLOSED SESSION

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

- A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
- B. PUBLIC EMPLOYEE EMPLOYMENT: Hebrew/English Interpreter, Guest Teacher
- C. CONFERENCE WITH LABOR NEGOTIATORS:

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

The Board adjourned to Closed Session at 5:04 p.m. Board Member, Drew Hazelton joined the meeting and closed session at 5:35 pm

#### CALL TO ORDER/MEETING PLACE

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

#### **BOARD PRESENT**

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

#### **BOARD ABSENT**

NONE

#### **STAFF PRESENT**

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

#### FLAG SALUTE

Jane Nye 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 Barbara Laifman, seconded by Allen Rosen, the Board of Education adopted the agenda as presented. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0.

## **PUBLIC SPEAKERS**

None

## ACTION

#### 2. BUSINESS SERVICES

a. <u>Approve Resolution #18-01 Pupil Attendance Alternatives AB 99 – District of Choice</u> (DOC) <u>Space Availability for 2018-19</u>

On motion of Drew Hazelton, seconded by Denise Helfstein, the Board of Education approved Resolution #18-01 Pupil Attendance Alternatives AB 99 – District of Choice(DOC) Space Availability for 2018-19. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

b. <u>Approve the Lottery Process for District of Choice Admission into Oak Park Unified for</u> 2018-2019

On motion of Derek Ross, seconded by Allen Rosen, the Board of Education approved the Lottery Process for District of Choice Admission into Oak Park Unified for 2018-2019. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No -0

c. <u>Conduct District of Choice Lottery</u> Mr. Enoch Kwok conducted the District of Choice Lottery using the website Random.org

#### **REPORT FROM BOARD MEMBERS**

Board Member Allen Rosen wished everyone a Happy New Year.

Board Member Drew Hazelton reported that he attended the Brookside Holiday celebrations and thanked the Board members and Dr. Knight for delivering bagels and cream cheese for the staff at all the schools.

Board Member Barbara Laifman, thanked the other Board members and Dr. Knight for their help with the bagel delivery. Barbara attended the Community Engagement Committee Meeting and was unable to attend the LCAP or the EEAC meetings.

Board Member Denise Helfstein reported that she attended the LCAP meeting, the Tri County Gate Discussion meeting, and the Curriculum Council meeting.

Board Member Derek Ross wished everyone Happy New Year. Derek shared that he would be attending the Board President's workshop with Vice President Denise Helfstein on January 27<sup>th</sup>.

Student Board Member Lexi Garfinkel reported that the students enjoyed a nice break after a stressful week of finals at the High School. Lexi reported that the Vice Dance would be held on February 17 and the student body was in discussion regarding the Dress Code policy with Mr. Buchanan.

Superintendent Tony Knight thanked the board for providing bagels to staff at all schools. Dr. Knight reported that the Winter edition of the School Watch has been mailed to all the residents in Oak Park and it includes a special insert on the budget. Dr. Knight also commended Oak Park High for achieving 98% attendance for the month of December and also congratulated Oak Park Independent School for achieving 100% attendance. Oak Park High was awarded the Gold Banner and Oak Park Independent School was awarded the Platinum banner. Overall the district's attendance is at 97% in comparison to last year which was at 96% and Dr. Knight was very pleased with the efforts all the schools are making in improving student attendance. Dr. Knight will be attending the Environmental Literacy Steering Committee meeting in Sacramento next week and then from January 24-26 he will be attending ACSA Superintendent's Symposium in Monterey CA.

## **REPORT FROM SCHOOL SITE COUNCILS**

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

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

Oak Park Education Foundation Board Member, Maryam Salour reported the summer school planning is in the early stages and they are looking at online registration this year. The foundation sponsored Odyssey of the Mind competition has 12 teams comprised of students from all of our schools. The foundation is still recruiting new members. They sent a request for donation letters to all the families in Oak Park and our out of district families as well. The Foundation is working on bringing back the Brick Campaign as a fundraiser and also looking into other fundraising options.

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

Jane Nye, the MAC liaison to the Oak Park Unified School District reported that there was no MAC meeting in December.

## **REPORT FROM DIRECTOR OF TECHNOLOGY**

Mr. Enoch Kwok, Director Information Technology provided an update of the many technological advancements in the District.

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

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

- a. <u>Approve Minutes of Organizational Board Meeting December 5, 2017</u>
- b. Public Employee/Employment Changes 01CL23657-01CL23683 & 01CE08528-01CE08559
- c. Approve Purchase Orders November 15 December 31, 2017
- d. <u>Approve Overnight Trip for Oak Park High School Winter Sports Team to CIF</u> <u>Playoffs</u>
- e. <u>Approve Out of State Travel for Certificated Employees to Attend National Science</u> <u>Teachers Association Conference – Atlanta, GA, March 15, 2018 – March 18, 2018</u>
- f. <u>Approve Quarterly Report on Williams Uniform Complaints January 2018</u>
- g. <u>Approve Notice of Completion, Project 17-338</u>, <u>Districtwide Security Cameras</u>, <u>Electrical Wiring</u>
- h. Accept 2017-2018 First Period Attendance Report

#### **B2.** BUSINESS SERVICES

d. <u>Authorize Establishment of District Extended Care</u>

On motion of Denise Helfstein, seconded by Allen Rosen, the Board of Education authorized

the Establishment of District Extended Care program. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No - 0.

## e. <u>Approve Resolution #18-02, Calling for Full and Fair Funding of California's</u> <u>Public Schools</u>

On motion of Derek Ross, seconded by Allen Rosen, the Board of Education approved Resolution #18-02, Calling for Full and Fair Funding of California's Public Schools. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

f. <u>Accept Annual Audit Reports for Fiscal Year 2016-17, Including Bond Measures C6, R,</u> <u>and S</u>

On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education accepted the Annual Audit Reports for Fiscal Year 2016-17, Including Bond Measure C6, R, and S and the Auxiliary Audits. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No - 0.

g. <u>Approve SB 1029 Bond Debt Transparency Report</u>

On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education approved SB 1029 Bond Debt Transparency Report. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

h. <u>Ratify Architectural Services Agreements for Project 17-35S, Kitchen Improvements at</u> <u>Medea Creek Middle School</u>

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

i. <u>Ratify Measure S Purchase Agreements for Measure S Construction Management</u> <u>Equipment</u>

On motion of Allen Rosen, seconded by Drew Hazelton, the Board of Education ratified Measure S Purchase Agreements for Measure S Construction Management Equipment. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

j. <u>Authorize and Award Construction Contracts for Measure S Project 18-01S, Football</u> <u>Field Fencing at Oak Park High School</u>

On motion of Derek Ross, seconded by Drew Hazelton, the Board of Education authorized and awarded Construction Contracts for Measure S Project 18-01S, Football Field Fencing at Oak Park High School. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No - 0.

k. <u>Authorize and Award Construction Contracts for Measure S Project 18-03S, Parking</u> Lot Fencing at Medea Creek Middle School

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education authorized and awarded Construction Contracts for Measure S Project 18-03S, Parking Lot Fencing at Medea Creek Middle School. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

I. <u>Authorize Measure C6 Project 18-04C, Purchase of Replacement Photocopiers at</u> <u>Multiple School Sites</u>

On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education authorized Measure C6 Project 18-04C, Purchase of Replacement Photocopiers at Multiple School Sites. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

m. <u>Authorize Measure C6 Project 18-05C, SMART Board Interactive Flat Panel Display</u> <u>Pilot at Oak View High School and Education Services Center</u> On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education authorized Measure C6 Project 18-05C, SMART Board Interactive Flat Panel Display Pilot at Oak View High School and Education Services Center. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

- n. <u>Authorize Measure C6 Project 18-06C, Purchase of Student Transportation Vehicles</u> On motion of Allen Rosen, seconded by Derek Ross, the Board of Education authorized Measure C6 Project 18-06C, Purchase of Student Transportation Vehicles. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.
- O. <u>Authorize and Ratify Construction Contracts for Measure S Project 18-07S, Sidewalk and Handrail Installation, Building C, at Medea Creek Middle School</u> On motion of Denise Helfstein, seconded by Allen Rosen, the Board of Education authorized and ratified Construction Contracts for Measure S Project 18-07S, Sidewalk and Handrail Installation, Building C, at Medea Creek Middle School. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.
- p. <u>Authorize and Ratify Construction Contracts for Measure S Project 18-08S, Emergency Water Line Repairs, Building 300, at Brookside Elementary School</u> On motion of Allen Rosen, seconded by Denise Helfstein, the Board of Education authorized and ratified Construction Contracts for Measure S Project 18-08S, Emergency Water Line Repairs, Building 300, at Brookside Elementary School. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.
- q. <u>Authorize and Ratify Construction Contracts for Measure S Project 18-09S, Emergency</u> <u>Fire Line Repairs at Red Oak Elementary School</u>

On motion of Barbara Laifman, seconded by Derek Ross, the Board of Education authorized and ratified Construction Contracts for Measure S Project 18-09S, Emergency Fire Line Repairs at Red Oak Elementary School. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

## r. <u>Approve Acceptance of Donations</u>

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

## **B3.** CURRICULUM

a. <u>Approve the Revised District Instructional Calendar for 2018-2019</u>

On motion of Barbara Laifman, seconded by Drew Hazelton, the Board of Education approved the Revised District Instructional Calendar for 2018-2019. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

b. <u>Approve the District Instructional Calendar for 2019-2020</u>

On motion of Drew Hazelton, seconded by Allen Rosen, the Board of Education approved the District Instructional Calendar for 2019-2020. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

c. <u>Approve Additional Text Books for Oak Park High School – 12<sup>th</sup> Grade English</u> <u>Honors Class</u>

On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education approved Additional Text Books for Oak Park High School – 12th Grade English Honors Class. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

## **B4. HUMAN RESOURCES**

a. <u>Approve Department Secretary - Bond Facilities Program Position</u>

On motion of Derek Ross, seconded by Allen Rosen, the Board of Education approved the position of Department Secretary - Bond Facilities Program. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

b. <u>Approve the Establishment of the Director of Extended Care Position</u> On motion of Allen Rosen, seconded by Denise Helfstein, the Board of Education approved the Establishment of the Director of Extended Care Position. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No - 0.

c. <u>Approve 2019-2020 Classified Employees Holiday Calendar</u> On motion of Derek Ross, seconded by Drew Hazelton, the Board of Education approved the 2019-2020 Classified Employees Holiday Calendar. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

#### **B5. BOARD POLICIES**

a. <u>Approve Amendment to Board Policy 4140/4240/4340 -</u> <u>Bargaining Units - First</u> <u>Reading</u>

On motion of Drew Hazelton, seconded by Denise Helfstein, the Board of Education approved the Amendment to Board Policy 4140/4240/4340 - Bargaining Units as First and Final Reading. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

b. <u>Approve Amendment to Board Policy and Administrative Regulation 5117 -</u> <u>Interdistrict Attendance - First Reading</u> On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education approved Amendment to Board Policy and Administrative Regulation 5117 - Interdistrict Attendance as First and Final Reading. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

On motion of Derek Ross, seconded by Allen Rosen, there being no further business before this Board, the Regular meeting is declared adjourned at 9: 16 p.m.

Date

President of the Board

Date

Clerk or Secretary of the Board

## MINUTES OF SPECIAL BOARD MEETING 2-7-18 #955 BOARD OF EDUCATION 4955

## CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Derek Ross, called the special meeting to order at 5:34 p.m. at Oak Park Unified School District Office Conference Room, 5801 E. Conifer Street, Oak Park.

## **BOARD PRESENT**

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

## **BOARD ABSENT**

Lexi Garfinkel, Student Board Member

## **STAFF PRESENT**

Dr. Tony Knight, Superintendent, Dr. Leslie Heilbron, Assistant Superintendent, Human Resources, Mr. Martin Klauss, Assistant Superintendent, Business and Administrative Services, Director of Curriculum and Instruction, Dr. Jay Greenlinger, Oak Park Teachers Association President, Mr. Russ Peters, and Mrs. Ragini Aggarwal, Executive Assistant to the Superintendent

## FLAG SALUTE

Mr. Nick Johnson led the Pledge of Allegiance to the Flag

PUBLIC SPEAKERS
None

## **OPEN SESSION**

#### **1. BUSINESS SECTION**

a. <u>Approve Overnight Trip for Oak Park High School Thespian Society Student Members –</u> <u>February 16-17, 2018 Chapman University, Orange, CA</u>

On Motion of Allen Rosen, seconded, by Barbara Laifman, the Board of Education approved the Overnight trip for Oak Park High School Thespian Society Student Members – February 16-17, 2018, to Chapman University, Orange CA. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

- b. <u>Approve Resolution #18-03 to Authorize the Development of a Child Development Fund</u> On Motion of Barbara Laifman, seconded, by Denise Helfstein, the Board of Education approved Resolution #18-03 to Authorize the Development of a Child Development Fund. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0
- c. Discussion of Potential Measure S General Obligation Bond Issuance, Series B District Bond Counsel, David Casnocha from Stradling Yocca Carlson & Roth and District Financial Advisor, Tim Carty from Piper Jaffray & Co., provided information to the Board about Measure S, Bond issuance, Series B. The Board held a discussion on Potential Measure S General Obligation Bond Issuance, and District's Intent to Issue a Bond Anticipation Note.

On motion of Allen Rosen, seconded by Drew Hazelton, there being no further business before this Board, the Special meeting is declared adjourned at 7: 51 p.m.

Date

President of the Board

Date

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

DATE: FEBRUARY 20, 2018

## SUBJECT: APPROVE CLASSIFIED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT

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

CONSENT

| AUTHORIZ | UTHORIZATION TO HIRE |   |            |                    |            |      |  |  |
|----------|----------------------|---|------------|--------------------|------------|------|--|--|
| Number   | Name                 | Position  | Start Date | Fund               | Salary     | Site |  |  |
| CL23684  | Tim Hazelwood        | Walk-On-Coach - Baseball - Not to Exceed \$3,500.00 | 1/8/2018   | Coaches, Athletics | \$3,500.00 | OPHS |  |  |
| CL23685  | Christopher Dotson   | Walk-On-Coach - Baseball - Not to Exceed \$3,500.00 | 1/8/2018   | Coaches, Athletics | \$3,500.00 | OPHS |  |  |
| CL23686  | Ross Tabor           | Walk-On-Coach - Baseball - Not to Exceed \$3,500.00 | 1/8/2018   | Coaches, Athletics | \$3,500.00 | OPHS |  |  |
| CL23687  | Joseph Kinberg       | Walk-On-Coach - Baseball - Not to Exceed \$3,500.00 | 1/8/2018   | Coaches, Athletics | \$3,500.00 | OPHS |  |  |
| CL23688  | Martin Therrien      | Custodian Subsitute                                 | 1/30/2018  | General            | \$19.05    | DO   |  |  |
| CL23689  | Donald Quiroz Jr     | Custodian Subsitute                                 | 1/30/2018  | General            | \$19.05    | DO   |  |  |
|          |                      |   |            |                    |            |      |  |  |

#### AUTHORIZATION TO PAY STIPEND

| Number  | Name          | Position                        | Start Date |                    | Salary      | Site |
|---------|---------------|---------------------------------|------------|--------------------|-------------|------|
| CL23690 | Mhiah Vickers | JV Head Girls Basketball Coach  | 11/20/2017 | Coaches, Athletics | \$ 2,000.00 | OPHS |
| CL23691 | Mhiah Vickers | Co Frosh Girls Basketball Coach | 11/20/2017 | Coaches, Athletics | \$ 700.00   | OPHS |
|         |               |                                 |            |                    |             |      |
|         |               |                                 |            |                    |             |      |
|         |               |                                 |            |                    |             |      |
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|         |               | i                               |            |                    |             |      |
|         |               | i                               |            |                    |             |      |
|         |               | i                               |            |                    |             |      |
|         |               | i                               |            |                    |             |      |
|         |               | i                               |            |                    |             |      |
|         |               |                                 |            |                    |             |      |
|         |               |                                 |            |                    |             |      |
|         |               | i                               |            |                    |             | i    |

#### IN-SERVICE CHANGE

| Number  | Name           | Change                              | Effective Date | Fund              | Salary  | Site |
|---------|----------------|-------------------------------------|----------------|-------------------|---------|------|
| CL23692 | Zachary Taylor | I A III Behavior Reduction in hours | 12/11/2017     | Special Education | \$19.26 | OPNS |
|         |                |                                     |                |                   |         |      |

#### SEPARATION

| Number  | Name           | Position                                     | Effective Date | Separation Type | Salary  | Site   |
|---------|----------------|--|----------------|-----------------|---------|--------|
| CL23693 | Geri Sterling  | ASB/ATHLETCS {ASB Bkkpr/Athletics Secretary} | 6/8/2018       | Retirement      | \$22.96 | 6 OPHS |
| CL23694 | Lauren Puopolo | Social Emotional Services                    | 6/6/2018       | Resignation     | \$33.45 | 5 SpEd |
| CL23695 | Diane Benaszek | Instructional Assistant II SpEd              | 1/29/2018      | LOA Medical     | \$20.44 | 1 OPHS |
|         |                |  |                |                 |         |        |
|         |                |  |                |                 |         |        |

Prepared by:

Leslie Heilbron Assistant Superintendent /Human Resources

#### Respectfully Submitted,

Anthony W. Knight, Ed.D. Superintendent

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

DATE: FEBRUARY 20, 2018

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

CONSENT

#### AUTHORIZATION TO EMPLOY

| Number    | Name           | Classification         | Start Date | Fund    | Site/Grade |
|-----------|----------------|------------------------|------------|---------|------------|
| 01CE08560 | Gina Main      | Guest Teacher          | 01/08/2018 | General | DO         |
| 01CE08561 | Brooke Gabby   | Guest Teacher          | 01/08/2018 | General | DO         |
| 01CE08562 | Andrea Klopert | Guest Teacher          | 01/08/2018 | General | DO         |
| 01CE08563 | Kara Miller    | Guest Teacher          | 01/08/2018 | General | DO         |
| 01CE08564 | Anne Jenks     | Interim Elem Principal | 2/20/2018  | General | BES        |

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

| Name                                  |   |  | Euro d   | Amount   | Cito   |
|---------------------------------------|---|--|--|--|--|
|                                       | Assignment  | Effective  | Fund   | Amount   | Site   |
| Kathryn Klamecki                      | V Ass't Girls Soccer  | 11/20/17-2/9/18  | ASB  | 2000.00  | OPHS   |
|                                       | ÿ   |  |  |  | OHES   |
|                                       |   |  |  |  | OHES   |
| <u> </u>                              |   |  |  |  | OHES   |
|                                       |   |  |  |  | OHES   |
|                                       |   |  |  |  | OHES   |
|                                       | *   |  |  |  | MCMS   |
|                                       |   |  |  |  | OPIS   |
| ,                                     |   |  |  |  | OPIS   |
|                                       | *   |  |  |  | ROES   |
|                                       | ·   |  |  |  | ROES   |
|                                       | Class Size Overage  |  | General  |  | ROES   |
|                                       |   | 8/8/-12/21/17  | General  |  | ROES   |
| Julie Matthews                        | Class Size Overage  | 8/8/-12/21/17  | General  |  | ROES   |
| Erica White                           | Class Size Overage  | 8/8/-12/21/17  | General  | 900.00   | ROES   |
| Elisa Duffy                           | Class Size Overage  | 8/8/-12/21/17  | General  | 900.00   | ROES   |
| Stacey Reisman                        | Class Size Overage  | 8/8/-12/21/17  | General  | 720.00   | BES  |
| Cindy Stephens                        | Class Size Overage  | 8/8/-12/21/17  | General  | 175.00   | BES  |
| Lisa Ortiz                            | Class Size Overage  | 8/8/-12/21/17  | General  | 900.00   | BES  |
| Sara Lipkin                           | NexTechs  | 8/8-12/21/17   | LCAP 1   | 400.00   | ROES   |
| Caitlyn Fowler                        | NexTechs  | 2017-2018  | LCAP 1   | 800.00   | OPHS   |
| Ellen Chevalier                       | NexTechs  | 2017-2018  | LCAP 1   | 800.00   | OPHS   |
| Heather Powers                        | NexTechs  | 2017-2018  | LCAP 1   | 800.00   | BES  |
| Stacey Reisman                        | NexTechs  | 2017-2018  | LCAP 1   | 800.00   | BES  |
| Allison Shapiro                       | NexTechs  | 2017-2018  | LCAP 1   | 800.00   | OHES   |
| Katelyn Loe                           | NexTechs  | 2017-2018  | LCAP 1   | 800.00   | OHES   |
| Kate Gregg                            | NexTechs  | 2017-2018  | LCAP 1   | 800.00   | ROES   |
| Susan Allen                           |   | 2017-2018  | LCAP 1   | 600.00   | OPIS   |
| KC Kelem                              | Curriculum Catalysts  | 2017-2018  | LCAP 1   | 600.00   | OPIS   |
| Suzanne Shea                          | Curriculum Catalysts  | 2017-2018  | LCAP 1   | 600.00   | MCMS   |
| Christine Fersht                      | Curriculum Catalysts  | 2017-2018  | LCAP 1   | 600.00   | MCMS   |
| Kristina Skiba                        | Curriculum Catalysts  | 2017-2018  |  | 600.00   | MCMS   |
| Marta Graves                          | Curriculum Catalysts  | 2017-2018  | LCAP 1   | 600.00   | MCMS   |
| Brian Winsick                         |   |  |  | 600.00   | MCMS   |
| Barbie Lee                            |   | 2017-2018  | LCAP 1   | 600.00   | BES  |
|                                       |   |  |  |  | BES  |
| · · · · · · · · · · · · · · · · · · · |   |  |  |  | BES  |
|                                       |   |  |  |  | OHES   |
|                                       | Christine Lockery<br>Enid Miller<br>Angela Folendorf<br>Katelyn Loe<br>Quincie Melville<br>Kim Johnson<br>Kate Thompson<br>Danny O'Brien<br>Ryan Bodily<br>Martha Ewing<br>Kate Gregg<br>Marjorie Cohen<br>Julie Matthews<br>Erica White<br>Elisa Duffy<br>Stacey Reisman<br>Cindy Stephens<br>Lisa Ortiz<br>Sara Lipkin<br>Caitlyn Fowler<br>Ellen Chevalier<br>Heather Powers<br>Stacey Reisman<br>Allison Shapiro<br>Katelyn Loe<br>Kate Gregg<br>Susan Allen<br>KC Kelem<br>Suzanne Shea<br>Christine Fersht<br>Kristina Skiba<br>Marta Graves<br>Brian Winsick | Christine LockeryClass Size OverageEnid MillerClass Size OverageAngela FolendorfClass Size OverageKatelyn LoeClass Size OverageQuincie MelvilleClass Size OverageKim JohnsonClass Size OverageKate ThompsonClass Size OverageDanny O'BrienClass Size OverageMartha EwingClass Size OverageMarjorie CohenClass Size OverageJulie MatthewsClass Size OverageErica WhiteClass Size OverageElisa DuffyClass Size OverageStacey ReismanClass Size OverageLisa OrtizClass Size OverageSara LipkinNexTechsCaitlyn FowlerNexTechsHeather PowersNexTechsStacey ReismanNexTechsAllison ShapiroNexTechsKate GreggNexTechsSusan AllenCurriculum CatalystsKC KelemCurriculum CatalystsSuzanne SheaCurriculum CatalystsKristina SkibaCurriculum CatalystsBarbie LeeCurriculum CatalystsAllison GerinCurriculum CatalystsSarah LandisCurriculum CatalystsKathy GrossmanCurriculum CatalystsKathy StrongCurriculum Catalysts | Christine LockeryClass Size Overage8/8/-12/21/17Enid MillerClass Size Overage8/8/-12/21/17Angela FolendorfClass Size Overage8/8/-12/21/17Katelyn LoeClass Size Overage8/8/-12/21/17Quincie MelvilleClass Size Overage8/8/-12/21/17Kim JohnsonClass Size Overage8/8/-12/21/17Kate ThompsonClass Size Overage8/8/-12/21/17Kate ThompsonClass Size Overage8/8/-12/21/17Martha EwingClass Size Overage8/8/-12/21/17Martha EwingClass Size Overage8/8/-12/21/17Martha EwingClass Size Overage8/8/-12/21/17Julie MatthewsClass Size Overage8/8/-12/21/17Julie MatthewsClass Size Overage8/8/-12/21/17Julie MatthewsClass Size Overage8/8/-12/21/17Elisa DuffyClass Size Overage8/8/-12/21/17Elisa DuffyClass Size Overage8/8/-12/21/17Sara LipkinNexTechs2017-2018Bellen ChevalierNexTechs2017-2018Bellen ChevalierNexTechs2017-2018Katelyn LoeNexTechs2017-2018Katelyn LoeNexTechs2017-2018Katelyn LoeNexTechs2017-2018Katelyn LoeNexTechs2017-2018Katelyn LoeNexTechs2017-2018Katelyn FershtCurriculum Catalysts2017-2018Kristina SkibaCurriculum Catalysts2017-2018Brian WinsickCurriculum Catalysts2017-2018 | Christine LockeryClass Size Overage8/8/-12/21/17GeneralEnid MillerClass Size Overage8/8/-12/21/17GeneralAngela FolendorfClass Size Overage8/8/-12/21/17GeneralQuincie MelvilleClass Size Overage8/8/-12/21/17GeneralQuincie MelvilleClass Size Overage8/8/-12/21/17GeneralKatelyn LoeClass Size Overage8/8/-12/21/17GeneralKate ThompsonClass Size Overage8/8/-12/21/17GeneralDanny O'BrienClass Size Overage8/8/-12/21/17GeneralMartha EwingClass Size Overage8/8/-12/21/17GeneralMartha EwingClass Size Overage8/8/-12/21/17GeneralMarjorie CohenClass Size Overage8/8/-12/21/17GeneralJulie MatthewsClass Size Overage8/8/-12/21/17GeneralErica WhiteClass Size Overage8/8/-12/21/17GeneralElisa DuffyClass Size Overage8/8/-12/21/17GeneralStacey ReismanClass Size Overage8/8/-12/21/17GeneralLisa OrtizClass Size Overage8/8/-12/21/17GeneralSara LipkinNexTec | Christine Lockery         Class Size Overage         8/8/-12/21/17         General         220.00           Enid Miller         Class Size Overage         8/8/-12/21/17         General         225.00           Angela Folendorf         Class Size Overage         8/8/-12/21/17         General         900.00           Katelyn Loe         Class Size Overage         8/8/-12/21/17         General         410.00           Kim Johnson         Class Size Overage         8/8/-12/21/17         General         48.00           Kate Thompson         Class Size Overage         8/8/-12/21/17         General         48.00           Kate Thompson         Class Size Overage         8/8/-12/21/17         General         450.00           Martha Ewing         Class Size Overage         8/8/-12/21/17         General         450.00           Martha Ewing         Class Size Overage         8/8/-12/21/17         General         525.00           Julie Matthews         Class Size Overage         8/8/-12/21/17         General         525.00           Erica White         Class Size Overage         8/8/-12/21/17         General         720.00           Cindy Stephens         Class Size Overage         8/8/-12/21/17         General         720.00           Cindy Stephens         Cl |

| 010500000 | Ctamb amin Lawa   | Curriquelures Catalucata | 2017 2010       |           | COO 00  |      |
|-----------|-------------------|--------------------------|-----------------|-----------|---------|------|
| 01CE08606 | Stephanie Love    | Curriculum Catalysts     | 2017-2018       | LCAP 1    | 600.00  | OHES |
| 01CE08607 | Keri Lieberman    | Curriculum Catalysts     | 2017-2018       | LCAP 1    | 600.00  | OHES |
| 01CE08608 | Amanda Farwell    | Curriculum Catalysts     | 2017-2018       | LCAP 1    | 600.00  | OHES |
| 01CE08609 | Eva Novak         | Curriculum Catalysts     | 2017-2018       | LCAP 1    | 600.00  | OHES |
| 01CE08610 | Angela Folendorf  | Curriculum Catalysts     | 2017-2018       | LCAP 1    | 600.00  | OHES |
| 01CE08611 | Nicole LoBianco   | Curriculum Catalysts     | 2017-2018       | LCAP 1    | 600.00  | ROES |
| 01CE08612 | Martie Ewing      | Curriculum Catalysts     | 2017-2018       | LCAP 1    | 600.00  | ROES |
| 01CE08613 | Lynnae Gaeta      | Curriculum Catalysts     | 2017-2018       | LCAP 1    | 600.00  | ROES |
| 01CE08614 | Jamie Brown       | Curriculum Catalysts     | 2017-2018       | LCAP 1    | 600.00  | ROES |
| 01CE08615 | Elisa Duffy       | Curriculum Catalysts     | 2017-2018       | LCAP 1    | 600.00  | ROES |
| 01CE08616 | Marjorie Cohen    | Curriculum Catalysts     | 2017-2018       | LCAP 1    | 600.00  | ROES |
| 01CE08617 | Brianne Hazelwood | Curriculum Catalysts     | 2017-2018       | LCAP 1    | 600.00  | OPHS |
| 01CE08618 | Winnie Litten     | Curriculum Catalysts     | 2017-2018       | LCAP 1    | 600.00  | OPHS |
| 01CE08619 | Tris Wenker       | Curriculum Catalysts     | 2017-2018       | LCAP 1    | 600.00  | OPHS |
| 01CE08620 | DJ Cook           | Curriculum Catalysts     | 2017-2018       | LCAP 1    | 600.00  | OPHS |
| 01CE08621 | Lisa Bregar       | Math Dept Chair Fall     | 8/8-12/21/17    | Site      | 2500.00 | OPHS |
| 01CE08622 | Lisa Bregar       | Math Data Special Fall   | 8/8-12/21/17    | PFA       | 750.00  | OPHS |
| 01CE08623 | Russ Peters       | FB Game Management       | 8/25-10/20/17   | ASB       | 1300.00 | OPHS |
| 01CE08624 | Heidi Cissell     | Choir – Spring           | 1/9-5/10/2018   | Site      | 1350.00 | OPHS |
| 01CE08625 | Heidi Cissell     | Choral Director – Spring | 1/9-5/10/2018   | ASB/OPPAA | 1500.00 | OPHS |
| 01CE08626 | Jackson Hall      | Frosh Ass't Boys BBall   | 11/20/17-2/9/18 | ASB       | 1500.00 | OPHS |

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

| Number    | Name               | Change                                    | Effective | Fund       | Site |
|-----------|--------------------|---|-----------|------------|------|
| 01CE08627 | Sara Ahl           | Elem Principal to Dir Extended Child Care | 3/1/2018  | Child Care | DO   |
| 01CE08628 | Sara Lipkin        | Pregnancy Disability Leave                | 1/8/2018  | General    | ROES |
| 01CE08629 | Pennie Brown       | 2 <sup>nd</sup> year LOA                  | 8/2/2018  | General    | ROES |
| 01CE08630 | Barbara McPhillips | 2 <sup>nd</sup> year LOA                  | 8/2/2018  | General    | OHES |
| 01CE08631 | Rachelle Crone     | 2 <sup>nd</sup> year LOA                  | 8/2/2018  | General    | MCMS |

#### SEPARATION

| Number    | Name             | Position                | Separation  | Effective Date | Site |
|-----------|------------------|-------------------------|-------------|----------------|------|
| 01CE08632 | Michael Bolyog   | Spanish Teacher         | Retirement  | 5/25/2018      | OPHS |
| 01CE08633 | Ann Pettit       | Athletic Dir/Teacher    | Retirement  | 5/25/2018      | OPHS |
| 01CE08634 | Carol Gallivan   | Secondary Counselor     | Retirement  | 5/25/2018      | MCMS |
| 01CE08635 | Ellen Ferguson   | Speech Language Teacher | Retirement  | 5/25/2018      | MCMS |
| 01CE08636 | Roger Newell     | Science Teacher         | Retirement  | 5/25/2018      | MCMS |
| 01CE08637 | Mark Jacobs      | PE Teacher              | Retirement  | 5/25/2018      | MCMS |
| 01CE08638 | Tara Hees        | Elementary Teacher      | Resignation | 2/4/2018       | BES  |
| 01CE08639 | Shannon Rodarte  | Elementary Teacher      | Resignation | 2/7/2018       | BES  |
| 01CE08640 | Barbara Harrison | Independent Study K-12  | Retirement  | 5/25/2018      | OPIS |

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

Respectfully Submitted,

Anthony W. Knight, Ed.D. Superintendent

## TO: **MEMBERS, BOARD OF EDUCATION** FROM: **DR. ANTHONY W. KNIGHT, SUPERINTENDENT** DATE: **FEBRUARY 20, 2018 SUBJECT:** B.1.c. **APPROVE PURCHASE ORDERS – JANUARY 1 THROUGH 31, 2018** CONSENT **ISSUE:** Shall the Board approve the accompanying list of purchase orders issued for the period January 1 through 31, 2018? The accompanying Purchase Order Report lists all purchase orders issued during **BACKGROUND:** the reporting period. All purchase orders have been approved by the responsible program administrator as a necessary expense, and are included in the District's approved operating budget. **ALTERNATIVES:** 1. Approve the attached Purchase Order Report as submitted. 2. Do not approve the Purchase Order Report. **RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D. Superintendent

| Board Action: On motion of  |      | , seconded by |         | the Board of Education: |
|---|------|---------------|---------|-------------------------|
| VOTE:<br>Hazelton<br>Helfstein<br>Laifman<br>Rosen<br>Ross<br>Student Rep | AYES | NOES          | ABSTAIN | ABSENT                  |

#### ReqPay11c

#### **Board Report with Fund**

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

| Number      | Vendor Name  |   |                                |      | Accour    |
|-------------|--|---|--------------------------------|------|-----------|
| D10 00001   | venuor ivame                                       | Description   | Location                       | Fund | Amour     |
| B18-00001   | Joy Products of California<br>Coa stal Enterprises | DON: Open PO for PE Clothes<br>& Locks                | Medea Creek Middle School      | 010  | 13,463.42 |
| B18-00003   | Town & Country Printing                            | Open PO for printing                                  | Medea Creek Middle School      | 010  | 1,900.0   |
| B18-00036   | VENTURA COUNTY STAR                                | 2017-2018 Employment Ads                              | Human Resources                | 010  | 17,500.0  |
| B18-00266   | Westlake Village Urgent Care                       | 2017-2018 TB Tests                                    | Human Resources                | 010  | 3,000.0   |
| DIR18-00059 | Turf Team, Inc                                     | OPHS Varsity Baseball Field<br>Renovations            | Business Administration        | 010  | 6,224.0   |
| DIR18-00068 | Precision Plumbing                                 | BES Sewer Line Repair                                 | <b>Business Administration</b> | 010  | 7,772.0   |
| DIR18-00069 | Taft Electric Company                              | New Trailer Hook Up for<br>Measure S                  | Business Administration        | 211  | 14,175.00 |
| DIR18-00070 | M/M Mechanical, Inc                                | Locate & Emergency Repair of<br>Leak at ROES          | Business Administration        | 010  | 15,190.39 |
| DIR18-00071 | Thousand Oaks Electric                             | Pro 17-51R Pavilion Sound &<br>Lighting at OPHS       | Business Administration        | 213  | 7,285.00  |
| DIR18-00072 | Taft Electric Company                              | Pro 17-33S Security Cameras<br>110V to Electrical Rms | Business Administration        | 211  | 24,975.6  |
| DIR18-00073 | Carter Fence Co., Inc.                             | Pro 18-03S Parking Lot<br>Fencing at MCMS             | Business Administration        | 211  | 28,650.00 |
| DIR18-00074 | Carter Fence Co., Inc.                             | Project 18-01S Football Field<br>Fencing at OPHS      | Business Administration        | 211  | 56,370.00 |
| DIR18-00075 | Hughes General Engineering                         | Pro 18-07S Sidewalk<br>Installation Bldg C at MCMS    | Business Administration        | 211  | 14,537.00 |
| DIR18-00076 | Gold Coast Erectors Inc                            | Pro 18-07S Fabricate/Install<br>Handrails Bldg C-MCMS | Business Administration        | 211  | 12,400.00 |
| DIR18-00078 | M/M Mechanical, Inc                                | Pro 17-46R Structural Repairs<br>at OPNS              | Business Administration        | 213  | 1,929.12  |
| FS18-00054  | Cedar Valley Plumbing<br>Supple                    | Add-on Faucets for OH & RO                            | Food Services                  | 130  | 370.0     |
| P18-00302   | KENCO Construction Srvc Inc                        | Pro 17-46R DSA Inspections<br>OPNS Structural         | Technology Coordinator         | 213  | 3,900.00  |
| P18-00388   | Us Bank Trust Nat'l Assn.                          | Admin Fees GOB Election of<br>2006 Series 2015A       | Business Administration        | 212  | 800.00    |
| P18-00418   | HEINEMANN  | ROES ELA Historical Book<br>Shelf, Gr 4- site funds   | Curriculum                     | 010  | 1,893.50  |
| P18-00419   | Southwest School Supply                            | Shared Library Mobile Book<br>Storage for ROES        | Business Administration        | 212  | 604.89    |
| P18-00420   | AML Global American<br>Language S ervices          | Translator for SST meeting-1st grade                  | Red Oak Elementary School      | 010  | 475.00    |
| P18-00421   | Ronald Reagan Library                              | Donation field trip - 3rd                             | Brookside School               | 010  | 64.00     |
| P18-00422   | Performances To Grow On                            | donation 2nd grade trip                               | Brookside School               | 010  | 1,022.00  |
| P18-00423   | Shanna Schwartz                                    | Prof Develop Parent Night ELA<br>1.24.18              | Curriculum                     | 010  | 250.00    |
| 218-00424   | VCOE   | Math Task Force 12/1/2017                             | Curriculum                     | 010  | 575.0     |
| P18-00425   | HEINEMANN  | BES ELA Literacy Intervention & Guides                | Curriculum                     | 010  | 13,685.88 |
| P18-00426   | Red Oak PFA  | Books for RWW (5th grade)                             | Red Oak Elementary School      | 010  | 832.0     |
| P18-00427   | Infinity Comm & Consult                            | ERate Consulting Svs. Year 21<br>(2017-18) Category 1 | Business Administration        | 010  | 7,650.00  |

 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.
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## **Board Report with Fund**

| PO        |   |   |                           |      | Accoun    |
|-----------|---|---|---------------------------|------|-----------|
| Number    | Vendor Name                                   | Description   | Location                  | Fund | Amoun     |
| P18-00428 | AML Global American<br>Language S ervices     | SpEd IEP Meeting<br>Interpretation - Italian          | District-wide             | 010  | 525.00    |
| P18-00429 | Data Finch Technologies                       | SpEd Catalyst Subscription 2017/18                    | District-wide             | 010  | 539.78    |
| P18-00430 | Western Psychological<br>Services             | SpEd Protocols order - OT's                           | District-wide             | 010  | 262.6     |
| P18-00431 | TUMBLEWEED<br>EDUCATIONAL ENTERPR             | K Bus Trip - Underwood                                | Brookside School          | 010  | 838.0     |
| P18-00432 | Taft Electric Company                         | Pro 17-46R Test 3 for<br>Structural Repairs at OPNS   | Business Administration   | 213  | 192.0     |
| P18-00433 | Carlson's Building Materials                  | Pro 17-46R Supplies for<br>Structural Repairs at OPNS | Business Administration   | 213  | 440.8     |
| P18-00434 | ABA Network                                   | 2017/18 - SpEd Behavioral<br>Services                 | District-wide             | 010  | 32,000.0  |
| P18-00435 | Herc Rentals Inc.                             | Pro 17-34S Equipment Rental                           | Business Administration   | 211  | 1,861.8   |
| P18-00436 | Don Johnston Product                          | SpEd Snap & Read license<br>Subscription              | District-wide             | 010  | 3,238.9   |
| P18-00437 | VCOE  | SpEd - Educational Audiology<br>Services (2017/2018)  | District-wide             | 010  | 2,000.0   |
| P18-00438 | Southwinds Transportation                     | DON: Buses Band to Disneyland                         | Medea Creek Middle School | 010  | 2,153.    |
| P18-00439 | Southwinds Transportation                     | DON: Transportation Choir to<br>Knott's               | Medea Creek Middle School | 010  | 3,230.    |
| P18-00440 | Southwinds Transportation                     | DON: Transportation Band to<br>Six Flags              | Medea Creek Middle School | 010  | 4,307.4   |
| P18-00441 | Colbi Technologies, Inc                       | Web-based Account-Ability &<br>Colbi Docs             | Business Administration   | 211  | 50,000.0  |
| P18-00442 | 4Wall Entertainment                           | Measure R Project 17-51R                              | Oak Park High School      | 213  | 82,959.   |
| P18-00443 | NICK RAIL MUSIC                               | Meas. C-6/mat & supp                                  | Oak Park High School      | 212  | 20,554.   |
| P18-00444 | NICK RAIL MUSIC                               | VCI Grant   | Oak Park High School      | 010  | 4,732.    |
| P18-00445 | 2 Cool Percussion                             | Measure C-6/Proj 17-51 C/R/<br>Equipment              | Oak Park High School      | 212  | 1,259.    |
| P18-00446 | Document Systems                              | Pro 18-04C Ricoh Copier<br>Replacement- at BES        | Business Administration   | 212  | 34,079.   |
| P18-00447 | Document Systems                              | Pro 18-04C Ricoh Copier<br>Replacement- at OHES       | Business Administration   | 212  | , 11,343. |
| P18-00448 | Document Systems                              | Pro 18-04C Ricoh Copier<br>Replacement- at OPIS       | Business Administration   | 212  | 14,855.   |
| P18-00449 | Document Systems                              | Pro 18-04C Ricoh Copier<br>Replacement- at OVHS       | Business Administration   | 212  | 11,343.   |
| P18-00450 | Sunbelt Rentals, Inc                          | Pro SMGT CM Trailer set up for<br>power.              | Business Administration   | 211  | 883.0     |
| P18-00451 | Winner Chevrolet Inc                          | Pro18-06C 2018 Chevy<br>Suburbans StudentTransport    | Business Administration   | 212  | 183,113.  |
| P18-00452 | DSA-LA Regional Office<br>ATTN; CARLOS ARAUJO | Pro 17-35S - DSA<br>Fees-Kitchen Improvements at      | Business Administration   | 211  | 9,225.    |

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

ESCAPE ONLINE

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## **Board Report with Fund**

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

| PO         |                                     |   |                        |       | Account    |
|------------|-------------------------------------|---|------------------------|-------|------------|
| Number     | Vendor Name                         | Descri tion                                 | Location               | Fund  | Amount     |
| T18-00030  | Apple Computer, Inc.<br>Ms:198-3E D | Apple 12.9-inch iPad Pro Wi-Fi<br>256GB     | Curriculum             | 010   | 1,267.70   |
| T18-00031  | Collaboration Solutions             | Smart Flat Panel Display<br>(Admin)         | Technology Coordinator | 212   | 30,751.42  |
| TB18-00008 | Scott Electric                      | Replacement Projector Bulbs<br>(Blanket PO) | Technology Coordinator | 010   | 7,000.00   |
|            |                                     | Total Number of POs                         | 56                     | Total | 772,454.36 |

## **Fund Recap**

| Fund | Description                    | PO Count | Amount     |
|------|--------------------------------|----------|------------|
| 010  | General Fund                   | 29       | 153,593.55 |
| 130  | Cafeteria Fund                 | 1        | 370.00     |
| 211  | Measure S Facilities & Tech    | 10       | 213,078.17 |
| 212  | Measure C6 Technology Bond Fun | 10       | 308,706.06 |
| 213  | Measure R FACILITIES Bond Fund | 6        | 96,706.58  |
|      |                                | Total    | 772,454.36 |

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.

