

OAK PARK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA #952

DATE: November 14, 2017

PLACE: **Oak Park High School Presentation Room – G9**
899 Kanan Road, Oak Park, CA 91377

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

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

BOARD OF EDUCATION

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



Educating Compassionate and Creative Global Citizens

ADMINISTRATION

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

COPY OF ENTIRE AGENDA ON WEB SITE

www.opusd.org

11/7/2017

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

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

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

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

All Board Actions and Discussion are electronically recorded and maintained for thirty days.

Interested parties may review the recording upon request.

Agenda and supporting documents are available for review prior to the meeting at the District Office located at 5801 Conifer Street, Oak Park, CA 91377

NEXT REGULAR MEETING

Tuesday, December 5, 2017

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 #952
November 14, 2017**

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

CLOSED SESSION: 5:00 p.m.

OPEN SESSION: 6:00 p.m.

The Oak Park Unified School District Board of Education will meet in Regular Session at the **Oak Park High School, Presentation Room – G9**, 899 Kanan Road, Oak Park, CA.

I. CALL TO ORDER: _____ 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

Pursuant to Government Code Section 54957

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

C. EXPULSION OF PUPIL #01

Pursuant to Education Code 48915

D. CONFERENCE WITH LABOR NEGOTIATORS:

Agency designated representatives: Leslie Heilbron and Martin Klauss

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

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

A. ROLL CALL

B. FLAG SALUTE

C. REPORT OF CLOSED SESSION ACTIONS TAKEN

D. ADOPTION OF AGENDA

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

VI. OPEN COMMUNICATIONS/PRESENTATIONS

A. BOARD REPORTS/DISCUSSION/COMMUNICATIONS

- a. Presentation of Partners in Education Award to Officer Gregg Musgrove
- b. Remarks from Board Members
- c. Report from Student Board Member

- d. Remarks from Superintendent
- e. Report from School Site Councils
- f. Report from Oak Park Education Foundation
- g. California School Dashboard-Local Indicator Update

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 October 17, 2017](#)
- b. [Public Employee/Employment Changes 01CL23629-01CL23652 & 01CE08487-01CE08508](#)
- c. [Approve Purchase Orders – October 1 - October 31, 2017](#)
Board Policy 3300 requires Board approval of Purchase Orders
- d. [Approve Overnight Trip for Oak Park High School Boys' Basketball Team to attend the Rancho Solano Prep Desert Challenge Tournament in Scottsdale, AZ December 15-16, 2017](#)
Board Policy 6153 requires Board approval for student overnight trips
- e. [Approve Overnight Trip for Oak Park High School Boys' Basketball Team to attend the De La Salle MLK Classic Tournament in Moraga, CA January 13-15, 2018](#)
Board Policy 6153 requires Board approval for student overnight trips
- f. [Approve Notice of Completion, Project 17-01S, Districtwide Solar Project](#)
Board approval required for Notice of Completion
- g. [Approve Notice of Completion, Project 17-32S, Safety Fencing, Lower Field at Oak Park High School](#)
Board approval required for Notice of Completion
- h. [Approve Notice of Completion, Project 17-33S, Districtwide Security Cameras, Installation of Network and Fiber Optic Cabling](#)
Board approval required for Notice of Completion
- i. [Approve 2017-18 Agreement for Legal Services with Fagen Friedman & Fulfroft](#)
Board Policy 3312 requires Board approval for contracts for services
- j. [Deny Claim No. 17-04 for Alleged Injury](#)
Board approval required for Denial of Claims
- k. [Approve Expulsion in Abeyance for Student #01-17-18](#)
Board approval required for Expulsion

ACTION

2. BUSINESS SERVICES

- a. [Approve Resolution #17-20 – Participation in District of Choice Program for School Year 2018-2019](#)
According to provisions of DOC program, the Board is required to approve Resolution annually
- b. [Ratify Award of Contract for Measure S Architectural Planning Services](#)
Board Policy 3312 requires Board approval for contracts for services
- c. [Ratify Award of Contracts for Measure S Project 17-32S, Safety Fencing, Football Stadium at Oak Park High School](#)
Board Policy 3312 requires Board approval for contracts for services

d. [Ratify Award of Contracts for Measure R Project 17-46R, Structural Improvements at Oak Park Neighborhood School](#)

Board Policy 3312 requires Board approval for contracts for services

e. [Ratify Award of Contract for Measure R Project 17-55R, Roof Replacement at Oak Park Independent School](#)

Board Policy 3312 requires Board approval for contracts for services

f. [Ratify Measure C6 Bond Project 17-56C, Purchase Contract for iMac Computers for Journalism Program at Oak Park High School](#)

Board approval required for purchases made from Measure C6 bond fund

g. [Ratify Award of Contract for Measure S Project 17-57S, Safety Lighting at Oak Park High School Stadium and Adjacent Cul-de-Sac](#)

Board Policy 3312 requires Board approval for contracts for services

h. [Approve Change Order No. 1 \(Deductive\), Project 17-24S, HVAC Equipment at Medea Creek Middle School](#)

Board approval required for change orders

i. [Award Purchase Contract - Measure S Technology Project 17-50S, Smart Flat Panel Display Pilot](#)

Board approval required for purchases made from Measure S bond fund

j. [Approve Renewal of District Membership in California School Funding Coalition](#)

Board Approval required for Renewal of Membership

k. [Approve Advocacy Letter in Support of Full LCFF Funding and Establishment of Aspirational Funding Levels for K-12 Education](#)

Board approval required for letter of support

3. CURRICULUM

a. [Approve Additional Instructional Material for Grade 4-8](#)

Board approval required for new instructional material

4. HUMAN RESOURCES

a. [Approve 2017-18 Early Retirement Incentive Memorandum of Understanding Between Oak Park Unified School District and Oak Park Teachers Association](#)

Board approval required for Memoranda of Understanding with collective bargaining units

5. BOARD

a. [Approve Selection of Annual Organization Board Meeting – December 5, 2017](#)

Education Code 35143 requires the Board to choose and approve its organizational meeting date

6. BOARD POLICIES

a. [Approve Deletion of Board Policy and Administrative Regulation BP 0520.2 Title I Program Improvement Schools – First Reading](#)

Board Policy and regulation deleted as federal program improvement requirements have been suspended for the 2017-18 school year and will, beginning in the 2018-19 school year, be replaced by a new system of comprehensive and targeted improvement established by the Every Student Succeeds Act.

b. [Approve Amendment to Board Policy BP 3280 Sale or Lease of District-Owned Real Property – First Reading](#)

Board Policy updated to delete the requirement to first offer surplus property to a charter school with at least 80 students. Material regarding the appointment of the district advisory committee expanded to specify the circumstances under which the district is not required to appoint a committee, including the exception for the sale, lease, or rental of excess property to be used for

teacher or other employee housing pursuant to NEW LAW (AB 1157, 2017). Policy expands section on "Use of Proceeds" to reflect additional legal requirements, and deletes the authority (repealed) to use the proceeds from the sale of surplus property for any one-time general fund purpose provided that the district adopted a plan and made certain certifications to the State Allocation Board

c. Approve Amendment to Board Policy and Administrative Regulation BP 5113.1 Chronic Absence and Truancy – First Reading

Board Policy updated to reflect the inclusion of a chronic absence indicator in the California School Dashboard effective in the fall of 2018, add examples of interventions for attendance problems, and delete section on "School Attendance Review Board" since that material is now covered in BP/AR 5113.12 - District School Attendance Review Board. Regulation updated to delete references to 5 CCR 15497.5 (repealed), which formerly contained the LCAP template that is now available on the CDE web site, and to delete section on the appointment and general duties of attendance supervisors, now covered in AR 5113.11 - Attendance Supervision.

d. Approve Adoption of Administrative Regulation AR 5113.11 Attendance Supervisor – First Reading

New regulation addresses the appointment of a district attendance supervisor and reflects NEW LAW (AB 2815, 2016) which expresses the Legislature's intent that the attendance supervisor fulfill specified duties.

e. Approve Amendment to Administrative Regulation 6112 School Day – First Reading

Regulation updated to reflect NEW LAW (AB 99, 2017) which permits districts to maintain kindergarten or transitional kindergarten classes for different lengths of time during the school day, either at the same or different school sites. Regulation also reflects provision of AB 99 which allows districts to schedule classes in an early college high school or middle college high school so that students attend classes for at least 900 minutes during any five school day period or 1,800 minutes during any 10 school day period.

f. Approve Amendment to Board Policy BP 6170.1 Transitional Kindergarten – First Reading

Board Policy updated to reflect NEW LAW (AB 99, 2017) which permits districts to maintain transitional kindergarten classes for different lengths of time during the school day, either at the same or different school sites, provided that the length of the school day complies with legal requirements related to the minimum and maximum length of the school day.

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.

IX. 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 10-17-17 #951
BOARD OF EDUCATION

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Drew Hazelton, called the regular meeting to order at 5:33 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

BOARD PRESENT

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

BOARD ABSENT

None

PUBLIC COMMENTS

None

ADJOURN TO CLOSED SESSION

Board President Drew Hazelton reported that in Closed Session the Board would be discussing:

A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

Pursuant to Government Code Section 54957

B. PUBLIC EMPLOYEE EMPLOYMENT: Food Service Student Worker I Sub, Interpreter, Sub Custodian, Walk on Coaches OPHS Cross Country, Instructional Assistants II Sp Ed Sub, Instructional Assistant II Special Ed, Instructional Assistants III Behavior

C. CONFERENCE WITH LABOR NEGOTIATORS:

Agency designated representatives: Leslie Heilbron and Martin Klauss

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

The Board adjourned to Closed Session at 5:30 pm.

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Drew Hazelton, called the regular meeting to order at 6:07 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

BOARD PRESENT

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

BOARD ABSENT

None

STAFF PRESENT

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

FLAG SALUTE

Carole Ly led the Pledge of Allegiance to the Flag.

REPORT ON CLOSED SESSION

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

ADOPTION OF AGENDA

On motion of Barbara Laifman, seconded by Derek Ross, the Board of Education adopted the agenda and moved item B.3.m before B.3.a. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0.

PUBLIC SPEAKERS

Lauren Ferguson, a parent from the Oak Park Neighborhood School and Oak Hills Elementary School expressed her concern to the Board regarding a rodent situation at these two schools, and a concern in regard to the non-use of disinfectant wipes in the district. Dr. Knight suggested she meet with him to discuss the Integrated Pest Management system, and other issues of concern.

There were nine public speakers on Agenda Item B.3.m.

PRESENTATIONS

The Board recognized Andrea Shapiro with the Partners in Education award.

The Board recognized Ann Pettit, on her receipt of the CIF Champions for Character Award.

REPORT FROM BOARD MEMBERS

Board Member Allen Rosen reported that he attended the MAC meeting at which they approved September 14 to be designated as Luc Boden Day. Allen attended the College Knowledge Night at Agoura and the drama production Our Town at Oak Park High School last week.

Board Member Derek Ross reported that he attended the Measure S committee meeting, the Community Engagement Committee meeting, and the Safety Security Committee meeting.

Board Member Barbara Laifman reported that she attended the VCSBA Dinner Meeting and Road Show, the Oak Park High School PFA meeting, the DELAC meeting, and the Community Engagement Committee meeting. Barbara was unable to attend the EEAC meeting.

Board Member Denise Helfstein reported that she attended the OPHS PFA meeting, VCSBA Dinner Meeting, the Curriculum Council meeting and the Solar Ribbon cutting ceremony at Medea Creek Middle School. Denise also reported that she served on the interview panel for the Measure S Architect interviews. Denise thanked Derek for attending the GATE DAC meeting in her place.

Board Member Drew Hazelton reported that he attended the Solar Ribbon cutting ceremony, the Measure S Committee meeting, the Measure S Technology sub-committee and Facility sub-committee meetings. Drew also attended the first Security and Safety Task Force meeting and the Conejo Schools Foundation, State of the Schools Breakfast meeting. Drew congratulated former student board Member Meghan Cleary on being crowned the Homecoming Queen.

Student Board member Lexi Garfinkel reported that the Homecoming game was really great and it featured

a DeLorean and fireworks. The Homecoming Dance was very successful with over 600 students attending. ASB is hosting a Blood drive on October 26.

Superintendent Dr. Tony Knight reported that he attended the Homecoming game, a whale watching trip with English III AP students and the Santa Cruz Island trip with Brookside 5th grade students. Dr. Knight stated that he has been attending Solar Project ribbon cutting ceremonies at each of the schools and he is looking forward to attending the Music at the Movies Band concert at Oak Park High School on October 19th, the Aviation Career Day with the Rocket Team and Aerospace Engineering students from Oak Park High on October 20th and the community Dog Walk on October 21st.

REPORT FROM SCHOOL SITE COUNCIL

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

REPORT FROM OAK PARK EDUCATION FOUNDATION

Oak Park Education Foundation Board Member, Brandon McFadden reported that the Oak Park Education Foundation was looking at hiring a consultant to guide them on their fundraising efforts. The Foundation also welcomed new members and was proud to sponsor the Odyssey of the Mind program.

REPORT FROM OAK PARK MUNICIPAL ADVISORY COMMITTEE

Jane Nye MAC member and the liaison for the Oak Park Unified School District thanked the Board and the School for recognizing September 14th as Luc Bodden Day. Jane mentioned that a concerned resident had contact her regarding inadequate lighting on the walkway near the field at Oak Park High School and Jane wanted to bring it to the Board's attention. The MAC also discussed the Cray fish which are invading the banks of Medea Creek. Jane also reported that Supervisor Linda Parks is in talks with Agoura and Thousand Oaks to help fund the Kanan Shuttle and expand the route to Thousand Oaks High School. They would still like to keep the shuttle free for use.

PRESENTATION BY DIRECTOR OF STUDENT NUTRITION

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

PRESENTATION OF CASSPP SCORES BY DIRECTOR OF CURRICULUM AND INSTRUCTION

Dr. Jay Greenlinger, Director of Curriculum and Instruction, delivered a comprehensive report on State Assessment Results.

B.1. CONSENT AGENDA

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

- a. [Approve Minutes of Regular Board Meeting September 19, 2017 and Special Board Meeting September 27, 2017](#)
- b. [Public Employee/Employment Changes 01CL23584-01CL23628 & 01CE08478-01C08486](#)
- c. [Approve Purchase Orders – September 1 - September 30, 2017](#)
- d. [Approve Overnight Trip for Oak Park High School Senior Life Skills Retreats – October 25-28, 2017, January 24-27, 2018 and May 2-5, 2018](#)
- e. [Approve Overnight Trip for Oak Park High School Future Business Leaders of America Club to Attend the Leadership Development Institute – October 28-29, 2017](#)
- f. [Approve Overnight Trip for Medea Creek Middle School 6th Grade Pali Institute –](#)

November 29 to December 1, 2017

- g. Approve Overnight Trip for Oak Park High School Girls' Soccer Team to Attend a Tournament in Simi Valley December 8-10, 2017
- h. Approve Overnight Trip for Oak Park High School Boys' Basketball Team to Attend a Tournament in Scottsdale, AZ – December 15-16, 2017
- i. Approve Overnight Trip for Oak Hills Elementary School 4th Grade to Oak Glen, CA, January 24 – 25, 2018
- j. Approve Quarterly Report on Williams Uniform Complaints – October 2017
- k. Approve Notice of Completion, Project 17-32S, Security Fencing at Brookside and Oak Hills Elementary Schools
- l. Deny Claim No. 17-03 for Alleged Damages
- m. Amend Award of Contract for Measure C6 Bond Project 17029C, Network Server Backup Storage Refresh

B.2. BOARD POLICIES

- a. Approve Amendment to Board Policy and Administrative Regulation BP 5030 Student Wellness – First Reading

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved the amendment to Board Policy and Administrative regulation BP 5030 Student Wellness as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

B.3. BUSINESS SERVICES

- m. Authorize Exploration of District-Operated Before and After School Child Care Program

The following public speakers addressed the Board, comprised of staff from Rancho Simi Recreation and Parks District and parents of students attending the current before-and-after school program. The speakers voiced their concern regarding a District operated before-and-after school program.

Richard Lemmo, Renee Peace, Dave Demailo, Larry Peterson, Andrew Van Shooneveld, Erica Smith, Dina Stone, Carol Henry, and Gary Bregman.

Dr. Knight addressed their concerns and stated that at this point the District was only looking at starting a discussion and exploring the possibility of a District operated before-and-after school program and encouraged parents to not speculate about what the program would look like but to wait for some communication from the District.

On motion of Denise Helfstein, seconded by Allen Rosen, the Board of Education authorized an exploration of a District-Operated Before and After School Child Care Program. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

- a. Award of Request for Proposal for Architectural Services for Measure S Projects

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved the Proposal for Architectural Services for Measure S Projects. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

- b. Approve Change Order 1, Project 17-29C, Network Server Backup Storage Refresh

On motion of Barbara Laifman, seconded by Derek Ross, the Board of Education approved Change Order 1, Project 17-29C, Network Server Backup Storage Refresh. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

c. Approve Change Order 3, Project 17-01S, Districtwide Solar Project

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved Change Order 3, Project 17-01S, Districtwide Solar Project. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

d. Approve Change Order 1, Project 17-24S, HVAC Replacement at Medea Creek Middle School

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

e. Approve Notice of Completion, Project 17-24S, HVAC Replacement at Medea Creek Middle School

On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education approved the Notice of Completion, Project 17-24S, HVAC Replacement at Medea Creek Middle School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

f. Ratify Consulting Services Agreement for Measure R Project 17-46R, Structural Improvements at Oak Park Neighborhood School

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

g. Authorize Superintendent to Award Contracts for Measure R Project 17-46R, Structural Improvements at Oak Park Neighborhood School

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

h. Approve Consulting Services Agreements for Measure S Project 17-47S, DSA Certification for Administration Building at Brookside Elementary School

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved the Consulting Services Agreements for Measure S Project 17-47S, DSA Certification for Administration Building at Brookside Elementary School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

i. Ratify Agreements for Construction Services for Measure R Project 17-48R, DSA Certification of Building F at Oak Park High School

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education ratified the Agreements for Construction Services for Measure R Project 17-48R, DSA Certification of Building F at Oak Park High School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

j. Approve Measure S Project 17-49S, Security Badge System Upgrade

On motion of Derek Ross, seconded by Allen Rosen, the Board of Education approved the Measure S Project 17-49S, Security Badge System Upgrade. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

k. Authorize Measure S Project 17-50S, SMART Flat Panel Display Pilot Technology Project

On motion of Allen Rosen, seconded by Derek Ross, the Board of Education authorized the Measure S Project 17-50S, SMART Flat Panel Display Pilot Technology Project. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

I. Approve/Ratify Facility Projects to be Funded from Measure R Bond Funds

On motion of Derek Ross, seconded by Allen Rosen, the Board of Education approved/Ratified the Facility Projects to be Funded from Measure R Bond Funds. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

B.4. CURRICULUM

a. Approve Additional Textbook for Oak Park Independent School's English Language Arts Program

On motion of Allen Rosen, seconded by Denise Helfstein, the Board of Education approved the Additional Textbook for Oak Park Independent School's English Language Arts Program. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

OPEN COMMUNICATIONS

On motion of Denise Helfstein, seconded by Allen Rosen, there being no further business before this Board, the Regular meeting is declared adjourned at 9:24 p.m.

Date

President of the Board

Date

Clerk or Secretary of the Board

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: NOVEMBER 14, 2017
SUBJECT: B.1.c. APPROVE PURCHASE ORDERS – OCTOBER 1 THROUGH 31, 2017

CONSENT

ISSUE: Shall the Board approve the accompanying list of purchase orders issued for the period October 1 - 31, 2017?

