

OAK PARK UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION  
**AGENDA #958**

DATE: March 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](http://www.opusd.org)

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

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

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

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

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

**NEXT REGULAR MEETING**

**Tuesday, April 17, 2018**

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

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

District Office, 5801 East Conifer St.  
Brookside Elementary School, 165 N. Satinwood Ave.  
Oak Hills Elementary School, 1010 N. Kanan Rd.  
Red Oak Elementary School, 4857 Rockfield St.  
**Medea Creek Middle School, 1002 Double Tree Rd**  
**Oak Park High School, 899 N. Kanan Rd.**  
**Oak View High School, 5701 East Conifer St**  
**Oak Park Library, 899 N. Kanan Rd.**  
**Internet Home Page: <http://www.opusd.org/>**

**OAK PARK UNIFIED SCHOOL DISTRICT  
AGENDA – REGULAR BOARD MEETING #958  
March 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 :** Campus Supervisor Sub, Instructional Assistant II Sub for Special Ed, Department Secretary Bond Facilities Program, Department Secretary Curriculum and Instruction, Department Secretary Extended Care, Senior Accountant, Guest Teachers, Director of Extended Care Program

**C. CONFERENCE WITH LABOR NEGOTIATORS:**

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

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

**A. ROLL CALL**

**B. FLAG SALUTE**

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

**D. ADOPTION OF AGENDA**

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

**VI. OPEN COMMUNICATIONS/PRESENTATIONS**

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

1. Presentation of Robotics Grant by College of the Canyons
2. Presentation to Susan Roberts, Director Pupil Services - 2017-18 ACSA Region 13 Special Education Administrator of the Year Award Recipient

3. Presentation to Stew McGugan, Director Alternate Education - 2017-18 ACSA Region 13 Continuation Education Options Administrator of the Year Award Recipient
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. [Approve Minutes of Regular Board Meeting February 20, 2018 and Special Board Meeting March 14, 2018](#)
- b. [Public Employee/Employment Changes 01CL23696-01CL23708 & 01CE08641-01CE08693](#)
- c. [Approve Purchase Orders – February 1-28, 2018](#)  
*Board Policy 3300 requires Board approval of Purchase Orders*
- d. [Approve Overnight Trip for Oak Park Unified School District Odyssey of the Mind Teams to Attend State Competition at UC Riverside – March 23-24, 2018](#)  
*Board Policy 6153 requires Board approval for student overnight trips*
- e. [Approve Overnight Trip for Oak Park High School Baseball Team for a Tournament in Nipomo, CA – April 2-5, 2018](#)  
*Board Policy 6153 requires Board approval for student overnight trips*
- f. [Approve Overnight Trip for Oak Park High School Health Occupational Students of America Club Members \(HOSA\) Anaheim CA – April 5-8, 2018](#)  
*Board Policy 6153 requires Board approval for student overnight trips*
- g. [Approve Overnight Trip for Oak Park High School Future Business Leaders of America \(FBLA\) Leadership Summit – April 12-15, 2018](#)  
*Board Policy 6153 requires Board approval for student overnight trips*
- h. [Approve Overnight Trip for Oak Park High School Debate Team Mountain High, CA – April 19-22, 2018](#)  
*Board Policy 6153 requires Board approval for student overnight trips*
- i. [Approve Overnight Trip for Oak Park High School Athletic Teams to Attend Spring CIF Play-offs](#)  
*Board Policy 6153 requires Board approval for student overnight trips*
- j. [Approve Notice of Completion, Project 18-01S, Football Field Fencing at Oak Park High School](#)  
*Per provisions of Education Code 17315, Board approval is required for Notice of Completion*

**ACTION**

**2. BUSINESS SERVICES**

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

*Education Code Section 32280-89 requires all California K-12 public schools have school safety plan*



- b. [Authorize the Establishment of the Administrative Position - Director of Student Support and School Safety](#)  
*Board approval required for establishing a new administrative position*
- c. [Amend Award of Contract, Measure C6 Project 18-05C, SMART Board Interactive Flat Panel Display Pilot at Oak View High School and Education Services Center](#)  
*Board Policy 3312 requires Board approval for contracts for services*
- d. [Authorize Measure S Technology Project 18-12S, District Network File Server Refresh](#)  
*Board approval required for projects funded by Measure S Bond fund*
- e. [Authorize Measure S Technology Project 18-13S, Purchase of Staff Computers and Technology Department Spare Devices](#)  
*Board approval required for projects funded by Measure S Bond fund*
- f. [Authorize Measure S Technology Project 18-14S, Chromebook 1-to-1 Take Home Pilot](#)  
*Board approval required for projects funded by Measure S Bond fund*
- g. [Award of Request for Proposals for High-Speed Wide Area Network Services](#)  
*Board Policy 3312 requires Board approval for contracts for services*
- h. [Authorize and Approve Measure R Project 18-15R, Classroom Floor Repairs at Red Oak Elementary School](#)  
*Board approval required for projects funded by Measure R Bond fund*
- i. [Authorize and Approve Measure R Project 18-16R, Drain Repairs at Oak Hills Elementary School and Oak Park High School](#)  
*Board approval required for projects funded by Measure R Bond fund*
- j. [Authorize Proposition 39 Energy Grant Project 18-17F, Phase 2 Districtwide Exterior Lighting Upgrade](#)  
*Board approval required for projects funded by Proposition 39 Energy Grant Fund*
- k. [Approve Change Order 1, Project 18-03S, Parking Lot Fencing at Medea Creek Middle School](#)  
*Board approval required for change orders, per Cal. Pub. Cont. Code §20118.4*
- l. [Approve Certification of 2017-18 Second Interim Financial Report and Budget Revisions](#)  
*Board approval required for Certification of Second Interim Budget Revisions*
- m. [Adopt Resolution 18-11, Participation in CSBA California School Cash Reserve Program](#)  
*Board approval required to approve Resolution to participate in TRAN*
- n. [Approve Donation](#)  
*Board approval required to accept donation made to the District or District Schools.*
- o. [Approve 2018 Measure S Bond Priority Projects Plan](#)  
*Board approval required to approve the plan for projects to be funded by Measure S Bond in 2018*
- p. [Approve Resolution 18-10, Authorizing the Issuance of 2018 General Obligation Bond Anticipation Notes, and Actions Related Thereto](#)  
*Board Policy 7214 requires Board approval by resolution to issue a Bond Anticipation Note*
- q. [Approve Architectural Services Agreements for Measure S Priority Projects 18-18S, 18-19S, 18-20S, AND 18-21S](#)  
*Board Policy 3312 requires Board approval for contracts for services*

### **3. CURRICULUM**

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

*Board approval required for changes to programs*

#### **b. Approve Technology Acceptable Use Policy for Students**

*Board approval required for changes to the existing Technology Acceptable Use Policy for students. This policy will be part of the mandatory registration forms for the 2018-19 school year*

#### **c. Approve Staff Development Agreement with Teachers College Reading and Writing Project**

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

### **4. BOARD**

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

*The Board will review the assessments in its Goals and Actions plans which were approved in August 2017*

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

*Board approval required to adopt a resolution to support AB 2808*

### **5. BOARD POLICIES**

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

*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.*

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

*Board Policy 5121 updated to reflect research-supported best practices regarding grading, including the separation of nonacademic factors from students' academic grades. Policy is updated to reflect changes in the elementary report card. Changes for grades 6-12 remain under revision.*

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

*Board Policy updated to reflect the goals and purposes of the federal Student Support and Academic Enrichment Grants program, as established by the Every Student Succeeds Act. Policy also deletes material on drug and alcohol master plans and county primary prevention programs, since the related laws repealed on their own terms. Regulation updated to reflect District practices.*

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

*Board Policy 6154 updated for consistency with BP 5121 - Grades/Evaluation of Student Achievement and research on effective grading practices, including optional language providing for full credit to be given for makeup work satisfactorily completed within a reasonable time, regardless of whether the absence is due to an excused or unexcused absence. Policy is updated*

*to reflect recent research on homework at various grade spans. Policy also addresses guidelines for the assignment of homework, communication of homework expectations to students and parents/guardians, and resources to assist students in completing homework and developing good study habits. Exhibits added to establish homework guidelines for Medea Creek Middle School and Oak Park High School.*

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

*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.*

**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. Red Oak Elementary School Report**
- 4. Medea Creek Middle School Report**
- 5. Oak Park High School Report**
- 6. Oak View High School/Oak Park Independent School**
- 7. Oak Park Neighborhood School**

**MINUTES OF REGULAR BOARD MEETING      2-20-18      #956**  
**BOARD OF EDUCATION**

**CALL TO ORDER/MEETING PLACE**

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

**BOARD PRESENT**

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

**BOARD ABSENT**

None

**PUBLIC COMMENTS**

None

**ADJOURN TO CLOSED SESSION**

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

- A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**
- B. PUBLIC EMPLOYEE EMPLOYMENT:** 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

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

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Mr. Derek Ross, called the regular meeting to order at 6:10 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**

Ayush Natarajan led the Pledge of Allegiance to the Flag.

**REPORT ON CLOSED SESSION**

Dr. Knight reported that in closed session the Board took action on Item III.C. and voted unanimously to accept the settlement offer of student vs. OPUSD. The District will pay a total of \$30,000.00 to settle this case. The Board took no other action in Closed session.

**ADOPTION OF AGENDA**

On motion of Allen Rosen, seconded by Denise Helfstein, the Board of Education adopted the agenda as presented except to move item B.1.b to action and to table items VI.a.9. and B.2.c. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0.

**PUBLIC SPEAKERS**

None

**PRESENTATIONS**

The Board recognized the following Oak Park High School students:

Carol Sun – Regeneron Science Talent Search Semi Finalist

Anish Natarajan – Los Angeles/Irvine Brain Bee Winner

Ava Farriday and Katharine Gaspar – Organizers of the Oak Park High School Thomas Fire Collection Drive

**REPORT FROM BOARD MEMBERS**

Board Member Barbara Laifman, reported that she attended the Community Engagement Committee Meeting and the EEAC Meeting.

Board Member Denise Helfstein reported that she went with Tony to meet the Mayor of Agoura to talk about ways to mitigate school traffic. Denise attended the Technology Meeting, Readers Writers Workshop at Brookside Elementary and she also attended the Board President's Workshop with Derek Ross in Sacramento. Denise also attended the Medea PFA Meeting, the VCSBA Dinner Meeting, the Curriculum Council Meeting, the Brookside PTA Gala and Silent Auction, the Wellness Council Meeting and, the Future Freshmen Night at Oak Park High School.

Board Member Allen Rosen reported that he attended the Oak Park MAC meeting. Allen encouraged everyone to check out the upcoming Drama production of the Beauty and the Beast from March 8-10 at Oak Park High School.

Board Member Drew Hazelton reported that he attended two Measure S meetings, the Safety and Security Meeting, Medea Creek Future Panther Night and the Oak Park High School Boys' Basketball playoff game.

Board Member Derek Ross reported that he attended the GATE DAC meeting, Safe Kids Task Force, Board Presidents Workshop with Denise, multiple Measure S Committee Meetings, the Oak Park Foundation Meeting and the Community Engagement Meeting.

Student Board Member Lexi Garfinkel reported that the students are planning a rally next week. They organized a very successful Vice Dance on Feb 9<sup>th</sup> which was attended by over 400 students. They organized a Blood Drive on February 7<sup>th</sup>.

Superintendent Tony Knight expressed his concern regarding the incident that happened at Parkdale High School, Florida. He has been in touch with a number of concerned parents, staff, and community members. Dr. Knight stated that the Board would be discussing student and school safety at next month's Board meeting. Dr. Knight encouraged everyone to attend Super Saturday, Sustainability Fair and Recycling Drive on February 24<sup>th</sup>.

## **REPORT FROM SCHOOL SITE COUNCILS**

The Board received School Site Council reports from Brookside Elementary School, Oak Hills Elementary School, 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.

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

On motion of Barbara Laifman, seconded by Derek Ross, the Board of Education approved the Consent Agenda except to move Item B.1.b to Action. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0.

- a. [Approve Minutes of Regular Board Meeting January 16, 2018 and Special Board Meeting February 7, 2018](#)
- c. [Approve Purchase Orders – January 1-31, 2018](#)
- d. [Approve Overnight Trip for Oak Park High School Journalism/Yearbook Students to Attend JEA/NSPA Spring National Journalism Convention – April 11-15, 2018, San Francisco, CA](#)
- e. [Approve the Disposal of Obsolete or Surplus Instructional Materials, Books, and/or Library Books](#)
- f. [Approve Notice of Completion, Project 17-33S, Districtwide Security Cameras for Campus Safety and Security](#)
- g. [Approve Notice of Completion, Measure R Project 17-46R, Structural Improvements at Oak Park Neighborhood School](#)
- h. [Approve Notice of Completion, Measure S Project 17-57S, Safety Lighting at Oak Park High School Stadium and Adjacent Cul-de-Sac](#)
- i. [Approve Notice of Completion, Measure S Construction Management Department Equipment and Installation](#)
- j. [Approve Disposal of Obsolete Audiovisual Equipment](#)
- k. [Approve Overnight Trip for Oak Park High School Technology Students Association Club – March 23-25, 2018, Bakersfield, CA](#)

### **B2. BUSINESS SERVICES**

#### **[B1.b. Public Employee/Employment Changes 01CL23684-01CL23695 & 01CE08560-01CE08640](#)**

On motion of Allen Rosen, seconded by Drew Hazelton, the Board of Education approved Public Employee/Employment Changes 01CL23684-01CL23695 & 01CE08560-01CE08640. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross.  
No – 0

- a. [Approve Resolution #18-05 - 2018 Oak Park Education Foundation to Offer Fee Based Summer School Program](#)

On motion of Denise Helfstein, seconded by Barbara Laifman, the Board of Education approved Resolution #18-05 - 2017 Oak Park Education Foundation to Offer Fee Based Summer School Program. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**b. Discuss 2018 Measure S Bond Priority Projects Plan and Related Bond Funding Options**

The Board held a discussion on the proposed plan for projects to be funded by Measure S Bond fund in 2018

**d. Ratify Contract for Measure S Project 17-49S, Security Badge System Upgrade, Installation of Network Connection Drops**

On motion of Barbara Laifman, seconded by Drew Hazelton, the Board of Education ratified the Contract for Measure S Project 17-49S, Security Badge System Upgrade, Installation of Network Connection Drops. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**e. Approve Change Order No. 1, Measure R Project 17-55R, Roof Replacement at Oak Park Independent School**

On motion of Derek Ross, seconded by Allen Rosen, the Board of Education approved Change Order No. 1, Measure R Project 17-55R, Roof Replacement at Oak Park Independent School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**f. Approve Notice of Completion, Measure R Project 17-55R Roof Replacement at Oak Park Independent School**

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved Notice of Completion, Measure R Project 17-55R Roof Replacement at Oak Park Independent School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**g. Authorize and Award Construction Contracts for Measure S Project 18-02S, Girls Varsity Softball Field Repairs and Improvements at Oak Park High School**

On motion of Barbara Laifman, seconded by Derek Ross, the Board of Education authorized and awarded Construction Contracts for Measure S Project 18-02S, Girls Varsity Softball Field Repairs and Improvements at Oak Park High School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**h. Authorize and Award Construction Contracts for Measure R Project 18-10R, Girls Junior Varsity Softball Field Improvements at Oak Park High School**

On motion of Denise Helfstein, seconded by Allen Rosen, the Board of Education authorized and awarded Construction Contracts for Measure R Project 18-10R, Girls Junior Varsity Softball Field Improvements at Oak Park High School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**i. Approve Consultant Agreement for Measure S Project 18-11S, HVAC System Upgrades, Buildings 200 and 300, at Brookside Elementary School**

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved Consultant Agreement for Measure S Project 18-11S, HVAC System Upgrades, Buildings 200 and 300, at Brookside Elementary School Motion carried. Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**B3. HUMAN RESOURCES**

**a. Approve Resolution #18-06 – Release Temporary Certificated Employees #1 Through #11**

On motion of Denise Helfstein, seconded by Drew Hazelton, the Board of Education



approved the recommendation to adopt Resolution No. 18-06 to initiate non-reelection and release of certificated temporary employees pursuant to Education Code section 44954. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**b. Approve Resolution Number 18-07, Determination of Seniority Among Certificated Employees with Same Seniority Date**

On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education approved the recommendation to adopt Resolution No. 18-07 to establish the process for determining seniority among certificated employees who first rendered probationary service to the District on the same day, pursuant to Education Code section 44955. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**c. Approve Resolution Number 18-08, Resolution of Intention to Reduce Particular Kinds of Services and Release Certificated Employees**

On motion of Allen Rosen, seconded by Denise Helfstein, the Board of Education approved the recommendation to adopt Resolution No. 18-08 to initiate certificated employee reduction in services pursuant to Education Code sections 44949 and 44955. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**d. Approve Resolution Number 18-09, Resolution of Intention to Reduce Particular Kinds of Services and Release Classified Employees**

On motion of Derek Ross, seconded by Allen Rosen, the Board of Education approved the recommendation to adopt Resolution No. 18-09 to initiate classified employee reduction in services pursuant to Education Code sections 45114 and 45308. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

At 10:22 pm on motion of Derek Ross, seconded by Drew Hazelton the Board approved to extend the meeting beyond 10:30 pm.

**e. Approve Department Secretary – Extended Care Program**

On motion of Allen Rosen, seconded by Denise Helfstein, the Board of Education approved the position of Department Secretary – Extended Care Program. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

**f. Approve Department Secretary – Curriculum and Instruction**

On motion of Denise Helfstein, seconded by Drew Hazelton, the Board of Education approved the position of Department Secretary – Curriculum and Instruction. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

**B4. CURRICULUM**

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

The Board held a discussion on the development of 2018-19 Local Control Accountability Plan

**B5. BOARD**

**a. Approve 2018 CSBA Delegate Assembly Election of Candidates**

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education voted for four candidates Vianey Lopez (Hueneme ESD), Dennis O’Leary (Oxnard Union High SD), Veronica Robles-Solis (Oxnard SD), and Kelsey Stewart (Santa Paula USD) for the 2018 Delegate Assembly ballot. Motion carried Aye Hazelton, Helfstein, Rosen, Ross. No – 0. Board member Barbara Laifman recused herself due to a remote interest as she is an employee of CSBA.

**B6. BOARD POLICIES**

**a. Approve Amendment to Board Policy 3515.7 – Firearms on School Grounds –**



**First Reading**

On motion of Denise Helfstein, seconded by Barbara Laifman, the Board of Education approved Amendment to Board Policy 3515.7 – Firearms on School Grounds as First and Final Reading. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

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

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education tabled the Amendment to Board Policy 3517 – Facilities Inspection. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

**c. Approve Deletion of Board Policy and Administrative Regulation 6162.52 – High School Exit Examination– First Reading**

On motion of Drew Hazelton, seconded by Barbara Laifman, the Board of Education approved Deletion of Board Policy, Administrative Regulation, and Exhibit 6162.52 – High School Exit Exam as First and Final Reading. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

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

On motion of Drew Hazelton, seconded by Denise Helfstein, the Board of Education tabled the Adoption of Board Policy and Administrative Regulation 6173.2 – Education of Children of Military Families. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0

**e. Approve Amendment to Board Bylaw 9150 – Student Board Members - First Reading**

On motion of Denise Helfstein, seconded by Barbara Laifman, the Board of Education approved Amendment to Board Bylaw 9150 – Student Board Members as First and Final Reading. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

On motion of Allen Rosen, seconded by Barbara Laifman, there being no further business before this Board, the Regular meeting is declared adjourned at 10: 39 p.m.

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Date

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President of the Board

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Date

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Clerk or Secretary of the Board

**MINUTES OF SPECIAL BOARD MEETING  
BOARD OF EDUCATION**

**3-14-18**

**#957**

**CALL TO ORDER/MEETING PLACE**

The Board of Education Vice President, Mrs. Denise Helfstein, called the special meeting to order at 5:32 p.m. at Oak Park Unified School District Office Conference Room, 5801 Conifer Street, Oak Park.

**BOARD PRESENT**

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

**BOARD ABSENT**

Mr. Derek Ross, President  
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, Administrative Consultant, Mr. Enoch Kwok, Director of Technology, and Mrs. Ragini Aggarwal, Executive Assistant to the Superintendent

**PUBLIC SPEAKERS**

None

**ADJOURN TO CLOSED SESSION**

Board Vice President, Mrs. Denise Helfstein stated that in Closed Session the Board would be discussing

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

Pursuant to Government Code Section 54957

The Board adjourned to Closed Session at 5:33 p.m.

**OPEN SESSION**

The Board reconvened in Open Session at 5:47 pm, Dr. Knight reported that the Board took no action in closed session.

**BOARD PRESENT**

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

**BOARD ABSENT**

Mr. Derek Ross, President  
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, Administrative Consultant, Mr. Enoch Kwok, Director of Technology, and Mrs. Ragini Aggarwal, Executive Assistant to the Superintendent

**FLAG SALUTE**

Mr. Enoch Kwok led the Pledge of Allegiance to the Flag

**PUBLIC SPEAKERS**

None

The Board held a discussion on information presented by Mr. Enoch Kwok, Director Technology regarding Technology acquisition and deployment as part of the Measure S plan.

There being no further business before this Board, on motion of Denise Helfstein, seconded by Drew Hazelton the Board adjourned the meeting at 7:37 p.m.

\_\_\_\_\_  
Date

\_\_\_\_\_  
President of the Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk or Secretary of the Board

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

### **AUTHORIZATION TO HIRE**

**AUTHORIZATION TO PAY STIPEND**

### IN-SERVICE CHANGE

## SEPARATION

Respectfully Submitted,

3/6/2018 4:35 PM

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 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
01CE08641	Sara Ahl	Director Extended Care	3/1/2018	Child Devel	DO
01CE08642	Joni Sears	Guest Teacher	3/1/2018	General	DO
01CE08643	Joey Kinberg	Guest Teacher	3/1/2018	General	DO
01CE08644	Ranju Matson	Guest Teacher	3/1/2018	General	DO

**AUTHORIZATION TO PAY STIPEND**

Number	Name	Assignment	Effective	Fund	Amount	Site
01CE08645	Victor Anderson	Mock Trial Club	2017-2018	PFA	1000.00	OPHS
01CE08646	Caitlyn Fowler	Journalism Advisor	2017-2018	PFA	2000.00	OPHS
01CE08647	Tim Chevalier	Tech Advisory Lead	2017-2018	PFA	700.00	OPHS
01CE08648	DJ Cook	Tech Advisory Committee	2017-2018	PFA	500.00	OPHS
01CE08649	Caitlyn Fowler	Tech Advisory Committee	2017-2018	PFA	500.00	OPHS
01CE08650	Tiffany Johnson	Tech Advisory Committee	2017-2018	PFA	500.00	OPHS
01CE08651	Brianne Hazlewood	Tech Advisory Committee	2017-2018	PFA	500.00	OPHS
01CE08652	Kathie Rohlf	Slide Show Coord Grad	2017-2018	ASB	500.00	OPHS
01CE08653	Russ Peters	Girls BB Game Mgmt	2017-2018	ASB	1868.00	OPHS
01CE08654	Kellie Gross	ASB Class Advisor	2017-2018	ASB	500.00	OPHS
01CE08655	DJ Cook	ASB Class Advisor	2017-2018	ASB	500.00	OPHS
01CE08656	Chris Meyer	ASB Class Advisor	2017-2018	ASB	500.00	OPHS
01CE08657	Tim Chevalier	ASB Class Advisor	2017-2018	ASB	500.00	OPHS
01CE08658	Russ Peters	Pavilion/G9 Tech	2017-2018	Site	1350.00	OPHS
01CE08659	Russ Peters	Spotlight Prod Spring	2017-2018	ASB/OPPAA	1800.00	OPHS
01CE08660	Russ Peters	Musical Prod Spring	2017-2018	ASB/OPPAA	1800.00	OPHS
01CE08661	Cathy Lory	Math Data Placement	1/9-5/10/18	PFA	750.00	OPHS
01CE08662	Zach Borquez	Musical Director Spring	1/9-5/10/18	ASB/OPPAA	1500.00	OPHS
01CE08663	Cathy Lory	CSF Advisor	2017-2018	Site	648.00	OPHS
01CE08664	Winnie Litten	Department Chair	2017-2018	Site	5000.00	OPHS
01CE08665	Robin Midiri	Department Chair	2017-2018	Site	2500.00	OPHS
01CE08666	Ann Pettit	Department Chair	2017-2018	Site	4000.00	OPHS
01CE08667	Jeff Appell	Life Skill Retreat	2017-2018	ASB	3250.00	OPHS
01CE08668	Ann Pettit	Life Skill Retreat	2017-2018	ASB	1000.00	OPHS
01CE08669	Brianne Hazelwood	Life Skill Retreat	2017-2018	ASB	1000.00	OPHS
01CE08670	Anna Bojorquez	Life Skill Retreat	2017-2018	ASB	500.00	OPHS
01CE08671	Kathie Rohlf	Life Skill Retreat	2017-2018	ASB	250.00	OPHS
01CE08672	Maryannick Bovard	Study Hall Spring	1/9-5/10/18	LCPI	1650.00	OPHS
01CE08673	Brenda Pasqua	Study Hall Spring	1/9-5/10/18	LCPI	1650.00	OPHS
01CE08674	Tony Peluce	Study Hall Spring	1/9-5/10/18	LCPI	1650.00	OPHS
01CE08675	Kathie Rohlf	Study Hall Spring	1/9-5/10/18	LCPI	1650.00	OPHS
01CE08676	Michelle Varju	SMART Training Staff	2017-2018	LCPI	250.00	DO
01CE08677	Robin Midiri	ACA DECA	2017-2018	PFA	1000.00	OPHS
01CE08678	Jan Willis	ACA DECA	2017-2018	PFA	1000.00	OPHS
01CE08679	Jenny Charrett	Sch Site Ambassadors	2017-2018	PFA	250.00	OPHS
01CE08680	Randy McLelland	Sch Site Ambassadors	2017-2018	PFA	1000.00	OPHS
01CE08681	Russ Peters	Sch Site Ambassadors	2017-2018	PFA	250.00	OPHS
01CE08682	Ann Pettit	Sch Site Ambassadors	2017-2018	PFA	250.00	OPHS
01CE08683	Steph Walker-Sean	Sch Site Ambassadors	2017-2018	PFA	250.00	OPHS

Number	Name	Change	<u>Effective</u>	Fund	Site	
01CE08684	Winnie Litten	Tech Advisory Committee	2017-2018	PFA	500.00	OPHS
01CE08685	Tris Wenker	Tech Advisory Committee	2017-2018	PFA	500.00	OPHS
01CE08686	Julie Ross	Peer Counseling	2017-2018	LCAP	1500.00	OPHS
01CE08687	Janet Svoboda	Peer Counseling	2017-2018	LCAP	1500.00	OPHS
01CE08688	Chris Meyer	Life Skills Retreat	2017-2018	ASB	500.00	OPHS
01CE08689	Leslie Miller	Lit Magazine Advisor	2017-2018	PFA	1000.00	OPHS

#### IN-SERVICE CHANGE

Number	Name	Change	Effective	Fund	Site
01CE08690	Sara Lipkin	Maternity Leave	2/13/2018	General	ROES
01CE08691	Stephanie Love	Medical Leave	3/19/2018	General	OHES
01CE08692	Samantha Lyons	.8 Temp to .9 Temp	3/7/2018	General	OPIS
01CE08693	Amy Kobayashi	.8 Temp to .9 Temp	2/28/2018	General	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: MARCH 20, 2018**  
**SUBJECT: B.1.c. APPROVE PURCHASE ORDERS – FEBRUARY 1 THROUGH 28, 2018**

CONSENT

**ISSUE:** Shall the Board approve the accompanying list of purchase orders issued for the period February 1 through 28, 2018?