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Page 3 of 3

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

## **DATE: FEBRUARY 20, 2018**

## SUBJECT: B.1.d. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL JOURNALISM/YEARBOOK STUDENTS TO ATTEND JEA/NSPA SPRING NATIONAL JOURNALISM CONVENTION – APRIL 11-15, 2018

CONSENT

- **ISSUE:** Shall the Board approve an overnight trip for Oak Park High School Journalism/Yearbook student members?
- **BACKGROUND:** Principal, Kevin Buchanan, requests approval for the JEA/NSPA Spring National Journalism Convention, scheduled for April 11-14<sup>th</sup> in San Francisco, CA. 12 student members, 2 teacher advisors, and 1 parent (male) volunteer will travel to LAX after school on Wednesday, April 11<sup>th</sup> and then fly to San Francisco. They will return the evening of April 15<sup>th</sup>. Students and chaperones will stay at the Inter Continental, San Francisco The cost per club member is approximately \$600-\$700 to cover the cost of registration, hotel, airfare and meals. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved *Field Trip Planning Guide/Checklist* have been met.
- ALTERNATIVES: 1. Approve field trip as presented.
  - 2. Do not approve field trip as presented.

## **RECOMMENDATION:** Alternative #1.

Prepared by: <u>Geri Sterling</u> Certified by: Kevin Buchanan

Respectfully submitted,

Anthony W. Knight, Ed.D. Superintendent

| Board Action: On motion of |      | , se | econded by | , the Board of E | , the Board of Education: |  |
|----------------------------|------|------|------------|------------------|---------------------------|--|
| VOTE:                      | AYES | NOES | ABSTAIN    | ABSENT           |                           |  |
| Hazelton                   |      |      |            |                  |                           |  |
| Helfstein                  |      |      |            |                  |                           |  |
| Laifman                    |      |      |            |                  |                           |  |
| Rosen                      |      |      |            |                  |                           |  |
| Ross                       |      |      |            |                  |                           |  |
| Student Rep                |      |      |            |                  |                           |  |

| то:  | <b>BOARD OF EDUC</b>   | CATION         |                               |                           |
|--|--|----------------|-------------------------------|---------------------------|
| FROM:  | DR. ANTHONY W  | . KNIGHT, S    | UPERINTENI                    | DENT                      |
| DATE:  | FEBRUARY 20, 20  | )18            |                               |                           |
| SUBJECT:                                       | B.1.e. APPROVE I<br>INSTRUCTIONAL<br>BOOKS   |                |                               |                           |
| ISSUE:   | Should the Board of Education approve the disposal of obsolete or surplus instructional materials, books, and/or library books?  |                |                               |                           |
| BACKGROUND:                                    | 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:                                  | <ol> <li>Approve a motion declaring the inventory of instructional materials and<br/>library books obsolete and/or surplus.</li> <li>Do not approve a motion declaring the inventory of instructional materials<br/>and library books obsolete and / or surplus.</li> </ol>  |                |                               |                           |
| RECOMMENDATION                                 | : Alternative No. 1  |                |                               |                           |
|  |  |                | Respectfully s                | ubmitted,                 |
|  |  |                | Anthony W. K<br>Superintenden |                           |
| Board Action: On motion of                     | f  | _, seconded by |                               | , the Board of Education: |
| VOTE: AYES<br>Hazelton<br>Helfstein<br>Laifman | NOES   | AB:            | STAIN                         | ABSENT                    |

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Rosen

Student Rep

Ross

|              | Teaching Textbooks                 |                   |  |  |  |  |
|--------------|------------------------------------|-------------------|--|--|--|--|
| Math 5       | A Teaching Textbook                | 978-0-9797265-4-5 |  |  |  |  |
|              | Answer Booklet                     | 978-0-9797265-5-2 |  |  |  |  |
|              | CD Rom Set (4 discs)               | no ISBN           |  |  |  |  |
| Math 6       | A Teaching Textbook                | 978-0-9797265-0-7 |  |  |  |  |
|              | Answer Booklet                     | 978-0-9797265-1-4 |  |  |  |  |
|              | CD Rom Set (4 discs)               | no ISBN           |  |  |  |  |
| Math 7       | A Teaching Textbook                | 978-0-9749036-6-8 |  |  |  |  |
|              | Answer Booklet                     | 978-0-9749036-7-5 |  |  |  |  |
|              | CD Rom Set (4 discs)               | no ISBN           |  |  |  |  |
| Pre-Algebra  | A Teaching Textbook                | 978-0-9749036-4-4 |  |  |  |  |
|              | Answer Key & Test Bank             | 978-0-9749036-5-1 |  |  |  |  |
|              | Lecture & Practice CDs (3 discs)   | no ISBN           |  |  |  |  |
|              | Solutions CDs (4 discs)            | no ISBN           |  |  |  |  |
|              | A Teaching Textbook 2.0            | 978-0-9835812-2-2 |  |  |  |  |
|              | Answer Key & Test Bank 2.0         | 978-0-9835812-3-9 |  |  |  |  |
|              | A Teaching Textbook 2.0 (10 discs) | no ISBN           |  |  |  |  |
| Algebra 1    | A Teaching Textbook                | 978-0-9749036-2-0 |  |  |  |  |
| -            | Answer Key & Test Bank             | 978-0-9749036-3-7 |  |  |  |  |
|              | Lecture & Practice CDs (3 discs)   | no ISBN           |  |  |  |  |
|              | Solutions CDs (4 discs)            | no ISBN           |  |  |  |  |
|              | A Teaching Textbook 2.0            | 978-0-9835812-0-8 |  |  |  |  |
|              | Answer Key & Test Bank 2.0         | 978-0-9835812-1-5 |  |  |  |  |
|              | A Teaching Textbook 2.0 (10 discs) | no ISBN           |  |  |  |  |
| Geometry     | A Teaching Textbook                | 978-0-9749036-0-6 |  |  |  |  |
|              | Answer Key & Test Bank             | 978-0-9749036-1-3 |  |  |  |  |
|              | Lecture & Practice CDs (4 discs)   | no ISBN           |  |  |  |  |
|              | Solutions CDs (6 discs)            | no ISBN           |  |  |  |  |
|              | A Teaching Textbook 2.0            | 978-0-9835812-6-0 |  |  |  |  |
|              | Answer Key & Test Bank 2.0         | 978-0-9835812-7-7 |  |  |  |  |
|              | A Teaching Textbook 2.0 (12 discs) | no ISBN           |  |  |  |  |
| Algebra 2    | A Teaching Textbook                | 978-0-9835812-4-6 |  |  |  |  |
|              | Answer Key & Test Bank             | 978-0-9835812-5-3 |  |  |  |  |
|              | Lecture & Practice CDs (4 discs)   | no ISBN           |  |  |  |  |
|              | Solutions CDs (6 discs)            | no ISBN           |  |  |  |  |
|              | A Teaching Textbook 2.0            | 978-0-9797265-2-1 |  |  |  |  |
|              | Answer Key & Test Bank 2.0         | 978-0-9797265-3-8 |  |  |  |  |
|              | A Teaching Textbook 2.0 (12 discs) | no ISBN           |  |  |  |  |
| Pre-Calculus | A Teaching Textbook                | 978-0-9797265-2-1 |  |  |  |  |
|              | Answer Key & Test Bank             | 978-0-9797265-3-8 |  |  |  |  |
|              | Lecture & Practice CDs (7 discs)   | no ISBN           |  |  |  |  |
|              | Solutions CDs (7 discs)            | no ISBN           |  |  |  |  |

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

#### **DATE: FEBRUARY 20, 2018**

# SUBJECT:B.1.f.APPROVE NOTICE OF COMPLETION, PROJECT 17-33S, DISTRICTWIDE<br/>SECURITY CAMERAS FOR CAMPUS SAFETY AND SECURITY

CONSENT

- ISSUE: Shall the Board approve the Notice of Completion for Project 17-33S, Districtwide Security Cameras, Installation of Solar Structure Electrical Wiring, contracted with Taft Electric Company, Inc.?
- **BACKGROUND:** On December 5, 2017, the Board of Education authorized the award of a contract for Project 17-33S, Districtwide Security Cameras, Installation of Solar Structure Electrical Wiring, contracted with Taft Electric Company, Inc., of Ventura, California.

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

- ALTERNATIVES: 1. Approve the Notice of Completion for Project 17-33S, Districtwide Security Cameras, Installation of Solar Structure Electrical Wiring, contracted with Taft Electric Company, Inc., of Ventura, California.
  - 2. Do not approve the Notice of Completion.

#### **RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted:

Anthony W. Knight, Ed.D. Superintendent

| Board Action: On                          | motion of | , seconded | by      | , the Board of Education: |
|---|-----------|------------|---------|---------------------------|
| VOTE:<br>Hazelton<br>Helfstein<br>Laifman | AYES      | NOES       | ABSTAIN | ABSENT                    |
| Rosen<br>Ross<br>Student Ben              |           |            |         |                           |
| 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: Brookside Elementary School, 165 Satinwood Avenue, Oak Park, CA 91377; Oak Hills Elementary School, 1010N. Kanan Road, Oak Park, CA 91377; Red Oak Elementary School, 4857 Rockfield Street, Oak Park, CA 91377; Medea Creek Middle School, 1002 Doubletree Road, Oak Park, CA 91377; Oak Park High School, 899 N. Kanan Road, Oak Park, CA 91377; and Oak View High School, 5701 Conifer Street, Oak Park, CA 91377

That on or about <u>December 5, 2017</u> the said Oak Park Unified School District of Ventura County entered into a contract with <u>Taft Electric Company, Inc.</u>, of <u>Ventura, California</u>, for <u>Project 17-33S</u>, <u>Districtwide Security</u> <u>Cameras, Installation of Solar Structure Electrical Wiring</u> on certain real property hereinbefore described: that said building and improvements were actually completed on <u>February 20, 2018</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

<u>Anthony W. Knight</u>, being first duly sworn, deposes and says: that he is secretary of the Board of Trustees of the <u>Oak Park Unified School District</u>, a school district of Ventura County, California: that he therefore verifies the foregoing Notice of Completion on behalf of said <u>Oak Park Unified School District</u>: that the <u>Oak Park Unified School District</u> 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>Ragini Aggarwal</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

#### **DATE: FEBRUARY 20, 2018**

# SUBJECT:B.1.g.APPROVE NOTICE OF COMPLETION, PROJECT 17-46R, STRUCTURAL<br/>IMPROVEMENTS AT OAK PARK NEIGHBORHOOD SCHOOL

CONSENT

- ISSUE: Shall the Board approve the Notice of Completion for Project 17-46R, Structural Improvements at Oak Park Neighborhood School, contracted with Custom Modular Services Corp.?
- **BACKGROUND:** On November 14, 2017, the Board of Education authorized the award of a contract for Project 17-46R, Structural Improvements at Oak Park Neighborhood School, contracted with Custom Modular Services Corp., of Huntington Beach, California.

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

ALTERNATIVES:
 1. Approve the Notice of Completion for Project 17-46R, Structural Improvements at Oak Park Neighborhood School, contracted with Custom Modular Services Corp., of Huntington Beach, California.
 2. Do not approve the Notice of Completion.

#### **RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted:

Anthony W. Knight, Ed.D. Superintendent

| Board Action: C                | On motion of | , seconde | d by    | _, the Board of Education: |
|--------------------------------|--------------|-----------|---------|----------------------------|
| VOTE:<br>Hazelton<br>Helfstein | AYES         | NOES      | ABSTAIN | ABSENT                     |
| Laifman<br>Rosen               |              |           |         |                            |
| Ross<br>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, 1010N. Kanan Road, Oak Park, CA 91377

That on or about <u>November 14, 2017</u> the said Oak Park Unified School District of Ventura County entered into a contract with <u>Custom Modular Services Corp.</u>, of <u>Huntington Beach, California</u>, for <u>Project 17-46R</u>, <u>Structural Improvements at Oak Park Neighborhood School</u> on certain real property hereinbefore described: that said building and improvements were actually completed on <u>February 20, 2018</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

<u>Anthony W. Knight</u>, being first duly sworn, deposes and says: that he is secretary of the Board of Trustees of the <u>Oak Park Unified School District</u>, a school district of Ventura County, California: that he therefore verifies the foregoing Notice of Completion on behalf of said <u>Oak Park Unified School District</u>: that the <u>Oak Park Unified School District</u> 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>Ragini Aggarwal</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

**DATE: FEBRUARY 20, 2018** 

## SUBJECT: B.1.h. APPROVE NOTICE OF COMPLETION, PROJECT 17-57S, SAFETY LIGHTING AT OAK PARK HIGH SCHOOL STADIUM AND ADJACENT CUL-DE-SAC

CONSENT

- **ISSUE:** Shall the Board approve the Notice of Completion for Project 17-57S, Safety Lighting at Oak Park High School Stadium and Adjacent Cul-de-Sac, contracted with Taft Electric Company, Inc.?
- **BACKGROUND:** On November 14, 2017, the Board of Education authorized the award of a contract for Project 17-57S, Safety Lighting at Oak Park High School Stadium and Adjacent Cul-de-Sac, with Taft Electric Company, Inc., of Ventura, California.

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

- ALTERNATIVES: 1. Approve the Notice of Completion for Project 17-57S, Safety Lighting at Oak Park High School Stadium and Adjacent Cul-de-Sac, contracted with Taft Electric Company, Inc., of Ventura, California.
  - 2. Do not approve the Notice of Completion.

## **RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted:

Anthony W. Knight, Ed.D. Superintendent

| Board Action: On                          | motion of | , seconded by | , t     | the Board of Education: |
|---|-----------|---------------|---------|-------------------------|
| VOTE:<br>Hazelton<br>Helfstein<br>Laifman | AYES      | NOES          | ABSTAIN | ABSENT                  |
| Rosen<br>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 High School, 899 N. Kanan Road, Oak Park, CA 91377

That on or about <u>November 14, 2017</u> the said Oak Park Unified School District of Ventura County entered into a contract with <u>Taft Electric Company, Inc.</u>, of <u>Ventura, California</u>, for <u>Project 17-57S</u>, <u>Safety Lighting at</u> <u>Oak Park High School Stadium and Adjacent Cul-de-Sac</u> on certain real property hereinbefore described: that said building and improvements were actually completed on <u>February 20, 2018</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

<u>Anthony W. Knight</u>, being first duly sworn, deposes and says: that he is secretary of the Board of Trustees of the <u>Oak Park Unified School District</u>, a school district of Ventura County, California: that he therefore verifies the foregoing Notice of Completion on behalf of said <u>Oak Park Unified School District</u>: that the <u>Oak Park Unified School District</u> 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>Ragini Aggarwal</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

#### **DATE: FEBRUARY 20, 2018**

## SUBJECT:B.1.iAPPROVE NOTICE OF COMPLETION, MEASURE S CONSTRUCTIONMANAGEMENT DEPARTMENT EQUIPMENT AND INSTALLATION

CONSENT

**ISSUE:** Shall the Board approve the Notice of Completion for Measure S Construction Management Department Equipment and Installation, contracted with Taft Electric Company, Inc.?

**BACKGROUND:** On January 16, 2018, the Board of Education authorized the award of a contract for Measure S Construction Management Department Equipment and Installation, with Taft Electric Company, Inc., of Ventura, California, for electrical connection of the construction management office/trailer.

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

- ALTERNATIVES: 1. Approve the Notice of Completion for Measure S Construction Management Department Equipment and Installation, contracted with Taft Electric Company, Inc., of Ventura, California.
  - 2. Do not approve the Notice of Completion.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted:

Anthony W. Knight, Ed.D. Superintendent

| Board Action:                 | On motion of | , seconded | by      | , the Board of Education: |
|-------------------------------|--------------|------------|---------|---------------------------|
| VOTE:<br>Hazelton             | AYES         | NOES       | ABSTAIN | ABSENT                    |
| Helfstein<br>Laifman<br>Rosen |              |            |         |                           |
| Ross<br>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: Education Service Center, 5801 Conifer Street, Oak Park, CA 91377

That on or about January 16, 2017 the said Oak Park Unified School District of Ventura County entered into a contract with <u>Taft Electric Company</u>, Inc., of <u>Ventura</u>, <u>California</u>, for <u>Measure S Construction Management</u> <u>Department Equipment and Installation</u> on certain real property hereinbefore described: that said building and improvements were actually completed on <u>February 20, 2018</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

<u>Anthony W. Knight</u>, being first duly sworn, deposes and says: that he is secretary of the Board of Trustees of the <u>Oak Park Unified School District</u>, a school district of Ventura County, California: that he therefore verifies the foregoing Notice of Completion on behalf of said <u>Oak Park Unified School District</u>: that the <u>Oak Park Unified School District</u> 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>Ragini Aggarwal</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

#### DATE: FEBRUARY 20, 2018

SUBJECT: B.1.j. APPROVE DISPOSAL OF OBSOLETE AUDIOVISUAL EQUIPMENT

- ISSUE: Shall the Board approve the disposal of obsolete audiovisual equipment, RCA DVD/VCR player (model number DRC6200N, serial number D372NL18Q), per the provisions of Education Code Section 17546?
- **BACKGROUND:** The Technology Department has identified surplus audiovisual equipment, one RCA DVD/VCR player (model number DRC6200N, serial number D372NL18Q), as obsolete, of no value, and would cost more to repair than it is worth. The District has received an offer to purchase this equipment for \$1.00. Sales of this type require specific Board action and staff is requesting authorization to accept the offer. Education Code Section 17546 provides that if the Board, by unanimous vote of those members present, finds that the property, whether one or more items, does not exceed in value \$2,500, it may be sold at private sale without advertising, by any employee of the district empowered to do so. Accordingly, staff recommends that the Board declare audiovisual equipment, RCA DVD/VCR player Model number DRC6200N, Serial number D372NL18Q, as surplus and obsolete equipment, and authorize the Assistant Superintendent, Business and Administrative Services, to sell the specified equipment to a private individual in the amount of \$1.00.
- ALTERNATIVES:
   1. Declare audiovisual equipment, one RCA DVD/VCR player (model number DRC6200N, serial number D372NL18Q), as surplus and obsolete equipment, and authorize the Assistant Superintendent, Business and Administrative Services, to sell the specified equipment to a private individual in the amount of \$1.00.
  - 2. Do not authorize the sale of surplus property.

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

Respectfully submitted,

Anthony W. Knight, Ed.D. Superintendent CONSENT

| Board Action: On motion of  |      | , seconded by, the Board of |         | Board of Education: |
|---|------|-----------------------------|---------|---------------------|
| VOTE:<br>Hazelton<br>Helfstein<br>Laifman<br>Rosen<br>Ross<br>Student Rep | AYES | NOES                        | ABSTAIN | ABSENT              |

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

## **DATE: FEBRUARY 20, 2018**

## SUBJECT: B.1.k. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL TECHNOLOGY STUDENT ASSOCIATION CLUB – MARCH 23-25, 2018

CONSENT

## **ISSUE:** Shall the Board approve an overnight trip for the Oak Park High School Technology Student Association club members?

**BACKGROUND:** Principal, Kevin Buchanan, requests approval for this conference scheduled for March 23-25, 2018 in Bakersfield, CA. The conference center is on the CSU Bakersfield campus. Approximately 30 male/female students will attend with 2 OPHS staff chaperones and 2 parent volunteer chaperones. Students and chaperones will stay at the Homewood Suites in Bakersfield. They will be travel by district approved drivers in district vehicles. They will depart at 3 p.m. on Friday, March 23, 2018 and return by 3 p.m. on Sunday, March 25, 2018. The cost of the trip is \$150, which will cover the cost of the conference, transportation, hotel and 1 meal. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved *Field Trip Planning Guide/Checklist* have been met.

## ALTERNATIVES: 1. Approve field trip as presented.

2. Do not approve field trip as presented.

## **RECOMMENDATION:** Alternative #1.

Prepared by: <u>Geri Sterling</u>

Certified by: Kevin Buchanan

Respectfully submitted,

Anthony W. Knight, Ed.D. Superintendent

| Board Action: | On motion of | , second | led by  | , the Board of Education: |
|---------------|--------------|----------|---------|---------------------------|
| VOTE:         | AYES         | NOES     | ABSTAIN | ABSENT                    |
| Hazelton      |              |          |         |                           |
| Helfstein     |              |          |         |                           |
| Laifman       |              |          |         |                           |
| Rosen         |              |          |         |                           |
| Ross          |              |          |         |                           |
| Student Rep   |              |          |         |                           |

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

**DATE: FEBRUARY 20, 2018** 

SUBJECT: B.2.a. APPROVE RESOLUTION #18-05 OAK PARK EDUCATION FOUNDATION TO OFFER A FEE-BASED SUMMER SCHOOL PROGRAM FOR 2018

ACTION

- **ISSUE:** To review and approve Resolution #18-05 approving the continuation of a feebased summer school program through Oak Park Schools Education Foundation and to accept credits for high school courses taken by students.
- **BACKGROUND:** Prior to 2014 funding for summer school programs was a part of the Tier III flexibility funding category. Under the new Local Control Funding Formula (LCFF) plan, the Tier III and categorical hourly programs have been eliminated and replaced with new funding mechanisms. However, the result is the same in that there are no separate funds available for summer programs. In the past, the District has been required to provide programs beyond the normal school year for 1) students who are not meeting standards and are at risk of retention; 2) students who are going to be retained; 3) seniors in need of credits for graduation; 4) students who need to repeat courses required for graduation; 5) eligible special education students in an extended school year setting.

Many school districts are again considering no summer programs, or a muchreduced summer school that will only offer classes for seniors in need of credits for graduation. Others are turning over their programs to private foundations or schools to run. All districts are still required to offer a program for their eligible special education students in an extended school year setting based on their IEP's and Oak Park will continue to run this program through our special education department.

Seven years ago, with the board's endorsement, Oak Park Education Foundation agreed to offer a fee-based summer program for their general education students. The program has been very successful at both the middle and high schools, but enrollment at the elementary level has not been high enough to warrant running a program. After two years of attempting to run the elementary program, Oak Park Education Foundation decided to focus on the middle and high school in future years.

Oak Park Education Foundation is preparing to move forward with this year's program again and seeks the board's approval to offer this program. Since Oak Park Education Foundation is not an accredited educational entity it is necessary for the governing board of the Oak Park Unified School District to approve a resolution that states OPUSD will accept the credits for the courses taught in the high school summer program administered by the Oak Park Education Foundation.

## Page 2. Board of Education Meeting February 20, 2018 Approve Resolution #18-05 Oak Park Education Foundation to Offer A Fee-Based Summer School Program For 2018

This resolution was first approved five years ago and staff endorses the renewal of the resolution at tonight's board meeting.

## ALTERNATIVES: 1. Approve Resolution #18-05 Oak Park Education Foundation to Offer a Fee-Based Summer School Program.

2. Do not approve Resolution #18-05 Oak Park Education Foundation to Offer a Fee-Based Summer School Program.

**RECOMMENDATION:** Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D. Superintendent

| Board Action: On motion of |      | , seconded by |         | , the Board of Education: |
|----------------------------|------|---------------|---------|---------------------------|
| VOTE:                      | AYES | NOES          | ABSTAIN | ABSENT                    |
| Hazelton                   |      |               |         |                           |
| Helfstein                  |      |               |         |                           |
| Laifman                    |      |               |         |                           |
| Rosen                      |      |               |         |                           |
| Ross                       |      |               |         |                           |
| Student Rep                |      |               |         |                           |

### OAK PARK UNIFIED SCHOOL DISTRICT

### **RESOLUTION #18-05**

### OAK PARK EDUCATION FOUNDATION TO OFFER A FEE-BASED SUMMER SCHOOL PROGRAM

Whereas, the Oak Park Unified School District has determined that a district-operated summer school program is not fiscally viable under current state funding levels, and;

Whereas, the Oak Park Unified School District desires to contract with the Oak Park Education Foundation for summer school services to continue to provide the greatest opportunities for students within the district, and;

Whereas, the Oak Park Education Foundation has offered to provide these services for the benefit of students and the Foundation, and;

Whereas, the Board of Education policy requires a specific board action to accept course work from non-accredited institutions.

NOW, THEREFORE, BE IT RESOLVED that the Oak Park Unified School District Board of Education shall accept any academic course work offered by the Oak Park Education Foundation as a course for credit toward the Oak Park High School diploma provided the Foundation follows district curriculum and utilizes qualified certificated personnel in the delivery of such programs.

PASSED and APPROVED this 20th day of February, 2018

| AYES:        |  |
|--------------|--|
| NOES:        |  |
| ABSENT:      |  |
| ABSTENTIONS: |  |

President, Oak Park Unified School District Board of Education

Attest:

Clerk, Oak Park Unified School District Board of Education

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

### DATE: FEBRUARY 20, 2018

## SUBJECT:B.2.b.DISCUSS 2018 MEASURE S BOND PRIORITY PROJECTS PLAN<br/>AND RELATED BOND FUNDING OPTIONS

DISCUSSION

- ISSUE: Shall the Board of Education receive the recommendation of the Measure S Planning Committee for the 2018 Measure S Bond Priority Projects Plan, and discuss the proposed plan and related Measure S bond funding options?
- **BACKGROUND:** The 25-member Measure S Committee, comprised of parents, teachers, principals, district-level staff, and architect, has met monthly since September 2017 to establish Measure S project priorities. At its most recent meetings, held February 5, 2018, and February 12, 2018, the Committee finalized its recommendation the 2018 Measure S Bond Priority Projects Plan, to be implemented over the next several years. The Committee's Plan recommendation follows.

On Wednesday, February 7, 2018, the Board held a special meeting to receive information and discuss various options pertaining to the potential issuance of Series B general obligation bonds for Measure S. In its discussion of the project priority plan this evening, it is also appropriate that the Board consider and explore the related bond funding options that will inform the timing and priorities of projects to be included in the final plan, which will be approved at a subsequent meeting of the Board.

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

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

Respectfully submitted,

Anthony W. Knight, Ed.D. Superintendent

### **MEASURE S** MASTER PLAN February 13, 2018 **District-Wide Plan Summary**



| Description         Estimate         2018         2019         2020         2021         2022         Total         Expenses           Brookside Elementary School         \$         8.482.410         \$         1.557.988         \$         2.826.292.0         \$         517.994         \$         2.203.228         \$         1.280.000         \$         8.482.410         1.6%           Oak Hills Elementary School         \$         6.076.996         \$         9.995.339         \$         3.885.425         \$         \$         1.216.222         \$         \$         \$         9.006.750         \$         1.562.400         \$         3.417.300         \$         4.467.000         \$         9.006.750         \$         1.562.400         \$         3.417.800         \$         4.760.000         \$         9.006.750         \$         1.950.000         \$         1.191.750         \$         4.760.000         \$         7.040.250         1.4%         4.767.000         \$         7.704.250         1.4%         4.767.000         \$         7.704.250         1.4%         4.767.000         \$         7.704.250         1.4%         4.767.000         \$         2.100.000         \$         9.00.000         \$         9.00.000         \$         9.00.000<  |  |          | Precon     |           | Projected                   | Projected          |            | Projected        |           | Projected   | Projected           | I         | OT IT ILLO   | % of Total |
|--|--|----------|------------|-----------|-----------------------------|--------------------|------------|------------------|-----------|-------------|---------------------|-----------|--------------|------------|
| Oak Hills Elementary School         \$ 11.365.522         \$ 653.374         \$ 2.886.498         \$ 3.417.330         \$ 4.261.320         \$ 147.000         \$ 11.385.522         2.22%           Red Oak Elementary School         \$ 6.076.996         \$ 9.905.739         \$ 3.865.425         \$ 1216.212         \$ 6.076.996         \$ 9.906.750         \$ 11.385.522         2.22%           Medea Creek Middle School         \$ 9.906.750         \$ 1.562.400         \$ 3.545.650         \$ 1.379.700         \$ 3.416.800         \$ \$ 9.906.750         19%           Oak Park Hiah School         \$ 7.040.250         \$ - \$ 1.061.500         \$ 1.191.750         \$ 4.767.000         \$ 7.040.250         14%           Oak View High School/OPIS/DO         \$ 2.100.000         \$ - \$ 1.050.000         \$ 1.050.000         \$ 910.000         \$ 925.000         \$ 5.330.000         10%           Furniture and Equipment Priorities         \$ 600.000         \$ 2.00.000         \$ 200.000         \$ 200.000         \$ 910.000         \$ 925.000         \$ 5.330.000         1%           OPUSD Staff Support Costs         \$ 50.901.928         \$ 5.644.102         \$ 16.570.972         \$ 8.366.524         \$ 13.201.329         7.119.000         \$ 5.195.000         \$ 200.000         \$ 200.000         \$ 200.000         \$ 200.000         \$ 200.000         \$ 200.000         \$ 200.000  | Description                                      |          |            |           |                             |                    |            |                  |           |             |                     |           | Total        |            |
| Oak Hills Elementary School         \$ 11.365.522         \$ 653.374         \$ 2.886.498         \$ 3.417.330         \$ 4.261.320         \$ 147.000         \$ 11.385.522         2.22%           Red Oak Elementary School         \$ 6.076.996         \$ 9.905.739         \$ 3.865.425         \$ 1216.212         \$ 6.076.996         \$ 9.906.750         \$ 11.385.522         2.22%           Medea Creek Middle School         \$ 9.906.750         \$ 1.562.400         \$ 3.545.650         \$ 1.379.700         \$ 3.416.800         \$ \$ 9.906.750         19%           Oak Park Hiah School         \$ 7.040.250         \$ - \$ 1.061.500         \$ 1.191.750         \$ 4.767.000         \$ 7.040.250         14%           Oak View High School/OPIS/DO         \$ 2.100.000         \$ - \$ 1.050.000         \$ 1.050.000         \$ 910.000         \$ 925.000         \$ 5.330.000         10%           Furniture and Equipment Priorities         \$ 600.000         \$ 2.00.000         \$ 200.000         \$ 200.000         \$ 910.000         \$ 925.000         \$ 5.330.000         1%           OPUSD Staff Support Costs         \$ 50.901.928         \$ 5.644.102         \$ 16.570.972         \$ 8.366.524         \$ 13.201.329         7.119.000         \$ 5.195.000         \$ 200.000         \$ 200.000         \$ 200.000         \$ 200.000         \$ 200.000         \$ 200.000         \$ 200.000  | Brookside Elementary School                      | \$       | 8,482,410  | \$        | 1.557.988                   | \$ 2,923,20        | 0 \$       | 517,994          | \$        | 2,203,228   | \$ 1,280,000        | \$        | 8,482,410    | 16%        |
| Red Oak Elementary School         \$ 6.076.996         \$ 995,339         \$ 3.865.425         \$ -         \$ 1.216.222         \$ -         \$ 6.076.996         12%           Medea Creek Middle School         \$ 9.906,750         \$ 1.562,400         \$ 3.545,850         \$ 1.379,700         \$ 3.418,800         \$ -         \$ 9.906,750         19%           Oak Park High School         \$ 7.040,250         \$ -         \$ -         \$ 1.081,500         \$ 1.191,750         \$ 4.767,000         \$ 7.040,250         14%           Oak View High School/OPIS/DO         \$ 2.100,000         \$ -         \$ -         \$ 2.100,000         \$ 1.050,000         \$ 1.191,750         \$ 4.767,000         \$ 7.040,250         14%           Gak View High School/OPIS/DO         \$ 2.100,000         \$ -         \$ -         \$ 2.100,000         \$ 7.20,000         \$ 910,000         \$ 925,000         \$ 5.330,000         10%           Furniture and Equipment Priorities         \$ 600,000         \$ 200,000         \$ 200,000         \$ 200,000         \$ 910,000         \$ 925,000         \$ 5.330,000         1%           Misc. Costs (Legal, Bond Costs, etc.)         \$ 5.991,928         \$ 5.991,928         \$ 5.991,928         \$ 5.991,928         \$ 5.991,928         \$ 5.991,928         \$ 7.119,000         \$ 5.91,924,922         \$ 5.424,102         \$ 6.570,977<  |  |          |            | ¢.        |                             |                    |            |                  | ¥         |             |                     | ¢.        |              |            |
| Medea Creek Middle School         \$ 9,906.750         \$ 1,562.400         \$ 3,545.850         \$ 1,379,700         \$ 3,418.800         \$ -         \$ 9,906.750         19%           Qak Park High School         \$ 7,040.250         \$ -         \$ -         \$ 1,081.500         \$ 1,191.750         \$ 4,767.000         \$ 7,040.250         14%           Qak View High School/OPIS/DO         \$ 2,100.000         \$ -         \$ 1,050.000         \$ 1,050.000         \$ -         \$ 2,100.000         \$ -         \$ 2,100.000         \$ -         \$ 2,100.000         \$ -         \$ 2,100.000         \$ -         \$ 2,100.000         \$ -         \$ 2,100.000         \$ 5,330.000         \$ 5,330.000         \$ 5,330.000         \$ 5,330.000         \$ 5,330.000         \$ 5,330.000         \$ 5,330.000         \$ 5,330.000         \$ 5,330.000         \$ 5,300.000         \$ 5,300.000         \$ 5,300.000         \$ 5,300.000         \$ 5,300.000         \$ 5,300.000         \$ 5,000.000         \$ 5,000.000         \$ 5,000.000         \$ 5,000.000         \$ 5,000.000         \$ 5,000.000         \$ 5,000.000         \$ 5,000.000         \$ 5,000.000         \$ 5,000.000         \$ 5,000.000         \$ 5,000.000         \$ 5,000.000         \$ 5,000.000         \$ 5,000.000         \$ 5,000.000         \$ 5,142.492         \$ 5,142.492         \$ 5,142.492         \$ 5,142.492         \$ 5,142.492  |  | Ф        |            | Ŷ         |                             | *******            |            | <u> </u>         |           |             |                     | Ŷ.        |              |            |
| Oak Park High School         \$         7.040.250         \$         \$         1.081.500         \$         1.191.750         \$         4.767,000         \$         7.040.250         1.4%           Oak View High School/OPIS/DO         \$         2.100.000         \$         \$         1.050.000         \$         \$         2.100.000         \$         2.100.000         \$         2.100.000         \$         2.100.000         \$         2.100.000         \$         2.100.000         \$         2.100.000         \$         2.100.000         \$         2.100.000         \$         2.100.000         \$         2.100.000         \$         2.100.000         \$         2.100.000         \$         2.00.000         \$         2.00.000         \$         2.00.000         \$         2.00.000         \$         2.00.000         \$         2.00.000         \$         2.00.000         \$         2.00.000         \$         2.00.000         \$         2.00.000         \$         2.00.000         \$         2.00.000         \$         2.00.000         \$         2.00.000         \$         2.00.000         \$         \$         0.00.00         \$         2.00.000         \$         \$         0.00.00         \$         \$         2.00.000         \$  | Red Oak Elementary School                        | \$       | 6,076,996  | <u>\$</u> | 995,339                     | <u>\$ 3,865,42</u> | 5 \$       |                  | \$        | 1,216,232   |                     | <u>\$</u> | 6,076,996    | 12%        |
| Oak View High School/OPIS/DO         \$ 2,100,000         \$ - \$ 1,050,000         \$ - \$ - \$         \$ 2,100,000         4%           Technology Priorities         \$ 5,330,000         \$ 675,000         \$ 2,100,000         \$ 720,000         \$ 910,000         \$ 925,000         \$ 5,330,000         10%           Furniture and Equipment Priorities         \$ 600,000         \$ 200,000         \$ 200,000         \$ 200,000         \$ 200,000         \$ 5,000         1%           Misc. Costs (Legal, Bond Costs, etc.)         \$ 5,090,1928         \$ 5,644,102         \$ 16,570,972         \$ 8,366,524         \$ 13,201,329         \$ 7,119,000         \$ 5,090,1928         \$ 0,900,000         \$ 44,000         \$ 1,035,000         \$ 44,000         \$ 1,035,000         \$ 1,035,000         \$ 2%         \$ 1,035,000         \$ 1,035,000         \$ 1,035,000         \$ 1,035,000         \$ 1,035,000         \$ 1,035,000         \$ 2,00,000         \$ 1,035,000         \$ 2,00,000         \$ 1,035,000         \$ 2,00,000         \$ 1,035,000         \$ 1,035,000         \$ 1,035,000         \$ 1,035,000         \$ 1,035,000         \$ 1,035,000         \$ 1,035,000         \$ 1,035,000         \$ 1,035,000         \$ 1,035,000         \$ 1,035,000         \$ 1,035,000         \$ 1,035,000         \$ 1,035,000         \$ 1,036,000         \$ 1,036,000         \$ 1,036,000         \$ 1,036,000         \$ 1,0  | Medea Creek Middle School                        | \$       | 9,906,750  | \$        | 1,562,400                   | \$ 3,545,85        | 0\$        | \$1,379,700      | \$        | 3,418,800   | \$-                 | \$        | 9,906,750    | 19%        |
| Technology Priorities       \$       5.330.000       \$       675.000       \$       2.100.000       \$       910.000       \$       925.000       \$       5.330.000       10%         Furniture and Equipment Priorities       \$       600.000       \$       200.000       \$       200.000       \$       200.000       \$       910.000       \$       925.000       \$       5.330.000       1%         Misc. Costs (Legal, Bond Costs, etc.)       \$       50.901.928       \$       5.644.102       \$       1.6570.972       \$       8.366.524       \$       1.3201.329       \$       7.119.000       \$       5.9091.928       \$         OPUSD Staff Support Costs       \$       5.9.901.928       \$       5.644.102       \$       6.915.972       \$       8.366.524       \$       1.3201.329       \$       7.119.000       \$       5.938.928       100%         Measure S Series A Balance       \$       5.142.492       \$       -       \$       -       \$       -       \$       5.142.492       \$       -       \$       -       \$       -       \$       5.142.492       \$       -       \$       -       \$       -       \$       -       \$       5.142.492       \$  | Oak Park High School                             | \$       | 7,040,250  | \$        | -                           | \$                 | \$         | 1,081,500        | \$        | 1,191,750   | \$ 4,767,000        | \$        | 7,040,250    | 14%        |
| Furniture and Equipment Priorities       \$       600.000       \$       200.000       \$       200.000       \$       200.000       \$       1%         Misc. Costs (Legal, Bond Costs, etc.)       Subtotal Project Costs       \$       5.0.901.928       \$       5.644.102       \$       16.570.972       \$       8.366.524       \$       13.201.329       \$       7.119.000       \$       5.0.901.928       \$       0%         OPUSD Staff Support Costs       \$       5.0.901.928       \$       5.44.402       \$       16.915.972       \$       8.711.524       \$       13.201.329       \$       7.119.000       \$       5.936.928       100%         Measure S Series A Balance       \$       5.142.492       \$       5.142.492       \$       -       \$       -       \$       2.46.470       \$       2.46.470       \$       -       \$       -       \$       2.46.470       \$       -       \$       -       \$       -       \$       -       \$       2.46.470       \$       -       \$       -       \$       -       \$       -       \$       -       \$       -       \$       -       \$       -       \$       -       \$       -       \$       -  | Oak View High School/OPIS/DO                     | \$       | 2,100,000  | \$        | -                           | \$ 1,050,00        | 0 \$       | \$ 1,050,000     | \$        | -           | \$-                 | \$        | 2,100,000    | 4%         |
| Misc. Costs (Legal, Bond Costs, etc.)       \$       0       \$       0         OPUSD Staff Support Costs       \$       50,901,928       \$       56,44,102       \$       16,570,972       \$       8,366,524       \$       13,201,329       \$       7,119,000       \$       50,901,928       2%         OPUSD Staff Support Costs       \$       1,035,000       \$       345,000       \$       345,000       \$       345,000       \$       13,201,329       \$       7,119,000       \$       51,936,928       100%         Measure S Series A Balance       \$       5,142,492       \$       5,142,492       \$       -       \$       -       \$       -       \$       246,470       \$       -       \$       -       \$       -       \$       246,470       \$       -       \$       -       \$       -       \$       246,470       \$       -       \$       -       \$       -       \$       246,470       \$       -       \$       -       \$       -       \$       246,470       \$       -       \$       -       \$       246,470       \$       -       \$       -       \$       246,470       \$       -       \$       -       \$  | Technology Priorities                            | \$       | 5,330,000  | \$        | 675,000                     | \$ 2,100,00        | 0\$        | \$ 720,000       | \$        | 910,000     | \$ 925,000          | \$        | 5,330,000    | 10%        |
| Subtotal Project Costs         \$ 50,901,928         \$ 5,644,102         \$ 16,570,972         \$ 8,366,524         \$ 13,201,329         \$ 7,119,000         \$ 50,901,928           OPUSD Staff Support Costs         \$ 1035,000         \$ 345,000         \$ 345,000         \$ 345,000         \$ 345,000         \$ 345,000         \$ 345,000         \$ 345,000         \$ 345,000         \$ 51,936,928         \$ 100%           Measure S Series A Balance         \$ 5,142,492         \$ 5,142,492         \$ -         \$ -         \$ -         \$ -         \$ 5,142,492         \$ 5,142,492         \$ -         \$ -         \$ -         \$ 5,142,492         \$ 5,142,492         \$ -         \$ -         \$ -         \$ 5,246,470         \$ 246,470         \$ 246,470         \$ -         \$ -         \$ -         \$ 2,46,470         \$ 246,470         \$ -         \$ -         \$ -         \$ 2,46,470         \$ 2,46,470         \$ -         \$ -         \$ -         \$ 2,60,000         \$ -         \$ 2,46,470         \$ -         \$ -         \$ 9,500,000         \$ -         \$ 2,46,470         \$ -         \$ -         \$ 3,500,000         \$ -         \$ 5,142,492         \$ -         \$ 2,46,470         \$ -         \$ 2,46,470         \$ -         \$ -         \$ 3,500,000         \$ -         \$ -         \$ 5,00,000         \$ -         \$ -   | Furniture and Equipment Priorities               | \$       | 600,000    | \$        | 200,000                     | \$ 200,00          | 0 \$       | \$ 200,000       |           |             |                     | \$        | 600,000      | 1%         |
| OPUSD Staff Support Costs         \$ 1,035,000         \$ 345,000         \$ 51,326,928         100%           Measure S Series A Balance         \$ 5,142,492         \$ 5,142,492         \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -   | Misc. Costs (Legal, Bond Costs, etc.)            |          |            | ••••      |                             |                    |            |                  |           |             |                     | \$        | -            | 0%         |
| Total Estimated Expenses         \$ 51,936,928         \$ 5,989,102         \$ 16,915,972         \$ 8,711,524         \$ 13,201,329         \$ 7,119,000         \$ 51,936,928         100%           Measure S Series A Balance         \$ 5,142,492         \$ 5,142,492         \$ -  | Subtotal Project Costs OPUSD Staff Support Costs | \$<br>\$ |            |           | <b>5,644,102</b><br>345.000 |                    |            |                  | \$        | 13,201,329  | <u>\$ 7,119,000</u> | \$<br>\$  |              | 2%         |
| Measure R Series D Balance       \$ 246.470       \$ 246.470       \$ -       \$ -       \$ -       \$ -       \$ 246.470         Series B Bond Anticipation Note (BAN)       \$ 14.000.000       \$ 14.000.000       \$ -       \$ -       \$ -       \$ -       \$ 14.000.000         Series B Bond Issuance (net less BAN repay)       \$ 9.500.000       \$ -       \$ -       \$ 9.500.000       \$ -       \$ -       \$ 9.500.000       \$ -       \$ -       \$ 9.500.000       \$ -       \$ -       \$ 9.500.000       \$ -       \$ -       \$ 9.500.000       \$ -       \$ -       \$ 9.500.000       \$ -       \$ -       \$ 9.500.000       \$ -       \$ -       \$ 9.500.000       \$ -       \$ -       \$ 9.500.000       \$ -       \$ -       \$ 9.500.000       \$ -       \$ -       \$ 9.500.000       \$ -       \$ -       \$ 9.500.000       \$ -       \$ -       \$ 28.888.962       \$ 9.388.962       \$ -<  |  | \$       |            |           |                             |                    |            |                  | \$        | 13,201,329  | \$ 7,119,000        | \$        |              | 100%       |
| Series B Bond Anticipation Note (BAN)       \$ 14,000,000       \$ 14,000,000       \$ -       \$ -       \$ -       \$ -       \$ 14,000,000         Series B Bond Issuance (net less BAN repay)       \$ 9,500,000       \$ -       \$ -       \$ 9,500,000       \$ -       \$ 9,500,000       \$ -       \$ 9,500,000       \$ -       \$ 9,500,000       \$ -       \$ 9,500,000       \$ -       \$ 9,500,000       \$ -       \$ 9,500,000       \$ -       \$ \$ -       \$ 9,500,000       \$ -       \$ \$ -       \$ 9,500,000       \$ -       \$ \$ -       \$ 9,500,000       \$ -       \$ \$ -       \$ 9,500,000       \$ -       \$ \$ -       \$ \$ 9,500,000       \$ -       \$ \$ -       \$ \$ \$ 9,500,000       \$ -       \$ \$ -       \$ \$ \$ \$ 9,500,000       \$ -       \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$  | Measure S Series A Balance                       | \$       | 5,142,492  | \$        | 5,142,492                   | <b>\$</b>          | \$         | 5 -              | \$        | -           | \$-                 | \$        | 5,142,492    |            |
| Series B Bond Issuance (net less BAN repay)       \$ 9,500,000       \$ - \$ - \$ 9,500,000       \$ - \$ - \$ 9,500,000       \$ - \$ - \$ 9,500,000         Total Bond Revenue Sources       \$ 28,888,962       \$ 19,388,962       \$ - \$ 9,500,000       \$ - \$ - \$ - \$ 2.8,888,962         Bond Underwriting Costs       - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$   |  | \$       |            | \$<br>¢   |                             | <u>-</u>           | <u> </u>   |                  | <u>\$</u> | -           | <u> </u>            | \$<br>¢   | 246,470      |            |
| Bond Underwriting Costs       \$       -       \$       \$       -       \$       \$ <td>Series B Bond Issuance (net less BAN repay)</td> <td>\$</td> <td>9,500,000</td> <td>\$</td> <td>-</td> <td><u> </u></td> <td>49<br/>49</td> <td>9,500,000</td> <td>\$</td> <td>-</td> <td><u> </u></td> <td>\$</td> <td>9,500,000</td> <td></td>   | Series B Bond Issuance (net less BAN repay)      | \$       | 9,500,000  | \$        | -                           | <u> </u>           | 49<br>49   | 9,500,000        | \$        | -           | <u> </u>            | \$        | 9,500,000    |            |
| Interest Earned on Balance       \$       -       \$       28,888,962       \$       -       \$       1,359,390       \$       6.244,081       \$       1,782,924       \$       -       \$       9,386,395       \$       -       \$       1,547,382       -       \$       1,547,382       -       \$       1,547,382       -       \$       1,547,382       -       \$       1,547,382       -       \$       1,547,382       -       \$       1,647,382       -       \$       1,0933,777       \$       -       \$       2,906,772       \$       6.244,081       \$       1,782,924       \$       -       \$       10,933,777       \$       -       \$ <t< td=""><td></td><td>\$</td><td>28,888,962</td><td>\$<br/>¢</td><td>19,388,962</td><td><u>-</u></td><td>9</td><td><u>9,500,000</u></td><td><u></u></td><td>-</td><td><u> </u></td><td><u></u></td><td>28,888,962</td><td></td></t<>   |  | \$       | 28,888,962 | \$<br>¢   | 19,388,962                  | <u>-</u>           | 9          | <u>9,500,000</u> | <u></u>   | -           | <u> </u>            | <u></u>   | 28,888,962   |            |
| Net Bond Proceeds       \$ 28,888,962       \$ 19,388,962       -       \$ 9,500,000       -       \$ -       \$ 28,888,962         Modernization Proceeds       \$ 9,386,395       \$ -       \$ 1,359,390       \$ 6,244,081       \$ 1,782,924       \$ -       \$ 9,386,395         Solar Matching Fund Proceeds       \$ 1,547,382       \$ -       \$ 1,547,382       -       \$ -       \$ 1,547,382         Total Modernization/Solar Funding       \$ 10,933,777       \$ -       \$ 2,906,772       \$ 6,244,081       \$ 1,782,924       \$ -       \$ 1,547,382         Total Modernization/Solar Funding       \$ 10,933,777       \$ -       \$ 2,906,772       \$ 6,244,081       \$ 1,782,924       \$ -       \$ 1,547,382         Tech Consumable - Parent Pay (70%)       \$ 175,000 </td <td>Interest Earned on Balance</td> <td></td> <td></td> <td>\$</td> <td>-</td> <td><u>v -</u><br/>\$ -</td> <td>4<br/>9</td> <td></td> <td>\$</td> <td>-<br/>-</td> <td><u> </u></td> <td>\$</td> <td>-</td> <td></td>   | Interest Earned on Balance                       |          |            | \$        | -                           | <u>v -</u><br>\$ - | 4<br>9     |                  | \$        | -<br>-      | <u> </u>            | \$        | -            |            |
| Solar Matching Fund Proceeds         \$ 1,547,382         \$ -         \$ -         \$ 1,547,382           Total Modernization/Solar Funding         \$ 10,933,777         \$ -         \$ 2,906,772         \$ 6,244,081         \$ 1,782,924         \$ -         \$ 10,933,777           Tech Consumable - Parent Pay (70%)         -         \$ 175,000  | Net Bond Proceeds                                | \$       | 28,888,962 | \$        | 19,388,962                  | <u>\$</u>          | \$         | 9,500,000        | \$        | -           | \$                  | \$        | 28,888,962   |            |
| Total Modernization/Solar Funding       10,933,777       -       \$       2,906,772       \$       6,244,081       \$       1,782,924       -       \$       10,933,777         Tech Consumable - Parent Pay (70%)       175,000   | Modernization Proceeds                           | \$       | 9,386,395  | \$        | -                           | \$ 1,359,39        | 0 \$       | 6,244,081        | \$        | 1,782,924   | \$-                 | \$        |              |            |
| Tech Consumable - Parent Pay (70%)         175,000   |  | \$<br>¢  |            | \$<br>¢   | -                           |                    |            | -<br>            | \$<br>¢   | - 1 782 02/ | <u>\$</u> -         | \$<br>¢   |              |            |
| MS and HS 1-to-1 Chromebooks (\$950,000) \$ 665,000 \$ 665,000 \$ 665,000 \$ 665,000 \$ 665,000 \$ 665,000 \$ 518, | Tech Consumable - Parent Pay (70%)               | Ψ        |            | Ψ         | -                           | <u>y 2,300,11</u>  | <u>د ب</u> | v 0,244,001      |           | 1,102,324   |                     |           |              |            |
|  | 6th Grade 1-to-1 Chromebooks (\$250,000)         | \$       | 175,000    | \$        | 175,000                     | ¢ 665.00           | 0          |                  |           |             |                     | \$<br>¢   | 175,000      |            |
|  | Ongoing 1 to 1 refresh maintenance (\$370,000)   | э<br>\$  | 259,000    |           |                             |                    | 9          | \$ 259,000       | \$        | 259,000     |                     | 3<br>\$   | 518,000      |            |
| Total Tech Consumable Reimbursement \$ 1.099.000 \$ 175.000 \$ 665.000 \$ 259.000 \$ 259.000 \$ 1.358.000  | Total Tech Consumable Reimbursement              | \$       | 1.099.000  |           | 175.000                     |                    |            | 259.000          | \$        | 259.000     | ¢                   | \$        | 1.358.000    |            |
|  | Net Revenue                                      | 2        | 40,921,739 | 2         |                             |                    |            |                  | 3         |             | <b>ə</b> -          | 2         |              |            |
|  | Estimated Expenses<br>Revenue Applied            | [        |            | \$<br>¢   |                             |                    |            |                  | Ş         |             |                     | \$        | (51,936,928) |            |
|  | Revenue Balance                                  |          |            | \$<br>\$  |                             |                    |            |                  | \$<br>\$  |             |                     |           |              |            |