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 10/01/2017 - 10/31/2017

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B18-00152	Parks Oaks Mower	2017/18 Open PO for Grounds Supplies	Business Administration	010	4,000.00
B18-00166	Russell Sigler Inc	2017 - 2018 HVAC Parts/Supplies	Business Administration	010	3,000.00
B18-00189	SMITH PIPE & SUPPLY	2017 - 2018 Grounds/Maintenance Pipe Supplies	Business Administration	010	8,000.00
B18-00243	Fence Factory	2017-2018 - Install Fences as Required	Business Administration	010	500.00
B18-00244	Decker Equipment	2017/18 Open PO for Partitions	Business Administration	010	1,000.00
B18-00245	Coast Door & Hardware	Open PO for 2017/18 Door Materials/Supplies	Business Administration	010	3,000.00
B18-00246	Jason Schreiber	Band Coach/ASB/Oth. Oper. Exo.	Oak Park High School	010	5,000.00
B18-00247	California Pest Management	2017/18 IPM Management	Business Administration	010	1,000.00
B18-00248	Derek Newman	Band Coach/stipend/oth exp	Oak Park High School	010	6,500.00
B18-00249	VCOE	Classified VCOE trainings 2017-2018	Human Resources	010	500.00
B18-00250	SOS Survival Products	2017-2018 Emergency Supplies	Business Administration	010	2,500.00
B18-00251	John Trudeau dba Trudeau Creative	Design Services for 2017-18	Superintendent	010	3,000.00
B18-00252	VCOE	ELPAC VCOE training 11.13.2017	Curriculum	010	255.00
B18-00253	Thousand Oaks Repertory Co	DON: A Christmas Carol Tkts	Medea Creek Middle School	010	450.00
DIR18-00010	Kaiser Air & Sheet Metal Inc.	Pro 17-24S HVAC Replacement MCMS Admin/D/Gym/MPR	Business Administration	211	60,471.16
DIR18-00044	Hughes General Engineering	DSA Closeout Bldg F Entries to meet ADA	Business Administration	213	10,500.00
DIR18-00045	Four Seasons Tree Care, Inc.	Tree Maintenance at BES per Tree Care Plan 2017	Business Administration	010	1,665.00
DIR18-00046	Four Seasons Tree Care, Inc.	Tree Maintenance OVHS/DO per Tree Care Plan 2017	Business Administration	010	2,565.00
DIR18-00047	Four Seasons Tree Care, Inc.	Tree Maintenance at OPHS per Tree Care Plan 2017	Business Administration	010	12,055.00
DIR18-00048	Four Seasons Tree Care, Inc.	Tree Maintenance at MCMS per Tree Care Plan 2017	Business Administration	010	7,020.00
DIR18-00049	Four Seasons Tree Care, Inc.	Tree Maintenance at ROES per Tree Care Plan 2017	Business Administration	010	2,870.00
DIR18-00050	Four Seasons Tree Care, Inc.	Tree Maintenance at OHES per Tree Care Plan 2017	Business Administration	010	2,115.00
DIR18-00051	Four Seasons Tree Care, Inc.	Tree Removal and Stump Grinding at MCMS	Business Administration	010	7,020.00
DIR18-00052	Cornerstone Construction	Repair/Replacement of Portable Skirts at OHES	Business Administration	010	8,720.00
DIR18-00053	Jaynes Brothers Construction	Remove and Install Vandalized Slide at ROES	Business Administration	010	2,650.00

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

ESCAPE ONLINE

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Includes Purchase Orders dated 10/01/2017 - 10/31/2017

PO Number	Vendor Name	Description	Location	Fund	Account Amount
DIR18-00054	Cornerstone Construction	Water Remediation/Reconstruction BES 101	Business Administration	010	5,940.00
DIR18-00055	Custom Modular Services Corp	Pro 17-46 Structural Improvements at OPNS	Business Administration	213	37,105.75
DIR18-00056	Taft Electric Company	Pro 17-48R Bldg F Pendent Lighting Seismic Cabling	Business Administration	213	22,783.00
DIR18-00057	Custom Modular Services Corp	Pro 17-55R Roof Replacement at OPIS	Business Administration	213	55,063.08
P18-00246	Guitar Center Professional	Keyboards for Oak Hills Music Program	Oak Hills Elementary School	010	22,298.12
P18-00247	John Trudeau dba Trudeau Creative	Ad Design for 2017 Information Night	Superintendent	010	735.00
P18-00248	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	G.A.T.E. SoDi Field Trip to Disneyland	Oak Hills Elementary School	010	2,700.00
P18-00249	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	Buses for Kindergarten Field Trip to Tree People	Oak Hills Elementary School	010	893.00
P18-00250	The Help Group	2017-18 - The Help Group (Sunrise School)	District-wide	010	31,959.36
P18-00251	The Help Group	2017-18 - The Help Group (Bridgeport School)	District-wide	010	39,506.28
P18-00252	The Help Group	2017-18 - The Help Group (Summit View)	District-wide	010	31,131.36
P18-00253	The Help Group	2017-18 - NPS Student Contract - Summit View	District-wide	010	31,747.80
P18-00254	Intermountain Children's Home	SpEd NPS School Services	District-wide	010	151,475.00
P18-00255	Intermountain Children's Home	2017-18 - SpEd NPS School Services	District-wide	010	151,465.00
P18-00256	Children's Developmental Milestones	2017-18 - Children's Developmental Milestones Svs	District-wide	010	58,840.00
P18-00257	M/M Mechanical, Inc	Inspect, locate & repair broken vent at MCMS.	Business Administration	010	446.20
P18-00258	M/M Mechanical, Inc	Repair ejector pump at M&O Portable.	Business Administration	010	194.00
P18-00259	California School Boards Assn	CSBA Board Self-Evaluation Survey 2016-17	Board of Education	010	200.00
P18-00260	The KO Studios	PFA: Spin Bikes	Medea Creek Middle School	010	482.63
P18-00261	Fence Factory	Pro 17-01S Temporary Fencing at OHES	Business Administration	211	1,971.00
P18-00262	So CA Association of Science Specialists, Inc.	DON: Science Olympiad Registration	Medea Creek Middle School	010	325.00
P18-00263	Best Contracting Services	Seal HVAC Duct on OPHS Admin Bldg Roof	Business Administration	010	665.00
P18-00264	Pasco Scientific	Science/PFA Don/mat & supp	Oak Park High School	010	3,444.87
P18-00265	Premier Carpet, Inc.	Replace Noising on MPR Stage	Business Administration	010	990.00

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

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Includes Purchase Orders dated 10/01/2017 - 10/31/2017

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P18-00266	Miracle Playground Sales	Miracle Chameleon II Slide with 2 Right Turns	Business Administration	010	3,247.99
P18-00267	2Eden Design Studio	2017-2018 School Garden Program Consultant	Curriculum	010	51,975.00
P18-00268	Boomerang Project (The)	PFA: WEB Refresher Course	Medea Creek Middle School	010	4,700.00
P18-00269	Center for Responsive Schools	Training ROES Teachers	Curriculum	010	1,030.00
P18-00270	Tree People	Kindergarten Field Trip to Tree People	Oak Hills Elementary School	010	395.00
P18-00271	Guided Discoveries Inc.	DON: CIMI Fox Landing	Medea Creek Middle School	010	24,390.00
P18-00272	Guided Discoveries Inc.	DON: CIMI Cherry Cove	Medea Creek Middle School	010	31,317.50
P18-00273	Redwood Toxicology Lab Inc.	Other Mat/Suppl./ASB	Oak Park High School	010	83.74
P18-00274	Fun Raising School Gear	Rocket Team Shirts and Sweatshirts	District-wide	010	1,045.42
P18-00275	CITY OF VENTURA COMM SVCS DEPT INTERPRETIVE OUTREACH PROGRA	Donation - Mission - 4th	Brookside School	010	1,160.00
P18-00276	California Consortium For Independent Study	CCIS 2017 Fall Conference	Home Independent Study Program	010	820.00
P18-00277	Brian Hou	Band Coach/Oth Exp/Site Stipends	Oak Park High School	010	5,000.00
P18-00278	Taft Electric Company	Pro 17-01S Solar Project ColdPatch for EV Stations	Business Administration	211	472.26
P18-00279	Training Room, Inc.	Ath Trainer/Athletics/mat & supp	Oak Park High School	010	761.41
P18-00280	Southwinds Transportation	Donation 5th grade bus trip	Brookside School	010	740.60
P18-00281	Coastal Business Supplies, Inc	Supplies for Graphic Prod Tech ROP	Oak View High School	010	2,834.47
P18-00282	Guided Discoveries Inc.	DON: Astro Camp Balance Due	Medea Creek Middle School	010	28,692.50
P18-00283	Karen Kennedy dba Camino Real	Parent funded field trip--3rd gr.	Red Oak Elementary School	010	676.00
P18-00284	City Of Ventura Parks & Rec.	Parent funded field trip--4th gr. Ventura	Red Oak Elementary School	010	357.00
P18-00285	Community Educational Ent Ramo na Brandes	Parent funded field trip--1st Civic Arts	Red Oak Elementary School	010	1,130.00
P18-00286	California Weekly Explorer	Parent funded event--5th gr. Walk thru Revolution	Red Oak Elementary School	010	1,220.00
P18-00287	Underwood Family Farms at Tier ra Rejada	Parent funded field trip--1st Underwood Farms	Red Oak Elementary School	010	1,288.00
P18-00288	California Band Director Assoc	DON: CASMEC Conference	Medea Creek Middle School	010	190.00
P18-00289	VCOE	VCFast Cost 2017-18	Business Administration	010	4,290.00
P18-00290	SiteOne Landscape Supply, LLC	Greenworks Commercial Blowers/Batteries for M&O	Business Administration	010	1,714.93
P18-00291	Reading Writing Project LLC	Prof Develop Teachers ELA 2017-2018	Curriculum	010	90,000.00
P18-00292	Riley's American Heritage Farm dba Colonial Chesterfield	Donation - 5th grade field trip	Brookside School	010	2,375.00

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

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Includes Purchase Orders dated 10/01/2017 - 10/31/2017

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P18-00293	AP Exams	Don/AP Exams/mat & supp	Oak Park High School	010	300.00
P18-00294	Psat/Nmsqt	PSAT/Don/mat & supp 2017/2018	Oak Park High School	010	5,872.00
P18-00295	Education Through Nature	2nd Grade Program Education Through Nature	Oak Hills Elementary School	010	410.00
P18-00296	Houghton Mifflin Harcourt	OPIS Go Math Grade 6 Digital Package 2017-18	Curriculum	010	140.71
P18-00297	VCOE	Transportation for Foster Youth	Superintendent	010	18,475.00
P18-00298	TUMBLEWEED EDUCATIONAL ENTERPR ISES INC	Donation 3rd grade bus trip	Brookside School	010	888.00
P18-00299	AML Global American Language S ervices	SpEd IEP Interpretation - Italian	District-wide	010	525.00
P18-00300	Welsh Structures, Inc.	Pro 17-47S Structural Engineering Svs-BES Admin	Business Administration	211	45,000.00
P18-00301	KENCO Construction Srvc Inc	Pro 17-47S DSA Inspections BES Admin Bldg	Technology Coordinator	211	6,000.00
P18-00302	KENCO Construction Srvc Inc	Pro 17-46R DSA Inspections OPNS Structural	Technology Coordinator	213	3,000.00
P18-00303	Welsh Structures, Inc.	Pro 17-46S Structural Engineering Svs-OPNS	Business Administration	213	4,168.75
P18-00304	BCA Architects	Pro 17-47S Architectural Svs BES Admin Closeout	Business Administration	211	32,005.00
P18-00305	Scholastic, Inc.	Donation - 2nd grade Scholastic	Brookside School	010	471.90
P18-00306	Southwinds Transportation	Donation 2nd grade bus trip	Brookside School	010	1,191.20
P18-00307	So California Science Olympiad	DON: Science Olympiad Registration	Medea Creek Middle School	010	325.00
P18-00308	School Health Corporation	District Nurse Supplies	District-wide	010	98.16
P18-00309	TIRE MAN - AGOURA, INC	Tires/Custodial/oth & supp	Oak Park High School	010	173.84
P18-00310	Southwest School Supply	CTEIG/Equipment/Display	Oak Park High School	010	779.44
P18-00311	Harland Technology	Scantron/Lott/rnt lse rpr/2016-2017	Oak Park High School	010	663.00
P18-00312	Amplify	OHES Amplify Gr 5 Earth, Life & Physical Science	Curriculum	010	9,759.11
P18-00313	Textbook Warehouse Inc.	OPIS textbooks 2017-2018 Finite Mathematics	Curriculum	010	671.92
P18-00314	Textbook Warehouse Inc.	MCMS textbook 2017-2018 Descubre Lengua	Curriculum	010	48.26
P18-00315	Larry Musser Inc. DBA PRZ Semi nars	PRZ Landscape Seminar for Grounds Staff	Business Administration	010	455.00
P18-00316	DIY Home Center	Pro 17-46R Structural Improvements Supplies	Business Administration	213	67.99
P18-00317	Time Warner Cable	Cable payment	Brookside School	010	36.18
P18-00318	HEINEMANN	BES ELA Civil Rights & Advocacy Library Shelves	Curriculum	010	3,062.85
P18-00319	HEINEMANN	OHES ELA Civil Rights & Advocacy Library Shelves	Curriculum	010	2,665.38

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

ESCAPE ONLINE

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Includes Purchase Orders dated 10/01/2017 - 10/31/2017

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P18-00320	HEINEMANN	ROES ELA Civil Rights & Advocacy Library Shelves	Curriculum	010	2,665.38
P18-00321	Performances To Grow On	Donation - K field trip	Brookside School	010	855.00
T18-00019	All Connected Inc	Proj 17-29C File Server Backup Appliance Refresh	Technology Coordinator	212	7,207.20
T18-00020	BrightBytes, Inc	Technology & Learning Module & Parent Data 2018	Curriculum	010	8,848.98
T18-00021	CUE Gold Coast	Gold Coast CUE conference on 10/21/2017	Curriculum	010	125.00
T18-00022	Compuwave Inc.	Toner Cartridges for 2 HR printers	Human Resources	010	679.97
T18-00023	Dell Computer Corp.	Computers for Graphic Prod Tech VCI	Oak View High School	010	5,930.61
T18-00024	Collaboration Solutions	Proj 17-50S SMART Flat Panel Display Pilot	Technology Coordinator	211	36,531.58
T18-00025	Compuwave Inc.	Computer Charging Cart	Curriculum	010	1,262.21
T18-00026	Typing Agent LLC	Typing Agent MarieBouK12 - 2017-2018	Curriculum	010	2,300.00
T18-00027	Apple Computer, Inc. Ms:198-3E D	Proj. 17-56 C iMacs for Journalism	Technology Coordinator	212	16,895.42
TB18-00012	Pacificom	Installation of UPS backup Batteries in IDF's	Technology Coordinator	212	3,000.00
Total Number of POs			115	Total	1,294,179.47

Fund Recap

Fund	Description	PO Count	Amount
010	General Fund	98	951,937.28
211	Measure S Facilities & Tech	7	182,451.00
212	Measure C6 Technology Bond Fun	3	27,102.62
213	Measure R FACILITIES Bond Fund	7	132,688.57
		Total	1,294,179.47

PO Changes

	New PO Amount	Fund/ Object	Description	Change Amount
P18-00075	2,410.00	010-5600	General Fund/Rents, Leases, and Repairs	1,960.00
Total PO Changes				1,960.00

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

ESCAPE ONLINE

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TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTONY W. KNIGHT, SUPERINTENDENT
DATE: NOVEMBER 14, 2017
SUBJECT: B.1.d. APPROVE REQUEST FOR OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL BOYS' BASKETBALL TEAM TO SCOTTSDALE, AZ – Dec. 15-16, 2017

CONSENT

ISSUE: Shall the Board approve an overnight field trip for the OPHS Boys' Basketball Team to Scottsdale, Arizona?

BACKGROUND: Principal, Kevin Buchanan, requests approval for the Rancho Solano Prep Desert Challenge Tournament scheduled for Dec. 15-16th, 2017 in Scottsdale, Arizona. Approximately 15 athletes, 1 manager and 3 OPHS coaches will travel by air and rental vans. Team and coaches will depart at 10:00 a.m. on the 15th and return to Oak Park by 9:30 p.m. on the 16th. Players will each pay \$250 to cover airfare and rental vehicles. Team and chaperones will be staying at Embassy Suites Phoenix. The cost of the hotel will be covered by Rancho Solano Prep. Players are to bring extra money for lunch and dinner. 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. ANTONY W. KNIGHT, SUPERINTENDENT
DATE: NOVEMBER 14, 2017
SUBJECT: B.1.e. APPROVE REQUEST FOR OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL BOYS' BASKETBALL TEAM TO MORAGA, CA – Jan. 13-15, 2018

CONSENT

ISSUE: Shall the Board approve an overnight field trip for the OPHS Boys' Basketball Team to Moraga, California?

BACKGROUND: Principal, Kevin Buchanan, requests approval for the De La Salle MLK Classic at St. Mary's College on January 13-15, 2018 in Moraga, California. Approximately 14 athletes, 1 manager and 3 OPHS coaches will travel 2 District SUVs and by air. Team and coaches will depart OPHS the morning of January 13, 2018 by SUVs. Following the game, team and one coach will fly home to Burbank in time for students to return to school on Tuesday, January 16, 2018. Parents will pick up players from Burbank airport. Parents are being asked for a donation of \$180 per player to cover airfare and hotel costs for players. Team and coaches will stay at Renaissance ClubSport Hotel in Walnut Creek. Players are to bring extra money for lunch and dinner. 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: NOVEMBER 14, 2017
**SUBJECT: B.1.f. APPROVE NOTICE OF COMPLETION, PROJECT 17-01S,
DISTRICTWIDE SOLAR PROJECT**

CONSENT

ISSUE: Shall the Board approve the Notice of Completion for Project 17-01S, Districtwide Solar Project, contracted with PFMG Construction, LTD.?

BACKGROUND: On January 17, 2017, the Board of Education authorized the award of a contract for Project 17-01S, Districtwide Solar Project, contracted with PFMG Construction, LTD., of Huntington Beach, California.

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

ALTERNATIVES: 1. Approve the Notice of Completion for Project 17-01S, Districtwide Solar Project, contracted with PFMG Construction, LTD., of Huntington Beach, California.
2. Do not approve the Notice of Completion.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted:

Anthony W. Knight, Ed.D.
Superintendent

Board Action: On motion of _____, seconded 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: Brookside Elementary School, 165 Satinwood Avenue, Oak Park, CA 91377; Oak Hills Elementary School, 1010N. Kanan Road, Oak Park, CA 91377; Red Oak Elementary School, 4857 Rockfield Street, Oak Park, CA 91377; Medea Creek Middle School, 1002 Doubletree Road, Oak Park, CA 91377; Oak Park High School, 899 N. Kanan Road, Oak Park, CA 91377; and Oak View High School, 5701 Conifer Street, Oak Park, CA 91377

That on or about January 17, 2017 the said Oak Park Unified School District of Ventura County entered into a contract with PFMG Construction, LTD., of Huntington Beach, California, for Project 17-01S, Districtwide Solar Project on certain real property hereinbefore described: that said building and improvements were actually completed on November 14, 2017; that the address of said Oak Park Unified School District is 5801 E. Conifer Street, Oak Park, CA 91377, Ventura County, California.

OAK PARK UNIFIED SCHOOL DISTRICT

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

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

Anthony W. Knight, Ed.D., Superintendent

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

STATE OF CALIFORNIA
COUNTY OF VENTURA

Oak Park Unified School District

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: NOVEMBER 14, 2017

SUBJECT: B.1.g APPROVE NOTICE OF COMPLETION, PROJECT 17-32S, SAFETY FENCING, LOWER FIELD AT OAK PARK HIGH SCHOOL

CONSENT

ISSUE: Shall the Board approve the Notice of Completion for Project 17-32S, Safety Fencing, Lower Field at Oak Park High School, contracted with Fence Factory?

BACKGROUND: On June 19, 2017, the Board of Education authorized the award of a contract for Project 17-32S, Safety Fencing, Lower Field at Oak Park High School, contracted with Fence Factory, of Agoura Hills, California.

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

ALTERNATIVES:

1. Approve the Notice of Completion for Project 17-32S, Safety Fencing, Lower Field at Oak Park High School, contracted with Fence Factory, of Agoura Hills, California.
2. Do not approve the Notice of Completion.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted:

Anthony W. Knight, Ed.D.
Superintendent

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

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

Notice of Completion

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

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

That on or about June 19, 2017 the said Oak Park Unified School District of Ventura County entered into a contract with Fence Factory, of Agoura Hills, California, for Project 17-32S, Safety Fencing, Lower Field at Oak Park High School on certain real property hereinbefore described: that said building and improvements were actually completed on November 14, 2017: that the address of said Oak Park Unified School District is 5801 E. Conifer Street, Oak Park, CA 91377, Ventura County, California.

OAK PARK UNIFIED SCHOOL DISTRICT

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

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

Anthony W. Knight, Ed.D., Superintendent

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

STATE OF CALIFORNIA
COUNTY OF VENTURA

Oak Park Unified School District

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: NOVEMBER 14, 2017

**SUBJECT: B.1.h. APPROVE NOTICE OF COMPLETION, PROJECT 17-33S,
DISTRICTWIDE SECURITY CAMERAS, INSTALLATION OF
NETWORK AND FIBER OPTIC CABLING**

CONSENT

ISSUE: Shall the Board approve the Notice of Completion for Project 17-33S, Districtwide Security Cameras, Installation of Network and Fiber Optic Cabling, contracted with Pacificom, Inc.?

BACKGROUND: On June 19, 2017, the Board of Education authorized the award of a contract for Project 17-33S, Districtwide Security Cameras, Installation of Network and Fiber Optic Cabling, contracted with Pacificom, Inc., of Camarillo, California.

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

ALTERNATIVES:

1. Approve the Notice of Completion for Project 17-33S, Districtwide Security Cameras, Installation of Network and Fiber Optic Cabling, contracted with Pacificom, Inc., of Camarillo, California.
2. Do not approve the Notice of Completion.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted:

Anthony W. Knight, Ed.D.
Superintendent

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

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

Notice of Completion

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

Description: Brookside Elementary School, 165 Satinwood Avenue, Oak Park, CA 91377; Oak Hills Elementary School, 1010N. Kanan Road, Oak Park, CA 91377; Red Oak Elementary School, 4857 Rockfield Street, Oak Park, CA 91377; Medea Creek Middle School, 1002 Doubletree Road, Oak Park, CA 91377; Oak Park High School, 899 N. Kanan Road, Oak Park, CA 91377; and Oak View High School, 5701 Conifer Street, Oak Park, CA 91377

That on or about June 19, 2017 the said Oak Park Unified School District of Ventura County entered into a contract with Pacificom, Inc., of Camarillo, California, for Project 17-33S, Districtwide Security Cameras, Installation of Network and Fiber Optic Cabling on certain real property hereinbefore described: that said building and improvements were actually completed on November 14, 2017; that the address of said Oak Park Unified School District is 5801 E. Conifer Street, Oak Park, CA 91377, Ventura County, California.