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

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

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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

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

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

Includes Purchase Orders dated 02/01/2018 - 02/28/2018

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B17-00304	Christy White Associates	2016-2017 Annual Financial Audit Services	Business Administration	010	13,050.00
				010	29,950.00
B18-00022	Scantron Corporation	DON: Open PO for Scantron Forms	Medea Creek Middle School	010	3,900.00
B18-00104	Home Depot	2017-2018 Maintenance Supplies and Tools	Business Administration	010	10,000.00
B18-00108	Agoura Wholesale Electric Corp	2017-2018 Electrical Supplies	Business Administration	010	3,000.00
B18-00113	Carlson's Building Materials	2017-2018 Masonry Materials & Supplies	Business Administration	010	1,500.00
B18-00114	Cedar Valley Plumbing Supply	2017 - 2018 Plumbing Supplies & Tools	Business Administration	010	6,500.00
B18-00133	Jackie MacDonald DBA JM Enterprise	Open PO for 2017 - 2018 Recycled Paper	Business Administration	010	29,347.50
B18-00137	Juan Perez Carrillo Juan Perez Mobile Detail	2017/18 Car Wash + Detail Services	Business Administration	010	4,500.00
B18-00138	Controlled Elements HVAC	2017/18 PO for HVAC Svs.	Business Administration	010	9,000.00
B18-00151	Pacwest Air Filter, LLC	2017-2018 HVAC Parts/Supplies	Business Administration	010	9,525.16
B18-00163	Pyro-Comm Systems, Inc.	2017 -2018 Fire Alarm Maintenance Service	Business Administration	010	9,000.00
B18-00165	Roadside Lumber & Hardware,	Open PO 2017 - 2018 for Lumber and Supplies	Business Administration	010	3,500.00
B18-00180	Village Automotive Ctr, Inc.	2017 - 2018 District Vehicle Repairs	Business Administration	010	6,000.00
B18-00187	M/M Mechanical, Inc	2017-2018 M & O Supplies and Equipment	Business Administration	010	2,000.00
B18-00189	SMITH PIPE & SUPPLY	2017 - 2018 Grounds/Maintenance Pipe Supplies	Business Administration	010	10,500.00
B18-00193	Do-It Center	2016-2017 Supplies for Maintenance & Op	Business Administration	010	5,000.00
B18-00196	Clark Security/Anixter, Inc	Security Parts & Supplies 2017-2018	Business Administration	010	3,000.00
B18-00267	Sunbelt Rentals, Inc	2017/18 Equipment Rentals as Required	Business Administration	010	1,500.00
B18-00268	Intermountain Lock & Security	2017-18 M&O Supplies and Equipment	Business Administration	010	3,000.00
DIR18-00055	Custom Modular Services Corp	Pro 17-46 Structural Improvements at OPNS	Business Administration	213	38,925.75
DIR18-00057	Custom Modular Services Corp	Pro 17-55R Roof Replacement at OPIS	Business Administration	213	58,930.48
DIR18-00079	Taft Electric Company	Fix Bad Splices on 110V for Security Cameras	Business Administration	010	581.81
DIR18-00080	Taft Electric Company	Pro 17-33S Install 110 V for Security Cameras	Business Administration	211	18,271.00
P18-00267	2Eden Design Studio	2017-2018 School Garden Program Consultant	Curriculum	010	53,522.37
P18-00453	Southwest School Supply	CTEIG/Equipment/Display	Oak Park High School	010	68.52

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



Includes Purchase Orders dated 02/01/2018 - 02/28/2018

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P18-00454	Textbook Warehouse Inc.	OPIS - RUSH - The Crucible Paperback	Curriculum	010	169.56
P18-00455	Melanie Katzner	Art Program for Oak Hills	Oak Hills Elementary School	010	27,500.00
P18-00456	Guitar Center Professional	Benches and Supplies for Keyboard Program	Oak Hills Elementary School	010	522.67
P18-00457	Tobi Jo Greene Girls Empowerment Workshop	Girls Empowerment Workshop	Home Independent Study Program	010	1,500.00
P18-00458	Karen Kennedy dba Camino Real Naturalist & Historical Interp	3rd Grade The Natural World of the Chumash Program	Oak Hills Elementary School	010	527.00
P18-00459	Malibu Conference Center	5th Grade Field Trip to Calamigos Ranch	Oak Hills Elementary School	010	10,499.85
P18-00460	CITY OF VENTURA COMM SVCS DEPT INTERPRETIVE OUTREACH PROGRA	Donation 4th grade field trip	Brookside School	010	1,400.00
P18-00461	Delta Education, LLC c/o American Express	ROES NGSS Science Gr 2 3 Kits FOSS Pilot Feb RUSH	Curriculum	010	3,903.30
P18-00462	Social Studies School Services	PFA: Social Studies Posters	Medea Creek Middle School	010	161.86
P18-00463	Digital Fly LLC	Dist. Purchase/Oth Exp/Lott	Oak Park High School	010	3,980.00
P18-00464	Facing History & Ourselves Inc	DON: Conference - Holocaust	Medea Creek Middle School	010	25.00
P18-00465	AML Global American Language Services	Interpreting Services	Brookside School	010	574.00
P18-00466	Paper Direct	Certificates/Admin/other	Oak Park High School	010	66.97
P18-00467	DSA-LA Regional Office ATTN: CARLOS ARAUJO	Pro 17-47S - DSA Fees-Admin Building at Brookside	Business Administration	211	9,183.71
P18-00468	Carolina Biological Supply Co	DON: Lab Supplies	Medea Creek Middle School	010	42.29
P18-00469	Southwinds Transportation	Donation 4th grade bus	Brookside School	010	520.60
P18-00470	Carolina Biological Supply Co	DON: Lab Supplies	Medea Creek Middle School	010	42.29
P18-00471	City Of Ventura Parks & Rec.	Parent funded field trip—4th Olivas Adobe	Red Oak Elementary School	010	1,080.00
P18-00472	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	Parent funded field trip	Red Oak Elementary School	010	888.00
P18-00473	Guided Discoveries Inc.	DON: Astro Camp Deposit 2018-19	Medea Creek Middle School	010	6,120.00
P18-00474	BizClicks Office	Office Build-out for After School Care Program	Business Administration	010	8,466.64
P18-00475	Reed Mechanical Systems, Inc	Pro 700S HVAC Consulting Svs	Business Administration	211	5,000.00
P18-00476	Salinas & Sons Rooter Service	Emergency Sewer Line Clearing at BES Rm 301	Business Administration	010	825.00
P18-00477	Salinas & Sons Rooter Service	Storm Drain Clearing at OPHS	Business Administration	010	625.00
P18-00478	Salinas & Sons Rooter Service	Clear Floor Drain in Girls Restroom at OHES	Business Administration	010	375.00
P18-00479	MarketMaps	District Maps for Safety/Emergency Bins	Business Administration	010	2,283.01

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

ESCAPE ONLINE

Page 2 of 4

Includes Purchase Orders dated 02/01/2018 - 02/28/2018

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P18-00480	Southwest School Supply	Recommended Equipment per Ergonomic Evals	Business Administration	010	880.36
P18-00481	Aztec Technology	Measure C-1/Project 17-51 C/R/Equipment	Oak Park High School	212	6,404.97
P18-00482	Kathy Greco	Attorney Fees - SpEd Settlement	District-wide	010	5,000.00
P18-00483	[REDACTED]	SpEd Settlement - Parent Reimbursement	District-wide	010	30,000.00
P18-00484	Cyndi Hall's Music Studio	Measure C-6/Proj 17-51 C/R/Equipment	Oak Park High School	212	2,734.88
P18-00485	Thomson West	Education Code Books	Superintendent	010	308.88
P18-00486	Herff Jones	OVHS Diplomas 2018	Oak View High School	010	182.11
P18-00487	Herff Jones	OPIS Diplomas 2018	Home Independent Study Program	010	622.21
P18-00488	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	Donations - bus trips	Brookside School	010	1,383.00
P18-00489	Main Street Tours	Donation - Disneyland Gate	Brookside School	010	1,940.00
P18-00490	George Patton Assoc Inc dba D isplays2go	PFA: Wish List - Sandwich Boards	Medea Creek Middle School	010	308.68
P18-00491	Munico Corp dba Traffic Safety Warehouse	PFA: Safety Cones	Medea Creek Middle School	010	181.03
P18-00492	Guided Discoveries Inc.	DON: Cherry Cove 2018-19 Deposit	Medea Creek Middle School	010	6,000.00
P18-00493	Guided Discoveries Inc.	DON: Fox Landing 2018-19 Deposit	Medea Creek Middle School	010	4,880.00
P18-00494	Curriculum Associates	SpEd protocols - OPNS	District-wide	010	182.91
P18-00495	AML Global American Language Services	SpEd IEP Interpreter / Italian	District-wide	010	558.17
P18-00496	Western Psychological Services	SpEd Protocols - Psychs	District-wide	010	206.56
T18-00032	Teacher Synergy LLC	PFA: Math Skill Building Activities	Medea Creek Middle School	010	623.99
T18-00033	Apple Computer, Inc. Ms:198-3E D	OPIMA/mat & supp	Oak Park High School	010	2,165.60
T18-00034	Apple Computer, Inc. Ms:198-3E D	PFA: iPad and Case	Medea Creek Middle School	010	486.50
T18-00035	Alpha Solutions Inc	Smart Flat Panel Display (Admin)	Technology Coordinator	212	32,738.10
TB18-00004	Apple Computer, Inc. Ms:198-3E D	Blanket PO for Computer Equip & Repairs	Technology Coordinator	010	15,000.00
TB18-00006	Pacificom	Blanket Purchase Order for ad hoc network cabling	Technology Coordinator	010	4,200.00
Total Number of POs			74	Total	537,342.29

## Fund Recap

Fund	Description	PO Count	Amount
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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

Includes Purchase Orders dated 02/01/2018 - 02/28/2018

## Fund Recap

<b>Fund</b>	<b>Description</b>	<b>PO Count</b>	<b>Amount</b>
010	General Fund	1	13,050.00
		<b>Total Fiscal Year 2017</b>	<b>13,050.00</b>
010	General Fund	66	352,103.40
211	Measure S Facilities & Tech	3	32,454.71
212	Measure C6 Technology Bond Fun	3	41,877.95
213	Measure R FACILITIES Bond Fund	2	97,856.23
		<b>Total Fiscal Year 2018</b>	<b>524,292.29</b>
		<b>Total</b>	<b>537,342.29</b>

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

ESCAPE ONLINE

Page 4 of 4

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 20, 2018**  
**SUBJECT: B.1.d. APPROVE OVERNIGHT TRIP FOR OAK PARK UNIFIED SCHOOL DISTRICT ODYSSEY OF THE MIND TEAMS - MARCH 23-24, 2018**

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**CONSENT**

**ISSUE:** Shall the Board approve an overnight field trip for the OPUSD Odyssey of the Mind Teams?

**BACKGROUND:** Dr. Jay Greenlinger, Director of Curriculum and Instruction, requests approval for four OPUSD Odyssey of the Mind Teams for an overnight travel to University of California Riverside for the State Tournament. There are four teams which have qualified for the state tournament. 1 Brookside Elementary School Team comprised of 7 students with volunteer approved parent coaches. 2 Medea Creek Middle School Teams with 13 students and volunteer approved parent coaches (1 of which is district staff). 1 Oak Park High School Team with 5 students with a volunteer approved parent coach. All students will be traveling with their parents or a parent with district approved driver clearance. Families will be leaving on March 23 and stay overnight in local hotels. Families will be covering the cost of all expenses related to the tournament. Team Advisor Maryannick Bovard will attend the event and has verified that all the required components of the approved Field Trip Planning Guide/Checklist have been met.

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

**RECOMMENDATION:** Alternative #1.

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 20, 2018**  
**SUBJECT: B.1.e. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL  
BASEBALL TEAM – APRIL 2-5, 2018**

CONSENT

**ISSUE:** Shall the Board approve an overnight trip for the Oak Park High School Baseball Team?

**BACKGROUND:** Principal, Kevin Buchanan, requests approval for the Nipomo Spring Break Baseball Tournament in Nipomo, CA. The tournament is scheduled for April 2-5, 2018 and games will be played at Dunn School, Nipomo H.S., Santa Maria H.S. and St. Joseph H.S. Sixteen student athletes and 3 district coaches will travel by district approved drivers in private and/or district vehicles. Students and chaperones will depart from OPHS at 10 a.m. on April 2, 2018 and return the evening of April 5, 2018. Students and chaperones will stay at the Best Western Plus Big America in Santa Maria. Money from fundraising and students supplementing \$125 will cover the cost of hotel, and transportation. Students are responsible for their own 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.

Respectfully submitted,

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

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 20, 2018**  
**SUBJECT: B.1.f. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL  
HEALTH OCCUPATIONS STUDENTS OF AMERICA CLUB – APRIL 5-8,  
2018**

CONSENT

**ISSUE:** Shall the Board approve an overnight trip for Oak Park High School Health Occupations Students of America Club?

**BACKGROUND:** Principal, Kevin Buchanan, requests approval for this conference on April 5-8 in Anaheim, CA for students in the HOSA club (Health Occupational Students of America). Approximately 31 students, 2 OPHS teachers and 1 dad volunteer will travel by district-approved drivers in private vehicles. They will depart the morning of April 5, 2018 and return Sunday, April 8, 2018 in the afternoon. They will stay at the Double Tree Suites by Hilton in Anaheim. Students will pay approximately \$350 to cover the cost of conference registration, hotel and transportation. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved Field Trip Planning Guide/Checklist have been met.

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

**RECOMMENDATION:** Alternative #1.

Prepared by: Geri Sterling  
Certified by: Kevin Buchanan

Respectfully submitted,

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

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 20, 2018**  
**SUBJECT: B.1.g. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL FUTURE  
BUSINESS LEADERS OF AMERICA(FBLA) TEAM MEMBERS – APRIL  
12-15, 2018**

CONSENT

**ISSUE:** Shall the Board approve an overnight trip for the Oak Park High School FBLA team members?

**BACKGROUND:** Principal, Kevin Buchanan, requests approval for this state leadership conference scheduled for April 12-15, 2018 at the Ontario Conference Ctr. Ontario, CA. Approximately 35 members, 2 teacher advisors (male & female) will travel by district approved drivers in district vehicles. They will depart at noon on Thursday, April 12, 2018 and return by 4:30 p.m. on Sunday, April 15, 2018. Club members and advisors will stay at the Sheraton Ontario Airport Hotel or nearby hotel within walking distance of the conference. The cost per club member is approximately \$300 to cover the cost of registration, hotel, and transportation. Meals will be extra. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved Field Trip Planning Guide/Checklist have been met.

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

**RECOMMENDATION:** Alternative #1.

Prepared by: Geri Sterling  
Certified by: Kevin Buchanan

Respectfully submitted,

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

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 20, 2018**  
**SUBJECT: B.1.h. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL  
SPEECH AND DEBATE TEAM - April 19-22, 2018**

CONSENT

**ISSUE:** Shall the Board approve an overnight field trip for the OPHS Speech and Debate Team?

**BACKGROUND:** Principal, Kevin Buchanan, requests approval for this tournament scheduled for April 19-22, 2018 at Mountain House High School in Mountain High CA. Two debaters, team coach and 1 OPHS parent volunteer will travel by district approved drivers in private vehicles. They will depart on Thursday, April 19, 2018 at 3:10 p.m. and return the evening of Sunday, April 22, 2018. They will stay at the Hilton in Stockton, CA. The debaters will pay approximately \$250 to cover the cost of tournament, transportation, and hotel. Each student will pay for his/her meals separately. 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:**  
Approval of Alternative #1.

Respectfully submitted,

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

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

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



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 20, 2018**  
**SUBJECT: B.1.i. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL  
ATHLETIC TEAMS TO ATTEND SPRING CIF PLAY-OFFS**

CONSENT

**ISSUE:** Shall the Board approve a field trip for the OPHS Athletic Team(s) Spring Play-offs?

**BACKGROUND:** Principal, Kevin Buchanan, requests approval for any/all spring sports team(s) (Girls' and Boys' Lacrosse, Softball, Baseball, Track, Boys' Volleyball, Golf, Boys' Tennis, and STUNT) that might qualify for CIF play-offs and require overnight travel and accommodations due to distance. Details of specific trips will be updated as they occur. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved Field Trip Planning Guide/Checklist have been met.

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

**RECOMMENDATION:** Alternative #1.

Prepared by: Geri Sterling  
Certified by: Kevin Buchanan

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MARCH 20, 2018**

**SUBJECT: B.1.j. APPROVE NOTICE OF COMPLETION, PROJECT 18-01S,  
FOOTBALL FIELD FENCING AT OAK PARK HIGH SCHOOL**

CONSENT

**ISSUE:** Shall the Board approve the Notice of Completion for Project 18-01S, Football Field Fencing at Oak Park High School, contracted with Carter Fence Company?

**BACKGROUND:** On January 16, 2018, the Board of Education authorized the award of a contract for Project 18-01S, Football Field Fencing at Oak Park High School contracted with Carter Fence Company, of North Hollywood, California.

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

**ALTERNATIVES:**

1. Approve the Notice of Completion for Project 18-01S, Football Field Fencing at Oak Park High School, contracted with Carter Fence Company, of North Hollywood, California.
2. Do not approve the Notice of Completion.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted:

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

### Notice of Completion

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

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

That on or about January 23, 2018 the said Oak Park Unified School District of Ventura County entered into a contract with Carter Fence Company, of North Hollywood, CA, for Project 18-01S – Football Field Fencing at Oak Park High School on certain real property hereinbefore described: that said building and improvements were actually completed on March 20, 2018; that the address of said Oak Park Unified School District is 5801 E. Conifer Street, Oak Park, CA 91377, Ventura County, California.

*OAK PARK UNIFIED SCHOOL DISTRICT*

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

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

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

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

STATE OF CALIFORNIA  
COUNTY OF VENTURA

Oak Park Unified School District

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

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

WITNESS my hand and official seal.

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

Oak Park Unified School  
Business and Administration Services

## **PROJECT AND CONTRACT SUMMARY**

### **PROJECT 18-01S, FOOTBALL FIELD FENCING AT OAK PARK HIGH SCHOOL**

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

- **TITLE:** PROJECT 18-01S – FOOTBALL FIELD FENCING AT OAK PARK HIGH SCHOOL
- **DESCRIPTION:** REPLACING THE FENCE AT THE TOP OF THE SLOPE ON THE SOUTH SIDE OF THE OAK PARK HIGH SCHOOL FOOTBALL FIELD
- **DATE: OF AUTHORIZATION:** JANUARY 16, 2018

#### **PROJECT BUDGET**

- **AMOUNT:** \$60,000
  - **DATE OF AUTHORIZATION:** JANUARY 16, 2018
- 

#### **AWARD OF CONTRACT**

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

#### **CONTRACTOR INFORMATION**

- **COMPANY NAME:** CARTER FENCE COMPANY
- **LOCATION:** NORTH HOLLYWOOD, CA

#### **CONTRACT AMOUNT**

- **ORIGINAL CONTRACT AMOUNT:** \$56,370

#### **CONTRACTORS CHANGE ORDERS**

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

#### **NOTICE OF COMPLETION**

- **DATE OF APPROVAL:** MARCH 20, 2018
- **FINAL CONTRACT AMOUNT:** \$56,370

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 20, 2018**  
**SUBJECT: B.2.a. DISCUSS SCHOOL SAFETY AND APPROVE 2017-18 SAFE SCHOOL PLANS**

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DISCUSSION/ACTION

**ISSUE:** Shall the Board hold a discussion on School Safety and review and approve the Safe School Plan for each District school as required by Education Code 35294.2?

**BACKGROUND:** The Oak Park Unified School District must annually review and update its Safe School Plans in order to remain in compliance with EC 35294.2. This year each of the District's schools has updated it plan, providing specific site information to update the District master copy. These updates include staff responsibilities, and procedures to be followed by students and staff in the event of disaster or emergency. EC 35294.2 requires that the revised plans be approved by the Board of Education and be made available for public display each school year. Each site's updated plan and certification of compliance has been completed and may be accessed at the following link: <https://goo.gl/nDc8ZA>

As required by Education Code, subsequent to the Board's approval, each school will display its Safe School Plan for public review.

**ALTERNATIVES:**

1. Approve the updated Safe School Plans as presented.
2. Do not approve the amended Safe School Plans.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Stew McGugan, Director, Alternative Education  
Julie Suarez, Director, Business Operations  
Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MARCH 20, 2018**

**SUBJECT: B.2.b. AUTHORIZATION TO ESTABLISH THE ADMINISTRATIVE  
POSITION OF DIRECTOR OF STUDENT SUPPORT AND SCHOOL  
SAFETY**

ACTION

**ISSUE:** Shall the Board authorize the establishment of the administrative position of Director of Student Support and School Safety?

**BACKGROUND:** Staff is recommending that the Board establish the position of Director of Student Support and School Safety. Such person would provide oversight related to Safety and Security, Attendance, District of Choice and Enrollment and Student Transportation. A copy of the proposed job description is attached for the Board's review.

**ALTERNATIVES:**

1. Approve the establishment of the position and job description for the Director of Student Support and School Safety.
2. Do not approve the establishment of the position and job description for the Director of Student Support and School Safety.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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

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

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

## **OAK PARK UNIFIED SCHOOL DISTRICT**

### **Director of Student Support and School Safety**

**Brief Description:** Under the general supervision of the Assistant Superintendent, Human Resources, direct, manage and evaluate all Safety Programs; Student Well-Being Programs; Attendance Programs; Title 1X Compliance and School Athletics; manage oversight of the District of Choice (DOC) program and Enrollment; Challenge Success; and Student Transportation.

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

- Coordinate and manage a comprehensive security/school safety program
- Coordinate train and implement plans to manage District operations during all emergencies
- Provide training and assistance to site-based administrators in matters of safety, security and student well-being.
- Coordinate the preparation of local, state and federal reports, plans and surveys relative to areas of responsibility
- Serve as a liaison to local law enforcement agencies and public safety agencies
- Responsible for planning and implementing professional development activities related to Safety and Student Well-Being
- Prepare appropriate reports and presentations related to areas of responsibility for presentation to the Board of Education, local school sites and community members.
- Responsible for all matters pertaining to compulsory attendance
- Establish local reporting procedures related to the DOC program and Intradistrict and Interdistrict Permits.
- Coordinate and manage enrollment and district enrollment projections
- Chair district committees including Safety and Security Committee, Safe Kids Task Force, Student Attendance Review Team (SART) and Student Attendance Review Board (SARB), District Counselors, Title 1X Leadership Committee
- Attend appropriate conferences, workshops and meetings to stay informed of recent research, development and trends.
- Perform other duties as assigned by the Superintendent/Designee

**Ability and Knowledge of:**

- Provide leadership and evaluation for those areas of the district's moral imperatives related to safety and well-being.
- Communicate effectively, both orally and in writing.
- Demonstrate strong organizational skills.
- Work independently and in concert with other District personnel to lead teams and serve as a member of teams.
- Maintain current knowledge of program regulations, requirements and restrictions.
- Knowledge of Child Welfare and Attendance procedures and programs and related California Education Codes and CIF Bluebook Rules and procedures.
- Use technology related tools to prepare reports and deliver oral presentations in a user-friendly manner.
- Organize and deliver meaningful staff development and trainings within the district.

- Ability to relate well to students, staff, parents, and community members.

**Education, Experience and Other Requirements:**

- Master's Degree in Education or related field
- Valid California Teaching Credential and California Administrative Services Credential.
- Five (5) years' experience in a public-school setting.
- Three (3) years of successful management/supervisory experience in an educational environment. Recent site or district level administrative experience in a California public school/district is required.



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 20, 2018**  
**SUBJECT: B.2.c. AMEND AWARD OF CONTRACT, MEASURE C6 PROJECT 18-05C, SMART BOARD INTERACTIVE FLAT PANEL DISPLAY PILOT AT OAK VIEW HIGH SCHOOL AND EDUCATION SERVICES CENTER**

ACTION

**ISSUE:** Shall the Board amend its award of contract for Project 18-05C, Smart Board Interactive Flat Panel Display Pilot at Oak View High School and Education Services Center, funded from the Measure C6 bond fund?

**BACKGROUND:** At its meeting on January 16, 2018, the Board awarded a contract for Measure C6 Project 18-05C, Smart Board Interactive Flat Panel Display Pilot at Oak View High School and Education Services Center, to authorized Smart Board provider/installer Collaboration Solutions, Inc. in the amount of \$30,102, plus applicable sales tax. Subsequent to the award the District was notified by Smart of its intent to designate a new company, Alpha AV, as authorized provider/installer, and requested the re-assignment of the contract to the new firm. This is acceptable to the District, and the substitution will not change any of the terms, conditions, equipment or pricing previously authorized by the Board. Staff, however, is requesting the addition of a flat panel motorized height adjustable cart at a cost of \$1,399, plus applicable sales tax. A copy of the proposal from Alpha AV follows for the Board's information.

**ALTERNATIVES:**

1. Amend the award of Project 18-05C, Smart Board Interactive Flat Panel Display Pilot at Oak View High School and Education Services Center, rescinding the contract with Collaboration Solutions, Inc., and award a purchase contract with Alpha AV, in the amount of \$32,739, including applicable sales tax; all other terms, conditions, equipment, and pricing previously authorized by the Board remain unchanged.
2. Do not amend the award of contract for this project.

**RECOMMENDATION:** Alternative 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 \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

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



Alpha AV  
info@alphaav.com  
http://www.alphaav.com

Oak Park USD  
5801 Conifer St  
Oak Park CA 91377

## Quotation # SO029

Quotation Date:  
02/06/2018 17:23:08

Salesperson:  
Joe Sweigart

DESCRIPTION	QUANTITY	UNIT PRICE	TAXES	AMOUNT
[SBID-7286] SMART Board 7286 SMART Board 7086 interactive display with iQ and SMART Learning Suite	1.000	7,399.00		\$ 7,399.00
[SBID-7275] SMART Board 7275 SMART Board 7075 interactive display with iQ and SMART Learning Suite	1.000	5,269.00		\$ 5,269.00
Install 7086 and 7075 in district rooms with HDMI Splitter cabling for 2 rooms (1 being separate location, Jessica's room)	1.000	1,100.00		\$ 1,100.00
Uninstall 800 series SMARTboard in training room and relocate to Room R5 and mount on FS-SB that will be built	1.000	550.00		\$ 550.00
[P5080F] Flat Wall Mount Premier low-profile mount for flat-panels up to 300lb/136kg	1.000	150.00		\$ 150.00
[15259] 15259 Blackbird 4K Pro 1x4 HDMI Splitter with HDCP 2.2 and EDID Support	2.000	63.99		\$ 127.98
[15645] 15645 Commercial Series 24AWG High Speed HDMI Cable, 35ft	4.000	27.99		\$ 111.96
[FS-SB] SMART Mobile Floor Stand Mobile Floor Stand for 77" to 87" SMART Board Interactive Whiteboards	1.000	349.00		\$ 349.00

DESCRIPTION	QUANTITY	UNIT PRICE	TAXES	AMOUNT
[Pro-Lift G5ZL] The Peregrine Flat Panel UNIVERSAL motorized height adjustable cart , 22" motorized height adjustment top of cart. Wired remote for easy up/down adjustment	1.000	1,399.00		\$ 1,399.00
Shipping Estimated Shipping	1.000	647.13		\$ 647.13
Uninstall 800 series SMARTboard in conference room and relocated to Construction trailer and mounted on a wall	1.000	500.00		\$ 500.00
[ED-SW-EXT-3] ED-SW-EXT-3 SMART Learning Suite-3 year extended software maintenance	186.000	75.60		\$ 14,061.60
Subtotal				\$ 31,664.67
Total				\$ 31,664.67

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 20, 2018**  
**SUBJECT: B.2.d. AUTHORIZE MEASURE S TECHNOLOGY PROJECT 18-12S,  
DISTRICT NETWORK FILE SERVER REFRESH**

ACTION

**ISSUE:** Shall the Board authorize Measure S Technology Project 18-12S, District Network File Server Refresh, as recommended by the Measure S Committee and Technology Subcommittee, utilizing Measure S bond funds?

**BACKGROUND:** The Board of Education is respectfully requested to authorize Measure S Technology Project 18-12S, District Network File Server Refresh. The details and rationale for the purchase is outlined in the Technology Resource Request that follows this report. The request was initially approved by the Measure S Technology Subcommittee. The full Measure S Committee approved the Subcommittee's recommendation at its meeting on March 5, 2018, and is in turn recommending the Board of Education's authorization to proceed with the \$125,000 project, to be funded from Measure S bond funds.

**ALTERNATIVES:**

1. Authorize Measure S Technology Project 18-12S, District Network File Server Refresh, in the amount of \$125,000, as recommended by the Measure S Planning Committee, utilizing Measure S bond funds.
2. Do not authorize the project.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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



**Technology Resource Request Form**  
**DO Network File Server Refresh 2018-01-23**

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

**1) Name of Administrator:**

Enoch Kwok, Director of Technology

**2) Date Submitted:**

January 23, 2018

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

Purchase replacements for 4 old district network/file servers, and procure up to 6 new workstations for tech department staff to monitor and manage those new file servers.

Replacement server(s) may consist in part of a larger modular server with multiple nodes, and/or smaller, stand-alone servers. (The decision will be made based upon vendor proposals received).

Purchase extended warranties and software maintenance for the new equipment.

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

This will affect all students and staff at OPUSD as the equipment is the core network file servers for the entire district.

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

The refresh will replace 3 ten-year old HP Proliant rack mounted servers that are over ten years old and a five-year old Mac Pro server. Tech Department desktop workstations for monitoring and controlling the file servers will also be refreshed at the same time.

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

\$125,000, to be paid for out of Measure S. This expenditure has been budgeted for in the Measure S technology spending plans.

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

District Tech Office

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

Summer 2018 (approximately June - September 2018)

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MARCH 20, 2018**

**SUBJECT: B.2.e. AUTHORIZE MEASURE S TECHNOLOGY PROJECT 18-13S,  
PURCHASE OF STAFF COMPUTERS AND TECHNOLOGY  
DEPARTMENT SPARE DEVICES**

ACTION

**ISSUE:** Shall the Board Authorize Measure S Technology Project 18-13S, Purchase of Staff Computers and Technology Department Spare Devices, as recommended by the Measure S Committee and Technology Subcommittee, utilizing Measure S bond funds?

**BACKGROUND:** The Board of Education is respectfully requested to authorize Measure S Technology Project 18-13S, Purchase of Staff Computers and Technology Department Spare Devices. The details and rationale for the purchase is outlined in the Technology Resource Request that follows this report. The request was initially approved by the Measure S Technology Subcommittee. The full Measure S Committee approved the Subcommittee's recommendation at its meeting on February 5, 2018, and is in turn recommending the Board of Education's authorization to proceed with the \$55,000 project, to be funded from Measure S bond funds.

**ALTERNATIVES:**

1. Authorize Measure S Technology Project 18-13S, Purchase of Staff Computers and Technology Department Spare Devices, in the amount of \$55,000, as recommended by the Measure S Planning Committee, utilizing Measure S bond funds.
2. Do not authorize the project.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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

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

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

**Technology Resource Request Form**  
**Staff Computers and Tech Department Spare Laptops**

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

**1) Name of Administrator:**

Enoch Kwok

**2) Date Submitted:**

1/23/2018

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

30 Apple computers (notebooks and desktops) and peripherals for new staff and for spares used to swap out teacher's computers that are undergoing repair

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

Due to expanding staffing over the years, the tech department has used up all of its spare laptops and needs additional spares to have machines to provide to staff when their own machines are being repaired. We also anticipate hiring additional staff for the after school Extended Learning program, and potentially adding more instructors next year as our student population increases due to District of Choice.

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

We are purchasing MacBook Air laptops while they are still available since they are the last Apple notebook computers with the legacy ports (Mini-DVI output and USB ports) that work with many of our existing peripherals and chargers without need for adapters or dongles. These are the most similar machines to the MacBook Pros that most staff have (and that were purchased 2 summers ago during the last refresh). Newer MacBook Pros use a completely different design with USB-C ports and different chargers than our current district standard.

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

\$55,000

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

Tech department

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

Immediate purchase

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MARCH 20, 2018**

**SUBJECT: B.2.f. AUTHORIZE MEASURE S TECHNOLOGY PROJECT 18-14S,  
CHROMEBOOK 1-TO-1 TAKE HOME PILOT**

ACTION

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**ISSUE:** Shall the Board authorize Measure S Technology Project 18-14S, Chromebook 1-to-1 Take Home Pilot, as recommended by the Measure S Committee and Technology Subcommittee, utilizing a parent purchase program, one-time state discretionary funding, and as a last resort, Measure S bond funds?

**BACKGROUND:** The Board of Education received detailed information on this proposed pilot project at its special meeting on March 14, 2018. At this evening's meeting, the Board is respectfully requested to authorize Measure S Technology Project 18-14S, Chromebook 1-to-1 Take Home Pilot. An overview and rationale for the purchase is outlined in the materials reviewed and approved by the Measure S Committee that follows this report. The Measure S Committee approved the Chromebook 1-to-1 Take Home Pilot as outlined, including an amount not-to-exceed \$300,000 of Measure S funds for the summer 2018 refresh and pilot deployment of 1:1 Chromebooks for 6th grade with the following provisions: the primary funding source will be a Parent Purchase program. The secondary funding source will be General Fund one-time discretionary funding, with the third funding source being Measure S funds in an amount not to exceed \$300,000. Also, included in the proposed pilot project is funding for a 1.2 Full Time Equivalent (FTE) Teacher on Special Assignment (TOSA) to facilitate staff training and program implementation. A two-year commitment, the estimated cost for the TOSA support is \$130,000 annually, to be funded 50% from Measure S bond funds, and 50% from the new Extended Care program.

**ALTERNATIVES:**

1. Authorize Measure S Technology Project 18-14S, Chromebook 1-to-1 Take Home Pilot, as recommended by the Measure S Committee, utilizing a parent purchase program, one-time state discretionary funding, and as a last resort, Measure S bond funds, in an amount not to exceed \$300,000, and a 1.2 FTE TOSA to facilitate staff training and program implementation, in the amount of \$130,000 annually, to be funded 50% from Measure S bond funds, and 50% from the Extended Care program.
2. Do not authorize the pilot project.