NOTES:

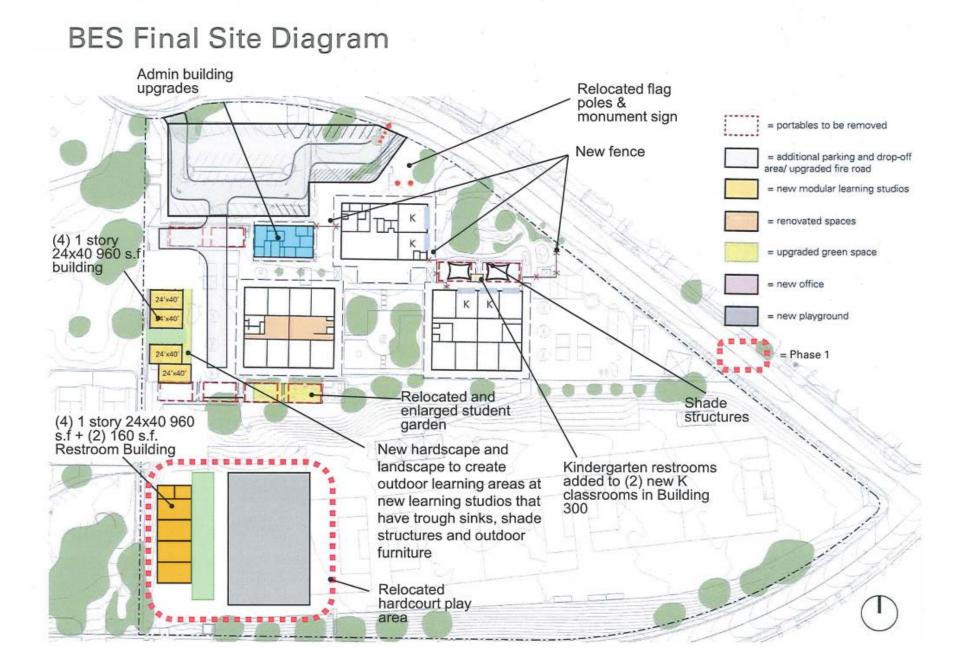
See individual school site worksheets for specific notes and projects for that site

 TOTAL EXPENSES
 \$
 (51,936,928)

 TOTAL PROCEEDS
 \$
 41,180,739

 NET AVAILABLE/(OVERSPEND)
 \$
 (10,756,189)

OPUSD 2018 Master Plan 1 of 12



### MEASURE S MASTER PLAN February 13, 2018



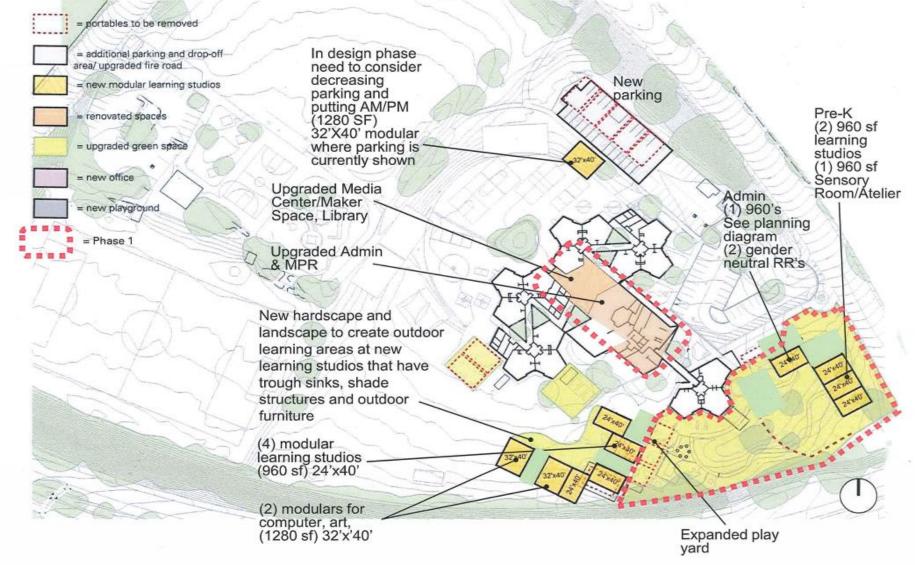
### **Brookside Elementary School**

| Description   | Pre-Construction<br>Estimate | Projected<br>2018                       | Projected<br>2019 | Projected<br>2020 | Projected<br>2021 | Projected<br>2022 | Total                          | Comments |
|---|------------------------------|---|-------------------|-------------------|-------------------|-------------------|--------------------------------|----------|
| Description   | Lotiniate                    | 2010                                    | 2010              | 2020              |                   |                   | i otai                         |          |
| Phase 1   |                              |   |                   |                   |                   |                   |                                |          |
|   |                              |   |                   |                   |                   |                   |                                |          |
| Admin Building DSA Certification upgrades                                   | \$ 712,798                   | 712,798                                 |                   |                   |                   |                   | \$ 712,798                     |          |
| (4) Mod. CR's, (1) Mod RR, AC playarea (lower area)                         | \$ 3,480,000                 | 696,000                                 | 2,784,000         |                   |                   |                   | \$<br>\$\$                     |          |
| Replace HVAC Bldgs 200 and 300  | \$ 780,000                   |   |                   |                   |                   | 780,000           | <u>\$</u><br>\$                |          |
| Makerspace Equipment/Furnishings Allowance                                  | \$ 75,000                    | 75,000                                  |                   |                   |                   |                   | <u>\$</u><br>\$ 75,000         |          |
| Phase 2   |                              |   |                   |                   |                   |                   | <u> </u>                       |          |
| (4) Mod. CR's, Outdoor learning area (upper area)                           | \$ 2,466,640                 |   |                   | 493,328           | 1,973,312         |                   | <u>\$</u>                      |          |
| Remodel CR's 304 and 305 for KG use   | \$ 125,000                   |   |                   |                   | 125,000           |                   | <u>\$</u><br><u>\$</u> 125,000 |          |
|   |                              |   |                   |                   |                   |                   | <u> </u>                       |          |
| Phase 3   |                              |   |                   |                   |                   |                   | <u>\$</u> -<br>\$-             |          |
| Modify/Expand Parking Lot and Drop Off                                      | \$ 500,000                   |   |                   |                   |                   | 500,000           | \$ <u>500,000</u>              |          |
|   |                              |   |                   |                   |                   |                   | \$ -<br>\$                     |          |
|   |                              | ••••••••••••••••••••••••••••••••••••••• |                   |                   |                   |                   | φ<br>\$-                       |          |
| Total Direct Costs (includes Soft Cost)                                     |                              | 1,483,798                               | 2,784,000         | 493,328           | 2,098,312         | 1,280,000         | \$ 8,139,438                   |          |
| Soft Costs  |                              |   |                   |                   |                   |                   |                                |          |
| Design/Engineering fees   | Incl                         |   |                   |                   |                   |                   | \$-                            |          |
| A&E Fees Inspection Fees  | Incl<br>Incl                 |   |                   |                   |                   | -                 | <u>\$</u> -                    |          |
| Contingency (hard costs only)   | Incl                         |   |                   |                   |                   |                   | <u> </u>                       |          |
| Escalation  | 5%                           | 74,190                                  | 139,200           | 24,666            | 104,916           | -                 | \$ 342,972                     |          |
| Work Year Totals  |                              | \$ 1,557,988                            | \$ 2,923,200      | \$ 517,994        | \$ 2.203.228      | \$ 1,280,000      | \$ 8,482,410                   |          |
| Modernization Proceeds  | \$ 29,925                    |   | \$ 29,925         | \$ -              | , _,,             | .,,               | \$ 29,925                      |          |
| Solar Project Funding Proceeds<br>Modernization Funding Eligibility/Balance | \$ 472,403<br>\$ 502,328     |   | \$ 472,403        | \$ -              |                   |                   | \$ 472,403<br>\$ 7,980,082     |          |

#### NOTES

Completed project costs (yellow highlight) include all design, inspection, construction, and related soft costs; projected projects (green highlight) reflect direct construction costs only. Bold numbers in Description column denote project number assigned to completed construction projects

## **OHES & OPNS Final Site Diagram**



### MEASURE S MASTER PLAN February 13, 2018



### **Oak Hills Elementary School**

|   | Pre-Construction | •          | Projected                        | Projected    | Projected    | Projected  |                                  |          |
|---|------------------|------------|----------------------------------|--------------|--------------|------------|----------------------------------|----------|
| Description   | Estimate         | 2018       | 2019                             | 2020         | 2021         | 2022       | Total                            | Comments |
| Phase 1   |                  |            |                                  |              |              |            |                                  |          |
|   |                  |            |                                  |              |              |            | \$-                              |          |
| OPNS (4) Mod CR's, (1) Mod RR   | \$ 2,800,000     |            | 560,000                          | 2,240,000    |              |            | \$ 2,800,000                     |          |
| Upgraded Media Center, Maker Space, Library, Admin & MPR                    | \$ 2,736,307     | 547,261    | 2,189,045                        |              |              |            | .⊅<br>\$ 2,736,307               |          |
| Makerspace Equipment/Furnishings Allowance                                  | \$ 75,000        | 75,000     |                                  |              |              |            | \$-<br>\$75,000                  |          |
| Phase 2   |                  |            |                                  |              |              |            | \$-<br>\$-                       |          |
| Replace (7) (E) Relos with 8 Mod CR's/(1) RR                                | \$ 5,073,000     |            |                                  | 1,014,600    | 4,058,400    |            | \$<br>\$5,073,000                |          |
|   |                  |            |                                  |              |              |            | <u> </u>                         |          |
| Phase 3   |                  |            |                                  |              |              |            | <u>э</u> -<br>\$-                |          |
| Replace HVAC at Admin/MPR/Library   | \$ 140,000       |            |                                  |              |              | 140,000    | \$ 140,000                       |          |
|   |                  |            |                                  |              |              |            | ъ -<br>\$-                       |          |
|   |                  |            |                                  |              |              |            | \$-<br>\$-                       |          |
|   |                  |            |                                  |              |              |            | <u> </u>                         |          |
|   |                  |            |                                  |              |              |            | <u> </u>                         |          |
|   |                  |            |                                  |              |              |            | \$-<br>\$-                       |          |
|   |                  |            |                                  |              |              |            |                                  |          |
| Total Direct Costs  |                  | 622,261    | 2,749,045                        | 3,254,600    | 4,058,400    | \$ 140,000 | \$ 10,824,307                    |          |
| Soft Costs  |                  |            |                                  |              |              |            |                                  |          |
| Design/Engineering fees (HVAC)  | Incl             |            |                                  |              |              |            | <u>\$</u> -                      |          |
| Inspection Fees<br>Contingency (hard costs only)                            | Incl<br>Incl     |            |                                  |              |              |            | э <u>-</u><br>\$-                |          |
| Escalation  | Incl<br>5%       | 31,113     | 137,452                          | 162,730      | 202,920      | 7,000      | \$ 541,215                       |          |
| Work Year Totals  |                  | \$ 653,374 | \$ 2,886,498                     | \$ 3,417,330 | \$ 4,261,320 | \$ 147,000 | \$ 11,365,522                    |          |
| Modernization Proceeds  | \$ 2,120,359     |            |                                  | \$ 1,728,334 | , . ,.=.     | ,          | \$ 2,120,359                     | ]]       |
| Solar Project Funding Proceeds<br>Modernization Funding Eligibility/Balance | \$ 360,215       |            | \$ <u>360,215</u><br>\$1,728,334 | \$ -         |              |            | \$ <u>360,215</u><br>\$8,884,948 |          |

#### NOTES:

Completed project costs (yellow highlight) include all design, inspection, construction, and related soft costs; projected projects (green highlight) reflect direct construction costs only. Bold numbers in Description column denote project number assigned to completed construction projects

## **ROES Final Site Diagram**



### MEASURE S MASTER PLAN February 13, 2018

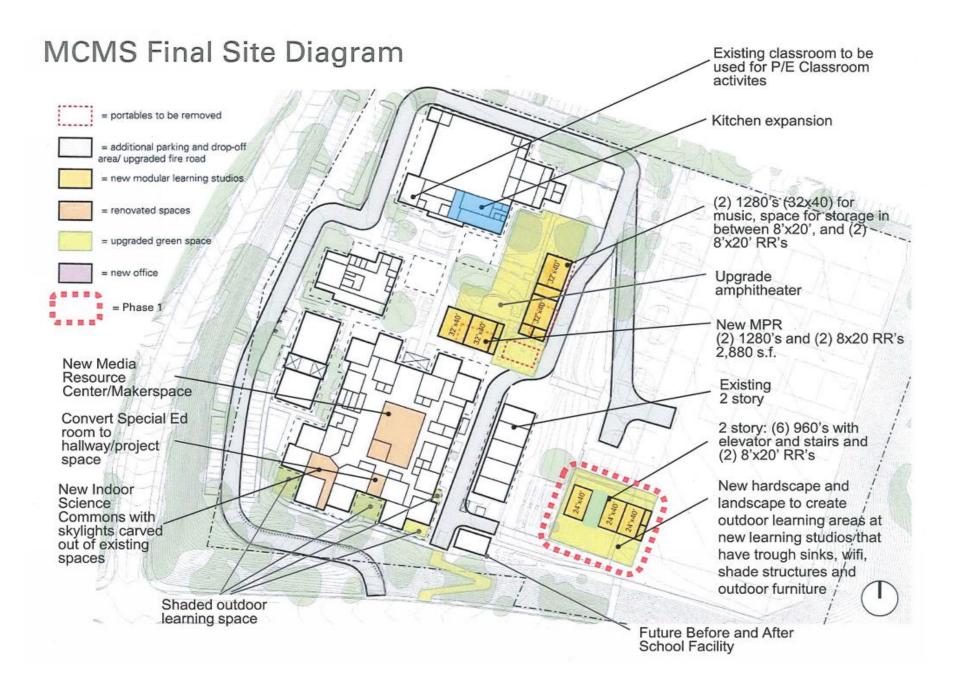


### **Red Oak Elementary School**

|   | Pre-Construction |                            | Projected    | Projected    | Projected    | Projected |                      |              |
|---|------------------|----------------------------|--------------|--------------|--------------|-----------|----------------------|--------------|
| Description   | Estimate         | 2018                       | 2019         | 2020         | 2021         | 2022      | Total                | Comments     |
|   |                  |                            |              |              |              |           |                      |              |
| Phase 1   |                  |                            |              |              |              |           | \$-                  |              |
| Deplace (C) (E) Delag with 7 Med ODis (A) DD        | ¢ 4 004 000      | 000 000                    | 2 604 257    |              |              |           | <u>\$</u>            |              |
| Replace (6) (E) Relos with 7 Mod CR's/(1) RR        | \$ 4,601,696     | 920,339                    | 3,681,357    |              |              |           | \$ 4,601,696<br>\$ - |              |
| Makerspace Equipment/Furnishings Allowance          | \$ 75,000        | 75,000                     |              |              |              |           | \$                   |              |
|   |                  |                            |              |              |              |           | \$-                  |              |
| Phase 2   |                  |                            |              |              |              |           | <u>\$</u>            |              |
| Replace HVAC on Bldgs B, C and Admin                | \$ 635,066       |                            |              |              | 635,066      |           | \$<br>\$ 635,066     |              |
| Replace TVAC on blugs b, C and Admin                | φ 000,000        |                            |              |              | 033,000      |           | \$ 000,000<br>\$ -   |              |
| Reroof and Roof Structural Repairs Bldg C           | \$ 523,250       |                            |              |              | 523,250      |           | \$ 523,250           |              |
|   |                  |                            |              |              |              |           | <u>\$</u>            |              |
|   |                  |                            |              |              |              |           | <u> </u>             |              |
|   |                  |                            |              |              |              |           | <u> </u>             |              |
|   |                  |                            | ••••••       |              |              |           | \$-                  |              |
|   |                  |                            |              |              |              |           | \$-                  |              |
|   |                  |                            |              |              |              |           | <u>\$</u>            |              |
|   |                  |                            |              |              |              |           | <u>ş</u>             |              |
|   |                  |                            |              |              |              |           | <u> </u>             |              |
|   |                  |                            |              |              |              |           | <u> </u>             |              |
|   |                  |                            |              |              |              |           | \$-                  |              |
|   |                  |                            |              |              |              |           | \$-                  |              |
|   |                  |                            |              |              |              |           | <u>\$</u>            |              |
|   |                  |                            |              |              |              |           | \$ -                 |              |
| Total Direct Costs                                  | \$ 5,835,012     | 995,339                    | 3,681,357    | -            | 1,158,316    | -         | \$ 5,835,012         |              |
| Soft Costs  |                  |                            |              |              |              |           |                      |              |
| Design/Engineering fees (HVAC)                      | Incl             |                            |              |              |              |           | \$-                  |              |
| Inspection Fees                                     | Incl             |                            |              | -            | -            |           | γ -<br>\$ -          |              |
| Contingency (hard costs only)                       | Incl             |                            |              | -            |              |           | э -<br>\$-           |              |
| Escalation  | 5%               |                            | 184,068      | -            | -<br>57,916  |           | \$    241,984        |              |
|   |                  |                            | 104,000      |              |              |           |                      |              |
| Work Year Totals                                    |                  | \$ 995,339                 | \$ 3,865,425 |              | \$ 1,216,232 | \$ -      | \$ 6,076,996         |              |
| Modernization Proceeds                              | \$ 2,388,237     |                            | \$-          | \$ 2,388,237 |              |           | \$ <u>2,388,237</u>  |              |
| Solar Project Funding Proceeds                      | \$ 414,671       | <b>A A A A A A A A A A</b> | \$ 414,671   | *            |              |           | \$ 414,671           |              |
| Modernization Funding Eligibility/Balance<br>NOTES: | \$ 2,802,908     | \$ 2,802,908               | \$ 2,388,237 | <b>\$</b> -  |              |           | \$ 3,274,088         | MSr S funded |

NOTES:

Completed project costs (yellow highlight) include all design, inspection, construction, and related soft costs; projected projects (green highlight) reflect direct construction costs only. Bold numbers in Description column denote project number assigned to completed construction projects



### MEASURE S MASTER PLAN February 13, 2018

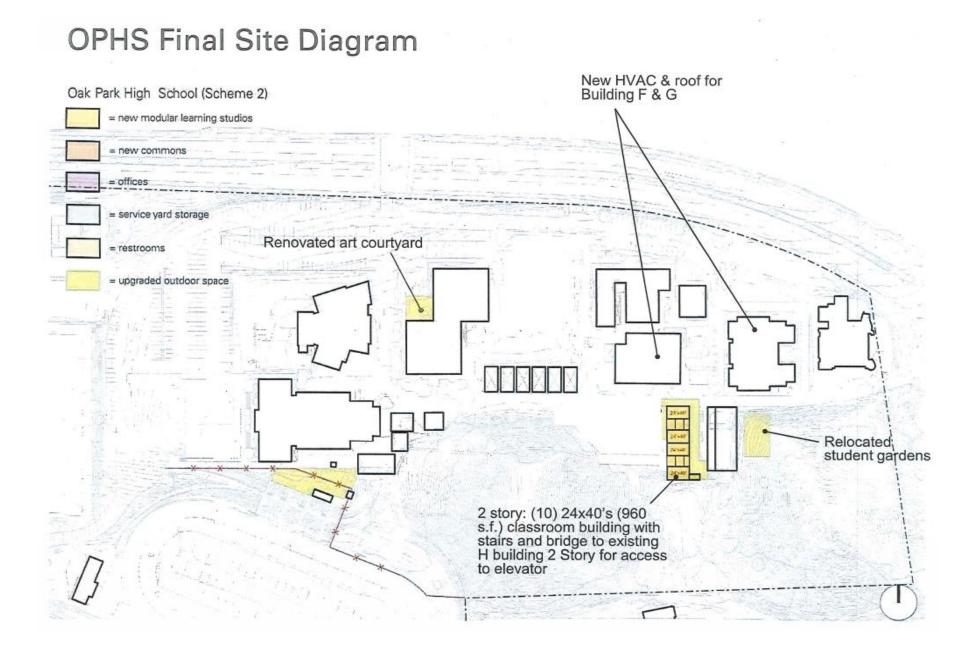


### Medea Creek Middle School

| Description  | Pre-Construction<br>Estimate | Projected<br>2018 | Projected<br>2019 | Projected<br>2020 | Projected<br>2021 | Projected<br>2022 | Total                                  | Comments     |
|--|------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--|--------------|
| Description  | Estimate                     | 2010              | 2019              | 2020              | 2021              | 2022              | IULAI                                  | Comments     |
| Phase 1  |                              |                   |                   |                   |                   |                   | \$                                     |              |
|  |                              |                   |                   |                   |                   |                   | φ -<br>\$ -                            |              |
| Kitchen Expansion/Remodel                              | \$ 480,000                   | 480,000           |                   |                   |                   |                   | <u>\$ 480,000</u>                      |              |
| Replace (4) Relo's with (2) Story (6) CR and(2) RR     | \$ 4,165,000                 | 833,000           | 3,332,000         |                   |                   |                   | \$ 4,165,000                           |              |
| Misc Existing Campus ADA and RR Upgrades (DSA)         | \$ 500,000                   |                   |                   | 500,000           |                   |                   | <u>\$ 500,000</u>                      | Allowance    |
| Repair Leak on Metal Roof System at MPR over Bleachers | \$ 100,000                   | 100,000           |                   |                   |                   |                   | <u>\$</u> 100,000                      |              |
| Makerspace Equipment/Furnishings Allowance             | \$ 75,000                    | 75,000            |                   |                   |                   |                   | \$ 75,000                              |              |
| Phase 2  |                              |                   |                   |                   |                   |                   | φ<br>\$-                               |              |
| New MPR/Music Buildings (GPS or Conventional build)    | \$ 4,070,000                 |                   |                   | 814,000           | 3,256,000         |                   | <u>\$</u><br>\$ 4,070,000              |              |
| DSA Certification of Rancho Simi Portable              | \$ 45,000                    |                   | 45,000            |                   |                   |                   | <u>\$</u> -<br><u>\$</u> 45,000<br>\$- | Allownace    |
|  |                              |                   |                   |                   |                   |                   | <u>\$</u> -<br>\$-                     |              |
|  |                              |                   |                   |                   |                   |                   | <u>\$</u> -                            |              |
|  |                              |                   |                   |                   |                   |                   | <u>\$</u> -<br>\$-                     |              |
|  |                              |                   |                   |                   |                   |                   | \$-                                    |              |
|  |                              |                   |                   |                   |                   |                   | <u>\$</u> -                            |              |
|  |                              |                   |                   |                   |                   |                   | <u> </u>                               |              |
|  |                              |                   |                   |                   |                   |                   | \$ -                                   |              |
| Total Direct Costs                                     |                              | \$ 1,488,000      | \$ 3,377,000      | \$ 1,314,000      | \$ 3,256,000      | <u></u> -         | \$ 9,435,000                           |              |
| Soft Costs   |                              |                   |                   |                   |                   |                   |  |              |
| Design/Engineering fees                                | Incl                         |                   |                   |                   |                   |                   | <u>\$</u> -                            |              |
| Inspection Fees<br>Contingency                         |                              |                   |                   |                   |                   |                   | <u> </u>                               |              |
| Escalation   | Incl<br>5%                   | 74,400            | 168,850           | 65,700            | 162,800           | -                 | \$ 471,750                             |              |
| Work Year Totals                                       |                              | \$ 1,562,400      | \$ 3,545,850      | \$ 1,379,700      | \$ 3 418 800      | \$ -              | \$ 9,906,750                           |              |
| Modernization Proceeds                                 | \$ 4,847,874                 | <u> </u>          | \$ 937,440        |                   | \$ 1,782,924      | Ψ                 | \$ 4,847,874                           |              |
| Solar Project Funding Proceeds - N/A                   | \$-                          |                   | \$ -              | \$ -              |                   |                   | \$-                                    |              |
| Modernization Funding Eligibility/Balance              | \$ 4,847,874                 | \$ 4,847,874      | \$ 3,910,434      | \$ 1,782,924      | \$-               |                   | \$ 5,058,876                           | Msr S funded |

#### NOTES:

Completed project costs (yellow highlight) include all design, inspection, construction, and related soft costs; projected projects (green highlight) reflect direct construction costs only. Bold numbers in Description column denote project number assigned to completed construction projects



#### OPUSD 2018 Master Plan 10 of 12

### MEASURE S MASTER PLAN February 13, 2018



### Oak Park High School

|  | Pre-Construction |             | Projected | Projected    | Projected    | Projected    |                    |              |
|--|------------------|-------------|-----------|--------------|--------------|--------------|--------------------|--------------|
| Description                                | Estimate         | 2018        | 2019      | 2020         | 2021         | 2022         | Total              | Comments     |
|  |                  |             |           |              |              |              |                    |              |
| Phase 1                                    |                  |             |           |              |              |              | <u> </u>           |              |
| HVAC Replacement at Bldgs F & G            | \$ 420,000       |             |           | 420,000      |              |              | \$-<br>\$420,000   |              |
|  | φ                |             |           | 420,000      |              |              | \$ -               |              |
| Roof Repair/Replacement Bldgs F & G        | \$ 610,000       |             |           | 610,000      |              |              | \$ 610,000         |              |
|  |                  |             |           |              |              |              | <u>\$</u>          |              |
|  |                  |             |           |              |              |              | <u>\$</u> -        |              |
|  |                  |             |           |              |              |              | <u></u><br>\$-     |              |
| Phase 2                                    |                  |             |           |              |              |              | \$-                |              |
|  |                  |             |           |              |              |              | \$-                |              |
| Replace H11-H16 w/ (2) Story Mod. CR's     | \$ 5,675,000     |             |           |              | 1,135,000    | 4,540,000    | \$ 5,675,000       |              |
|  |                  |             |           |              |              |              | ъ -<br>\$-         |              |
|  |                  |             |           |              |              |              | \$-                |              |
|  |                  |             |           |              |              |              | \$-                |              |
|  |                  |             |           |              |              |              | <u>\$</u>          |              |
|  |                  |             |           |              |              |              | <br>¢              |              |
|  |                  |             |           |              |              |              | <u> </u>           |              |
|  |                  |             |           |              |              |              | \$-                |              |
|  |                  |             |           |              |              |              | <u>\$</u>          |              |
|  |                  |             |           |              |              |              | <u>\$</u> -        |              |
|  |                  |             |           |              |              |              | <u> </u>           |              |
|  |                  |             |           |              |              |              | \$ -               |              |
| Total Direct Costs                         |                  |             | -         | 1,030,000    | 1,135,000    | 4,540,000    | \$ 6,705,000       |              |
| Soft Costs                                 |                  |             |           |              |              |              |                    |              |
| Design/Engineering fees                    | Incl             |             |           |              |              |              | \$-                |              |
| Inspection Fees                            | Incl             |             |           |              | -            |              | <u> </u>           |              |
| Contingency<br>Escalation                  | Incl<br>5%       |             | -         | 51,500       | -<br>56,750  | 227,000      | \$ -<br>\$ 335,250 |              |
|  |                  | *           | •         |              |              |              |                    |              |
| Work Year Totals<br>Modernization Proceeds | ¢                | <b>\$</b> - | \$-       | \$ 1,081,500 | \$ 1,191,750 | \$ 4,767,000 | •                  |              |
| Solar Project Funding Proceeds             | \$-<br>\$-       |             |           |              |              |              | <u></u>            |              |
| Modernization Funding Eligibility/Balance  | \$ -             | \$-         |           |              |              |              | \$ 7,040,250       | Msr S funded |

#### NOTES:

Completed project costs (yellow highlight) include all design, inspection, contraction, and related soft costs; projected projects (green highlight) reflect direct construction costs only. Bold numbers in Description column denote project number assigned to completed construction projects

### MEASURE S MASTER PLAN February 13, 2018



### Oak View High School/OPIS/District Office

| Description   | Pre-Construction<br>Estimate | Projected<br>2018 | Projected<br>2019 | Projected<br>2020 | Projected<br>2021 | Projected<br>2022 | Total           | Comments         |
|---|------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-----------------|------------------|
| Phase 1   |                              |                   |                   |                   |                   |                   |                 |                  |
|   |                              |                   |                   |                   |                   |                   | \$-             |                  |
| Relocate M&O/Renovate Warehouse/Parking Improvements/Site<br>Upgrades at OVHS/DO HVAC | \$ 2,000,000                 |                   | 1,000,000         | 1,000,000         |                   |                   | \$ 2,000,000    | \$2m Placeholder |
|   |                              |                   |                   |                   |                   |                   | <u>\$</u>       |                  |
|   |                              |                   |                   |                   |                   |                   |                 |                  |
|   |                              |                   |                   |                   |                   |                   | <u> </u>        |                  |
|   |                              |                   |                   |                   |                   |                   |                 |                  |
|   |                              |                   |                   |                   |                   |                   | <u> </u>        |                  |
|   |                              |                   |                   |                   |                   |                   | \$-             |                  |
|   |                              |                   |                   |                   |                   |                   | \$-             |                  |
|   |                              |                   |                   |                   |                   |                   | \$-             |                  |
|   |                              |                   |                   |                   |                   |                   | <u>\$</u> -     |                  |
|   |                              |                   |                   |                   |                   |                   |                 |                  |
|   |                              |                   |                   |                   |                   |                   | <u> </u>        |                  |
|   |                              |                   |                   |                   |                   |                   | <u> </u>        |                  |
|   |                              |                   |                   | •••••             |                   |                   | <u> </u>        |                  |
|   |                              |                   |                   |                   |                   |                   | \$-             |                  |
|   |                              |                   |                   |                   |                   |                   | \$-             |                  |
|   |                              |                   |                   |                   |                   |                   | <u>\$</u>       |                  |
|   |                              |                   |                   |                   |                   |                   | <u>\$</u>       |                  |
|   |                              |                   |                   |                   |                   |                   | <u>\$</u> -     |                  |
|   |                              |                   |                   |                   |                   |                   | <br>¢           |                  |
|   |                              |                   |                   |                   |                   |                   | <u> </u>        |                  |
|   |                              |                   |                   | •••••             |                   |                   | <u>φ</u><br>\$- |                  |
|   |                              |                   |                   |                   |                   |                   |                 |                  |
| Total Direct Costs  |                              | \$-               | 1,000,000         | 1,000,000         | -                 | -                 | \$ 2,000,000    |                  |
| Q=# Q==#=   |                              |                   |                   |                   |                   |                   |                 |                  |
| Soft Costs<br>Design/Engineering fees   | Incl                         |                   |                   |                   |                   |                   | 8               |                  |
| Increation Face   | Incl                         |                   |                   | ••••••            |                   |                   | φ<br>           |                  |
| Contingency (hard costs only)   | Incl                         |                   |                   |                   |                   |                   | <u> </u>        |                  |
| Contingency (hard costs only)<br>Escalation   | Incl<br>5%                   | -                 | 50,000            | 50,000            | -                 | -                 | \$ 100,000      |                  |
|   |                              |                   |                   |                   |                   |                   |                 |                  |
| Work Year Totals  |                              | \$ -              | \$ 1,050,000      | \$ 1,050,000      | \$-               | \$-               | \$ 2,100,000    |                  |
| Modernization Proceeds  | \$ -                         | \$ -              |                   |                   |                   |                   | \$-             |                  |
| Solar Project Funding Proceeds  | \$ 300,093                   |                   | \$ 300,093        |                   |                   |                   | \$ 300,093      |                  |
| Modernization Funding Eligibility/Balance   | \$ 300,093                   | \$ 300,093        | \$-               |                   |                   |                   | \$ 1,799,907    | Msr S funded     |

#### NOTES:

Completed project costs (yellow highlight) include all design, inspection, construction, and related soft costs; projected projects (green highlight) reflect direct construction costs only. Bold numbers in Description column denote project number assigned to completed construction projects

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

#### **DATE: FEBRUARY 20, 2018**

## SUBJECT: B.2.c. AUTHORIZE MEASURE S PROJECT 17-35S, KITCHEN IMPROVEMENTS AT MEDEA CREEK MIDDLE SCHOOL IMPROVEMENTS AT MEDEA CREEK MIDDLE SCHOOL

ACTION

- **ISSUE:** Shall the Board of Education authorize Measure S Project 17-35S, Kitchen Improvements at Medea Creek Middle School?
- **BACKGROUND:** In 2017, the Ventura County Health Department (VCHD) notified OPUSD that improvements and upgrades in the Medea Creek Middle School cafeteria kitchen were necessary to comply with Department regulations. VCHD provided an early January 2018 deadline for submittal of plans for review and approval. Accordingly, the Board awarded a contract to HED Architects for services to complete plans for submittal to both VCHD and Division of the State Architect (DSA). The plans and scope of the work have now been identified, and a project budget established. Direct construction costs are projected at \$374,660, plus 28% soft costs, including design and contingency, of \$104,905, for a total budget of \$479,565. It is recommended that the Board authorize Measure S Project 17-35S, Kitchen Improvements at Medea Creek Middle School, allowing staff to proceed with development of construction documents and solicitation of bids upon plan approval by DSA.
- ALTERNATIVES: 1. Authorize Project 17-35S, Kitchen Improvements at Medea Creek Middle School, with a budget established at \$479,565, to be funded from the Measure S bond fund.
  - 2. Do authorize the proposed project.