OAK PARK UNIFIED SCHOOL DISTRICT

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

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

Anthony W. Knight, Ed.D., Superintendent

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

STATE OF CALIFORNIA
COUNTY OF VENTURA

Oak Park Unified School District

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: NOVEMBER 14, 2017
**SUBJECT: B.1.i. APPROVE 2017-18 AGREEMENT FOR LEGAL SERVICES
WITH FAGEN FRIEDMAN & FULFROST**

CONSENT

ISSUE: Shall the Board of Education approve contract for legal services with Fagen Friedman & Fulfrost for the 2017-18 school year?

BACKGROUND: Oak Park Unified School District has been using Fagen Friedman & Fulfrost as the District's legal representative in all matters for six years. The District's administrative staff has been satisfied with the firm's services. Therefore, it is the recommendation of staff that the Board approve the renewal of the agreement with Fagen Friedman & Fulfrost for legal services for the 2017-18 school year. A copy of the renewal agreement is attached for the Board's information and review.

ALTERNATIVES:

1. Approve the renewal of the agreement with Fagen Friedman & Fulfrost for legal services for the 2017-18 school year.
2. Do not approve the renewal of the agreement.

RECOMMENDATION: Approve 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	_____	_____	_____	_____



AGREEMENT FOR LEGAL SERVICES

This agreement is by and between Oak Park Unified School District (“Client”) and the law firm of Fagen Friedman & Fulfroft LLP (“Attorney”). In consideration of the promises and the mutual agreements hereinafter contained, Attorney agrees to provide legal services to Client on the terms set forth below effective July 1, 2017 through June 30, 2018:

1. CONDITIONS. This Agreement will not take effect, and Attorney will have no obligation to provide legal services, until Client returns a signed copy of this Agreement.

2. SCOPE OF SERVICES. Client hires Attorney as its legal representative/counsel with respect to matters Client specifically refers to Attorney. Attorney will provide those legal services reasonably required to represent Client. Attorney will take reasonable steps to keep Client informed of progress and to respond to Client’s inquiries.

3. CLIENT’S DUTIES. Client agrees to cooperate with Attorney and to communicate with candor while keeping the Attorney apprised of any information or developments which may come to Client’s attention, to abide by this Agreement, to pay Attorney’s bills on time and to keep Attorney advised of Client’s address and telephone number. Client will assist Attorney in providing information and documents necessary for the representation in the described matter.

4. CONSULTANT SERVICES. Attorney may provide consulting services in addition to or in support of the legal services provided pursuant to this Agreement, through qualified non-attorney Communication Services and Education Consultants. These services are intended to support Client with communications work or educational consultant services related to labor and employment matters, special education and student matters, high-profile litigation and settlement agreements, in addition to employee, community, inter-governmental and media relations.

5. EMAIL COMMUNICATIONS/CLOUD-BASED COMPUTING. In order to provide Client with efficient and convenient legal services, Attorney will frequently communicate and transmit documents using e-mail. In addition, Attorney uses a cloud computing service with servers located in a facility other than Attorney’s office. Most of Attorney’s electronic data, including emails and documents, are stored in this manner. Although Attorney will take reasonable precautions to keep email and other electronic data confidential and secure, because technology and cyber threats continue to evolve, there may be risks communicating and storing electronic data in this manner, including risks related to confidentiality and security. By entering into this Agreement, Client is consenting to such e-mail transmissions with Client and Client’s representatives and agents, as well as to having communications, documents and electronic data pertinent to Client’s matter(s) stored through a cloud-based service.

6. LEGAL FEES AND BILLING PRACTICES. Client agrees to pay by the hour, in minimum units of one tenth (.1) of an hour, at Attorney’s prevailing rates for all time spent on Client’s matter by Attorney’s legal personnel. Current hourly rates are noted in an attached rate schedule and the actual rate billed is based on the attorney’s number of years of experience.

The rates on this schedule are subject to change on 30 days' written notice to client. If Client declines to pay any increased rates, Attorney will have the right to withdraw as Attorney for Client. The time charged will include the time Attorney spends on telephone calls relating to Client's matter, including calls with Client and other parties and attorneys. The legal personnel assigned to Client's matter may confer among themselves about the matter, as required and appropriate. When they do confer, each person will charge for the time expended, as long as the work done is reasonably necessary and not duplicative. Likewise, if more than one of the legal personnel attends a meeting or other proceeding, each will charge for the time spent.

7. COSTS AND OTHER CHARGES. (a) Attorney will incur various costs and expenses in performing legal services under this Agreement. Except as otherwise stated, Client agrees to pay for all costs, disbursements and expenses in addition to the hourly fees. These include fees fixed by law or assessed by public agencies, messenger and other delivery fees, out of office copying/reproduction costs, and travel costs (including mileage charged at the standard IRS rate, parking, transportation, meals and hotel costs, if applicable), and other similar items. The following costs shall not be charged:

In office Photocopying	No Charge
Facsimile Charges	No Charge
Postage	No Charge
On-line Legal Research Subscriptions	No Charge
Administrative Overhead	No Charge

(b) Out of town travel. Client agrees to pay transportation, meals, lodging and all other costs of any necessary out-of-town travel by law firm personnel. Client will also be charged the hourly rates for the time legal personnel spend traveling.

(c) Consultants and Investigators. To aid in the representation in Client's matter, it may become necessary to hire consultants or investigators. Client agrees to pay such fees and charges.

8. BILLING STATEMENTS. Attorney will send Client monthly statements for fees and costs incurred. Each statement will be payable within thirty (30) days of its mailing date. An interest charge of one percent (1%) per month shall be assessed on balances that are more than thirty (30) days past due. Client may request a statement at intervals of less than 30 days. If Client requests a bill, Attorney will provide one within 10 days. The statements shall include the amount, rate, basis of calculation or other method of determination of the fees and costs, which costs will be clearly identified by item and amount.

9. DISCHARGE AND WITHDRAWAL. Client may discharge Attorney at any time. Attorney may withdraw with Client's consent, for good cause or as allowed or required by law upon ten (10) days written notice. Good cause includes Client's breach of this Agreement, refusal to cooperate or to follow Attorney's advice on a material matter or any fact or circumstance that would render Attorney's continuing representation unlawful or unethical. When Attorney's services conclude, all unpaid charges will immediately become due and payable. Following the conclusion of Attorney's representation of Client, Attorney will, upon Client's request, deliver to Client the Client file(s) and property in Attorney's possession, whether or not Client has paid for all services. If Client has not requested delivery of the files, Attorney may destroy all such files in its possession seven (7) years after the conclusion of the representation.

10. DISCLAIMER OF GUARANTEE AND ESTIMATES. Nothing in this Agreement and nothing in Attorney's statements to Client will be construed as a promise or guarantee about the outcome of the matter. Attorney makes no such promises or guarantees. Attorney's comments

about the outcome of the matter are expressions of opinion only. Actual fees may vary from estimates given.

11. ENTIRE AGREEMENT. This Agreement contains the entire agreement of the parties. No other agreement, statement, or promise made on or before the effective date of this Agreement will be binding on the parties.

12. MODIFICATION BY SUBSEQUENT AGREEMENT. This Agreement may be modified by subsequent agreement of the parties only by an instrument in writing signed by both of them or an oral agreement only to the extent that the parties carry it out.

13. SEVERABILITY IN EVENT OF PARTIAL INVALIDITY. If any provision of this Agreement is held in whole or in part to be unenforceable for any reason, the remainder of that provision and of the entire Agreement will be severable and remain in effect.

14. MEDIATION CLAUSE. If a dispute arises out of or relating to any aspect of this Agreement between the Client and Attorney, or the breach thereof, and if the dispute cannot be settled through negotiation, Attorney and Client agree to use mediation before resorting to arbitration, litigation, or any other dispute resolution procedure.

15. EFFECTIVE DATE. This Agreement will govern all legal services performed by Attorney on behalf of Client commencing with the date Attorney first performed services. The date at the beginning of this Agreement is for reference only. Even if this Agreement does not take effect, Client will be obligated to pay Attorney the reasonable value of any services Attorney may have performed for Client.

THE PARTIES HAVE READ AND UNDERSTOOD THE FOREGOING TERMS AND AGREE TO THEM AS OF THE DATE ATTORNEY FIRST PROVIDED SERVICES. THE CLIENT SHALL RECEIVE A FULLY EXECUTED DUPLICATE OF THIS AGREEMENT.

IN WITNESS WHEREOF, the parties have signed this Agreement for Legal Services.

Oak Park Unified School District

Fagen Friedman & Fulfroost LLP



Dr. Anthony Knight, Superintendent

Chris Keeler, Managing Partner

DATE: _____

DATE: May 26, 2017



PROFESSIONAL RATE SCHEDULE

Oak Park Unified School District
July 1, 2017 through June 30, 2018

1. HOURLY PROFESSIONAL RATES

Client agrees to pay Attorney by the following standard hourly rate:

Associate	\$195 - \$225 per hour
Partner	\$240 - \$275 per hour
Of-Counsel	\$275 per hour
Paralegal/Law Clerk	\$115 - \$145 per hour
Paralegal/Law Clerk (<i>Bar Admitted Outside CA</i>)	\$185 per hour
Education Consultant	\$165 per hour
Communication Services Consultant	\$225 per hour

Travel time shall be charged only from the attorney's nearest office to the destination and shall be prorated if the assigned attorney travels for two or more clients on the same trip. If Client requests a specific attorney, Client agrees to pay for all travel time of that specific attorney in connection with the matter.

2. ON-SITE LEGAL SERVICES

At Client's discretion and by prior arrangement of Client and Attorney, Attorney may provide regularly scheduled on-site legal services ("Office Hours") to address legal issues that may arise in Client's day-to-day operations. Office Hours, which include time Attorney spends at Client's facility as well as travel time, shall be provided at a reduced hourly rate of 90% of the Attorney's standard hourly rate.

3. COSTS AND EXPENSES

In office Photocopying	No Charge
Facsimile Charges	No Charge
Postage	No Charge
On-line Legal Research Subscriptions	No Charge
Administrative Overhead	No Charge
Mileage	IRS Standard Rate

Other costs, such as messenger, meals, and lodging shall be charged on an actual and necessary basis.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: NOVEMBER 14, 2017
SUBJECT: B.1.j. DENY CLAIM NO. 17-04 FOR ALLEGED INJURIES

CONSENT

ISSUE: Shall the Board deny Claim No. 17-04 against the District for alleged injuries, pursuant to Government Code Section 913?

BACKGROUND: On October 5, 2017, the District received a claim for damages from the parent of an Oak Park High School student, who alleges the student was injured after being struck in the head by a basketball during PE class. Details of this claim have been provided to the Board under separate cover.

As a matter of routine, it is recommended that the Board deny the claim as presented. Upon the Board's denial of the claim, the matter will be referred to the District's third party administrator for property and liability insurance, York Risk Services Group, Inc. Upon receipt, York Risk Services Group will investigate the merits of the claim and advise the District of further action, if any, as appropriate.

ALTERNATIVES:

1. Reject Claim No. 17-04 for damages and refer to the District's third party administrator for further action.
2. Accept the claim for damages.

RECOMMENDATION: Alternative No. 1

FISCAL IMPACT: Unknown at this time.

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: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: NOVEMBER 14, 2017
SUBJECT: B.1.k. APPROVE EXPULSION OF STUDENT IN DISCIPLINARY CASE #01-17/18

CONSENT

ISSUE: Should the Board of Education expel student in Disciplinary Case #01-17/18?

BACKGROUND: On October 26, 2017, an Oak Park High School student was in violation of Education Codes 48915 (c)(3) unlawfully selling a controlled substance on the Oak Park High School campus. As required by Education Code 48915, the principal has recommended expulsion of this student.

A meeting was held with the parent on October 30, 2017 to review the incident, the suspension, and the recommendation for expulsion and interim educational alternatives. An agreement was reached with the parent for an "Agreement to Hold Enforcement of the Expulsion in Abeyance."

ALTERNATIVES: 1. Expel student in Disciplinary Case #01-17/18 from the Oak Park Unified School District effective October 30, 2017.
2. Do not expel of student in Disciplinary Case #01-17/18.

RECOMMENDATION: Alternative #1

Prepared by: Kevin Buchanan, Principal Oak Park High School

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: NOVEMBER 14, 2017

**RE: B.2.a. APPROVE RESOLUTION FOR PARTICIPATION IN DISTRICT
OF CHOICE PROGRAM FOR SCHOOL YEAR 2018-19
ACTION**

ISSUE: Shall the Board of Education approve a Resolution to continue participation in the State's District of Choice Program as approved in the Governor's Budget Bill of 2017.

BACKGROUND: The District of Choice (DOC) program grew out of an effort in the early 1990's to increase the choices available to all students within the public school system. The 1993 legislation (AB19) that implemented the District of Choice program provided for a five-year pilot with the first transfers to begin in the 1995-96 school year. Since that time the state has extended the program through a number of renewals with the latest extension authorized in the Education Omnibus Trailer Bill (SB83) of the Governor's budget signed in June, 2017. This bill extends the program through June 30, 2023 (with a repeal date of January 1, 2024) and adds some new reporting requirements to Education Code 48300 *et seq.* In addition, the Education Code requires that participating school districts annually adopt a resolution and communicate their intent to participate to surrounding school districts.

The Legislative Analyst's Office completed a comprehensive study of the District of Choice program in 2016 and produced a report outlining recommendations to the State Legislature as it considered the future of the program. Most of the recommendations from the report were incorporated into the current legislation. Oak Park Unified has participated in the District of Choice program since the 2004-05 school year and, as a result, has been able to mitigate the effects of declining enrollment and reduced state funding. Staff recommends that the Governing Board adopt this resolution to continue the district's participation in the District of Choice program and accept new students for the 2018-19 school year.

ALTERNATIVES: 1. Approve the District of Choice Resolution.
2. Do not approve the District of Choice Resolution.

RECOMMENDATION: Alternative #1.

B.2.a. Approve Resolution For Participation In District Of Choice Program For School Year 2018-19

Page 2

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT
Resolution #17-20

Participation In District Of Choice Program

WHEREAS, the Education Omnibus Trailer Bill (SB83/AB99) was approved in the Governor's 2017 Budget reauthorizing the school District of Choice program for six additional years; and,

WHEREAS, SB83/AB99 extends the sunset and repeal dates to July 1, 2023 and January 1, 2024, respectively; and,

WHEREAS, the concepts and philosophy of public school choice is embodied in current legislation; and,

WHEREAS, there is a requirement to inform parents and the community regarding existing school choice options currently in law; and,

WHEREAS, the Governing Board of the Oak Park Unified School District desires to endorse public school choice through a resolution to continue as a District of Choice; and,

WHEREAS, the Governing Board of the Oak Park Unified School District supports parental involvement in choosing public educational alternatives and programs for their children; and,

WHEREAS, the continued implementation promotes the goal of parental choice for enhanced public learning opportunities for their children;

NOW, THEREFORE BE IT RESOLVED that the Oak Park Unified School District wishes to continue their implementation of a public schools' choice program by electing to accept transfer students, determine and approve the number of transfers to be accepted and ensure that pupils admitted are selected through a random, unbiased process.

The foregoing Resolution was adopted by the Governing Board of the Oak Park Unified School District on the 14th day of November, 2017 by the following vote

AYES:	_____
NOES:	_____
ABSENT:	_____
ABSTENTIONS:	_____

President, Oak Park Unified School District
Board of Education

Attest:

Clerk, Oak Park Unified School District
Board of Education

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: NOVEMBER 14, 2017
SUBJECT: B.2.b. RATIFY AWARD OF CONTRACT FOR MEASURE S ARCHITECTURAL PLANNING SERVICES

ACTION

ISSUE: Shall the Board of Education ratify the award of contract for Measure S Architectural Planning Services with HED Architects?

BACKGROUND: At its meeting on October 17, 2017, the Board awarded the Request for Proposals (RFP) for Measure S architectural services to HED Architects, as recommended by the Measure S Committee, and authorized the Administration to negotiate and enter into an agreement with the firm. While negotiation of a master agreement is still in progress, it is recognized that time is of the essence for establishing Measure S priority projects for the 2018-19 and 2019-20 school years. To that end, the Measure S Committee's Facility Subcommittee requested that HED provide a proposal for architectural planning services. After thorough review and concurrence of the full Measure S Facility Subcommittee, the accompanying contract with HED Architects, specifying the scope of services and deliverables, was approved for Architectural Planning Services to establish the Measure S project priorities the 2018-19 and 2019-20 school years. The contract will be reviewed by the full Measure S Committee at its meeting November 6, 2017. Under the agreement, HED will provide the initial plan recommendation at the beginning of December 2017, which will be presented to the Measure S Committee and the Board of Education for action at their respective December meetings.

ALTERNATIVES:

1. Ratify the award of contract with HED Architects, in the amount of \$92,000, for Measure S Architectural Planning Services as specified in the accompanying agreement.
2. Do not ratify the award of contract.

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	_____	_____	_____	_____

October 25, 2017

Martin Klauss & Dr. Anthony Knight
Assistant Superintendent
Business and Administrative Services
Oak Park Unified School District
5801 Conifer Street
Oak Park, CA
91377

Subject: Proposal Agreement for Measure S District-wide Master Plan and Planning Services

Dear Martin and Tony:

Thank you for the opportunity to submit this proposal agreement for professional master plan and planning services for OPUSD to make the most of your Measure S funds and matching funds. We appreciate your confidence in our firm to serve your planning needs and look forward to executing this proposal agreement with you.

We have carefully reviewed your list of projects for each campus and toured all of the sites. During our scope brainstorm sessions with you, Julie Suarez and Keith Henderson we gained a specific understanding of the scope of your project and the services we are to provide in order to meet your goals. We are confident that we have the qualified staff and experience necessary to complete your project.

Scope of Services

This proposal agreement is based upon our understanding of the scope of the master plan and planning services OPUSD needs at this time. Harley Ellis Devereaux (HED) proposes to provide the following professional master planning services to meet your goals:

- 1) Assign soft costs, construction costs, design time duration and construction duration time to all projects listed on Exhibit A for (5) campuses. Costs to account for FF&E, technology infrastructure, graphic design such as wayfinding and interpretive signs to explain some of the environmental features of the campuses.
- 2) Create a schedule for all projects listed on Exhibit A for (5) campuses that shows the phasing the OPUSD team and HED team settle on for Phase 1B (current



Martin Klauss
Assistant Superintendent
Business and Administrative Services
October 25, 2017
Page 2

funds), Phase 1C (second bond issuance), Phase 2 (state matching funds in about 2 years)

- 3) Assessment of restrooms shown in Exhibit A that do not meet code by marking up as built drawings with the solutions to bring them up to code
- 4) Draw conceptual site plan diagrams for all sites listed in Exhibit A (5 campuses) to show options for best placement of new modular buildings when portables are removed, spaces for shaded outdoor learning, storage and re-shuffling program and renovations.
- 5) conceptual 3D site massing models for all (5) sites
- 6) Research modular open building concepts such as Butler Wall Systems
- 7) Create Design district-wide guidelines for:
 - i) Tailoring modular classrooms to look welcoming, have breakout rooms, shared resource areas and shade for outdoor learning. For two story concept research how this might be done with indoor commons or courtyards with deep balconies upstairs that can be furnished.
 - ii) converting libraries into Media Resource Centers with a Makerspace that can be run by current staff and evolve. (creativity and innovation space for student collaboration, and support of interdisciplinary and project based learning) and eliminating traditional computer labs
 - iii) Health Office and Health Office Restroom upgrades (code and casework)
 - iv) Teacher Collaboration Workrooms (to provide needed offices, get teachers to communicate / collaborate more, reduce plug loads of "kitchenettes" set up in classrooms
 - v) Outdoor Classrooms and shaded outdoor learning space adjacent to new modular classrooms for ES, MS and HS levels (shaded outdoor learning spaces for inquiry based and project based learning)
- 8) (3) Sketch options for Media Resource Centers with a Makerspace on two sites to decide which will best serve as a pilot project to roll these out on other campuses in the future
- 9) 5 Measure S Subcommittee meetings: 10/31, 11/07, 11/14
- 10) 4 meetings in person to brainstorm, present work in progress and get feedback
- 11) 6 videoconference meetings
- 12) 2 board meetings

Deliverables

- 1) Phasing Schedule in MS Project
- 2) Master Plan Report with conceptual site plan diagrams and 3D site model massing views
- 3) Restroom drawings marked up by hand to illustrate solutions to meet code



Martin Klauss
Assistant Superintendent
Business and Administrative Services
October 25, 2017
Page 3

- 4) Final conceptual floor plans for potential pilot projects for Media Resource Center / Makerspace, Outdoor Classroom and Teacher Collaboration Workrooms
- 5) Secure rough cost estimates from for modular construction vendors that account for the tailoring as described in item 6 and item 7i and above
- 6) Design Guidelines to include: reference images, floor plan diagrams, furniture test fits, A/V concepts, finishes and specialty items such as skylights or glazed sectional roll up doors for items 7i-v listed above
- 7) PDFs of concept sketches for Media Resource Centers with a Makerspace on two sites
- 8) PowerPoint presentations of work in progress for Measure S meetings and for board presentation
- 9) Final PowerPoint presentation of all deliverables above

Exclusions

- Landscape Architect
- Cost Estimator
- As-Built / Base Drawings (in digital format): We do not know what the state of documentation is in. If we are missing documentation for some buildings, we would propose hiring an as-built service to fill in the gaps. Fees are generally reasonable for this kind of work and it would depend on what exactly was needed.
- Site survey update: We would expect OPUSD to furnish adequate survey information and to update it if it was deemed necessary.
- Geotechnical Reports
- Arborist

As stated, our fees do not include geotechnical studies or the cost of an updated surveyor but we can provide recommendations for these services if it is deemed necessary.