**RECOMMENDATION:** Alternative No. 1



BOARD MEETING, MARCH 20, 2018  
Authorize Measure S Technology Project 18-14S,  
Chromebook 1-to-1 Take Home Pilot  
Page 2

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

# **Proposal: 6th Grade Take-Home 1-to-1 Chromebook Pilot at MCMS**

Prepared by Enoch Kwok, Director of Technology Updated 3/14/2016

<https://goo.gl/HiqW5z>

With the successful deployment of 1-to-1 cart based Chromebooks to all 5th grade classrooms this year, the stage is set for how to continue the momentum that these 5th graders have gained by ensuring ubiquitous access to technology and online collaboration tools throughout their 6th grade experience. The need for students to have adequate access to computing devices both at school and at home is heightened by the demands of emerging Common Core curriculum that are being designed with high levels of online activity. As schools evaluate materials for the next cycle of curriculum adoptions, the district must have a strategy in place to ensure that students have access to those online components both at school and at home. This pilot of take home 1-to-1 Chromebooks at the 6th grade will pave the way for the district to potentially expand a take home 1-to-1 Chromebook program to all secondary grade levels within the next three years.

## **Background**

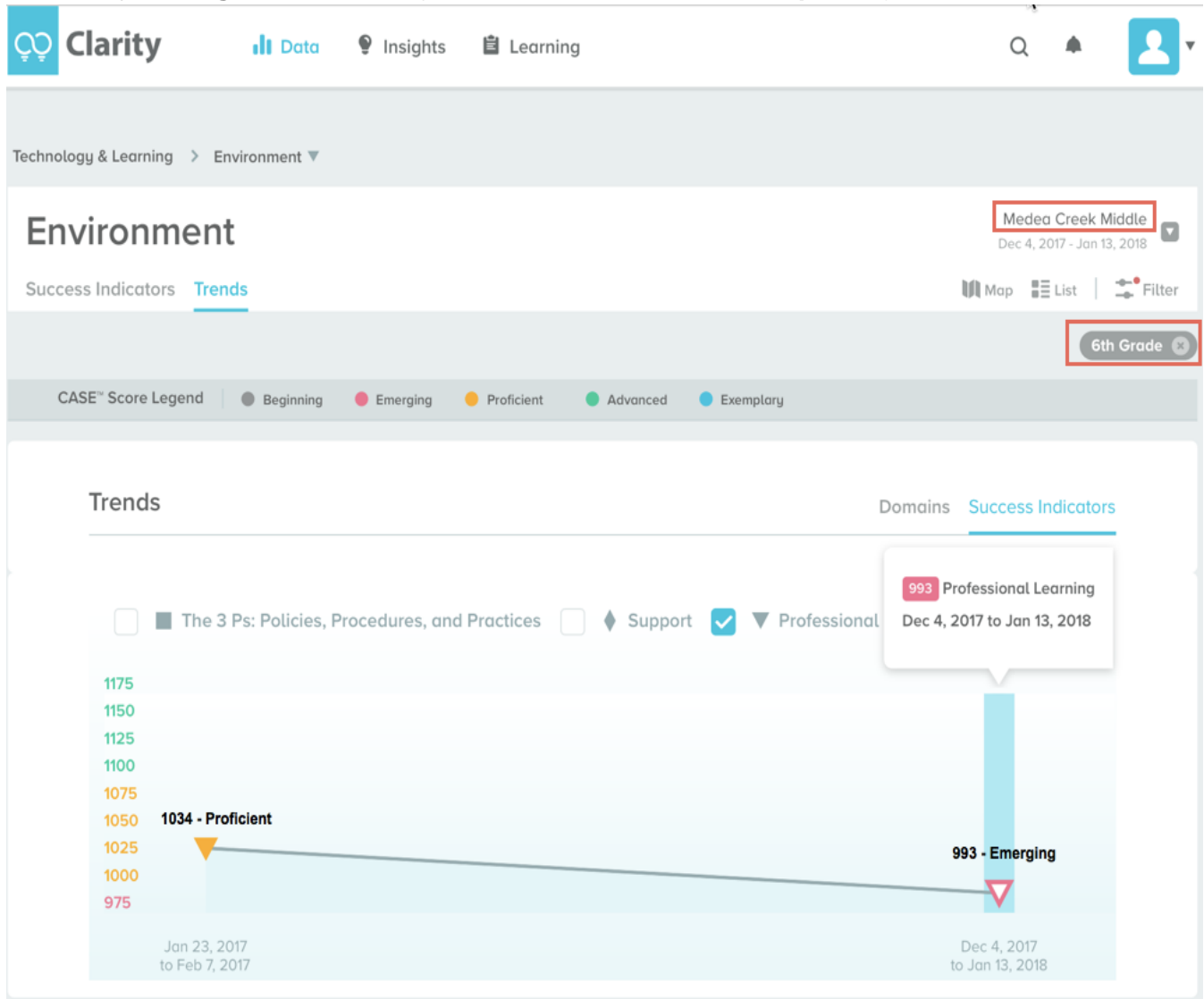
- All 5th graders across the district are experiencing 1-to-1 Chromebooks in classrooms this year (cart based Chromebooks)
- [5th grade students are using Chromebooks frequently and at a very high level](#)
  - 89% are collaborating in online assignments DAILY or WEEKLY
  - 67% are creating digital media, art, movies, etc WEEKLY (89% monthly)
  - 56% are giving peer-to-peer feedback using technology WEEKLY (89% monthly)
- Currently, 6th graders at MCMS have access to 288 Chromebooks in 8 dedicated carts
  - All 6th grade English/Humanities classes have resident Chromecarts
  - 6th grade Science and Math classes share Chromecarts
- A 1-to-1 Chromebook deployment means the district can purchase fewer Chromebooks to outfit the same number of students than compared to a cart based model.
- The district Parent Chromebook Purchase Program has seen limited success with 110 purchases since October 2017.
  - 37% purchases were from OHES, 37% from MCMS
  - 28% purchases were in 4th Grade, 16% in 5th grade, and 16% in 6th grade

## **Assumptions**

- 385 sixth graders attend MCMS in Fall of 2018 (so 385 Chromebooks needed, plus spares)
- MCMS will need ~100 additional Chromebooks plus spares for take home 1 to 1 for 6th grade students if we use the 288 Chromebooks already on carts for 6th grade. (385-288 = 97) Our request will therefore be to purchase 120 additional Chromebooks beyond those required for the Chromebook refresh.
- \$450 estimated unit cost for a Chromebook
- The lifespan of a take home Chromebook is 4 years

## **Considerations**

- MCMS principal's greatest concern is that there is adequate staff support and training provided to the 6th grade team to pull this off.
- The BrightBytes technology survey supports this view as MCMS teachers declined in their Technology Professional Learning score, dropping 17 points from **Proficient** (1005) last year to **Emerging** (988) this year. The change is even more dramatic when looking at just **6th grade teachers**. (1034 down to 993, a loss of 41 points.)



- It is clear that if we were to deploy a new 1-to-1 program at the 6th grade, we would need to ensure that there is adequate training and support for the teachers to ensure the program is successful, and particularly at the 6th grade.
- To address this need for PD and Support, the district should consider re-establishing its second Technology Teacher on Special Assignment (TechTOSA) position which was cut this past year. This second Tech TOSA would be **based primarily at the Middle School**, but if we make the position a 1.2 FTE, the Tech TOSA program could also provide training and support to the new after school **Extended Care** program.
  - Funding for the 2nd Tech TOSA could be split between the Extended Care program and one time “implementation” costs to be paid for out of Measure S -

as part of the cost for implementing a 1-to-1 take home pilot at the middle school. One time monies could also be a source to supplement in the first year.

- This position might be able to be used to help jumpstart a high school 1-to-1 pilot in the second year (with Measure S paying for its first year of implementation)
- Eventually, this position would need to be moved to the general fund and paid for out of LCAP.
- We can position this limited 1-to-1 take home program as a “pilot” for just the 6th grade which would buy the district time to evaluate its importance and to assemble a strategy for long term funding and possible expansion to other secondary grade levels and the high school in subsequent years.
- Upcoming curriculum adoptions (Science K-8 by 2019-20 and History/Social Studies K-12 by 2019-20) are considering materials with technology dependent resources and significant online components. Those are not realistic choices unless there is a full 1-to-1 take home program in place to comply with Williams Act requirements of student access to textbooks and curricular material.
- Students with 1-to-1 mobile devices will maximize any investment on next generation SMART Flat Panel Displays which are optimized for projecting student work in a collaborative screen environment.
- Teachers (from the 5th grade take home 1-to-1 pilot) report that having students keep and carry their own Chromebooks benefits the classroom environment in significant ways:
  - Kids take much better care of the devices when they “own” the same device instead of checking it out from a cart. There are more broken keys and need for repair this year (5th grade Chromebooks on carts) compared to last year’s 5th grade take home pilot of 1-to-1 Chromebooks at OHES.
  - 10-15 minutes of class time are saved per period (or each time the Chromebooks are used) when students have their own Chromebooks instead of having to line up and head to the cart and take a Chromebook out and put it back at the end of the lesson. This adds up over an entire day and adds instructional time to the week.
  - Students quickly learned responsibility for bringing their Chromebooks to school every day fully charged and it never became a significant issue during last year’s 5th grade take home pilot.
- Each 6th grade classroom will be provisioned with one or two spare Chromebooks with chargers so that there is backup device that can be used in case a student’s machine fails during class or needs to have their charge topped up.

### **Program Budgetary Impact**

- \$300,000 in the summer of 2018 to purchase 550 Chromebooks for Chromebook refresh and provisioning enough Chromebooks for every 6th grade student with a take home 1-to-1 Chromebook. Cost to include all necessary Chromebook management licenses. Measure S bond would be the fund of last resort after all other sources are exhausted:
  - Parent purchase program
  - State One Time funds
  - General fund
  - Measure S

- \$130,000 to pay for a 1.2 FTE TechTOSA annually. Cost to be split for the first year between Measure S (implementation fund for MS 1-to-1 pilot) and after school Extended Care program. Measure S can only contribute toward the first year implementation costs, so this position's cost would need a different funding mechanism after the first year.

**Long Term Implications of expanding 1 to 1 Take Home to all students grade 5-12.**

- If the 6th grade pilot goes well, the district could choose to expand the 1 to 1 take home program to all grades 5-12 in the second year of implementation by expending an additional \$1,000,000 to purchase an additional 2120 Chromebooks. This would cover the refresh of the remaining Chromebooks that are aging out while also providing the requisite number of devices to facilitate a take home program at the other grades,
- The 2nd TechTOSA would continue to be funded 50/50 with Measure S and the after school extended care program splitting the \$130,000 cost. The 2nd TechTOSA would primarily be based at the High School to assist with the implementation of 1 to 1 at the high school.
- In the third and subsequent years of the 1 to 1 program, the district would need to expend \$375,000 annually to buy Chromebooks (for grades 6 and 9) to sustain this program. The district would also need to consider funding the 2nd TOSA position (\$130,000) out of non bond funds going forward.

The following three Technology Resource Requests were approved the District Technology Committee in support of the 1 to 1 Take Home Pilot at MCMS.

**Technology Resource Request Form**  
**1.2 FTE Instructional Technology Specialist**  
<https://goo.gl/4jt2Md>

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

**1) Name of Administrator:**

Enoch Kwok

**2) Date Submitted:**

1/31/2018

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

1.2 FTE Technology TOSA ( plus 20 extra 1.0 days in summer) to assist MS with implementing 1 to 1 take home Chromebook program. Will also allow TechTOSAs to provide services to after school Extended Care program.

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

Middle School 1 to 1 take home chromebook pilot (yr 1)

High School 1 to 1 take home implementation (yr 2)

After school Extended Care program

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

This position restores a recently cut position and augments it to add additional hours so that TOSA can help

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

\$130,000 per year (½ funded out of Measure S, ½ funded out of after school Extended Care program)

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

Tech Department

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

July 1, 2018

**Technology Resource Request Form**  
**6th Grade Take Home 1 to 1 Chromebook program**

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

**1) Name of Administrator:**

Enoch Kwok

**2) Date Submitted:**

1/23/2018

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

120 Chromebooks

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

6th Grade students

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

6th grade teachers now have 8 Chromebook carts totalling 288 Chromebooks. If there are 385 incoming 6th graders next Fall, we would need  $385 - 288 = 97$  additional Chromebooks for 6th grade to go 1 to 1. Add a few extra Chromebooks as spares, and we get to 120 more needed.  $\$450 \times 120 = \$55,200$

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

\$55,000

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

Tech Department

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

Summer 2018

**Technology Resource Request Form**  
**District Chromebook Refresh (Summer 2018)**

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

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

**2) Date Submitted:** 1/23/2018

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

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

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

Districtwide refresh of obsolete End Of Life Chromebooks

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

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

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

\$250,000

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

Tech Department

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

Summer 2018



# 1-to-1 Take Home Chromebooks - FAQ

Updated 2/6/2018 <https://goo.gl/UUqxdN>

- Curriculum is becoming dependent on mobile computing and the district is committed to providing our students access to the very best curriculum available.
  - Common Core curriculum adoptions being considered have higher online requirements
    - Grades K-8 are going through new curriculum adoption in Science over the next two years (by 2019-20)
    - Grades K-12 are going through new history/social studies adoption over the next two years
    - Williams Act compliance will mean that the district is obligated to provide a computing device as a means to access the curriculum both at school and at home.
  - Mobile computing is increasingly replacing traditional textbooks
    - 9th Grade Foundations of Science is completely online based, and has no textbook: <http://bit.ly/OPUSDHyperScienceGr9>
    - HS English uses online repository for its literature texts
  - Online student collaboration and peer editing and review are becoming the new normal beginning in grade 5 with some cases of that starting even earlier in grades 4.
  - Ubiquitous access to online research tools help further the shift instruction from information recall to synthesizing new applications and meaning out of information, a demonstration of higher order thinking and learning.
- Take home 1-to-1 is more cost effective than carts
  - More devices are required to provision 1 to 1 when using carts compared to take home 1-to-1 because carts are sitting unused during prep periods.
  - The district will need to refresh ~2200 Chromebooks (\$1,215,000) in the next two years due to the first and second generation Chromebooks aging out of Google support just to maintain our current program. Currently, only English classrooms in secondary grades have resident Chromebook carts. Science at HS and social science at MS also have resident carts. The other secondary classrooms need to share a handful of remaining carts at their site. (HS has 23 Chromecarts & 60 classrooms 38%, MS has 26 Chromecarts & 36 classrooms, 72%)
  - By adding ~500 more machines (about \$225,000 for 14 carts) to the Chromebook refresh that is already planned for, (not including spares) we would be able to initiate a take home 1 to 1 program spanning grades 5-12.
  - If we were to provision Chromebooks via carts to achieve stay at school 1 to 1 in grades 6-12, we would need to procure ~ 40 additional carts (1440 devices) beyond the the refresh at a cost of \$1,233,000. Going with a Take Home 1 to 1 program saves the district ~ \$1,000,000 over a cart based 1 to 1 model.
  - Students take better care of Chromebooks when they are issued to them and there are fewer repair issues (broken keys or screens) as reported by OHES 5th grade teachers

## Frequently Asked Questions (FAQs)

- Why can't we just use BYOD at the high school and have students bring whatever laptop they have available at home instead of having to buy a "low power" district standard Chromebook?
  - Teachers can only remotely manage Chromebooks in a classroom setting in order to lock down the computer screen to the task at hand and to guarantee test security when completing online assessments. Other computing platforms do not afford teachers the ability to remotely control, monitor, and push out content to Chromebooks. (GoGuardian is the remote monitoring/control tool)
  - Teachers should not be put into a position of having to provide tech support to a myriad of devices to ensure that classwork can continue in the face of a tech problem with a personal device
  - The district can ensure equity of access when all students are using a similar platform
  - District Tech Staff can not guarantee support for an unlimited number of different computing platforms on the BYOD network. There are some configurations of devices and operating systems which have had problems associating to the district's BYOD network.
- Why do the Chromebooks on the district's Parent Purchase Portal cost so much? I can buy a similar type of Chromebook for cheaper on the open retail market.
  - The Chromebooks on the district's parent portal match the district's standard Chromebook models that include more memory than the bare bones low-price-leader models often sold at discount from big box retailers. Additionally, the Chromebooks purchased through the Parent Purchase Portal include a 3 year warranty that includes damage protection which retail purchases don't include. Finally, the Chromebooks also come preconfigured with the district's management software (which includes network access and remote monitoring and control) which costs an additional \$50. In fact, the Chromebooks purchased through the Parent Purchase Portal enjoy the same exact educational pricing discounts as the district receives. The district does not make any money off of the Parent Portal Purchases, so parents are receiving the same price as the district.
- Can I buy the same district standard model from a third party vendor and pay the district's tech department to install the district management software on it?
  - Yes, parents can purchase the same district standard model Chromebook and pay a \$50 fee for the district Tech Department to install the management software onto that district standard model Chromebook.
  - The district's current standard model Chromebook is the Dell Chromebook 3189 as of January 2018.
  - The district's standard Chromebook model will likely change in April 2018 to a different model.

# 1-to-1 Take Home Chromebooks - Talking Points & FAQ

Updated 2/6/2018 <https://goo.gl/UUqxdN>

- Curriculum is becoming dependent on mobile computing and the district is committed to providing our students access to the very best curriculum available.
  - Common Core curriculum adoptions being considered have higher online requirements
    - Grades K-8 are going through new curriculum adoption in Science over the next two years (by 2019-20)
    - Grades K-12 are going through new history/social studies adoption over the next two years
    - Williams Act compliance will mean that the district is obligated to provide a computing device as a means to access the curriculum both at school and at home.
  - Mobile computing is increasingly replacing traditional textbooks
    - 9th Grade Foundations of Science is completely online based, and has no textbook: <http://bit.ly/OPUSDHyperScienceGr9>
    - HS English uses online repository for its literature texts
  - Online student collaboration and peer editing and review are becoming the new normal beginning in grade 5 with some cases of that starting even earlier in grades 4.
  - Ubiquitous access to online research tools help further the shift instruction from information recall to synthesizing new applications and meaning out of information, a demonstration of higher order thinking and learning.
- Take home 1-to-1 is more cost effective than carts
  - More devices are required to provision 1 to 1 when using carts compared to take home 1-to-1 because carts are sitting unused during prep periods.
  - The district will need to refresh ~2200 Chromebooks (\$1,215,000) in the next two years due to the first and second generation Chromebooks aging out of Google support just to maintain our current program. Currently, only English classrooms in secondary grades have resident Chromebook carts. Science at HS and social science at MS also have resident carts. The other secondary classrooms need to share a handful of remaining carts at their site. (HS has 23 Chromecarts & 60 classrooms 38%, MS has 26 Chromecarts & 36 classrooms, 72%)
  - By adding ~500 more machines (about \$225,000 for 14 carts) to the Chromebook refresh that is already planned for, (not including spares) we would be able to able initiate a take home 1 to 1 program spanning grades 5-12.
  - If we were to provision Chromebooks via carts to achieve stay at school 1 to 1 in grades 6-12, we would need to procure ~ 40 additional carts (1440 devices) beyond the the refresh at a cost of \$1,233,000. Going with a Take Home 1 to 1 program saves the district ~ \$1,000,000 over a cart based 1 to 1 model.

- Students take better care of Chromebooks when they are issued to them and there are fewer repair issues (broken keys or screens) as reported by OHES 5th grade teachers

## Frequently Asked Questions (FAQs)

- Why can't we just use BYOD at the high school and have students bring whatever laptop they have available at home instead of having to buy a "low power" district standard Chromebook?
  - Teachers can only remotely manage Chromebooks in a classroom setting in order to lock down the computer screen to the task at hand and to guarantee test security when completing online assessments. Other computing platforms do not afford teachers the ability to remotely control, monitor, and push out content to Chromebooks.
  - Teachers should not be put into a position of having to provide tech support to a myriad of devices to ensure that classwork can continue in the face of a tech problem with a personal device
  - The district can ensure equity of access when all students are using a similar platform
  - District Tech Staff can not guarantee support for an unlimited number of different computing platforms on the BYOD network. There are some configurations of devices and operating systems which have had problems associating to the district's BYOD network.
- Why do the Chromebooks on the district's Parent Purchase Portal cost so much? I can buy a similar type of Chromebook for cheaper on the open retail market.
  - The Chromebooks on the district's parent portal match the district's standard Chromebook models that include more memory than the bare bones low-price-leader models often sold at discount from big box retailers. Additionally, the Chromebooks purchased through the Parent Purchase Portal include a 3 year warranty that includes damage protection which retail purchases don't include. Finally, the Chromebooks also come preconfigured with the district's management software (which includes network access and remote monitoring and control) which costs an additional \$50. In fact, the Chromebooks purchased through the Parent Purchase Portal enjoy the same exact educational pricing discounts as the district receives. The district does not make any money off of the Parent Portal Purchases, so parents are receiving the same price as the district.
- Can I buy the same district standard model from a third party vendor and pay the district's tech department to install the district management software on it?

- Yes, parents can purchase the same district standard model Chromebook and pay a \$50 fee for the district Tech Department to install the management software onto that district standard model Chromebook.
- The district's current standard model Chromebook is the Dell Chromebook 3189 as of January 2018.
- The district's standard Chromebook model will likely change in April 2018 to a different model.

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 20, 2018**  
**SUBJECT: B.2.g. AWARD OF REQUEST FOR PROPOSALS (RFP) FOR HIGH-SPEED WIDE AREA NETWORK SERVICES**

ACTION

**ISSUE:** Shall the Board award a contract for high-speed wide area network services?

**BACKGROUND:** The District's five-year contract with Spectrum/ Time Warner Cable for high-speed WAN services expires on June 30, 2018. With the assistance of E-rate consultant Infinity Communications & Consulting, Inc., the District issued a Request for Proposal (RFP) for a successor service agreement, seeking a 5-year contract. The period for vendor preparation of RFP responses occurred during the month of January, with proposals due by January 31, 2018. The following is a recap of the two proposals were received:

Company	Annual Contract Amount	Less E-Rate Discount	Net Annual Cost
Spectrum/Time Warner Cable	\$40,680	-\$16,272	\$24,408
ATT	\$60,750	-\$24,300	\$36,450

District staff and Infinity Communications have analyzed the proposals received and the E-Rate Bid Evaluation worksheet follows for the Board's information.

**ALTERNATIVES:**

1. Award a 5-year contract to Spectrum/Time Warner Cable for high-speed wide area network (WAN) services, in the amount of \$40,680 annually (not including taxes, fees, or CTF discounts), to which the E-rate discount will be applied, as the lowest bidder responsive to the RFP.
2. Reject the all bids received and direct staff to re-bid the project.

**RECOMMENDATION:** Alternative No.1

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

Respectfully submitted,

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

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

# E-Rate Bid Evaluation Worksheet

Page 1 of 1

Funding Year: 2018

Billed Entity Name: Oak Park Unifeid SD

FRN: TBD

Project or Service: A.11 WAN

# of Responders: 2

## Vendor Scoring

Selection Criteria	Weight*
Price (Eligible)	30%
Experience	25%
Accuracy of Bid Response	20%
Qualifications	15%
Service Level Agreement	10%
	0%
	100%

Overall Ranking

AT&T	
Raw Score**	Weighted Score***
1	0.30
2	0.50
2	0.40
2	0.30
2	0.20
	0.00

85

Spectrum	
Raw Score	Weighted Score
2	0.60
2	0.50
2	0.40
2	0.30
2	0.20
	0.00

100

Vendor # 3	
Raw Score	Weighted Score
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00

0

Vendor # 4	
Raw Score	Weighted Score
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00

0

Vendor # 5	
Raw Score	Weighted Score
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00

0

### Notes:

- \* Percentage weights must add up to 100%. **Price is the heaviest weighted criteria**
- \*\* Evaluated on a "Ranking" scale: Lowest Ranking #=worst - Highest Ranking #=best
- \*\*\* Weight x Raw Score

### Comments, if needed:

At this time we have received two bid proposals and believe the most cost effective choice would be to stay with the current service provider, Spectrum

Vendor Selected: Spectrum

Approved By: 

Signature

M. KLAUS

Print Name

ASST Supt, BUSINESS

Title

Date: 03/02/18

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 20, 2018**  
**SUBJECT: B.2.h. AUTHORIZE AND APPROVE MEASURE R PROJECT 18-15R,  
CLASSROOM FLOOR REPAIRS AT RED OAK ELEMENTARY SCHOOL**

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ACTION

**ISSUE:** Shall the Board authorize and approve Measure R Project 18-15R, Classroom Floor Repairs at Red Oak Elementary School and award a construction contract associated with this work, to be funded from the Measure R bond fund?

**BACKGROUND:** Certain areas of the floor in rooms B23 and B24 at Red Oak Elementary School are deteriorating and pose a tripping hazard in those classrooms. The Measure S facility subcommittee, in consultation with administration and construction management staff, has identified the need to expedite repairs over the upcoming Spring Break. To that end, construction manager Keith Henderson requested that Custom Modular Service Corporation (CMSC) provide a quote for these repairs. The quote from CMSC, in the amount of \$3,230, follows this report.

It is recommended that Board authorize Measure R Project 18-15R, Classroom Floor Repairs at Red Oak Elementary School, establishing a budget of \$3,300, and award a construction contract to Custom Modular Service Corporation to perform this work, in the amount of \$3,230, to be funded from the Measure R bond fund.

**ALTERNATIVES:**

1. Authorize Measure R Project 18-15R, Classroom Floor Repairs at Red Oak Elementary School, establishing a budget of \$3,300, and award a construction contract to Custom Modular Service Corporation to perform this work, in the amount of \$3,230, to be funded from the Measure R bond fund.
2. Do not authorize and award a construction contract for this project.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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



# CMSC

## CUSTOM MODULAR SERVICES CORPORATION

19271 FIJI LANE HUNTINGTON BEACH, CA 92646

(714) 964-6834 - FAX (714) 964-7314

LICENSE NO. 570805

## QUOTATION

TO: Oak Park Unified School District  
Keith Henderson

PHONE: (805) 264-4133

EMAIL: khenderson@opusd.org

JOB ADDRESS/CUSTOMER NAME: **OPUSD Red Oak**

DESCRIPTION *Prevailing Wage*

**Building B**

B24

Replace 4'x4' section of subflooring and reinforce. \$ 540.00

Check and relevel B24 and 23. \$ 1,400.00

Secure 2x6 exterior fascia trim. \$ 120.00

C42

Cut and install two overflow roof drains in mansard. \$ 920.00

Trip charge \$ 250.00

AMOUNT: \$ 3,230.00

TERMS OF PAYMENT: Net 30 days

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: EM

DATE: 3/2 /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.

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 20, 2018**  
**SUBJECT: B.2.i. AUTHORIZE AND APPROVE MEASURE R PROJECT 18-16R,  
DRAIN REPAIRS AT OAK HILLS ELEMENTARY SCHOOL  
AND OAK PARK HIGH SCHOOL**

ACTION

**ISSUE:** Shall the Board authorize Measure R Project 18-16R, Drain Repairs at Oak Hills Elementary School and Oak Park High School, and award construction contracts associated with this work, to be funded from the Measure R bond fund?

**BACKGROUND:** The District Maintenance Department has been determined that floor drains located in the upper girls and boys restroom at Oak Hills Elementary School and in the C Building staff restroom at Oak Park High School are damaged, posing a potential health hazard at those schools. After using a camera to locate the pipe failure at both schools, it is recommended that the floor drain pipe be replaced at both locations.

The Measure S facility subcommittee, in consultation with administration and maintenance and construction management staff, has identified the need to expedite repairs. To that end, Maintenance staff requested proposals for this work from MM Mechanical and Precision Plumbing, both on the District's approved list of California Uniform Public Contract Cost Accounting Act (CUPCAA) contractors. Only Precision Plumbing was available to perform the repairs in the time frame needed, and its proposals, in the total amount of \$12,144 for both sites, follows this report.

**ALTERNATIVES:**

1. Authorize Measure R Project 18-16R, Drain Repairs at Oak Hills Elementary School and Oak Park High School, and award a construction contract for this work to Precision Plumbing, in the total amount of \$12,144 for both sites, to be funded from the Measure R bond fund.
2. Do not authorize and award a construction contract for this project.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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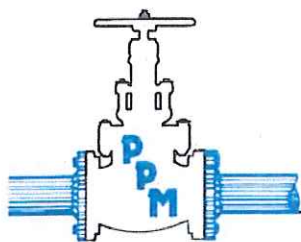
Anthony W. Knight, Ed.D.  
Superintendent

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

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

#12430



# PRECISION Plumbing-Mechanical

5350 Gabbert Road • Moorpark, CA 93021 • (805) 529-4748 • fax (805) 529-5433

## Proposal

Page No.      of      Pages

PROPOSAL SUBMITTED TO <b>Oak Park USD -- Julie Suarez</b>		PHONE <b>(818) 735-3210</b>	DATE <b>2-14-18</b>
STREET <b>5801 E. Conifer St.</b>		JOB NAME <b>Oak Hill Elementary Replace Floor Drains</b>	
CITY, STATE AND ZIP CODE <b>Oak Park, CA 91377</b>		JOB LOCATION <i>HILLS</i> <b>Oak Park High School</b>	
ARCHITECT	DATE OF PLANS	<b>jsuarez@oakparkusd.org</b>	JOB PHONE

We hereby propose to furnish in accordance with specifications below, or on attached pages, all labor and materials necessary to complete the following:

Provide the labor and materials needed to replace existing floor drain, trap, and up to 3' of 2" no-hub waste pipe serving the floor drains in the boys and girls restrooms in the upper grade classroom building

### Inclusions:

1. Remove toilet partitions required to access floor drains.
2. Saw cut and remove 2' x 3' section of concrete floor in each restroom.
2. Excavation and backfill required to replace floor drains.
4. Replace existing floor drains and 2" traps.
5. Concrete patch,
6. Tile patch to match existing as close as possible.
7. Re-install toilet partitions.

### Exclusions:

1. Off hours work.
2. Replacement of more than 3' of drain pipe if required.

**WE PROPOSE** hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

**Seven Thousand Six Hundred Sixty & 00/100-----** dollars (\$ **7,660.00** )

Payment to be made as follows:

**Progress payments; net 15 days.**

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

Authorized  
Signature

*John S. Bascom*

**John Bascom**

Note: This proposal may be withdrawn by us if not accepted within **15** days.

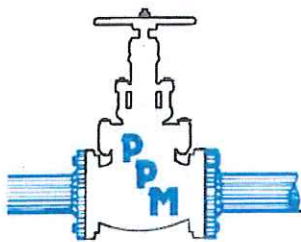
**ACCEPTANCE OF PROPOSAL** The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outline above.

Signature \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

Signature \_\_\_\_\_

#12431



# PRECISION Plumbing-Mechanical

5350 Gabbert Road • Moorpark, CA 93021 • (805) 529-4748 • fax (805) 529-5433

## Proposal

Page No.      of      Pages

PROPOSAL SUBMITTED TO <b>Oak Park USD -- Julie Suarez</b>		PHONE <b>(818) 735-3210</b>	DATE <b>2-14-18</b>
STREET <b>5801 E. Conifer St.</b>		JOB NAME <b>OPHS Replace Floor Drain Bldg. C</b>	
CITY, STATE AND ZIP CODE <b>Oak Park, CA 91377</b>		JOB LOCATION <b>Oak Park High School</b>	
ARCHITECT	DATE OF PLANS	<b>jsuarez@oakparkusd.org</b>	JOB PHONE

We hereby propose to furnish in accordance with specifications below, or on attached pages, all labor and materials necessary to complete the following:

Provide the labor and materials needed to replace existing floor drain, trap, and up to 3' of 2" no-hub waste pipe serving the floor drain in the staff restroom on the north side of building C.