### **RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted:

Anthony W. Knight, Ed.D. Superintendent

| Board Action: On motion of  |      | , seconded by | ,       | the Board of Education: |
|---|------|---------------|---------|-------------------------|
| VOTE:<br>Hazelton<br>Helfstein<br>Laifman<br>Rosen<br>Ross<br>Student Rep | AYES | NOES          | ABSTAIN | ABSENT                  |

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

### **DATE: FEBRUARY 20, 2018**

# SUBJECT:B.2.d.RATIFY CONTRACT FOR MEASURE S PROJECT 17-49S,<br/>SECURITY BADGE SYSTEM UPGRADE, INSTALLATION OF<br/>NETWORK CONNECTION DROPS

ACTION

- **ISSUE:** Shall the Board Ratify Contract for Measure S Project 17-49S, Security Badge System Upgrade, Installation of Network Connection Drops, to be funded from the Measure S bond fund?
- **BACKGROUND:** At its meeting on October 17, 2017, the Board approved Measure S Project 17-49S, Security Badge System Upgrade, for the purchase of new and upgraded security badge system equipment for all schools. Upon receipt of the equipment, it was determined that new network cabling drops were required to connect the equipment to the District's network. As time was of the essence, a contract was issued to Pacificom to perform this work. As the upgrade is integral to the District and Measure S Committee campus safety priority, it is recommended that the Board ratify the contract with Pacificom for Measure S Project 17-49S, Security Badge System Upgrade, Installation of Network Connection Drops, in the amount of \$4,166, to be charged to the Measure S bond fund.
- ALTERNATIVES: 1. Ratify the contract with Pacificom for Measure S Project 17-49S, Security Badge System Upgrade, Installation of Network Connection Drops, in the amount of \$4,166, be charged to the Measure S bond fund.
  - 2. Do not ratify the contract.
- **RECOMMENDATION:** Alternative No. 1
- Prepared by: Enoch Kwok, Director, Educational Technology and Information Systems Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

Anthony W. Knight, Ed.D. Superintendent

| Board Action: On motion of  |      | , second | led by  | _, the Board of Education: |  |  |
|---|------|----------|---------|----------------------------|--|--|
| VOTE:<br>Hazelton<br>Helfstein<br>Laifman<br>Rosen<br>Ross<br>Student Rep | AYES | NOES     | ABSTAIN | ABSENT                     |  |  |

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

#### **DATE: FEBRUARY 20, 2018**

### SUBJECT: B.2.e. APPROVE CHANGE ORDER NO. 1, MEASURE R PROJECT 17-55R, ROOF REPLACEMENT AT OAK PARK INDEPENDENT SCHOOL

ACTION

- ISSUE: Shall the Board approve Change Order No. 1 to the contract with Custom Modular Services Corporation, for Measure R Project 17-55R, Roof Replacement at Oak Park Independent School?
- **BACKGROUND:** On November 14, 2017, the Board awarded a construction contract to Custom Modular Services Corporation, for Measure R Project 17-55R, Roof Replacement at Oak Park Independent 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, at the District's direction, the contractor performed work on overtime hours to expedite the repairs, and add building identification lettering on the newly installed roofs. The total amount of Change Order No. 1 is \$3,867.40, which when added to the original contract amount of \$55,063.08, increases the contract total to \$58,930.48. It is recommended by District staff that the Board approve Change Order No. 1.
- ALTERNATIVES: 1. Approve Change Order No. 1 to the contract with Custom Modular Services Corporation, for Project 17-55R, Roof Replacement at Oak Park Independent School, in the amount of \$3,867.40, funded from the Measure R bond fund.
  - 2. Do not approve deductive Change Order No. 1.

### **RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D. Superintendent

| Board Action: Or  | n motion of | , second | led by  | , the Board of Education: |
|---|-------------|----------|---------|---------------------------|
| VOTE:<br>Hazelton<br>Helfstein<br>Laifman<br>Rosen<br>Ross<br>Student Rep | AYES        | NOES     | ABSTAIN | ABSENT                    |



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

### CHANGE ORDER 17-55R 01-11-18

PROJECT NUMBER: 17-55R

PROJECT NAME: ROOF REPLACEMENT AT OPIS

CONTRACATOR: CUSTOM MODULAR SERVICES CORPORATION

SCOPE OF WORK: SEE ATTACHED

COST:

| Original Contract Amount        | \$<br>55,063.08 |
|---------------------------------|-----------------|
| Previous Approved Change Orders | \$<br>0.00      |
| This Change Order               | \$<br>3,867.40  |
| Adjusted Contract Amount        | \$<br>58,930.48 |

TIME:

| Original Contract Completion Date           | November 30, 2017 |
|---|-------------------|
| Previous Approved Completion Extension Days | None              |
| Completion days Extension this Change Order | 40                |
| Adjusted Contract Completion Date           | January 9, 2018   |

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

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

| OAK PARK UNIFIED SCHOOL DISTRICT      | CONTRACTOR:         |
|---------------------------------------|---------------------|
| Ву                                    | Ву                  |
| Date                                  | Date                |
| OPUSD FACILITIES/CONSTRUCTION MANAGER | ARCHITECT/ENGINEER: |
| Ву                                    | ву <u>N/A</u>       |
| 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) 735-3210

Julie Suarez & Keith Henderson

EMAIL: JSuarez@opusd.org khenderson@opusd.org

### JOB ADDRESS/CUSTOMER NAME: Oak Park United School OPIS Roof replacement Project 17-55R

### **DESCRIPTION** Prevailing Wage

Provide expedited schedule to complete roof replacement before January 8, 2018

| Overtime costs for crew and trip charges<br>Provide labor and material to affix black EPDM letters and numbers | \$ : | 2,784.40 |
|--|------|----------|
| on roofs of modular<br>3% Bond expense   | \$   | 970.00   |
| 270 2011 CAPCING   | \$   | 113.00   |

AMOUNT: \$ 3.867.40+ Any alterations or deviating from the standard statement of the stat

Any alterations or deviation from the above involving extra cost of material or labor, will be executed only on written orders for same and will become an extra charge over the sum mentioned above.

| PROPOSED BY: _ | Mouawad Edward | DATE: | 1/10/18 |
|----------------|----------------|-------|---------|
|                | Edward Mouawad |       |         |
| APPROVED BY: _ |                | DATE: |         |

Amounts past due are subject to a service charge of one and half percent per month (unless applicable law requires a lesser charge) together with cost of court and attorney's fees incurred to collect any unpaid amount whether incurred before or after commencement of litigation. THIS ESTIMATE HAS BEEN APPROVED BY **CMSC**. AND IS VALID UP TO THIRTY (30) DAYS FROM THE DATE LISTED ABOVE.

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

#### **DATE: FEBRUARY 20, 2018**

## SUBJECT:B.2.f.APPROVE NOTICE OF COMPLETION, PROJECT 17-55R ROOF<br/>REPLACEMENT AT OAK PARK INDEPENDENT SCHOOL

ACTION

- ISSUE: Shall the Board approve the Notice of Completion for Measure R Project 17-55R Roof Replacement at Oak Park Independent School, contracted with Custom Modular Services Corp.?
- **BACKGROUND:** On November 14, 2017, the Board of Education authorized the award of a contract for Project 17-55R Roof Replacement at Oak Park Independent School, with Custom Modular Services Corp., of Huntington Beach, California.

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

- ALTERNATIVES: 1. Approve the Notice of Completion for Project 17-55R Roof Replacement at Oak Park Independent School, contracted with Custom Modular Services Corp., of Huntington Beach, California.
  - 2. Do not approve the Notice of Completion.

### **RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted:

Anthony W. Knight, Ed.D. Superintendent

| Board Action:                  | On motion of | , seconded | l by    | the Board of Education: |
|--------------------------------|--------------|------------|---------|-------------------------|
| VOTE:<br>Hazelton<br>Helfstein | AYES         | NOES       | ABSTAIN | ABSENT                  |
| Laifman<br>Rosen               |              |            |         |                         |
| Ross<br>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 Independent School, 5701 Conifer Street, Oak Park, CA 91377

That on or about <u>November 14, 2017</u> the said Oak Park Unified School District of Ventura County entered into a contract with <u>Custom Modular Services Corp.</u>, of <u>Huntington Beach, California</u>, for <u>Project 17-55R Roof</u> <u>Replacement at Oak Park Independent School</u> on certain real property hereinbefore described: that said building and improvements were actually completed on <u>February 20, 2018</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

<u>Anthony W. Knight</u>, being first duly sworn, deposes and says: that he is secretary of the Board of Trustees of the <u>Oak Park Unified School District</u>, a school district of Ventura County, California: that he therefore verifies the foregoing Notice of Completion on behalf of said <u>Oak Park Unified School District</u>: that the <u>Oak Park Unified School District</u> 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>Ragini Aggarwal</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

### **DATE: FEBRUARY 20, 2018**

SUBJECT: B.2.g. AUTHORIZE AND AWARD CONSTRUCTION CONTRACTS FOR MEASURE S PROJECT 18-02S, GIRLS VARSITY SOFTBALL FIELD REPAIRS AND IMPROVEMENTS AT OAK PARK HIGH SCHOOL ACTION

- ISSUE: Shall the Board authorize Measure S Project 18-02S, Girls Varsity Softball Field Repairs and Improvements at Oak Park High School, and award construction contracts associated with this work, to be funded from the Measure S bond fund?
- **BACKGROUND:** Inspection of the girls' varsity softball field at Oak Park High School has revealed badly deteriorated backstop and fencing installations, and identified the need for foul ball netting at the facility. Both conditions are safety concerns, and District staff has obtained quotes for the necessary equipment and repairs for this project, now identified as Measure S Project 18-02S, Girls Varsity Softball Field Repairs and Improvements at Oak Park High School. The following is a summary of the quotes received:

| COMPANY                 | SCOPE OF WORK                     | AN | MOUNT  |
|-------------------------|-----------------------------------|----|--------|
| Fence Factory           | Furnish/Install Backstop, Fencing | \$ | 42,856 |
| Carter Fence Co., Inc., | Furnish/Install Backstop, Fencing | \$ | 79,680 |

The quote from the low bidder, Fence Factory, accompanies this report. It is recommended that the Board authorize this project and award a construction contract as itemized above, to be funded from the Measure R bond fund.

ALTERNATIVES: 1. Authorize Measure S Project 18-02S, Girls Varsity Softball Field Repairs and Improvements at Oak Park High School, and award a construction contract to Fence Factory as lowest responsive and responsible bidder, in the amount of \$42,856, to be funded from the Measure S bond fund.

2. Do not authorize and award a construction contract for this project.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D. Superintendent

| VOTE:AYESNOESABSTAINHazeltonHelfsteinLaifmanRosenRossStudent Rep | ABSENT |
|--|--------|

WEB ADDRESS: WWW.FENCEFACTORY.COM **PROPOSAL & CONTRACT** Fence Contractors License No. 275524 Factory Work Order No. : Date: MATERIAL SALES AND CONTRACTING BRANCHES 1/4/2018 1-800-61 FENCE THROUGHOUT THE TRI-COUNTIES AGOURA DIVISION \*\* GOLETA DIVISION RENTALS DIVISION 29149 Agoura Road Agoura, CA 91301 60 S. Kellogg Goleta, CA 93117 1441 Callens Rd. Ventura, CA 93003 Ph. (805) 644-4617 Ph (818) 889-2240 Ph. (805)965-2817 Fax (805) 497-3479 Fax (805) 967-6328 Fax (805) 644-0309 VENTURA DIVISION SANTA MARIA DIVISION ATASCADERO DIVISION 1606 Los Angeles Ave. Saticoy, CA 93004 2709 Santa Maria Way 2650 El Camino Real Santa Maria CA 93455 Atascadero, CA 93422 Ph. (805) 485-8831 Ph. (805) 928-5848 Ph. (805) 462-1362 Fax (805) 642-1374 Fax (805) 922-4826 Fax (805) 462-1367 Proposal Submitted: Oak Park Unified School District Address: 5801 Conifer Street City: Oak Park CA Zin Code: 91377 Phone: 818-735-3200 Job Phone: Keith Henderson 805-264-4133 Job Name: Job Location: khenderson@OPUSD.org Back Stop and Fencing @ Softball Field - Oak Park High School 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. (140) LF. x 25'H - Chain Link Fencing and Baseball Netting at Softball Field Includes: Remove approx. (140) LF.- Existing Fencing and Backstop Including Footers - (New) Posts will have to go back in same spot. (18) 4" x 30'Long - Terminal / Line Posts - Galvanized - Schedule (40) (140) LF. x 10'H - Chain Link Mesh - Galvanized - 2" - 9 Gauge - Heavy Approx. (504) LF. x 1 5/8" - Horizontal Rail and Bracing (4) Rail System Top/ Bottom / Middle Rail - Galvanized - Structural - Heavy (All) Hardware Required for Proper Installation - Galvanized - Heavy Tension Bands, Brace Bands, Tension Bars, Ties, Etc. (18) 2" x 12" - Treated Boards / Bolted to Bottom of Fencing - As is now, including Wood Back Stop Section - As is. Approx. (140) LF. x 15'H - (Black) - #36 Baseball Netting with Approx. (780) S.F. Back Stop Netting Cover - (Black) #36 Baseball Note: (All) Post Secured in Concrete - 2500 PSI. - Footers approx. 16'w x 5' Deep. **Total: Labor and Materials** \$42,431.16 (1%) Payment Bond \$424.31 Project Total: \$42,855.47 \*\*\*\*\* THIS IS A PREVAILING WAGE BID \*\*\*\*\* FENCE BUILDER CARPENTER CLASSIFICATION \*\*\*\*\* \*\*\*\*\* DIR 1000003937 .\*\*\*\*\* \*\*\*EXCLUSIONS\*\*\* PERMIT. PERMIT FEES, CLEARING, GRUBBING, GRADING, STAKING, REMOVAL OF SPOILES, AND NOT RESPONSIBLE FOR DAMAGE TO UNDERGROUND SPRINKLERS AND UTILITIES. 2. In consideration for the above described work, the above named party agrees to pay Contractor the total sum PRICE ON ACCEPTANCE OF OPTION'S) of: Dollars .as follows 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 ) Fence Factory is hereby authorized to furnish all material, labor and equipment necessary to complete the work above for which Fence Factory will receive in payment the above sum in accordance with all of the Terms & Conditions set forth hereon. It is acknowledged that this entire Proposal and Contract, including the Terms and Conditions set forth on the following pages, has been read. ACCEPTED AND AUTHORIZED AT: AGOURA HILLS , CALIFORNIA BY: COMPANY OR OWNER ssalerno@fencefactory.com DATED Contractors are required by law to be licensed and regulated by the Contractor's PRINT NAME State License Board. Any questions concerning a contractor may be referred to the registrar of the board whose address is: Contractor's State License Board, P.O. BOX 26000 Sacramento, CA 95826. PRINT TITLE \*\*Agoura Fence Factory independently owned and operated by Agoura Equipment Rentals and Supplies, Inc. dba Agoura Fence Factory. SIGNATURE

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

### **DATE: FEBRUARY 20, 2018**

### SUBJECT: B.2.h. AUTHORIZE AND AWARD CONSTRUCTION CONTRACTS FOR MEASURE R PROJECT 18-10R, GIRLS JUNIOR VARSITY SOFTBALL FIELD IMPROVEMENTS AT OAK PARK HIGH SCHOOL

**ISSUE:** Shall the Board authorize Measure R Project 18-10R, Girls Junior Varsity Softball Field Improvements at Oak Park High School, and award construction contracts associated with this work, to be funded from the Measure R bond fund?

**BACKGROUND:** The Measure R Master Plan, approved by the Board at its April 2017 meeting, identified a project for improvements to the girls' junior varsity softball field at Oak Park High School in compliance with Title IX requirements. The budget established for this project in the Master Plan was \$100,000. District staff has obtained quotes for the necessary equipment and services for this project, now identified as Measure R Project 18-10R, Girls Junior Varsity Softball Field Improvements at Oak Park High School, which accompany this report and are summarized as follows:

| COMPANY                      | SCOPE OF WORK                     | AN | AOUNT  |
|------------------------------|-----------------------------------|----|--------|
| Carter Fence Co., Inc.,      | Furnish/Install Backstop, Fencing | \$ | 29,940 |
| Sport Facilities Group, Inc. | Furnish/Install Bleachers         | \$ | 14,268 |
| Turf Team, Inc.              | Softball Field Improvements       | \$ | 22,400 |
| TOTAL AMOUNT                 |                                   | \$ | 66,508 |

ACTION

It is recommended that the Board authorize this project and award construction contracts as itemized above, to be funded from the Measure R bond fund.

- ALTERNATIVES:
   1. Authorize Measure R Project 18-10R, Girls Junior Varsity Softball Field Improvements at Oak Park High School, and award construction contracts to Carter Fence Co., Inc., in the amount of \$29,940, Sport Facilities Group, Inc., in the amount of \$14,268, and to Turf Team, Inc., in the amount of \$22,400, each to be funded from the Measure R bond fund.
  - 2. Do not authorize and award construction contracts for this project.

#### **RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D. Superintendent

| Board Action: On  | motion of | , secor | nded by | , the Board of Education: |
|---|-----------|---------|---------|---------------------------|
| VOTE:<br>Hazelton<br>Helfstein<br>Laifman<br>Rosen<br>Ross<br>Student Rep | AYES      | NOES    | ABSTAIN | ABSENT                    |

AdmSvs/Board/B.2.h.1. Authorize-Award Contracts Proj 18-10R OPHS JV Girls Softball Field\_02 20 18.docx

|  | с.<br>   |                             |  | NEW SOFA  | BALL  | FELD  | Coffs   |
|--|--|-----------------------------|--|---|---|---|---|
| Received   | Ву   |                             | Set  | Comp_   |   |   |   |
| PROPOSAL/CONTRACT<br>Nº 95633  |  |                             |  | NOR   | 13207 SHI<br>TH HOLLYWOO  |   |   |
| Contractor's License #304464<br>We Also Accept   |  | Since 1                     | 946  |   | 8) 765-0844<br>1) 257-2002<br>Fax (818)   | (818) 98<br>(805) 511<br>765-0360                 | 7-1136  |
|  |  | carterfen                   | ce.com   |   |   |   |   |
| TO: DAK PARK UNIFIED &<br>PHONE 818-735-3210   | SCHOOL DISTRICT<br>EMAIL: JSUAREZ@OA   | 5801 CONIF                  |  | OAK PARK,<br>ULIE SUAREZ  | CA  |   | 91 <u>377</u><br>17   |
| 290' LINEAL FEET OF FENCING,<br>WITHOUT TOP RAIL, AS SPECIFIED   | TO FURNISH AS SI<br>OAK PARK HIGH SCHOOL   | 899 N.                      | KANAN ROAD   | STALLATION  | 913   | 77  | INT TO:   |
| HEREIN.<br>FENCE HEIGHT OVERALL<br>6',8',415' FT.<br>INCLUDING   | 80' GALVANIZED<br>lin. ft. complete fence<br>160 GALVANIZED<br>lin. ft. complete fence | C/L style.                  | appr. 96" in high  | 9 ga. 2" m  | esh MAP PA<br>OFI   | ICE USE   | ONLY  |
| NONE OF BARBED<br>FRAMEWORK TO BE<br>CHAIN LINK  | 50' GALVANIZED<br>lin. ft. complete fences   | 310"                        | appr. 180 <sup>"</sup> in. high<br>2 <sup>'</sup> (+/-)<br>2 <sup>'</sup> test of<br>concrete, space |   | esh<br>on   |   |   |
| ORNAMENTAL IRON IS SUBJECT<br>TO RUST. PAINT WARRANTY IS<br>50 DAYS.   | LINE POSTS   | 3/g" O.D. set in            | 2 (+/-)<br>2 feet of<br>concrete, space  |   |   |   |   |
| DIAGRAM  |  | FOOTBALL                    | field'   | 240'  | Lin. ft. of top<br>Bottom /cc   |   | 5/8" SCH 40<br>O.D.   |
| KNEW 4/2 8'<br>HIGH GATE 5'<br>*6' HIGH  | X 15' - X 20' K  |                             | "Contrainer"   | 550'<br>CORNER POSTS<br>2 7/8"<br>CORNER POSTS<br>0 31/2"                                       | Lin, ft. of ter<br>S CH 49<br>O.D. set in<br>SCH 40<br>O.D. set in                    | 2'<br>3'  | 5/8" SCH 40<br>O.D.<br>(+/-)<br>ft. of concrete<br>(+/-)<br>ft. of concrete |
| *8' HIGH   | * NET T  | 20' 10'                     |  | END POSTS   | S CH 40<br>O.D. set in  | 2'  | (+/-)<br>ft. of concrete  |
|  | *8'HIGH~   | *15'<br>X                   | 34'  | GATE POSTS<br>27/8"<br>GATE POSTS   | O.D. set in<br>SCH 40<br>O.D. set in  | 2'  | ft. of concrete $(+/-)$<br>ft. of concrete                                  |
| XINSTALL 80' OF 6' HIGH, I<br>50' OF 15' HIGH GALVANIZ<br>MESH CHAIN LINK FENCE PL                                       | ED 9 GAUGE 2"  | 15' 3' 3'                   |  | SINGLE Gat  | FORK  | Opening   | ft. of concrete<br>15/g" O.D.<br>Frame<br>O.D.<br>Frame                     |
| SIN GLE GATES NEW 6' HIGH<br>BOTTOM RAIL, NEW 8' HIGH FE<br>WD BOTTOM RAIL, AND NEW 15'1<br>(2) CENTER, AND, BOTTOM RAIL | NCE WITH TOP, CENTER,<br>HIGH FENCE WITH TOP,  | 40' * NEW<br>HIGH<br>* 6' F | GATE   | Gat<br>Contractors are rea<br>the Contractors' Sta<br>contractor may be<br>License Board, P. O. | ulred by law to be<br>te License Board<br>referred to the                             | Any question<br>Registrar, Co                     | n concerning a ntractors' State   |
| FQUOTE INCLUDES PAYMENT  | BOND   |                             | NOT  | SPRINKLERS T  | <b>D</b>  |   |   |
|  | AND PROGRESS BILLI   |                             |  |   | Carter Fence Co., ir<br>or repair of unc<br>lines/systems, and<br>fence lines. Any pe | lerground ut<br>/or location of<br>mits or engine | lities, sprinkler<br>of property and  |
| Property owned by:   | T  | axes, if any, are           | included in the co   | mudul price.  | E: TRUCK ACC  |   | D REQNIAED  |
| ACCEPTANCE: This proposal, accepted by the seller, subject   | signed thisday of<br>to the printed conditions on the                                  | reverse side he             | 20<br>preof, and is not su   | becomes a contr   | act when  |   |   |
| BY DUSTIN COFT   | ER X   | CALIFORNIA PRE              | VAILING WAGE WI  |   | \$ 29,94<br>2KING HOURS   |   | <i>i</i>  |
|  |  |                             |  |   |   |   |   |

(BLEACHERS/BEICHES FOR NEW JV FIED) C OPHS

| SPORTS FOR  | AN FR                                 | <b>1</b>                  |          | QUOTE       |
|---|---------------------------------------|---------------------------|----------|-------------|
| STATE GROUP, INC.   |                                       |                           |          | ÷           |
|   | I                                     |                           | QUOTE #  | D6494       |
|   |                                       |                           | DATE:    | 1/31/2018   |
|   |                                       |                           |          |             |
| CONTRACTORS LICENSE # 676578  | 866-311-7                             | 344 (SFGI)                |          |             |
| P.O. BOX 7024   | 951-351-1                             | 313.                      |          |             |
| RIVERSIDE, CA. 92503  | FAX: 951-0                            | 637-8406                  |          |             |
|   |                                       |                           |          |             |
|   |                                       |                           |          |             |
|   |                                       | ļ                         |          |             |
|   |                                       |                           |          |             |
|   |                                       |                           |          |             |
| BILL TO: OAK PARK U.S.D.  | SHIP TO:                              | OAK PARK H.S.             |          |             |
| ACCTS PAYABLE   |                                       | 899 N. KANAN RD.          |          |             |
| 5801 EAST CONIFER ST.   |                                       | OAK PARK CA.              |          |             |
| OAK PARK CA. 91377  |                                       | CONTACT: JULIE SUAREZ     | ļ        |             |
| PHONE: 818-735-3200   |                                       | PHONE: 818-735-3210       |          |             |
| FAX: 818-879-0372   |                                       | FAX: 818-865-8467         |          | ,           |
|   |                                       | EMAIL: jsuarez@oakparkuso | l.org    |             |
|   |                                       | CELL: 818-355-7176        |          |             |
| TERMS: NET 30 DAYS  |                                       |                           |          |             |
|   |                                       |                           |          |             |
|   | · · · · · · · · · · · · · · · · · · · |                           |          |             |
| DESCRIPTION OF WORK TO BE PERFORMED:                                    |                                       |                           |          |             |
|   |                                       |                           |          |             |
| PROVIDE AND INSTALL THE FOLLOWING EQUI                                  | PMENT:                                |                           |          |             |
|   |                                       |                           |          |             |
| 1 EA. OUTDOOR ALUMINUM BLEACHER @ 5 RC                                  | JW HIGH B                             | I SUFILENGIH.             |          |             |
| (INSTALLED AT FIELD LOCATION.<br>2EA. ALUMINUM PLAYERS BENCHES WITH BAC |                                       |                           |          |             |
|   | SKREST @                              |                           |          |             |
| BLEACHER FRAMES ARE CONSTRUCTED OF 2                                    | INI BY 2INI                           |                           |          |             |
| VERTICAL MEMBERS WITH COMPLETE WELDE                                    |                                       |                           |          |             |
| FOR ADDED STRENGTH AND STABILITY.                                       |                                       |                           |          |             |
| SEAT MOUNT ATTACHMENTS ARE 2IN. BY 3IN.                                 |                                       |                           |          |             |
| ADDITIONAL FLEX.  |                                       |                           |          | · · · ·     |
| ALL SEAT AND FOOT MATERIAL IS CONSTRUC                                  | TED OF                                |                           |          |             |
| 2IN. BY 10IN. PLANKS WITH 0.093 WALL THICKN                             |                                       | ADDED STRENGTH            |          |             |
| BLEACHER INCLUDES FULL HORIZONTAL RAIL                                  |                                       |                           |          |             |
| 3RD ROW PLANK AND CONTINUING DOWN FUL                                   |                                       |                           |          |             |
| RAIL TUBING FABRICATED FRONM 1.50" DIAME                                |                                       |                           |          |             |
|   | and the second second second second   |                           |          |             |
|   |                                       |                           | LABOR:   | \$2,200.00  |
|   |                                       |                           | PARTS:   | \$11,065.00 |
| PRICE REFLECTS DIR REQUIREMENT.   |                                       |                           | TAX:     | \$802.21    |
|   |                                       |                           | FREIGHT: | \$200.00    |
|   |                                       |                           |          |             |
|   |                                       |                           | TOTAL:   | \$14,267.21 |
|   |                                       |                           |          |             |
| WE APPRECIATE YOUR BUSINESS!  |                                       |                           |          |             |



26500 W. Agoura Rd. #429 Calabasas, CA 91302 855-550-8873 toll free 818-337-1967 fax

### NAME / ADDRESS

Oak Park Unified School District Attn: Julie Suarez 5801 E. Connifer Oak Park, Ca 91377

## **Estimate**

| DATE      | ESTIMATE |
|-----------|----------|
| 9/18/2017 | 2632     |

| DESCRIPTION   | QTY | COST      | TOTAL     |
|---|-----|-----------|-----------|
| Oak Park High School Softball Field - Layout and construct Softball<br>Field Skin Area to NFHS specifications<br>Layout Softball Infield, excavate soils to a 5 inch depth, translocate<br>excavated soils to area on site designated by Customer no greater than<br>300 feet from home plate, laser grade native soil to accept 5 inches of<br>infield material, purchase and import 150 ton Decomposed Granite<br>fines to build up Skin Area of Infield and laser grade to a 3 inch depth<br>compacted, purchase and import 100 ton Corona Clay Angel Mix<br>Infield Material spread and laser grade to a 2" depth compacted,<br>install base fixtures, MacGregor Waffle Style Home Plate and<br>MacGregor Adult Pitcher Rubber, cap and move sprinklers as<br>necessary in Infield Area and move 4 sprinklers from Outfield to<br>perimeter of Infield Skin/Grass edge to effect watering of turf grasses,<br>plumb and install new Rain Bird 6504 PC SS Sprinklers on 1" swing<br>joint assemblies and adjust as necessary.<br>Contractor to design layout fence location for back stop for<br>Customer. Contractor to remove and replace fencing as necessary to<br>failitate dumping of materials. | 1   | 17,600.00 | 17,600.00 |
| Contractor License # 880853   | TOT | AL        |           |

SIGNATURE



26500 W. Agoura Rd. #429 Calabasas, CA 91302 855-550-8873 toll free 818-337-1967 fax

### NAME / ADDRESS

Oak Park Unified School District Attn: Julie Suarez 5801 E. Connifer Oak Park, Ca 91377

## **Estimate**

| DATE      | ESTIMATE |  |  |
|-----------|----------|--|--|
| 9/18/2017 | 2632     |  |  |

| DESCRIPTION   | QTY | COST     | TOTAL |
|---|-----|----------|-------|
| French drain installation 120 linear feet - Trench 6 inch wide @ depth<br>bottom of trench to match slope of existing swale, install filter fabric,<br>install 4" SDR drain pipe and 90 degree elbow to drain into swale<br>glue to allow drying as per manufacturers's recommendations, saw<br>cut and break 6" x 6" hole in existing concrete swale, cut drain pipe<br>to match swale, install concrete to repair hole around pipe, install 3/4"<br>rock at 12 inch depth, wrap top of rock with filter fabric, install top<br>soil and compact soils.<br>Repair all damaged irrigation lateral lines. Customer to provide<br>irrigation plans for Contractors review prior to commencement of<br>work. | 1   | 4,800.00 |       |
| Contractor License # 880853   |     |          |       |
|   | TOT | AL       |       |

### SIGNATURE



26500 W. Agoura Rd. #429 Calabasas, CA 91302 855-550-8873 toll free 818-337-1967 fax

### NAME / ADDRESS

Oak Park Unified School District Attn: Julie Suarez 5801 E. Connifer Oak Park, Ca 91377

### DESCRIPTION QTY COST TOTAL Exclusions Contractor not responsible for damage due to wind, frost, fire, flood, theft, vandalism, pre existing soil, drainage and irrigation conditions or anything beyond the control of the Contractor. Contractor not responsible for unmarked utilities or drainage pipes. Rocks greater than one inch are subject to special forces labor for removal. Materials to be dumped on site. Customer responsible for disposal charges of debris/soils if necessary. Access to field by heavy trucks and equipment required. Completion time of work approximately 14 working days from commencement. Prevailing wage and certified payroll reports included in bid. Contractors work hours are 7 a.m. to 5 p.m. Monday though Friday Contractor License # 880853 TOTAL \$22,400.00

### SIGNATURE

## **Estimate**

| DATE      | ESTIMATE |  |  |
|-----------|----------|--|--|
| 9/18/2017 | 2632     |  |  |

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

#### **DATE: FEBRUARY 20, 2018**

SUBJECT:B.2.i.APPROVE CONSULTANT AGREEMENT FOR MEASURE S<br/>PROJECT 18-11S, HVAC SYSTEM UPGRADES, BUILDINGS 200 AND<br/>300, AT BROOKSIDE ELEMENTARY SCHOOL

ACTION

- ISSUE: Shall the Board approve an agreement with AE Group Mechanical Engineers, Inc., for consulting services in connection with Project 18-11S, HVAC System Upgrades, Buildings 200 and 300, at Brookside Elementary School?
- **BACKGROUND:** Earlier at this evening's meeting, it is anticipated that the Board will have approved the 2018 Measure S Bond Priority Projects Plan as recommended by the Measure S Planning Committee. Included in the priority plan is the replacement of the aging multizone HVAC systems on Buildings 200 and 300 at Brookside Elementary School. Staff is requesting the Board's authorization to engage AE Group Mechanical Engineers, Inc., for consulting services in connection with this project to assist in identifying the best and most cost-effective method for system replacement. The proposal submitted by AE Group, in the fixed-fee amount of \$6,800, follows for the Board's review and information.
- ALTERNATIVES:
   1. Approve the consultant agreement with AE Group Mechanical Engineers, Inc., for consulting services in connection with Project 18-11S, HVAC System Upgrades, Buildings 200 and 300, at Brookside Elementary School, in the fixed-fee amount of \$6,800, to be funded from the Measure S bond fund.
  - 2. Do not approve the consultant agreement.

#### **RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D. Superintendent

| Board Action: Or  | n motion of | , second | led by  | , the Board of Education: |  |
|---|-------------|----------|---------|---------------------------|--|
| VOTE:<br>Hazelton<br>Helfstein<br>Laifman<br>Rosen<br>Ross<br>Student Rep | AYES        | NOES     | ABSTAIN | ABSENT                    |  |

### AE Group Mechanical Engineers, Inc.

838 East Front Street Ventura, California 93001-2925 (805) 653-1722 fax (805) 653-7260 email: phil@aegroupme.com

January 26, 2018

Keith Henderson Bond Construction Manager Oak Park Unified School District 5801 Conifer Street Oak Park, CA 91377

transmitted by email

## SUBJECT: PROPOSAL FOR MECHANICAL ENGINEERING SERVICES – BROOKSIDE ELEMENTARY SCHOOL HVAC

Dear Keith,

This letter is a formal proposal and fee schedule for the mechanical engineering services related to the evaluation of HVAC system options for the 200 and 300 wings at Brookside Elementary School in Oak Park. This proposal is in response to your request for proposal and is based on the discussions in our meeting of January 24. We will provide the following:

1. Energy Calculations. We will perform ASHRAE design heating and cooling load calculations for each unique space in the two buildings. The results will be used to identify alternative systems that will meet the calculated loads. It is understood that we will be provided with detailed architectural plans for all spaces.

2. Evaluation of System Options. We will evaluate system options for the buildings, including VRF, "in-kind" replacement of existing multi-zone units with similar custom units, and individual package units. The evaluation will summarize pros and cons of each system as well as preliminary opinions of probable cost. The analysis will be summarized in a report.

3. Coordination. Included is coordination with your other consultants and the District.

Exclusions: Design and construction-related services. Because the extent of our involvement varies considerably depending on which option is selected by the District, we will prepare a proposal for design and construction services once a system type is selected.

Fee. Items 1 - 3 - fixed fee of \$ 6,800. Any extra services will be performed on an hourly rate basis at the following rates: registered mechanical engineers - \$195/hr. mechanical engineering assistants - \$135/hr. These are the rates presently in effect and are subject to change in the future.

January 26, 2018

Keith Henderson – Brookside HVAC

Page 2

Terms and Conditions. These services will be performed under a contract between AE Group Mechanical Engineers, Inc (Engineer) and the Oak Park Unified School District (Client) referencing this proposal, with the understanding that the following terms and conditions apply:

Payment Schedule. We will invoice you periodically for services rendered. It is agreed that we will receive payments for approved invoices for our services within 15 days of receipt by your office of invoices.

Jobsite Safety: The Client agrees that the Engineer and his personnel have no authority to exercise any control over any construction contractor or other entity or their employees in connection with their work or any health or safety precautions.

Mediation: In an effort to resolve any claims or conflicts that arise during the design or construction of the project or following the completion of the project, the Client and Engineer agree that all disputes between them arising out of or relating to the Agreement shall first be submitted to nonbinding mediation unless the parties mutually agree otherwise.

We look forward to working with you on this project. If you have any questions, please call.

tril Winto

AE Group Mechanical Engineers, Inc.

mp) approved Oak Park Unified School District date

**AEGME/mos** 

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

### **DATE: FEBRUARY 20, 2018**

### SUBJECT: B.3.a. APPROVE RESOLUTION RELEASE TEMPORARY # 18-06 CERTIFICATED EMPLOYEES

ACTION

# ISSUE: Should the Board of Education approve Resolution #18-07 Release Temporary Certificated Employees?

BACKGROUND: In considering needs for the 2018-2019 school year, it has been determined that, at this time, staffing must be reduced. In order to comply with Education Code Section 44955 temporary employees must be released pursuant to Education Code Section 44954. The Resolution authorizes staff to proceed with the release process for employees on temporary contracts.

- ALTERNATIVES: 1. Approve Resolution #18-06 Release Temporary Certificated Employees
  - 2. Do not approve Resolution #18-06 Release Temporary Certificated Employees

RECOMMENDATION: Alternative #1

Respectfully Submitted:

Anthony W. Knight, Ed.D. Superintendent

| Board Action: On motion of  |      | , seconded by |         | _, the Board of Education: |  |
|---|------|---------------|---------|----------------------------|--|
| VOTE:<br>Hazelton<br>Helfstein<br>Laifman<br>Rosen<br>Ross<br>Student Rep | AYES | NOES          | ABSTAIN | ABSENT                     |  |

### BEFORE THE BOARD OF EDUCATION OF THE OAK PARK UNIFIED SCHOOL DISTRICT COUNTY OF VENTURA, STATE OF CALIFORNIA

### **RESOLUTION NO.** <u>18-06</u>

### **RESOLUTION REGARDING NON-REELECTION AND RELEASE FROM EMPLOYMENT OF TEMPORARY CERTIFICATED EMPLOYEES**

WHEREAS, Education Code section 44954 authorizes the Governing Board to give notice before the end of the school year to any temporary certificated employee who will serve at least 75 percent of the number of days the regular schools of the district are maintained of the Governing Board's decision not to reelect the employee for the next succeeding school year; and

WHEREAS, the employees whose names are listed on the attached Exhibit A are temporary certificated employees who have been employed during the 2017-2018 school year; and

WHEREAS, the Board has received a recommendation from the District Superintendent or the Superintendent's designee not to reelect the employees whose names are listed on Exhibit A; and

WHEREAS, the Board has discussed the recommendation made by the District Superintendent and concurs in that recommendation;

**THEREFORE, BE IT RESOLVED** that the Governing Board of the Oak Park Unified School District hereby authorizes the District Superintendent or the Superintendent's designee to notify the employees named on Exhibit A of this Board's decision not to reelect them for the 2018-19 school year in accordance with the requirements of Education Code section 44954. The District Superintendent or the Superintendent's designee is further authorized to take any other actions necessary to consummate the intent of this Resolution.