Fee Proposal

Basic Services Fee

HED's fee for providing the above outlined services will be on an hourly basis with a not to exceed lump sum of **ninety thousand dollars (\$90,000.00)** excluding reimbursable expenses as outlined.



Martin Klauss
Assistant Superintendent
Business and Administrative Services
October 25, 2017
Page 4

Reimbursable Expenses

The following out-of-pocket expenses will be reimbursed at the rate of One and Ten Hundredths (1.1) times the actual cost to HED:

- Expenses related to traveling to client meetings or to project sites for parking and mileage
- Printing, reproduction and delivery-related expenses for documents requested by OPUSD for presentations
- Out-of-pocket expenses for the preparation of presentation graphics, renderings and models requested by OPUSD
- Expenses for consultants' services authorized by OPUSD

Reimbursable Expenses are not to exceed **two thousand dollars (\$2,000.00)**.

Additional Services Fee

Additional Services shall be provided if authorized or confirmed in writing by OPUSD. Such Additional Services shall include planning surveys, environmental studies, measured drawings of existing conditions, coordination of construction or project managers' detailed construction cost estimates, and any other services not otherwise included in this agreement under basic services or not furnished in accordance with generally accepted architectural practice.

HED's fee for additional services beyond the scope of basic services will be either a) performed and billed at the agreed hourly rates in the 2017 table below b) performed for a lump sum price agreed to in writing prior to any work being commenced. Overtime premium pay portions of direct salaries for overtime work approved by OPUSD will not be subject to a multiple and will be billed without mark-up.

Hourly Rates

The following table shows the flat hourly rates for HED team members who may be assigned to the project.

Principal-in-Charge	\$270.00
Project Manager, Educational Planner	\$230.00
Project Architect	\$200.00
Senior Designer	\$179.00
Designer	\$85.00

Note: Hourly rates are subject to change annually and are effective through December 31, 2017.



Martin Klauss
Assistant Superintendent
Business and Administrative Services
October 25, 2017
Page 5

General Conditions

Client Responsibilities

OPUSD shall furnish all existing information about the site and physical facilities including existing drawings, surveys, previous consultant reports, etc. OPUSD will obtain digital (AutoCAD or Revit) documentation from previous architects and engineers who have worked on the campus insofar as it is available.

Payments

Invoices for our services are submitted every month for the portion of services completed. Payment is expected within thirty (30) days of receipt of invoice.

Project Schedule

HED will begin work on the project immediately upon receipt of your authorization to proceed. The fee attached is developed based on the following assumptions: The timeline assumes the completion of the scope of work in five weeks' time. We realize that there is the possibility that the process may become extended, depending on the availability of OPUSD's team, the specific scheduling of meetings etc.

Project Team

HED is pleased to offer a team of personnel to meet the requirements of your program. We believe each and every team member has the creative talent, technical expertise and enthusiasm to make your project successful. The following key personnel have been selected for their leadership abilities and experience on similar projects:

John R. Dale, FAIA	Principal in Charge, Lead Designer
Mariana Lavezzo	Associate, Project Manager, Educational Planner
David Decker	Project Architect
Sylvia Wallis	Associate, Senior Designer
Samantha Aisawa	Designer

Insurance

HED carries both general business and architect's and engineer's professional liability insurance coverage for the protection of both our firm and our clients. We would be pleased to share the details of said coverage if you so request. For our Comprehensive



Martin Klauss
Assistant Superintendent
Business and Administrative Services
October 25, 2017
Page 6

General Liability and Auto Liability policies provided on this project, OPUSD shall be named as additional insureds.

Termination, Suspension or Abandonment

In the event that this project is terminated, suspended or abandoned by the client, we require seven (7) days notice from the client and payment for services performed and costs incurred up to the termination effective date.

Hazardous Materials

HED does not have specialized expertise in the specifying of treatment and/or handling of new and/or existing asbestos-containing, asbestos-contaminated, or other hazardous materials, above or below surface, and our professional liability insurance policy does not include coverage of these services. Therefore, HED cannot provide these services. It is our understanding that OPUSD will retain, if necessary, a qualified industrial hygienist and/or contractor to provide these services.

Construction Cost

Based upon the previously stated data, the total project cost, including construction costs and 'soft' costs will be estimated as part of the scope of work.

As you are aware, neither the Architect nor the Client has control over the cost of labor, materials or equipment, over the Contractor's methods of determining bid prices, or over competitive bidding, market or negotiating conditions. As such, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from any estimate of construction cost or evaluation prepared or agreed to by HED.

Dispute Resolution

Claims, disputes or other matters in question between the parties to this Agreement arising out of or relating to this Agreement or the breach thereof shall be subject to and decided by informal negotiations between authorized representatives of the parties, followed by mediation if the informal negotiations are not successful. Mediation shall be conducted in accordance with the Construction Industry Mediation Rules of the American Arbitration Association in effect at the time the request for mediation is made by either party. In the event that the parties are not successful in resolving the dispute by mediation, then such disputes shall be subject to and decided by arbitration conducted in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association in effect at the time the demand for arbitration is made by either party. The place of the arbitration hearings shall be in Oak Park, California, the laws of California to apply. The award rendered by the arbitrator(s) shall be final and binding and enforceable in any court of competent jurisdiction.



Martin Klauss
Assistant Superintendent
Business and Administrative Services
October 25, 2017
Page 7

We suggest that if this proposal agreement meets with your approval and you choose to award this project to HED, this proposal agreement letter will serve as the contract between HED and OPUSD. To consummate this agreement and to grant us authorization to begin our services, please have an authorized individual sign the Acceptance, retain one signed copy of the proposal for your records and forward the other signed copy to us.

If you have any questions regarding this proposal-agreement for services, or if you wish to discuss any aspect of the project, please contact me directly. We look forward to this opportunity to serve OPUSD.

Very truly yours,

A handwritten signature in blue ink, appearing to read "John Dale", is placed below the closing.

John R. Dale, FAIA
Principal-in-Charge

JRD:jrd

[Enclosures]



Martin Klauss
Assistant Superintendent
Business and Administrative Services
October 25, 2017
Page 8

Accepted for OPUSD by:

Signature (s)

Martin Klauss, Assistant Superintendent, Business and Administrative Services
Printed Name and Title

October 25, 2017
Date

Signature (s)

Printed Name and Title

Date

By signing this document, the signatory attests that they are authorized to execute this Agreement on behalf of the OPUSD.



Exhibit A

Edited 10/24/17 with Julie Suarez and Keith Henderson

Detailed list of projects to include in items #1-4 under Planning Scope

Brookside Elementary School (BES)

PHASE 1B& 1C

CODE UPGRADE / URGENT PROJECTS

- A) Classroom 301: Rebuild walkway to make new slopes to stop the flooding at the corner facing the field. Also consider structural for that corner of the building.

BUILDING PROJECTS FOR 21ST C. LEARNING

- B) Replace (8) relocatable classrooms with permanent 21st century learning environments using modular construction which includes expansion of the Kindergarten yard. Add roll up doors and outdoor classroom area facing the playfield. Gardens are adjacent.
- C) Renovate the computer lab / library to create a Media Resource Center with a Makerspace

LANDSCAPE PROJECTS FOR 21ST C. LEARNING

- D) relocate student garden

PHASE 2

- E) increase parking and improve / extend drop off area
- F) Improve drought tolerant landscape and irrigation, site utility systems and turf areas

Oak Hills Elementary School (OHES)

PHASE 1B& 1C

CODE UPGRADE / URGENT PROJECTS

- A) OPNS Pre K: demolish 4 relocatables at southeast, install 4 new modular classrooms at northeast where bike racks are. Relocate some play structures, delineate zones for Pre-K vs. Kinder play. *Move in Fall 2018*. New staff restrooms (with custodian closet) to be included in modular building specs. Currently 40 teachers share (2) RR's
- B) New fence for Reggio Emilia playground- on hold until relocatables are replaced. (this is part of the Pre-K building)
- C) Admin building renovation including Health Office restroom upgrade and fixing acoustics at lunch area that is enclosed with windows
- D) Student Restrooms: Bring up to code.

BUILDING PROJECTS FOR 21ST C. LEARNING

- E) New Offices for teachers / staff possibly as "Teacher Collaboration Workrooms" - they are lacking and many are carved out of closets
- F) Renovate the library to create a Media Resource Center with a Makerspace and convert Teachers Room into a New Kitchen because the existing kitchen is too small (combined line items from 10/19)
- G) Investigate a larger MPR

LANDSCAPE PROJECTS FOR 21ST C. LEARNING

- H) Enlarge student gardens - has a greenhouse, deeper beds, use grass area

IMPROVE AESTHETICS & MISC.

- I) (1) 960 s.f. classroom is needed for before and after school programs? *TBD*

PHASE 2

- J) Admin Bldg.: Replace existing HVAC systems
- K) MPR Bldg.: Replace existing HVAC system
- L) Library Bldg.: Replace existing HVAC systems
- M) Improve drought tolerant landscape and irrigation, site utility systems and turf areas

Red Oak Elementary School (ROES)

PHASE 1B-1C

CODE UPGRADE PROJECTS

- A) Upgrade student health office and health office restroom
- B) bring student restrooms up to code
- C) Walkway slope not to ADA code next to door at C36
- D) C building new roof - drainage issue at rear half of roof which leaks and can't handle downpours (front half is OK). Main drains are only 2" diameter. Use roof forms to enhance aesthetic of building.
- E) MPR Bldg. Restrooms: not sure if they meet ADA code. HED to verify to see if bringing them to code needs to be in scope.
- F) MPR stage access: bring up to ADA code

BUILDING PROJECTS FOR 21ST C. LEARNING

- G) Remove (5) relocatables and put in a better playground more like Brookside in a better location once play area is regained. Re-arrange playground
- H) Renovate the library to create a Media Resource Center with a Makerspace
- I) Library (future Media Resource Center/ Makerspace) new shade structure: for shaded outdoor learning space and to protect the windows from the heat / glare.

LANDSCAPE PROJECTS FOR 21ST C. LEARNING

- J) Outdoor Classroom to be located under PV panels which will provide shade. Space to be used potentially for gardening, art, music, science for 32 students or for 60 PE students.
- K) enlarge student gardens

IMPROVE AESTHETICS & MISC.

- L) Upgrade classrooms and soften classroom boxes (addition of elements such as covered walkways and landscape to achieve this)
- M) (2) 960 s.f. classrooms are needed for before and after school programs? *TBD*

PHASE 2

- N) Improve drought tolerant landscape and irrigation, site utility systems and turf areas
- O) Building C roof retrofit
- P) Direct access from curved terrace at classroom building to space in front of asphalt play area (a wall with two sinks currently blocks direct access). Add shade structure at this area to turn it into an outdoor classroom.
- Q) Replace lattice work at B and C entryways because it is deteriorating
- R) Covered walkways between buildings (wish)

Medea Creek Middle School (MCMS) (reshuffled priorities)

PHASE 1B-1C

CODE UPGRADE PROJECTS

- A) Kitchen: health dept. upgrades
- B) Add a new MPR using modular construction
- C) Replace relocatable classrooms with permanent 21st century learning environments using modular construction (sloped grass area from basketball courts down to classrooms is not used and is a potential site).
- D) Upgrade student health office
- E) bring student, staff and health office toilet rooms up to code
- F) Stairs from basketball courts down to campus- bring up to code

BUILDING PROJECTS FOR 21ST C. LEARNING

- G) Explore 2 options: A) Add shaded outdoor learning spaces for inquiry based and project based learning next to new modular construction learning environments and look for other opportunities to extend classroom footprints or B) Existing Science classrooms renovation: Create direct access from existing classrooms to garden beds which are not being used. This can be done with sectional roll up doors or glazed sliding doors. Add a shaded outdoor learning area.
- H) Investigate if it is possible to remove roll down fire shutters at library because they are a nuisance during power outages and dangerous when they suddenly drop down (need to research why they are there)
- I) New Choral Classroom to be added. A 20x40 portable currently houses this program.
- J) New Orchestra or Strings Classroom. The program would start with one class, then build up to 2 classes max.
- K) New Offices for teachers / staff possibly as "Teacher Collaboration Workrooms" - they are lacking and many are carved out of closets
- L) Renovate the library to create a Media Resource Center with a Makerspace

IMPROVE AESTHETICS & MISC.

- M) (1) 960 s.f. classroom is needed (can use an existing space if we create an MPR) for before and after school programs. *TBD*

PHASE 2

- N) Improve drought tolerant landscape and irrigation, site utility systems and turf areas
- O) better front entry needed and a way to separate pedestrian traffic from the driveway
- P) Fix Gym Acoustics. It needs improvement to be able to use it for performances.

Oak Park High School (OPHS)

PHASE 1B-1C

CODE UPGRADE PROJECTS

- A) new fencing and planting at top of lower athletic fields: existing conditions allow students to sneak in free of charge to events. Needs to be designed so it does not look awkward or prison-like

BUILDING PROJECTS FOR 21ST C. LEARNING

- B) Install 6 new relocatable classrooms with permanent 21st century learning environments using modular construction. HED to look into placing them near the solar panels lunch shelter area which has good soil. Placing them across from the existing Growthpoint modular will be expensive. Hillside solution at 2 story structure could make access on grade at both levels possible.
- C) Art Courtyard: needs a DSA pre-approved shade structure to go over an outdoor ceramic area with pottery wheels and small kilns. Main electrical and main gas lines are near this area.
- D) Relocate student gardens -needs to be relocated b/c current location has too much shade

PHASE 2

- E) Improve drought tolerant landscape and irrigation, site utility systems and turf areas (complete the work begun in Phase 1A)
- F) Improvements and upgrades to community/joint use athletic fields, replacement of aging athletic equipment (i.e. back stops)

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: NOVEMBER 14, 2017

**SUBJECT: B.2.c. RATIFY AWARD OF CONTRACT FOR MEASURE S
PROJECT 17-32S, SAFETY FENCING, FOOTBALL STADIUM
AT OAK PARK HIGH SCHOOL**

ACTION

ISSUE: Shall the Board ratify an agreement with Carter Fence Company for construction services in connection with Measure S Project 17-32S, Safety Fencing, Football Stadium at Oak Park High School?

BACKGROUND: At its meeting on June 19, 2017, the Board directed Staff to work with the District's architect to identify appropriate and effective safety fencing options for the area around the Oak Park High School football stadium. The final design was finally approved by Staff and the Measure S Facility Subcommittee members in October 2017. In order to expedite project and ensure campus safety and security, it has been necessary to engage construction services to complete this project, identified as Project 17-32S, Safety Fencing, Football Stadium at Oak Park High School. At this evening's meeting the Board is asked to ratify the contract with Carter Fence Company to perform the necessary scope of work to complete this project. The following is a recap of the subject contract; background documentation accompanies this report for the Board's information:

COMPANY	SCOPE OF WORK	AMOUNT
Carter Fence Company	Install Regal Style Iron Fence	\$ 88, 670

ALTERNATIVES:

1. Ratify the agreement for construction services with Carter Fence Company, in the amount of \$88, 670, for Project 17-32S, Safety Fencing, Football Stadium at Oak Park High School as recommended above.
2. Do not ratify the agreement.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

Received _____ By _____ Set _____ Comp _____

PROPOSAL/CONTRACT

No 95508

Contractor's License #304464

We Also Accept



CARTER
FENCE CO. INC



carterfence.com

13207 SHERMAN WAY
NORTH HOLLYWOOD, CA 91605-4849

(818) 765-0844 (818) 983-1515
(861) 257-2002 (805) 517-1136

Fax (818) 765-0360

TO: OAK PARK Unified School District 5801 CONIFER ST, OAK PARK, CA 91377
PHONE (818) 735-3210 + SUAREZ@OAKPARKUSD.ORG ATTEN: JULIE SUAREZ 10-18-17
DATE

TO FURNISH AS SPECIFIED BELOW FOR INSTALLATION AT AND/OR SHIPMENT TO:
OAK PARK HS 899 KANAN RD OAK PARK, CA 91377

534' LINEAL FEET OF FENCING,
WITHOUT TOP RAIL, AS SPECIFIED
HEREIN.
FENCE HEIGHT OVERALL
6' 0" 80" FT.
INCLUDING
None
STRANDS
OF BARBED
WIRE
FRAMEWORK TO BE
ORN IRON
ORNAMENTAL IRON IS SUBJECT
TO RUST. PAINT WARRANTY IS
60 DAYS.

lin. ft. complete fence	style, appr.	in. high	ga.	mesh
414' Biasable Regal Hvy Regal 1 1/2" Rails 3/4" Dia				
114' ANCIENT EARTH COLOR				
lin. ft. complete fence	style, appr.	in. high	ga.	mesh
LINE POSTS (114a) 2" x 2" 3/8" THRU				
for 6' fence to be	O.D. set in	feet of concrete, spaced		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

#P Add Vertical Rod Latching Device TO CRASH OUT GATES

DIAGRAM *PER ATTACHED DIAGRAM;

#A

* Install 414' of New 6' High Biasable Pre-Galvanized Hvy Regal style PRN IRON FENCE plus 14' x 80" high slide gate with 6-90 GALVANIZED V-TRACK BOLT TO NEW EXISTING CONCRETE. 6' x 80" high CRASH OUT GATES WITH PULL HANDLE, KEY ENTRY VDO SERIES, EXPANDED METAL ON GATES & 4" ON FENCE EACH SIDE OF GATES. CORE DRILL EXISTING WALLS, CURBS & CONCRETE TO SET POSTS. IN DIRTY AREAS SET POSTS IN CONCRETE. ANCIENT EARTH COLOR

* Remove existing chain link, Pipe Rail FENCE & GATES, WITH EXISTING 1 1/2" SCH 40 PIPE HANDRAIL 118' ON RAMP

* Modify customer 1 1/2" SCH 40 PIPE HANDRAIL & BRACKETS TO REINSTALL ON 118' SECTION OF NEW ORN IRON, PAINT HANDRAIL TO MATCH ALL PRE-GALVANIZED MATERIAL - ANCIENT EARTH COLOR

118' Install Customer Handrail
Lin. ft. of top rail O.D.

CORNER POSTS Lin. ft. of top rail O.D.

2" x 2" (114a) 2' 1/8" THRU
O.D. set in 2' 1/8" ft. of concrete

CORNER POSTS

O.D. set in ft. of concrete

END POSTS

2" x 2" (114a) 2' 1/8" THRU
O.D. set in 2' 1/8" ft. of concrete

END POSTS

O.D. set in ft. of concrete

GATE POSTS 4" x 4" (114a) 8" THRU
O.D. set in 8" ft. of concrete

GATE POSTS 2" x 2" (114a) 8" THRU
O.D. set in 8" ft. of concrete

Slide Gate 14' x 80" 2" x 2" 1/2" THRU
Opening 2' 1/2" O.D. Frame

Crashout Gate 6' x 80" 1 1/2" THRU
Opening 1 1/2" O.D. Frame

Crashout Gate 3' x 80" 1 1/2" THRU
Opening 1 1/2" O.D. Frame

Crashout Gate 3' x 80" 1 1/2" THRU
Opening 1 1/2" 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.