### Inclusions:

1. Saw cut and remove 2' x 3' section of concrete floor
2. Excavation and backfill required to replace floor drain.
3. Replace existing floor drain and 2" trap.
4. Concrete patch,
5. Patch sheet vinyl flooring.

### Exclusions:

1. Off hours work.
2. Replacement of more than 3' of drain pipe if required.

**WE PROPOSE** hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

**Four Thousand Four Hundred Eighty Four & 00/100**----- dollars (\$ **4,484.00** )

Payment to be made as follows:

**Progress payments; net 15 days.**

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

Authorized  
Signature

**John Bascom**

Note: This proposal may be withdrawn by us if not accepted within **15** days.

**ACCEPTANCE OF PROPOSAL** The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outline above.

Signature \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

Signature \_\_\_\_\_



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 20, 2018**  
**SUBJECT: B.2.j. AUTHORIZE PROPOSITION 39 ENERGY GRANT PROJECT 18-17F, PHASE 2 DISTRICTWIDE EXTERIOR LIGHTING UPGRADE**

ACTION

**ISSUE:** Shall the Board authorize Project 18-17F, Phase 2 Districtwide Exterior Lighting Upgrade, funded from the Proposition 39 Energy Funding grant?

**BACKGROUND:** In 2015, the District completed Project 14-20F, Districtwide Exterior Lighting Upgrade, as Phase 1 of upgrading exterior lighting at all district schools, converting to LED fixtures and lamps. District staff is now seeking to complete Phase 2 of this project, once again fully funded by the Proposition 39 energy funding grant. The project scope includes the retrofit of all exterior fixtures not addressed in Phase 1, Includes parking lot light replacements as well as the tennis and basketball courts. Utilizing its list of contractors approved under the California Uniform Public Construction Cost Accounting Act (CUPCCAA), the District solicited a proposal from Taft Electric Company, who performed this work in Phase 1. The three proposals submitted by Taft for this project follow this report for the Board's information. Taft has confirmed that the proposal, in the amount of \$135,782, is based on prevailing wage and that bonds will be provided at an additional 1% of the total proposal amount. The cost for the proposed project is \$137,140, including the required bonds. The budget established for this project is \$135,000 for direct construction, with a 10% contingency of \$13,500, for a total budget of \$148,000.

**ALTERNATIVES:**

1. Authorize Project 18-17F, Phase 2 Districtwide Exterior Lighting Upgrade, and award a contract for this work to Taft Electric Company, in the amount of \$137,140, to be funded from the Proposition 39 Energy Funding grant.
2. Do not approve the project or award a contract for this work.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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

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

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

# TAFT ELECTRIC COMPANY

ELECTRICAL CONTRACTORS

STATE LICENSE NO. 772245

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

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

February 9, 2018

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

**BASE BID ELECTRICAL.....LABOR/LIGHTS \$61,236.....LABOR ONLY \$25,815**

### **BREAK DOWN PER SCHOOL:**

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

### **SCOPE OF WORK:**

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

### **QUALIFICATIONS:**

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

Overtime, weekend and holiday rates do not apply

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

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

### **EXCLUSIONS:**

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

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

Sincerely

Mark Tovias

TAFT ELECTRIC COMPANY

Service Department Manager

Office: 805.654.7925

Cell: 805-207-1163

mtovias@taftelectric.com

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

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

# TAFT ELECTRIC COMPANY

ELECTRICAL CONTRACTORS

STATE LICENSE NO. 772245

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

## **ELECTRICAL PROPOSAL & SCOPE OF WORK** **OPUSD, TENNIS COURT LED RETROFIT-BID #0791**

NOVEMBER 15, 2017

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

**BASE BID ELECTRICAL..... \$52,399**

### **SCOPE OF WORK:**

Swap out 36 existing lights on the tennis court and install new led tennis court shoebox light fixtures.  
Fixtures to be NLS brand VUE-2 TT 96L-1 50K UNV TA/SAT 4 4S BLK. 316 watts per head with a 4' tennis mounting arm

### **QUALIFICATIONS:**

Bid based on work performed during normal working hours of 6:30am-3pm Monday through Friday  
Overtime, weekend and holiday rates do not apply  
Bid includes 2 25' reach scissor lift rentals

### **EXCLUSIONS:**

1. Temporary power and lighting.
2. Cutting, patching and replacement of pavement and sidewalk.
3. All permit costs and fees.
4. Utility charges and fees.
5. Cost of a Bond. We are bondable at 1%.
6. All formed and finished concrete, housekeeping pads, and light pole bases.
7. Access panels, telephone plywood backboards and fire rated cabinet enclosures.
8. HVAC and EMS equipment, devices, low voltage conduit, wire and terminations.
9. Surveying and staking.
10. Trenching and backfill
11. Painting, patching or drywall repair
12. Lighting for voltages over 277 volts

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

Sincerely,



Mark Tovias

TAFT ELECTRIC COMPANY

Service Department Manager

Office: 805.654.7925

Cell: 805-207-1163

mtovias@taftelectric.com

\\fsStorage\Shared\Div 250 Service Dept\Quotes\Quotes\0791- OPUSD TENNIS LIGHTS\OPUSD TENNIS COURT.doc

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

# TAFT ELECTRIC COMPANY

ELECTRICAL CONTRACTORS

STATE LICENSE NO. 772245

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

## ELECTRICAL PROPOSAL & SCOPE OF WORK

**OAK PARK UNIFIED SCHOOL DISTRICT, BASKETBALL LED CHANGE OUT-BID #0792**

**NOVEMBER 13, 2017**

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

**BASE BID ELECTRICAL..... \$22,147**

### **SCOPE OF WORK:**

Change out 12 total existing light fixtures currently on basketball court, Install 12 new Acuity brand DSX2 LED P1 50K TFTM MVOLT SPA DDBXD light fixtures to match parking lot lights. Includes new mounting arm to be installed on square pole.

### **QUALIFICATIONS:**

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

### **EXCLUSIONS:**

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

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

Sincerely,



Mark Toyias

TAFT ELECTRIC COMPANY

Service Department Manager

Office: 805.654.7925

Cell: 805-207-1163

mtovias@taftelectric.com

\\fsStorage\Shared\Div 250 Service Dept\Quotes\Quotes\0792-OPUSD BASKETBALL LIGHTS\OPUSD B BALL COURTS LIGHTS LED.xls.doc

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



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 20, 2018**  
**SUBJECT: B.2.k. APPROVE CHANGE ORDER 1, PROJECT 18-03S, PARKING LOT FENCING AT MEDEA CREEK MIDDLE SCHOOL**

ACTION

**ISSUE:** Shall the Board approve Change Order 1 to the contract with Carter Fence Company, for Measure S Project 18-03S, Parking Lot Fencing at Medea Creek Middle School?

**BACKGROUND:** On January 16, 2018, the Board awarded a construction contract to Carter Fence Company, for Measure S Project 18-03S, Parking Lot Fencing at Medea Creek Middle School. During the course of the project, District staff recommended the removal and replacement of 140 feet of chain link fence on the south side of the middle school parking lot, increasing the fence from 4 feet to 5 feet in height. The changes to the scope and cost of the contract are itemized in the accompanying change order request. The total amount of Change Order 1 is \$13,980, which when added to the original contract amount of \$28,650, increases the contract total to \$42,630. It is recommended by District staff that the Board approve Change Order 1.

**ALTERNATIVES:**

1. Approve Change Order 1 to the contract with Carter Fence Company, for Measure S Project 18-03S, Parking Lot Fencing at Medea Creek Middle School, in the amount of \$13,980, to be funded from the Measure S bond fund.
2. Do not approve Change Order 1.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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

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

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



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

CHANGE ORDER 18-03S-1  
05-05-18

PROJECT NUMBER: 18-03S  
PROJECT NAME: PARKING LOT FENCING AT MEDEA CREEK MIDDLE SCHOOL  
CONTRACTOR: CARTER FENCE CO, INC  
SCOPE OF WORK: SEE ATTACHED

COST:

Original Contract Amount	\$ 28,650.00
Previous Approved Change Orders	\$ 0.00
This Change Order	\$ 13,980.00
Adjusted Contract Amount	\$ 42,630.00

TIME:

Original Contract Completion Date	March 15, 2018
Previous Approved Completion Extension Days	None
Completion days Extension this Change Order	20
Adjusted Contract Completion Date	April 4, 2018

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

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

OAK PARK UNIFIED SCHOOL DISTRICT

CONTRACTOR:

By \_\_\_\_\_

By \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

OPUSD FACILITIES/CONSTRUCTION MANAGER

ARCHITECT/ENGINEER:

By \_\_\_\_\_

By \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Received \_\_\_\_\_ By \_\_\_\_\_ Set \_\_\_\_\_ Comp \_\_\_\_\_

PROPOSAL/CONTRACT

No 95867

Contractor's License #304464

We Also Accept



**CARTER**  
FENCE CO. INC



13207 SHERMAN WAY  
NORTH HOLLYWOOD, CA 91605-4649

(818) 765-0844 (818) 983-1515  
(661) 257-2002 (805) 517-1136  
Fax (818) 765-0360

TO: Oak Park Unifield School District 5801 Conifer street Oak Park, CA 91377

PHONE

(c) 805-264-4133 khenderson@opusd.org Attn: Keith Henderson

DATE

3-2-18

147' LINEAL FEET OF FENCING,  
WITHOUT TOP RAIL, AS SPECIFIED  
HEREIN.

FENCE HEIGHT OVERALL  
5' FT.

INCLUDING None STRANDS  
OF BARBED WIRE

FRAMEWORK TO BE Chain Link (Black)

ORNAMENTAL IRON IS SUBJECT  
TO RUST. PAINT WARRANTY IS  
60 DAYS.

TO FURNISH AS SPECIFIED BELOW FOR INSTALLATION AT AND/OR SHIPMENT TO:

Medea Creek MS-1002 Reddick Rd Oak Park, CA 91377

140' Black Vinyl 9/16" style, appr. 60" in. high (9) ga. 2" mesh

lin. ft. complete fence style, appr. in. high ga. mesh

lin. ft. complete fence style, appr. in. high ga. mesh

lin. ft. complete fence style, appr. in. high ga. mesh

LINE POSTS for 5' (Sch 40) 1 7/8" (Black) 3' feet of (4) 10' feet on center

LINE POSTS for: fence to be O.D. set in feet of concrete, spaced feet on center

MAP PAGE

OFFICE USE ONLY

See: Julie Suarez

(818) 735-3210

jsuarez@opusd.org

DIAGRAM

\* Remove & haul away 140' of existing 4' high chain link fence. Install 147' of new 5' high 9 gauge (12 core) black chain link fence with top rail & bottom tension wire to extend the new fence line to the light pole at the top of the entrance driveway. Install (2) 3 1/2' x 5' high black chain link single gates with standard hardware for customer's padlocks.

140' (Black Sch 40) 1 7/8" O.D.

Lin. ft. of top rail O.D.

CORNER POSTS

2 3/8" (Sch 40) 3' (4) ft. of concrete

CORNER POSTS

(Black) O.D. set in ft. of concrete

END POSTS

O.D. set in ft. of concrete

END POSTS

2 3/8" (Sch 40) 3' (4) ft. of concrete

GATE POSTS

(Black) O.D. set in ft. of concrete

GATE POSTS

2 3/8" (Sch 40) 3' (4) ft. of concrete

Gate Opening O.D. Frame

Gate Opening O.D. Frame

(2) Single Gate 3 1/2' x 5' Opening 15/8" O.D. Frame

Contractors are required by law to be licensed and regulated by the Contractors' State License Board. Any question concerning a contractor may be referred to the Registrar, Contractors' State License Board, P.O. Box 26000, Sacramento, California 95826.

TERMS: 2% Discount if paid in 10 Days / Net 30 Days (No Discount)

Property owned by: \_\_\_\_\_ Taxes, if any, are included in the contract price.

Carter Fence Co., Inc. is not responsible for location or repair of underground utilities, sprinkler lines/systems, and/or location of property and fence lines. Any permits or engineering, if required, is customer's responsibility.

ACCEPTANCE: This proposal, signed this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ becomes a contract when accepted by the seller, subject to the printed conditions on the reverse side hereof, and is not subject to cancellation.

BY \_\_\_\_\_

X

PRICE \$ 13,980.00

\*Note: Quote is based on California prevailing wage with normal working hours M-F

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 20, 2018**  
**SUBJECT: B.2.I. APPROVE CERTIFICATION OF 2017-18 SECOND INTERIM FINANCIAL REPORT AND BUDGET REVISIONS**

ACTION

**ISSUE:** Shall the Board approve a positive certification of the Oak Park Unified School District (OPUSD) 2017-18 Second Interim Financial Report and Budget Revisions?

**BACKGROUND:** Education Code Sections 1240(j), 42130, and 42131 requires the Governing Board of each district to receive and review interim financial reports for specified intervals (July 1-October 31 and July 1-January 31), and to certify the district's ability to meet its financial obligations in the current and two subsequent years. With a balanced budget, a 3% reserve for economic uncertainties, and a multiyear projection demonstrating the ability to meet its financial obligations in the current and two subsequent years, the Administration is pleased to recommend that the Board approve a positive certification for the OPUSD Second Interim Financial statement.

The full Second Interim Financial may be accessed at the following link:  
<https://goo.gl/tSG21Y>

**ALTERNATIVES:**

1. Approve a positive certification of the OPUSD 2017-18 Second Interim Financial Report and Budget Revisions.
2. Do not certify the Second Interim Report.

**RECOMMENDATION:** Alternative 1

Prepared by: Lisa Nilles, Director, Fiscal Services  
Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

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

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 20, 2018**  
**SUBJECT: B.2.m. ADOPT RESOLUTION 18-11, PARTICIPATION IN CSBA CALIFORNIA SCHOOL CASH RESERVE PROGRAM**

ACTION

**ISSUE:** Shall the Board adopt Resolution 18-11 authorizing the District's participation in the Cash Reserve Program sponsored by the California School Boards Association (CSBA) Finance Corporation?

**BACKGROUND:** Through its participation in the CSBA Cash Reserve Program, the District will be able to address its 2018-19 cash flow needs through a tax and revenue anticipation note (TRAN) as part of this cost-effective pooled structure. CSBA Cash Reserve Program is now in its 31st year. In the 2017-18 fiscal year, over 200 school districts, community college districts, and county offices of education were involved in the issuance of more than \$1.5 billion of notes issued through the Program. It is recommended that the Board adopt Resolution No. 18-11, allowing administration to proceed to the next step in the process and take part in this beneficial cash program for schools. As a reminder, the District is not obligated to participate as a result of resolution adoption. The Resolution simply delegates to the administration the right to decide on participation at the time of pricing when the interest cost and reinvestment rates are known.

A summary of the CSBA Cash Reserve Program appears on the following pages. The full text of Resolution No. 18-11 may be accessed at the following link: <https://goo.gl/RDRnpM>

**ALTERNATIVES:**

1. Adopt Resolution No. 18-11 authorizing borrowing of funds for fiscal year 2018-2019, the sale of one or two series of 2018-2019 Tax and Revenue Anticipation Note(s), participation in the California School Cash Reserve Program; and requesting the Board of Supervisors to issue and sell said note(s).
2. Do not adopt Resolution No. 18-11.

**RECOMMENDATION:** Alternative No. 1.

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

Respectfully submitted,

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

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

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

## CALIFORNIA SCHOOL CASH RESERVE PROGRAM

### Sponsored by CSBA Finance Corporation

By passing the resolution before the Board, the District will have the opportunity to participate in the California School Cash Reserve Program sponsored by California School Boards Association Finance Corporation. The Program consistently issues TRANs for more than half of all California school districts, community college districts, and county offices of education that issue TRANs. The 2018-2019 Program will be the 31st year of the Program.

Through participation in the Cash Reserve Program, the District will be able to issue a tax and revenue anticipation note as part of this cost-effective pooled structure. An overview of this cash management concept and the Program is provided below:

***Tax and Revenue Anticipation Notes (TRANs):*** TRANs are short-term debt instruments issued by school districts throughout the State to create an additional reserve to the general fund. This reserve will act as a cushion to the general fund in the event that the District experiences temporary cash flow needs. These cash flow needs may occur as a result of the timing mismatch between the receipt of revenues (generally received in an uneven fashion) and the expenditure of general fund moneys (generally paid out in a more level fashion).

***TRANs Economics:*** Through its participation in the Program, the District will issue a tax-exempt note. The proceeds from the sale of this note, while not needed for cash flow, are invested in a taxable investment. This may result in a positive spread between the borrowing rate and the investment return on the TRAN proceeds.

***Cash Reserve Program Background:*** The first Cash Reserve Program was issued in June of 1988 for six districts with an aggregate issue amount of \$9.6 million. Since that time the Program has grown dramatically in size, servicing the majority of California school district TRAN issuers. Each year the Program has resulted in a significant benefit to the participants. The highlights of the Program are as follows:

- ♦ Participants benefit from a cost-effective and administratively simple method to issue their TRANs
- ♦ Documentation is streamlined for governing board approval
- ♦ Participants benefit from year-round administrative assistance

**California School Cash Reserve Program Description**  
**Page Two**

**Cash Reserve Program Process:**

The Cash Reserve Program involves the following key steps in order to participate:

1. **Adoption of Resolution:** Adoption of the resolution does not obligate the District to participate in the Program. The resolution simply delegates to the administration the right to decide on participation.
2. **Cash Flow and Credit Background Process:** Participants submit a completed credit questionnaire and financial information (including audits, budget, and second period interim cash flow report) that is used to develop an initial pro-forma cash flow statement for 2018-2019. Participants review, revise, and approve their cash flow statement in consultation with Dale Scott & Company, the Program's Financial Advisor. The cash flows are reviewed by Orrick, Herrington & Sutcliffe, the Program's Bond Counsel.
3. **Sale of TRANs:** The pricing of the issue is anticipated to occur in mid June. At that time the interest rate on the notes will be locked-in. The District is not obligated to participate until it acknowledges issuance after the sale of the TRANs.
4. **Closing:** Closing of the issue will occur in early July. The District will have access to the proceeds of the TRAN available to meet its temporary cash flow needs.

It is recommended that the Board adopt the resolution. This will allow administration to proceed to the next step in the process and take part in this beneficial Program for schools. Once again, the District is not obligated to participate as a result of resolution adoption. The Resolution simply delegates to the administration the right to decide on participation prior to the time of TRAN issuance.

**2018-19 FISCAL YEAR**  
**CALIFORNIA SCHOOL CASH RESERVE PROGRAM**  
**Issuance Process**

<b>Step 1</b>	Resolution Adoption February 2018 – April 2018	District's Board adopts program documents and sends signature pages to Dale Scott & Company.
<b>Step 2</b>	Document Preparation March 2018 – April 2018	Send required financial reports to Dale Scott & Company: <ol style="list-style-type: none"><li>1. Audited financial statements for the fiscal years ended June 30, 2015, 2016, and 2017</li><li>2. 2017-18 Second Interim Report (SACS dat file) &amp; second Interim cash flow (SACS dat file or Excel)</li><li>3. Final 2016-17 cash flow</li></ol>
<b>Step 3</b>	Cash Flow Projection May 2018	Dale Scott & Company assists school districts with the preparation of cash flows for individual district TRAN sizing. These cash flows are reviewed by Orrick, Herrington & Sutcliffe, the program's Bond Counsel.
<b>Step 4</b>	Pricing June 2018	District's administration approves all aspects of the pricing including the interest rate on the notes, the investment of proceeds and the final costs of issuance.
<b>Step 5</b>	Closing July 2018	Funds are wired into the district's sub-account held by the Trustee and are invested per the district's instructions. Proceeds begin earning interest from the date of closing.
<b>Step 6</b>	Access Note Proceeds July 2018 – June 2019	Districts access note proceeds for cash flow purposes until final set aside payment is due under the note.



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 20, 2018**  
**SUBJECT: B.2.n. APPROVE ACCEPTANCE OF DONATION**

ACTION

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

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

<b>Site/Program</b>	<b>Gift/Donor</b>	<b>Amount</b>
Oak Park High Rocket Team	Oak Park Education Foundation	\$2,500

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

Respectfully submitted,

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

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 20, 2018**  
**SUBJECT: B.2.o. APPROVE 2018 MEASURE S BOND PRIORITY PROJECTS PLAN**

ACTION

**ISSUE:** Shall the Board Approve 2018 Measure S Bond Priority Projects Plan as recommended by the Measure S Planning Committee?

**BACKGROUND:** At its meeting on November 15, 2016, the Board of Education authorized the Superintendent to form a broad-based district committee for the purpose of developing the priorities and establishing a master plan for the Measure S general obligation bond, based upon the District's comprehensive needs assessment plan.

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 four most recent meetings, held in February and March, 2018, the Committee finalized its recommendation for priority projects to be addressed over the next several years. The Committee's list of priority projects is available at the following link: <https://goo.gl/Cnt3YK>. With the Committee's recommendation for its acceptance and approval by the Board.

**ALTERNATIVES:**

1. Approve the 2018 Measure S Bond Priority Projects Plan as recommended by the Measure S Planning Committee, and direct staff to proceed with its implementation.
2. After discussion, modify and approve the 2018 Measure S Bond Priority Projects Plan, and direct staff to proceed with its implementation.
3. Do not approve the 2018 Measure S Bond Priority Projects Plan.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MARCH 20, 2018**

**SUBJECT: B.2.p. APPROVE RESOLUTION 18-10, AUTHORIZING THE ISSUANCE OF 2018 GENERAL OBLIGATION BOND ANTICIPATION NOTES, AND ACTIONS RELATED THERETO**

ACTION

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**ISSUE:** Shall the Board approve Resolution 18-10, Authorizing the Issuance of 2018 General Obligation Bond Anticipation Notes, and Actions Related Thereto?

**BACKGROUND:** The Measure S Planning Committee, charged with preparing a recommendation to the Board identifying the priority safety, facility, and technology projects to be expedited under the Series B issuance of Measure S bonds, has met multiple times since October 2017. The Committee met most recently on March 12, 2018 to finalize its recommendation, which is included in this evening's meeting for Board action.

At meetings on February 7 and February 20, 2018, the Board received information from the District's bond financial advisor and bond counsel, discussing a potential 2017-18 Series B issuance of Measure S bonds and the various bond structuring options available, including a Bond Anticipation Note (BAN). Based on those discussions, and in order to proceed with the identified priority projects, access state matching funds at the earliest opportunity, and mitigate escalating construction costs, the following funding options are offered for the Board's consideration and action:

1. The Board may elect to defer a decision on bond funding for priority projects until a meeting in September of 2018, at which time the new tax rates will be known. If the tax rates have dropped below \$60 per \$100,000 of assessed valuation, the Board may elect to issue Series B bonds. If the rates have not dropped sufficiently, the Board may instead authorize a BAN at that time.
2. As the current tax rate does not permit the issuance of Series B bonds, the Board may authorize the issuance of a BAN, in an amount not to exceed \$17,740,000, by adopting Resolution 18-10. The full text of the resolution and draft of the BAN Preliminary Official Statement (POS) may be accessed at the following link: <https://goo.gl/PL2b1g>. Adoption of the resolution will provide project funding within an estimated 45-60 days. An overview of the BAN process has been provided by bond counsel and follows this report.
3. The Board may decide to defer beginning any projects until Series B Bonds can be issued, expected to occur in August 2020. To do so would delay the identified priority projects, increasing their cost due to construction costs escalating at a rate of 5%-9% annually, and push out the date that state matching funds could be received.

BOARD MEETING, MARCH 20, 2018  
Approve Resolution 18-10, Authorizing the Issuance of  
2018 General Obligation Bond Anticipation Notes, and  
Actions Related Thereto  
Page 2 of 2

**ALTERNATIVES:**

1. Instead of approving Resolution 18-10, Authorizing the Issuance of 2018 General Obligation Bond Anticipation Notes, and Actions Related Thereto defer a decision on bond funding for priority projects until a meeting in September of 2018, at which time the new tax rates will be known and the Board can decide between issuing Series B of Measure S Bonds or issuing a BAN against Series B.
2. Approve Resolution 18-10, Authorizing the Issuance of 2018 General Obligation Bond Anticipation Notes, and Actions Related Thereto
3. Defer beginning any new projects until Series B bonds can be issued, expected to occur in August 2020.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

## **OVERVIEW – RESOLUTION 18-10**

### **RESOLUTION 18-10 A RESOLUTION OF THE BOARD OF EDUCATION OF THE OAK PARK UNIFIED SCHOOL DISTRICT, VENTURA COUNTY, CALIFORNIA AUTHORIZING THE ISSUANCE OF 2018 GENERAL OBLIGATION BOND ANTICIPATION NOTES, AND ACTIONS RELATED THERETO**

#### **BACKGROUND**

An election was held in the Oak Park Unified School District on November 8, 2016 for the issuance and sale of general obligation bonds of the District for various purposes in the maximum amount of \$60,000,000 (“Measure S”). The District has previously issued one series of general obligation bonds pursuant to Measure S, in the aggregate principal amount of \$15,000,000. The District desires to issue its second series of obligations under Measure S, in the form of bond anticipation notes (“BANs”), in a maximum par amount of \$17,740,000.

(a) BAN Resolution. This resolution authorizes the issuance of the second series of debt pursuant to the Authorization in the form of BANs. The resolution specifies the basic terms, parameters and forms of the BANs, and approves the form of Preliminary Official Statement and Continuing Disclosure Certificate described below. In particular, Section 3 of the Resolution establishes the maximum aggregate principal amount of the BANs to be issued (\$17,740,000) and the maximum term of borrowing (five years). The Resolution states the maximum underwriting discount (1%), with respect to the BANs, and authorizes the bonds to be sold at a competitive sale, and authorizes Piper Jaffray & Co., the District’s Financial Advisor, to solicit bids from prospective bidders, and award the sale of the Bonds on the basis of the lowest true interest cost. The BANs are authorized to be issued as either current interest notes or capital appreciation notes, or some combination thereof. Pursuant to the BAN Resolution, the District will covenant to issue bonds pursuant to Measure S, renewal BANs, or certificates of participation, or some combination thereof, in an amount sufficient to pay the BANs at maturity.

(b) Form of Preliminary Official Statement. The Resolution approves the form of a Preliminary Official Statement (“POS”) that is the offering document describing the BANs which may be distributed to prospective purchasers of the BANs. The POS discloses information with respect to among other things (i) the proposed uses of proceeds of the BANs, (ii) the terms of the BANs (interest rate, redemption terms, etc.), (iii) the bond insurance policy for the BANs, if any, (iv) the security for repayment of the BANs (the subsequent issuance of Bonds, which will be secured by an unlimited *ad valorem* tax), (v) information with respect to the District’s tax base (upon which such *ad valorem* taxes may be levied), (vi) District financial and operating data, (vii) continuing disclosure with respect to the BANs and the District, and (viii) absence of litigation and other miscellaneous matters expected to be of interest to prospective purchasers of the BANs. Following the pricing of the BANs, a final Official Statement for the BANs will be prepared, substantially in the form of the POS.

(c) Form of the Continuing Disclosure Certificate. The form of the Continuing Disclosure Certificate can be found in APPENDIX C to the POS. Effective July 3, 1995, all underwriters of municipal bonds, are obligated to procure from a bond issuer a covenant that such public agency will annually file “material financial information and operating data with respect to the District” through the web-based Electronic Municipal Market Access (“EMMA”) system maintained by the Municipal Securities Rulemaking Board (which is the federal agency that regulates “broker-dealers,” including investment bank firms that underwrite municipal obligation issuance). This requirement is expected to be satisfied by the filing of the District’s audited financial statements and other operating information about the District, in the same manner the District has filed in connection with prior bond issuances. The purpose of the law is to provide investors in the Bonds with current information regarding the District. Similar laws have governed the corporate debt market for many years.

## **OVERVIEW – RESOLUTION 18-10**

**Page 2 of 2**

### **FISCAL IMPACT**

There is no fiscal impact to the General Fund resulting from the issuance of the BANs. However, when the BANs mature, the District will be obligated to issue Bonds, renewal BANs, or certificates of participation in amount sufficient to pay the BANs. To the extent the District is obligated to issue certificates of participation to pay the BANs, payments in connection with certificates of participation would be made from the general fund.

TO: MEMBERS, BOARD OF EDUCATION  
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT  
DATE: MARCH 20 2018  
SUBJECT: B.2.q. APPROVE ARCHITECTURAL SERVICES AGREEMENTS FOR MEASURE S PRIORITY PROJECTS 18-18S, 18-19S, 18-20S, AND 18-21S

ACTION

**ISSUE:** Shall the Board of Education approve architectural services agreements for Measure S Priority Projects 18-18S, 18-19S, 18-20S, and 18-21S with HED Architects?

**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. In order to expedite this work, the Board is asked to approve proposals submitted by HED Architects, which include basic service fees and reimbursable expenses, for the following Measure S projects:

Project	Title/Description	Fee
18-18S	Classroom Replacement (4), Phase 1, Brookside Elementary School	\$ 241,500
18-19S	Modernize Administration & Core Support Facilities, Oak Hills Elementary School	\$ 317,700
18-20S	Classroom Replacement (7), Red Oak Elementary School	\$ 301,250
18-21S	Classroom Replacement (6), Medea Creek Middle School	\$ 275,400
<b>Total Authorization Requested</b>		<b>\$ 1,135,850</b>

The full proposals may be accessed at the following link: <https://goo.gl/c9mUEG>

**ALTERNATIVES:**

1. Approve architectural services agreements with HED Architects for Measure S Priority Project 18-18S, in the amount of \$241,500, Project 18-19S, in the amount of \$317,700, Project 18-20S, in the amount of \$301,250, and Project 18-21S, in the amount of \$275,400.
2. Do not approve the architectural services agreements.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted:

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

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

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

**TO: BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 20, 2018**  
**SUBJECT: B.3.a. APPROVE ADDITIONAL NOVEL FOR MEDEA CREEK MIDDLE SCHOOL 7<sup>th</sup> GRADE HUMANITIES**

ACTION

**ISSUE:** Shall the Medea Creek Middle School add an additional novel in support of its humanities curriculum?

**STATEMENT:** Medea Creek Middle School would like to add an additional book to its humanities program. The book is *Peter Pan*, and a description is provided for the Board's reference. This book is being submitted for approval based on the Curriculum's Council recommendation.

**ALTERNATIVES:** 1. Approve the request for an additional novel at Medea Creek Middle School.  
2. Do not approve the request for an additional novel at Medea Creek Middle School.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted:

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

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

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



## 7<sup>th</sup> Grade Humanities

Dear Curriculum Council,

I would like to solicit your approval for the following text: *Peter Pan* by J.M. Barrie. This text will be used in the seventh grade Language Arts class. I have included a summary of the book and its features, taken from Barnes&Noble. This classic will be the foundation of a comprehensive unit that focuses on the appreciation and relevance of classic literature. Students will practice reading comprehension skills, and focus on the literary element, theme. An analysis of literary elements from the text will culminate in a differentiated Response to Literature Essay based on theme or characterization. Historical context, the significance of the author's life, and different mediums through time will also be explored.