THE FOREGOING RESOLUTION was adopted at a regular meeting of the Governing Board of the Oak Park Unified School District held this 20th day of February, 2018, by the following vote:

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

> President Board of Education of the Oak Park Unified School District

I, Barbara Laifman, Clerk of the Board of Education of the Oak Park Unified School District, do certify that the foregoing Resolution was regularly introduced, passed and adopted by the Board of Education at its regular meeting held on February 20, 2018.

Clerk, Board of Education of the Oak Park Unified School District

### ATTACHMENT A

### **RESOLUTION REGARDING NON-REELECTION AND RELEASE FROM EMPLOYMENT OF TEMPORARY CERTIFICATED EMPLOYEES**

#1 to #11

00536-00142/3562943.1

#### TO: MEMBERS, BOARD OF EDUCATION

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

#### **DATE: FEBRUARY 20, 2018**

#### SUBJECT: B.3.b. APPROVE RESOLUTION #18-07 - DETERMINATION OF SENIORITY AMOUNG EMPLOYEES WITH THE SAME SENIORITY DATE ("TIE BREAKER RESOLUTION")

ACTION

- ISSUE: Should the Board of Education approve Resolution #18-07 Determination of Seniority for Employees with the same Seniority Date ("Tie Breaker Resolution")?
- BACKGROUND: In order to determine seniority among employees with the same first day of paid service in a probationary position, the attached resolution has been prepared by staff and legal counsel to determine the seniority of certificated staff having the same first day of paid service in a probationary position with the district.
- ALTERNATIVES: 1. Approve Resolution #18-07 Determination of Seniority for Employees with the same Seniority Date ("Tie Breaker Resolution").
  2. Do not approve Resolution #18-07 - Determination of Seniority for Employees with the same Seniority Date ("Tie Breaker Resolution").

RECOMMENDATION: Alternative #1

Respectfully Submitted:

Anthony W. Knight, Ed.D. Superintendent

| Board Action: On motion of  |      | , second | led by  | _, the Board of Education: |  |
|---|------|----------|---------|----------------------------|--|
| VOTE:<br>Hazelton<br>Helfstein<br>Laifman<br>Rosen<br>Ross<br>Student Rep | AYES | NOES     | ABSTAIN | ABSENT                     |  |
| Student Kep   |      |          |         |                            |  |

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

#### **RESOLUTION NO.** <u>18-07</u>

#### DETERMINATION OF SENIORITY AMONG CERTIFICATED EMPLOYEES WITH THE SAME SENIORITY DATE ("Tie-Breaker Resolution")

**WHEREAS**, pursuant to Education Code Section 44955, the Board is required, as between employees who first rendered paid service to the District on the same date, to determine the order of termination solely on the basis of the needs of the District and its students; and

WHEREAS, Education Code Section 44955 requires that upon the request of any employee whose order of termination is determined as stated above, the governing board shall furnish in writing no later than five days prior to the commencement of the hearing held in accordance with Section 44949, a statement of the specific criteria used in determining the order of termination and the application of the criteria in ranking each employee relative to the other employees in the group.

#### NOW, THEREFORE, BE IT RESOLVED, as follows:

- 1. That this Board determines that the needs of the District and the students of this District are best served by resolving seniority ties within the meaning of Education Code Sections 44955, subdivision (b) (third paragraph) and Section 44846, by applying the criteria set forth in paragraphs 4 through 20 below;
- 2. That as between employees who first rendered paid service to the district in a probationary position on the same date, the order of termination of said employees shall be determined by reference to the criteria which follow and the application thereof to each employee;
- 3. That the criteria set forth in paragraphs 4 through 20 below are listed in priority order and each criterion shall be used only if the preceding criteria do not delineate the order of termination;
- 4. As between certificated employees possessing the same seniority date as defined in Education Code Section 44845, and who possess a clear professional, standard, or general teaching credential, as opposed to employee's possessing only a preliminary credential, intern credential, a short-term staff permit (STSP), a Provisional Intern Permit (PIP), a waiver, or a designated subject career technical education credential, the employees possessing a clear professional, standard, or general teaching credential, will be regarded as having greater seniority for purposes of determining seniority order;
- 5. Assuming that the preceding paragraph does not resolve all ties between employees having the same seniority date, then employees only possessing a preliminary credential will be regarded as having greater seniority for purposes of determining seniority order than employees possessing only an intern credential, a short-term staff permit (STSP), a Provisional Intern Permit (PIP), a waiver, or a designated subject career technical education credential;
- 6. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, then employees possessing only an intern credential, will be regarded as having greater seniority for purposes of determining seniority order than certificated employees currently holding only a short-term staff permit (STSP), a Provisional Intern Permit (PIP), a waiver, or a designated subject career technical education credential;

- 7. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, then employees possessing only a short-term staff permit (STSP), will be regarded as having greater seniority for purposes of determining seniority order than certificated employees currently holding only a Provisional Intern Permit (PIP), a waiver, or a designated subject career technical education credential;
- 8. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, then employees possessing only a Provisional Intern Permit (PIP), will be regarded as having greater seniority for purposes of determining seniority order than certificated employees currently holding only a waiver, or a designated subject career technical education credential;
- 9. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, then employees possessing only a waiver, will be regarded as having greater seniority for purposes of determining seniority order than certificated employees currently holding only a designated subject career technical education credential;
- 10. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, then employees possessing a designated subject career technical education credential, will be ranked lower than employees possessing the credential documents set forth in paragraphs 4 through 20
- 11. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, then employees possessing the appropriate English Language (EL) authorization to teach English Language Learners will be regarded as having greater seniority for purposes of determining seniority order than certificated employees not having certification/authorization to teach English Language Learners;
- 12. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, then employees possessing multiple subject matter authorizations and supplemental authorization on credentials will be regarded as having greater seniority for purposes of determining seniority order than certificated employees having only multiple subject matter authorizations (ranked by number of subject matter authorizations). Similarly, certificated employees possessing multiple authorizations on credentials will be regarded as having greater seniority for purposes of determining seniority order than certificated employees having only single authorization credentials and multiple supplemental authorizations. Similarly, certificated employees possessing single authorization credentials and multiple supplemental authorizations will be regarded as having greater seniority for purposes of determining seniority order than certificated employees having only a single authorization and single supplemental authorizations. Similarly, certificated employees having only a single authorization and single supplemental authorization will be regarded as having greater seniority for purposes of determining seniority order than certificated employees having only a single authorization and single supplemental authorization will be regarded as having greater seniority for purposes of determining seniority order than certificated employees having only a single authorization and single supplemental authorization will be regarded as having greater seniority for purposes of determining seniority order than certificated employees having only a single authorization and single supplemental authorization will be regarded as having greater seniority for purposes of determining seniority order than certificated employees having only a single authorization on credentials.
- 13. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, then employees with the following subject matter authorizations, in order of preference, will be regarded as having greater seniority for purposes of determining seniority order:
  - (a) Speech and Language
  - (b) Special Education with mild to moderate and moderate to severe authorizations
  - (c) Special Education with mild to moderate authorization
  - (d) Special Education with moderate to severe authorization
  - (e) Mathematics

- (f) Chemistry
- (g) Physics
- (h) Geosciences
- (i) Biological sciences
- (j) Foreign Languages
- (k) Fine Arts
- (l) English
- (m) Social Sciences/Social Studies
- (n) History
- (o) Business/Computer Education
- (p) Multiple Subjects
- (q) Physical Education
- (r) Designated Subjects Vocational Education
- (s) Pupil Personnel Services Counseling
- (t) Pupil Personnel Services Psychologist
- (u) Early Childhood Education Specialist
- (v) Pupil Personnel Services, Nursing
- (w) Librarian
- 14. Assuming that the preceding paragraphs do not resolve all ties between certificated employees having the same seniority date, then certificated employees will be ranked by verified years of certificated employee experience as determined by actual step placement on the District Certificated Salary Schedule(s) starting with the greatest number of years to the least number of years.
- 15. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, then employees with a Ph.D. /Ed.D. from an accredited institution of higher education will be regarded as having greater seniority for purposes of determining seniority order than employees possessing a master's degree from an accredited institution of higher education. Similarly, employees with a master's degree from an accredited institution of higher education will be regarded as having greater seniority for purposes of determining seniority order than employees be be be be be be be be been as a coredited institution of higher education. Similarly, employees with a master's degree from an accredited institution of higher education will be regarded as having greater seniority for purposes of determining seniority order than employees possessing two bachelor's degrees. Similarly, employees with two bachelor's degrees from an accredited institution of higher education of higher education will be regarded as having greater seniority for purposes of determining seniority for purposes of determining seniority and accredited institution of higher education of higher education will be regarded as having greater seniority for purposes of determining seniority than employees possessing a single bachelor's degree from an accredited institution of higher education.
- 16. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, then employees with double majors on their transcripts from accredited institutions of higher education will be regarded as having greater seniority for purposes of determining seniority order than employees possessing a single major and two minors on their transcripts from accredited institutions of higher education. Similarly, employees with a single major and two minors on their transcripts from accredited institutions of higher education. Similarly, employees possessing a single major and single major and two minors on their transcripts from accredited institutions of higher education will be regarded as having greater seniority for purposes of determining seniority order than employees possessing a single major and single minor on their transcripts from an accredited institution of higher education. Similarly, employees with a single major and single minor on their transcripts from accredited institutions of higher education will be regarded as having greater seniority for purposes of determining seniority for purposes of determining seniority order than employees possessing a single major and single minor on their transcripts from accredited institutions of higher education will be regarded as having greater seniority for purposes of determining seniority order than employees possessing a single major on their transcripts from accredited institutions of higher education will be regarded as having greater seniority for purposes of determining seniority order than employees possessing a single major on their transcripts from accredited institutions of higher education will be regarded as having greater seniority for purposes of determining seniority order than employees possessing a single major on their transcripts from an accredited institution of higher education.
- 17. Assuming that the preceding paragraphs do not resolve all ties between certificated employees having the same seniority date then certificated employees will be ranked by total semester credits earned at an accredited institution of higher education starting with the greatest number of credits to the least number of credits.

- 18. Assuming that the preceding paragraphs do not resolve all ties between certificated employees having the same seniority date then certificated employees will be ranked by total semester credits earned at an accredited institution of higher education after earning a bachelor's degree starting with the greatest number of credits to the least number of credits.
- 19. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, then employees with demonstrated experience supervising or being responsible for school sponsored extracurricular activities will be regarded as having greater seniority for purposes of determining seniority order than certificated employees having no experience supervising school sponsored extracurricular activities.
- 20. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, then certificated employees with undergraduate majors in the following subject matter areas, in order of preference, will be regarded as having greater seniority for purposes of determining seniority order:
  - (a) Speech and Language
  - (b) Special Education with mild to moderate and moderate to severe authorizations
  - (c) Special Education with mild to moderate authorization
  - (d) Special Education with moderate to severe authorization
  - (e) Mathematics
  - (f) Chemistry
  - (g) Physics
  - (h) Geosciences
  - (i) Biological sciences
  - (j) Foreign Languages
  - (k) Fine Arts
  - (l) English
  - (m) Social Sciences/Social Studies
  - (n) History
  - (o) Business/Computer Education
  - (p) Multiple Subjects
  - (q) Physical Education
  - (r) Designated Subjects Vocational Education
  - (s) Pupil Personnel Services Counseling
  - (t) Pupil Personnel Services Psychologist
  - (u) Early Childhood Education Specialist
  - (v) Pupil Personnel Services, Nursing
  - (w) Librarian

Such criteria shall be applied to rank the order of individuals for purposes of layoff and reemployment, subject to exceptions allowed by law.

The foregoing Resolution was adopted by the Governing Board of the Oak Park Unified School District on the 20<sup>th</sup> day of February, 2018 by the following vote:

| AYES:    |  |
|----------|--|
| NOES:    |  |
| ABSENT:  |  |
| ABSTAIN: |  |

President, Governing Board of the Oak Park Unified School District

I, Barbara Laifman, Clerk of the Governing Board of the Oak Park Unified School District, do certify that the foregoing Resolution was regularly introduced, passed and adopted by the Governing Board at its regular meeting held on February 20, 2018.

Clerk, Governing Board of the Oak Park Unified School District

#### TO: MEMBERS, BOARD OF EDUCATION

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

#### **DATE: FEBRUARY 20, 2018**

# SUBJECT:B.3.c.APPROVE RESOLUTION # 18-08 REDUCING OR<br/>DISCONTINUING PARTICULAR KINDS OF SERVICE

| ACTION |
|--------|
|--------|

| ISSUE:        | Should the Board of Education approve Resolution # 18-08 Reducing or Discontinuing Particular Kinds of Service?   |
|---------------|---|
| BACKGROUND:   | In considering needs for the 2018-2019 school year, it has been determined that, at this time, staffing must be reduced.  |
| ALTERNATIVES: | <ol> <li>Approve Resolution # 18-08 Reducing or Discontinuing Particular<br/>Kinds of Service?</li> <li>Do not approve Resolution # 18-08 Reducing or Discontinuing<br/>Particular Kinds of Service?</li> </ol> |

RECOMMENDATION: Alternative #1

Respectfully Submitted:

Anthony W. Knight, Ed.D. Superintendent

| Board Action: On motion of  |      | , seconded by |         | Board of Education: |
|---|------|---------------|---------|---------------------|
| VOTE:<br>Hazelton<br>Helfstein<br>Laifman<br>Rosen<br>Ross<br>Student Rep | AYES | NOES          | ABSTAIN | ABSENT              |

#### OAK PARK UNIFIED SCHOOL DISTRICT

#### RESOLUTION OF INTENTION TO REDUCE PARTICULAR KINDS OF SERVICES AND RELEASE CERTIFICATED EMPLOYEES Resolution Number: #<u>18-08</u>

WHEREAS, the Governing Board of the Oak Park Unified School District ("District") has determined that it shall be necessary to reduce or discontinue the particular kinds of services of the District as itemized in Exhibit "A" at the close of the current school year; and

WHEREAS, it shall be necessary at the end of the 2017-2018 school year to terminate the employment of certain certificated employees of the District as a result of this reduction or discontinuance in particular kinds of services;

THEREFORE, BE IT RESOLVED that the Superintendent is directed to send appropriate notices to all employees whose services shall be terminated by virtue of this action. Nothing herein shall be deemed to confer any status or rights upon temporary or categorically funded project certificated employees in addition to those specifically granted to them by statute;

BE IT FURTHER RESOLVED that, for the purposes of assignment and reassignment effectuated as a result of this reduction of services, it is necessary to retain certificated employees competent and qualified to teach under single subject credentials. Thus, in order for a certificated employee to displace a less senior certificated employee currently serving in under a single subject credential, the certificated employee must have served the District for one complete school year in the last five school years teaching under a single subject credential in the same subject area taught by the less senior certificated employee. Service during the 2017-2018 school year shall constitute one year of service to this criteria; and

BE IT FURTHER RESOLVED that, for the purposes of assignment and reassignment effectuated as a result of this reduction of services, it is necessary to retain certificated employees competent and qualified to teach science. Thus, in order for a certificated employee to displace a less senior employee currently serving as a science teacher, the certificated employee must have served the District for one complete school year in the last five school years as a science teacher providing instruction based on the California science standards in a class that is not an elective class. Service during the 2017-2018 school year shall constitute one year of service relative to this criteria;

BE IT FURTHER RESOLVED that, for the purposes of assignment and reassignment effectuated as a result of this reduction of services, it is necessary to retain certificated employees competent and qualified to teach elementary education. Thus, in order for a certificated employee to displace a less senior employee currently serving as an elementary teacher, the certificated employee must have served the District for one complete school year in the last five school years as an elementary teacher responsible for developing and delivering instruction to elementary aged students in English-language arts, mathematics, science, social studies, and physical education. Service during the 2017-2018 school year shall constitute one

year of service relative to this criteria;

BE IT FURTHER RESOLVED that, for the purposes of assignment and reassignment effectuated as a result of this reduction of services, it is necessary to retain certificated employees competent and qualified to teach physical education. Thus, in order for a certificated employee to displace a less senior employee currently serving as a physical education teacher, the certificated employee must have served the District for one complete school year in the last five school years as a physical education teacher providing instruction in general, non-specific physical education curriculum, at the same level (elementary or secondary). Service during the 2017-2018 school year shall constitute one year of service relative to this criteria.

BE IT FURTHER RESOLVED that, for the purposes of assignment and reassignment effectuated as a result of this reduction of services, it is necessary to retain certificated employees competent and qualified to teach in a traditional classroom. Thus, in order for a certificated employee to displace a less senior certificated employee currently serving in a traditional classroom setting, the certificated employee must have served the District for one complete school year in the last five school years in a traditional classroom position. Service during the 2017-2018 school year shall constitute one year of service to this criteria.

The foregoing Resolution was adopted by the Governing Board of the Oak Park Unified School District on the 20<sup>th</sup> day of February, 2018 by the following vote:

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

> President, Governing Board of the Oak Park Unified School District

I, Barbara Laifman, Clerk of the Governing Board of the Oak Park Unified School District, do certify that the foregoing Resolution was regularly introduced, passed and adopted by the Governing Board at its regular meeting held on February 20, 2018.

#### EXHIBIT A

# **Recommended Reduction in 2018-2019 programs/services for the Oak Park Unified School District**

The Superintendent recommends that the Governing Board adopt a resolution to reduce the programs and services for 2018-2019 school year as follows:

| Services                              | <u>Number of Full-Time</u><br><u>Equivalent Positions</u> |
|---------------------------------------|---|
| Middle School Spanish                 | 0.2   |
| Middle School Music                   | 0.2   |
| Middle School Technology              | 0.2   |
| Independent Study                     | 1.2   |
| Total Full Time Equivalent Reduction: | 1.8 FTE   |

00536-00142/3561442.1

## TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

**DATE: FEBRUARY 20, 2018** 

SUBJECT: B.3.d. APPROVE RESOLUTION # 18-09 REDUCING OR DISCONTINUING PARTICULAR KINDS OF SERVICE FOR CLASSIFIED EMPLOYEES

ACTION

| ISSUE:        | Should the Board of Education approve Resolution #18-09 Reducing or Discontinuing Particular Kinds of Service for Classified Employees?   |  |  |
|---------------|---|--|--|
| BACKGROUND:   | In considering needs for the 2018-2019 school year, it has been determined that, at this time, staffing must be reduced.  |  |  |
| ALTERNATIVES: | <ol> <li>Approve Resolution #18-09 Reducing or Discontinuing Particular<br/>Kinds of Service for Classified Employees.</li> <li>Do not approve Resolution #18-09 Reducing or Discontinuing<br/>Particular Kinds of Service for Classified Employees.</li> </ol> |  |  |

RECOMMENDATION: Alternative #1

Respectfully Submitted:

Anthony W. Knight, Ed.D. Superintendent

| Board Action: On motion of  |      | , seconded by |         | Board of Education: |
|---|------|---------------|---------|---------------------|
| VOTE:<br>Hazelton<br>Helfstein<br>Laifman<br>Rosen<br>Ross<br>Student Rep | AYES | NOES          | ABSTAIN | ABSENT              |

### **RESOLUTION OF THE BOARD OF TRUSTEES OF THE OAK PARK UNIFIED SCHOOL DISTRICT**

### **RESOLUTION #18-09**

### **RESOLUTION REGARDING REDUCING OR ELIMINATING PARTICULAR KINDS OF SERVICE FOR CLASSIFIED EMPLOYEES**

**BE IT RESOLVED** that the Board of Education of the Oak Park Unified School District hereby determines that the following positions be abolished or reduced for lack of work and/or lack of funds.

### 0.49375 FTE Occupational Therapist 0.3750 FTE Instructional Assistant 1 - Art

**BE IT FURTHER RESOLVED** by the Board of Education as follows:

- 1. That due to lack of funds and/or lack of work, the number of classified employees and the amount of service rendered shall be reduced by layoff as specified above, pursuant to Education Code 45308.
- 2. That the Superintendent is directed to give notice of layoff to the affected classified employees pursuant to the requirements of law, and notify each such employees of any displacement rights.
- 3. That said layoff shall become effective on July 1, 2018, subject to negotiations to the extent required by law.
- 4. That the employees laid off pursuant to this Resolution shall be eligible for reemployment pursuant to Education Code Section 45298.

**PASSED AND ADOPTED** at a regular meeting of the Governing Board of the Oak Park Unified School District held on February 20, 2018 by the following vote:

| AYES:            |  |
|------------------|--|
| NOES:            |  |
| ABSENT:          |  |
| ABSTAIN:         |  |
| 1 10 0 1 / 11 1. |  |

President, Governing Board

I, Barbara Laifman, Clerk of the Governing Board of the Oak Park Unified School District, do certify that the foregoing Resolution was regularly introduced, passed and adopted by the Governing Board at its meeting held on February 20, 2018.

Clerk, Governing Board

#### TO: **MEMBERS, BOARD OF EDUCATION** FROM: **DR. ANTHONY W. KNIGHT, SUPERINTENDENT** DATE: **FEBRUARY 20, 2018 SUBJECT:** B.3.e. **APPROVE DEPARTMENT SECRETARY – EXTENDED CARE** PROGRAM ACTION **ISSUE:** Shall the Board approve Department Secretary – Extended Care Program? **BACKGROUND:** In establishing the new Childcare Program, staff is recommending the approval of the position of Department Secretary - Extended Care Program. Under the direction of the Director of Extended Care, the Department Secretary will organize, coordinate, and oversee the office activities of the Director. A copy of the proposed job description is attached for the Board's review.

# ALTERNATIVES: 1. Approve the position of Department Secretary - Extended Care Program

2. Do not approve Department Secretary - Extended Care Program

#### **RECOMMENDATION:** Alternative 1.

Prepared by: Leslie Heilbron, Assistant Superintendent, Human Resources

Respectfully submitted,

Anthony W. Knight, Ed.D. Superintendent

| Board Action: On motion of  |      | , secor | , seconded by |        |
|---|------|---------|---------------|--------|
| VOTE:<br>Hazelton<br>Helfstein<br>Laifman<br>Rosen<br>Ross<br>Student Rep | AYES | NOES    | ABSTAIN       | ABSENT |

#### OAK PARK UNIFIED SCHOOL DISTRICT CLASS TITLE: DEPARTMENT SECRETARY

DEFINITION This is a 12-month position, 8 hours per day Salary: Range 16

Under the direction of a District Director, organize, coordinate, and oversee the office activities of the Director; perform responsible and varied clerical and secretarial duties to relieve the Director of administrative details; establish priorities and organize workflow and provide accurate, relevant, and responsive information externally and internally.

#### DISTINGUISHING CHARACTERISTICS:

The Department Secretary coordinates and oversees the day-to-day operation of an assigned district department. This position may also function as a receptionist for the district and as such is responsible for public relations and communications.

#### **EXAMPLES OF DUTIES:**

Plans, organizes, coordinates, and oversees assigned district department activities and communication; performs responsible clerical and secretarial duties to relieve the Director of administrative detail; establishes priorities and assures the timely and procedurally correct completion of administrative support, secretarial and clerical assignments, assists with special projects as needed, responsible for ordering and maintains record of curriculum, texts, materials, and supplies purchases; maintains a calendar for the director and for district-wide activities, schedules meetings and conferences; may serve as receptionist for the District and as such presents an effective first contact with the public; prepares a wide variety of materials for distribution including correspondence, reports, requisitions, memoranda, coordinates and facilitates communications for the Director; interprets, applies, and explains District policies rules and regulations relating to the specific department; works with department budgets; coordinates and maintains a master facilities usage calendar; receives, sorts, and routes mail; orders curriculum, texts, materials, and supplies; receives supplies, contacts vendors to order curriculum, texts, supplies and equipment; establishes and maintains files; compiles statistical data for report generation; maintains records; operates technology necessary to complete the tasks of the assignment; performs other related duties as assigned.

#### EMPLOYMENT STANDARDS:

<u>Knowledge of:</u> Office management techniques, modern office methods, practices and equipment; oral and written communications; correct English usage, grammar, spelling, punctuation, vocabulary, and composition; first aid procedures; record keeping methods;

word processing, spreadsheet and database usage; proper phone etiquette; public relations skills; interpersonal skills including tact, courtesy, and patience.

<u>Ability to:</u> Plan, organize, coordinate, and oversee day-to-day department activities at an assigned District site; Communicate effectively both verbally and in writing, including the use of digital communication tools; perform responsible secretarial and clerical duties to relieve the Director of administrative detail; establish and revise priorities as needed to accomplish clerical assignments; work independently; makes decisions within the guidelines of the administrator and the department; meet schedules and time lines; learn, apply, and explain rules regulations, and policies; plan and organize work; work effectively with other employees and the community; train and provide work direction to others as required from time to time; compile and maintain accurate records and reports; develop and implement new computer applications involving technology as needed; type at 55-60 WPM.

<u>Education and Experience</u>: Any combination equivalent to graduation from high school and one (1) year(s) of responsible secretarial or office management experience. Experience in a public school or school district office setting is highly desirable.

## WORKING CONDITIONS:

District Office environment; subject to demanding timelines and constant interruptions.

#### TO: MEMBERS, BOARD OF EDUCATION

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

#### DATE: FEBRUARY 20, 2018

# SUBJECT: B.3.f. APPROVE DEPARTMENT SECRETARY – CURRICULUM AND INSTRUCTION

ACTION

| ISSUE:                 | Shall the Board approve Department Secretary – Curriculum and Instruction?  |  |  |  |
|------------------------|---|--|--|--|
| BACKGROUND:            | Staff is recommending that the Board re-establish the position of Department<br>Secretary – Curriculum and Instruction. Such person would provide support to<br>the Director of Curriculum and Instruction related to California Standards<br>implementation, professional development, textbook adoptions and other<br>services. A copy of the proposed job description is attached for the Board's<br>review. |  |  |  |
| ALTERNATIVES:          | <ol> <li>Approve the position of Department Secretary - Curriculum and Instruction</li> <li>Do not approve Department Secretary - Curriculum and Instruction</li> </ol>   |  |  |  |
| <b>RECOMMENDATION:</b> | Alternative 1.  |  |  |  |

#### RECOMMENDATION. Alcinative 1.

Prepared by: Leslie Heilbron, Assistant Superintendent, Human Resources

Respectfully submitted,

Anthony W. Knight, Ed.D. Superintendent

| Board Action: On motion of  |      | , seconded by |         | , the Board of Education: |
|---|------|---------------|---------|---------------------------|
| VOTE:<br>Hazelton<br>Helfstein<br>Laifman<br>Rosen<br>Ross<br>Student Rep | AYES | NOES          | ABSTAIN | ABSENT                    |

#### OAK PARK UNIFIED SCHOOL DISTRICT CLASS TITLE: DEPARTMENT SECRETARY

DEFINITION This is a 12-month position, 8 hours per day Salary: Range 16

Under the direction of a District Director, organize, coordinate, and oversee the office activities of the Director; perform responsible and varied clerical and secretarial duties to relieve the Director of administrative details; establish priorities and organize workflow and provide accurate, relevant, and responsive information externally and internally.

#### DISTINGUISHING CHARACTERISTICS:

The Department Secretary coordinates and oversees the day-to-day operation of an assigned district department. This position may also function as a receptionist for the district and as such is responsible for public relations and communications.

#### **EXAMPLES OF DUTIES:**

Plans, organizes, coordinates, and oversees assigned district department activities and communication; performs responsible clerical and secretarial duties to relieve the Director of administrative detail; establishes priorities and assures the timely and procedurally correct completion of administrative support, secretarial and clerical assignments, assists with special projects as needed, responsible for ordering and maintains record of curriculum, texts, materials, and supplies purchases; maintains a calendar for the director and for district-wide activities, schedules meetings and conferences; may serve as receptionist for the District and as such presents an effective first contact with the public; prepares a wide variety of materials for distribution including correspondence, reports, requisitions, memoranda, coordinates and facilitates communications for the Director; interprets, applies, and explains District policies rules and regulations relating to the specific department; works with department budgets; coordinates and maintains a master facilities usage calendar; receives, sorts, and routes mail; orders curriculum, texts, materials, and supplies; receives supplies, contacts vendors to order curriculum, texts, supplies and equipment; establishes and maintains files; compiles statistical data for report generation; maintains records; operates technology necessary to complete the tasks of the assignment; performs other related duties as assigned.

#### EMPLOYMENT STANDARDS:

<u>Knowledge of:</u> Office management techniques, modern office methods, practices and equipment; oral and written communications; correct English usage, grammar, spelling, punctuation, vocabulary, and composition; first aid procedures; record keeping methods;

word processing, spreadsheet and database usage; proper phone etiquette; public relations skills; interpersonal skills including tact, courtesy, and patience.

<u>Ability to:</u> Plan, organize, coordinate, and oversee day-to-day department activities at an assigned District site; Communicate effectively both verbally and in writing, including the use of digital communication tools; perform responsible secretarial and clerical duties to relieve the Director of administrative detail; establish and revise priorities as needed to accomplish clerical assignments; work independently; makes decisions within the guidelines of the administrator and the department; meet schedules and time lines; learn, apply, and explain rules regulations, and policies; plan and organize work; work effectively with other employees and the community; train and provide work direction to others as required from time to time; compile and maintain accurate records and reports; develop and implement new computer applications involving technology as needed; type at 55-60 WPM.

<u>Education and Experience</u>: Any combination equivalent to graduation from high school and one (1) year(s) of responsible secretarial or office management experience. Experience in a public school or school district office setting is highly desirable.

## WORKING CONDITIONS:

District Office environment; subject to demanding timelines and constant interruptions.

#### TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

**DATE: FEBRUARY 20, 2018** 

SUBJECT: B.4.a. DEVELOPMENT OF 2018-19 LOCAL CONTROL ACCOUNTABILITY PLAN

DISCUSSION

- **ISSUE:** Shall the Board review and discuss the process, requirements, and proposed schedule for the development of the District's 2018-19 Local Control and Accountability Plan?
- **BACKGROUND:** Effective with the State's 2013-14 adopted budget, the former K-12 finance system was eliminated, replaced with the new Local Control Funding Formula (LCFF), which now includes base, supplemental, and concentration grants as the basis for school funding. Enacted into law in conjunction with LCFF, school districts and County Offices of Education are also required to develop, adopt, and annually update a Local Control and Accountability Plan (LCAP), using a form prescribed by the California State Board of Education (SBE). The LCAP identifies how each individual school district plans to develop and address local priorities, consistent with 8 state-mandated focus areas, and how those priorities are reflected in the district's annual adopted budget.

At this evening's meeting, staff will review the LCAP process and its requirements, and layout the proposed schedule for the development of the District's 2018-19 Local Control and Accountability Plan.

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

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

Respectfully submitted:

Anthony W. Knight, Ed.D. Superintendent

### LCAP Timeline 2017-2018

- November 14 Report on Local Indicators to School Board
- December 5 Dashboard Presentation to School Board
- January 11 Community Stakeholder Meeting
- February 20 Presentation of Timeline to School Board
- Student Survey TBD
- April 12 Community Stakeholder Meeting
- May 15 Presentation of Draft to community at Board Meeting
- May 16 Post draft of LCAP on District Website
- May 29 Presentation/Public Hearing of Draft to School Board
- June 12- Final approval/adoption of the LACP by the School Board

# **Annual Update**

#### LCAP Year Reviewed: 2017-18

Complete a copy of the following table for each of the LEA's goals from the prior year LCAP. Duplicate the table as needed.

| Out   | state 🛛 1 🖂 2 🖾 3          |        |       |                          |  |  |
|---|----------------------------|--------|-------|--------------------------|--|--|
| State and/or Local Priorities Addressed by this goal: |                            |        |       |                          |  |  |
|   | LOCAL                      |        | <br>1 |                          |  |  |
| NNUAL MEASURABLE OUTCOMES                             |                            |        |       |                          |  |  |
| EXPECTED  |                            | ACTUAL |       |                          | ,  |  |
| Rate teachers appropriately assigned and credentials  | 79.3%                      |        |       |                          |  |  |
| ELA Adoption<br>6-8 NGSS Pilot<br>K-5 NGSS Pilot      |                            |        |       |                          |  |  |
| 70% of OP provided PD is above average or excellent   | (Bright Bytes data)        |        | <br>  |                          |  |  |
| 75% of Teachers can access computers for students v   | when needed "all the time" |        |       |                          |  |  |
|   |                            |        | <br>  | a aya sanaan taran sa ta | an in an |  |

| AP pass rate 88%  |  |
|---|--|
|   |  |
| API N/A   |  |
|   |  |
| CAASPP ELA DF3 70.1 above   |  |
| CAASPP MATH DF3 53.2 above  |  |
| $11^{TH}$ Grade CAASPP (EAP) ELA Ready for College 68.2% exceeded       |  |
| 11 <sup>TH</sup> Grade CAASPP (EAP) MATH Ready for College 40% exceeded |  |

### ACTIONS / SERVICES

Duplicate the Actions/Services from the prior year LCAP and complete a copy of the following table for each. Duplicate the table as needed.

| Action           | 1 |   |                                       |                            |
|------------------|---|---|---------------------------------------|----------------------------|
|                  |   | PLANNED   | ACTUAL                                |                            |
| Actions/Services |   | <ul> <li>Human resources audit to ensure teachers are<br/>appropriately credentialed and assigned</li> <li>Williams Act review</li> </ul> |                                       |                            |
| •                |   | BUDGETED  | ESTIMATED ACTUAL                      |                            |
| Expenditures     |   | \$0   | · · · · · · · · · · · · · · · · · · · |                            |
|                  |   |   |                                       | Page <b>6</b> of <b>82</b> |

#### Action

#### Actions/Services

Expenditures

| BUDGETED<br>\$634,000  | ESTIMATED ACTUAL |
|--|------------------|
| <ul> <li>ELA adoption/implementation to include<br/>teacher training, coaching, and support</li> </ul> |                  |
| <ul> <li>Purchase additional mobile computing devices<br/>to support curricular needs</li> </ul>       |                  |
| <ul> <li>Adopt/purchase textbooks and instructional<br/>materials (NGSS)</li> </ul>                    |                  |
| PLANNED  | ACTUAL .         |

# Action

#### Actions/Services

Expenditures

ACTUAL PLANNED Continue to provide professional development to teachers, instructional assistants, and administrators on state standards aligned instruction and curriculum Continue to offer the Oak Park Inquiry Institute • to support district's goals of authentic learning, differentiation, and project based learning Continue to provide NGSS training to all staff • and administrators Provide parent NGSS training • ESTIMATED ACTUAL BUDGETED \$150,000

Action

| PLANNED   | ACTUAL           |
|---|------------------|
| <ul> <li>Align district technology with CAASPP<br/>assessment requirements</li> </ul>   |                  |
| <ul> <li>Typing Agent to increase student typing skills</li> </ul>  |                  |
| <ul> <li>Continue Teacher on Special Assignment (TOSA)<br/>in the area of technology to enhance the<br/>district's technology program and to support</li> </ul> |                  |
| the goals of authentic learning, differentiation,<br>and project base learning.   |                  |
| Implement 6-12 tech standards   |                  |
| BUDGETED<br>\$138,800   | ESTIMATED ACTUAL |

Action

5

Expenditures

Actions/Services

Actions/Services

Expenditures

| PLANNED   | ACTUAL           |
|---|------------------|
| Extended learning time  |                  |
| <ul> <li>Maintain increased course offerings before<br/>school (0 period)</li> </ul>  |                  |
| <ul> <li>Continue to offer 7<sup>th</sup> period support in all<br/>courses for all students</li> </ul>   |                  |
| Increase and improve STEAM high school course offerings   |                  |
| <ul> <li>Maintain additional sections in middle school<br/>(2.5) and high school (3) and alternative high<br/>school (3) to provide student access and<br/>enrollment in all required areas of study</li> </ul> |                  |
| <ul> <li>Develop existing Career Technical Education<br/>courses through VC Innovates grant</li> </ul>  |                  |
| BUDGETED<br>\$230,052   | ESTIMATED ACTUAL |

6

## Actions/Services

#### Expenditures

. .

Action

Actions/Services

Expenditures

Action

ction

8

Actions/Services

| BUDGETED<br>\$206,957   | ESTIMATED ACTUAL |
|---|------------------|
| <ul> <li>Introduce 1:1 computing in all 5<sup>th</sup> grade classes</li> </ul> |                  |
| program   |                  |
| Implement Next Techs and Curriculum Catalysts                                   |                  |
| <ul> <li>Increase use of technology in core course<br/>offerings</li> </ul>     |                  |
| implementation of STEAM and other related<br>curriculum                         |                  |
| <ul> <li>Cross department meetings for planning and</li> </ul>                  |                  |
| Continue teacher release time   |                  |
| PLANNED   | ACTUAL           |

| PLANNED   | ACTUAL  |
|---|---|
| Conduct a survey of students and parents to determine |   |
| educational and spending priorities                   |   |
| BUDGETED  | ESTIMATED ACTUAL  |
|   | 그는 것 같은 것 같은 것 같은 것은 것을 많은 것을 알려요. 같은 것은 것은 것은 것은 것을 것을 것을 것을 것을 것을 수 있는 것을 물었다. 것을 물었다. 것 같은 것 같 |
| \$0   |   |

PLANNED
 ACTUAL
 For low income pupils, continue small group
 math instruction to K-5 students during the
 school day using research based intervention
 practices

Page 9 of 82

| BUDGETED<br>\$248,100  | ESTIMATED ACTUAL |
|--|------------------|
| <ul> <li>For foster youth, continue literacy instruction to<br/>K-5 students during the day using research<br/>based intervention practices.</li> </ul>                |                  |
| <ul> <li>For foster youth, continue small group math<br/>instruction to K-5 students during the school<br/>day using research based intervention practices.</li> </ul> |                  |
| <ul> <li>District will provide professional development<br/>to staff in strategies for the implementation of<br/>ELD standards.</li> </ul>                             |                  |
| <ul> <li>For English Learners, ensure best practices for<br/>teaching English Language Development by<br/>providing training and support to staff</li> </ul>           |                  |
| <ul> <li>For low income pupils, continue literacy<br/>instruction to K-5 students during the school<br/>day using research based intervention programs</li> </ul>      |                  |

Expenditures

# Page **10** of **82**

# Annual Update

### LCAP Year Reviewed: 2017-18

Complete a copy of the following table for each of the LEA's goals from the prior year LCAP. Duplicate the table as needed.

| Goal 3 Support and intervention for al Provide programs and opportun | l students<br>nities that ensure the needs of all stu | tudents are met |  |  |  |
|--|---|-----------------|--|--|--|
| State and/or Local Priorities Addressed by this go                   | al: STATE [] 1 [] 2 [] 3<br>COE [] 9 [] 10<br>LOCAL   | ⊠4 ⊠5 ⊠6 ⊠7 ⊠8  |  |  |  |
| ANNUAL MEASURABLE OUTCOMES   |   |                 |  |  |  |
| EXPECTED   |   | ACTUAL          |  |  |  |
| CELDT 70%  | •   |                 |  |  |  |
| RFEP 31%   |   |                 |  |  |  |
| HS DROPOUT 1.1%  |   |                 |  |  |  |
| CLASS SIZE AVG DK-2 28:1   |   |                 |  |  |  |
| DIBELS 92% at grade level  |   |                 |  |  |  |

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| — — — — — — — — — — — — — — — — — — — | ana ta ang mananan na matamanang manang manang manang manang manang mananang mananang mananang mananang mananan<br>Mananang manang manang manang manang manang manang manang manang mananang mananang mananang mananang mananang ma | Contract Contract Contract and Contract Cont<br>Contract Contract |
|---------------------------------------|---|---|
| MS DROPOUT 0%                         |   |   |
|                                       |   |   |
|                                       |   |   |

## ACTIONS / SERVICES

Duplicate the Actions/Services from the prior year LCAP and complete a copy of the following table for each. Duplicate the table as needed.

| Action           |   |  |                  |        |
|------------------|---|--|------------------|--------|
| Actions/Services |   | PLANNED<br>Survey parents, students, and staff to prioritize educational<br>goals and District spending plan | ACTUAL           |        |
| Expenditures     |   | BUDGETED<br>\$0  | ESTIMATED ACTUAL |        |
| Action           | 2 |  |                  | ·<br>· |
| Actions/Services |   | PLANNED<br>Continue to involve parents in various advisory<br>committees                                     | ACTUAL           |        |
| Expenditures     |   | BUDGETED<br>\$0  | ESTIMATED ACTUAL |        |
|                  |   |  | · · · ·          |        |

Action

3

Actions/Services

Expenditures

| PLANNED<br>Maintain current staffing level and service provided to each<br>school to address the academic and social needs of English<br>Learners | ACTUAL           |  |
|---|------------------|--|
| BUDGETED<br>Included with Goal 1J   | ESTIMATED ACTUAL |  |

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, ,

| Action 4         |  |                  |
|------------------|--|------------------|
| Actions/Services | PLANNED<br>Provide additional instructional assistants to support EL aides<br>during mandatory English Language Proficiency Assessment<br>for CA (ELPAC) | ACTUAL           |
| Expenditures     | BUDGETED<br>\$6,150  | ESTIMATED ACTUAL |

Action

5

6

7

|                  | PLANNED  | ACTUAL           |
|------------------|--|------------------|
| Actions/Services | Maintain additional counselor and clerical support of high-<br>risk students |                  |
| Expenditures     | BUDGETED<br>\$148,900  | ESTIMATED ACTUAL |

Action

Actions/Services

Expenditures

| ACTUAL        |     | and the second second      |  |
|---------------|-----|----------------------------|--|
|               |     |                            |  |
| ESTIMATED ACT | UAL |                            |  |
|               |     |                            |  |
| -             |     | ACTUAL<br>ESTIMATED ACTUAL |  |

Action

| Actions/Services | PLANNED <ul> <li>Continue addition of .1 FTE teacher for Math<br/>intervention at Medea Creek Middle School</li> </ul>   | ACTUAL           |
|------------------|--|------------------|
| Expenditures     | BUDGETED<br>\$9,812  | ESTIMATED ACTUAL |
| Action 8         |  |                  |
| Actions/Services | <ul> <li>PLANNED</li> <li>Maintain one TOSA Technology</li> <li>Formation of teacher leadership and support<br/>through the formation of the Next Techs and<br/>Curriculum Catalysts program.</li> </ul>   | ACTUAL           |
| Expenditures     | BUDGETED<br>\$0  | ESTIMATED ACTUAL |
|                  |  |                  |
| Action 9         |  |                  |
| Actions/Services | <ul> <li>PLANNED</li> <li>Maintain programs and opportunities including<br/>teachers on special assignment for technology, Oak<br/>Park Inquiry Institute, gifted and talented education<br/>programs to ensure the needs of all students are<br/>met</li> </ul> | ACTUAL           |
| Expenditures     | \$20,000   | ESTIMATED ACTUAL |

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# Action

10

#### Actions/Services

Expenditures

| PLANNED<br>Continue 0.5 FTE Behaviorist and 0.5 FTE Psychologist to<br>provide mental health services and support for low income<br>pupils, English learners and Foster Youth | ACTUAL           |
|---|------------------|
| BUDGETED  | ESTIMATED ACTUAL |
| \$119,440   |                  |

#### ANALYSIS

Complete a copy of the following table for each of the LEA's goals from the prior year LCAP. Duplicate the table as needed.