* PRICE INCLUDES PAYMENT BOND

TERMS: MATERIAL AND PROGRESS BILLING

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

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 _____

PRICE \$

* THIS QUOTE IS BASED UPON CALIFORNIA PREVAILING WAGE WITH NORMAL WORKING HOURS M-F

* PRICES
A \$81,870.00
B \$6,800.00 extra

\$ 88,670.00

CARTER FENCE CO. INC

Since 1946

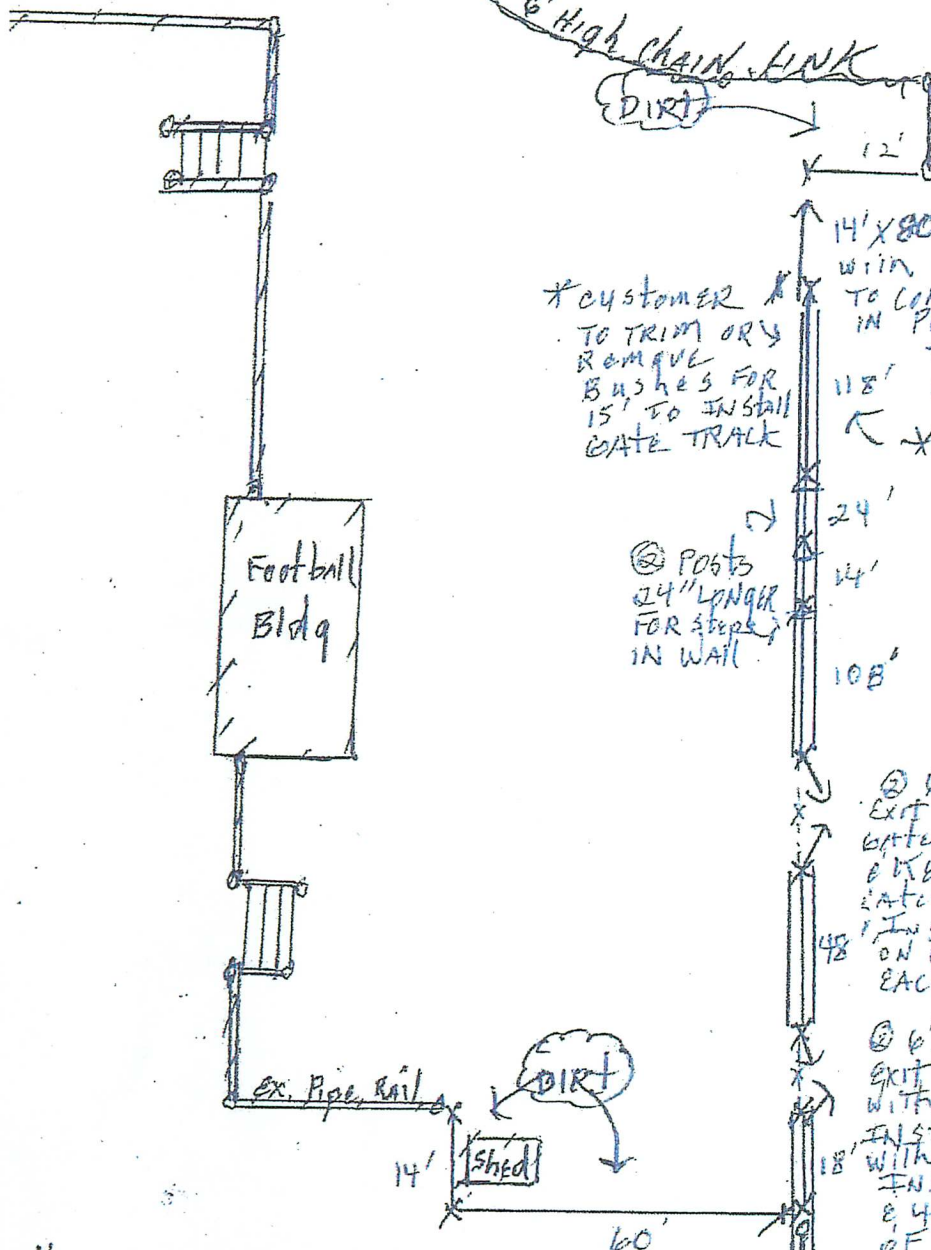
13207 Sherman Way No. Hollywood, Ca 91605 - 4649

[818] 983-1515 [818] 765-0844 [661] 257-2002 [805] 517-1136

Fax [818] 765-0360

Contr. Lic. #304464

Parking Lot



* customer
TO TRIM ORY
REMOVE
BUSHES FOR
15' TO INSTALL
GATE TRACK

14' x 80" High slide Gate
with G-90 V-TRACK Bolted
TO CONCRETE & POUR CONCRETE
IN PLANTER 12" wide x 4" DEEP
TO Bolt ADDITIONAL 14'
118' OF G-90 V-TRACK

* REINSTALL customers 15'
PIPE HANDRAIL TO NEW ORN IRON
FENCE & PAINT TO MATCH.
NEW FENCE- ANCIENT EARTH
DE 6217

24" Posts
24" LONGER
FOR STEPS
IN WALL

2 6' x 80"
EXIT ONLY CRASHOUT
GATES WITH PULL HANDLE
& KEY. INSTALL 2 1/2" CENTER
LATCH POST WITH TRANSOM
48' INSTALL expanded metal
ON GATES & 4' ON FENCE
EACH SIDE OF GATES

2 6' x 80"
EXIT ONLY CRASHOUT GATES
WITH PULL HANDLE & KEY ENTRY
INSTALL 2 1/2" CENTER LATCH POST
WITH TRANSOM.
INSTALL expanded metal on gates
& 4' ON FENCE. EACH SIDE
OF GATES

* INSTALL 6' High 2 RAIL BIASEABLE
Hvy Regal style, PRE-GALVANIZED
ORN IRON FENCE & GATES ANCIENT EARTH
COLOR DRILL WALL & CONCRETE CURB
TO INSTALL 2" x 2" 11 ga. POSTS
* POSTS IN DIRT TO BE SET IN CONCRETE
* REMOVE & HAUL AWAY EXISTING CHAIN LINK & PIPE
RAIL FENCE- WALL CAPS TO BE REPAIRED BY OTHERS

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: NOVEMBER 14, 2017
**SUBJECT: B.2.d. RATIFY AWARD OF CONTRACTS FOR MEASURE R
PROJECT 17-46R, STRUCTURAL IMPROVEMENTS AT
OAK PARK NEIGHBORHOOD SCHOOL**

ACTION

ISSUE: Shall the Board ratify contracts for construction services for Measure R Project 17-46R, Structural Improvements at Oak Park Neighborhood School?

BACKGROUND: At its October meeting, the Board authorized the Superintendent to award contracts for Measure R Project 17-46R, Structural Improvements at Oak Park Neighborhood School. After obtaining bids in conformance with Public Contract Code, and in order to expedite necessary structural repairs, and obtain required building certification from the Division of the State Architect, the Superintendent awarded contracts as indicated below. At this evening's meeting the Board is asked to ratify the award of construction contracts as with the specified contractors to perform the necessary scope of work to complete this project. The following is a recap of the subject contracts; accompanies this report for the Board's information:

COMPANY	SCOPE OF WORK	AMOUNT
Custom Modular Services Corp.	Structural/Foundation Repairs	\$ 37,106
Cornerstone Construction	Skirting/Cleanup/Sanitation	\$ 4,360
MM Mechanical	Misc. Plumbing (Time & Material)	\$ 4,000
Gopher Patrol	Rodent and Pest Control	\$ 995

ALTERNATIVES:

1. Ratify contracts for construction services with Custom Modular Services Corporation, in the amount of \$37,106; with Cornerstone Construction, in the amount of \$4,360; with MM Mechanical, time-and-material basis in a cost not-to-exceed amount of \$4,000; and with Gopher Patrol, in the amount of \$995, all for Project 17-46R, Structural Improvements at Oak Park Neighborhood School as recommended above.
2. Do not ratify the contracts.

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	_____	_____	_____	_____

Cornerstone Construction & Restoration, Inc.

76319 Fairway Drive
Indian Wells, CA 92210

Invoice

Date	Invoice #
10/23/2017	1893

Bill To
Oak Park School District Attn : Julie Suarez 5801 E. Conifer St. Oak Park, CA 91377

Project Address
Oak Hills Elementary School 1010 Kanan Road Oak Park, CA 91377

Job #	Terms
	Due on receipt

Item	Description	Amount
Construction	<p>Oak Hills Elementary School - Partial Billing - Skirt Replacement - Original Contract amount \$8,720.00 P.O. #DIR18-00052 - DIR Project ID 215238 Portable Classrooms #16, #17, #18 and #24</p> <p>Patial Work Completed, Job Cancelled by OPUSD:</p> <p>Stripped rotted skirt on 16 &17. Partially installed new skirt on 16. HEPA vacuumed and remediated rodent fecies and treated all open framing with a disinfectant solution. Purchased T8 wood siding, Color matched paint and left on-site for new contractor.</p>	4,360.00

Please Make Checks Payable To:
Cornerstone Construction &
Restoration, Inc.
76319 Fairway Drive
Indian Wells, CA 92210

Total	\$4,360.00
Payments/Credits	\$0.00
Balance Due	\$4,360.00



GOPHER PATROL

12155 Magnolia Ave #10B • Riverside, CA
(951) 689-8200 • Toll Free (888) 4NO-GOPHER
Fax (951) 689-8201

**Oak Hills Elementary
1010 Kanan Rd**

Gopher Control

Initial Rodent Control - \$995.00 (4 visits- Trapping Only) No Warranty

This service will consist of 4 visits, approximately 1-2 weeks apart. On our 1st visit, rodent activity is treated by setting traps in areas of high activity under the 4 portables. On our 2nd, 3rd, & 4th visits we will check the traps and Remove catches/ reset as needed.

If you have any questions about this proposal or if you would like to sign up for service, feel free to contact us at our office during normal business hours. Thank you in advance for considering our business. We take pride in our work and will do a great job for you. Our field representatives are highly trained and are among the best in the business.

Thank you,

Brandon Rodriguez

Revised 11/2000

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

PHONE: (818) 735-3210

Julie Suarez & Keith Henderson

EMAIL: JSuarez@opusd.org

khenderson@opusd.org

JOB ADDRESS/CUSTOMER NAME: Oak Hills Foundations

DESCRIPTION *Prevailing Wages*

Building #24 (21?)

Remove and replace 40'x 9' siding, seal, prime and paint.	\$ 4,820.00
Repair loose and damaged skirting.	\$ 340.00
Reinstall anchor plates with lags and screws.	\$ 110.00
Float concrete patch to ramp at front door.	\$ 120.00

Buildings #16 #17 #18

Remove skirting and releve units, replace damaged 2x8 treated plates, replace 2x4 and foundation blocking as needed. (level with care as to not disturb Concrete walkways)	\$ 7,800.00
Add additional 2"x12"x30" treated pad supports for modlines.	\$ 1,260.00
Replace 1" pipe anchors as needed.	\$ 645.00
Replace damaged skirting, vents and paint.	\$ 3,680.00
Sawcut asphalt south of Building # 18	\$ 520.00
Replace damaged & missing 1x4 corner trim, seal, prime and paint.	\$ 740.00
Remove 1' high of siding along two sides of buildings, install block lines, Z flashing and new siding, seal, prime and paint.	\$ 5,760.00
Grind concrete edges, seal with Sika flex between buildings and walkways.	\$ 1,130.00
Install (24) 3/4" EMT compression bracing for T bar ceilings with 4 wires each.	\$ 3,360.00
Install (14) 3/4" EMT wall braces as per plan.	\$ 1,540.00
Replace two sheets of siding on building #18, seal, prime and paint.	\$ 725.00
Seal leaks in roof of building # 16	\$ 245.00
Reinstall downspouts and pipe to divert water to east of buildings.	\$ 2,280.00

Provide 30-yard dumpster.
provide payment bond.

\$ 950.00
\$ 1,080.75

Note: paint to be provided by Customer.
Customer to provide all utility disconnect and reconnect.

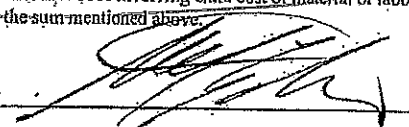
TOTAL: \$ 37,105.75

AMOUNT: \$ 37,105.75

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:



DATE: 10-18-2017

Edward Mouayad

APPROVED BY:



DATE: 10-19-17

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: NOVEMBER 14, 2017
SUBJECT: B.2.e. RATIFY AWARD OF CONTRACT FOR MEASURE R PROJECT 17-55R, ROOF REPLACEMENT AT OAK PARK INDEPENDENT SCHOOL

ACTION

ISSUE: Shall the Board ratify an agreement with Custom Modular Services Corporation for construction services in connection with Measure R Project 17-55R, Roof Replacement at Oak Park Independent School (OPIS)?

BACKGROUND: With the upcoming rainy season, and in order to expedite the replacement of aging and badly deteriorated roofs on the five classroom buildings that comprise the OPIS campus before the upcoming rainy season, it has been necessary to engage construction services to complete this project, identified as Project 17-55R, Roof Replacement at Oak Park Independent School. At this evening's meeting the Board is asked to ratify the contract with Custom Modular Services Corporation to perform the necessary scope of work to complete this project. The following is a recap of the subject contract; background documentation accompanies this report for the Board's information:

COMPANY	SCOPE OF WORK	AMOUNT
Custom Modular Services Corp	Remove/Replace Roofs	\$55,063

ALTERNATIVES:

1. Ratify the agreement for construction services with Custom Modular Services Corporation, in the amount of \$55,063, for Project 17-55R, Roof Replacement at Oak Park Independent School as recommended above.
2. Do not ratify the agreement.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

PHONE: (818) 735-3210

Julie Suarez & Keith Henderson

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

JOB ADDRESS/CUSTOMER NAME: Oak Park United School

DESCRIPTION *Prevailing Wage*

Remove metal roofing on (5) 24x40 DSA classrooms and dispose.	\$ 6,500.00
Provide 30 yard dumpsters \$850ea x 2	1,700.00
Provide forklift on job as needed	1,800.00
Provide 180 sheets of ½" celotex board and mechanically fasten to roof deck	10,880.00
Provide and install white EPDM roofing with termination bar on (5) 24x40 DSA modular classrooms. Material and Labor	32,580.00
Provide payment bond.	\$ 1603.08

AMOUNT: \$ 55,063.08

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: Edward Mouawad

DATE: 10/24/17

APPROVED BY: 

DATE: 10.25.17

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: NOVEMBER 14, 2017
SUBJECT: B.2.f. RATIFY MEASURE C6 PROJECT 17-56C, PURCHASE CONTRACT FOR IMAC COMPUTERS FOR JOURNALISM PROGRAM AT OAK PARK HIGH SCHOOL

ACTION

ISSUE: Shall the Board ratify the award of a purchase contract to Apple, Inc. for Measure C6 Project 17-56C, iMac Computers for the Journalism Program at Oak Park High School, as recommended by the District Technology Committee and authorized by the Superintendent, utilizing Measure C6 bond funds?

BACKGROUND: At the September meeting of the District Technology Committee, its members recommended approval of the accompanying Technology Resource Request to replace aging computers incapable of efficiently utilizing the Adobe Suite software required to produce the school's 24-page newspaper. The Committee recommendation approving the request for the purchase of new iMacs was inadvertently omitted from the agenda of the Board's October meeting. In order to avoid disruption of instruction, the Superintendent authorized the award of a purchase contract to Apple, Inc. for Measure C6 Project 17-56C, iMac Computers for the Journalism Program at Oak Park High School. A copy of the Apple, Inc. quote for this equipment accompanies this report for the Board's information. It is respectfully requested that the Board ratify the award of the purchase contract at this evening's meeting.

ALTERNATIVES:

1. Ratify the award of a purchase contract to Apple, Inc., in the amount of \$ 16,895.42, for Project 17-56C, iMac Computers for the Journalism Program at Oak Park High School, utilizing Measure C6 bond funds.
2. Do not ratify the award of a purchase contract.

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

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 Principal

Kevin Buchanan

2) Date Submitted

to KB on 8/9/17

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

Requesting 4 to 6 NEW iMacs for Journalism

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

OPHS Journalism is both a 35+ student class (actually two classes in one room -- Journalism 1 and 2), and a 80+ student club. Students come from all grades 9 - 12. Additionally, we have an outreach program/club for Medea Creek students.

We produce a 24 page printed paper using the Adobe Suite (InDesign, Photoshop and Illustrator) as well as maintain a digital paper using Wordpress. We also produce podcasts and broadcasts using Adobe Premiere. Other programs we use include Garageband, iMovie and Audacity. All of these programs are HUGE and unavailable on Chromebooks because they reside (at least in part) on hard drives.

We NEED these computers for layout of the current paper and for content creation. The current machines are much too old and slow to run multiple Adobe programs and Adobe is not available on Chromebooks. Also, they don't even support the new Apple operating system which is necessary in order to run the new Adobe Suite. The district already has the licence for the newest Adobe products -- we just don't have the machines to run it.

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

Currently, we have 7 iMacs. 6 of them are from 2009 -- iMacs 20 inch, 4GB, 1067 MHz. 1 is from 2013 and is a 21.5 inch, 8GB, 2.7 Ghz. These are NOT able to run the latest versions of Adobe Creative Cloud (InDesign, Photoshop) needed for page layout.

We also have a Chromebook cart and 10 iPads.

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

6 iMacs with 27 inch screens with retina 5K display, 16GB RAM, 1TB storage
\$3000 per machine for a total of \$18,000

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

Caitlin Fowler -- Journalism Adviser, English teacher and NextTech

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

As soon as possible. Students are spending an inordinate time at home laying out the paper, as well as money paying for Adobe Cloud accounts because the machines we have now are too old and slow. This is really not ok.

The class is based on digital journalism, which means I cannot fully teach content without new(er) computers.

Proposal 2102909958

Proposer: Enoch Kwok

Thank you for your proposal dated 09/20/2017. The details we've provided below are based on the terms assigned to account 23663, OAK PARK USD.

To access this proposal online, please search by referencing proposal number 2102909958.

Comments from Proposer:
Proposal for 6 Journalism iMacs (27")

Part Number	Description	Total Quantity	Unit Price	Total Price
Z0TP	27-inch iMac with Retina 5K display	6	2,509.00	15,054.00 USD
	3.4GHz Quad-core Intel Core i5, Turbo Boost up to 3.8GHz		Recycle Fee	36.00 USD
	16GB 2400MHz DDR4 SDRAM - 2x8GB			
	1TB Flash Storage			
	Radeon#Pro#570 with 4GB video memory			
	Wired Apple Mouse (Must be ordered with Wired Keyboard)			
	Wired Apple Keyboard with numeric keypad (English) / User's Guide (English) (Must be ordered with Wi			
S6126LL/A	AppleCare+ for iMac	6	119.00	714.00 USD
Subtotal				15,804.00 USD
Estimated Tax				1,091.42 USD
Total				16,895.42 USD

Please note that your order subtotal does not include Sales tax or rebates. Sales tax and rebates, if applicable, will be added when your order is processed.

How to Order

If you would like to convert this Proposal to an order, log into the Apple Store for Education Institution [<https://ecommerce.apple.com>] and click on Proposals. Then search for this Proposal by entering the Proposal number referenced above.

Note: A Purchaser login is required to order. To request Purchaser access for your Apple Account, log into Apple Store for Education Institution and select the 'Register' link from the store login page. Purchases under a Proposal are subject to the terms and conditions of your agreement with Apple and the Apple Store for Education Institution.

Please contact us at 800-800-2775, if you have further questions or need assistance.

The prices and specifications above correspond to those valid at the time the proposal was created and are subject to change.

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: NOVEMBER 14, 2017

SUBJECT: B.2.g. RATIFY AWARD OF CONTRACT FOR MEASURE S PROJECT 17-57S, SAFETY LIGHTING AT OAK PARK HIGH SCHOOL STADIUM AND ADJACENT CUL-DE-SAC

ACTION

ISSUE: Shall the Board ratify an agreement with Taft Electric Company for construction services in connection with Measure S Project 17-57S, Safety Lighting at Oak Park High School Stadium and Adjacent Cul-de-Sac?

BACKGROUND: With the conversion of lighting on the Oak Park High School (OPHS) football field to LED lamps, the light on pathways leading to and from the stadium has been significantly reduced. After safety concerns were expressed by the community, the Measure S Facility Subcommittee, as a matter of urgency, recommended the acceptance of a proposal from Taft Electric Company to provide safety and security lighting on the Calle Via Del Rio cul-de-sac walkway adjacent to the OPHS stadium. Identified as Measure S Project 17-57S, Safety Lighting at Oak Park High School Stadium and Adjacent Cul-de-Sac, at this evening's meeting the Board is asked to ratify the contract with Taft Electric Company to perform the necessary scope of work to complete this project. The following is a recap of the subject contract; background documentation accompanies this report for the Board's information:

COMPANY	SCOPE OF WORK	AMOUNT
Taft Electric Company	Furnish/Install LED Street Lights	\$ 24,891

ALTERNATIVES:

1. Ratify the agreement for construction services with Taft Electric Company, in the amount of \$24,891, for Project 17-57S, Safety Lighting at Oak Park High School Stadium and Adjacent Cul-de-Sac as recommended above.
2. Do not ratify the agreement.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
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 "4 LIGHTS AT FIELD CUL DE SAC" -BID #0772**

OCTOBER 16, 2017

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

BASE BID ELECTRICAL..... \$24,891

SCOPE OF WORK:

Tie 1 220 volt power circuit into existing ground box and panel behind baseball fields and trench downhill toward cul de sac to tie in lighting. Trench and auger 4 holes, all of them to be 24" wide in diameter by 6' deep (4' below ground and 2' above ground) pole bases with proper mounting hardware. Conduit will be 18" deep and stub up inside each pole base and daisy chain to the next. Lights will be specked out Lithonia lights to match the phase 2 lighting to be installed in parking lot. Lights will be controlled from a timeclock at the panel then to a photocell to run the newly installed lights from dusk til dawn.