### ***Peter Pan* – J.M. Barrie**

ISBN-10: 1-59308-213-4

ISBN-13: 978-1-59308-213-0

Paperback \$7.95 Hardcover \$6.95

*Peter Pan*, by J.M. Barrie, is part of the *Barnes & Noble Classics* series, which offers quality editions at affordable prices to the student and the general reader... Here are some of the remarkable features of *Barnes & Noble Classics*:

- New introductions commissioned from today's top writers and scholars
- Biographies of the authors
- Chronologies of contemporary historical, biographical, and cultural events
- Footnotes and endnotes
- Selective discussions of imitations, parodies, poems, books, plays, paintings, operas, statuary, and films inspired by the work
- Study questions to challenge the reader's viewpoints and expectations
- Indices & Glossaries, when appropriate

All editions are beautifully designed and are printed to superior specifications. *Barnes & Noble Classics* pulls together a constellation of influences—biographical, historical, and literary—to enrich each reader's understanding of these enduring works. *Peter Pan* first flew across a London stage in 1904, overwhelming audiences with its tale of a magical boy who never grows up, who lures young Wendy and her brothers to Neverland where they meet pirates, Indians, fairies, and the Lost Boys. Following the play's astonishing success, J. M. Barrie revised and expanded the story and published it as this novel. For children, it remains a marvelous mix of fantasy and adventure, featuring unique, imaginative characters, who frisk and frolic in an enchanting land...The story of Peter and the Lost Boys works on a much deeper level, speaking to them about the inevitable loss of childhood and the ability "to fly." The climactic duel between the "proud and insolent youth" (Peter Pan) and the "dark and sinister man" (Captain Hook) is both a swashbuckling romp and a moving metaphor for the complex, poignant struggle between innocent but irresponsible youth and tainted but dependable maturity. Neither side wins, for the one inevitably becomes the other. Of course, the ageless Peter Pan is the happy exception ([barnesandnoble.com](http://barnesandnoble.com)).

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 20, 2018**  
**SUBJECT: B.3.b. APPROVE UPDATED TECHNOLOGY ACCEPTABLE USE POLICY FOR STUDENTS**

ACTION

**ISSUE:** Shall the Board approve updated Technology Acceptable Use Policy (AUP) for District students?

**BACKGROUND:** The district aims to promote a digital learning environment that is respectful, secure, and responsible. The Student Technology Acceptable Use Policy has been updated to reflect the district's shift toward greater use of online learning resources and collaboration tools (Google G-Suite) and the deployment of a take home 1-to-1 Chromebook program. Language has been streamlined and the entire document has been restructured to make it more readable and understandable. Procedures for how parents may Opt-Out of student online account creation or Media Release have also been updated with more detail and clarifications.

At its meeting on March 13, 2018, the District's Technology Committee reviewed and approved the updated AUP, and voted unanimously to present it to the Board for approval. The recommended update of the Technology Acceptable Use Policy for students is attached for the Board's information and review.

**ALTERNATIVES:**

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

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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

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

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

# OPUSD Student Technology Acceptable Use Policy

Oak Park Unified School District (“OPUSD” or “District”) offers its educational community a wide range of technologies to support teaching and learning. The District is committed to promoting a respectful, secure, and responsible learning environment in all areas of the educational setting, including the digital context. This Technology Acceptable Use Policy (“AUP”) provides students and parents (all further references to “parents” in this AUP include parents or legal guardians) with the rules, expectations, and guidance for a student’s appropriate use of District technology.

Use of District technology shall comply with all OPUSD Board policies and procedures, including, but not limited to, Board Policy 6163.4, as well as all applicable federal and state laws. California Education Code 48900 also applies to this AUP. Education Code 48900 describes a school’s jurisdiction over student activity and discipline to include:

- (1) *While on school grounds.*
- (2) *While going to or coming from school.*
- (3) *During the lunch period whether on or off the campus.*
- (4) *During, or while going to or coming from, a school-sponsored activity.*

District “technology” includes all tools and resources including but not limited to: **District-owned computing devices and peripherals** (e.g., computers, laptops, tablets, removable storage devices, wearable technology, interactive classroom projection systems, etc.); **District network and communication devices/services** (telephones, wired and wireless networks including WiFi access points, emergency radios, email systems, file servers, etc.); **District-managed online services** (such as G-Suite/Google Apps For Education, EADMS, Aequitas Q Student Information System, etc.); access to all online collaboration and information sources; and any and all future technological innovations.

The advent of online learning spaces, particularly those managed by the District (including Google’s G-Suite/Google Apps for Education), expands the concept of class time beyond the school campus. Students should consider their use of District-provided online accounts a school-sponsored activity so that their actions and behaviors while online using school accounts and interacting with others falls under the purview of this AUP. This is particularly true in District 1-to-1 take-home mobile device programs.

OPUSD supports and encourages students’ First Amendment right to free speech, but a student’s communication that adversely impacts a school’s instructional environment (e.g., making others feel unsafe while on campus **or in a district managed online collaboration tool**) may not be speech protected by the Constitution-- even if it occurs off campus (See, U.S. Supreme Court ruling in *Tinker v. Des Moines Independent Community School District*). Students are cautioned to communicate responsibly while online at all times to ensure the school environment remains safe and welcoming to all.

Before a student is authorized to use District technology, a student and his/her parent must acknowledge that they have read, understood, and signed this AUP. By using District technology students and parents agree to the following:

1. By using District technology, whether from personal or District-owned devices, students and parents grant specific consent, as defined by the California Electronic Communications Privacy Act (also known as “CalECPA” or Senate Bill 178), for the District to review and monitor all electronic communication information and electronic device information created with, stored on, or transmitted via District technology.
2. The District may monitor or access any and all student use of District technology without any further advanced notice. Students have no reasonable expectation of any right to privacy while

using District technology, which, as stated above, includes any and all files and communications traveling over or stored on its network, or while using District provisioned accounts and online resources including email and online collaboration tools at any time.

3. Students must abide by all school policy and procedures as outlined in their school's Student Handbook when using District technology. The inappropriate use of technology while on campus or through District managed accounts off campus may result in school discipline.
4. Electronic devices are only permitted for educational uses while on campus. Students who play games, text message, or attempt to access social networking websites or applications during class time without the consent, direction, and supervision of a teacher may have the privilege to use District technology suspended or revoked. Repeated violations may result in more severe discipline.
5. The District may act as an authorized agent for the creation of online student accounts solely for educational purposes in accordance with state and federal student information privacy laws (COPPA, FERPA, SOPIPA, etc.). District managed student accounts may include but are not limited to: online accounts created to access Google G-Suite (Google Apps for Education), Apple iCloud/Classroom, Microsoft Office365, and access to other apps, programs, or online services and digital curriculum resources.
6. Cellular phones and personal electronic devices may be brought to campus and used only under the following specific circumstances.
  - a. **Elementary & Middle School Policy Specifics:** Cellular phones and personal electronic devices must be turned off and stowed during school hours, including non-class time (e.g., recess, nutrition, lunch).
  - b. **High School Policy Specifics:** Cellular phones and personal electronic devices may be used during non-class time (e.g., nutrition, lunch), in a manner that abides by this AUP.

Students who bring cell phones or other personal electronic devices to school do so at their own risk. Students and parents release the District from liability due to loss, damage, or theft, or loss of use of the device, even if confiscated. All personal devices brought to school by students must be kept in the **OFF position** and out of view during class time unless allowed by the classroom teacher or administrator and under their direct supervision. Students may use cell phones or other personal electronic during class time **only if under the direct supervision and instruction of a teacher or administrator**. Failure to comply may result in the immediate confiscation of the device, and the District will only return the device to a student's parent.

7. School issued and personal cell phones or other electronic devices (especially any device with a camera or recording capability) may not be turned on or taken out of its covered carrying case/bag in a bathroom or locker room. If a student is found with a device turned on or out in the open in either of these locations the device will be confiscated immediately and may result in more severe discipline/consequences.
8. The data that students create, store and transmit using District technology is not private and is considered the property of the District. Personally, owned cell phones and other electronic devices will **not** be searched unless there is a reasonable suspicion, under the circumstances, that the student is violating school rules, District policy, or the law. (*New Jersey v. T.L.O.*)
9. Any content created by students (including text, posts, comments, images, or video) may be shared appropriately online by the District, the school, or the student's teacher. The District holds the safety of its students in the highest regard. However, the ability to share information and teach responsible digital citizenship is also vital to the educational process. This includes the use of e-mail, school learning management systems, online collaboration tools, classroom

photo sharing services, and other social media avenues when applicable under the guidelines of the District's Best Practices of Social Media in Education document ([link](#)).

10. The District may use images and videos of students for marketing and community outreach including on the school and district's website and print materials. Parents may decline to allow this by completing a **Student Media Release Opt Out Form** obtained from the school office and a signature of receipt on that form from their child's school office manager or designee. This Opt Out Form must be completed annually.

11. The following activities or uses of technology are prohibited to ensure a **respectful** digital learning environment:

- Using technology to threaten, bully, or harass others by sending, accessing, uploading, downloading, or distributing text, images, or other materials or means that are offensive, threatening, profane, obscene, or sexually suggestive or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs.
- Recording video or audio of other students or staff without their permission.
- Searching for, accessing, possessing, or forwarding lewd, sexually suggestive, graphically violent, or derogatory/demeaning images and/or media files. (Possession, distribution, production, and solicitation of any sexually explicit content where a minor is identifiable may constitute trafficking in child pornography - AB 2536 Pupil Discipline and Safety: Cyber Sexual Bullying)
- Posing online as someone other than themselves.
- Using District issued devices or network to search for and/or access repositories of illegal content, content that may cause harm to the District's network, or content that promotes, encourages, or teaches students how to commit an illegal act (e.g., bomb-making, pirating electronic media, intentionally causing harm, etc.).
- Bypassing (or attempting to) the District's internet content filter through a web proxy, anonymizers, or other means from a District or personal computing device.

12. The following activities or uses of technology are strictly prohibited to ensure a **secure** digital learning environment:

- Circumventing network security measures or attempting to access confidential, private, or restricted information on the District's network or district managed online services.
- Sharing one's passwords or access to online accounts with anyone other than the student's parent or trusted adult.
- Logging into a device or service with the account of another student or a staff member or otherwise gaining access to their files and accounts without their permission.
- Sharing or publishing personal information online such as a phone number, home address, financial information, social security numbers, family issues, login credentials, and passwords.
- Destroying, damaging, defacing, or rendering unusable any property (both physical property like a computer, or virtual, such as a web page) belonging to the District or another person.
- Altering a District device's settings in a manner to cause confusion, frustration, or loss of use to other users (changing backgrounds, homepages, dock, network configurations, account logins, etc.).

- Using or installing viruses, malware, keyloggers, spyware, or other software/hardware that can be used to damage the District's network, harvest other users' login information and other data, or propagate unwanted messages or files.
13. The following activities or uses of technology are strictly prohibited to ensure a **responsible digital learning environment**:
- Plagiarism or other forms of academic dishonesty
  - Illegally downloading, storing, installing, or transmitting copyrighted materials without the proper license or permissions. The District explicitly forbids student use of torrenting software or services on the District network.
  - Stealing other's intellectual property including text, music, movies, and software, or using them without the appropriate citation or expressed permission in accordance with Copyright Laws and Fair Use guidelines or any other applicable laws.
  - Using or visiting social networking sites (e.g., Facebook, Instagram, Twitter, Vine, etc.) during class time for non-educational purposes during class time.
  - Use of instant messaging or chat rooms not directly related to instruction (including texting, picture messaging, and audio and video messaging) during class time.
  - Publishing personal information including private events and images (e.g., weekend plans or a party/event that not everyone in the class is invited to) or using social media to share images to brag about events to purposefully make others feel left out or uncomfortable.
14. Everything students put online can create a permanent digital footprint that remains out of their control. Students should be mindful of the digital trail they create for themselves – it is like a tattoo which is almost impossible to erase. Apps, websites, and software that claim to delete information may still leave a permanent record accessible to others. Students should not assume their online presence will remain private and should conduct themselves online expecting that any and all data they furnish could be accessible to a wider audience such as admissions officers and potential employers in the future.
15. All OPUSD academic and behavioral policies and expectations apply to all technology use on campus while using District technology or personal devices or any off-campus use of technology that may cause serious disruption at school. The District reserves the right to intervene when off-campus (including online) issues are brought to its attention that have the potential to impact school climate and safety. Student activity online when logged in to the district Google account may be monitored and filtered when students are off campus.
16. Students whose behavior or device repair record indicates careless use or abuse of school issued devices or other District technology will be referred for appropriate disciplinary action consistent with this AUP.
17. The District can impose disciplinary action as a result of any violation of Board Policy or this AUP including one or more of the following:
- An increase in the supervision of a student's use of District technology.
  - The confiscation of a device.
  - Limitation or cancellation of a student's user privileges.
  - Discipline including but not limited to detention, suspension, and expulsion in accordance with the student behavior and discipline policies outlined in a student's school Student Handbook or applicable law.
  - Legal action in accordance with Board Policy or law.
  - Reimbursement of expenses.

As the District works to fulfill its mission of preparing students for higher education and an evolving workforce, it will increasingly utilize tools and resources that are housed online and accessed through the internet. Online accounts are necessary for web based file storage and collaboration tools such as Google Drive, Google Classroom, Google Docs, and District administered Google email, as well as other educational web-based resources. Web- and cloud-based services permit online distribution and hand-in of student assignments, online-based class discussions and collaboration activities, web-based curriculum or learning resources, and, in some grade levels, student email.

District provisioned student accounts will comply with state and federal student privacy requirements. In California, the Student Online Personal Information Protection Act SOPIPA (AB1584, SB1777, and AB1442) creates privacy standards for all online services catering to K-12 education in California and prevents them from advertising to students, building digital profiles about them, or selling harvested student information to other parties. The District believes these restrictions provide a safe environment for students to utilize accounts that are created by the District for accessing online educational resources and services.

The federal Child Online Privacy and Protection Act (COPPA) allows school districts to provide consent on a parent's behalf to create online accounts that may collect student information **limited to the educational context and for no other commercial purpose**. OPUSD operates under these guidelines to create and manage online student accounts. Parents may choose to opt out of this implied parental consent by obtaining the **Student Online Account Opt-Out Form** from their child's school office, completing the form, scheduling a conference with the school principal, and signing the Opt-Out form in the presence of the principal who will sign receipt of the form after discussing reasons for and the consequences of opting out.

Parents and students should be aware that opting out of District managed online accounts for students can significantly impact a student's ability to participate in some class lessons and activities and may also impair students from learning state-mandated digital citizenship **principles** and practicing responsible digital behaviors taught in class. It might also make it more difficult for them to receive assignments, participate in online collaborative class projects, submit work to their teacher, or access online lessons, digital textbooks, and online tutorials. **Because the District's progressive use of technology to enhance learning is part of its core values, parents recognize the importance of allowing the District to carry out its mission to promote responsible digital citizenship and safe online practices and behaviors for all students through creating and maintaining online student accounts.**

As part of the District's graduated digital citizenship training strategy, **students will not be allowed access to email services in grades DK-2** even though the District will assign each K-2 student a Google login. **Students in grades 3-8 will have limited email** functionality which allows them to send and receive emails with their teacher and other students within the District, but not the "outside world" unless it is to a specific pre-approved site/destination for a particular assignment. The District will grant **students in grades 9-12 more access to send and receive emails with individuals and organizations outside of the District**, but all email communications must be for educational purposes and the District may monitor them.



## Responsible Digital Citizenship for Students - Highlights

1. **Be aware of what you post online.** Social media venues including wikis, blogs, photo and video sharing sites are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see.
2. **Follow the school's code of conduct** when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
3. **Be safe online.** Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. Do not share your password with anyone besides your teachers and parents.
4. **Linking to other websites to support your thoughts and ideas** is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
5. **Do your own work!** Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste others' thoughts. When paraphrasing another's idea(s) be sure to cite your source with the URL. It is good practice to hyperlink to your sources.
6. **Be aware that pictures may also be protected under copyright laws.** Verify you have permission to use the image or it is under Creative Commons attribution.
7. **How you represent yourself online is an extension of yourself.** Do not misrepresent yourself by using someone else's identity.
8. **Blog and wiki posts should be well written.** Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work be sure it is in the spirit of improving the writing.
9. If you run across **inappropriate material** that makes you feel uncomfortable, or is not respectful, **tell your teacher right away.**
10. **Abide by the full Student Technology Acceptable Use Policy** - [www.opusd.org/aup](http://www.opusd.org/aup)



## **Student Technology Acceptable Use Policy Acknowledgement Page**

Parents and students are to acknowledge receipt, reading, and understanding the contents of this AUP on an annual basis. These policies are in effect whenever a student uses or accesses District technology, including but not limited to, the District network or District managed online accounts. Parents and students agree to abide by the AUP as a condition for using District technology.

### **Notice of Student Online Account Opt-Out Form**

According to the Federal Children Online Privacy Protection Act (COPPA), the District must allow parents to opt out of the District's plans to create and manage online student accounts used for educational purposes. Parents may obtain the **Student Online Account Opt-Out Form** from the school office, schedule a conference with the school principal, and then complete and sign the Opt-Out Form in the presence of the principal who will countersign receipt of the form after a discussion about the reasons for and the consequences of opting out. If parents do not submit a Student Online Account Creation Opt-Out Form, the District shall assume implied consent to the District creating and managing online accounts for their child(ren) in order to provide access to educational materials, services, and online storage of student information.

### **Notice of Student Photo and Media Release Opt-Out Form**

In accordance with California Education Code section 49076 and Title 34 of the Code of Federal Regulations, the District considers photographs (including digital photos) to be directory information and thus may be used by the District for non-commercial purposes including digital, online, and traditional publications. Parents may opt-out of the use of student photos by the District by completing the **Media Release Opt-Out Form** that may be obtained from the school office and submitting the completed form to the school office annually with a countersignature.

By using District technology resources after reading this AUP, we (parent and student) agree to not hold the District, or any District staff, responsible for the failure of any technology protection measures or users' mistakes or negligence and agree to indemnify and hold harmless the District and District staff for any damages or costs incurred as is required by Board Policy 6163.4.

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 20, 2018**  
**SUBJECT: B.3.c. APPROVE STAFF DEVELOPMENT AGREEMENT WITH TEACHERS COLLEGE READING AND WRITING PROJECT**

**ACTION**

**ISSUE:** Shall the Board of Education enter into an agreement for staff development with Columbia University's Teachers College Reading and Writing Project for July 23-26?

**STATEMENT:** This agreement is to provide staff development for K-5 general and special educators for the ELA adoption approved by the Board in April, 2017.

**ALTERNATIVES:**

1. Approve Staff Development Agreement with Teachers College Reading and Writing Project and authorize the Superintendent to sign the agreement on behalf of the District.
2. Do not approve Staff Development Agreement with Teacher College Reading and Writing Project.

**RECOMMENDATION:** Alternative #1

Respectfully submitted,

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

Prepared by:  
Jay Greenlinger, Ed.D., Director of Curriculum and Instruction

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

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

March 9, 2018

Jay Greenlinger  
Oak Park USD  
5801 Conifer Street  
Oak Park, CA 91377

Dear Jay,

This letter describes Summer 2018 contract between Reading Writing Project Network, LLC and Oak Park USD for professional development services to be rendered by the Network to the district. The specific arrangements outlined here were developed over the past weeks through conversations between Reading Writing Project Network, LLC staff and district personnel.

Your district has agreed to purchase services totaling **\$24,000**.

These services include:

Home Grown Summer Reading Institute		#	Cost	Subtotal
Grades K-5				
July 23-26, 2018				
1. Professional Development and Site based coaching as detailed:				
• 4 On site days with a Primary Staff Developer		4	\$2,900	\$11,600
• 4 On site days with a Senior Upper Grade Staff Developer		4	\$3,100	\$12,400

**\*\* All travel expenses are included in the above fees. \*\***

TOTAL	\$24,000
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***\*\*Please review the contract attachment for important information regarding your institute.***

***\*\*Please know if you are not able to fill the sections, we don't allow partnering school districts to take extra spots.***

***\*\*Please be advised that we must have this contract back and signed no later than April 6<sup>th</sup>, 2018 or we will not be able to reserve the presenters to work with your district.***

#### **Payment**

We send our billing statements on a monthly basis, and will expect payment within 6 weeks of being invoiced. After 8 weeks, a 10% late fee will be added to your invoice.

**There is a \$250 fee for any pre-invoicing**

#### **Audio and Video Recording**

Making recordings of any portion of this conference is unlawful and violates the rights of RWPN and the presenters. RWPN reserves all rights to bring legal action against any individuals believed to have

engaged in unlawful recording, copying, sharing, or posting and/or any other violation of law, including without limitations copyright and privacy laws.

### **Cancellations**

Once you sign this contract, we will reserve time to work with you. If, at a later date, budgetary or other constraints make it necessary for you to rescind on this agreement then;

- You will be charged for any non-refundable expenses.
- We will work together to reschedule the visit if it is at all possible.
- If a rescheduled visit is not possible, there will be a 50% charge on any dates for which we have more than one month's notice and a 75% charge for any cancellations with less than one month's notice. **These fees also apply to the cancellation of institute sections (presenters).**
- If the cancellation occurs after the staff development consultant has departed for the scheduled visit due to a "force majeure" (such as, but not limited to a public emergency or calamity ie: snowstorm, blizzard, war, strike, fire), there will be a 50% fee for the scheduled visit to compensate the staff development consultant for the loss of work.

We assume that you share our commitment to making this work productive so that it makes a difference in your schools. If we determine the constraints are such that we are unable to provide a high level of teacher education, we reserve the right to cancel further work in your schools. In such case, we will be available for discussion; however, the situation will have to be remedied to our mutual satisfaction in order for us to continue the work.

**If the information in this letter is correct, please sign this letter and return it to Kathy Neville.** If there is a discrepancy between the specific details in this letter and your understanding of our agreement please email Kathleen Neville at: [kathy@readingandwritingproject.com](mailto:kathy@readingandwritingproject.com) or call 917-484-1482.

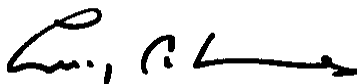
To help you prepare accurate purchase orders, **please note that payment should be made to:**

**Reading Writing Project Network, LLC**  
**18 Pelham Lane**  
**Ridgefield, Connecticut 06877**  
**(EIN 30-0017231)**

**\*\*1099 form is not necessary for an "S" corporation**

We look forward to working together this summer.

Sincerely,



Lucy McCormick Calkins  
Founding Director

Copy to Kathy Neville

Reading and Writing Project Network, LLC Contract

This Agreement dated on this 20th day of March, 2018 by and between Oak Park USD and Reading Writing Project Network, LLC

The parties hereby agree to the terms, provisions and conditions of this agreement as stated:

Signed by \_\_\_\_\_ Date \_\_\_\_\_  
Anthony W. Knight  
Superintendent, Oak Park Unified School District

**TO: BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 20, 2018**  
**SUBJECT: B.4.a REVIEW UPDATED ASSESSMENTS OF THE BOARD  
APPROVED 2017-18 GOALS AND MORAL IMPERATIVES**

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DISCUSSION

**ISSUE:** Shall the Board of Education review the updated assessments of the Board approved 2017-18 Goals and Moral Imperatives?

**BACKGROUND:** At its August 15, 2017, regular meeting the Board of Education approved the 2017-2018 Goals and Moral Imperatives. The Leadership Team has been adding assessments to these documents. At this time, the Board will review those updates.

This document is posted on the District website and can be reviewed at this link: <http://www.oakparkusd.org/Goals-Moral-Imperatives>

**RECOMMENDATION:** At Board's discretion.

Respectfully submitted,

---

Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MARCH 20, 2018**

**SUBJECT: B.4.b. APPROVE RESOLUTION #18-12, CALLING FOR SUPPORT OF AB 2808 TO INCREASE LOCAL CONTROL FUNDING FOR CALIFORNIA'S PUBLIC SCHOOLS**

ACTION

**ISSUE:** Shall the Board approve Resolution #18-12, Calling for Support of AB 2808 (Muratsuchi) to Increase Local Control Funding for California's Public Schools?

**BACKGROUND:** California is the nation's most populous and wealthiest state and has the sixth largest economy in the world, and the largest Gross Domestic Product (GDP) of any state in the nation. Despite California's leadership in the global economy, the state falls in the nation's bottom quintile on nearly every measure of public K-12 school funding and school staffing.

California funds schools at roughly \$1,961 per student less than the national average, which translates to approximately \$3,462 per student when adjusted for California being a high-cost state. It's time that California end decades of underinvestment in public schools and provide the resources needed to offer all students a high-quality education.

To that end, we urge the State Legislature to pass AB 2808, and the Governor to sign, this critical legislation that would fund California public schools at a level that is equal to or above the average of the top 10 states.

**ALTERNATIVES:**

1. Approve Resolution #18-12, Calling for Support of AB 2808 (Muratsuchi) to Increase Local Control Funding for California's Public Schools.
2. Do not approve Resolution #18-12.

**RECOMMENDATION:** Alternative No. 1

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

**RESOLUTION NO. 18-12  
BEFORE THE GOVERNING BOARD  
OF THE OAK PARK UNIFIED SCHOOL DISTRICT  
VENTURA COUNTY, CALIFORNIA**

**Resolution Calling for Support of AB 2808 (Muratsuchi) to Increase  
Local Control Funding for California's Public Schools**

**WHEREAS**, California is the nation's most populous and wealthiest state and has the sixth largest economy in the world, and the largest Gross Domestic Product (GDP) of any state in the nation; and

**WHEREAS**, despite California's leadership in the global economy, the state falls in the nation's bottom quintile on nearly every measure of public K-12 school funding and school staffing; and

**WHEREAS**, California ranks 45<sup>th</sup> nationally in the percentage of taxable income spent on education, 41<sup>st</sup> in per-pupil funding, 45<sup>th</sup> in pupil-teacher ratios and 48<sup>th</sup> in pupil-staff ratios; and

**WHEREAS**, K-12 school funding has not substantially increased, on an inflation-adjusted basis, for more than a decade; and

**WHEREAS**, under the Local Control Funding Formula (LCFF), state funding for K-12 schools has only this year recently returned to levels predating the Great Recession of 2007; and

**WHEREAS**, the modest revenue increases since the implementation of the LCFF have been eroded by rapidly increasing costs for health care, pensions, special education, transportation and utilities; and

**WHEREAS**, 58 percent of California's public school students are eligible for free and reduced-price lunch — 13 percent above the national average — and 23 percent of California students are English learners, more than twice the national average; and

**WHEREAS**, California's investment in public schools is out of alignment with its wealth, its ambitions, its demographics and the demands of a 21<sup>st</sup>-century education; and

**WHEREAS**, California funds schools at roughly \$1,961 per student less than the national average, which translates to approximately \$3,462 per student when adjusted for California being a high-cost state; and

**WHEREAS**, California trails the average of the top 10 states by almost \$7,000 in per-pupil funding; and

**WHEREAS**, in order to prepare our students for participation in a democratic society and an increasingly competitive, technology-driven global economy, California must fund schools at a level sufficient to support student success; and

**WHEREAS**, if California is to close opportunity and achievement gaps and create a public school system that offers consistently high levels of education, the State must provide schools with the resources to meet the needs of their specific populations; and,

**WHEREAS**, the Governor's proposed 2018-19 budget would fully fund the LCFF and once that occurs there is not a mechanism to increase LCFF Targets; and,

**WHEREAS**, Assembly Member Al Muratsuchi has introduced AB 2808, which would increase LCFF base, supplemental and concentration grant funding to a level that is equal to or above the average of the top 10 states, as called for in State Constitution; and,

**NOW, THEREFORE BE IT RESOLVED**, that the governing board of the Oak Park Unified School District supports AB 2808 and urges the State Legislature to pass, and the Governor to sign, this critical legislation that would fund California public schools at a level that is equal to or above the average of the top 10 states.

**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 March, 2018, by the following vote:

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

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

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

ABSTAIN: \_\_\_\_\_

\_\_\_\_\_, President  
Governing Board  
Oak Park Unified School District  
Ventura County, California

I, Barbara Laifman, Clerk of the Governing Board of the Oak Park Unified School District, County of Ventura, State of California, do hereby certify that the foregoing is a true copy of the resolution adopted by said Board at a regular meeting thereof, at the time and by the vote therein stated, which original resolution is on file in the office of said Board.

\_\_\_\_\_, Clerk  
Governing Board  
Oak Park Unified School District  
Ventura County, California



**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MARCH 20, 2018**

**SUBJECT: B.5.a. 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 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. Board Policy 3517 is being submitted with recommended changes from CSBA.

**ALTERNATIVES:**

1. Approve the amendment to Board Policy 3517 – Facilities Inspection.
2. Do not amend Board Policy 3517 – Facilities Inspection.
3. Adopt a modified version of the amendment to Board Policy 3517 – Facilities Inspection.

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

Respectfully submitted,

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

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

~~BP~~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)

OPUSD maintenance engineers shall annually inspect all areas - interior and exterior.

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.

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~~BP~~AR3517(b)

56. 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, 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. Structural 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.

78. 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 ~~P~~pest 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.

113. 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

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*BP*AR 3517(c)

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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 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)

124. 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 are~~ 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 p~~Playground 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~~

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~~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.~~

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 every November 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 Accountability 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

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STATE ALLOCATION BOARD, OFFICE OF PUBLIC SCHOOL CONSTRUCTION PUBLICATIONS

Facility Inspection Tool: School Facility Conditions Evaluation

WEB SITES

CSBA: <http://www.csba.org>

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, ~~Williams settlement:~~

[http://www.opsc.dgs.ca.gov/Programs/William\\_Legislation\\_Default.htm](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, 3-20-2018

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MARCH 20, 2018**

**SUBJECT: B.5.b. APPROVE AMENDMENT OF BOARD POLICY 5121 –  
GRADES/EVALUATION OF STUDENT ACHIEVEMENT – First  
Reading**

**ACTION**

**ISSUE:** Should the Board of Education approve amendment of Board Policy 5121 – Grades/Evaluation of Student Achievement?

**BACKGROUND:** Board Policy 5121 updated to reflect research-supported best practices regarding grading, including the separation of nonacademic factors from students' academic grades. Policy also adds optional paragraph on reports of student progress on specific academic standards. Board Policy 5121 is being submitted with recommended changes from CSBA and District staff.

**ALTERNATIVES:**

1. Approve the amendment of Board Policy 5121 – Grades/Evaluation of Student Achievement.
2. Do not approve the amendment Board Policy 5121 – Grades/Evaluation of Student Achievement.

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

Respectfully submitted,

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

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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Students

BP 5121(a)

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## Grades/Evaluation of Student Achievement

The Governing Board believes that grades serve a valuable instructional purpose by helping students and parents/guardians understand performance expectations and identifying the student's areas of strength and those areas needing improvement. Parents/guardians and students have the right to receive course grades that represent an accurate reflection of what the student has learned and an evaluation of the student's ~~achievement~~ academic growth and performance.

(cf. 5020 - Parent Rights and Responsibilities)  
(cf. 5125.2 – Withholding Grades, Diploma or Transcripts)

The Superintendent or designee shall establish a uniform grading system ~~based on standards~~ that ~~apply~~ shall be applied to all students in that course and grade level. ~~Principals shall ensure that student grades conform to this system.~~ Teachers shall inform students and parents/guardians how ~~student achievement~~ academic performance will be evaluated in the classroom.