Use actual annual measurable outcome data, including performance data from the LCFF Evaluation Rubrics, as applicable.

| Describe the overall implementation of the actions/services to achieve the articulated goal.  |   |                     |   |
|---|---|---------------------|---|
| Describe the overall effectiveness of the actions/services to achieve the articulated goal as measured by the LEA.  | -   |                     |   |
| Explain material differences between Budgeted<br>Expenditures and Estimated Actual Expenditures.  |   |                     |   |
| Describe any changes made to this goal,<br>expected outcomes, metrics, or actions and<br>services to achieve this goal as a result of this<br>analysis and analysis of the LCFF Evaluation<br>Rubrics, as applicable. Identify where those<br>changes can be found in the LCAP. |   |                     |   |
|   | ningen og sen en sinder av en er fort som en sen filler og som en er en en er er<br>- | nan anton a ga Anna | , ann ann an Anna an Anna an Anna an Anna |

#### TO: MEMBERS, BOARD OF EDUCATION

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

#### **DATE: FEBRUARY 20, 2018**

SUBJECT: B.5.a. APPROVE 2018 CSBA DELEGATE ASSEMBLY ELECTION OF CANDIDATES

ACTION

ISSUE: Shall the Board of Education elect two representatives to CSBA's Delegate Assembly?

**STATEMENT:** There are four vacancies for the 2018 Delegate Assembly Ballot Region/Subregion 11B and there are six candidates as follows. OPUSD may vote for four of the six candidates on one ballot and it must be returned to CSBA postmarked on or before March 15, 2018. Voting instructions, ballot, and biographical sketches for each of the candidates are attached.

> John Andersen (Conejo Valley USD) \* William "Bill" Daniels (Simi Valley USD) \* Vianey Lopez (Hueneme ESD) \* Dennis O'Leary (Oxnard USD) Veronica Robles-Solis (Oxnard SD) \* Kelsey Stewart (Santa Paula USD) \*denotes incumbent

The names of newly elected delegates will be published and disseminated to the membership by April 1.

ACTION: Move to cast our vote for \_\_\_\_\_, \_\_\_\_, \_\_\_\_, \_\_\_\_, \_\_\_\_, as representatives to the CSBA Delegate Assembly for Region/Subregion 11B.

Respectfully submitted,

Anthony W. Knight, Ed.D. Superintendent

| Board Action: On motion of |      | , seconded by |         | , the Board of Education: |  |
|----------------------------|------|---------------|---------|---------------------------|--|
| VOTE:<br>Hazelton          | AYES | NOES          | ABSTAIN | ABSENT                    |  |
| Helfstein                  |      |               |         |                           |  |
| Laifman                    |      |               |         |                           |  |
| Rosen                      |      |               |         |                           |  |
| Ross                       |      |               |         |                           |  |
| Student Rep                |      |               |         |                           |  |



# TIME SENSITIVE, REQUIRES BOARD ACTION BALLOT DEADLINE: Thursday, March 15, 2018

January 29, 2018

#### MEMORANDUM

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

From: Mike Walsh, President

Re: Ballot for 2018 CSBA Delegate Assembly Election U.S. Postmark Deadline – Thursday, March 15, 2018

Enclosed is the ballot material for election of a representative to the CSBA Delegate Assembly from your region or subregion. The material consists of the ballot (on red paper), required candidate biographical sketch form, and if submitted, a résumé. In addition, provided is a watermarked "copy" of the ballot on white paper so that it may be included in board agenda packets, if you choose to do so. **Only the completed ballot on red paper is to be returned**.

The board, as a whole, may vote for up to the number of vacancies in the region or subregion as indicated on the ballot. For example, if there are three vacancies in the region or subregion, the board may vote for up to three individuals. Regardless of the number of vacancies, each board may cast no more than one vote for any one candidate. (The ballot also contains a provision for write-in candidates; their name and district must be clearly printed in the space provided.)

The ballot must be signed by the Superintendent or Board Clerk and returned in the enclosed envelope; if the envelope is misplaced, you may use your district's stationery. Please write **DELEGATE ELECTION** prominently on the envelope with the region or subregion number on the bottom left corner of the envelope (this number appears at the top of the ballot). **Ballots must be postmarked by the U.S. Post Office on or before Thursday, March 15, 2018.** *No exceptions are allowed.* 

Election results will be available no later than Friday, April 1. If there is a tie vote, a run-off election will be held. All re-elected and newly elected Delegates will serve two-year terms beginning April 1, 2018 – March 31, 2020. The next meeting of the Delegate Assembly is on Saturday, May 19 – Sunday, May 20 at the Hyatt Regency in Sacramento.

The names of all Delegates will be available on CSBA's website no later than Friday, April 1. Please do not hesitate to contact our Executive Office at (800) 371-4691, should you have any questions. Thank you.

# **REQUIRES BOARD ACTION**

This completed **ORIGINAL** Ballot must be **SIGNED** by the Superintendent or Board Clerk and returned in the enclosed envelope postmarked by the U.S. post office no later than **THURSDAY**, **MARCH 15, 2018**. Only ONE Ballot per Board. Be sure to mark your vote "×" in the box.

A PARTIAL, UNSIGNED, PHOTOCOPIED, OR LATE BALLOT WILL NOT BE VALID.

#### OFFICIAL 2018 DELEGATE ASSEMBLY BALLOT SUBREGION 11-B (Ventura County)

| Number of vacancies: 4 (Vote f             | for no more than 4 candidates)        |
|--|---------------------------------------|
| Delegates will serve two-year terms beg    | inning April 1, 2018 – March 31, 2020 |
| *denotes incumbent                         |                                       |
| John Andersen (Conejo Valley USD)*         |                                       |
| William "Bill" Daniels (Simi Valley USD)*  |                                       |
| Vianey Lopez (Hueneme ESD)*                |                                       |
| Denis O'Leary (Oxnard SD)                  |                                       |
| Veronica Robles-Solis (Oxnard SD)*         |                                       |
| Kelsey Stewart (Santa Paula USD)           |                                       |
|  | •                                     |
|  |                                       |
| Provision for Write-in Candidate Name      | School District                       |
| Signature of Superintendent or Board Clerk | Title                                 |
|  | Date of Board Action                  |

See reverse side for a current list of all Delegates in your Region.

# REGION 11 - 9 Delegates (9 elected)

# Director: Suzanne Kitchens (Pleasant Valley SD)

Below is a list of <u>all</u> the current Delegates with expired terms from this Region.

# Subregion 11-A (Santa Barbara)

Jack C. Garvin (Santa Maria Joint Union HSD), term expires 2018 Luz Reyes-Martin (Goleta Union SD), term expires 2019

# Subregion 11-B (Ventura County and Las Virgenes USD)

John Andersen (Conejo Valley USD), term expires 2018 William Daniels (Simi Valley USD), term expires 2018 Vianey Lopez (Hueneme ESD), term expires 2018 Veronica Robles-Solis (Oxnard SD), term expires 2018 Christina (Tina) Urias (Santa Paul USD), term expires 2019 John Walker (Ventura USD), term expires 2019

### **County Delegate:**

Mark Lisagor (Ventura COE), term expires 2019

# **Counties**

Santa Barbara (Subregion A) Ventura (Subregion B)



Mail to: CSBA | Attn: Executive Office | 3251 Beacon Blvd., West Sacramento, CA 95691 | fax: (916) 371-3407 | or email: nominations@csba.org.

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| Your signature indicates your consent to | have your name placed on the ballot and to serve as a Delegate, if elected. |
|--|---|
| Signature: Jan & Lund                    | have your name placed on the ballot and to serve as a Delegate, if elected. |

| Name: John E. Andersen  | CSBA Region-subregion #: 11B           |
|---|--|
| District or COE: Conejo Valley Unified School District                                      | Years on board:                        |
| Profession:Financial AdvisorContact Number: (please V                                       | ell Home Bus.) 805-390-5487            |
| *Primary E-mail:  |  |
| (*Communications from CSBA will be sent to primary email)<br>Are you a continuing Delegate? | have you served as a Delegate? 2 years |

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.

CSBA is a stronger organization when Districts from all demographics are represented, and board members from all ideologies participate. I grew up in a poor farming community in central California, and now serve in one of the state's most affluent communities. I have a deep understanding of the state's varied socioeconomic clusters, the collaborative spirit to work in teams of diverse viewpoints, and the skills/experience to lead teams if called upon. I have been involved in area politics for over a decade, and in community activism for over three decades. California's public education system can not survive "business as usual" much longer. Funding remains schizophrenic and the achievement gap is not improving. As demonstrated in my 40 years in business (22 corporate) and 30 years of community activism, I bring the bold, collaborative leadership skills needed.

Please describe your activities and involvement on your local board, community, and/or CSBA.

1) CSBA - Now completing my first two-year term as Delegate, participating enthusiastically in all sessions. Have attended all CSBA AE Conferences, including sponsoring/hosting the Fellowship Breakfast at the 2017 Conference. 2) CVUSD (my Board) - In my fourth year of my first term, I have served as Clerk, VP, and now President. I have served on a variety of both standing and ad hoc committees. Twenty plus years in PTA and independents, earning PTA's Honorary Service Award. Very active in Scouts, Y programs, youth sports and high school sports. Board of Directors (past; including Vice Chair) - Surepath (Credit Counseling Agency). Board of Directors (past; including President) - Ventura County Youth Track Conference. Board of Elders (past) - Monte Vista Presbyterian Church. Executive Board (present; including Vice Chair) - VCRCC. Enhancing and creating community partnerships (both formal and informal) is crucial for expanding student/program opportunities and creating a greater sense of responsibility within the community.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it?

1) Inadequate and Misaligned State Funding - The current LCFF funding model creates as many losers as winners. It is time to end this unfair system. 2) State Mandates - Whether from the Legislature or CDOE, state mandates make it difficult for LOEs to concentrate on the issues most important to them. The answer is LOCAL CONTROL - do away with mandates and categoricals and let LOEs decide for themselves. For both of these issues, CSBA needs to help drive local advocacy efforts (speed it up!), and begin supporting legislature candidates who are not afraid to vote for school issues. 3) Many districts are developing novel (great!) new programs and approaches (best practices). CSBA needs to drive Webinars and on-demand videos for more timely sharing of these successes. Once per year at AEC is too infrequent. CSBA needs to INTENSELY evaluate a partnership with CTA in pursuing deliverables from the legislature.

#### Resume - CSBA Delegate (2018)

#### **Professional Summary**

- Royal Alliance Associates Financial Advisor 2006 to Present
  - Provide financial advisory and retirement planning services to both individual and business clients.
- J. Jireh and Associates Senior Account Manager 1999 -2005
  - For corporate clients, provide technical staffing support for engineering and IS/IT positions.
- Verizon/GTE Section Manager 1977-1999
  - President's Leadership Award Two-time recipient in program/project management roles.
  - Develop system strategic plans and budgets (departmental; capital) at both a departmental and line-of-business level.
  - Directing work-groups in excess of 40 employees and direct budgets of \$10M.
  - Directing various corporate realignments of information system workgroups.

#### **Education, Professional Development**

- Occidental College, 1977; BA, Economics
- Securities Licenses (Financial Services) Series 7, Series 66, CA Insurance License

#### Volunteer/Community Organizations

- Current
  - VCRCC Board Member, Vice Chair
  - Conejo Valley Unified School District Board of Trustees
  - Community Faith Activities Leader of local pastors group; work with homeless.
- Past
  - PTA/PFA 1987-2000; Recipient of Honorary Service Award
  - Ventura County Youth Track Association 1989 to 2002; Board Member, President
  - Monte Vista Presbyterian Church Elder, Teacher, Worship Leader
  - Surepath (consumer credit counseling) Board Member, Vice Chair

#### **Relevant Skills, Qualifications**

- Group leadership, team building/participation, program/project management
- Budgeting, financial analysis
- Public speaking, lobbying



# 2018 Delegate Assembly Candidate Biographical Sketch Form

DUE: Sunday, January 7, 2018

Mail to: CSBA | Attn: Executive Office | 3251 Beacon Blvd., West Sacramento, CA 95691 fax: (916) 371-3407 | or email: nominations@csba.org.

Please complete, sign and date this required one-page candidate biographical sketch form. An optional, one-page, single-sided, résumé may also be submitted; both will be copied exactly as received. Please do not state "see résumé" and please do not re-type this form. Any additional page(s) exceeding this one-page candidate form will **not** be accepted. It is the candidate's responsibility to confirm that all nomination materials have been received by the CSBA Executive Office. Late submissions will not be accepted. If you have any questions, please contact the Executive Office at (800) 266-3382.

| Your signature indicates your consent to have your nam | e placed on the ballot and to serve as a Delegate, if elected. |
|--|--|
| Signature: Mill The S                                  | Date: December 14, 2017  |

| <sub>Name:</sub> William "Bill" Daniels   | CSBA Region-subregion #:                        |
|---|---|
| District or COE: Simi Valley Unified School District  | Years on board: <u>3</u>                        |
|   | ]Cell [] Home []_Bus.) 805-377-1848             |
| *Primary E-mail: william.daniels@simivalleyusd.org  |   |
| (*Communications from CSBA will be sent to primary email)<br>Are you a continuing Delegate (Version of the set of | ng have you served as a Delegate? <u>1 year</u> |

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.

In 2017, I had the privilege of filling a vacant seat on the Delegate Assembly (Region 11-B). I'm extremely interested in continuing to serve on the Delegate Assembly and helping CSBA become a voice at the state level that will in turn better serve the educational needs of the children in California. I'm the type of person that's willing to roll up their sleeves and get to work and not sit back and wait for others to do the job. I have a tremendous work ethic and always willing to give 100%.

During my first year on the Delegate Assembly, I had the honor of working with the other Delegates from Region11 and look forward to working with them in the future.

Please describe your activities and involvement on your local board, community, and/or CSBA.

In my third year on the school board, I continue working towards bringing positive change to the way business is conducted in our school district each and every day. I continue to believe the citizens and the businesses of Simi Valley appreciate the positive progress the district has made over the past three years. I have also had the opportunity to serve as both the President and Clerk of the Board.

In December 2017, I attended my fourth CSBA Conference. It was also my first conference as a member of the Delegate Assembly. For the past 30 years, I have been a police officer serving the resident and businesses of Simi Valley. In my role as a police officer and union leader, I also have been involved in several non-profit groups in town.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it?

I believe the largest challenge facing public education today is ensuring the state allocates enough financial resources to allow children in our state the best possible educational experience. I believe CSBA has to develop a larger footprint at both the state and federal levels to ensure education remains a priority and is properly funding. I also believe CSBA and other similar groups throughout the United States need to pressure the Federal Government and hold them to their commitment from years ago to fund special educations programs at 40% and not the 8-10% they are funding today.



## 2018 Delegate Assembly Candidate Biographical Sketch Form

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| signature: <u>Vianas Topo</u>  | Date: 01/07/2018                                |
|--|---|
| Name: Vianey Lopez   | CSBA Region-subregion #: 11                     |
| District or COE: Hueneme   | Years on board: 5                               |
| Profession: District Director for Assemblymember Contact Number: (please                                     | se V Cell Home Bus.) 805-204-7500               |
| *Primary E-mail: vianey.lopez56@gmail.com  |   |
| (*Communications from CSBA will be sent to primary email)<br>Are you a continuing Delegater Ves No If yes, h | iow long have you served as a Delegate? 3 years |

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.

I am interested in continuing to serve as a delegate because education is very important to me. As a school board member it is important to have a diverse representation of members on the Delegate Assembly that range from women, men, ethnicity, background, and experience. I attended the school district for which I serve on the board. I was an English language learner and understand some of the complexities of the students in California who I share a similar background with. It is important to have diverse representation on the Delegate Assembly just like we need it statewide.

Please describe your activities and involvement on your local board, community, and/or CSBA.

Aside from serving on the school board, I also serve on the non-profit board Future Leaders of America, which is a youth organization focused on developing the leadership skills of high school students. I have served on this board for approximately 7 years as secretary and treasurer. I am also an active member of the League of United Latin American Citizens (LULAC) in Ventura County. LULAC is a civil rights organization that has led different activities to uphold the civil rights of all people.

Lastly, I have been involved with the Ventura County Womens Political Council (VCWPC) in different capacities, most recently as Vice President. VCWPC works towards getting women into public office.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it?

While technology and access to social media platforms has expanded and allowed for many opportunities to grow and expand learning possibilities of students and staff, I believe it has also caused an expectation for action and results to happen faster than what may possible. CSBA can help address this by narrowing down the information we are seeing and offering board members opportunities to build knowledge of the need and social issues that are pushed on these platforms. Providing opportunities for members to grow year round rather than once a year at the Annual Education Conference.



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| Your signature indicates your consent to have your name placed on signature | the ballot and to serve as a Delegate, if elected.<br>Date: <u>Januzry 5</u> 2018 |
|---|---|
| Name: Denis O'Leary   | CSBA Region-subregion #: <b>11-B</b>  |
| District or COE: Oxnard School District                                     | Years on board: 14  |

Profession: Teacher Contact Number: (please V X Cell 🛛 Home 🗔 Bus.) 805-407-1987\_\_\_\_\_

\*Primary E-mail: doleary@oxnardsd.org\_\_\_\_

(\*Communications from CSBA will be sent to primary email)

Are you a continuing Delegate? 🛛 Yes X No 🛛 If yes, how long have you served as a Delegate?\_\_\_\_

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.p

Delegates bring the needs of our students, community and educators to legislators who can forge policy and law. I want to be an advocate in the body of CSBA representing the collective goals of my community. I have been a Trustee for 14 years. I have advocated in Sacramento, Washington DC, Mexico City as well as other regions in our country for a focused support for education.

Please describe your activities and involvement on your local board, community, and/or CSBA. Beyond having served as a Trustee, I have served as Regional President of CABE, District Director of LULAC, and as a founding member of Californians Together. I have fought for civil rights as an advocate, leader and author. I have regularly written about advancing our community in education as well as having been a regular speaker on Spanish radio.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it? The greatest challenge for Trustees and CSBA is to bridge the gap between political policy making that is often distracted away from academics and the demands and needs of our community in education. CSBA must represent education as a vital segment for our community's better future.



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| Signature:   | Date: January 6, 2018   |
|--|---|
| Name: Veronica Robles-Solis  | CSBA Region-subregion #:11.B                                  |
| District or COE: Oxnard School District  | Years on board: <u>8</u>                                      |
| Profession: Social Worker  |   |
| Contact Number: (please v Cell X) <u>1-805-377-6835</u>  |   |
| *Primary E-mail: vrobles-solis@oxnardsd.org  |   |
| (*Communications from CSBA will be sent to primary email)<br>Are you a continuing Delegate? X Yes D No | If yes, how long have you served as a Delegate? <u>1 year</u> |

# Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.

I am a dedicated supporter of public education, and I would like to continue to advocate on behalf of our students as a Delegate. Upon completion of my first year as a Delegate, I feel my work is unfinished. I am confident that I can contribute in numerous ways. I bring proven leadership, management, and effective communication skills. I would love to continue more in-depth advocacy, provide policy direction and continue to assure CSBA reflects in the interest of school districts and county offices of education throughout the state.

## Please describe your activities and involvement on your local board, community, and/or CSBA.

Since being elected in 2010, I've served as Board President of my local board in 2011-2012, 2014-2015, and 2015-2016; I also served as Board Clerk from 2013-2014. I chaired Measure "R" bond campaign in 2012 and Measure "D" bond campaign in 2016; both measures passed successfully under my leadership. In 2014 I completed my Masters of Governance. I currently serve on the Advisory Committee on Education for Assemblymember Monique Limon AD37. I am the Vice President of Programs for Ventura County School Board Association.

As a Social Worker I believe in giving back to our community. I am a member and a dedicated supporter of PTA, a member League of United Latin American Citizens (LULAC), Ventura County Women's Political Council and a Girl Scouts Troop Leader. In the community I am also involved as an AYSO soccer Team mom, baseball mom and I volunteer at different community events with my family.

## What do you see as the biggest challenge facing governing boards and how can CSBA help address it?

Governing boards are faced with making tough decisions for the betterment of our students. The CalPERS/CalSTRS pension increase is a major hurdle that all governing boards need to be aware of to face this challenge. In California, some districts have been forced to make reductions to their LCAP as a result of the CalPERS/CalSTRS increase. The impact of the pension cost increase will hurt our students, and with the support of CSBA, we need to continue to keep the governing boards updated with CalPERS and CalSTRS increases.



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| Your signature indicates your consent to have your name placed on a | the ballot and to serve as a Delegate, if elected.<br>Date: 12/21/2017 |
|---|--|
| Name: Kelsey Stewart  | CSBA Region-subregion #:11B  |
| District or COE: Santa Paula Unified School District                | Years on board: <u>5</u>   |
| Profession: School Board Member Contact Number: (plea               | ase √√Cell ∏Home Bus.) (805) 290-8441                                  |
| *Primary E-mail: kstewart@santapaulaunified.org                     |  |
| (*Communications from CSBA will be sent to primary email)           | how long have you served as a Delegate?                                |

# Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.

I am interested because I would like to represent the interest and innovative ideas of all governing boards in Region 11B at the state level through CSBA. We, as board trustees are the largest governing body in the State of California and have an opportunity and obligation to enhance the education of millions of students through our local school boards. Region 11B is a great community and I believe we can all work together to help our students achieve greatness in Ventura County. My background in management boasts excellent communication, organization, problem solving and leadership qualities while my experience in unifying two school districts has enhanced my knowledge of policies, procedures, setting direction and governance at a local level.

## Please describe your activities and involvement on your local board, community, and/or CSBA.

Since elected in 2012, I have served as; Board Representative to VCOE, SPUSD Board Clerk, Board Vice President and most recently presiding President during the Thomas Fire emergency and the departure of our superintendent. I served as Secretary for the Santa Paula Citizens for Measure T Executive Committee while running my own campaign for school board, both contests were successful. I have volunteered for many sports activities on our local campuses as well as Little League International as well as serving on may committees for local Boy Scouts of America in Ventura County. I visit our campuses often for special occasions, most notably Dr. Seuss Week reading to students and Valentine's Day as a lively and colorful character named Veronica Valentine. (The high school students love the enthusiasm.) I obtained my Masters in Governance through CSBA in 2014 and have attended all CSBA ACE conferences since being elected, striving to practice what I learned through those courses in my home district.

## What do you see as the biggest challenge facing governing boards and how can CSBA help address it?

One of the biggest challenges we face as governing boards is working together through democracy. It is the board of trustees that set the direction for the district and implement a plan to achieve the vision for the future of public education in our communities. Collaborating with those you may not agree with is challenging and often hinders progress towards growth as a district. CSBA can help boards overcome these challenges in preparing all trustees for their role through effective governing classes and conferences. Boards need an abundance of knowledge to properly govern their districts in topics such as effective audits, the Brown Act, collective bargaining, superintendent evaluations and administrative accountability. I believe it is the responsibility of the regional delegates to ensure we are educated properly through CSBA, so I would like the opportunity to be that voice.

#### TO: MEMBERS, BOARD OF EDUCATION

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

#### **DATE: FEBRUARY 20, 2018**

# SUBJECT:B.6.a.APPROVE AMENDMENT TO BOARD POLICY 3515.7 FIREARMS ON<br/>SCHOOL GROUNDS – FIRST Reading

ACTION

- ISSUE: Should the Board of Education approve the proposed amendment to Board Policy Firearms on School Grounds –First Reading?
- BACKGROUND: Board Policy updated to reflect NEW LAW (AB 424) which eliminates the authority of the superintendent or designee to permit a person with a concealed weapons permit to possess a firearm on school grounds. Exhibits deleted as they applied to the possession of firearms on school grounds and are now unnecessary.
- ALTERNATIVES: 1. Approve the amendment to Board Policy 3515.7 Firearms on School Grounds
  - 2. Do not amend Board Policy 3515.7 Firearms on School Grounds
  - 3. Adopt a modified version of the amendment to Board Policy 3515.7 Firearms on School Grounds Instruction

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

| Anthony W. Knight, Ed.D.<br>Superintendent                                 |      |                 |         |                           |  |
|--|------|-----------------|---------|---------------------------|--|
| Board Action: On motion of   |      | , seconded by _ |         | , the Board of Education: |  |
| VOTE:<br>Hazelton<br>Helfstein<br>Laifman<br>Rosen<br>Ross<br>Student Rep. | AYES | NOES            | ABSTAIN | ABSENT                    |  |

Series 3000

Business and Non-Instructional Operations

*BP 3515.7(a)* 

#### Firearms on School Grounds Instruction

The Governing Board is committed to providing a safe environment for students, staff, and visitors on campus. The Superintendent or designee shall consult with local law enforcement, insurance carriers, and other appropriate individuals and agencies to address the security of school campuses.

(cf. 3515 - Campus Security)
(cf. 3515.2 - Disruptions)
(cf. 3515.3 - District Police/Security Department)
(cf. 4158/4258/4358 - Employee Security)
(cf. 5131.4 - Student Disturbances)
(cf. 5131.7 - Weapons and Dangerous Instruments)

Possession of a firearm on or within 1,000 feet of school grounds is prohibited, except under the limited circumstances specified in Penal Code 626.9. *School grounds* include, but are not limited to, school buildings, fields, storage areas, and parking lots. (Penal Code 626.9)

If a district employee observes or suspects that any unauthorized person is in possession of a firearm on or near school grounds or at a school activity, he/she shall immediately notify the principal or designee and law enforcement.

District policy regarding the possession of firearms and/or ammunition on school grounds shall be included in the district's comprehensive safety plan and shall be communicated to district staff, parents/guardians, and the community.

(cf. 0450 - Comprehensive Safety Plan) (cf. 1112 - Media Relations) (cf. 1113 - District and School Web Sites) (cf. 1114 - District-Sponsored Social Media)

Any person specified in Penal Code 626.9(l)-(o) and 30310 is authorized to possess a firearm and/or ammunition on school grounds. School grounds include, but are not limited to, school buildings, fields, storage areas, and parking lots.

The Superintendent or designee shall not grant permission to any other individual to carry a firearm or ammunition on school grounds.

The prohibition against the possession of firearms on school grounds shall be included in the district's comprehensive safety plan and shall be communicated to district staff, parents/guardians, and the community.

Series 3000

Business and Non-Instructional Operations

BP 3515.7(b)

Legal Reference:

EDUCATION CODE 32281 Comprehensive safety plan 35160 Powers and duties of the board 35161 Powers and duties of the board; authority to delegate 38001.5 District security officers; requirements if carry firearm PENAL CODE 626.9 Gun Free School Zone Act 830.32 District police department; district decision to authorize carrying of firearm 16150 Definition of ammunition 16520 Definition of firearm 26150-26225 Concealed weapons permit 30310 Prohibition against ammunition on school grounds UNITED STATES CODE, TITLE 18 921 Definitions, firearms and ammunition 922 Firearms, unlawful acts 923 Firearm licensing UNITED STATES CODE, TITLE 20 7151 Gun-Free Schools Act; student expulsions for possession of firearm

Management Resources: WEB SITES Office of the Attorney General: https://oag.ca.gov/firearms

Adopted: 6-15-16 Amended: 2-20-18

## TO: MEMBERS, BOARD OF EDUCATION

## FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

## DATE: FEBRUARY 20, 2018

## SUBJECT: B.6.b. APPROVE AMENDMENT TO BOARD POLICY 3517 – FACILITIES INSPECTION – First Reading

ACTION

| ISSUE:                  | Should the Board of Education approve the proposed amendment to Board Policy 3517 – Facilities Inspection?  |  |
|-------------------------|---|--|
| BACKGROUND:             | Board Policy deleted and contents moved to Administrative Regulation<br>expanded to more directly reflect law regarding the conditions that must<br>be inspected pursuant to the Office of Public School Construction's<br>facilities inspection tool. Regulation reflects NEW LAW (AB 10) which<br>requires a school that serves any of grades 6-12 and is a high-poverty<br>school, as defined, to stock 50 percent of its restrooms with feminine<br>hygiene products and to make such products available free of charge to<br>students. Regulation also adds recommendation for lead testing and<br>describes the circumstances under which drinking water is required to be<br>tested for lead, including a requirement of NEW LAW (AB 746) for<br>testing of school buildings constructed before January 1, 2010. Board<br>Policy 3517 is being submitted with recommended changes from CSBA. |  |
| ALTERNATIVES:           | <ol> <li>Approve the amendment to Board Policy 3517 – Facilities Inspection</li> <li>Do not amend Board Policy 3517 – Facilities Inspection.</li> <li>Adopt a modified version of the amendment to Board Policy 3517 – Facilities Inspection.</li> </ol>  |  |
| RECOMMENDATIO<br>Approv | N:<br>val of Alternative #1.  |  |

Respectfully submitted,

Anthony W. Knight, Ed.D. Superintendent

| Board Action: On motion of |      | , seconded by |         | , the Board of Education: |  |
|----------------------------|------|---------------|---------|---------------------------|--|
| VOTE:                      | AYES | NOES          | ABSTAIN | ABSENT                    |  |
| Hazelton                   |      |               |         |                           |  |
| Helfstein                  |      |               |         |                           |  |
| Laifman                    |      |               |         |                           |  |
| Rosen                      |      |               |         |                           |  |
| Ross                       |      |               |         |                           |  |
| Student Rep                |      |               |         |                           |  |

Series 3000

**BP**\_AR3517(a)

#### **Facilities Inspection**

The Governing Board recognizes that the condition of school facilities may have an impact on safety, student achievement and employee morale and desires to provide school facilities that are safe, clean and functional, as defined in Education Code 17002.

(cf. 0510 School Accountability Report Card) (cf. 1312.4 Williams Uniform Complaint Procedures) (cf. 3111 Deferred Maintenance Funds) (cf. 3514 Environmental Safety)

The Superintendent or designee shall develop a inspect school facilities inspection and maintenance program to ensure that school facilities are maintained in good repair. in accordance with law. At a minimum, he/she shall assess the program shall analyze those facility conditions specified on the facilities inspection tool developed by the Office of Public School Construction, including, but not limited to, the following: (Education Code 17002, 35292.5)

1. Gas leaks: Gas systems and pipes appear, sound, and smell safe, functional, and free of leaks.

2. Mechanical Systems: Heating, ventilation, and air conditioning systems, as applicable are functional and unobstructed; appear to supply an adequate amount of air to all classrooms, work spaces, and facilities; and maintain interior temperatures and CO<sup>2</sup> levels within normally acceptable ranges.

3. Windows/ and Doors/Gates/Fences (interior and exterior): Windows and doors are intact, functional, and open, close, and lock as designed, unless there is a valid reason they should not function as designed. There does not appear to be evidence of conditions that pose a safety and/or security risk.

4. Fences and Gates: Fences and gates are intact, functional, and free of holes and other conditions that could present a safety hazard to students, staff, or others. Locks and other security hardware function as designed.

45. Interior Surfaces (walls, floors, ceilings, walls, and window casings); Interior surfaces, appear to be clean, safe, and functional are free of safety hazards from tears, holes, missing floor and ceiling tiles, torn carpet, water damage, or other cause. Ceiling tiles are intact. Surfaces display no evidence of mold or mildew.

**5**6. Hazardous Materials (interior and exterior): Hazardous and flammable materials are stored properly. No evidence of peeling, chipping, or cracking paint is apparent. No indicators of mold,

Series 3000

mildew, or asbestos exposure are evident. There does not appear to be evidence of hazardous materials that may pose an immediate threat to the health and safety of students or staff.

#### (cf. 3514 - Environmental Safety)

67. Structuresal Damage: There does not appear to be structural damage that could create hazardous or uninhabitable conditions. Posts, beams, supports for portable classrooms and ramps, and other structures appear intact, secure, and functional as designed. Ceilings and floors are not sloping or sagging beyond their intended design. There is no visible evidence of severe cracks, dry rot, mold, or damage that undermines structural components.

**7**8. Fire Safety and Emergency Equipment: Fire sprinklers, fire extinguishers, emergency alarm systems, and all emergency The fire equipment and emergency systems appear to be functioning properly. Fire alarm pull stations are clearly visible. Fire extinguishers are current and placed in all required areas and assembly area. Emergency exits are clearly marked and unobstructed.

89. Electrical Systems(interior and exterior): Electrical systems, components, and equipment, including switches, junction boxes, panels, wiring, outlets, and light fixtures, are securely enclosed, properly covered and guarded from student access, There is no evidence that any portion of the school has a power failure and electrical systems, components, and equipment appear to be working properly.

10. Lighting: Interior and exterior lighting appears to be adequate and working properly. Lights do not flicker, dim, or malfunction, and there is no unusual hum or noise from light fixtures.

911. Pest/Vermin Infestation: No visible or odorous indicators of Ppest or vermin infestation is not evident.

102. Drinking Fountains and Bottle Filling Stations-(inside and outside): Drinking fountains appear to be accessible and functioning as intended. Interior and exterior drinking fountains and bottle filling stations are functional, accessible, and free of leaks. Drinking water pressure is adequate. Fountain water is clear and without unusual taste or odor, and moss, mold, or excessive staining is not evident.

143. Restrooms: Restrooms appear to be accessible during school hours, are clean, functional, and in compliance with Education Code 35292.5 (operational and supplied Restrooms are fully operational, maintained and cleaned regularly, and stocked at all times with supplies (including toilet paper, soap, and paper towels or functional hand dryers) in accordance with Education Code 35292.5. The school keeps all restrooms open during school hours when students are not in classes and keeps a sufficient number of restrooms open during school hours when students are

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Business and Non-Instructional Operations

**BPAR** 3517(c)

in classes, except when necessary to temporarily close a restroom for student safety or to repair the facility.

In addition, in a school serving any of grades 6-12 in which 40 percent or more of the students in the school or school attendance area are from low-income families, at least 50 percent of the school's restrooms are stocked with feminine hygiene products, for which students are not charged. (Education Code 35292.6; 20 USC 6314)

**12**4. Sewers: Sewer line stoppage is not evident. The sanitary sewer system controls odors as designed, displays no signs of stoppage, backup, or flooding in school facilities or on school grounds, and appears to be functioning properly.

135. Roofs (observed from the ground, inside/outside the building): Roofs, gutters, roof drains, and downspouts system appears to be functioning properly and are free of visible damage and evidence of disrepair when observed from the ground from inside and outside the building.

16. Drainage: School grounds do not exhibit signs of drainage problems, such as visible evidence of flooded areas, eroded soil, water damage to asphalt playgrounds or parking areas, or clogged storm drain inlets.

147. Playground/School Grounds: The pPlayground equipment (exterior fixtures, seating, tables, and equipment), and school grounds appear to be clean, safe, and functional. , fields, walkways, and parking lot surfaces are functional and free of significant cracks, trip hazards, holes, deterioration that affects functionality or safety, and other health and safety hazards.

158. Overall Cleanliness: School grounds, buildings, common areas, and individual rooms appear to be cleaned regularly and are free of accumulated refuse and unabated graffiti. Restrooms, drinking fountains, and food preparation or serving areas appear to have been cleaned each day that school is in session.

In addition, to ensure the health and safety of students, the Superintendent or designee shall provide for the testing of drinking water on campus and of the soil and painted surfaces of school facilities for the presence of lead and/or other harmful substances, in accordance with state and federal standards.

The Superintendent or designee shall ensure that any necessary repairs or removal of hazards identified during the inspection are made in a timely and expeditious manner. The Superintendent or designee shall provide the Board with regular reports regarding the district's facility inspection program and updates of any visits by the County Superintendent of Schools.

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An assessment of the safety, cleanliness, and adequacy of school facilities, including any needed maintenance to ensure good repair as defined in Education Code 17002, shall be reported on the school accountability report card. (Education Code 33126)

#### (cf. 0510 - School Accountability Report Card)

Any complaint alleging a school facility condition that poses an emergency or urgent threat to the health or safety of students or staff, or alleging that a school restroom is not clean, maintained, or kept open, shall be addressed in accordance with AR 1312.4 - Williams Uniform Complaint Procedures.

(cf. 1312.4 - Williams Uniform Complaint Procedures)

The Superintendent or designee shall provide the Board with regular reports regarding the district's facility inspection program and updates of any visits to district schools by the County Superintendent of Schools.

Legal Reference:

EDUCATION CODE 1240 County superintendent of schools, duties 17002 Definitions 17070.10-17077.10 Leroy F. Greene School Facilities Act of 1998 17565-17591 Property maintenance and control, especially: 17584 Deferred maintenance 17592.72 Urgent or emergency repairs, School Facility Emergency Repair Account 33126 School Aaccountability Report Card 35186 Williams uniform complaint procedure 35292.5-35292.6 School maintenance HEALTH AND SAFETY CODE 116277 Lead testing in drinking water CODE OF REGULATIONS, TITLE 2 1859.300-1859.330 Emergency Repair Program UNITED STATES CODE, TITLE 20 6314 Title I schoolwide program UNITED STATES CODE, TITLE 42 300f-300j-27 Safe Drinking Water Act

#### Management Resources:

CSBA PUBLICATIONS Williams Settlement and the Emergency Repair Program, Policy Brief, January 2008 COALITION OF ADEQUATE SCHOOL HOUSING PUBLICATIONS Facility Inspection Tool Guidebook, February 2008 STATE ALLOCATION BOARD, OFFICE OF PUBLIC SCHOOL CONSTRUCTION PUBLICATIONS Facility Inspection Tool: School Facility Conditions Evaluation WEB SITES CSBA: http://www.csba.org

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Business and Non-Instructional Operations

**BPAR** 3517(e)

California County Superintendents Educational Services Association: http://www.ccsesa.org California Department of Education, Williams case: http://www.cde.ca.gov/eo/ce/wc/index.asp Coalition of Adequate School House: http://www.cashnet.org State Allocation Board, Office of Public School Construction<del>, Williams settlement:</del> http://www.opsc.dgs.ca.gov/Programs/William\_Legislation\_Default.htm U.S. Environmental Protection Agency: http://www.epa.gov

Adopted: 5-17-05 Amended: 10-21-08, 2-20-2018

## TO: MEMBERS, BOARD OF EDUCATION

## FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

## DATE: FEBRUARY 20, 2018

SUBJECT: B.6.c. APPROVE DELETION OF BOARD POLICY 6162.52 – HIGH SCHOOL EXIT EXAMINATION - First Reading <u>ACTION</u>

| ISSUE:        | Should the Board of Education approve the proposed deletion of Board<br>Policy 6162.52 – High School Exit Examination?   |
|---------------|--|
| BACKGROUND:   | Board Policy 6162.52, regulation, and exhibits deleted since NEW LAW (AB 830) repeals the requirement to pass the high school exit exam as a condition of graduation.            |
| ALTERNATIVES: | <ol> <li>Approve the deletion of Board Policy 6162.52 – High School Exit<br/>Examination.</li> <li>Do not delete Board Policy 6162.52 – High School Exit Examination.</li> </ol> |

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D. Superintendent

| Board Action: On motion of  |      | , second | , the Board of Education: |        |
|---|------|----------|---------------------------|--------|
| VOTE:<br>Hazelton<br>Helfstein<br>Laifman<br>Rosen<br>Ross<br>Student Rep | AYES | NOES     | ABSTAIN                   | ABSENT |

| Series 6000 | Instruction        | RP 6162 52(a) |
|-------------|--------------------|---------------|
| Series 0000 | <i>Instruction</i> | D1 0102.52(u) |
|             |                    |               |

#### High School Exit Examination

The Governing Board desires to ensure that district students who graduate from high school can demonstrate grade-level competency in reading, writing and mathematics and are given the opportunity to learn the subjects covered in the high school exit examination required for high school graduation.

(cf. 6146.1 High School Graduation Requirements) (cf. 6162.5 Student Assessment) (cf. 6162.53 Test Integrity/Test Preparation) (cf. 6164.2 Guidance/Counseling Services) (cf. 6177 Summer School) (cf. 6179 Supplemental Instruction)

The Superintendent or designee shall ensure that district programs and services, including but not limited to, instructional materials, staff development and mediation programs, are aligned with the exit exam.