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. Access panels, telephone plywood backboards and fire rated cabinet enclosures.
7. HVAC and EMS equipment, devices, low voltage conduit, wire and terminations.
8. Surveying and staking.
9. Painting, patching or drywall repair

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

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: NOVEMBER 14, 2017
SUBJECT: B.2.h. APPROVE CHANGE ORDER NO. 1 (DEDUCTIVE), PROJECT 17-24S, HVAC EQUIPMENT AT MEDEA CREEK MIDDLE SCHOOL

ACTION

ISSUE: Shall the Board approve deductive Change Order No. 1 to the contract with Lennox Industries, Inc., for Project 17-24S, HVAC Equipment at Medea Creek Middle School?

BACKGROUND: On June 19, 2017, the Board entered into a contract with Lennox Industries, Inc., for the purchase of HVAC equipment in connection with Project 17-24S, HVAC Replacement at Medea Creek Middle School. During the course of the project, one of the unites received was damaged and the associated curb adapter was fabricated incorrectly. These deficiencies were corrected by installing contractor Kaiser Air Conditioning, who was paid by the District via a change order to their contract. To offset that increased project cost, Lennox and Construction Management staff have agreed a deductive change order to the Lennox purchase contract, as itemized in the accompanying change order request. The total amount of deductive Change Order No. 1 is \$5,071.16, which when subtracted from the original contract amount of \$81,729.00, reduces the contract total to \$76,657.84. It is recommended by District staff that the Board approve deductive Change Order No. 1.

ALTERNATIVES:

1. Approve deductive Change Order No. 1 to the contract with Lennox Industries, Inc., in the credit amount of \$5,071.16, for Project 17-24S, HVAC Equipment at Medea Creek Middle School, funded from the Measure S bond fund.
2. Do not approve deductive Change Order No. 1.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

Board Action: 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 17-24S-1
11-14-17

PROJECT NUMBER: 17-24S

PROJECT NAME: HVAC Equipment at Medea Creek Middle School

CONTRACTOR: Lennox Industries

SCOPE OF WORK: Deductive change to cover the cost of warranty work performed by installing contractor Kaiser Air Conditioning to repair one HVAC units damaged during delivery and associated curb adapter that was fabricated incorrectly.

COST:

Original Contract Amount	\$ 81,729.00
Previous Approved Change Orders	\$ 0.00
This Change Order (Deductive)	\$ (5,071.16)
Adjusted Contract Amount	\$ 76,657.84

TIME:

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

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

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

OAK PARK UNIFIED SCHOOL DISTRICT

CONTRACTOR:

By _____

By _____

Date _____

Date _____

OPUSD FACILITIES/CONSTRUCTION MANAGER

ARCHITECT/ENGINEER:

By _____

By _____

Date _____

Date _____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: NOVEMBER 14, 2017
SUBJECT: B.2.i. AWARD PURCHASE CONTRACT - MEASURE S TECHNOLOGY PROJECT 17-50S, SMART FLAT PANEL DISPLAY PILOT

ACTION

ISSUE: Shall the Board award a Purchase Contract to Collaboration Solutions, Inc., in connection with Measure S Project 17-50S, Smart Flat Panel Display Pilot Technology Project, as recommended by the Measure S Committee and Technology Subcommittee, utilizing Measure S bond funds?

BACKGROUND: At its meeting on October 17, 2017, the Board authorized staff to proceed with Measure S Project 17-50S, Smart Flat Panel Display Pilot Technology Project, with a budget amount of \$35,000, as recommended by the Measure S Committee, utilizing Measure S bond funds. Accordingly, staff obtained the accompanying proposal from Collaboration Solutions, Inc., in the amount of \$36,532 for the equipment and peripherals associated with this project. It is the recommendation of Staff that the Board Approve the award of a Purchase Contract to Collaboration Solutions, Inc., for equipment and peripherals in connection with Project 17-50S, Smart Flat Panel Display Pilot, utilizing Measure S bond funds.

ALTERNATIVES:

1. Approve the award of a Purchase Contract to Collaboration Solutions, Inc., in the amount of \$36,532 for equipment and peripherals in connection with Project 17-50S, Smart Flat Panel Display Pilot, utilizing Measure S bond funds.
2. Do not authorize the pilot 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	_____	_____	_____	_____



California Sales & Service - Sherman Oaks
Phone 818-506-0339 / Fax 818-301-2588
jsweigart@collaborationsolutions.com

Quotation

Number: SO8515

Customer: Oak Park Unified

Date: 10/31/2017

Page: 1 of 2

Quote Name: Oak Park Pilot Revised

Bill To:

Oak Park Unified
5801 E. Conifer Street
Oak Park, CA 91377

Ship To:

Oak Park Unified
5801 E. Conifer Street
Oak Park, CA 91377

Quote Expires:

11/30/2017

Account Executive:

Joseph Sweigart

Payment Terms:

Net 30

Shipping Method:

Item	Description	Quantity	Price	Total
SBID-7286	SMART Board 7086 interactive display with iQ and SMART Learning Suite	1	\$ 7,999.00	\$ 7,999.00
SBD-2075	SMART Board 2075 display with SMART Learning Suite	2	\$ 2,599.00	\$ 5,198.00
Smart SBID-7275	SMART Board® 7075 interactive display with iQ (Promotion 5 year warranty)	2	\$ 5,699.00	\$ 11,398.00
2529	15ft 28AWG Standard HDMI® Cable w/Ferrite Cores - Black	5	\$ 7.85	\$ 39.23
Monoprice 24197	25ft 18AWG Power Cord Cable with 3 Conductor PC Power Connector Socket, 10A (NEMA 5-15P to IEC 60320 C13)	5	\$ 6.32	\$ 31.62
Install	Install - Flat Rate	5	\$ 450.00	\$ 2,250.00
JO-RO G5ZL-9003	Flat Panel UNIVERSAL motorized height adjustable cart - WHITE	3	\$ 1,399.00	\$ 4,197.00
SLK CART-9003	JO-RO Static SLK IFF Cart - WHITE	2	\$ 799.00	\$ 1,598.00

Subtotal	\$ 32,710.85
Taxes	\$ 2,208.43
Shipping	\$ 1,612.32
Total	\$ 36,531.60

Signature: _____ Date: _____

To Order: For existing customers, please submit a copy of the approved quotation along with a PO and/or deposit/payment (check or credit card authorization), in accordance with your pre-set credit terms, to SALES@collaborationsolutions.com. For new customers, please contact your Sales Representative to discuss payment options, or to setup credit terms.

Return Policy: Product must be returned within 30 days of invoice date and be in new factory fresh condition along with original packaging. Restocking fees and freight charges will apply. These prices may not include applicable taxes, insurance, shipping, delivery, setup fees, or any cables or cabling services or material unless specifically listed above.

Additional Terms and Conditions: By accepting this quote, the Client agrees to the Terms and Conditions attached below.

Past due invoices are subject to a 1.5% monthly interest charge

California Sales & Service - Sherman Oaks
Phone 818-506-0339 / Fax 818-301-2588
jsweigart@collaborationsolutions.com

TERMS AND CONDITIONS FOR SALE OF GOODS:

1. **Quote.** These terms and conditions are deemed incorporated into the attached quote for goods and/or services ("Quote"). This Quote will remain open for thirty (30) days. Upon buyer's acceptance of the Quote, whether verbally or in writing, buyer will become bound to the Quote and the terms and conditions set forth herein. In the event that buyer submits a purchase order with additional terms and conditions, then buyer's additional terms and conditions shall not become part of the agreement between the parties unless Collaboration Solutions Inc. ("Seller") acknowledges receipt of such in writing and the parties each sign an amendment to this agreement.
2. **Goods.** Seller agrees to sell and buyer agrees to buy the goods described in the Quote or which comply with buyer's written specifications ("Goods").
3. **Payment.** Buyer will promptly pay all sums upon tender of delivery, but in no event later than thirty (30) days after the invoice date. All late payments shall incur a service charge in the amount of one and a half percent (1.5%) per month and a late fee equivalent to one and a half percent (1.5%) of the total amount invoiced. Any deviation from quoted specifications requested by buyer will require management approval which will be provided in writing upon approval.
4. **Shipping.** Goods are sold F.O.B. destination, title and risk remain with the seller until it has delivered the goods to the location specified in the contract.
5. **Taxes.** Prices are subject to all federal, state and local excise, sales, use and similar taxes, if any.
6. **Delivery.** The delivery of Goods will be made, in single or multiple lots, as specified herein and will be made on or before the date specified herein, or within a reasonable time thereafter. The delivery schedule hereof shall be considered extended by a period of time equal to the time lost because of any delay, which is due to causes beyond Seller's reasonable control. All installments will be separately invoiced and paid as billed without regard to future deliveries. Failure to pay for any installment when due shall excuse Seller from making further deliveries. Delay in delivery of any installment shall not relieve buyer of its obligation to accept remaining installments. All claims for delay shall be deemed waived, unless presented to Seller in writing within ten (10) days after delivery of each shipment. The Goods shall be delivered to the place identified in the Quote.
7. **Shipment Under Reservation.** Seller will maintain title and the right of possession in the Goods sold until payment thereof is made by buyer.
8. **Packaging.** Seller/Manufacturer will determine the type of container and arrange for suitable packaging for domestic transport and delivery of the Goods, and charges related thereto are included in the price for the Goods set forth herein and will be paid by Seller.
9. **Warranty.** Standard manufacturer warranties apply on all applicable products. For a period of ninety (90) days after delivery, the services will be free from defects in material and workmanship under normal use as intended. Seller's sole liability under the foregoing warranty, at Seller's sole election, is limited to replacement of Goods, repair of defects, or refund of the purchase price. Service and maintenance agreements can be included as an additional contract to any quote, but must be done in writing.
10. **DISCLAIMER AND LIMITATION OF LIABILITY.** EXCEPT AS SET FORTH ABOVE, SELLER MAKES NO WARRANTIES OF ANY KIND EITHER EXPRESS OR IMPLIED REGARDING THE GOODS. SELLER EXPRESSLY DISCLAIMS ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE. IN RECOGNITION OF THE RELATIVE RISKS AND BENEFITS OF THIS AGREEMENT TO THE PARTIES, BUYER AGREES TO LIMIT SELLER'S TOTAL LIABILITY TO BUYER AND ANY OTHER THIRD PARTY FROM AND AGAINST ANY AND ALL CLAIMS, LOSSES, DAMAGES, LIABILITIES, COSTS, EXPENSES, JUDGMENTS, OR OBLIGATIONS WHATSOEVER, INCLUDING, BUT NOT LIMITED TO, REASONABLE ATTORNEYS' AND EXPERTS' FEES AND COSTS, FROM ANY CAUSE OR CAUSES, SUCH THAT SELLER'S TOTAL LIABILITY TO THOSE NAMED ABOVE SHALL NOT EXCEED THE TOTAL COMPENSATION PAID TO SELLER UNDER THIS AGREEMENT. THIS LIMITATION OF LIABILITY INCLUDES, BUT IS NOT LIMITED TO, ALLEGATIONS OR PROOF OF NEGLIGENCE, INDEMNITY, BREACH OF CONTRACT, STRICT LIABILITY, OR WARRANTY OR ANY OTHER CONTRACT OR TORT CLAIM PLEAD. SELLER SHALL NOT BE LIABLE, AND BUYER HEREBY WAIVES ANY AND ALL CLAIMS, FOR CONSEQUENTIAL DAMAGES, INCIDENTAL DAMAGES, ECONOMIC LOSS DAMAGES, and PUNITIVE DAMAGES (INCLUDING, WITHOUT LIMITATION, LOST PROFITS, DOWNTIME, LOST SAVINGS, COST OF PROCESSING, INJURY TO GOODWILL, REPRODUCTION COSTS, ETC) RELATING IN ANYWAY TO THIS AGREEMENT.
12. **Risk of Loss.** The risk of loss of the Goods shall pass to buyer as soon as the Goods are tendered to buyer. In the event the Goods are destroyed or damaged, in whole or in part, prior to the time the risk of loss passes to buyer, this agreement shall be voided and buyer excused from all obligations hereunder. If the loss is partial, buyer shall have the right to accept that portion of the Goods which conform to the agreement.
13. **Rejected Goods.** In the event buyer rejects any shipment of the Goods, and elects to accept only a part thereof, it is agreed that the portion of Goods rejected shall be returned to Seller within thirty (30) days of the invoice date and shall be at the expense and risk of buyer. Seller shall have the right in its discretion either to replace the rejected Goods or to refund the purchase price applicable thereto. All returns shall be subject to a re-stocking fee of twenty five percent (25%) of the purchased price of the products being returned and freight charges will apply.
14. **Termination.** Seller may, in its sole discretion, terminate this agreement and/or refuse to make any further deliveries, if buyer (i) fails to comply with any of these terms and conditions, (ii) becomes insolvent, (iii) violates any law, regulation or ordinance which may govern the sale, handling or disposition of any of the Custom Goods, (iv) makes any assignment for the benefit of creditors, or (v) is adjudged bankrupt.
15. **Buyer's Remedies.** In the event of a breach of this agreement by Seller, buyer's right to damages shall be limited to the difference between the contract and the market price of the Goods, and buyer shall not have the right to "cover" and fix damages by contracting for substitute Goods.
16. **Assignment.** Neither party may assign this agreement without the prior written consent of the other party.
17. **Force Majeure.** Seller shall not be responsible for delays in delivery or any failure to deliver due to causes beyond Seller's reasonable control including, but not limited to, acts of God, war, mobilization, civil commissions, riots, embargoes, domestic or foreign governmental regulations or orders, fires, floods, strikes, lockouts and other labor difficulties, or shortages of or inability to obtain shipping space or transportation.
18. **Choice of Law; Venue.** This agreement and all of the rights and obligations of the parties hereto, are governed by the laws of the State of California. The parties agree that any and all lawsuits shall be filed in the County of Los Angeles. All disputes shall be submitted to non binding mediation prior to the filing of any lawsuit.
19. **Authority.** Buyer represents and warrants that (i) it has the full right, power, and authority to enter into this agreement and perform all of the obligations herein, and (ii) the person signing on behalf of buyer has the complete power and authority to bind the buyer to this agreement.
20. **Entire Agreement.** Once accepted, these terms and conditions, along with the Quote, constitute the entire agreement between buyer and Seller with respect to the Goods and may not be modified except by a writing signed by both parties.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: NOVEMBER 14, 2017
SUBJECT: B.2.j. APPROVE RENEWAL OF DISTRICT MEMBERSHIP IN CALIFORNIA SCHOOL FUNDING COALITION

ACTION

ISSUE: Shall the Board approve the renewal of the District's membership in the California School Funding Coalition?

BACKGROUND: In 2012-13, as the Local Control Funding Formula (LCFF) was being finalized by the California legislature, OPUSD became one of the initial members of the California School Funding Coalition (CSFC). The CSFC formed as a group of school districts, primarily suburban, with similar demographics and funding concerns, seeking to ensure fair and equitable funding from the new LCFF legislation. The legislation further define LCFF continues to evolve in Sacramento and it remains important for suburban school districts such as Oak Park Unified to have a voice in the process. The Administration recommends the renewal of the District's membership in this important advocacy group. Based on the District's ADA, the annual dues are \$2,500, which is included in the Business Administration department budget. More information on CSFC its purpose, achievements, and legislative priorities follows this recommendation.

ALTERNATIVES:

1. Approve the renewal of the District's membership in the California School Funding Coalition.
2. Do not approve renewal of the District's membership.

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	_____	_____	_____	_____



A CALL TO ACTION

SCHOOL FUNDING COALITION • AUGUST 2017

The Challenge

POST-LOCAL CONTROL FUNDING FORMULA REQUIRES AN ASPIRATIONAL TARGET

California is the nation's most populous and wealthiest state. Few can argue it is the most progressive and technologically advanced. It is rated third by US News & World Report in economic stability and potential and tenth in providing health care and access.

One ranking, however, is not so laudable – how it funds its public education system. Depending with which ranking system you agree, California ranks as high as 23rd to as low as 46th in the nation in how it funds the education of its six million schoolchildren. **California is failing to fund education commensurate with its status among the nation's wealthiest and most economically stable states.**

The Proposal

SCHOOL FUNDING COALITION MEMBERS WILL URGE STATE LAWMAKERS TO:

- Boost the LCFF base grant and honor the state Constitution by establishing an aspirational funding target that will move California public education funding into the top ten states.
- Resist the creation of new categorical programs.
- Protect and maintain the Local Control Funding Formula's (LCFF) principles of local control and accountability.

Why the School Funding Coalition?

An effort of this magnitude will require a multi-year approach. We will work together and utilize our advocates from School Services of California to mobilize education stakeholders, legislators, and others to garner support for legislation to accomplish these goals.

Proposition 98's Constitutional Promise

In 1988, California voters enacted Proposition 98, which was intended to establish a minimum funding level guarantee for its public education system. The law explicitly added two fiscal and policy goals to the State Constitution:

- California would provide its public education system with funding levels commensurate with the top 10 states in the nation.
- Average class sizes in California would be equal to or less than the average class size of the 10 states with the lowest class sizes for elementary and high schools.

How does California compare?

Education Week's Quality Counts 2017, ranked California 46th in the nation on per-student funding.

US Department of Education data ranks California:

- Third highest student-to-staff ratio
- Second highest student-to-counselor ratio
- Highest student-to-teacher ratio in the nation

Since Prop 98 became law, the state has fallen short on both of these goals. In the last 30 years, rarely has the state provided funding above the Prop 98 minimum guarantee. Rather, it has manipulated the formula resulting in the underfunding of public education over time and minimal progress toward attainment of the state Constitution's goals.

Local Control Funding Formula – Past, Present and Future

In 2013, after years of devastating funding cuts to public education, and as the result of California's improving economy, the state overhauled its school finance system and enacted the LCFF. In addition to establishing an eight-year goal to restore school district funding to its 2007-08 funding level, the law provided enhanced funding for the state's vulnerable student populations and granted greater discretion over how LEAs can allocate funding. Since its inception, the state has aggressively pursued its goal of achieving full funding of the LCFF and the Department of Finance projects the LCFF will reach 97% of the targets in 2017-18.

The Legislative Analyst's Office (LAO) projects that under a state revenue growth scenario, the state could fully fund the LCFF as soon as 2018-19. The LAO further notes:

- "In this and subsequent years, growth in Prop 98 funding would be more than sufficient to cover the LCFF targets as adjusted for changes in attendance and cost of living."
- "Under the growth scenario, after supporting LCFF, the Legislature would have an additional \$1.5 billion to \$2.5 billion per year to spend on other Prop 98 priorities."

Post LCFF Funding Challenges – New and Mandated Fixed Costs

LEAs across the state are once again making deep cuts, resulting from inadequate base funding to pay for new and mandated fixed costs such as:

CalSTRS/CalPERS: Compared with 2013-14 levels, total LEA contributions are anticipated to be nearly \$6 billion higher by 2020-21. LCFF base funding is the only source of funding to pay for these fixed costs.

Special Education: The fast growing cost of special education is also eroding LEA base funding and the state has not increased funding for this federally-mandated program since the late nineties. Over the past ten years, on average, special education expenditures by school districts are rising 6% annually, primarily due to the increase of students who require costly interventions. LCFF base funding is used to backfill increased expenditures. Adequate Special Education funding requires work at the state and federal levels.

Aspirational Funding Target for LCFF

Once the LCFF is fully implemented, there is no plan for how Prop 98 funding increases will be allocated to schools.

A new model with an aspirational growth target is required to:

- Attain Prop 98's Constitutional promise
- Fund the new fixed costs

Other Increasing Fixed Costs Pressing on LCFF Base Funds:

- Costs linked to educational reforms such as, but not limited to: Common Core State Standards, Smarter Balanced Assessments, and Next Generation Science Standards
- Health care premiums
- Minimum wage increases as required by state and federal statutes
- Technology required to support new standards and assessments
- Class size reduction and related facility costs

Partner with us to mobilize education stakeholders toward aspirational funding of California schools.

Who We Are

The School Funding Coalition (SFC), formed in March 2013 when school districts across the state united around a common goal of increasing the LCFF's base grant.

The advocacy efforts of the SFC members were rewarded, as well as every district in California when the final LCFF legislation increased the base grant target allocation by \$500 per ADA. This was significantly higher than originally proposed.



What We Have Accomplished

Since 2013 member districts have been active participants in the legislative and regulatory process. Our efforts are having an impact:

- **LCFF Base Grant Increase 2013** - Successfully proposed and led an advocacy campaign which resulted in a \$500 per ADA increase in the base grant target.
- **Economic Recovery Target 2013** - Successfully proposed, advocated for, and saw implemented a hold harmless provision within the LCFF for districts who would have received less funding under the LCFF than the former funding system.
- **Career Technical Education 2014** - Convened a stakeholder group to develop legislation to establish a new and ongoing state and district funded CTE incentive grant program. In 2015, this legislation became the blueprint for the Governor's three year, \$900 million CTE Incentive Grant program. The SFC continues to work on this legislation to make it an ongoing program, as the Governor's plan will sunset in 2018.
- **Erosion of LCFF Base Funding 2015 to current** - Initiated a statewide campaign to educate and illustrate how the increased cost of "must fund" expenditures, such as STRS/PERS, Special Education, and minimum wage are impacting local school budgets and eroding the purchasing power of LCFF base funding.