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

A teacher shall base a student's grades solely on ~~impartial, consistent observation of~~ the quality of the student's academic work and his/her independent and consistent mastery of course content based on ~~and~~ district standards. Students shall have ~~the multiple opportunity~~ opportunities to demonstrate this mastery through a variety of methods ~~such as including~~, but not limited to, tests, projects, portfolios, and/or class discussion as appropriate. ~~classroom participation, homework, tests and portfolios.~~ Other elements that are not a direct measure of knowledge and understanding of course content, such as attendance, effort, student conduct, and work habits, shall not be factored into the academic grade but may be reported separately. Extra credit in the academic grades shall only be given to students when the points reflect mastery of course content.

(cf. 6011 - Academic Standards)  
(cf. 6162.5 – Student Assessment)

Whenever a student misses an assignment or assessment due to an excused absence, he/she shall be given full credit for subsequent satisfactory completion of the assignment or assessment, according to a mutually agreed upon timeline for submission between the student and teacher.

(cf. 6154 - Homework/Makeup Work)

Students in grades K-5 shall receive report cards at the end of each trimester grading period. The reports for Trimesters 1 and 2 will communicate the progress students have made toward specific learning goals. The final report card will communicate whether or not students have



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demonstrated mastery of specific academic skills with consistency and independence. The elementary report card may also contain social-emotional marks.

At all grade levels, report cards may include reports of student progress on specific academic standards applicable to the course and grade level.

When reporting student performance to parents/guardians, teachers may add narrative descriptions, observational notes, and/or samples of classroom work in order to better describe student progress in specific skills and subcategories of achievement.

A report card for a student with a disability may contain information about his/her disability, including whether that student received special education or related services, provided that the report card informs parents/guardians about their child's progress or level of achievement in specific classes, course content, or curriculum. However, transcripts that may be used to inform postsecondary institutions or prospective employers of the student's academic achievements shall not contain information disclosing the student's disability.

*(cf. 5125 - Student Records)*  
*(cf. 6159 - Individualized Education Program)*  
*(cf. 6164.6 - Identification and Education Under Section 504)*

~~The teacher of each course shall determine the student's grade.~~ The A grade assigned by the teacher shall not be changed by the Board or the Superintendent except as provided by law, Board policy, or ~~and~~ administrative regulation. (Education Code 49066)

*(cf. 5125.3 - Challenging Student Records)*

~~Students in K-5 shall receive narrative evaluations and standards based marks in order to give parents/guardians more information about their children's developmental levels and also promote students' self-esteem and experiences of success.~~

~~*(cf. 5125 - Student Records)*~~

## Effect of Absences on Grades

~~Students with excessive unexcused absences may be given a failing grade and not receive credit for the class(es).~~

~~*(cf. 5113 - Absences and Excuses)*~~

~~If a student misses class without an excuse and does not subsequently turn in homework, take a~~

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~~test or fulfill another class requirement which he/she missed, the teacher may lower the student's grade for nonperformance.~~

~~(cf. 6154 - Homework/Makeup Work)~~

The Superintendent or designee shall determine the methodology to be used in calculating students' grade point average (GPA), including the courses to be included within the GPA and whether extra grade weighting shall be applied to Advanced Placement, International Baccalaureate, honors, and/or concurrent postsecondary courses.

(cf. 6141.4 - International Baccalaureate Program)

(cf. 6141.5 - Advanced Placement)

(cf. 6172 - Gifted and Talented Student Program)

(cf. 6172.1 - Concurrent Enrollment in College Classes)

## Legal Reference:

### EDUCATION CODE

41505-41508 Pupil Retention Block Grant

48070 Promotion and retention

48205 Excused absences

48800-48802 Enrollment of gifted students in community college

48904-48904.3 Withholding grades, diplomas, or transcripts

49066 Grades; finalization; physical education class

49067 Mandated regulations regarding ~~pupil's~~ student's achievement

~~49067 Mandated regulations regarding student's achievement~~

49069.5 Students in foster care, grades and credits

51242 Exemption from physical education based on participation in interscholastic athletics

69432.9 Cal Grant program; notification of grade point average

76000-76002 Enrollment in community college

### CODE OF REGULATIONS, TITLE 5

10060 Criteria for reporting physical education achievement, high schools

30008 Definition of high school grade point average for student aid eligibility

### UNITED STATES CODE, TITLE 20

1232g Family Education Rights and Privacy Act (FERPA)

6101-6251 School-to-Work Opportunities Act of 1994

### CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy Act

### COURT DECISIONS

Owasso Independent School District v. Falvo, (2002) ~~534 U.S. 426~~ ~~122 S.Ct. 934~~

Las Virgenes Educators Association v. Las Virgenes Unified School District, (2001) 86 Cal.App.4th 1

Swany v. San Ramon Valley Unified School District, ~~(N.D. Cal. 1989)~~ 720 F.Supp. 764

Johnson v. Santa Monica-Malibu Unified School District Board of Education, (1986) 179 Cal. App.-3d 593

## Management Resources:

~~CDE~~ CSBA PUBLICATIONS

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~~Aiming High: High Schools for the 21<sup>st</sup> Century, 2002~~

~~Taking Center Stage: A Commitment to Standards-Based Education for California's Middle Grades Students, 2001~~

~~2001~~

~~Elementary Makes the Grade! 2000~~

~~Research-Supported Strategies to Improve the Accuracy and Fairness of Grades, Governance Brief, July 2016~~

~~U.S. DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS CORRESPONDENCE~~

~~Report Cards and Transcripts for Students with Disabilities, October 17, 2008~~

~~What The Research Says About Standards Based Grading Matt Townsley & Tom Buckmiller, Ph.D. Jan 2016~~

## WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

California Student Aid Commission: <http://www.csac.ca.gov>

U.S. Department of Education, Office of Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

Adopted: 5-24-78

Amended: 5-15-84, 8-5-92, 9-17-02, 11-17-09, 3-20-2018

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Series 5000

Students

AR 5121(a)

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## Grades/Evaluation Of Student Achievement

The Superintendent or designee shall inform teachers of the district's policy regarding grading, including expectations that grades shall be based on factors that directly measure students' knowledge and skills in the content area and shall not include nonacademic factors.

~~Written~~ Report cards displaying students' ~~grades~~ academic performance and progress in each subject or course shall be distributed to parents/guardians at the end of each grading period. Parents/guardians shall be offered an opportunity to meet with their child's teacher(s) to discuss the grades and strategies to improve their child's performance.

*(cf. 6020 – Parent Involvement)*

Whenever it becomes evident to a ~~student~~ teacher that a student is in danger of failing a course, the teacher shall arrange a conference with the student's parent/guardian or send the parent/guardian a written report. (Education Code 49067)

*(cf. 5123 – Promotion/Acceleration/Retention)*

For each student in grades 9-12, the Superintendent or designee shall maintain a transcript recording the courses taken, the term that each course was taken, credits earned, final grades, and date of graduation.

*(cf. 5125 – Student Records)*

*(cf. 6146.1 – High School Graduation Requirements)*

## Grades for ~~Achievement~~ Academic Performance

For grades K-~~5~~3, students' level of progress for the first two grading periods shall be reported as follows:

*Area of Strength (S), Making Progress (P), Not Yet (N)*

For the third and final grading period, students' level of progress shall be reported as follows:  
*Meets Grade Level Standard or Does Not Yet Meet Grade Level Standard*

“Area of strength” and “meets grade level standard” means the student consistently and independently demonstrates the skill at the time marks are reported.

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~~O~~ — Outstanding  
~~S~~ — Satisfactory  
~~N~~ — Needs Improvement

For grades ~~64~~-12, grades for ~~achievement~~ academic performance shall be reported for each grading period as follows:

A	(90-100%)	Outstanding Achievement	4.0 grade points
B	(80-89%)	Above Average Achievement	3.0 grade points
C	(70-79%)	Average Achievement	2.0 grade points
D	(60-69%)	Below Average Achievement	1.0 grade points
F	(0-59%)	Little or No Achievement	0 grade points
I		Incomplete	0 grade points

An Incomplete ~~is~~ shall be given only when a student's work is not finished by the end of the grading period because of illness or other excused absence. If not made up within six weeks, the Incomplete shall become an F.

The following applies only when a school reports weighted GPA to post-secondary institutions: Because of the more rigorous nature of Advanced Placement, International Baccalaureate, honors, and concurrent postsecondary courses, students receiving a grade of A, B, or C in those courses shall receive extra grade weighting as follows:

A	(90-100%)	Outstanding Achievement	5.0 grade points
B	(80-89%)	Above Average Achievement	4.0 grade points
C	(70-79%)	Average Achievement	3.0 grade points

(cf. 6141.4 - International Baccalaureate Program)

(cf. 6141.5 - Advanced Placement)

(cf. 6172 - Gifted and Talented Student Program)

(cf. 6172.1 - Concurrent Enrollment in College Classes)

## Grades for Physical Education

No grade of a student participating in a physical education class may be adversely affected due to the fact that the student, because of circumstances beyond his/her control, does not wear standardized physical education apparel. (Education Code 49066)

(cf. 6142.7 - Physical Education and Activity)

Student performance in high school physical education courses shall be based upon evaluation of the student's individual progress, attainment of goals in each instructional area, tests designed to determine skill and knowledge, and physical performance tests. (5 CCR 10060)

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High school students using interscholastic athletic participation to fulfill physical education requirements, as authorized by Education Code 51242, may be graded on this participation provided a teacher credentialed to teach physical education supervises this participation and assigns the grade.

*(cf. 6145.2 - Athletic Competition)*

## Grades for College Courses

When the district has approved a student to receive district credit for coursework completed at a community college or four-year college, he/she shall receive the same letter grade as is granted by the college.

## Grades for Citizenship and Work Habits, ~~Study Skills, and Effort~~

Any gGrades assigned for citizenship, ~~study skills, and~~ or work habits, such as effort or study skills shall be reported as follows:

- O Outstanding
- S Satisfactory
- N Needs Improvement

## Pass/Fail Grading

The Superintendent or designee may identify courses or programs for which students may, with parent/guardian permission, elect to earn a Pass or Fail grade instead of an a letter ~~A-F~~ grade.

Students who receive a Pass grade shall acquire the appropriate semester units of credit for the course. The grade shall not be counted in determining class rank, honors list, or membership in the California Scholarship Federation. Students who receive a ~~a~~ Fail grade shall not receive credit for taking the course.

## Peer Grading

At their discretion, teachers may use peer grading of student tests, papers, and assignments as appropriate to reinforce lessons.

*(cf. ~~5125 - Student Records~~)*

## Repeating Classes

With the approval of the principal or designee, a student may repeat a course in order to raise his/her grade. Both grades received shall be entered on the student's transcript, but the student

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shall receive credit only once for taking the course. The highest grade received shall be used in determining the student's overall grade point average (GPA).

## Withdrawal from Classes

A student who drops a course during the first six weeks of the grading period may do so without any entry on his/her permanent record card. A student who drops a course after the first six weeks of the grading period shall receive an F grade on his/her permanent record, unless otherwise decided by the principal or designee because of extenuating circumstances.

## Effect of Absences on Grades

Teachers who ~~may~~ choose to withhold class credit because of excessive unexcused absences shall so inform ~~the~~ students and parents/guardians of such a possibility at the beginning of the school year or semester. When a student reaches the number of unexcused absences defined as excessive in Board policy, the student and parent/guardian shall again be notified of the district's policy regarding excessive unexcused absences.

*(cf. 5113 - Absences and Excuses)*

*(cf. 5113.1 - Chronic Absence and Truancy)*

The student and parent/guardian shall have a reasonable opportunity to explain the absences. (Education Code 49067)

If a student receives a failing grade because of excessive unexcused absences, the student's record shall specify that the grade was assigned because of excessive unexcused absences. (Education Code 49067)

Grades for a student in foster care shall not be lowered if the student is absent ~~from school~~ for any reason specified in Education Code 49069.5.

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

## Grade Point Average

The Superintendent or designee shall calculate each student's GPA using the grade point assigned to each letter grade in accordance with the scale described in the section "Grades for Academic Performance" above. The grade points for all applicable coursework shall be totaled and divided by the number of courses completed. Pass/Fail grades shall not be included in the determination of a student's GPA.

*(cf. 5126 - Awards for Achievement)*

*(cf. 6145 - Extracurricular and Cocurricular Activities)*

# **OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION**

*Series 5000*

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*AR 5121(e)*

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When plus and minus designations are added to letter grades, they shall not be considered in determining GPA.

Each academic year, the Superintendent or designee shall provide to the Student Aid Commission the GPA of all district students in grade 12, except for students who have opted out or are permitted by the rules of the Student Aid Commission to provide test scores in lieu of the GPA. (Education Code 69432.9)

Adopted: 9-17-02

Amended: 7-09, 7-15, 3-20-2018



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 20, 2018**  
**SUBJECT: B.5.c. APPROVE AMENDMENT TO BOARD POLICY AND  
ADMINISTRATIVE REGULATION 5131.6 – ALCOHOL AND  
OTHER DRUGS – First Reading**

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**ACTION**

**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 5131.6 – Alcohol and Other Drugs?

**BACKGROUND:** Board Policy 5131.6 updated to reflect the goals and purposes of the federal Student Support and Academic Enrichment Grants program, as established by the Every Student Succeeds Act. Policy also deletes material on drug and alcohol master plans and county primary prevention programs, since the related laws repealed on their own terms. Regulation updated to reflect District practices. Board Policy 5131.6 is being submitted with recommended changes from CSBA and District Administrators.

**ALTERNATIVES:** 1. Approve the amendment to Board Policy 5131.6 – Alcohol and Other Drugs.  
2. Do not amend Board Policy 5131.6 – Alcohol and Other Drugs.

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5131.6(a)

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## Alcohol And Other Drugs

The Governing Board believes that the use of alcohol or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. ~~The Board desires to keep district schools free of alcohol and other drugs and desires that every effort be made to reduce student use of these substances. The Board perceives this effort as an important step towards preventing violence, promoting school safety and creating a disciplined environment conducive to learning.~~ The Superintendent or designee shall develop comprehensive programs and activities to foster safe, healthy, and drug-free environments that support academic achievement.

~~The Superintendent or designee shall develop, implement and evaluate a comprehensive prevention and intervention program that is coordinated with other school and community-based services and programs. The district's program shall be scientifically based and designed to prevent or reduce alcohol or other drug use and the possession and distribution of illegal drugs. It shall include primary prevention activities such as decision-making skills and conflict management, instruction, referral to a rehabilitation program, enforcement/discipline, activities that promote the involvement of parents/guardians and coordination with appropriate community agencies and organizations.~~

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 1020 - Youth Services)*

*(cf. 4020 - Drug and Alcohol-Free Workplace)*

~~*(cf. 5138 - Conflict Resolution/Peer Mediation)*~~

*(cf. 6020 - Parent Involvement)*

~~The Superintendent or designee shall clearly communicate to all students, staff and parents/guardians the district's policies, regulations and school rules related to the use of alcohol and other drugs on school campuses or at school activities. Information about program needs and goals shall be widely distributed in the community.~~

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

*(cf. 5131.61 - Drug Testing)*

*(cf. 5131.62 - Tobacco)*

~~*(cf. 5131.63 - Steroids)*~~

~~*(cf. 5144.1 - Suspension and Expulsion/Due Process)*~~

~~The Board expects staff to conduct themselves in accordance with the district's philosophy related to alcohol and other drugs. Staff should help students see themselves as responsible partners in efforts to maintain a safe, constructive school climate.~~

*(cf. 5137 - Positive School Climate)*

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5131.6(b)

The district's alcohol and drug prevention and intervention programs shall be coordinated with other school and community-based services and programs and shall promote the involvement of parents/guardians. The Superintendent or designee may collaborate with the county office of education, community-based organizations, health providers, law enforcement agencies, local child welfare agencies, postsecondary institutions, businesses, and other public and private entities in program planning, implementation, and evaluation.

~~The Board also encourages the establishment of site level advisory groups to assist in promoting alcohol and drug-free schools.~~

(cf. 1020 - Youth Services)

(cf. 1220 - Citizen Advisory Committees)

(cf. 6020 - Parent Involvement)

Prevention and intervention programs and activities may include, but are not limited to: (20 USC 7118)

1. Evidence-based drug and violence prevention activities and programs that educate students against the use of alcohol, tobacco, cannabis, smokeless tobacco products, ~~and~~ electronic smoking devices, and nicotine products. ~~cigarettes~~

(cf. 5131.62 - Tobacco)

2. Professional development and training for school staff, specialized instructional support personnel, and interested community members on drug prevention, education, early identification, intervention mentoring, recovery support services, and, where appropriate, rehabilitation referral

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

3. School-based mental health services, including early identification of drug use and referrals to counseling services, and/or partnerships with public or private health care entities that have qualified mental and behavioral health professionals

(cf. 5141.6 - School Health Services)

4. Programs and activities that provide mentoring and school counseling to all students, including students who are at risk of drug use and abuse

Instruction

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5131.6(c)

The district shall provide science-based preventative instruction which has been proven effective in helping students avoid the use of alcohol and other drugs. ~~Comprehensive, age-appropriate K-12 instruction shall address the legal, social, personal and health consequences of drug and alcohol use, promote a sense of individual responsibility, and inform students about effective techniques for resisting peer pressure to use alcohol and other drugs.~~

*(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)*

*(cf. 6142.8 - Comprehensive Health Education)*

*(cf. 6143 - Courses of Study)*

All instruction and related materials shall consistently state that unlawful use of alcohol or other drugs is ~~wrong and harmful~~ prohibited. Instruction shall not include ~~the concept of any message on~~ responsible use of drugs or alcohol when such use is illegal. ~~(20 USC 7114, 7162;~~ (Health and Safety Code 11999.2)

~~Teachers shall be trained to answer students' questions related to alcohol and drugs and to help students obtain and use current and accurate information, develop and maintain a positive self-concept, take positive actions to cope with stress, and use appropriate social and personal skills to resist involvement with alcohol and other drugs.~~

*(cf. 4131 - Staff Development)*

~~*(cf. 6142.2 - AIDS Prevention Instruction)*~~

*(cf. 6142.8 - Comprehensive Health Education)*

*(cf. 6143 - Courses of Study)*

The district shall offer staff development activities for staff who implement the comprehensive drug and alcohol prevention and intervention program.

Intervention, Referral, and ~~Recovering~~ Student ~~Support~~ Assistance Programs

~~The Board believes that effective interventions should be available to assist students who use alcohol~~

The Superintendent or ~~other drugs~~ School designee shall inform school staff, students, and parents/guardians ~~shall be informed~~ about early warning signs ~~and symptoms~~ which may indicate alcohol and other drug use and about appropriate agencies offering intervention programs, counseling, referral, and other student assistance programs. ~~The district shall help recovering students to avoid reinvolvement with alcohol and other drugs by providing school and/or community service activities designed to increase students' sense of community.~~

~~*(cf. 6142.4 - Learning Through Community Service)*~~

The Board strongly encourages any student who is using alcohol or drugs to discuss the matter

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5131.6(d)

with his/her parent/guardian or with any staff member. Students who disclose their use of alcohol or other drugs when seeking help from an intervention or recovery program shall not be disciplined for such use.

*(cf. 5141.52 - Suicide Prevention)*

## Enforcement/Discipline

~~The Superintendent or designee~~ Students shall ~~take appropriate action to eliminate possession~~ not possess, use, or ~~sale of~~ sell alcohol ~~and/or~~ other drugs and related paraphernalia on school grounds, ~~or at school events, or in any situation in which the school is responsible for the conduct and well-being of students.~~ School authorities may search students and school properties for the possession of alcohol and other drugs in accordance with law, Board policy and administrative regulations ~~sponsored activities.~~

*(cf. 3513.3 - Tobacco-Free Schools)*

*(cf. 3513.4 - Drug and Alcohol Free Schools)*

*(cf. 5131 -- Conduct)*

*(cf. 5131.61 - Drug Testing)*

*(cf. 5131.63 - Steroids)*

*(cf. 5145.11 - Questioning and Apprehension by Law Enforcement)*

*(cf. 5145.12 - Search and Seizure)*

~~Students possessing, using or selling alcohol or other drugs or related paraphernalia at school or at a school event shall be subject to disciplinary procedures including suspension or expulsion in accordance with law, Board policy and administrative regulations. Such students also may be referred to an appropriate counseling program, transferred to an alternative placement, and/or be restricted from extracurricular activities, including athletics.~~

The Superintendent or designee shall clearly communicate to all students, staff, and parents/guardians the district's policies, regulations, and school rules related to the use of alcohol and other drugs.

Any student found by the Board to be selling a controlled substance listed in Health and Safety Code 11053-11058 shall be expelled in accordance with BP/AR 5144.1 - Suspension and Expulsion/Due Process. A student found to have committed another drug or alcohol offense, including possession or intoxication, shall be referred to appropriate behavioral interventions or student assistance programs, and may be subject to discipline on a case-by-case basis.

*(cf. 5144 -- Discipline)*

*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

*(cf. 6145 -- Extracurricular and Cocurricular Activities)*

## Program Evaluation

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5131.6(e)

The Board and Superintendent shall agree upon performance measures that will be used to monitor and determine the effectiveness of district programs in reducing drug and alcohol use. The Superintendent or designee shall periodically report to the Board on the effectiveness of district activities in achieving identified objectives and outcomes. (20 USC 7116)

(cf. 0500 - Accountability)

Legal Reference:

BUSINESS AND PROFESSIONS CODE

25608 Alcohol on school property; use in connection with instruction

EDUCATION CODE

44049 Known or suspected alcohol or drug abuse by student

44645 In-service training anabolic steroids

48900 Suspension or expulsion (grounds)

48900.5 Suspension, limitation on imposition; exception

48901 Smoking or use of tobacco prohibited

48901.5 Prohibition of electronic signaling devices

48902 Notification of law enforcement authorities; civil or criminal immunity

48909 Narcotics or other hallucinogenic drugs

48915 Expulsion; particular circumstances

49602 Confidentiality of pupil information

51202 Instruction in personal and public health and safety

51203 Instruction on alcohol, narcotics and restricted dangerous drugs

51210 Areas of study

51220 Areas of study, grades 7 to 12

51260-~~69~~51269 Drug ~~Education~~-education

60041 Instructional materials

60110-60115 Instructional materials on alcohol and drug education

BUSINESS AND PROFESSIONS CODE

25608 Alcohol on school property; use in connection with instruction

HEALTH AND SAFETY CODE

11032 Narcotics, restricted dangerous drugs and marijuana; ~~construction of terms used in other divisions~~

11053-11058 Standards and schedules

11353.6 Juvenile Drug Trafficking and Schoolyard Act

11357 Unauthorized possession of marijuana; ~~punishment; prior conviction;~~ possession in school or on school grounds

11361.5 Destruction of arrest or conviction records

11372.7 Drug program fund; uses

11802 Joint school-community alcohol abuse primary education and prevention program

~~11998-11998.3 Drug and Alcohol Abuse Master Plans~~

11999-11999.3 Alcohol and drug program funding; no unlawful use

124175-124200 Adolescent family life program ~~(Department of Health Services)~~

PENAL CODE

13860-13864 Suppression of drug abuse in schools-

VEHICLE CODE

13202.5 Drug and alcohol related offenses by person under age of 21, but aged 13 or over; ~~suspension, delay, or restriction of driving privileges~~

WELFARE AND INSTITUTIONS CODE

**OAK PARK UNIFIED SCHOOL DISTRICT  
BOARD POLICY**

Series 5000

Students

BP 5131.6(f)

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828 *Disclosure of information re minors*

828.1 *Disclosure of criminal records; protection of vulnerable staff & students*

UNITED STATES CODE, TITLE 20

5812 *National education goals*

7101-~~7184 Safe~~7122 *Student Support* and ~~Drug-Free Schools and Communities Act~~*Academic Enrichment Grants*

*Management Resources:*

*WEB SITES*

California Department of Education, Alcohol, Tobacco and Other Drug Prevention: ~~<http://www.cde.ca.gov/ls/he/at>~~  
<http://www.cde.ca.gov/ls/he/at>

California Healthy Kids: ~~<http://www.californiahealthykids.org>~~ <http://www.californiahealthykids.org>

~~U.S. Department of Education, Office of Safe and Drug-Free Schools:-  
<http://www.ed.gov/about/offices/list/osdfs/index.html>~~

*Office of Safe and Healthy Students: <https://www2.ed.gov/about/offices/list/oese/oshs>*

Adopted: 5-24-78

Amended: 5-15-84, 5-20-86, 9-17-02, 11-16-04, [3-20-18](#)

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5131.6(a)

## Alcohol And Other Drugs

### Instruction

The curriculum of all elementary and secondary schools shall include instruction on the effects upon the human body, as determined by science, of tobacco, [nicotine](#), alcohol, narcotics, dangerous drugs as defined in Health and Safety Code 11032, and other dangerous substances. Instruction shall be sequential in nature and suited to meet the needs of students at their respective grade level. (Education Code 51203, 51260)

*(cf. 5131.62 -- Tobacco)*

In grades 1 ~~through~~ 6, instruction in drug education should be given in health courses required by Education Code 51210. (Education Code 51260)

In grades 7 ~~through~~ 12, instruction in drug education shall be conducted in health courses and in any other appropriate area of study required by Education Code 51220. (Education Code 51260)

*(cf. 6142.8 - Comprehensive Health Education)*

Secondary school instruction shall [also](#) include a study of the effects of alcohol and other drugs upon prenatal development. (Education Code 51203)

*(cf. 6143 - Courses of Study)*

~~Students~~ [Instruction](#) shall ~~receive instruction~~ [be provided](#) by appropriately trained instructors ~~about who have demonstrated competencies, as determined by the nature and effects of alcohol and other drugs, including dangerous drugs defined by Health and Safety Code 11032.~~ [principal or designee, in the following areas:](#) (Education Code 51260)

~~Site administrators shall determine that drug education instructors possess: (Education Code 51260)~~

1. The ability to interact with students in a positive way
2. Knowledge of the properties and effects of tobacco, [nicotine](#), alcohol, narcotics, dangerous drugs, and shared drug apparatus
3. Effective teaching skills and competency in helping students to express opinions responsibly and to become aware of their values as they affect drug-use decisions

### Intervention

District staff shall intervene whenever students use alcohol or other illegal drugs while on school



# OAK PARK UNIFIED SCHOOL DISTRICT

## ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5131.6(b)

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property or under school jurisdiction. Staff members who ~~believe~~ have a reasonable suspicion that a student may be under the influence of alcohol or drugs or be in possession of alcohol or drugs shall immediately notify the principal or designee.

If the principal or designee, in his/her professional capacity or in the course of his/her employment, knows, observes or suspects that a student may be under the influence of alcohol or drugs, he/she may notify the parent/guardian. (Education Code 44049)

School staff shall not disclose confidential information provided during counseling by a student 12 years of age or older. A school counselor may report such information to the principal or parent/guardian only when ~~they believe~~ he/she believes that disclosure is necessary to avert a clear and present danger to the health, safety or welfare of the student or other persons living in the school community. The school counselor shall not disclose such information to the parent/guardian if he/she believes that the disclosure would result in a clear and present danger to the student's health, safety or welfare. (Education Code 44049, 49602)

(cf. 5022 - Student and Family Privacy Rights)

(cf. 5141 ~~—~~ Health Care and Emergencies)

(cf. 6164.2 ~~—~~ Guidance/Counseling Services)

Adopted: 10-15-80

Amended: 5-15-84, 5-20-86, 9-17-02, 7-04, 3-20-18

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MARCH 20, 2018**

**SUBJECT: B.5.d. APPROVE AMENDMENT TO BOARD POLICY 6154 –  
HOMEWORK/MAKEUP WORK - First Reading**

**ACTION**

**ISSUE:** Should the Board of Education approve the amendment to Administrative Regulation 6154 – Homework/Makeup work?

**BACKGROUND:** Board Policy 6154 updated for consistency with BP 5121 - Grades/Evaluation of Student Achievement and research on effective grading practices, including optional language providing for full credit to be given for makeup work satisfactorily completed within a reasonable time, regardless of whether the absence is due to an excused or unexcused absence. Policy is updated to reflect recent research on homework at various grade spans. Policy also addresses guidelines for the assignment of homework, communication of homework expectations to students and parents/guardians, and resources to assist students in completing homework and developing good study habits. Exhibits added to establish homework guidelines for Medea Creek Middle School and Oak Park High School.

**ALTERNATIVES:**

1. Approve the amendment of Administrative Regulation 6154 – Homework/Makeup Work.
2. Do not approve the amendment Administrative Regulation 6154 – Homework/Makeup Work.

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

Respectfully submitted,

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

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6154(a)

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## Homework/Makeup Work

The Governing Board recognizes that purposefully designed homework assignments can be a valuable extension of student learning time ~~and assist students in developing good study habits~~. Additionally, the Board recognizes that recent research indicates homework has very little or no benefits for elementary students, increased benefits for middle school students, and considerable benefits for high school students. (Cooper, 1989, Cooper et al. 2006, Trautwein & Koller, 2003).

The Governing Board ~~recognizes~~ believes that academic work is only one part of a student's life. Time for play and the pursuit of personal interests, time with family, and time for rest are also important aspects of a child's development. This policy means to ensure that students are able to develop outside interests, spend time with family, and have adequate rest.

~~(cf. 6011 - Academic Standards)~~

The Superintendent or designee shall collaborate with school ~~ensure that~~ administrators and teachers to develop and regularly review guidelines for the assignment of homework and the related responsibilities of students, staff, and parents/guardians. Guidelines and expectations will be developed and regularly reviewed for each grade span (DK-5, 6-8, 9-12). ~~implement an effective homework plan at each school site. As needed, teachers may receive training in designing relevant, challenging and meaningful homework assignments that reinforce classroom learning objectives. Teachers' expectations related to homework may be addressed in their evaluations.~~

The Board recognizes that homework is an extension of a teacher's classroom instruction, and should therefore reflect aspects of the teacher's classroom instruction. (Epstein & Van Voorhis, 2001). Homework shall be developmentally appropriate, differentiated, and within a student's ability to complete independently. The Board expects that the number, frequency, and degree of difficulty of homework assignments will increase with the grade level and the maturity of students. In older grade spans (6-8 & 9-12), effective homework influences a student's ability to meet the district's academic standards.

The Board believes that teaching is a reflective practice. In planning homework assignments teachers will reflect on and consider individual student needs, an estimated time for completion, and a ~~clearly stated~~ clear purpose.

Homework shall be assigned only when necessary to support specific learning goals, enable students to complete unfinished assignments, or review and apply academic content for better understanding in a way that cannot be accomplished during class time. Effective homework provides students the opportunity to develop academic and independent learning skills.

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6154(b)

~~homework contributes toward building responsibility, self-discipline and life-long learning habits, and that time spent on homework directly influences students' ability to meet the district's academic standards. The Board expects students, parents/guardians and staff to view homework as a routine and important part of students' daily lives.~~

*(cf. 6011 - Academic Standards)*

~~As needed,~~ The District may offer training in designing relevant homework assignments that reinforce classroom learning objectives.