The Superintendent or designee shall administer the exit exam as required by law for high school graduation. (Education Code 60850)

Students may be allowed to take the exam with variations, accommodations and modifications in accordance with law and administrative regulation.

(cf. 6177 – Summer School) (cf. 6179) – Supplemental Instruction)

Legal Reference EDUCATION CODE 35146 Closed sessions 35186 Williams Uniform Complaint Procedures 37252-37254.1 Supplemental instruction 51041 Evaluation of education program 52378 Supplemental school counseling program 56026 Individuals with exceptional needs 56101 Waiver of code or regulation 60810 Assessment of language development 60850-60859 Exit examination **CODE OF REGULATIONS, TITLE 5** 1200-1225 High School Exit Examination UNITED STATES CODE, TITLE 20 1400-1482 Individuals with Disabilities Education Act UNITED STATES CODE, TITLE 29 794 Rehabilitation Action of 19973. Section 504

| Series 6000                            | Instruction                                      | <u>BP 6162.52(b)</u>            |
|--|--|---------------------------------|
|  |  |                                 |
| CODE OF FEDERAL REGULATION             | ' <del>S, <i>TITLE 34</i></del>                  |                                 |
| 300.503 Prior notice                   |  |                                 |
| COURT DECISIONS                        |  |                                 |
| O'Connell v. Superior Court (Valenzu   | iela), (2006) 141 Cal.App. 4 <sup>th</sup> 1452  |                                 |
| Smiley v. California Department of Ed  |  |                                 |
|  | Education, (2002) 229 F.Supp.2d 981              |                                 |
| Management Resources:                  |  |                                 |
| CDE PUBLICATIONS                       |  |                                 |
| Independent Evaluation of the Cali     | fornia High School Exit Examination (CAI         | HSEE), Annual Report, Human     |
| Resources Research Organization        |  |                                 |
| U.S. DEPARTMENT OF EDUCATIO            | N, OFFICE FOR CIVIL RIGHTS PUBLICATI             | <del>IONS</del>                 |
| The Use of Tests as Part of High-Stak  | es Decision Making for Students: A Resource      | Guide for Educators and Policy- |
| Makers, December 2001                  |  |                                 |
| WEB SITES                              |  |                                 |
| CDE, California High School Exit Exit  | amination: http://.ede.ea.gov/ta/tg/hs/index.asp | <del>)</del>                    |
| CSBA: http://www.csba.org              |  |                                 |
| Educational Testing Services: http://w | ww.ets.org/cahsee                                |                                 |
|  | for Civil Rights: http://www.ed.gov/offices/O    | <del>)CR</del>                  |
| Adopted: 9-17-02                       |  |                                 |

Amended: 6-17-03, 11-16-04, 5-20-08

| Series 6000 | Instruction | AP 6162 52(a)  |
|-------------|-------------|----------------|
| Series 0000 | mstruction  | 11110102.52(u) |
|             |             |                |
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#### High School Exit Examination

#### **Definitions**

Variation means a change in the manner in which a test is presented or administered or in how a student is allowed to respond, and includes, but is not limited to accommodations and modifications as defined in Education Code 60850. (5 CCR 1200)

Accommodation means any variation in the assessment environment or process that does not fundamentally alter what the test measures or affect the comparability of scores. (Education Code 60850)

Modification means any variation in the assessment environment or process that fundamentally alters what the test measures or affects the comparability of scores. (Education Code 60850)

#### **District and Test Site Coordinators**

On or before July 1 of each school year, the Superintendent shall designate a high school exit exam eoordinator from among district employees and shall notify the test contractor of the identity and contact information of the coordinator. The district coordinator, or Superintendent or designee, shall be available throughout the year; shall serve as the liaison between the district and the test contractor and between the district and the California Department of Education for all matters related to the exit exam; and shall perform additional duties specified in 5 CCR 1209 and 1211.5 (5 CCR 1209)

Annually, the district coordinator or Superintendent or designee shall designate a test site coordinator for each test site to fulfill the responsibilities specified in 5 CCR 1210 and 1211.5 (5 CCR 1209)

All district and test site coordinators shall sign a test security affidavit/agreement pursuant to 5 CCR 1211.5.

Access to exam materials shall be limited to students taking the exam and individuals who have signed the test security affidavit, including employees of the district directly responsible for test administration. All district and test site coordinators shall be responsible for inventory control. (5 CCR-1211)

| Series 6000 | Instruction        | AR 6162 52(b)        |
|-------------|--------------------|----------------------|
|             | <i>Instruction</i> | <u>AR 0102.52(0)</u> |
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## Administration

The Superintendent or designee shall administer the exit exam in each district high school on the dates designed by the Superintendent of Public Instruction as exam days or make up days. (Education Code 60851)

The exit exam shall be administered as follows: (Education Code 60851; 5 CCR1204; 1204.5)

1. Students shall take each section of the exit exam once per school year while in grade 10 either during the grade 10 census administration or the district-designated grade 10 make-up administration.

2. Students in grade 11 who have not yet passed one or both sections of the exam shall have up to two opportunities per year to take the section(s) of the exam not yet passed and may elect to take the exam during these opportunities. These students may be tested in successive administrations within a school year. Students should be offered appropriate remediation or supplemental instruction before being retested.

3. Students in grade 12 shall have up to three opportunities to take the section(s) of the exit exam not yet passed. Eligible students in grade 12 may elect to take the exam up to three times during the school year and may take the exam in successive administrations. Students should be offered appropriate remediation and supplemental instruction before being retested.

#### (cf. 6179 Supplemental Instruction)

4. Adult students shall have up to three opportunities per year to take the section(s) of the exit exam not yet passed and may elect to take the exam during these opportunities. Students should be offered appropriate remediation or supplemental instruction before being retested.

If a student does not possess sufficient English language skills to be assessed on the exit exam, the Superintendent or designee may defer the exam requirement for a period of up to 24 calendar months of enrollment in the California public school system until the student has completed six months of instruction in reading, writing and comprehension in the English language. (Education Code 60852)

## (cf. 6174 – Education for English Learners)

Test administrators at the test sites shall be responsible for the accurate identification of eligible students to whom the exit exam is to be administered. This identification shall be made through the use of photo identification or positive recognition by an employee of the district. (5 CCR

| Sorias 6000 | Instruction        | AR 6162 52(c) |
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| Series 0000 | <i>Instruction</i> | 1102.52(0)    |
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#### 1203)

Any student found to have cheated, assisted others in cheating, or compromised the security of the exam shall not receive a score from that test administration. (5 CCR 1220)

(cf 5131.9 – Academic Honesty) (cf.6162.54 – Test Integrity/Test Preparation)

**Testing Variations for All Students** 

The Superintendent or designee may provide any student taking the exit exam with extra time within a testing day, simplified or clarified test directions, and/or student marks (other than responses) in test booklets. (5 CCR 1215)

A student may also be provided the following testing variations if they are regularly used in the elassroom: (5 CCR 1215)

1. Special or adaptive furniture.

2. Special lighting, special acoustics, visual magnifying, or audio amplification equipment

3. An individual carrel or study enclosure

4. Testing of individual students in a separate room provided the student is directly supervised by an employee who has signed the test security affidavit

5. Colored overlay, mask or other means of maintain visual attention to the exam or test items

6. Manually Coded English or American Sign Language to present directions for test administration

At least 30 working days before the proposed administration of the exit exam, the Superintendent or designee may submit a request to the CDE for a case by case review of a proposed variation that is not specified in law. This request shall include a description of the requested variation(s) and, if applicable, a certification that the student's individualized education program (IEP) or Section 504 plan specifies that the requested variation is appropriate and necessary to access the exam due to the student's identified disability(ies) and that such variation is currently listed in his/her IEP or Section 504 plan. (5 CCR 1218)

| Series 6000 | Instruction | AP 6162 52(d)  |
|-------------|-------------|----------------|
| Series 0000 | mstruction  | 21100102.52(u) |
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Testing Variations for English Language Learners

In addition to testing variations allowed for all students, English language learners may be allowed the following testing variations if regularly used for assessment in the classroom: (5 CCR 1217)

1. Flexible setting. English language learners may have the opportunity to be tested in a separate room with other English language learners provided that the students are directly supervised by an employee who has signed the test security affidavit.

2. Flexible schedule. English learners may have additional supervised breaks within a testing day.

3. Flexible time. English learners may have extra time on the exam within a testing day

4. Translated directions. English learners may have the opportunity to hear the test directions printed in the test contractor's manual translated into their primary language. English learners may have the opportunity to ask clarifying questions about the test directions in their primary language.

5. Glossaries. English learners may have access to translation glossaries (English to primary language and/or primary language to English). The glossaries are to include only the English word or phrase with the corresponding primary language words or phrases. The glossaries shall include no definitions, formulas, or parts of speech.

## Accommodations/Modifications for Students with Disabilities

A student with disabilities shall be permitted to take the exit exam with accommodations or modifications when the student's IEP or his/her Section 504 plan specifies their use on the exit exam, for standardized testing, or during classroom instruction and assessments. (Education Code 60850; 5 CCR 1215.5, 1216)

(cf. 6146.4 Differential Graduation and Competency Standards for Students With Disabilities) (cf. 6159 Individuals Education Program) (cf. 6164.6 Identification and Education under Section 504)

The use of accommodations shall not invalidate a student's test score(s). Accommodations may include: (5 CCR 1215.5)

1. Presentation accommodations, including large-print versions in 20-point font, test items enlarged if larger than 20-point font is required, Braille transcriptions provided by the test OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATIONS

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contractor, audio or oral presentation of the mathematics section of the exam, or use of Manually Coded English or American Sign Language to present test questions on the mathematics section of the exam.

2. Response accommodations, including responses marked in the test booklet and transferred to the answer document by an employee who has signed the test security affidavit; responses dictated orally, or in Manually Coded English, or in American Sign Language to a scribe for selected-response items (e.g., multiple choice test questions); responses dictated orally or in Manually Coded English to a scribe, audio recorder, or speech-to-test converter, on the writing portion of the exam and the student indicates all spelling and language conventions; word processing software with spell and grammar check tools turned off on the writing portion of the exam; or an assistive device that does not interfere with the independent work of the student on multiple-choice or the writing portion of the exam

3. Scheduling/timing accommodations, including testing over more than one day after consultation with the test contractor, supervised breaks within a section of the exam, and administration of the exam at the most beneficial time of the day to the student after consultation with the test contractor.

4. Setting accommodations, including tests administered by text examiner to a student at home or in the hospital

For purposes of receiving a high school diploma, the use of modifications shall invalidate a student's test score for the section of the exam for which the modification(s) were used. If the score is equivalent to a passing score, the student may be eligible for a waiver, as detailed below. Modifications may include: (5 CCR 1216)

1. Arithmetic table, calculators, or math manipulatives on the mathematics section of the exit exam

2. Audio or oral presentation of the English/language arts section of the exit exam

3. Manually Coded English or American Sign Language to present test questions on the English/language arts section of the exit exam

4. Spell checkers, grammar checkers or word processing software programs that check or correct spelling and/or grammar on the writing portion of the exit exam

5. Mechanical or electronic devices or other assistive devices that are not used solely to record the student's responses, including but not limited to transcribers, scribes, voice recognition or

## OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATIONS

| Series 6000 | Instruction | <u>AR 6162 52(f)</u> |
|-------------|-------------|----------------------|
|             | Instruction | AR 0102.52())        |

voice-to-text software, and that identify a potential error in the student's response or that correct spelling, grammar or conventions on the writing portion of the exit exam

6. Responses dictated orally, in Manually Code English, or in American Sign Language to provide an essay response to a scribe and the scribe provides spelling, grammar, and language conventions

7. Dictionary on any section of the exam

## Waiver for Students with Disabilities

The parent/guardian of a student with disabilities who has taken any section of the exam with one or more modifications and has received the equivalent of a passing score may request that his/her child receive a waiver of the requirement to successfully pass the exam. Upon receipt of such request, the principal shall submit to the Governing Board a request for a waiver. The Board may waive the requirement if the principal certifies that the student has all of the following: (Education Code 60851)

1. An IEP or Section 504 plan in place that requires the accommodations or modifications to be provided to the student when taking the exit exam

2. Sufficient high school level coursework either satisfactorily completed or in progress in the high school level curriculum sufficient to have attained the skills and knowledge otherwise needed to pass the exit exam

3. An individual score report showing that the student has received the equivalent of a passing score on the exit exam while using a modification that fundamentally alters what the exit exam measures as determined by the State Board of Education (SBE)

In order to protect the student's privacy rights, the waiver shall be considered in closed session. Final Board action on the waiver shall be taken in open session and shall be a matter of public record. The student's name shall not be disclosed in open session.

(cf. 9321 Closed Session Purposes and Agendas) (cf. 9321.1 Closed Session Actions and Reports)

The principal or designee shall notify parents/guardians of students with disabilities about the eriteria and process for applying for a waiver of the requirement to successfully pass the exit exam.

## OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATIONS

| Series 6000 | Instruction | <u>AR 6162.52(g)</u> |
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Each year, the Superintendent or designee shall provide the CDE with data regarding students with disabilities and the district's waiver process as specified in 5 CCR 1207.1

## Records

The Superintendent or designee shall maintain a summary data file of all students who participate in each test administration. This summary data file shall include the following information for the English language arts section and the mathematics section for each test administration: (5 CCR 1205)

1. The date on which each section of the exam was taken

2. The full name of each student who took each section of the exam

3. The grade level of each student at the time each section of the exam was taken

4. Whether each student has satisfied the requirement to successfully pass each section of the exam

#### (cf. 3580 District Records)

In addition, the Superintendent or designee shall provide the test contractor with the student demographic information specified in 5 CCR 1207.

Within 60 days of receiving electronic data files from the test contractor, the Superintendent or designee shall enter the following information in each student's permanent record: (5 CCR 1206)

1. The date on which the student took each section of the exam

2. Whether the student has satisfied the requirement to successfully pass section of the exam

#### (cf. 5125 Student Records)

## **Notifications**

At the beginning of each school year, the Superintendent or designee shall provide written notification of the exit exam requirement to all students in grades 9 through 12 and to their parents/guardians. Such notification shall also be provided to any student who transfers into the district after the beginning of the school year at the time of the student's transfer. The notification shall include, at a minimum, the date of the exam, the requirements for passing the

## OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATIONS

| Sarias 6000 | Instruction | AR 6162 52(h)                     |
|-------------|-------------|-----------------------------------|
| Series 0000 | mstruction  | $\frac{11102.32(n)}{11102.32(n)}$ |
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exam, and the consequences of not passing the exam, and shall inform the parent/guardian that passing the exam is a condition of graduation. The Superintendent or designee shall maintain documentation that the parent/guardian of each student has been sent this written notification. (Education Code 48980, 60850; 5 CCR 1208)

(cf. 5145.6 Parental Notifications) (cf. 6146.1 High School Graduation Requirements)

Prior to each administration of the exam, the Superintendent or designee shall notify students of the provisions of 5 CCR 1220 related to the consequences of cheating. (5 CCR 1220)

Adopted: 9-17-02 Amended: 11-16-04, 2-06, 11-08

## **OAK PARK UNIFIED SCHOOL DISTRICT** EXHIBIT

Series 6000

Instruction

E 6162.52(a)

High School Exit Examination

Parent/Guardian Request for Waiver of the High School Exit Examination Requirement for a Student with Disabilities

Please return the completed form to the principal of your child's high school.

My child, \_\_\_ is a student with disabilities attending Oak Park High what the test measures and has received the equivalent of a passing score on one or more parts of the exam.

I hereby request that the principal submit a request to the Governing Board for a waiver of the requirement that my child successfully pass the exit examination in order to receive a high school diploma. I understand that, in order to receive such a waiver, state law requires that my child have all of the following:

1. An individualized education program (IEP) adopted pursuant to the Individuals with Disabilities Education Act or a plan adopted pursuant to Section 504 of the Rehabilitation Act of 1973 that specifies the use of the modification(s) on the exit exam, standardized testing, or classroom instruction and assessments

- Sufficient high school level coursework either satisfactorily completed or in progress in 2. the district's high school level curriculum sufficient to have attained the skills and knowledge otherwise needed to pass the exit exam

3. - An individual score report showing that my child has received the equivalent of a passing score on the exam while using a modification that fundamentally alters what the exit exam measures as determined by the State Board of Education

I hereby certify that, to the best of my knowledge, my child satisfies the conditions listed above.

Parent/Guardian Signature: Date:

## **OAK PARK UNIFIED SCHOOL DISTRICT** EXHIBIT

| Series 6000     | Instruction   | <u> </u> |
|-----------------|---|----------|
|                 | Principal's Certification and Request for the Governing Board |          |
|                 | to Waive the High School Exit Exam Requirement                |          |
|                 | for a Student with Disabilities                               |          |
| Student's Name: |   |          |

Student's Number (for use on open session agenda):

Pursuant to Education Code 60851, the parent/guardian of -8 child with disabilities, has requested that the Governing Board waive the requirement that his/her child successfully pass the high school exit examination in order to receive a diploma from Oak Park High School. His/her child has taken the high school exit exam with one or more modifications that fundamentally alter what the test measures as determined by the State Board of Education, and has achieved the equivalent of a passing score on one or both parts of the exam.

I certify that the student qualifies for a waiver because he/she satisfies all of the following conditions:

Has an individualized education program (IEP) adopted pursuant to the Individuals with Disabilities Education Act or Section 504 plan that specifies the use of the modification(s) on the exit exam, standardized testing or classroom instruction and assessments. (Attach the IEP or Section 504 plan that indicates the modification needed to participate and access the high school exit exam.)

Describe the nature of the student's disability as identified on the IEP or Section 504 plan:

Describe any modification(s) used on the English/language arts section of the exam: <del>b.</del>

Describe any modification(s) used on the mathematics section of the exam: e

d. List the rationale as to why the modification used was necessary to allow the student to access the test:

-Describe the accommodations/modifications that the student regularly uses for English/language arts in the classroom and on other assessments:

-Describe the accommodations/modifications that the student regularly uses for mathematics in the classroom and on other assessments:

## OAK PARK UNIFIED SCHOOL DISTRICT EXHIBIT

| Series 6000 | Instruction | <u> </u> |
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2. Has sufficient high school level coursework either satisfactorily completed or in progress in the high school curriculum sufficient to have attained the skill and knowledge otherwise needed to pass the high school exit examination. (Attach transcript showing coursework completed.)

Summarize the student's academic preparation and performance in the subject areas of English/language arts and/or mathematics (depending on the subject of the waiver request) that demonstrate high school level achievement:

3. Has an individual score report showing that he/she has achieved the equivalent of a passing score on the exit exam (350 or more points) using a modification that fundamentally alters what the exam measures. (Attach a copy of the exit exam Student and Parent Report showing "equivalent of a passing score" in either the English/language arts/and/or math portion of the exam.)

Certified by: \_

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

(Principal's Signature)

Amended: 7-04

## TO: **MEMBERS, BOARD OF EDUCATION** FROM: **DR. ANTHONY KNIGHT, SUPERINTENDENT** DATE: **FEBRUARY 20, 2018** SUBJECT: **B.6.d. APPROVE ADOPTION OF BOARD POLICY AND ADMINISTRATIVE REGULATION 6173.2 – EDUCATION OF CHILDREN OF MILITARY FAMILIES – First Reading** ACTION **ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 6173.2 - Education of Children of Military Families? BACKGROUND: Board Policy 6173.2 is being recommended for adoption to reflect the Every Student Succeeds Act, which provides that military-connected students will be assigned a national identification number to facilitate monitoring of their academic progress and requires districts to issue an annual report card that includes state achievement results for such students. Regulation to add material regarding the transfer of course credits, exemption from local graduation requirements when a student transfers after the completion of the second year of high school, and use of the uniform complaint procedures for allegations of noncompliance by the district, pursuant to NEW LAW (AB 365, 2017). Regulation also reflects NEW LAW (SB 455, 2017) which provides that a student will be deemed to meet district residency requirements if his/her parent/guardian is transferred or is pending transfer to a military installation within the state, and NEW LAW (AB 2659, 2016) which provides that districts must not prohibit the transfer of a military-connected student out of the district regardless of whether the district has an interdistrict transfer agreement with another district. **ALTERNATIVES:** 1. Approve the adoption of Board Policy 6173.2 – Education of Children of Military Families. 2. Do not adopt Board Policy 6173.2 – Education of Children of Military Families.

RECOMMENDATION: Approval of Alternative #1.

## APPROVE AMENDMENT TO BOARD POLICY AND ADMINISTRATIVE REGULATION 6173.2 – EDUCATION OF CHILDREN OF MILITARY FAMILIES First Reading February 20, 2018 Page 2

Respectfully submitted,

Anthony W. Knight, Ed.D. Superintendent

| Board Action:        | On motion of | , seconded by _ | , the Bo | ard of Education: |
|----------------------|--------------|-----------------|----------|-------------------|
| VOTE:<br>Hazelton    | AYES         | NOES            | ABSTAIN  | ABSENT            |
| Helfstein<br>Laifman |              |                 |          |                   |
| Rosen<br>Ross        |              |                 |          |                   |
| Student Rep          |              |                 |          |                   |

Series 6000

Instruction

*BP 6173.2(a)* 

Education of Children of Military Families

The Governing Board recognizes that children of military families face challenges to their academic success caused by the frequent moves or deployments of their parents/guardians in fulfillment of military service. The district shall provide such students with academic resources, services, and opportunities for extracurricular and enrichment activities that are available to all district students.

(cf. 5125 - Student Records)
(cf. 6011 - Academic Standards)
(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.2 - Athletic Competition)
(cf. 6179 - Supplemental Instruction)

The Superintendent or designee may waive district policies or rules when necessary to facilitate the enrollment, placement, advancement, eligibility for extracurricular activities, or on-time graduation of children of military families, in accordance with the Interstate Compact on Educational Opportunity for Military Children as ratified in Education Code 49700-49704.

(cf. 5117 - Interdistrict Attendance) (cf. 6146.1 - High School Graduation Requirements) (cf. 6146.3 - Reciprocity of Academic Credit)

The Superintendent or designee may collaborate with parents/guardians, school liaison officers from military installations, and/or other agencies within and outside the state to facilitate the transition of children of military families into and out of the district.

(cf. 1020 - Youth Services) (cf. 1400 - Relations Between Other Governmental Agencies and the Schools) (cf. 6020 - Parent Involvement)

The Superintendent or designee shall annually report to the Board and the public on the educational outcomes of children of military families. Such reports may include, but are not limited to, school attendance, student achievement test results, promotion and retention rates by grade levels, and graduation rates.

(cf. 0500 - Accountability) (cf. 5123 - Promotion/Acceleration/Retention) (cf. 6162.51 - State Academic Achievement Tests)

Legal Reference: <u>EDUCATION CODE</u> 35160.5 District policy rules and regulations; requirements; matters subject to regulation

Series 6000

#### Instruction

*BP 6173.2(b)* 

35179 Interscholastic athletics; associations or consortia 35181 Students' responsibilities 35351 Assignment of students to particular schools 46600-46611 Interdistrict attendance agreements 48050-48054 Nonresidents 48200-48208 Persons included (compulsory education law) 48300-48316 Student attendance alternatives, school district of choice program 49700-49704 Education of children of military families 51225.3 Requirements for graduation 51240-51246 Exemptions from requirements 51250-51251 School-age military dependents 66204 Certification of high school courses as meeting university admissions criteria UNITED STATES CODE, TITLE 10 101 Definitions 1209 Transfer to inactive status list instead of separation 1211 Members on temporary disability retired list: return to active duty; promotion UNITED STATES CODE, TITLE 20 1400-1482 Individuals with Disabilities Education Act 6311 State plan UNITED STATES CODE, TITLE 29 794 Section 504 of the federal Rehabilitation Act

Management Resources:

CALIFORNIA CHILD WELFARE COUNCIL Partial Credit Model Policy and Practice Recommendations CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS Final Report to the Legislature on the Interstate Compact on Educational Opportunity for Military Children, April 2014 WEB SITES CSBA: http://www.csba.org California Child Welfare Council: http://www.chhs.ca.gov/Pages/CAChildWelfareCouncil.aspx California Department of Education, Educational Options Office: http://www.cde.ca.gov/ls/pf/mc Military Interstate Children's Compact Commission: http://www.mic3.net

Adopted: 2-20-2018

Series 6000

Instruction

AR 6173.2(a)

Education of Children of Military Families

## **Definitions**

*Children of military families* are school-aged children in the household of: (Education Code 49701)

- 1. Members who are in full-time duty status in the active uniformed service of the United States, including any member of the National Guard and Reserve on active duty order pursuant to 10 USC 1209 or 1211
- 2. Members or veterans of the uniformed services who are severely injured and medically discharged or retired, for one year after their medical discharge or retirement
- 3. Members of the uniformed services who have died while on active duty or as a result of injuries sustained on active duty, for one year after their death

## Enrollment

The Superintendent or designee shall facilitate the enrollment of children of military families and ensure that they are not placed at a disadvantage due to difficulty in the transfer of their records from previous school districts and/or variations in entrance or age requirements. (Education Code 49701)

A child of a military family shall be deemed to meet district residency requirements if his/her parent/guardian, while on active military duty pursuant to an official military order, is transferred or is pending transfer to a military installation within the state. The Superintendent or designee shall accept electronic submission of such a student's application for enrollment, including enrollment in a specific school or program within the district, and for course registration. (Education Code 48204.3)

## (cf. 5111.1 - District Residency)

When a child of a military family is transferring into the district, the Superintendent or designee may enroll the child based on the child's placement in the previous district, pending receipt of the child's records. Upon enrollment, the Superintendent or designee shall immediately request the student's records from the student's previous district. The Superintendent or designee shall allow the student 30 days from the date of enrollment to obtain all required immunizations. (Education Code 49701)

(cf. 5111 - Admission) (cf. 5125 - Student Records) (cf. 5141- Health Care and Emergencies)

| Series 6000                  | Instruction | AR 6173.2(b) |
|------------------------------|-------------|--------------|
| (cf. 5141.31- Immunizations) |             |              |

A child of an active military duty parent/guardian shall not be prohibited from transferring out of the district, if the school district of proposed enrollment approves the application for transfer. (Education Code 46600, 48307)

## (cf. 5117 - Interdistrict Attendance)

When a child of a military family is transferring out of the district, the Superintendent or designee shall provide the student's parents/guardians with a complete set of the student's records or, if the official student record cannot be released, an unofficial or "hand-carried" record. Upon request from the new district, the Superintendent or designee shall provide a copy of the student's record to the new district within 10 days. (Education Code 49701)

## Placement

Whenever a student's parent/guardian is serving on active duty or has been discharged from military service within the last year and the student transfers to a new school as the direct result of the military transfer or discharge, the Superintendent or designee may, prior to the receipt of official transcript(s) or the arrival of the student, review the student's coursework to date, including any unofficial transcript(s), to determine the appropriate placement of the student in classes. The evaluation shall also include communication with school counselors and teachers at the former school by videoconferencing, email, and/or telephone calls. (Education Code 51251)

The Superintendent or designee shall initially honor the placement of any child of a military family in educational courses and programs based on the child's enrollment and/or assessment in his/her previous school. The Superintendent or designee may, to the extent permitted by Board policy, waive course or program prerequisites, preconditions, and/or application deadlines when making decisions regarding placement of children of military families and their eligibility for extracurricular academic, athletic, and social activities. (Education Code 49701)

(cf. 6141.5 - Advanced Placement) (cf. 6145 - Extracurricular and Cocurricular Activities) (cf. 6145.2 - Athletic Competition) (cf. 6172 - Gifted and Talented Student Program) (cf. 6174 - Education for English Learners)

When a child of a military family transferring into the district has been identified as an individual with a disability pursuant to 20 USC 1400-1482, the Superintendent or designee shall provide comparable services to the student based on his/her current individualized education program. In addition, when the child of a military family transferring into the district is eligible for services

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

| Series 6000 | Instruction | AR 6173.2(c) |
|-------------|-------------|--------------|
|             |             |              |

under Section 504 of the federal Rehabilitation Act, the Superintendent or designee shall make reasonable accommodations and modifications to address the needs of the student subject to the student's existing Section 504 plan. The district may authorize subsequent evaluations of the student to ensure appropriate placement. (Education Code 49701)

(cf. 6159 - Individualized Education Program) (cf. 6164.4 - Identification and Evaluation of Individuals for Special Education) (cf. 6164.6 - Identification and Education Under Section 504)

Transfer of Coursework and Credits

When a child of a military family transfers into a district school, the district shall accept and issue full credit for any coursework that the student has satisfactorily completed while attending another public school, a nonpublic, nonsectarian school or agency, or a juvenile court school and shall not require the student to retake the course. (Education Code 51225.2)

(cf. 6146.3 - Reciprocity of Academic Credit) (cf. 6159.2 - Nonpublic, Nonsectarian School or Agency Services for Special Education)

If the student did not complete the entire course, he/she shall be issued partial credit for the coursework completed and shall be required to take only the portion of the course that he/she did not complete at his/her previous school. However, the district may require the student to retake the portion of the course completed if, in consultation with the student's parent/guardian, the district finds that the student is reasonably able to complete the requirements in time to graduate from high school. Whenever partial credit is issued, the student shall be enrolled in the same or equivalent course, if applicable, so that he/she may continue and complete the entire course. (Education Code 51225.2)

In no event shall the district prevent a child of a military family from taking or retaking a course to meet the eligibility requirements for admission to the California State University or the University of California. (Education Code 51225.2)

(cf. 6143 - Courses of Study)

# Absences

When a student's parent/guardian is an active duty member and is called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or to combat support posting, the Superintendent or designee may grant additional excused absences to the student to visit with his/her parent/guardian. (Education Code 49701)

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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Instruction

AR 6173.2(d)

(cf. 5113 - Absences and Excuses)

#### Graduation Requirements

To obtain a high school diploma, a child of a military family shall complete all courses required by Education Code 51225.3 and fulfill any additional graduation requirements prescribed by the Governing Board.

#### (cf. 6146.1 - High School Graduation Requirements)

However, when a child of a military family who has completed his/her second year of high school transfers into the district from another school district or transfers between high schools within the district, he/she shall be exempted from all district-adopted coursework and other district-established graduation requirements, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school by the end of his/her fourth year of high school. Within 30 calendar days of the student's transfer, the Superintendent or designee shall notify the student and his/her parent/guardian of the availability of the exemption and whether the student qualifies for it. If the Superintendent or designee fails to provide this notification, the student shall be eligible for the exemption once notified, even if the notification occurs after the student no longer meets the definition of a child of a military family pursuant to Education Code 49701. (Education Code 51225.1)

To determine whether a child of a military family is in his/her third or fourth year of high school, the district shall use either the number of credits he/she has earned as of the date of the transfer or the length of his/her school enrollment, whichever qualifies him/her for the exemption. (Education Code 51225.1)

The Superintendent or designee shall notify any child of a military family who is granted an exemption and his/her parent/guardian how any requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution and shall provide information about transfer opportunities available through the California Community Colleges. (Education Code 51225.1)

The district shall not require or request a child of a military family to transfer schools in order to qualify for an exemption, and no child of a military family or his/her parent/guardian shall be permitted to request a transfer solely to qualify for an exemption. (Education Code 51225.1)

If a child of a military family is exempted from local graduation requirements, the exemption shall continue to apply after the student no longer meets the definition of a child of a military family or if he/she transfers to another school or school district. (Education Code 51225.1)

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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|             |             |              |

If the Superintendent or designee determines that a child of a military family is reasonably able to complete district graduation requirements within his/her fifth year of high school, he/she shall: (Education Code 51225.1)

- 1. Inform the student and, if under 18 years of age, his/her parent/guardian of the option available to the student to remain in school for a fifth year to complete the district's graduation requirements and how that will affect his/her ability to gain admission to a postsecondary educational institution
- 2. Provide information to the student about transfer opportunities available through the California Community Colleges
- 3. Upon agreement with the student, or with the parent/guardian if the student is under 18 years of age, permit the student to stay in school for a fifth year to complete the district's graduation requirements

### Notification and Complaints

Information regarding the educational rights of children of military families, as specified in Education Code 51225.1 and 51225.2, shall be included in the annual uniform complaint procedures notification distributed to students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 51225.1, 51225.2)

Any complaint alleging that the district has not complied with requirements regarding the education of children of military families, as specified in Education Code 51225.1 or 51225.2, may be filed in accordance with the district's procedures in AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

Adopted: 2-20-2018

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

### **DATE: FEBRUARY 20, 2018**

### SUBJECT: B.6.e. APPROVE AMENDMENT OF BYLAWS OF THE BOARD 9150 – STUDENT BOARD MEMBERS - First Reading

 ACTION

 ISSUE:
 Should the Board of Education approve the proposed amendment to Bylaws of the Board 9150 – Student Board Members?

 BACKGROUND:
 Board Bylaw 9150 is being Bylaw updated to reflect NEW LAW (AB 261 and SB 468) which eliminates the requirement that students petition in order to receive preferential voting rights for student board members. Bylaw also reflects requirement of SB 468 that the district provide student board members with materials and briefings, except those related to closed session, at the same time as other board members. Board Bylaw 9150 is being submitted with recommended language from CSBA.

 ALTERNATIVES:
 1. Approve the amendment of Bylaws of the Board 9150 – Student Board Members.

- 2. Do not approve the amendment Bylaws of the Board 9150 Student Board Members.
- 3. Adopt a modified version of the amendment to Bylaws of the Board 9150 Student Board Members.

#### **RECOMMENDATION:**

Approval of Alternative #1.

Respectfully submitted,

| Board Action:                  | On motion of _ | , se | conded by | , the Board of Education: |  |  |
|--------------------------------|----------------|------|-----------|---------------------------|--|--|
| VOTE:<br>Hazelton<br>Helfstein | AYES           | NOES | ABSTAIN   | ABSENT                    |  |  |
| Laifman<br>Rosen               |                |      |           |                           |  |  |
| Ross<br>Student Rep            |                |      |           |                           |  |  |

Series 9000

Bylaws of the Board

BB 9150(a)

### **Student Board Members**

In order to enhance communication and collaboration between the Governing Board and the student body and to engage-teach students in the district's educational programs and operations, The Board encourages the involvement of high school students in district governance. The inclusion of one or more student representatives on the Board shall be ordered upon receipt of a student petition in accordance with Education Code 35012 or may be ordered at any time at the discretion of the Board. the importance of civic involvement, the Board supports the participation of high school students in district governance.

### **Petition**

High school students may submit a petition to the Board requesting the appointment of at least one student Board member.

The petition, or a separate petition submitted after students have been appointed to the Board, also may include a request to allow preferential voting for student Board members. (Education Code 35012)

Preferential voting means a formal expression of opinion that is recorded in the minutes and casr for the official vote of the Board. (Education Code 35012)

To be eligible qualify for Board consideration, by the Board, the petition for student representation or the petition for preferential voting shall contain the signatures of no less than 500 regularly enrolled high school students or not less than 10 percent of the number of regularly enrolled high school students, whichever is less. (Education Code 35012)

Within 60 days of receiving a student petition, or at the next regularly scheduled Board meeting if no meeting is held within those 60 days, the Board shall order the inclusion of at least one student member on the Board or shall act to allow preferential voting for the student Board member, as applicable. (Education Code 35012)

Once established, the student Board member position shall remain in effect until the Board, by majority vote of all voting Board members, approves a motion to eliminate the position. (Education Code 35012)

### SeElection of Student Board Member

Student Board members shall be <u>elected</u>filled by <u>the a vote of students</u> enrolled in the high school(s) or <u>high schools</u> in accordance with procedures prescribed by the Board. (Education Code 35012)

Series 9000

Bylaws of the Board

BB 9150(b)

(cf. 0410 – Nondiscrimination in District Programs and Activities) (cf. 5121 – Grades/Evaluation of Student Achievement) (cf. 6145 – Extracurricular and Cocurricular Activities)

The term of student Board member(s) shall be one year, commencing on July 1. (Education Code 35012)

### **Roles and Responsibilities of Student Board Members**

The term of a student Board member shall be one year, commencing on July 1.

A sStudent Board member(s) shall have the right to attend all Board meetings except closed (executive) sessions. (Education Code 35012)

(cf. 9321 – Closed Session Purposes and Agendas)

All materials presented to Board members, except those related to closed sessions, shall be presented to student Board members at the same time they are presented to voting Board members. Student Board member(s) shall also be invited to attend staff briefings or be provided with a separate staff briefing within the same timeframe as the briefing of other Board members. (Education Code 35012)

(cf. 9322 - Agenda/Meeting Materials)

A sStudent Board member(s) shall be recognized at Board meetings as a full member(s), and shall be seated with other members of the Board. In addition, a Student Board member shall receive all materials presented to other Board members except those related to closed sessions, and he/she may and shall be allowed to participate in questioning witnesses and discussing issues. (Education Code 35012)

(cf. 9322 – Agenda/Meeting Materials)

When a sStudent Board members(s) shall be allowed petition has requested preferential voting rights for student Board members, or when the Board has granted preferential voting rights, a student Board member may to cast preferential votes on all matters except those subject to closed session discussion. *Preferential voting* means a formal expression of opinion that is recorded in the minutes and cast before the official vote of the Board. Preferential votes shall not affect the final numerical outcome of a vote. (Education Code 35012)

(cf. 9324 – Minutes and Recordings)

| Series 9000 | Bylaws of the Board | BB 9150(c) |
|-------------|---------------------|------------|
|             |                     |            |

A-Student Board member(s) may make motions that may be acted upon by the Board, except on matters dealing with employer-employee relations pursuant to Government Code 3540-3549.3. (Education Code 35012)

A student Board member shall not be liable for any acts of the Board. (Education Code 35012)

A-Student Board member(s) shall be entitled to be reimbursed for mileage to the same extent as other members of the Board but shall not receive compensation for attendance at Board meetings. (Education Code 35012)

(cf. 3350 – Travel Expenses) (cf. 9250 – Remuneration, Reimbursement and Other Benefits)

#### **Student Board Member Development**

As necessary, tThe Superintendent or designee shallmay, at district expense, provide learning opportunities to student Board members, through trainings, workshops, and conferences, to enhance their knowledge, understanding, and performance of their Board responsibilities.

#### (cf. 9240 - Board Training)

The Superintendent or designee may periodically provide an orientation for student Board member candidates to give them an understanding of the responsibilities and expectations of Board service.

#### **Elimination of Position**

Once established, the student Board member position shall continue to exist until the Board, by majority vote of all voting Board members, approves a motion to eliminate the position. Such a motion shall be listed as a public agenda item for a Board meeting prior to the motion being voted upon. (Education Code 35012)

#### Legal Reference:

EDUCATION CODE 33000.5 Appointment of student members to State Board of Education 35012 Board members; number, election and terms; pupil student members 35160 Authority of governing boards GOVERNMENT CODE 3540-3549.3 <u>Meeting and Negotiating in Public</u>-Educational Employment Relations Act

Management Resources: WEB SITES CSBA: http://www.csba.org

Series 9000

Bylaws of the Board

BB 9150(d)

California Association of Student Councils: http://www.casc.net California Association of Student Leaders: http://www.caslboard.com National School Boards Association: http://www.nsba.org

Adopted: 3-12-02 Amended: 9-17-02, 3-6-12, 4-19-2016, 2-20-2018

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: FEBRUARY 20, 2018

#### SUBJECT: VII.1. MONTH 6 ENROLLMENT AND ATTENDANCE REPORT

**ISSUE:** Shall the Board receive and review a status report on District enrollment and attendance through Month 6 of the 2017-18 school year?