Aspirational Funding For a Post-LCFF Model

The SFC's work continues as the current LCFF model will soon be fully implemented and there is no specific plan as to how Prop 98 funding increases will be allocated to schools.

All school districts will need to work together to propose and support legislation that will establish a new aspirational funding target for the LCFF. **We invite you to partner with us in this critical initiative to build an aspirational LCFF funding target that will fund California schools commensurate with the top 10 states in the nation.**

The SFC has become a valuable resource for legislators, state departments and research organizations. Guided by its legislative advocates from School Services of California, the SFC works closely with policymakers and statewide education organizations to ensure its core message is being shared and supported.



We look forward to working with you!
For more information please contact:

Steve Ward, Legislative Analyst, Clovis Unified School District, steveward@cusd.com or (559) 327-9118, or **Nancy LaCasse**, School Services of California, Inc., nancyl@sscal.com or (916) 446-7517



“Working together to ensure every public school in California receives the funding necessary to provide a high-quality education for all students.”

Coalition Members

Albany Unified
Alta Loma Elementary
Arcadia Unified
Clovis Unified
Coalinga-Huron Unified
Cotati-Rohnert Park Unified
Cupertino Union
Dinuba Unified
Dublin Unified
Elk Grove Unified
Etiwanda Elementary
Folsom Cordova Unified
Fruitvale Elementary
Fullerton Joint Union
Gilroy Unified
Glendora Unified
Golden Valley Unified
Irvine Unified
Kerman Unified
Kingsburg Elementary
Charter Orcutt Union
Pixley Union
Placentia-Yorba Linda Unified
Riverdale Joint Unified
Rocklin Unified
San Marino Unified
San Ramon Valley Unified
Sanger Unified
Santa Barbara Unified
Torrance Unified

Invitation to Join the School Funding Coalition Team

We are pleased to report on the School Funding Coalition's (SFC) legislative accomplishments this past year and invite you to join our Coalition in the coming year.

Once again, the combined efforts of our members and advocates from School Services of California, Inc., (SSC) ensured that our long-term fight for funding adequacy, and the success of the LCFF, remains at the forefront of the decision makers in Sacramento.

IN 2016-17 SFC'S MEMBERS AND ADVOCATES:

- Met with dozens of legislators, legislative staff, government agencies, and **testified in hearings** regarding the erosion of LCFF base grant dollars.
- **Met with hundreds of school district employees and board members** in workshops across the state regarding the impact unfunded state mandates such as STRS/PERS, Special Education, and minimum wage, are having upon school district budgets.
- Clearly identified the need and **called for an increase in LCFF base grant funding.**

The LCFF target will soon be reached, however current legislation is silent regarding how Prop 98 funds will be allocated after the current LCFF model is fully funded.

FOR 2017-18 THE SFC WILL PROPOSE LEGISLATION AND ADVOCATE FOR STATE LAWMAKERS TO:

- **Boost the LCFF base grant** and honor the state Constitution by establishing an aspirational funding target that will move California public education funding into the top ten states.
- **Resist the creation** of new categorical programs.
- **Protect and maintain** the Local Control Funding Formula's (LCFF) principles of local control and accountability.

We believe the SFC is positioned to ensure the evolving LCFF funding model will enable ALL districts to provide a high quality education for ALL students.

We are in this for the long haul and hope you will join us in our efforts!

Should you have questions, please contact **Steve Ward**, Clovis Unified School District at (559) 327-9118, or **Nancy LaCasse**, School Services of California, at (916) 446-7517.

Sincerely,

George Mannon, Ed.D.
Superintendent
Torrance USD

Eimear O'Farrell, Ed.D.
Superintendent
Clovis USD

Christopher R. Hoffman
Superintendent
Elk Grove USD





2017-2018

Agreement Letter to Participate

Working together to ensure every public school in California receives the funding necessary to provide a high-quality education for all students.

The _____ School District expresses its agreement to participate in the California School Funding Coalition (SFC), effective July 1, 2017, through June 30, 2018.

As a participant, it is agreed to support and to participate in a legislative effort to influence the implementation and modification of the Local Control Funding Formula (LCFF), Local Control and Accountability Plan (LCAP), and other legislative/regulatory priorities of the Coalition, in a manner that ensures all students and school agencies are treated equitably.

To assist in this effort, the SFC contracts with School Services of California, Inc., to provide legislative services. Members will receive: advocacy tools including template letters for legislators, op-eds, Board resolutions, letters to editor, and PowerPoint presentations from workshops hosted by member districts.

The annual membership fee is based on enrollment:

Prior Year Enrollment	0-499	500-2,499	2,500 and up
Cost	\$750	\$1,500	\$2,500

Superintendent Name _____

School District _____

Type of District _____

County _____

Email _____

Mailing address _____

City, State, Zip _____

Telephone _____ Fax _____

District Enrollment Count _____

Membership fees (See rates above) _____

Additional Contacts (email) _____

Signature _____ **Date** _____

☐ Please check this box if you wish to receive an invoice

Checks made out to: *Clovis Unified School District*

PLEASE RETURN TO:

Steve Ward

Legislative Analyst and Government Relations

Clovis Unified School District 1450 Herndon Avenue, Clovis, CA 93611

Work: (559) 327-9118

Cell: (559) 647-2562

Fax: (559) 327-9129

Email: steward@cusd.com

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: NOVEMBER 14, 2017
SUBJECT: B.2.k. APPROVE ADVOCACY LETTER IN SUPPORT OF FULL LCFF FUNDING AND ESTABLISHMENT OF ASPIRATIONAL FUNDING LEVELS FOR K-12 EDUCATION

ACTION

ISSUE: Shall the Board approve a letter advocating support of full LCFF funding and establishment of aspirational funding levels for K-12 Education?

BACKGROUND: California is the nation's wealthiest and most populous states. Despite the state's wealth, it ranks 46th in the nation in funding for the education of its 6 million school children. Within the state, OPUSD ranks in the bottom 10% of per pupil funding among the 950 California public school districts. As a member of the California School Funding Coalition, the District joins CSFC in advocating for full funding of the Local Control Funding Formula and the establishment of an aspirational funding model for the state's public school system. At this evening's meeting, the Board is asked to approve the accompanying advocacy letter in support of full LCFF funding and establishment of aspirational funding levels for K-12 Education for distribution to parents and the community.

ALTERNATIVES:

1. Approve the accompanying advocacy letter in support of full LCFF funding and establishment of aspirational funding levels for K-12 Education as submitted.
2. After discussion, modify and approve an advocacy letter in support of full LCFF funding and establishment of aspirational funding levels for K-12 Education.
3. Do not approve an advocacy letter.

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	_____	_____	_____	_____

Sample Letter

Dear Legislator and Governor:

As a <parent> in the **Oak Park Unified School District**, I am writing to express my strong support for fully funding the Local Control Funding Formula (LCFF) now, and to urge that the **LCFF base grant funding levels be increased** once the current LCFF is fully funded.

In 1988, voters enacted Proposition 98, establishing a minimum funding level guarantee for public schools. **That law added** goals to the State Constitution:

- **California would provide** public schools with funding matching the top 10 states.
- **Average class sizes would be** equal to or lower than the average class size of the 10 states with the smallest class sizes.

In 2015-16, the top ten states spent \$20,909 per average daily attendance (ADA), while California spent \$11,357 per ADA*, a deficit of nearly \$10,000. **California is failing to fund education** commensurate with its status among the nation's wealthiest and most economically stable states.

We call on California policy makers **to establish an aspirational funding level** based on those top ten states and financed over time using the growth in Proposition 98 funds.

- **An aspirational model** ensures that **Oak Park Unified School District** can grow and enrich its “best, first instructional programs” to provide an exceptional education for ALL students.
- **Increasing the base grant allows Oak Park Unified School District** to keep pace with otherwise crippling growth in fixed costs: STRS/PERS; special education; new textbooks; health care; minimum wage; and other “must fund” expenditures.

We also support maintaining and increasing funding for existing high-quality Career Technical Education programs, and urge the Legislature and future governors to resist creating any new categorical programs.

Thank you for your consideration,

<signature>

Oak Park, California

*Source: 2017 Rankings and Estimates, May 2017, National Education Association
(California: 11,357 per ADA (2015-16), National Average: 12,415, Top 10 weighted by ADA: 20,909)

TO: BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: NOVEMBER 14, 2017
SUBJECT: B.3.a. APPROVE ADDITIONAL INSTRUCTION MATERIALS FOR GRADES 4-8

ACTION

ISSUE: Shall the Oak Park Unified School District add additional classroom reading materials in support of its curriculum related to acceptance, civil rights, social justice, advocacy, and environmental stewardship?

STATEMENT: Brookside Elementary, Oak Hills Elementary, and Red Oak Elementary wish to add reading materials to grades 4 and 5 in support of instruction related to acceptance, civil rights, social justice, advocacy, and environmental stewardship. From the Teachers College Reading and Writing Project:

For 4th grade classrooms: *This on-level collection contains texts on the broader topic of civil rights in the United States, including the women's suffrage movement as well as the 1960s civil rights movement. Including texts on a range of topics and reading levels, this collection includes broad surveys to provide students with an overview of the topic, as well as books on more specialized subtopics. In addition to straightforward expository nonfiction, you'll find picture books as well as several issues of Cobblestone magazine, which provide opportunities for cross-text synthesis.*

For 5th grade classrooms: *This on-level collection contains sets of books on debatable issues. For each issue, the selection of books offers different perspectives, encouraging students to remain open to multiple perspectives and to complexity.*

At Medea Creek Middle School, teachers have requested the addition of *Units of Study in Reading: Social Justice*. From the Teachers College Reading and Writing Project: *The topic of social issues, the lens for reading in this unit, is a topic that matters greatly to the young human beings who enter our classrooms every day. In middle school, many kinds of issues start to weigh more heavily on students: relationship issues, school issues, and a growing awareness of larger societal pressures. There can be serious consequences to the spiraling troubles that surround middle school kids.*

ALTERNATIVES: 1. Approve the request for additional materials in grades 4-8.
2. Do not approve the request for additional materials in grades 4-8

B.3.a. APPROVE ADDITIONAL INSTRUCTION MATERIALS FOR GRADES 4-8
Page 2.

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	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: NOVEMBER 14, 2017
SUBJECT: B.4.a APPROVE 2017-18 EARLY RETIREMENT INCENTIVE MEMORANDUM OF UNDERSTANDING BETWEEN OAK PARK UNIFIED SCHOOL DISTRICT AND OAK PARK TEACHERS ASSOCIATION

ACTION

ISSUE: Shall the Board approve Memorandum of Understanding between Oak Park Unified School District (OPUSD) and the Oak Park Teachers Association (OPTA) offering a retirement incentive for the 2017-2018 school year?

BACKGROUND: In each of the last four years, Oak Park Unified School District and the Oak Park Teachers Association have entered into a Memorandum of Understanding (MOU) to provide an early retirement incentive for teachers meeting certain eligibility requirements. OPUSD and OPTA have found this incentive to be mutually beneficial as a way to recognize the contributions of long-time employees of the District, minimize reduction of newly hired staff, and promote cost savings.

OPUSD and OPTA are proposing to again to offer the incentive program for the 2017-18 school year. The proposed MOU, identical to the one approved for the 2016-17 school year, follows for the Board's information and review.

ALTERNATIVES:

1. Approve the Memorandum of Understanding between OPUSD and OPTA offering a retirement incentive for the 2017-2018 school year.
2. Do not approve the Memorandum of Understanding.

RECOMMENDATION: Alternative No. 1

Prepared by: Dr. Leslie Heilbron, Assistant Superintendent, Human Resources
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	_____	_____	_____	_____

**Memorandum of Understanding
Between OPUSD and OPTA Regarding
Retirement Incentive for the 2017-2018 School Year
Under Article 26**

Whereas the Oak Park Unified School District ("District") desires to recognize the contributions of longtime employees of the District, minimize reduction of newly hired staff and promote the cost savings that can potentially support future compensation increases, the following retirement incentive is agreed to for the 2017-2018 school year.

1. Eligibility requirement for participating in the retirement incentive:
 - a. Bargaining unit members must have attained the age of 55 by June 30, 2018.
 - b. Bargaining unit members must retire from the California Retirement System.
 - c. Bargaining unit members must have served a minimum of twelve (12) years of permanent employment with the Oak Park Unified School District.
 - d. Bargaining unit members must commit to retirement, and inform the District of their decision to retire no later than February 9, 2018.
2. Retirement Incentive for the 2017- 2018 school year:
 - a. Eligible permanent bargaining unit members may elect either a one-time cash incentive of twenty-five thousand dollars (\$25,000), or
 - b. A single HMO health benefits package, including vision and dental (at the prevailing District's rate for retirees), not to exceed \$10,000 annually, for up to five years, or until the retiree reaches his/her 65th birthday, whichever occurs first.
3. If an eligible permanent bargaining unit member selects the single HMO coverage, the amount of the premium for single health coverage (not to exceed \$10,000) will be paid by the District for up to five (5) years, or until the retiree attains the age of 65.
4. An eligible permanent bargaining unit member may elect to use the single HMO incentive as credit to either a dual or family plan (including any PPO plan offered by-the District), with any additional premium cost for such coverage being paid for by the retiree.
5. Eligible permanent part-time bargaining unit members will receive a pro-rated amount of the cash incentive, or the single HMO incentive based on their full-time equivalency percentage at the time of their retirement.

This Memorandum of Understanding will be in force until June 30, 2018, unless extended by mutual agreement between the Association and the District.

APPROVED:

OAK PARK UNIFIED SCHOOL DISTRICT

OAK PARK TEACHERS ASSOCIATION

Anthony W. Knight, Ed.D, Superintendent

Russell Peters, Association President

Leslie Heilbron, Ed.D, Negotiations Chair

Tim Roesner, Negotiations Chair

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: NOVEMBER 14, 2017
SUBJECT: B.5.a. APPROVE SELECTION OF ANNUAL ORGANIZATIONAL BOARD MEETING – DECEMBER 5, 2017

ACTION

ISSUE: Should the Board of Education select December 5, 2017 at 6:00 p.m., as the date and time for the annual organizational meeting for the Governing Board?

BACKGROUND: Pursuant to Education Code Section 35143, the Governing Board of each School District must hold its 2017 Annual Organizational Meeting between December 1 - 15, 2017 (inclusive). Within 15 days prior to the date of the Annual Organizational Meeting, districts must notify in writing all members and members-elect of the date and time selected. Unless otherwise provided by rule of the governing board, the day and time of the annual meeting shall be selected by the board at its regular meeting held immediately prior to the first day of such 15-day period, and the board shall notify the county superintendent of schools of the day and time selected.

ALTERNATIVES: 1. Approve December 5, 2017 at 6:00 p.m. as the date and time for the annual organizational meeting of the Governing Board.
2. Approve another date and time for the annual organizational meeting of the Governing Board.

RATIONALE: This is a regularly scheduled Board Meeting that complies with the mandate of Education Code Section 35143.

RECOMMENDATION: Alternative No. 1.

Respectfully submitted

Anthony W. Knight, Ed.D.
Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: NOVEMBER 14, 2017

**SUBJECT: B.6.a. APPROVE DELETION OF BOARD POLICY 0520.2
TITLE I PROGRAM IMPROVEMENT SCHOOLS - First Reading**

ISSUE: Should the Board of Education approve the proposed deletion of Board Policy 0520.2 Title I Program Improvement Schools?

BACKGROUND: Board Policy 0520.2 Policy and regulation deleted as federal program improvement requirements have been suspended for the 2017-18 school year and will, beginning in the 2018-19 school year, be replaced by a new system of comprehensive and targeted improvement established by the Every Student Succeeds Act. Board Policy 0520.2 is being submitted for deletion with recommendation from CSBA.

ALTERNATIVES:

1. Approve the deletion of Board Policy 0520.2 Title I Program Improvement Schools
2. Do not delete Board Policy 0520.2 Title I Program Improvement Schools

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 0000 — Philosophy, Goals, Objectives and Comprehensive Plans — BP 0520.2(a)~~

Title I Program Improvement Schools

~~The Governing Board is committed to enabling all district students to meet state academic achievement standards and to narrowing the achievement gap among student groups. To that end, the district shall provide support and assistance to increase student achievement in any school that receives federal Title I funding and has been identified by the California Department of Education as a program improvement (PI) school.~~

~~(cf. 6011—Academic Standards)
(cf. 6162.5—Student Assessment)
(cf. 6162.51—State Academic Achievement Tests)
(cf. 6171—Title I Programs)~~

~~The Superintendent or designee shall ensure that school improvement strategies developed for any PI school are coordinated, aligned, and effectively implemented in accordance with administrative regulation and the Board-approved school improvement plan.~~

~~(cf. 0420—School Plans/Site Councils)
(cf. 0460—Local Control and Accountability Plan)
(cf. 5116.1—Intradistrict Open Enrollment)
(cf. 6179—Supplemental Instruction)~~

~~As necessary, the Board shall determine corrective actions for schools in Year 3 of PI and/or restructuring options for schools in Year 4 of PI or beyond.~~

~~Whenever a school is identified for Year 4 PI but is not identified as a "persistently lowest achieving school" pursuant to Education Code 53201, the parents/guardians of students attending that school may petition the Board to implement an intervention for the purpose of improving academic achievement or student safety, provided that the state limit on the number of such schools has not yet been reached. To be considered by the Board, the petition shall contain all required content and signatures and specify one of four intervention models (i.e., turnaround model, restart model, school closure, or transformation model) or an alternative governance arrangement, as described in 5 CCR 4803-4807. The district shall implement the option requested by the parents/guardians unless, at a regularly scheduled public hearing, the Board makes a finding in writing stating the reason it cannot implement the recommended option and instead designates one of the other options to be implemented. (Education Code 53300-53303; 5 CCR 4800-4808)~~

Program Evaluation

~~The Superintendent or designee shall develop an annual report card that includes the information~~

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~~Series 0000 — Philosophy, Goals, Objectives and Comprehensive Plans — BP 0520.2(b)~~

~~specified in 20 USC 6311 for each district school and for the district as a whole. The required information may be incorporated into each school's school accountability report card. (20 USC 6311)~~

~~(cf. 0510 — School Accountability Report Card)~~

~~(cf. 6190 — Evaluation of the Instructional Program)~~

~~The report card shall be concise, presented in an understandable and uniform format and, to the extent practicable, in a language that parents/guardians can understand. It shall be made accessible to the public on the district's web site. (20 USC 6311)~~

~~(cf. 1113 — District and School Web Sites)~~

~~As necessary based on the results of this evaluation, the Board may require the Superintendent or designee to review and revise any of the school's reform plans, including the school's Single Plan for Student Achievement, allocate additional resources toward the implementation of the plan, and/or require more frequent monitoring of the school's progress in order to raise student achievement.~~

Legal Reference:

~~EDUCATION CODE~~

~~35256 School accountability report card~~

~~53200-53203 Persistently lowest achieving schools~~

~~53300-53303 Parent Empowerment Act~~

~~64000 Categorical programs included in consolidated application~~

~~64001 Single school plan for student achievement, consolidated application programs~~

~~CODE OF REGULATIONS, TITLE 5~~

~~11992-11994 Persistently dangerous schools, definition~~

~~4800-4808 Parent Empowerment petitions~~

~~UNITED STATES CODE, TITLE 20~~

~~1232g Family Educational Rights and Privacy Act~~

~~6301 Title I program purpose~~

~~6311 State plan; state and local educational agency report cards~~

~~6312 Local educational agency plan~~

~~6313 Eligibility of schools and school attendance areas; funding allocation~~

~~7912 Persistently dangerous schools~~

~~UNITED STATES CODE, TITLE 29~~

~~794 Section 504 of the Rehabilitation Act~~

~~CODE OF FEDERAL REGULATIONS, TITLE 34~~

~~99.1-99.67 Family Educational Rights and Privacy~~

~~200.49-200.51 State responsibilities~~

~~200.52-200.53 District improvement~~

Management Resources:

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 0000 — Philosophy, Goals, Objectives and Comprehensive Plans — BP 0520.2(c)

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Every Student Succeeds Act 2016-17 School Year Transition Plan, April 2016

FEDERAL REGISTER

Final Rule and Supplementary Information, October 29, 2008. Vol. 73, No. 210, pages 64436-64513

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Transitioning to the Every Student Succeeds Act (ESSA): Frequently Asked Questions, rev. May 4, 2016

WEB SITES

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

<http://www.cde.ca.gov/iasa/>

California Department of Education, Program Improvement: <http://www.cde.ca.gov/ta/ac/ti/programimprov.asp>

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

Adopted: 9-17-02

Amended: 05-16-17

~~OAK PARK UNIFIED SCHOOL DISTRICT~~

~~ADMINISTRATIVE REGULATION~~

~~Series 0000 ———— Philosophy, Goals, Objectives and Comprehensive Plans ———— AR 0520.2(a)~~

Title I Program Improvement Schools

Year 1 Program Improvement

For any district school in its first year of program improvement (PI), the Superintendent or designee shall implement a school improvement plan that was approved by the Governing Board.