*(cf. 4131 - Staff Development)*

Developmentally appropriate instruction will be incorporated into the curriculum to help students allocate their time wisely, meet ~~their~~ deadlines, and develop good personal study habits.

At the beginning of the school year, homework expectations will be communicated to students and their parents/guardians. Homework guidelines also shall be included in ~~student~~

~~and~~ student and/or parent handbooks and posted on the school's website. These communications shall include the manner in which homework relates to achievement of academic standards and course content, the impact of homework assignments on students' grades, any school resources and programs that are available to provide homework support, and ways in which parents/guardians may appropriately assist their children.

~~(cf. 4115 - Evaluation/Supervision)~~  
~~(cf. 4131 - Staff Development)~~

Although it is the student's responsibility to complete ~~do-most homework~~ assignments independently, ~~the Board expects teachers at all grade levels to use~~ parents/guardians may serve as a ~~contributing~~ resource and are encouraged to ensure that their child's homework assignments are completed. ~~Students are expected to complete their homework in a distraction-free environment. When a student demonstrates a pattern of not completing~~ ~~completed~~ ~~do~~ his/her ~~their~~ homework, the teacher ~~shall~~ will notify the student and parents/guardians through direct communication or through use of district communication tools (i.e. online student gradebook) ~~shall be notified and asked to contact the teacher.~~ so that corrective action can be taken.

*(cf. 5020 - Parent Rights and Responsibilities)*  
*(cf. 6020 - Parent Involvement)*

To further support students' homework efforts, the Superintendent or designee may establish and maintain ~~telephone help lines~~ homework help websites, provide access to school library media

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6154(c)

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centers and technological resources, and/or provide before-school and/or after-school programs ~~centers~~ where students can receive homework assistance ~~encouragement and clarification about homework assignments~~ from teachers, ~~staff~~ staff, volunteers, and/or ~~more advanced~~ student ~~tutors who are performing community service~~. The Board encourages the Superintendent or designee to design class and transportation schedules that will enable students to make use of any available homework support services.

(cf. 1240 - Volunteer Assistance)  
(cf. 1700 - Relations between Private Industry and the Schools)  
(cf. 3541 - Transportation Routes and Services)  
(cf. 5148 - Child Care and Development)  
(cf. 5148.2 - Before/After School Programs)  
(cf. 6112 - School Day)  
(cf. 6142.4 - Service Learning/Community Service Classes)  
(cf. 6163.1 - Library Media Centers)

~~Teachers should review completed homework~~ Completed homework should be reviewed to ensure that the goal of the assignment has been met or to assess the student's understanding of academic content and provide timely feedback to the student.

~~Learning through Community Service)~~

## Makeup Work

Students who miss school work ~~because of an excused absence~~ shall be given the opportunity to complete ~~all~~ assignments and tests that can be reasonably provided. ~~The Board recognizes that not all lessons or assignments can be duplicated following a student's absence.~~ As determined by the Teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time. ~~(Education Code 48205)~~

(cf. 5113 - Absences and Excuses)

The Superintendent or designee shall notify parents/guardians that no student may have his/her grade reduced or lose academic credit for any excused absence when missed assignments and tests are satisfactorily completed within a reasonable period of time, in accordance with BP 5121. Such notification shall include the full text of Education Code 48205. (Education Code 48980)

(cf. 5121 - Grades/Evaluation of Student Achievement)  
(cf. 5145.6 - Parental Notifications)

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6154(d)

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The teacher of any class from which a student is suspended is encouraged to require the student to complete any assignments and tests missed during the suspension. (Education Code 48913)

*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

~~Students who miss school work because of unexcused absences may be given the opportunity to make up missed work for full or reduced credit. Teachers shall assign such makeup work as necessary to ensure academic progress, not as a punitive measure.~~

Legal Reference:

EDUCATION CODE

*8420-8428 21st Century High School After School Safety and Enrichment for Teens*

*8482-8484.65 After School Education and Safety Program*

*8484.7-8484.9 21st Century Community Learning Centers*

*48205 Absences for personal reasons*

*48913 Completion of work missed by suspended student*

*48980 Parental notifications*

~~*58700-58702 Tutoring and homework assistance program; summer school apportionment credit*~~

UNITED STATES CODE, TITLE 20

*7171-7176 21st Century Community Learning Centers*

Management Resources:

CSBA PUBLICATIONS

*Research-Supported Strategies to Improve the Accuracy and Fairness of Grades, Governance Brief, July 2016*

WEB SITES

CSBA: <http://www.csba.org>

California State PTA: <http://www.capta.org>

Research References:

*Cooper, H. (1989). Synthesis of research on homework. Educational leadership, 47(3), 85-91.*

*Cooper, H., Robinson, J. C., & Patall, E. A. (2006). Does homework improve academic achievement? A synthesis of research, 1987–2003. Review of Educational Research, 76(1), 1-62.*

*Epstein, J.L. & Van Voorhis, F.L. (2001). More than minutes: Teachers' roles in designing homework. Educational Psychologist, 36(3), 181-193.*

*Trautwein, U., Koller, O. (2003). The relationship between homework and achievement- still much of a mystery. Educational Psychology Review 15(2), 115-145.*

~~**SBE POLICIES**~~

~~*Parent Involvement in the Education of Their Children, 1994*~~

~~*Policy Statement on Homework, 1995*~~

Adopted: 4-26-78

Amended: 6-19-84, 7-21-87, 9-17-02, 3-20-2018

## Exhibit A – 6164 Homework Policy(a)

### **MEDEA CREEK MIDDLE SCHOOL - HOMEWORK GUIDELINES**

Medea Creek Middle School provides homework guidelines to promote consistency in assignments among grade levels. MCMS believes homework is an opportunity to support and enhance learning beyond, or in preparation for, the school day. Homework introduces, reinforces, or extends knowledge and skills learned within the classroom. It is reasonable to expect an increased level of homework through each grade level, 6th through 8th. In general, students may expect on average a total of about an hour to an hour and a half each evening. However, there are many factors that may impact this amount (see Specific Homework Factors below). Homework, like other aspects of school, is not “one size fits all”; it is recognized that while the guidelines are suggested, each individual student may have differing needs, abilities or interests which can impact the time on task for homework.

#### **What is Homework?**

Homework is study outside the classroom that engages students in valuable activities, either independently or collaboratively for group assignments, to prepare, practice, extend or apply knowledge and skills identified as the standards of a course.

#### **Types of Homework**

The Acronym PREP identifies the four types of homework: Preparatory, Reinforcement, Extension, Practice.

**Preparation:** Assignments provide opportunities for students to gain background information so that they are better prepared for future lessons. Examples include background reading (like a chapter that will be discussed in class the next day), collecting data (research), or watching a video prior to the next day’s lesson. These assignments are short term.

**Reinforcement:** Assignments provide students with the opportunity to revisit challenging material and gain further understanding of concepts and skills. Examples are studying for a cumulative test or writing a reflective response to a class discussion.

**Extension:** Assignments encourage application of newly acquired skills or concepts. Examples include book reports, research papers, presentations and class projects. These assignments are often long-term, with teacher guidance and check-in points prior to the assignment due date.

**Practice:** Assignments provide opportunities to review and rehearse recently learned skills. Examples include math problems, vocabulary words, or practicing a musical instrument. These assignments are usually short-term, in limited amounts, and should not include new concepts. Practice may also be reviewing and studying for exams or quizzes.

## Exhibit A – 6164 Homework Policy(b)

### **Homework Responsibilities**

For homework to be effective, responsibility is shared amongst students, teachers, parents and administrators.

#### **Student Responsibilities:**

- Accurately record assignments in student planner, calendar, or assignment book.
- Make sure assignment instructions are understood. Seek clarification from the teacher if an instruction is not clear prior to leaving class.
- Students must do their own work for individual assignments. Receiving assistance, from a parent, tutor or classmate, may be acceptable to practice a concept, but just copying or plagiarising is considered cheating. "Practice for Performance", if a student cheats on the assignment, their performance will be negatively impacted by their lack of learning.
- Use time provided in class to complete classwork/start homework.
- Set a regular routine for completing written homework, reading and studying.
- Limit distractions while doing homework.
- Maintain quality of the assignment as well as the completion.
- Take home all necessary materials and have all resources organized.
- Submit the assignment when the assignment is due.
- Plan and work ahead of schedule when there are multiple assignments or tests.
- Be responsible for getting assignments when absent from school.
- For block classes, begin the homework the DAY it is assigned so questions can be asked/answered the following day.

#### **Parent Responsibilities**

- Schedule a consistent homework/study time each day.
- Establish a study area with minimal distractions and the necessary supplies and materials.
- Encourage and guide your child, but do not do the assignment for them.
- Encourage your child to communicate questions or concerns to their teacher.
- Communicate with the teacher directly if there is a continued concern or if a student is needing an excessive amount of time to complete assignments.
- Communicate with the school (teacher, counselor or administrator) if there are domestic stress factors that may impact the quality or completion of homework/studying.
- Check "Q" on a regular basis to monitor student progress.

#### **Teacher Responsibilities**

- Communicate clear expectations to students.
- Provide a system of notifying students of all assignments and provide time for students to record in their agendas or other means.
- Review homework within a reasonable time.
- Ensure that resources and materials are easily obtainable for homework purposes.



## Exhibit A – 6164 Homework Policy(c)

- Be available for parent communication or initiate communication with parents over concerns.
- Provide appropriate time for project completion.
- Be available to students to help with content clarification or homework assistance.
- Update Q regularly to facilitate monitoring of student progress (Board Policy mandates a minimum of grade updates every five-week Progress Grade or Report Card period.)
- Review homework assignments with grade level curricular teams to ensure the effectiveness and appropriate rigor towards the curriculum.

### **Administrator Responsibilities**

- Ensure that homework practices at the school level are consistent with the district educational goals, guidelines and policy.
- Facilitate the communication process between the school and home as it relates to the district guidelines on homework.
- Communicate with parents the importance of homework and its effect on student achievement.

### **Specific Homework Impact for the Middle School**

Block Schedule: In 7th and 8th grade, Math and Science classes meet in a rotational block every other day. This means that sometimes more homework is assigned due to the nature of meeting every other day. Students should do the homework on the day it is assigned and not “put it off” until the night before it is due.

Some courses, such as Algebra I, Geometry and Spanish I are high school level courses and often require a higher amount of homework and studying.

School sponsored activities such as History Day, Mock Trial, MathCounts and other clubs and teams are considered extra-curricular activities and may require work time beyond the homework guidelines.

Students are often given class time to start or complete work with work not completed becoming homework. Students are expected to utilize this time towards completing the work to reduce their homework time.

## Homework Guidelines

Oak Park High School subscribes to homework guidelines to provide a form of consistency in assignments among grade levels and schools. These guidelines are based on current research and practice so that homework can serve as an effective tool to encourage, reinforce and enhance learning. While these guidelines are suggested by the Oak Park School District, homework is designed to meet the needs, abilities, or interests of individual students. It is reasonable for the serious college-bound student to spend an average of 1 1/2 - 2 hours per night on outside work. Honors and A.P. students should expect to spend an average of 2 1/2 - 3 hours per night. The OPHS Homework Guidelines are posted on the OPHS Website under “Our School”

### What is Homework?

Homework is study outside the classroom that engages students in valuable activities independently and collaboratively for group assignments to prepare, practice, reinforce, extend, or apply knowledge and skills.

### What are the Positive Effects of Homework?

- Increases achievement
- Increases individual student responsibility and accountability
- Improves communication between home and school on student progress
- Promotes life-long learning

Please remember that student progress is compromised when students miss instruction and homework activities as a result of absenteeism. In planning family vacations and activities, keep in mind that it is the responsibility of the student to learn all material covered during any unexcused absence, such as a vacation not scheduled on the school calendar. The teacher is not obligated to provide specific make-up assignments either before or after such an absence.

### What Types of Homework May Teachers Assign? The Acronym **PREP** helps us remember.

**P** = Preparatory **R** = Reinforcement **E** = Extension **P** = Practice

- **Preparatory Homework** – provides opportunities for students to gain background information so that they are better prepared for future lessons. Some examples include background reading and collecting items/data. These assignments are short-term.
- **Reinforcement** – provides students with the opportunity to revisit challenging material and gain further understanding of concepts and skills. Some examples are studying for cumulative tests and document- based questions (essay).
- **Extension** – encourages individualized and creative learning by promoting student initiative and application of newly acquired skills. Some examples include book reports, research papers, presentations, and class projects. These assignments are usually long-term. Students are given windows of time for completion with teacher guidance and checkpoints.
- **Practice** – provides students with the opportunities to review and rehearse recently learned skills. Some examples include: skill-building exercises (spelling words, math facts/problems, musical instrument), reading selected text, and vocabulary/grammar. These assignments are usually short-term, in limited amounts, and should not include any new concepts.

### What are the homework responsibilities for students, parents, teachers and administrators?

#### Student Responsibilities:

- Keep a record of assigned work and make sure assignment instructions are understood.
- Set a regular routine for completing written homework, reading and studying.
- Maintain the highest quality on student's own homework assignments.
- Take home all necessary materials, keep assignments and resources organized, and submit homework to school when due.
- Be responsible for getting assignments when absent from school.
- Plan and work ahead of schedule to help manage days when multiple assignments are due.
- Check Teacher Websites and Google Classroom to stay apprized of due dates, & upcoming tests and quizzes

## Exhibit B – 6164 Homework Policy(b)

### **Parent Responsibilities:**

- Schedule a consistent homework, reading and study time each day.
- Establish a study area with: minimal distractions, good space and light, necessary supplies and materials.
- Encourage, motivate and guide your child, but do not do the assignment.
- Encourage your child to communicate with their teacher when there is a homework concern.
- Communicate with your child's teacher, giving feedback when there is a homework concern.
- Alert the school to any domestic stress factors that may affect the quality of homework and academic performance.
- Encourage your student to attend 7<sup>th</sup> period support time for support on homework.
- Check "Q" on a regular basis, at least at the 5-week grading periods, to monitor student progress and facilitate conversations with your child.
- Encourage attendance of support time by not picking students up until 3:10

### **Teacher Responsibilities:**

- Communicate clear expectations to students.
- Provide a method of notifying students of all assignments and provide time for students to record them in their agenda, or other means.
- Review homework within a reasonable time.
- Ensure that resources and materials are easily obtainable for homework and projects.
- Be available for parent communication and initiate conversation with parents over concerns.
- Provide appropriate time for project completion.
- Be available during scheduled support periods to help students with content review/homework.
- Update Q regularly to facilitate monitoring of student progress. (District Policy requires grades to be updated at the five-week grading periods)
- Avoid setting late-night deadlines that encourage students to stay up late. When possible, set morning deadlines that give students the option to get up early to complete homework
- If using social media apps to communicate with students, ensure that all announcements of upcoming tests, quizzes, HW assignments or changes to due dates or assignments are also communicated through District Approved applications such as Google Classroom or Schoolwires

### **Administrator Responsibilities:**

- Ensure that homework practices at the school level are consistent with the district educational goals, guidelines and policy.
- Facilitate the communication process between the school and home as it relates to the district guidelines on homework.
- Communicate with parents the importance of homework and its effect on student achievement.
- Communicate with parents explaining school day ends at 3:10

### **Specific Homework Guidelines for the High School Level**

Regular homework is assigned and expected for high school courses. As the complexity and depth of student learning increase, so does the time required outside of school to learn, reinforce and respond to the instructional material. Homework is to reinforce, prepare, extend, and integrate a large body of curricular material. The importance, encouragement and support of substantial amounts of time set aside for required as well as independent reading and writing cannot be overemphasized.

Due to the nature and complexity of our curriculum, homework at the high school level will be assigned over weekends and holiday breaks (with the exception of Winter Break).

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MARCH 20, 2018**

**SUBJECT: B.5.e. APPROVE ADOPTION OF BOARD POLICY AND  
ADMINISTRATIVE REGULATION 6173.2 – EDUCATION OF  
CHILDREN OF MILITARY FAMILIES – First Reading**

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**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**

**March 20, 2018**

**Page 2**

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6173.2(a)

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## 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:

EDUCATION CODE

35160.5 District policy rules and regulations; requirements; matters subject to regulation

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6173.2(b)

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*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/CACChildWelfareCouncil.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: 3-20-2018

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

AR 6173.2(a)

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## 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)*



# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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AR 6173.2(b)

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*(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)

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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)

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*(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

*Series 6000*

*Instruction*

*AR 6173.2(e)*

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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: 3-20-2018

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 20, 2018**  
**SUBJECT: VII.1. MONTH 7 ENROLLMENT AND ATTENDANCE REPORT**

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INFORMATION

**ISSUE:** Shall the Board receive and review a status report on District enrollment and attendance through Month 7 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,

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Anthony W. Knight, Ed.D.  
Superintendent

# MONTHLY REPORT OF ENROLLMENT AND ADA

Board Meeting March 20, 2018

Page 1

Site/ Grade	YEAR TO DATE		Month 1		Month 2		Month 3		Month 4	
	ENRL*	ADA	ENRL*	ADA	ENRL*	ADA	ENRL	ADA	ENRL	ADA
<b>BES</b>										
K	98	94.77	98	95.36	98	97.11	98	94.32	97	95.00
1	80	78.11	79	77.79	79	77.50	81	78.84	81	77.79
2	75	73.27	75	72.32	75	73.67	76	74.32	76	74.64
3	97	94.63	98	95.58	98	96.11	99	96.74	97	95.93
4	117	114.51	118	114.26	118	115.11	119	116.79	119	115.71
5	99	96.92	99	97.74	100	98.39	100	97.47	100	97.36
SDC	0	-	0	-	0	-	0	-	0	-
Total	566	552.21	567	553.05	568	557.89	573	558.48	570	556.43
ADA % **		97.56%		97.54%		98.22%		97.47%		97.62%
<b>OHES</b>										
K	100	96.72	100	97.42	101	97.44	101	96.74	100	97.78
1	76	74.44	78	76.95	76	73.83	75	73.00	77	74.14
2	78	76.61	79	76.79	79	77.50	79	77.53	79	76.72
3	78	75.34	77	75.21	78	74.94	78	75.62	78	75.22
4	97	94.45	97	95.63	97	95.35	97	94.42	97	94.21
5	99	97.03	100	97.58	100	97.83	101	98.16	100	98.79
SDC	0	-	0	-	0	-	0	-	0	-
Total	528	514.59	531	519.58	531	516.89	531	515.47	531	516.86
ADA % **		97.46%		97.85%		97.34%		97.08%		97.34%
<b>ROES</b>										
K	100	93.14	94	92.63	96	93.33	95	92.47	97	92.85
1	78	76.50	79	76.63	80	78.67	79	77.53	79	77.36
2	100	95.72	99	95.32	99	96.72	99	95.26	98	96.43
3	103	98.61	101	98.84	100	98.00	102	98.89	102	98.86
4	97	96.56	100	98.37	99	97.78	99	96.64	99	97.21
5	101	97.06	100	97.95	100	97.22	100	96.79	100	97.93
SDC	0	-	0	-	0	-	0	-	0	-
Total	579	557.59	573	559.74	574	561.72	574	557.58	575	560.64
ADA % **		96.30%		97.69%		97.86%		97.14%		97.50%
<b>MCMS</b>										
6	345	336.08	345	338.42	345	336.89	344	338.70	344	336.50
7	364	354.99	366	358.05	365	356.17	364	355.95	364	352.15
8	372	365.02	375	368.58	375	367.33	376	366.85	376	367.64
SDC	1	1.37	2	2.00	2	2.00	1	1.50	1	1.00
Total	1,082	1,057.46	1,088	1,067.05	1,087	1,062.39	1,085	1,063.00	1,085	1,057.29
ADA % **		97.73%		98.07%		97.74%		97.97%		97.45%
<b>OPHS</b>										
9	398	393.90	406	400.26	407	398.17	405	396.30	404	394.79
10	375	372.68	395	383.58	390	379.06	388	375.00	381	371.21
11	374	369.40	398	377.06	387	371.60	386	366.70	385	370.15
12	365	353.18	371	356.89	371	354.22	370	352.85	370	352.50
SDC	-	2.13	6	5.79	6	5.61	4	4.95	1	1.93
Total	1,512	1,491.29	1,576	1,523.58	1,561	1,508.66	1,553	1,495.80	1,541	1,490.58
ADA % **		98.63%		96.67%		96.65%		96.32%		96.73%
<b>OVHS</b>										
10-12	39	30.38	29	28.88	31	29.60	30	28.48	34	32.43
ADA % **		77.90%		99.59%		95.48%		94.93%		95.38%
<b>OPIS</b>										
K-12	218	197.42	191	181.68	194	190.89	199	194.65	198	193.93
ADA % **		90.56%		95.12%		98.40%		97.81%		97.94%
<b>Other ***</b>										
	5	6.31	6	2.55	6	2.99	5	3.45	5	4.22
<b>TOTALS</b>										
K-12	4529	4,407.25	4561	4,436.11	4552	4,431.03	4550	4,416.91	4539	4,412.38
ADA % **		97.31%		97.26%		97.34%		97.07%		97.21%

\*Enrollment is as of the last day of the school month.

\*\*% of Attendance is ratio of ADA generated during the period divided by last day enrollment.

\*\*\*Other is Home Hospital, Non Public Schools, and Extended Year.

March 20, 2018



# MONTHLY REPORT OF ENROLLMENT AND ADA

Board Meeting March 20, 2018

Page 2

Month 5		Month 6		Month 7		Month 8		Month 9		Month 10	
ENRL	ADA	ENRL	ADA	ENRL	ADA	ENRL	ADA	ENRL	ADA	ENRL	ADA
97	93.95	98	94.00	98	93.06						
81	78.00	80	78.74	80	77.39						
76	73.05	75	73.16	75	71.28						
97	92.79	97	92.68	97	93.17						
117	114.53	116	112.21	117	112.50						
99	96.16	99	95.58	99	95.89						
0	-	0	-	0	-						
567	548.48 96.73%	565	546.37 96.70%	566	543.29 95.99%	0	- #DIV/0!	0	- #DIV/0!	0	- #DIV/0!
101	95.11	101	95.53	100	95.22						
77	74.42	77	74.21	76	73.67						
79	76.74	78	75.63	78	75.06						
77	74.21	78	75.05	78	76.56						
97	94.21	97	92.84	97	93.44						
99	95.63	99	96.00	99	94.89						
0	-	0	-	0	-						
530	510.32 96.29%	530	509.26 96.09%	528	508.84 96.37%	0	- #DIV/0!	0	- #DIV/0!	0	- #DIV/0!
97	90.90	99	92.88	100	94.39						
78	74.63	78	75.47	78	74.78						
99	93.21	99	96.47	100	97.06						
102	97.05	104	100.71	103	97.22						
98	95.63	97	95.47	97	94.72						
100	94.47	100	96.94	101	96.78						
0	-	0	-	0	-						
574	545.89 95.10%	577	557.94 96.70%	579	554.95 95.85%	0	- #DIV/0!	0	- #DIV/0!	0	- #DIV/0!
342	332.32	343	334.89	345	334.22						
364	352.26	364	353.72	364	354.17						
373	359.11	371	363.22	372	359.89						
1	1.00	1	1.00	1	1.00						
1080	1,044.69 96.73%	1,079	1,052.83 97.57%	1082	1,049.28 96.98%	0	- #DIV/0!	0	- #DIV/0!	0	- #DIV/0!
398	393.32	399	387.19	398	384.50						
376	366.53	377	365.38	375	365.34						
374	370.21	375	366.12	374	361.89						
364	353.11	364	353.06	365	348.44						
1	1.00	-	-	0	-						
1513	1,484.17 98.09%	1,515	1,471.75 97.15%	1512	1,460.17 96.57%	0	- #DIV/0!	0	- #DIV/0!	0	- #DIV/0!
36	33.19 92.19%	34	29.90 87.94%	39.00	28.76 73.74%		#DIV/0!		#DIV/0!		#DIV/0!
191	196.95 103.12%	208	200.33 96.31%	218	213.83 98.09%		#DIV/0!		#DIV/0!		#DIV/0!
5	4.22	5	6.31	5	6.31						
4496	4,367.91 97.15%	4513	4,374.69 96.94%	4529	4,365.43 96.39%	0	- #DIV/0!	0	- #DIV/0!	0	- #DIV/0!

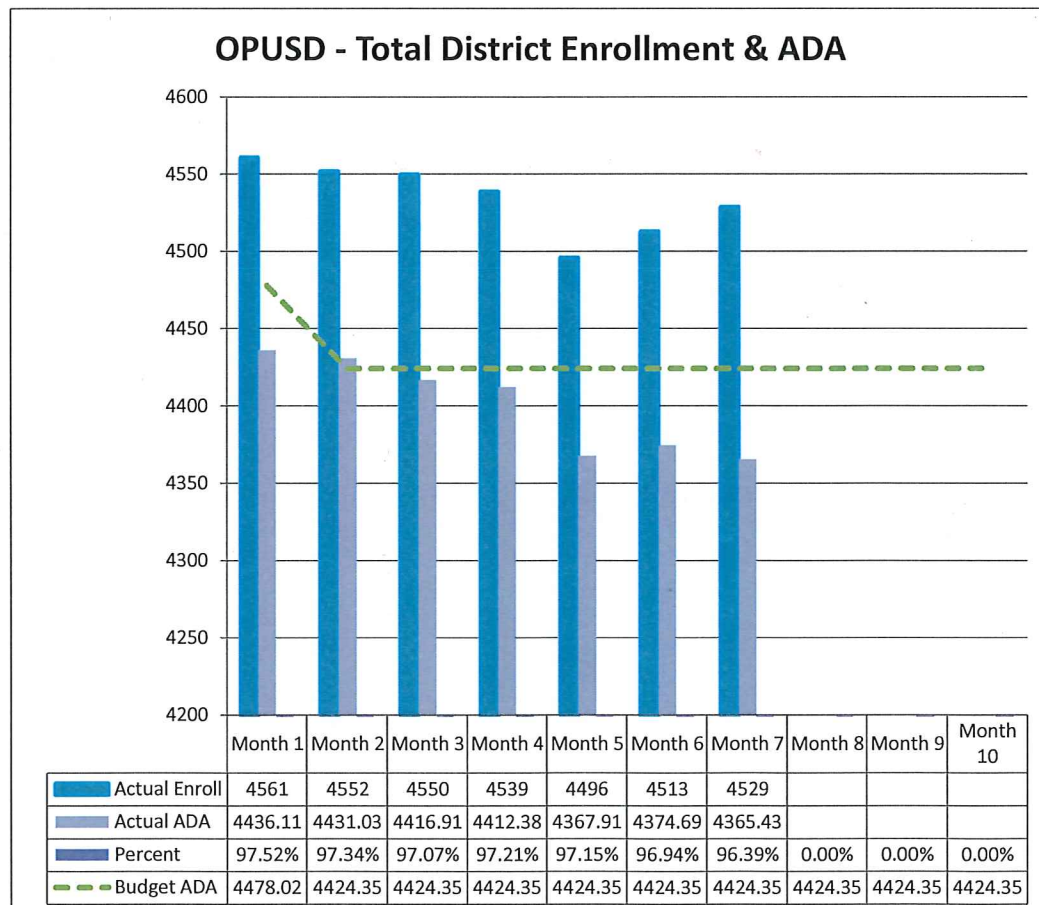
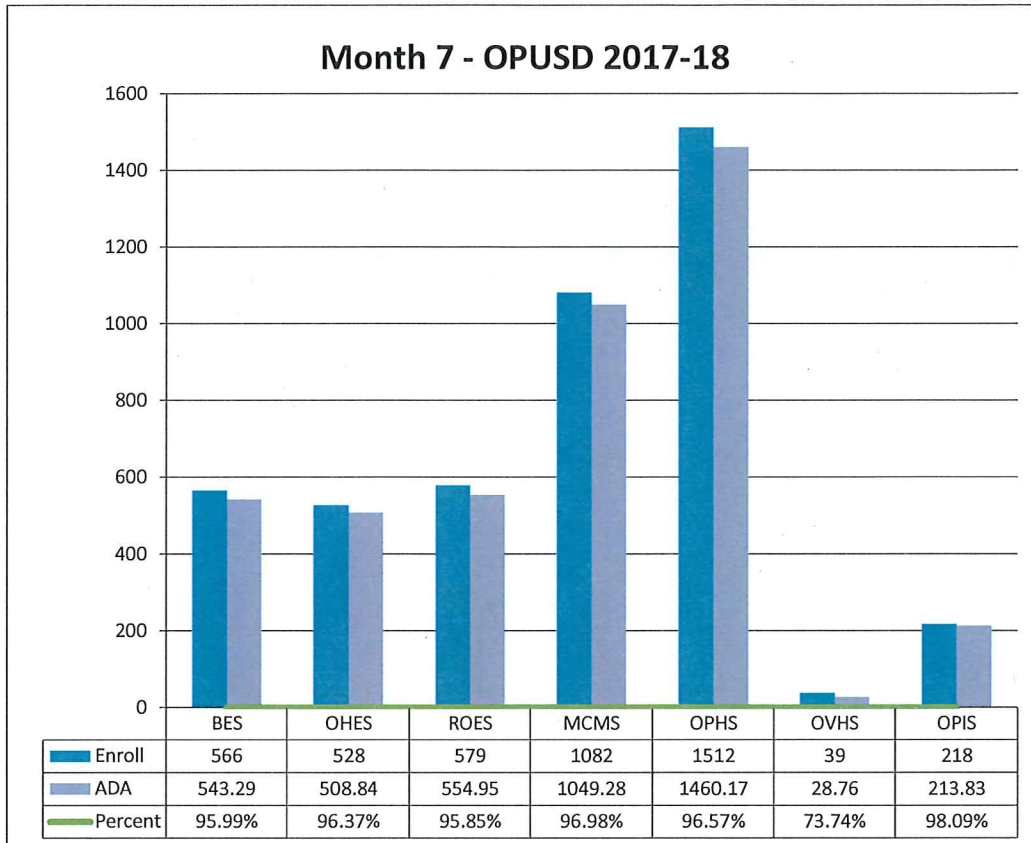
\*Enrollment is as of the last day of the school month.

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March 20, 2018

## OAK PARK USD - ATTENDANCE





**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 20, 2018**  
**SUBJECT: VII.2. MONTHLY CASH FLOW REPORT**

INFORMATION

**ISSUE:** Shall the Board receive and review a status report on District's actual and projected cash flow as of February 28th of the 2017-18 fiscal year?

**BACKGROUND:** The State's funding appropriation schedule for school districts is always challenging. Continuing its routine of the last several years, the Business Office has produced monthly cash flow report as an ongoing tool to assist the both the Administration and Board in analyzing and managing the District's cash in order to remain cash-solvent. This month's report follows for the Board's information and review.