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

#### **RECOMMENDATION:** None. Information only.

Prepared by: Lisa Nilles, Director, Fiscal Services Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

INFORMATION

## MONTHLY REPORT OF ENROLLMENT AND ADA

Board Meeting February 20, 2018

| Page 1<br>Site/ | VEAD     | TO DATE         | R.A        | nth 1              | R.# -         | nth 2           |           | nth 2           |            | nth 4              |
|-----------------|----------|-----------------|------------|--------------------|---------------|-----------------|-----------|-----------------|------------|--------------------|
| Grade           | ENRL*    | ADA             | ENRL*      |                    | IVIO<br>ENRL* | onth 2<br>ADA   | ENRL      | onth 3<br>ADA   | ENRL       | onth 4<br>ADA      |
|                 |          |                 |            | ADA                |               | ADA             | LNNL      | ADA             |            | ADA                |
| BES             |          |                 |            |                    |               |                 |           |                 |            |                    |
| K               | 98       | 95.06           | 98         | 95.36              | 98            | 97.11           | 98        | 94.32           | 97         | 95.00              |
| 1               | 80       | 78.23           | 79         | 77.79              | 79            | 77.50           | 81        | 78.84           | 81         | 77.79              |
| 2<br>3          | 75<br>97 | 73.60           | 75         | 72.32              | 75            | 73.67           | 76        | 74.32           | 76         | 74.64              |
| 4               | 116      | 94.88<br>114.84 | 98<br>118  | 95.58<br>114.26    | 98<br>118     | 96.11<br>115.11 | 99<br>119 | 96.74<br>116.79 | 97         | 95.93<br>115.71    |
| 5               | 99       | 97.09           | 99         | 97.74              | 100           | 98.39           | 100       | 97.47           | 119<br>100 | 97.36              |
| SDC             | 0        | -               | 0          | 57.74              | 0             | 30.33           | 0         | 57.47           | 0          | 97.30              |
| Total           | 565      | 553.70          | 567        | 553.05             | 568           | 557.89          | 573       | 558.48          | 570        | 556.43             |
| ADA % **        |          | 98.00%          |            | 97.54%             |               | 98.22%          | 0.0       | 97.47%          | 0.0        | 97.62%             |
| 01150           |          |                 |            |                    |               |                 |           |                 |            |                    |
| OHES            | 101      | 06.00           | 100        | 07.40              | 404           | 07.44           | 101       | 00.74           | 400        | 07 70              |
| K<br>1          | 77       | 96.80<br>74.49  | 100<br>_78 | 97.42<br>76.95     | 101<br>76     | 97.44<br>73.93  | 101       | 96.74<br>72.00  | 100        | 97.78              |
| 2               | 78       | 76.87           | 79         | 76.95              | 78            | 73.83<br>77.50  | 75<br>79  | 73.00<br>77.53  | 77<br>79   | 74.14<br>76.72     |
| 3               | 78       | 75.14           | 77         | 75.21              | 78            | 74.94           | 79        | 75.62           | 79<br>78   | 75.22              |
| 4               | 97       | 94.58           | 97         | 95.63              | 97            | 95.35           | 78<br>97  | 94.42           | 78<br>97   | 94.21              |
| 5               | 99       | 97.36           | 100        | 97.58              | 100           | 95.55<br>97.83  | 101       | 94.42<br>98.16  | 100        | 94.21<br>98.79     |
| SDC             | Ö        | -               | 0          | -                  | 0             | -               | 0         |                 | 0          |                    |
| Total           | 530      | 515.24          | 531        | 519.58             | 531           | 516.89          | 531       | 515.47          | 531        | 516.86             |
| ADA % **        |          | 97.22%          |            | 97.85%             |               | 97.34%          |           | 97.08%          |            | 97.34%             |
| ROES            |          | Į               |            |                    |               |                 |           | ~               |            |                    |
| KOES<br>K       | 99       | 92.69           | 94         | 92.63              | 96            | 93.33           | 05        | 02.47           | 07         | 00.05              |
| 1               | 78       | 76.79           | 94<br>79   | 76.63              | 90<br>80      | 78.67           | 95<br>79  | 92.47<br>77.53  | 97<br>79   | 92.85<br>77.36     |
| 2               | 99       | 95.50           | 99         | 95.32              | 99            | 96.72           | 99        | 95.26           | 79<br>98   | 96.43              |
| 3               | 104      | 98.84           | 101        | 98.84              | 100           | 98.00           | 102       | 98.89           | 102        | 98.86              |
| 4               | 97       | 96.88           | 100        | 98.37              | 99            | 97.78           | 99        | 96.64           | 99         | 97.21              |
| 5               | 100      | 97.12           | 100        | 97.95              | 100           | 97.22           | 100       | 96.79           | 100        | 97.93              |
| SDC             | 0        | -               | 0          | -                  | 0             | -               | 0         | -               | 0          | -                  |
| Total           | 577      | 557.82          | 573        | 559.74             | 574           | 561.72          | 574       | 557.58          | 575        | 560.64             |
| ADA % **        |          | 96.68%          |            | 97.69%             |               | 97.86%          |           | 97.14%          |            | 97.50%             |
| MCMS            |          | 1               |            |                    |               |                 |           |                 |            |                    |
| 6               | 343      | 336.39          | 345        | 338.42             | 345           | 336.89          | 344       | 338.70          | 344        | 336.50             |
| 7               | 364      | 354.97          | 366        | 358.05             | 365           | 356.17          | 364       | 355.95          | 364        | 352.15             |
| 8               | 371      | 365.77          | 375        | 368.58             | 375           | 367.33          | 376       | 366.85          | 376        | 367.64             |
| SDC             | 1        | 1.44            | 2          | 2.00               | 2             | 2.00            | 1         | 1.50            | 1          | 1.00               |
| Total           | 1,079    | 1,058.57        | 1088       | 1,067.05           | 1087          | 1,062.39        | 1085      | 1,063.00        | 1085       | 1,057.29           |
| ADA % **        |          | 98.11%          |            | 98.07%             |               | 97.74%          |           | 97.97%          |            | 97.45%             |
| OPHS            |          |                 |            | I<br>I<br>I        |               |                 |           |                 |            |                    |
| <u>9</u>        | 399      | 395.43          | 406        | 400.26             | 407           | 398.17          | 405       | 396.30          | 404        | 394.79             |
| 10              | 377      | 373.69          | 395        | 383.58             | 390           | 379.06          | 388       | 396.30          | 404<br>381 | 394.79             |
| 11              | 375      | 370.62          | 398        | 377.06             | 387           | 371.60          | 386       | 366.70          | 385        | 370.15             |
| 12              | 364      | 353.90          | 371        | 356.89             | 371           | 354.22          | 370       | 352.85          | 370        | 352.50             |
| SDC             | 1        | 2.66            | 6          | 5.79               | 6             | 5.61            | 4         | 4.95            | 1          | 1.93               |
| Total           | 1,516    | 1,496.30        | 1576       | 1,523.58           | 1561          | 1,508.66        | 1553      | 1,495.80        | 1541       | 1,490.58           |
| ADA % **        |          | 98.70%          |            | 96.67%             |               | 96.65%          |           | 96.32%          |            | 96.73%             |
| OVHS            |          |                 |            | 1                  |               |                 |           |                 |            |                    |
| 10-12           | 34       | 30.62           | 29         | 28.88              | 31            | 29.60           | 30        | 28.48           | 34         | 32.43              |
| ADA % **        | 04       | 90.06%          | 23         | 20.00<br>99.59%    | 31            |                 | 30        | 1               | 54         |                    |
| NUA 10          |          | 30.00%          |            | ອອ.ບອ%             |               | 95.48%          |           | 94.93%          |            | 95.38%             |
| OPIS            |          |                 |            |                    |               |                 |           | I               |            |                    |
| K-12            | 208      | 194.69          | 191        | 181.68             | 194           | 190.89          | 199       | 194.65          | 198        | 193.93             |
| ADA % **        |          | 93.60%          |            | 95.12%             |               | 98.40%          |           | 97.81%          | .00        | 97.94%             |
|                 |          |                 |            |                    |               |                 |           |                 |            |                    |
| Other ***       | 5        | 6.31            | 6          | 2.55               | 6             | 2.99            | 5         | 3.45            | 5          | 4.22               |
| TOTALS          |          |                 |            |                    |               |                 |           |                 |            | :                  |
| K-12            | 4514     | 4,413.25        | 4561       | 4,436.11           | 4552          | 4,431.03        | 4550      | 4,416.91        | 4520       | 1 112 20           |
| ADA % **        | 4014     | 97.77%          | 4001       | 4,436.11<br>97.26% | 4002          | 4,431.03        | 4000      | 4,416.91 97.07% | 4539       | 4,412.38<br>97.21% |

\*Enrollment is as of the last dayof the school month. \*\*% of Attendance is ratio of ADA generated during the perioddivided by last day enrollment. \*\*\*Other is Home Hospital, Non Public Schools, and Extended Year.

February 20, 2018

## MONTHLY REPORT OF ENROLLMENT AND ADA

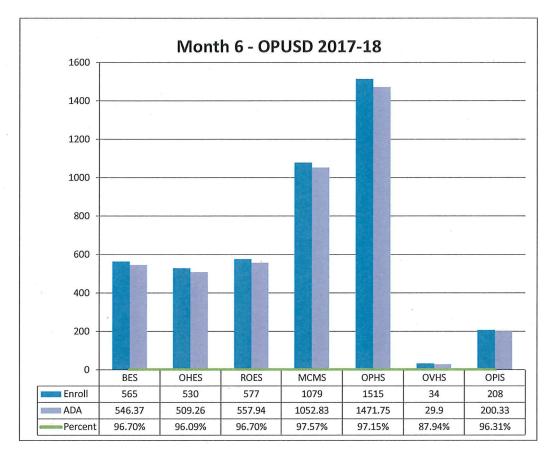
Board Meeting February 20, 2018 Page 2

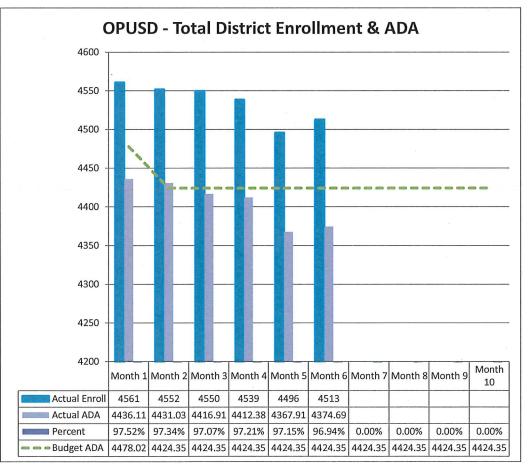
| <u>Pa</u> | age 2           |                |            |                  |             |               |                 |          |
|-----------|-----------------|----------------|------------|------------------|-------------|---------------|-----------------|----------|
|           | Month 5 Month 6 |                |            | Month 7          | Month 8     | Month 9       | <u>Month 10</u> |          |
|           | ENRL            | ADA            | ENRL       | ADA              | ENRL ADA    | ENRL ADA      | ENRL ADA        | ENRL ADA |
|           |                 |                | Î<br>1     |                  |             |               |                 |          |
|           | 07              | 02.05          |            | 04.00            |             | 1<br>1<br>1   |                 |          |
|           | 97              | 93.95          | 98         | 94.00            |             | T<br>T<br>1   |                 |          |
|           | 81              | 78.00          | 80         | 78.74            |             |               |                 |          |
|           | 76              | 73.05          | 75         | 73.16            |             |               |                 |          |
|           | 97              | 92.79          | 97         | 92.68            |             |               |                 |          |
| 1         | 117             | 114.53         | 116        | 112.21           |             |               |                 |          |
|           | 99              | 96.16          | 99         | 95.58            |             |               |                 |          |
| 1         | 0               | -              | 0          |                  |             |               |                 |          |
|           | 567             | 548.48         | 565        | 546.37           |             | 1             |                 |          |
|           |                 | 96.73%         |            | 96.70%           |             |               |                 |          |
|           |                 |                | 1          |                  |             |               | 1<br>1<br>1     |          |
|           | 101             | 95.11          | 101        | 05.52            |             |               | 1               |          |
|           | 101             |                | 101        | 95.53            |             |               |                 |          |
|           | 77              | 74.42          | 77         | 74.21            | ,           |               |                 |          |
|           | 79<br>77        | 76.74          | 78         | 75.63            |             |               |                 |          |
|           | 77              | 74.21          | 78         | 75.05            |             |               |                 |          |
|           | 97              | 94.21          | 97         | 92.84            |             | 1<br>1<br>1   | 1<br>1<br>1     |          |
|           | 99              | 95.63          | 99         | 96.00            |             |               | 1               |          |
| Ļ         | 0               | -              | 0          | -                | r           |               |                 |          |
|           | 530             | 510.32         | 530        | 509.26           |             | 1<br>1<br>1   |                 |          |
|           |                 | 96.29%         | 1          | 96.09%           |             |               |                 |          |
|           |                 |                |            |                  |             |               |                 |          |
|           | 97              | 90.90          | 99         | 92.88            |             |               |                 |          |
|           | 97<br>78        | 90.90<br>74.63 | 99<br>78   | 92.88<br>75.47   |             | 1             |                 |          |
|           | 99              |                |            |                  |             |               |                 |          |
|           |                 | 93.21          | 99         | 96.47            |             |               |                 |          |
|           | 102             | 97.05          | 104        | 100.71           |             |               |                 |          |
|           | 98              | 95.63          | 97         | 95.47            |             |               |                 |          |
|           | 100             | 94.47          | 100        | 96.94            |             |               |                 |          |
| <u> </u>  | 0               | -              | 0          | -                |             | 1             |                 |          |
|           | 574             | 545.89         | 577        | 557.94           |             |               |                 |          |
|           |                 | 95.10%         |            | 96.70%           |             |               |                 |          |
|           |                 |                |            |                  |             |               |                 |          |
|           | 342             | 332.32         | 343        | 334.89           |             |               |                 |          |
|           |                 |                |            |                  |             |               |                 |          |
|           | 364             | 352.26         | 364        | 353.72           | 1           |               |                 |          |
|           | 373             | 359.11         | 371        | 363.22           |             |               |                 |          |
| _         | 1               | 1.00           | 1          | 1.00             |             |               | 1<br>1          |          |
|           | 1080            | 1,044.69       | 1,079      | 1,052.83         |             |               |                 |          |
|           |                 | 96.73%         |            | 97.57%           |             |               |                 |          |
|           |                 |                |            |                  |             |               |                 |          |
|           | 398             | 393.32         | 399        | 387.19           | i           |               |                 |          |
|           | 376             | 366.53         | 377        | 365.38           |             |               |                 |          |
|           | 374             | 370.21         | 375        | 366.12           | 1<br>1<br>1 |               | 1               |          |
|           | 364             | 353.11         | 364        | 353.06           | 1           |               |                 |          |
|           | 304<br>1        | 1.00           | 004        | 000.00           |             |               |                 |          |
| +         | 1513            | 1,484.17       | -<br>1,515 | 1,471.75         | <br>        |               | 1               |          |
|           | 1010            | 98.09%         | 1,010      | 97.15%           |             |               |                 |          |
|           |                 | 50.0970        |            | 37.1370          |             |               |                 |          |
|           |                 |                |            |                  |             |               |                 |          |
| -         | 36              | 33.19          | 34         | 29.90            |             |               |                 |          |
|           |                 | 92.19%         |            | 87.94%           |             |               |                 |          |
|           |                 | 52.1070        |            | 01.0770          |             |               |                 |          |
|           |                 |                |            |                  |             | 1             | I<br>Į          |          |
| 1         | 191             | 196.95         | 208        | 200.33           |             |               | . I             |          |
|           | 191             | 103.12%        | 200        | 200.33<br>96.31% | 1<br>1<br>1 |               |                 |          |
|           |                 | 103.12%        |            | 30.31%           |             |               |                 |          |
|           | 5               | 4.22           | E          | 6.24             |             |               |                 |          |
|           | C               | 4.22           | 5          | 6.31             |             |               |                 |          |
|           |                 |                |            |                  |             |               |                 |          |
| +         | 4496            | 4,367.91       | 4513       | 4,374.69         |             | <u>i</u><br>' | · · ·           | 1        |
|           |                 | 97.15%         |            | 96.94%           |             |               |                 |          |
| <u>:</u>  |                 | 1110/0         | 1          | 00.0470          | , i         |               |                 |          |

\*Enrollment is as of the last dayof the school month. \*\*% of Attendance is ratio of ADA generated during the perioddivided by last day enrollment. \*\*\*Other is Home Hospital, Non Public Schools, and Extended Year.

February 20, 2018

#### **OAK PARK USD - ATTENDANCE**





FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: FEBRUARY 20, 2018

#### SUBJECT: VII.2. MONTHLY CASH FLOW REPORT

**ISSUE:** Shall the Board receive and review a status report on District's actual and projected cash flow as of January 31st of the 2017-18 fiscal year?

**BACKGROUND:** The State's funding appropriation schedule for school districts is always challenging. Continuing its routine of the last several years, the Business Office has produced monthly cash flow report as an ongoing tool to assist the both the Administration and Board in analyzing and managing the District's cash in order to remain cash-solvent. This month's report follows for the Board's information and review.

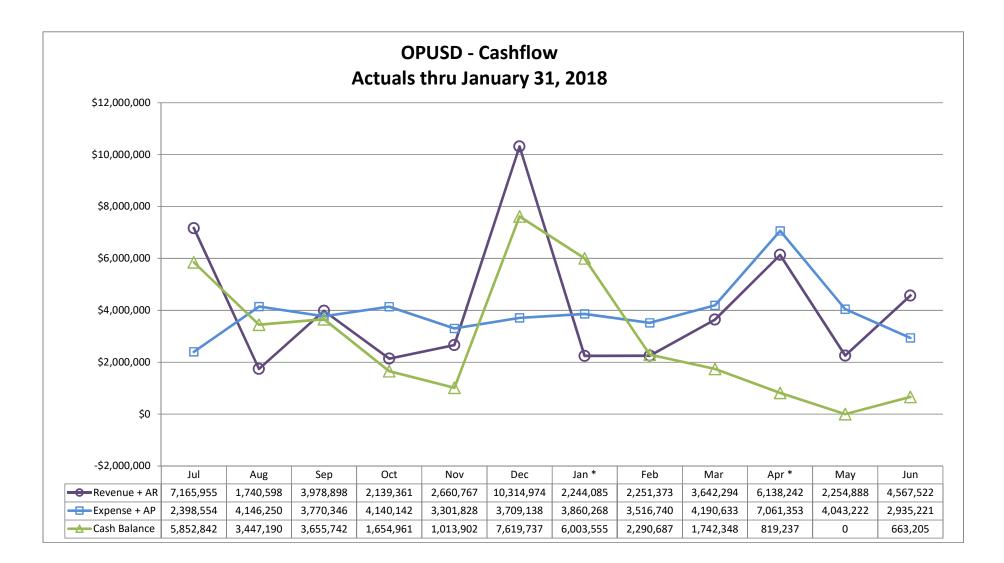
**RECOMMENDATION:** None - for information only.

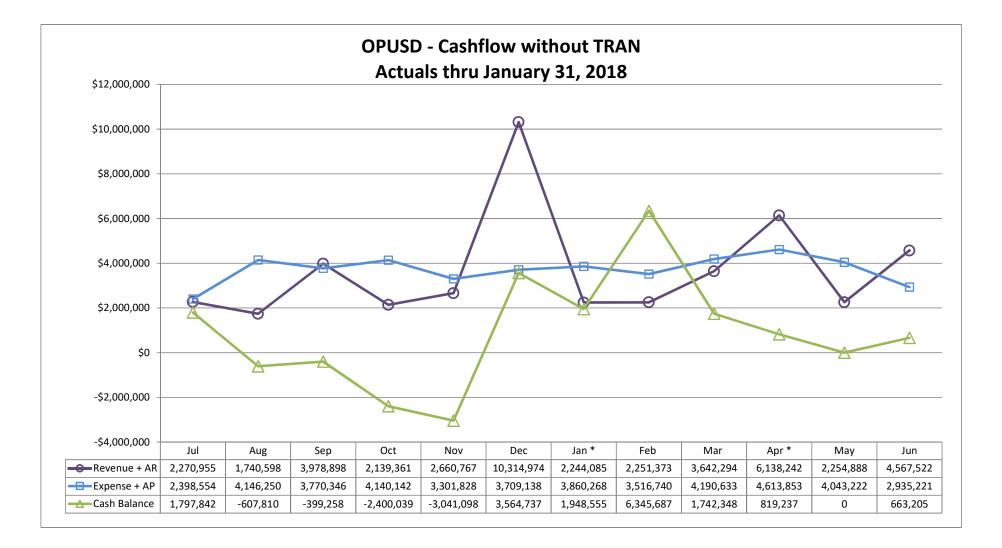
Prepared by: Lisa Nilles, Director, Fiscal Services Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

INFORMATION

| OAK PARK UNIFIED SCHOOL DISTRICT - 0   | CASH FLOW |               |               |                 |             |             |             |             |             |             |             |           |            |           | ,           |
|--|-----------|---------------|---------------|-----------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-----------|------------|-----------|-------------|
|  |           |               |               |                 |             |             |             |             |             |             |             |           |            |           |             |
| Year: 2017-18 Budget                   |           |               |               |                 |             |             |             |             |             |             |             |           |            |           |             |
| Budget: First Interim Revision 12.5.17 |           |               |               |                 |             |             |             |             |             |             |             |           |            |           |             |
| Actuals through Jan. 31, 2018          |           |               |               |                 |             |             |             |             |             |             |             |           |            |           |             |
|  |           | BEGINNING BAI | LANCE BASED O | N 2016-17 YEAR- | END ACTUALS | ;           |             |             |             |             |             |           |            |           |             |
|  | Object    | July          | August        | September       | October     | November    | December    | January     | February    | March       | April       | May       | June       | Accruals  | Total       |
| A. BEGINNING CASH                      | 9110      | \$1,085,442   | \$5,852,842   | \$3,447,190     | \$3,655,742 | \$1,654,961 | \$1,013,902 | \$7,619,737 | \$6,003,555 | \$2,290,687 | \$1,742,348 | \$819,237 | (\$0)      |           |             |
| B. RECEIPTS                            |           |               |               |                 |             |             |             |             |             |             |             |           | ·          |           |             |
|  |           |               |               |                 |             |             |             |             |             |             |             |           |            |           |             |
| Revenue Limit Sources                  |           |               |               |                 |             |             |             |             |             |             |             |           |            |           |             |
| Principal Apportionment                | 8010-8019 | 969,178       | 969,178       | 3,156,760       | 1,744,520   | 1,744,520   | 3,156,761   | 1,744,520   | 1,686,702   | 3,086,995   | 1,686,702   | 1,711,693 | 2,961,212  | -49,983   | 24,568,759  |
| Property Taxes                         | 8020-8079 | 32,817        | 78,749        | 67              | 39,380      | 400,603     | 6,009,620   | 181,277     | 18          | 41,793      | 3,564,399   | 112,839   | 540,016    | 0         | 11,001,578  |
| Miscellaneous Funds                    | 8080-8099 | 0             | 0             | 0               | 0           | 0           | 0           | 0           | 0           | 0           | 0           | 0         | 0          | 0         | 0           |
| Federal Revenue                        | 8100-8299 | 0             | 0             | 42,298          | 2,462       | 0           | 46,752      | 11,910      | 0           | -85,257     | 81,672      | 19,765    | 140,534    | 784,817   | 1,044,954   |
| Other State Revenue                    | 8300-8599 | 0             | 239,044       | 233,770         | -226,945    | 179,771     | 682,789     | 0           | 63,410      | -119,673    | 373,694     | 1,545     | 315,211    | 157,981   | 1,900,598   |
| Other Local Revenue                    | 8600-8799 | 184,064       | 195,121       | 469,579         | 342,135     | 307,957     | 350,239     | 306,391     | 394,190     | 381,874     | 362,475     | 325,639   | 527,143    | 288,209   | 4,435,014   |
| Interfund Transfers In                 | 8910-8929 | 0             | 0             | 0               | 0           | 0           | 0           | 0           | 0           | 0           | 0           | 0         | 0          | 0         | 0           |
| All Other Financing Sources            | 8930-8979 | 0             | 0             | 0               | 0           | 0           | 0           | 0           | 0           | 0           | 0           | 0         | 0          | 0         | 0           |
| Other Receipts/Non-Revenue             |           | 0             | 0             | 0               | 0           | 0           | 0           | 0           | 0           | 0           | 0           | 0         | 0          | 0         | 0           |
| TOTAL RECEIPTS                         |           | 1,186,058     | 1,482,092     | 3,902,475       | 1,901,552   | 2,632,852   | 10,246,161  | 2,244,097   | 2,144,320   | 3,305,732   | 6,068,942   | 2,171,482 | 4,484,116  | 1,181,024 | 42,950,903  |
| C. DISBURSEMENTS                       |           |               |               |                 |             |             |             |             |             |             |             |           |            |           |             |
| Certificated Salaries                  | 1000-1999 | 170,975       | 2,037,397     | 2,041,248       | 2,064,577   | 2,085,170   | 2,058,845   | 2,059,313   | 2,021,605   | 2,019,006   | 2,003,637   | 2,030,840 | 936,773    | 0         | 21,529,388  |
| Classified Salaries                    | 2000-2999 | 206,426       | 589,028       | 617,670         | 613,397     | 657,391     | 608,125     | 581,354     | 595,183     | 570,985     | 539,651     | 541,026   | 608,036    | 0         | 6,728,272   |
| Employee Benefits                      | 3000-3999 | 81,627        | 889,081       | 893,172         | 897,159     | 906,338     | 908,994     | 891,518     | 882,369     | 884,325     | 889,195     | 893,862   | 325,002    | 0         | 9,342,644   |
| Books, Supplies                        | 4000-4999 | 19,676        | 156,426       | 110,676         | 209,566     | 50,673      | 85,819      | 92,186      | 112,612     | 57,457      | 64,892      | 91,642    | 138,695    | 0         | 1,190,322   |
| Services                               | 5000-5999 | 156,326       | 364,748       | 315,110         | 520,612     | 307,914     | 300,903     | 478,798     | 348,184     | 290,282     | 379,460     | 250,916   | 498,427    | 0         | 4,211,680   |
| Capital Outlay                         | 6000-6599 | 0             | 0             | 278             | 837         | 25,345      | 859         | 0           | 0           | 0           | 0           | 0         | 1          | 0         | 27,320      |
| Other Outgo - Excess Costs             | 7000-7499 | 1,733         | 17,250        | -6,620          | 18,846      | 19,437      | 4,919       | 6,008       | 15,960      | 2,834       | 2,834       | 15,960    | 108,309    | 216,399   | 423,867     |
| Interfund Transfers Out                | 7600-7629 | 0             | 0             | 0               | 0           | 0           | 0           | 0           | 0           | 0           | 0           | 0         | 105,000    | 0         | 105,000     |
| All Other Financing Sources            | 7630-7699 | 0             | 0             | 0               | 0           | 0           | 0           | 0           | 0           | 0           | 0           | 0         | 0          | 0         | 0           |
| Other Disbursements/Non Expenditures   |           | 0             | 0             | 0               | 0           | 0           | 0           | 0           | 0           | 0           | 0           | 0         | 0          | 0         | 0           |
| TOTAL DISBURSEMENTS                    |           | 636,763       | 4,053,930     | 3,971,535       | 4,324,995   | 4,052,269   | 3,968,464   | 4,109,177   | 3,975,914   | 3,824,888   | 3,879,670   | 3,824,246 | 2,720,243  | 216,400   | 43,558,493  |
| D. BALANCE SHEET TRANSACTIONS          |           |               |               |                 |             |             |             |             |             |             |             |           |            |           |             |
| Accounts Receivable                    | 9200      | 1,084,896     | 258,506       | 76,423          | 237,809     | 27,916      | 68,813      | -12         | 107,052     | 336,562     | 69,300      | 83,406    | 83,406     | 0         | 2,434,078   |
| Accounts Payable                       | 9500      | -1,761,791    | -92,320       | 201,189         | 184,853     | 750,441     | 259,326     | 248,909     | 459,174     | -365,744    | -734,184    | -218,976  | -214,978   | 0         | (1,284,101) |
| Cash Loans from Other Funds (Fund 17)  | 9610      | 0             | 0             | 0               | 0           | 0           | 0           | 0           | 0           | 0           | 0           | 969,096   | -969,096   | 0         | 0           |
| Current Loans (Cross Yr TRAN/Other)    | 9640      | 0             | 0             | 0               | 0           | 0           | 0           | 0           | 0           | 0           | 0           | 0         | 0          | 0         | 0           |
| Current Loans (Current Yr TRANS)       | 9640      | 4,895,000     | 0             | 0               | 0           | 0           | 0           | 0           | -2,447,500  | 0           | -2,447,500  | 0         | 0          | 0         | 0           |
| TOTAL PRIOR YEAR TRANSACTIONS          |           | 4,218,105     | 166,186       | 277,612         | 422,662     | 778,357     | 328,139     | 248,897     | -1,881,274  | -29,182     | -3,112,384  | 833,526   | -1,100,668 | 0         | 1,149,977   |
| E. NET INCREASE/DECREASE (B-C+D)       |           | 4,767,400     | -2,405,652    | 208,552         | -2,000,781  | -641,060    | 6,605,836   | -1,616,182  | -3,712,868  | -548,339    | -923,111    | -819,238  | 663,205    | 964,624   | 542,387     |
| F. ENDING CASH (A+E)                   |           | 5,852,842     | 3,447,190     | 3,655,742       | 1,654,961   | 1,013,902   | 7,619,737   | 6,003,555   | 2,290,687   | 1,742,348   | 819,237     | 0         | 663,205    | 964,624   | 542,387     |
| G. ENDING CASH, PLUS ACCRUALS          |           |               |               |                 |             |             |             |             |             |             |             |           |            | 1,627,828 |             |





TO: MEMBERS, BOARD OF EDUCATION
FROM: SARA AHL, PRINCIPAL, BROOKSIDE ELEMENTARY SCHOOL
DATE: FEBRUARY 20, 2018
SUBJECT: X.1. MONTHLY BOARD REPORT

#### INFORMATION

#### **SCHOOL EVENTS:**

#### SPELLING BEE

Representatives from 3rd - 5th grade classes participated in our annual spelling bee on January 19. It was an exciting competition, which was an impressive representation of courage, hard work, and persistence. Ian Scherzay, a 3rd-grader, will move on to represent Brookside at the county level.



#### **SNACKS FOR THE SOLDIERS**

You may recall that Brookside collected items for our military in the weeks leading up to Veterans Day. We have received the following two thank-you messages and photos from soldiers overseas.

# Good morning,

I just wanted to say thank you and everyone who contributed to my care package. Also I really appreciate your support for the military. Receiving this package really made my day. Thank you so much!! Very Repectfully, YN3 Jasmine Hawkins NMCB FOUR

Received the care package today thank you so much. Really raised the morale!!!!! The treats in there were so clutch.



### TCWRP STAFF DEVELOPMENT

Teachers of grades DK - 2 enjoyed a wonderful visit from Shanna Schwartz, senior lead staff developer from Teachers College Reading and Writing Project (TCRWP) on January 24 and 25. Through classroom lab sessions and professional work sessions, teachers honed their skills and received coaching to improve their implementation of Reading Workshop. Parents also benefited from Shanna's presentation, which focused on supporting Reading Workshop at home.



# **SCHOOL SITE COUNCIL:**

Our School Site Council will meet on February 12, 2018.

### **CALENDAR HIGHLIGHTS:**

| February 10    | PTA Give-to-Grow Gala                       |
|----------------|---|
| February 12-13 | Kingsmen Shakespeare Program (Grades 1 - 5) |

Respectfully submitted,

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

**DATE: FEBRUARY 20, 2018** 

## SUBJECT: X.2. MONTHLY BOARD REPORT

#### **INFORMATION**

### **Spelling Bee**

Our fourth and fifth grade scholars participated in our annual spelling bee on January 11<sup>th</sup>. Leading up to the event, each classroom held a friendly competition to identify their top three spellers. These 18 finalists demonstrated their spelling skill on the MPR stage in front of a packed audience. This year's competition went to an impressive sixteen rounds, plus a bonus round before a winner could be determined. Our congratulations go to:

Fourth Place: Dhruv Kulkarni Third Place: Krisha Mahedran Second Place: Mahad Mahmood First Place: Rithik Kompelli

Rithik will move on to compete in the regional spelling bee and we know that he will represent our school well.

### **Book Fair**

The Oak Hills Book Fair took place from January 22<sup>nd</sup> to January 26<sup>th</sup>. This was a fun series of daytime and evening events focused on reading. The family night was extremely well attended this year and students enjoyed a variety of games and activities and gathering to hear books read to them by teachers and staff. Although there was some concern over the volume of book sales this year after moving the event to after the holiday season, this year's book fair set an all-time record! This was a great way to celebrate reading and get a lot more books in the homes of our students.

### **Fourth Grade Gold Miners**

Our fourth graders time-traveled to 1849 California, and ventured out to the gold mines hoping to strike it rich. This overnight field trip was a huge success. Students arrived Wednesday afternoon and set to work transporting their mining supplies up to the mining town. After exploring the area and getting to know the other miners, they enjoyed authentic dinner followed by some square dancing and storytelling before bedding down in the boarding house. They awoke to find that a bandit has made off with some of their mining supplies so they pursued him into the hills to recover them. After enjoying some good ol' flapjacks for breakfast, they headed up to the mines to try their luck. Some struck it rich with gold, while others got rich as merchants, taking advantage of the supply and demand economics. This proved to be a completely immersive experience for our students and allowed them to experience California history in a very meaningful way.

### **Abilities Awareness**

Our students participated in the Ability Awareness Fair the week of February 5<sup>th</sup>. We began the event with an assembly featuring an incredible speaker, Sourena Vasseghi. With the assistance of his friend Chris Stevenson, Vasseghi spoke powerfully about his struggles and

successes with cerebral palsy. Students learned about how his disabilities impact his daily life, and how he experienced school, from elementary school to university, and how he has become a successful author and public speaker. The students were able to ask many questions to learn more about abilities and disabilities of all kinds. The presentation by an author who can't write and speaker who can't speak was truly inspirational. In the days following the assembly, each class participated in activities in which one of their abilities was taken away from them. Students learned how to compensate using their remaining abilities and determination to accomplish a variety of tasks.

Respectfully Submitted,

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

# **DATE: FEBRUARY 20, 2018**

# SUBJECT: X.3. MONTHLY BOARD REPORT

**INFORMATION** 

### Three Piggy Opera

Each of our three kindergarten classes performed the Three Piggy Opera at 12:30 on January 18, 19 and 22. The productions were organized and accompanied by our music instructor, Mrs. Impala, kindergarten aide Mrs. Kunesh and the kindergarten teachers. The principal, Dr. Duim, constructed all three piggy houses and a background banner. Parents helped with the cast celebrations after each performance.

### **Ancestor Show**

On February 2, our four 2nd grade classes together presented their Ancestor Show in our MPR. The show included the singing of a number of patriotic and immigrant songs. Inbetween were individual student sharing of stories and information about the experiences of their grandparents and original nation of origin. The performance was given in front of a packed audience of parents and relatives.

### Scholastic Book Fair

Our school library hosted the Scholastic Book Fair from February 1 to February 6. The theme was Reading Paws Book Fair. We received a lot of positive feedback from students and parents on the camping theme. On opening night, we had a representative from a local animal shelter talk and we collected donations for the shelter. The next day there were guest readers and a raffle. Many books were bought by parents and given to teachers for Valentine's Day to enlarge their classroom libraries.

### American Revolution Field Trip: A Walk Through the American History

Costumed fifth grade students actively participated in an in-house field trip called, Walk Through the Revolution. In this activity students acted out roles as American Revolutionary leaders and explained issues and actions during the period. As a moderator proceeded through a timeline of historical events, three teams in each of three classes competed by earning points based upon knowledge, participation and acting performance. This event occurred on February 8 and 9.

Respectfully Submitted,

## FROM: BRAD BENIOFF, PRINCIPAL, MEDEA CREEK MIDDLE SCHOOL

## **DATE: FEBRUARY 20, 2018**

# SUBJECT: X.4. MONTHLY SCHOOL REPORT

### **INFORMATION**

#### **MCMS Band Accolades:**

**Two students** auditioned and made the All-State Band which will perform at the CASMEC conference in San Jose on February 17. Auditioning for All-State is a lot of extra work, and these are our first kids to every make it from MCMS!: **Trent Chu**, clarinet and **Asher Kim**, trumpet.

Four students auditioned and made the Ventura County Honor Band which will perform February 25 in Ventura: Trent Chu, clarinet, Rahul Naveen, trombone, Max Raney, horn and Sai Senthilnathan, trumpet.

A huge note of thanks for the hard work, care, dedication, and *skill* of our Band Instructors, Elana Levine and Elayne Roesner!!!!

<u>**Professional Development February 6 :**</u> Kristen Mc.Neely and Lauren Puopolo follow-up (from last year's Diagnostic Center's professional development sessions) with interested teachers on behavior management strategies aimed at focusing students.

MCMS V. Lindero February 8 @ 3:00: Our 8<sup>th</sup> graders meet again at Lindero for a great basketball game!

**Future Panther Night February 8** @ 6:30: MCMS hosts the first of several events in the transition process from elementary to middle school. Elementary parents are invited to hear an overview of the school and the curricular program here at MCMS.

<u>Math Intervention Begins Again February 12:</u> In this second session (this school year) of  $7^{th}$  grade after school math intervention, Ms. Ulloa offers a structured and supportive environment for homework and skill support as well as getting organized for math success. Students are recommended by math teachers for the 14 sessions on Mondays and Wednesdays.

**Hoops For Heart February 21, 22:** MCMS supports the American Heart Association's Annual Hoops/Jump For The Heart event and asks for donations from parents/families/friends in support of students' participation.

WEB /ASB "Mix It Up" Days February 21-23: WEB and ASB students join forces to host an all school lunch activity over three days that aims to connect students to new social groups and friends.

**Future Eagles February 22 Overview:** Janet Svoboda, OPHS counselor, addresses our  $8^{th}$  graders through the Humanities classes. She provides an informative overview of the  $9^{th}$  grade year and the transition to high school.

Respectfully Submitted,

FROM: KEVIN BUCHANAN, PRINCIPAL, OAK PARK HIGH SCHOOL

DATE: FEBRUARY 20, 2018

SUBJECT: X.5. MONTHLY BOARD REPORT

**INFORMATION** 

### **COURSE ADVISEMENT – February 22**

The 2018-19 Course Advisement process begins in late February with OPHS Counselors conducting grade level presentations to all returning students to discuss course selection procedures for the upcoming school year. On February 22, parents and students meet with teachers, counselors and administrators to help plan course selection for the 2018-19 school year. Materials will be distributed to all returning students prior to the meeting so that parents and students can review options for classes next year.

# **FUTURE FRESHMEN COURSE ADVISEMENT - FEBRUARY 13**

All incoming freshmen and parents meet with us at a separate advisement meeting on Monday, February 13. This meeting will provide more detail and orientation information for students new to Oak Park High School. Our 9<sup>th</sup> grade counselor will meet with all grade 8 students at Medea beginning in March.



# BEAUTY AND THE BEAST

Directed by Allan Hunt this musical will feature live instrumental music provided by OPHS student musicians. Choral Director Heidi Cissell and Musical Director Zachary Borquez are collaborating with Allan to recreate the famous music and songs and Russ Peters is coordinating the crew. Ticket sales are ongoing and we are hoping for four sold out shows.

# FUTURE BUSINESS LEADERS OF AMERICA

The OPHS FBLA teams competed against the largest field of schools ever assembled in the FBLA Gold Coast Competition at Westlake High on February 3. Led by Advisor Mr. Michael Winkler our team came in third overall out of twenty schools. OPHS students made many trips to the stage at the Awards event picking up a lot of medals. We expect that some of our students will be invited to the CA State competition



# FEBRUARY ACTIVITIES

February is a busy month with lots of ASB activities such as the Red Cross Blood Drive and Vice Dance. Counseling activities like Future Freshmen night and course advisement. We also have our Fine Arts Assembly and had a very successful Super Saturday Sustainability Fair as well as Spring Sports Clearance.

# VICE DANCE

The winter rally and dance is scheduled for Friday, February  $9^{\text{th}}$ . Student interest is high and this is the Vice-versa dance where the girls invite the boys.

# ADVANCED PLACEMENT EXAM SIGN UPS & INFO SESSIONS

AP exam sign ups begin on Feb 1<sup>st</sup> in the student store and online in preparation for the AP Exams in May. In preparation for course advisement and selection for the next school year, AP teachers are holding information sessions on the rigor and requirements for AP courses. The sessions are going on during this month during lunch and seventh period in multiple locations throughout campus



Respectfully Submitted:

# FROM: STEWART MCGUGAN, DIRECTOR OF ALTERNATIVE EDUCATION

# DATE: FEBRUARY 20, 2018

# SUBJECT: X.6. MONTHLY BOARD REPORT

## **INFORMATION**



### FILM TV MAKE-UP ARTISTRY FIELD TRIP

The VCI Film TV makeup artistry class will be going on a field trip to the Make-up Designory (MUD), a private institution that works hand in hand with Warner Brothers Studios, Walt Disney Studios, and Nickelodeon to name a few. After the tour at MUD, all students will go to lunch and then head over to the Warner Brothers Studio for a tour of their grounds and studios.



#### WASC/SITE COUNCIL

Throughout the school year we have been dedicating parts or the entire meeting to working on our WASC plan for our next year visit. We have recently completed a new mission statement, reviewed our plan for helping students transfer to colleges and careers, as well as discussing our surveys. All of the parent, staff and student surveys will be anonymous. In addition, at our last site council meeting, we reviewed our WASC plans, school safety plans, and our single school plan.



# **MUSEUM OF TOLERANCE FIELD TRIP**

This past month, the entire OVHS student body was able to attend the Museum of Tolerance. All school field trips seem to bring out the best in our students. They truly enjoyed being together and loved to be able to see actual real life artifacts that they learned about in their history class. This was a very moving field trip and students were able to make connections to events with going on in society today.

### ASB/BLOOD DRIVE

The ASB team, with the help of Randi Liepman, was able to have the United Blood Services mobile truck come to collect blood from our students, staff and district office staff. It was such a success that we would like it to become an annual event. ASB is looking forward to the upcoming Valentine's Day activities. In addition, ASB is planning to have a sports field activities day. This could include an obstacle course run, a football toss, some relay races and many more fun activities.



Respectfully Submitted,

TO:MEMBERS, BOARD OF EDUCATIONFROM:KIM GREGORCHUK, DIRECTOR, OAK PARK NEIGHBORHOOD SCHOOLDATE:FEBRUARY 20, 2018SUBJECT:X.7. MONTHLY BOARD REPORT

### **INFORMATION**

We were all happy to return to school after the winter break. The children settled into the routine quickly and seemed eager to get reacquainted with their friends.

The OPNS Parent Advisory Board planned our Snow Carnival for January 20th, so there were many meetings and preparations. The children built a bench in December and put a mosaic top on the bench, based on a design of one of the children. The bench was auctioned during our silent auction; which was done completely online through Bidr.com. There was a bidding war for the bench and it sold for \$440. The Snow Carnival was held later in the afternoon, 3:00 to 6:00 pm, so we lit the playground with beautiful white lights. The overall appearance was magical. The parents raised over \$9,500 and well over 800 people attended.



We have been reading <u>How I Became a Pirate</u>, by Melinda Long in preparation for our trip to the Thousand Oaks Civic Arts Plaza to see the play, "How I Became a Pirate". The children are very interested in pirates and eager to see the play in February. Please stop by anytime to see our school.

**Respectfully Submitted:**