**RECOMMENDATION:** None - for information only.

Prepared by: Lisa Nilles, Director, Fiscal Services  
Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

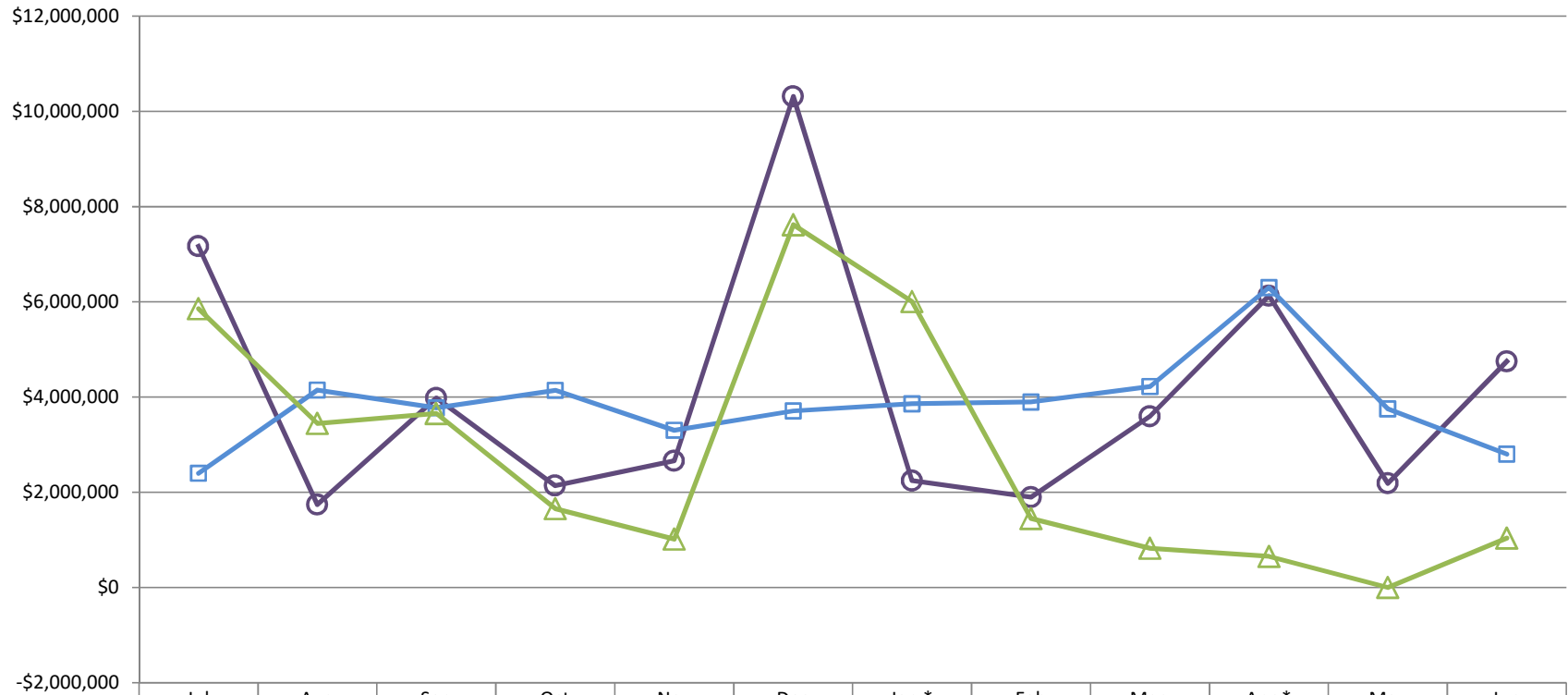
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Anthony W. Knight, Ed.D.  
Superintendent

OAK PARK UNIFIED SCHOOL DISTRICT - CASH FLOW															
Year: 2017-18 Budget															
Budget: Second Interim Revision 3.20.18															
Actuals through Feb. 28, 2018															
BEGINNING BALANCE BASED ON 2016-17 YEAR-END ACTUALS															
	Object	July	August	September	October	November	December	January	February	March	April	May	June	Accruals	Total
A. BEGINNING CASH	9110	\$1,085,442	\$5,852,842	\$3,447,190	\$3,655,742	\$1,654,961	\$1,013,902	\$7,619,737	\$6,003,555	\$1,448,233	\$823,521	\$650,143	(\$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	1,630,033	3,025,356	1,630,033	1,630,033	3,121,318	0	24,522,209
Property Taxes	8020-8079	32,817	78,749	67	39,380	400,603	6,009,620	181,277	49	41,793	3,564,399	112,839	540,016	-32	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	-88,549	84,606	19,765	142,176	793,013	1,054,433
Other State Revenue	8300-8599	0	239,044	233,770	-226,945	179,771	682,789	0	-31,474	-130,967	398,448	810	280,394	602,254	2,227,896
Other Local Revenue	8600-8799	184,064	195,121	469,579	342,135	307,957	350,239	306,391	50,935	560,961	380,357	340,302	581,888	677,475	4,747,403
Interfund Transfers In	8910-8929	0	0	0	0	0	0	0	0	0	0	0	0	0	0
All Other Financing Sources	8930-8979	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Receipts/Non-Revenue		0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL RECEIPTS		1,186,058	1,482,092	3,902,475	1,901,552	2,632,852	10,246,161	2,244,097	1,649,543	3,408,593	6,057,843	2,103,750	4,665,792	2,072,710	43,553,519
C. DISBURSEMENTS															
Certificated Salaries	1000-1999	170,975	2,037,397	2,041,248	2,064,577	2,085,170	2,058,845	2,059,313	2,090,282	2,011,259	2,034,139	2,022,901	611,567	0	21,287,673
Classified Salaries	2000-2999	206,426	589,028	617,670	613,397	657,391	608,125	581,354	626,952	598,362	567,105	544,151	611,143	0	6,821,105
Employee Benefits	3000-3999	81,627	889,081	893,172	897,159	906,338	908,994	891,518	896,211	864,959	869,798	874,435	308,705	0	9,281,998
Books, Supplies	4000-4999	19,676	156,426	110,676	209,566	50,673	85,819	92,186	92,957	61,446	69,564	98,773	150,152	101,837	1,299,753
Services	5000-5999	156,326	364,748	315,110	520,612	307,914	300,903	478,798	351,060	313,985	398,688	271,405	539,126	82,664	4,401,338
Capital Outlay	6000-6599	0	0	278	837	25,345	859	0	3,483	0	1,404	12,767	3,351	13,058	61,382
Other Outgo - Excess Costs	7000-7499	1,733	17,250	-6,620	18,846	19,437	4,919	6,008	13,296	2,645	2,645	17,900	255,705	41,960	395,725
Interfund Transfers Out	7600-7629	0	0	0	0	0	0	0	0	0	0	0	105,000	0	105,000
All Other Financing Sources	7630-7699	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Disbursements/Non Expenditures		0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL DISBURSEMENTS		636,763	4,053,930	3,971,535	4,324,995	4,052,269	3,968,464	4,109,177	4,074,242	3,852,657	3,943,344	3,842,332	2,584,748	239,519	43,653,974
D. BALANCE SHEET TRANSACTIONS															
Accounts Receivable	9200	1,084,896	258,506	76,423	237,809	27,916	68,813	-12	246,344	185,096	69,300	83,406	83,406	0	2,421,903
Accounts Payable	9500	-1,761,791	-92,320	201,189	184,853	750,441	259,326	248,909	180,649	-365,744	90,324	90,324	-214,978	0	(428,819)
Unearned Revenues	9650	0	0	0	0	0	0	0	-110,117	0	0	0	0	0	(110,117)
Cash Loans from Other Funds (Fund 17)	9610	0	0	0	0	0	0	0	0	0	0	914,708	-914,708	0	0
Current Loans (Cross Yr TRAN/Other)	9640	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Current Loans (Current Yr TRANS)	9640	4,895,000	0	0	0	0	0	0	-2,447,500	0	-2,447,500	0	0	0	0
TOTAL PRIOR YEAR TRANSACTIONS		4,218,105	166,186	277,612	422,662	778,357	328,139	248,897	-2,130,624	-180,648	-2,287,876	1,088,438	-1,046,280	0	1,882,968
E. NET INCREASE/DECREASE (B-C+D)		4,767,400	-2,405,652	208,552	-2,000,781	-641,060	6,605,836	-1,616,182	-4,555,322	-624,712	-173,377	-650,143	1,034,764	1,833,191	1,782,513
F. ENDING CASH (A+E)		5,852,842	3,447,190	3,655,742	1,654,961	1,013,902	7,619,737	6,003,555	1,448,233	823,521	650,143	0	1,034,764	1,833,191	1,782,513
G. ENDING CASH, PLUS ACCRUALS														2,867,955	

## OPUSD - Cashflow

### Actuals thru February 28, 2018

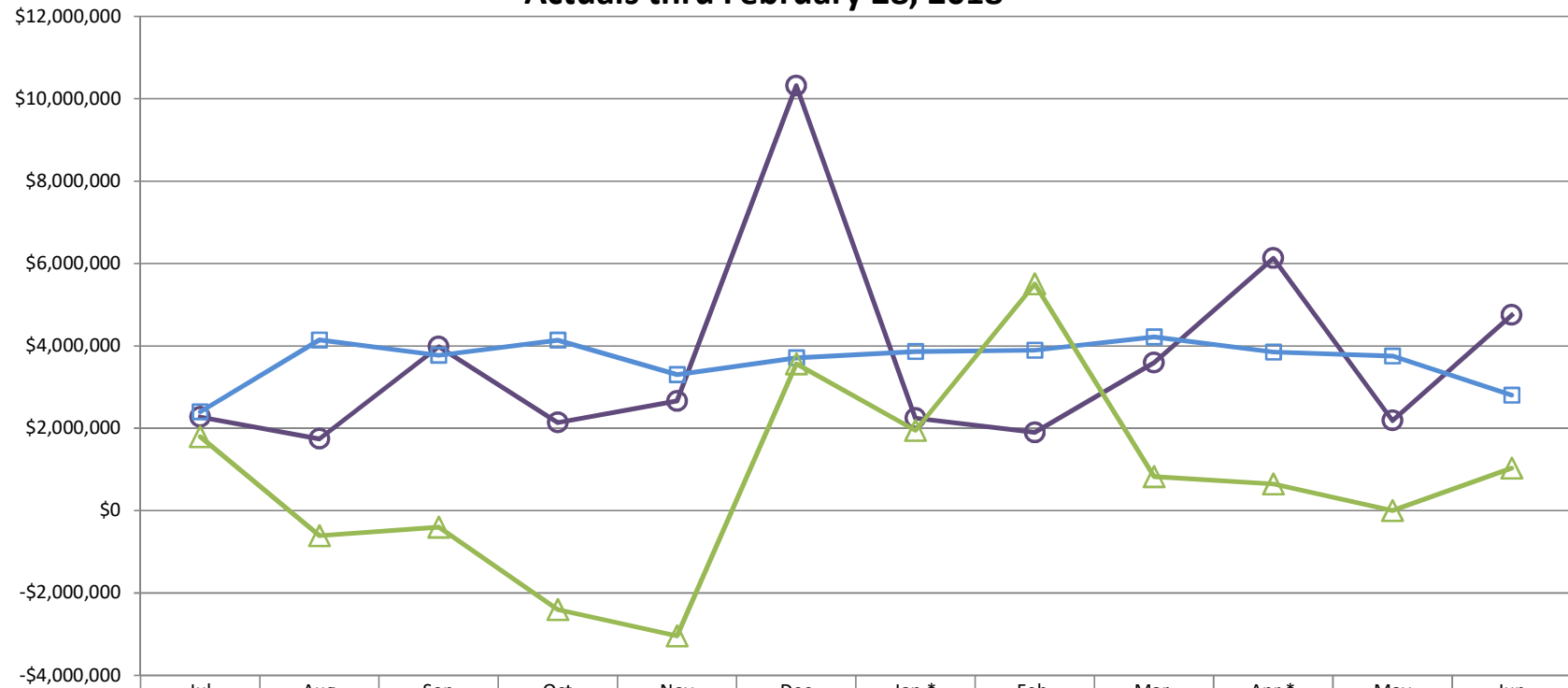


	Jul	Aug	Sep	Oct	Nov	Dec	Jan *	Feb	Mar	Apr *	May	Jun
Revenue + AR	7,165,955	1,740,598	3,978,898	2,139,361	2,660,767	10,314,974	2,244,085	1,895,887	3,593,689	6,127,143	2,187,156	4,749,198
Expense + AP	2,398,554	4,146,250	3,770,346	4,140,142	3,301,828	3,709,138	3,860,268	3,893,593	4,218,401	6,300,520	3,752,008	2,799,726
Cash Balance	5,852,842	3,447,190	3,655,742	1,654,961	1,013,902	7,619,737	6,003,555	1,448,233	823,521	650,143	0	1,034,764

**\* NOTE:**    **TRAN loan proceeds included in Revenue and Cash Balance lines: July \$4,895,000.**  
**TRAN repayment included in Expense and Cash Balance lines: January \$2,447,500 and April \$2,447,500.**

## OPUSD - Cashflow without TRAN

### Actuals thru February 28, 2018



	Jul	Aug	Sep	Oct	Nov	Dec	Jan *	Feb	Mar	Apr *	May	Jun
Revenue + AR	2,270,955	1,740,598	3,978,898	2,139,361	2,660,767	10,314,974	2,244,085	1,895,887	3,593,689	6,127,143	2,187,156	4,749,198
Expense + AP	2,398,554	4,146,250	3,770,346	4,140,142	3,301,828	3,709,138	3,860,268	3,893,593	4,218,401	3,853,020	3,752,008	2,799,726
Cash Balance	1,797,842	-607,810	-399,258	-2,400,039	-3,041,098	3,564,737	1,948,555	5,503,233	823,521	650,143	0	1,034,764

**\* NOTE:**     **TRAN loan proceeds not included in Revenue and Cash Balance lines: July \$4,895,000.**  
**TRAN repayment not included (January \$2,447,500 and April \$2,447,500).**

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: ANNE JENKS, PRINCIPAL, BROOKSIDE ELEMENTARY SCHOOL**  
**DATE: MARCH 20, 2018**  
**SUBJECT: X.1. MONTHLY BOARD REPORT**

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**INFORMATION**

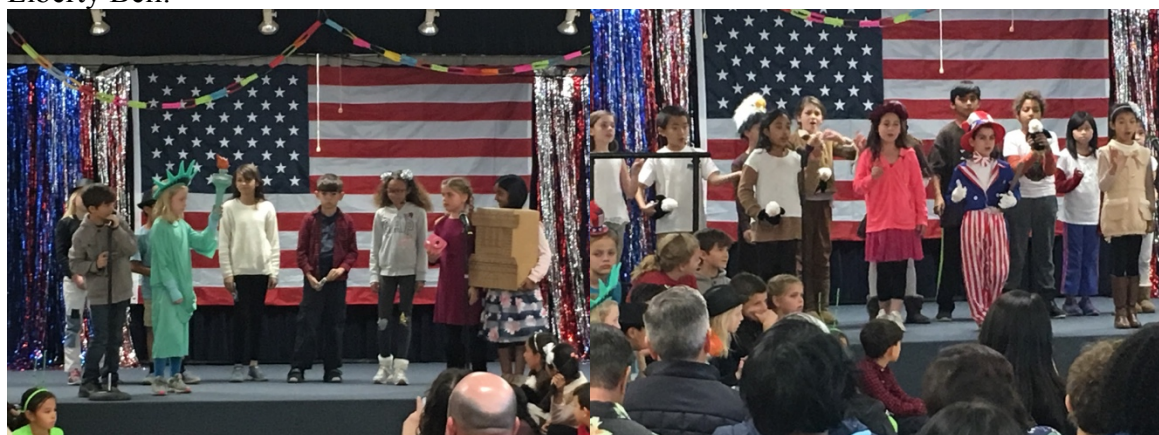
### **Read Across America**

All Brookside students participated in Read Across America during the week of February 26 to March 2. In addition to activities that occurred in classrooms throughout the school, students were treated to library visits where they could become Seussical characters by posing in two different areas and either sticking their heads through a cutout or posing in front of a background with props. The tables were decorated with theme-based folders and students participated in various projects that referred to Dr. Seuss.



### **Third Grade Performance**

Third graders played to a full house on February 27 when they presented *American Symbols*, a musical that highlighted iconic American symbols like the bald eagle, Statue of Liberty, Uncle Sam and the Liberty Bell.



## **Odyssey of the Mind**

Three teams from Brookside participated in the Odyssey of the Mind Evening Showcase at Oak Park High School on March 1. The performances were outstanding and showed exemplary work in problem solving, critical thinking and creativity. Fifth graders on Brookside Team A came in second at the local level with their solution to Problem 5, “A Stellar Hangout”, and will move on to the state contest that will be held at UC Riverside on March 24th. Congratulations to team members Kalia Bell, Max Chizzo, Charlie Getz, Elle Hazelton, Bing Heine-Van Fossen and Maya Kinkaid.



### **SCHOOL SITE COUNCIL:**

Our School Site Council will meet on March 12, 2018.

### **CALENDAR HIGHLIGHTS:**

March 8	Brookside 50th Anniversary Celebration
March 14	Kindergarten Family Day
March 15	Kindergarten Assessment for New Students
March 20	Fifth Grade Trip to Riley's Farm
March 21	Jogathon
March 29	Kindergarten Science Olympiad

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: ERIK J. WARREN, PRINCIPAL, OAK HILLS ELEMENTARY SCHOOL**  
**DATE: MARCH 20, 2018**  
**SUBJECT: X.2. MONTHLY BOARD REPORT**

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**INFORMATION**

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**Music Program Keyboard Lab**

Our upper grades students are working on the new keyboards in their weekly music class. Our music teacher, Mr. Waldman, is leading them through the fundamentals of making music with these instruments and the students are making good progress. We have found that the addition of the keyboards to the instruments used previously (recorders) is expanding the students understanding of music as well as their enjoyment of creating it. We are excited to see the impact this technology will have as more students have more time on these instruments.

**Spring-A-Ding Showcase**

For this year's annual fundraising event, our PTA is putting together a showcase of all the special programs funded by parent donations to the organization. This event will highlight visual arts, music, and technology. All of these programs that provide much needed enrichment for all students would not be possible without parent support. The event will include student musical performances, students demonstrating a wide variety of technology, and an art exhibit. Parents and community members will be able to see and experience an important part of our educational program that we don't get to highlight at the regular Open House events.

**Distinguished Schools Nomination**

Oak Hills will once again have the opportunity to apply for the California Distinguished Schools Award. The state has adjusted the criteria for this award as the overall accountability system has evolved. Based on these new criteria, there are only three schools across Ventura county eligible to apply. The model practice we will focus on is our reading instruction program, which will include reading intervention. We will also be able to apply for an Exemplary Program Award for Physical Activity and Nutrition Education. The entire Oak Hills community has been engaged in the application process. We have done this by collaborating in much the same way our students do, by using a google doc. Teachers, staff and some representative parents have responded to several essential questions to share their own practice and perspective as it relates to each area. The whole application process will be complete at the beginning of next week.

Respectfully Submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MARCH 20, 2018**

**SUBJECT: X.3. MONTHLY BOARD REPORT**

**INFORMATION**

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**Mother/Son Bowling**

Our PFA sponsored a mother/son bowling night at the Simi Valley Bowl on February 24. This popular event sold out and the entire bowling alley was taken up by Red Oak bowlers for this activity. The event was billed as an opportunity to strengthen the mother-son relationship.

**Night at the (Wax) Museum**

Our four third grade classes organized a simulated history museum featuring notable individuals from America's past. Each costumed wax figure (student) came to life to explain to their audience the importance of their life story and the role they played in American history. Each character display included a poster board of images, pictures and a report. Two classes presented their museums in the MPR on February 21 and two classes presented on February 22. These museum presentations were scheduled during the school day.

Respectfully Submitted,

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Anthony W. Knight, Ed.D.  
Superintendent



**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: BRAD BENIOFF, PRINCIPAL, MEDEA CREEK MIDDLE SCHOOL**

**DATE: MARCH 20, 2018**

**SUBJECT: X.4. MONTHLY SCHOOL REPORT**

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**INFORMATION**

**MCMS Recent Distinctions:**

**Odyssey of the Mind:** 6 teams from Medea Creek competed at the LA Regional Odyssey of the Mind tournament and 2 teams are advancing to the State tournament on March 24th at UC Riverside.

Simran Nadig (7th) and her team - Kaushik Agastyaraju (7th), Jayanth Enugula (7th), Hannah Ingber (8th), Pavani Panganamamula (8th), Harshita Dasri (8th) - won the Second place in Division II of the Odyssey of the Mind competition. They solved Problem 4: Animal House, and will now compete at the State level in March 2018.

**Science Olympiad:** Marta Graves and Tara Lamb took their Team and competed in third Science Olympiad February 17<sup>th</sup> at Antelope Valley College in Lancaster. 17 students participate competed in 23 events, and placed in 8 of those events (in the top 6 out of 76 schools). Each event fell under a different category according to its subject matter and included different tasks students had to complete. For instance, under the "Physical Science and Chemistry" category, students participating in the thermodynamics challenge were required to construct a device prior to the event under certain constraints, with the ability to solve a certain problem. Another event listed under the "Earth and Space Science" category, tested participant knowledge of the solar system, including a variety of questions and small tasks to complete.

**Math Counts:** Medea Creek finishes 2<sup>nd</sup> at the 2017-18 Math Counts Chapter Competition. On Saturday, February 24th Medea Creek traveled to Sycamore Canyon School in Newbury Park to compete in the annual Santa Barbara/Ventura County Math Counts Competition. Medea Creek placed 2<sup>nd</sup> as a team, and had 5 students place in the top 25.

The team will travel to Cal Baptist in Riverside on Saturday, March 31<sup>st</sup> to compete in the Southern California State Competition. They'll be competing against all other chapter winners...where the level of competition rises a level or three.

All students attending Math Counts each Tuesday should feel proud. The weekly gatherings, when students bounce ideas off each other in a Socratic environment, are the foundation of the success for the team and each individual.

**Team members:** (travelling to Cal Baptist) Kevin Ma, Ganesh Koka, Aiden Deprano, and Sriya Kalyan. **Team alternates:** Prisha Suresh, Naren Krishnan, Rushil Ghimire, and Sara Tsai. Thanks and appreciation to Rob Large, MCMS Math teacher and Math Counts Coach!

**VC Innovates Update:** This month, through VC Innovates, students have been able to use new technology to participate in real world projects with career connections. For example, in the New Media Art class, the students use Wacom drawing tablets in conjunction with Google sketch up (3-d software) to research and design architectural structures. In addition, the students use the design process to plan and create a product based on a specific user. Really exciting for us was being able to visit the engineering class and architecture class at the high school. The kids were in awe of the "cool toys" that they saw. The high school students were very helpful and encouraging.

OPHS and MCMS collaborated to create an opportunity for middle school students to learn about middle to high school career pathway options. A group of 10 high school students with varied class experiences presented work samples, class descriptions and their excitement for their

pathways to current 7th and 8th grade students during lunch on February 28th. 41 middle school students were engaged in the presentation and some even stayed after to ask more detailed questions of the high school students. Both the middle and high schools look forward to increasing the connection between pathway classes.

**7<sup>th</sup> grade Math Intervention:** This 6 week afterschool addition to the supports offered by MCMS goes through this month. It is facilitated by Ms. Midiri, 7<sup>th</sup> /8<sup>th</sup> grade math teacher, and is focusing on homework completion, skills and understanding, asking questions and getting organized.

**OPHS 9<sup>th</sup> grade Counselor at MCMS: March 1st:** The Transition process of learning about the 9<sup>th</sup> grade program and choosing classes begins for MCMS 8<sup>th</sup> graders. Thanks to Janet Svoboda.

**History Day at Medea March 8th:** 30-plus teams displayed and discuss their Historical work and were judged on some impressive criteria. In the gym, all day.

**Elective Choice Forms:** 6<sup>th</sup> and 7<sup>th</sup> graders will be getting their Elective Choice Forms March 12<sup>th</sup> and 13<sup>th</sup> for the 2018-2019 school year.

**Volleyball at Medea March 14<sup>th</sup>:** Our 8<sup>th</sup> graders meet up with Lindero for their annual competition.

**Welcome To Spring Band Concert March 16th:** MCMS will be on an Assembly Schedule so our Band program can perform their Spring Concert.

**ASB Dance March 16<sup>th</sup> 5:30-8:00 p.m. :** This is the last 6-8<sup>th</sup> grade dance of the year with food and fun for all. There is a staggered entrance for this dance: 6<sup>th</sup> grade 5:30-7:30 and 7<sup>th</sup>/8<sup>th</sup> 6:00-8:00.

**Instrument Selection Night March 22:** From 3:30-7:00, MCMS Gym: New band students have the opportunity to learn about and try instruments before classes begin in the fall.

**Mock Trial Competes March 22<sup>nd</sup>:** Rose DiMattia, parent volunteer and attorney, with Catherine Steiner, MCMS sponsor, take the Mock Trial Club to the Simi Valley Courthouse to test their skills in the annual competition.

**8th grade Culmination Photos and Panorama Picture This Month:**

March 27 (K-L) 2:45-4:00; March 28 (M-Z) 2:45-4:00: Students have their photo taken in the gym. This is a free-of-charge photo that appears in their Culmination Folio. Class Picture will be taken at 2:00 on March 29<sup>th</sup> up on the MCMS Field.

Respectfully Submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: KEVIN BUCHANAN, PRINCIPAL, OAK PARK HIGH SCHOOL**  
**DATE: MARCH 20, 2018**  
**SUBJECT: X.5. MONTHLY BOARD REPORT**

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**INFORMATION**

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**COURSE ADVISEMENT**

Beginning the week of February 19, 2018, counselors met with students by grade level to discuss course selection procedures for the upcoming school year. That same week OPHS conducted its annual Course Advisement/Open House. Parents and students met with teachers, counselors and administrators to help plan class selection for the 2018-2019 year. Materials were distributed to all returning students prior to the meeting so that parents and students can review options for classes next year. Course selection on Naviance began on March 25th.

**FUTURE FRESHMEN COURSE ADVISEMENT - FEBRUARY 13**

All incoming freshmen and parents met with us at a separate advisement meeting on Monday February 13<sup>th</sup>. This meeting provided 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 at the beginning of March.

**BEAUTY AND THE BEAST - MARCH 8– 10, 2018**

Directed by Allan Hunt this family favorite musical will feature costumes and sets, dance and live music provided by the OPHS instrumental music students directed by Zach Borquez. Heidi Cissell is directing the musical numbers and the rehearsals are moving along smoothl



**STUDENT SAFETY**

Students and staff received training on active shooter procedures and protocols. The Run, Hide, Fight procedures were reviewed as well as all of the safety measures we have in place. A lock down drill was also conducted earlier in the month.

**SENIOR ACTIVITIES**

The senior calendar has been finalized detailing all of the senior activities including Prom, Awards, Cap and Gowns, Yearbook deadlines and graduation preparations. The senior meeting is scheduled for March 16<sup>th</sup> where OPHS administrators will review the calendar and the senior attendance, academic, and behavior requirements.

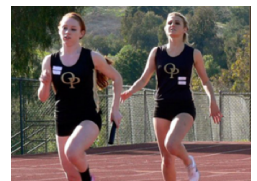
**WINTER SPORTS**

**BOYS BASKETBALL**

OPHS boys' varsity basketball coached by teachers Aaron Shaw and Tim Chevalier had a terrific season winning the Coastal Canyon League Championship and making it to the quarter finals in the State CIF Division 1 playoffs

**SPRING SPORTS**

Track, Boys volleyball, baseball, and softball are in preseason and as the teams play games they are preparing for a great showing in the league. The fields are in great shape and there are ongoing improvements being made to the softball backstop and field



Respectfully Submitted:

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Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: STEWART MCGUGAN, DIRECTOR OF ALTERNATIVE EDUCATION**  
**DATE: MARCH 20, 2018**  
**SUBJECT: X.6. MONTHLY BOARD REPORT**

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**INFORMATION**

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**BOTH SCHOOLS**



**THREAT ASSESSMENT STAFF/STUDENT TRAINING**

Each site's staff reviewed the RUN, HIDE, and FIGHT methods for an Active Shooter situation. We also reviewed the method with the OVHS students to lead a discussion on how to act in an active shooter situation. In addition, we are planning to have a moment of silence for the students who tragically lost their lives in Florida. We are still deciding what types of activities we will hold on March 14<sup>th</sup>.



**OAK PARK INDEPENDENT SCHOOL**



**REGISTRATION/COLLEGE AND CAREER PRESENTATIONS**

Our school counselor, Mr. Rogers, is conducting next year's registration with all current 8<sup>th</sup>-11<sup>th</sup> graders. Students have the opportunity to review high school graduation requirements, college eligibility, and other questions and concerns. Mr. Rogers meets with each student and parent (if available) throughout the month of March. He also conducts College and Career presentations for current 8<sup>th</sup>-11<sup>th</sup> graders on career exploration, grad requirements, UC A-G requirements, testing information and post high school career planning.

**FIELD TRIPS**

**Whale Watching**

We participated in a non-landing, half-day boat trip to the Channel Islands National Marine Sanctuary with over 30 student and families. Students were introduced to wildlife identification techniques, local oceanographic phenomenon, unique geographic features of the region, commercial resources present, the natural history of the islands, facts about wildlife they encounter, and the diverse efforts being taken to protect and maintain this important region. We were able to see several whales and dolphins on this trip.

**Stunt Ranch, Santa Monica Mountains**

Cold Creek Docents guided us on a 2-mile hike through a beautiful, isolated canyon as they talked about the interdependence of plants, animals and earth. They also included topics including food webs, pollination, water cycles, erosion, and photosynthesis.



**OAK VIEW HIGH SCHOOL**



**A-G COURSE**

OVHS is researching the process of becoming a school that offers a complete list of A-G courses through either the OVHS teachers or through the UC Scout system. We are currently working with Dr. Greenlinger on transferring curriculum used on the OPIS A-G list to the OVHS A-G list. This will allow students who transfer from Oak Park high school or another comprehensive school to continue to fulfill the A-G requirements to remain eligible to attend a four-year school directly out of high school.

Respectfully Submitted,

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Anthony W. Knight Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: KIM GREGORCHUK, DIRECTOR, OAK PARK NEIGHBORHOOD SCHOOL**  
**DATE: MARCH 20, 2018**  
**SUBJECT: X.7. MONTHLY BOARD REPORT**

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## INFORMATION

We had an exciting February with our field trip to the Civic Arts Plaza and our preparations for our Oak Park Neighborhood School Art Show.

The children attended the “How I Became a Pirate” stage show on February 13th at the Thousand Oaks Civic Arts Plaza. They had listened to the story several times in the days leading up to the performance and were prepared for the experience. We were able to sit close enough to the stage to see everything clearly, but we were far enough back so the children were level with the stage. It was a truly amazing experience for the children and they were all very engaged in the performance. After the show, we had our picnic lunch on the grounds of the Civic Arts Plaza. It was a delightful day and fun for all.



This year, the children have been very busy in the atelier. Most want to go to the atelier daily to work on some type of art project. As the teachers have observed the children and recorded their ideas and interests, it became apparent that this group wanted to create and make things. They have been using scrap wood pieces (donated by the

OPHS woodshop) to create assemblages, buildings, and houses. Many children wanted to create a giant building, but realized they could not do it with the wood pieces. They spoke with the atelierista about different types of materials and decided to use cardboard boxes. Their final project will be unveiled at the OPNS Art Show on April 12th at 6:00 pm.

In addition to the giant building, there will be many examples of the children's art on display. I hope many of you will be able to attend.

Respectfully Submitted:

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Anthony W. Knight, Ed.D.  
Superintendent