~~(cf. 6171—Title I Programs)~~

The Superintendent or designee shall ensure that the school receives technical assistance from the district, California Department of Education (CDE), an institution of higher education, a private organization, an educational service agency or another entity with experience in helping schools improve academic achievement, including assistance in:

- ~~1.—Analyzing data from state assessments and other examples of student work to identify and address problems in instruction and/or problems in implementing Title I requirements pertaining to parent involvement, professional development, or school and district responsibilities identified in the school plan~~
- ~~2.—Identifying and implementing professional development, instructional strategies and methods of instruction that are derived from scientifically-based research and that have proven effective in addressing the specific instructional issues that caused the school to be identified for PI~~
- ~~3.—Analyzing and revising the school's budget so that the school's resources are more effectively allocated to the activities most likely to increase student achievement and remove the ——— school from PI status~~

~~(cf. 3100—Budget)~~

Year 2 Program Improvement

For any district school in its second year of PI, the Superintendent or designee shall continue to implement the school improvement plan and to provide for technical assistance in accordance with the section "Year 1 Program Improvement" above.

In addition, the Superintendent or designee shall arrange for the provision of alternative supports to eligible students from low-income families, as described below in the section "Alternative Supports."

Year 3 Program Improvement: Corrective Action

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~~Series 0000 ———— Philosophy, Goals, Objectives and Comprehensive Plans ———— AR 0520.2(b)~~

~~After the second full school year after identification for PI, the Superintendent or designee shall continue to implement all elements of Year 1 and Year 2 PI specified above, as well as the corrective action(s) determined by the Board, which may include:~~

~~1. Replacing school staff relevant to the failure~~

~~(cf. 4113 Assignment)~~

~~(cf. 4114 Transfers)~~

~~(cf. 4314 Transfers)~~

~~2. Implementing a new curriculum and related professional development~~

~~(cf. 4131 Staff Development)~~

~~(cf. 4231 Staff Development)~~

~~(cf. 4331 Staff Development)~~

~~(cf. 6141 Curriculum Development and Evaluation)~~

~~3. Significantly decreasing management authority at the school level~~

~~4. Appointing an outside expert to advise the school~~

~~5. Extending the school year or school day for the school~~

~~(cf. 6111 School Calendar)~~

~~(cf. 6112 School Day)~~

~~6. Restructuring the internal organization of the school~~

~~Year 4 Program Improvement and Beyond: Restructuring~~

~~For any school in Year 4 of PI or beyond, the Superintendent or designee shall continue to implement all elements of Year 1 and Year 2 PI specified above, as well as one of the following options for alternative governance and restructuring, as determined by the Board:~~

~~1. Reopening the school as a charter school~~

~~2. Replacing all or most of the school staff relevant to the failure~~

~~3. Entering into a contract with an entity with a demonstrated record of effectiveness to operate the school~~

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~~4. Turning the operation of the school over to the CDE~~

~~5. Instituting any other major restructuring of the school's governance arrangements that makes fundamental reforms~~

Alternative Supports

~~In any school identified for Year 2 PI or beyond, eligible students from low-income families shall be offered district-selected alternative supports designed to improve their academic achievement. Alternative supports may include, but are not limited to, any of the following:~~

~~1. Academic support offered during school hours, before school, after school, during intercession, and/or during summer learning programs~~

~~(cf. 5148.2 — Before/After School Programs)~~

~~(cf. 6176 — Weekend/Saturday Classes)~~

~~(cf. 6177 — Summer Learning Programs)~~

~~(cf. 6179 — Supplemental Instruction)~~

~~2. Small group instruction and/or pull-out interventions offered during the regular school day~~

~~3. Interventions offered during After School Education and Safety or 21st Century Community Learning Center programs~~

~~4. High quality academic tutoring~~

~~5. Provision of supplemental materials that support alternative support services~~

~~6. Provision of a crisis, intervention, and/or academic counselor to meet with eligible students~~

~~7. Services and programs that remove barriers to promote academic achievement of eligible students~~

~~The types of alternative supports and the criteria used to identify eligible students may be included in the district's local control and accountability plan and shall be consistent and aligned with local priorities.~~

~~(cf. 0460 — Local Control and Accountability Plan)~~

~~If the district contracts with outside entities or community partners to provide alternative supports to eligible students, the Superintendent or designee shall ensure that no electronic~~

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~~Series 0000 ———— Philosophy, Goals, Objectives and Comprehensive Plans ———— AR 0520.2(d)~~

~~device or other items of value are given, retained, or used as an incentive or achievement award and that funds are expended only on direct services to eligible students.~~

~~The district shall set aside a reasonable amount of Title I, Part A funds for alternative supports. Whenever the district does not have sufficient funds to serve all eligible students, it may give priority to the lowest achieving PI schools or the lowest achieving eligible students attending a PI school. The Superintendent or designee may identify the lowest achieving eligible students based on assessment scores, grades, teacher evaluations, or another locally defined measure.~~

~~Adopted: 9-17-02~~

~~Amended: 05-16-17~~

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: NOVEMBER 14, 2017

SUBJECT: B.6.b. APPROVE AMENDMENT TO BOARD POLICY 3280 – SALE OR LEASE OF DISTRICT-OWNED REAL PROPERTY –First Reading

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 3280 – Sale or Lease of District-Owned Real Property?

BACKGROUND: Board Policy 3280 is being updated to delete the requirement to first offer surplus property to a charter school with at least 80 students. Material regarding the appointment of the district advisory committee expanded to specify the circumstances under which the district is not required to appoint a committee, including the exception for the sale, lease, or rental of excess property to be used for teacher or other employee housing pursuant to NEW LAW (AB 1157, 2017). Policy expands section on "Use of Proceeds" to reflect additional legal requirements, and deletes the authority (repealed) to use the proceeds from the sale of surplus property for any one-time general fund purpose provided that the district adopted a plan and made certain certifications to the State Allocation Board.

ALTERNATIVES:

1. Approve the amendment to Board Policy 3280 – Sale or Lease of District-Owned Real Property.
2. Do not amend Board Policy 3280 – Sale or Lease of District-Owned Real Property.

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 3280(a)

Sale or Lease of District-Owned Real Property

The Governing Board believes that ~~the district should utilize its~~ facilities and resources ~~should be utilized~~ in ~~the most an~~ economical and practical manner. The Superintendent or designee shall periodically study the current and projected use of all district facilities ~~in order~~ to ensure the efficient utilization of space ~~and for~~ the effective delivery of instruction.

(cf. 1330 – Use of School Facilities)

(cf. 7110 – Facilities Master Plan)

(cf. 7111 – Evaluating Existing Buildings)

(cf. 7160 - Charter School Facilities)

~~Prior to the sale or lease of any surplus real property,~~ The Board shall appoint a district advisory committee ~~prior to the sale or lease of any surplus real property~~ to advise the Board ~~in~~ regarding the use or disposition of schools or school building space which is not needed for school purposes. ~~(Education Code 17388)~~ Rentals of surplus property not exceeding 30 days are exempted from this requirement. When the sale, lease, or rental of surplus property is for the purpose of teacher or other employee housing or for the offering of summer school by a private educational institution, the Board may elect not to appoint a district advisory committee. (Education Code 17387-17391)

(cf. 1220 – Citizen Advisory Committees)

~~Upon determination-~~ If the local planning agency has adopted a general plan that ~~district~~ affects or includes the area where the surplus property is ~~no longer needed, or may not be needed until some future time~~ located, the Board shall ~~first~~ submit a report to the local planning agency ~~as to what real~~ describing the location of the surplus property ~~the district intends to offer for and the~~ purpose and extent of the proposed sale or lease. ~~Not less than 40 days after issuance of the report to the local planning agency, and prior to entering into any agreement for sale or lease of district real property, the Board shall offer to sell or lease district-owned real property in accordance with priorities and procedures specified in applicable law. (Education 17230, 17387-17391, 17457.5, 17464, 17485-17500, Government Code 54222, 65402) (Government Code 65402)~~

The Board shall determine whether the sale or lease of the surplus property, is subject to review under the California Environmental Quality Act. (Public Resources Code 21000-21177; 14 CCR 15061-15062)

When selling or leasing district real property, the Board shall comply with the priorities and procedures specified in applicable law. (Education Code 17230, 17464, 17485-17499; Government Code 54222)

(cf. 5148 – Child Care and Development)

(cf. 5148.2 – Before/After School Programs)

(cf. 5148.3 – Preschool/Early Childhood Education)

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Series 3000

Business and Non-Instructional Operations

BP 3280(b)

In addition, when selling real property purchased, constructed, or modernized with funds received within the past 10 years from a [state](#) school facilities funding program, the Board shall consider whether any of the proceeds from the sale will need to be returned to the State Allocation Board (SAB) pursuant to Education Code 17462.3.

Resolution of Intention to Sell or Lease

Before ordering the sale or lease of any real property, the Board shall adopt a resolution by a two-thirds vote of all of its members at a regularly scheduled open meeting. The resolution shall describe the property proposed to be sold or leased in such a manner as to identify it, specify the minimum price or rent, describe the terms upon which it will be sold or leased, and specify the commission or rate, if any, which the Board will pay to a licensed real estate broker out of the minimum price or rent. The resolution shall fix a time, not less than three weeks thereafter, for a public meeting, held at the Board's regular meeting place, at which sealed proposals to purchase or lease will be received and considered. (Education Code 17466)

(cf. 9320 – Meetings and Notices)

(cf. 9323.2 – Actions by the Board)

The Superintendent or designee shall provide notice of the adoption of the resolution and of the time and place of the meeting that will be held to consider bids by posting copies of the resolution, signed by the Board, in three public places not less than 15 days before the date of the meeting. In addition, the notice shall be published at least once a week for three successive weeks before the meeting, in a newspaper of general circulation published in the county in which the district is located, if such a newspaper exists. (Education Code 17469)

In accordance with Education Code 17470, the Superintendent or designee shall take reasonable steps to provide notification to the former owners of the property of the district's intent to sell it.

Acceptance/Rejection of Bids

At a public meeting specified in the resolution of intention to sell or lease property, the Board shall open, examine, and declare all sealed bids. Before accepting any written proposal, the Board shall call for oral bids in accordance with law. (Education Code 17472, 17473)

The Board may reject any and all bids, either written or oral, and withdraw the properties from sale when the Board determines that rejection is in the best public interest. If no proposals are submitted or the submitted proposals do not conform to all the terms and conditions specified in the resolution of intention to lease, the Board may lease the property in accordance with Education Code 17477 (Education Code 17476, 17477)

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BP 3280(c)

Of the proposals submitted by responsible bidders which conform to all terms and conditions specified in the resolution of intention to sell or lease, the Board shall finally accept the highest bid after deducting the commission, if any, to be paid to a licensed real estate broker, unless the Board accepts a higher oral bid or rejects all bids. (Education Code 17472)

The final acceptance of the bid may be made either at the same meeting specified in the resolution or at any adjourned/continued meeting held within 10 days. Upon acceptance of the bid, the Board may adopt a resolution of acceptance that directs the Board president, or any other Board member, to execute the deed or lease and to deliver the document upon performance and compliance by the successful bidder of all the terms and conditions of the contract. (Education Code 17475-17478)

(cf. 1431 – Waivers)

Use of Proceeds

The Superintendent or designee shall ensure that the proceeds from the sale or lease with an option to purchase of surplus district surplus-property are used ~~in accordance with law~~ for one-time expenditures and not for ongoing expenditures such as salaries and general operating expenses. (Education Code 17462; ~~2 CCR 1700~~)

~~*(cf. 3100 – Budget)*~~

~~*(cf. 3460 – Financial Reports and Accountability)*~~

~~Pursuant to the authorization in Education Code 17463.7, the district may expend proceeds from the sale of surplus real property, along with the proceeds from any personal property located on that real property, for any one-time general fund purpose(s). Before the district exercises this authority: (Education Code 17463.7)~~

~~1. The Board shall submit documents to the SAB certifying that:~~

~~— a. The district has no major deferred maintenance requirements not covered by existing capital outlay resources.~~

~~— b. The sale of real property pursuant to Education Code 17463.7 does not violate the provisions of a local bond act.~~

~~*(cf. 7214 – General Obligation Bonds)*~~

~~— c. The real property is not suitable to meet projected school construction needs for the next 10 years.~~

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Series 3000

Business and Non-Instructional Operations

BP 3280(d)

Proceeds from a sale of surplus district property shall be used for capital outlay or maintenance costs that the Board determines will not recur within a five-year period. (Education Code 17462)

Proceeds from a lease of district property with an option to purchase may be deposited into a restricted fund for the routine repair of district facilities, as defined by the SAB, for up to a five-year period. (Education Code 17462)

If the Board and SAB determine that the district has no anticipated need for additional sites or building construction for the next 10 years and no major deferred maintenance requirements, the proceeds from the sale or lease with an option to purchase may be deposited in a special reserve fund for the future maintenance and renovation of school sites or in the district's general fund. Proceeds from the sale or lease with option to purchase of district property may also be deposited in a special reserve fund for capital outlay or maintenance costs of district property that the Board determines will not recur within a five-year period. (Education Code 17462)

(cf. 3100 - Budget)

(cf. 3460 - Financial Reports and Accountability)

Legal Reference:

EDUCATION CODE

17219-17224 Acquisition of property not utilized as school site; nonuse payments; exemptions

17230-17234 Surplus property

17385 Conveyances to and from school districts

17387-17391 Advisory committees for use of excess school facilities

17400-17429 Leasing property

17430-17447 Leasing facilities

17453 Lease of surplus district property

17455-17484 Sale or lease of real property

~~17457.5 Offer to charter school~~

17462.3 State Allocation Board program to reclaim funds

~~17463.7 Proceeds for general fund purposes~~

17485-17500 Surplus school playground (Naylor Act)

17515-17526 Joint occupancy

17527-17535 Joint use of district facilities

33050 Request for waiver

38130-38139 Civic Center Act

GOVERNMENT CODE:

50001-50002 Definitions

54220-54232 Surplus land, especially;

54222 Offer to sell or lease property

54950-54963 Brown Act, especially;

54952 Legislative body, definition

PUBLIC RESOURCES CODE

21000-21177 California Environmental Quality Act

CODE OF REGULATIONS, TITLE 2

1700 Definitions related to surplus property

COURT DECISIONS

San Lorenzo Valley Community Advocates for Responsible Education v. San Lorenzo Valley Unified School District, (2006) 139 Cal. App. 4th 1356

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Series 3000

Business and Non-Instructional Operations

BP 3280(e)

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Closing a School Best Practices Guide

OFFICE OF PUBLIC SCHOOL CONSTRUCTION PUBLICATIONS

Unused Site Program Handbook, ~~May 2008~~ December 2015

WEB SITES

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

California Department of Education, School Facilities Planning Division: <http://www.cde.ca.gov/ls/fa>

Coalition for Adequate School Housing: <http://www.cashnet.org>

Office of Public School Construction: <http://www.epse-dgs.ca.gov/opsc>

Adopted: 9-17-02

Amended: 1-20-04, 6-9-09, 2-16-10, 3-6-12, 8-19-14, [11-14-17](#)

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: NOVEMBER 14, 2017

SUBJECT: B.6.c. APPROVE AMENDMENT TO BOARD POLICY 5113.1 – CHRONIC ABSENCE AND TRUANCY – First Reading

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 5113.1 – Chronic Absence and Truancy?

BACKGROUND: Board Policy 5113.1 updated to reflect the inclusion of a chronic absence indicator in the California School Dashboard effective in the fall of 2018, add examples of interventions for attendance problems. Regulation updated to delete references to 5 CCR 15497.5 (repealed), which formerly contained the LCAP template that is now available on the CDE web site, and to delete section on the appointment and general duties of attendance supervisors, now covered in AR 5113.11 - Attendance Supervision. Board Policy 5113.1 is being submitted with recommended changes from CSBA.

ALTERNATIVES:

1. Approve the amendment to Board Policy 5113.1 – Chronic Absence and Truancy.
2. Do not amend Board Policy 5113.1 – Chronic Absence and Truancy.

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 5000

Students

BP 5113.1(a)

Chronic Absence ~~A~~and Truancy

The Governing Board believes that ~~excessive student~~ absenteeism, ~~whatever the cause and tardiness, whether caused by excused or unexcused absences~~, may be an early warning sign of poor academic achievement and may put students at risk of dropping out of school. The Board desires to ensure that all students attend school in accordance with the state's compulsory education law and take full advantage of educational opportunities provided by the district.

(cf. 5113 - Absences and Excuses)

(cf. 5113.11 - Attendance Supervision)

The Superintendent or designee shall establish a system to accurately track student attendance, in order to identify individual students who are chronic absentees and truants, as defined in law and administrative regulation, and to identify patterns of absence throughout the district. -He/she shall provide the Board with data on school attendance, chronic absence, and truancy rates ~~districtwide for all district students~~, for each school, and ~~disaggregated~~ for each numerically significant student subgroup as defined in Education Code 52052. Such data shall be ~~disaggregated and~~ used in the development of annual goals and specific actions for student attendance and engagement ~~to be included and for inclusion~~ in the district's local control and accountability plan and other applicable school and district plans.

(cf. 0400 - Comprehensive Plans)

(cf. 0420 - School Plans/Site Councils)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 0500 - Accountability)

The Superintendent or designee shall develop strategies that focus on prevention of attendance problems, which may include, but are not limited to, efforts to provide a safe and positive school environment, relevant and engaging learning experiences, school activities that help develop students' feelings of connectedness with the ~~school, schools, and~~ school-based health services, ~~and incentives and rewards to recognize schools who that achieve excellent attendance or demonstrate significant improvement in attendance~~. The Superintendent or designee also shall develop strategies that enable early outreach to students as soon as they show signs of poor attendance.

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

(cf. 5126 - Awards for Achievement)

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5141.6 - School Health Services)

(cf. 5145.3 - Nondiscrimination/Harassment)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5113.1(b)

The Superintendent or designee shall ~~consult~~^{work} with students, parents/guardians, school staff, and community agencies, as appropriate, to identify factors contributing to chronic absence and truancy.

Interventions for students with serious attendance problems shall be designed to meet the specific needs of the student and may include, but are not limited to, health care referrals, transportation assistance, counseling for mental or emotional difficulties, academic supports, efforts to address school or community safety concerns, discussions with the student and parent/guardian about their attitudes regarding schooling, or other strategies to remove identified barriers to school attendance. The Superintendent or designee ~~He/she~~ may collaborate with child welfare services, law enforcement, courts, public health care agencies, other government agencies, and/or medical, mental health, and oral health care providers to ~~make~~^{ensure that} alternative educational programs and ~~nutrition, health care, and other~~ support services are available for students and families ~~and to intervene as necessary when students have serious attendance problems.~~

(cf. 1020 ~~— Youth Services~~)
(cf. 5030 ~~— Student Wellness~~)
(cf. 5146 ~~— Married/Pregnant/Parenting Students~~)
(cf. 5147 ~~— Dropout Prevention~~)
~~(cf. 5149 — At Risk Students)~~
(cf. 6158 ~~— Independent Study~~)
~~(cf. 6164.2 — Guidance/Counseling Services)~~
~~(cf. 6164.5 — Student Success Teams)~~
~~(cf. 6173 — Education for Homeless Children)~~
~~(cf. 6173.1 — Education for Foster Youth)~~
(cf. 6173.2 ~~— Education offer~~ Children of Military Families)
(cf. 6175 ~~— Migrant Education Program~~)
(cf. 6179 ~~— Supplemental Instruction~~)
(cf. 6181 ~~— Alternative Schools/Programs of Choice~~)
(cf. 6183 ~~— Home and Hospital Instruction~~)
(cf. 6184 ~~— Continuation Education~~)
(cf. 6185 ~~— Community Day School~~)

Students who are identified as truant~~s~~ shall be subject to the interventions specified in law and administrative regulation.

(cf. 5113.12 ~~— District~~)

A student¹²'s truancy, tardiness, or other absence from school shall not be the ~~sole~~ basis for his/her ~~out-of-school~~ suspension or expulsion. ~~Alternative disciplinary~~ strategies and positive reinforcement for attendance shall be used whenever possible.

(cf. 5144 ~~— Discipline~~)
(cf. 5144.1 ~~— Suspension and Expulsion/Due Process~~)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5113.1(c)

The Superintendent or designee shall periodically report to the Board regarding the district's progress in improving student attendance rates for all students and for each numerically significant student population. Such information shall be used to evaluate the effectiveness of strategies implemented to reduce chronic absence and truancy and to make changes as needed. As appropriate, the Superintendent or designee also shall engage school staff in program evaluation and improvement and in the determination of how to best allocate available community resources.

School Attendance Review Board

In accordance with law and administrative regulation, habitual truants may be referred to a school attendance review board (SARB).

The Board may submit a nomination to the County Superintendent of Schools for a person who will serve on the county SARB as a representative of school districts. (Education Code 48321)

The Superintendent shall appoint members of the district's SARB/SART, who may include, but are not limited to, a parent/guardian as well as representatives of the district, teachers, administrators, county probation department, county welfare department, county office of education, law enforcement agencies, community-based youth service centers, school guidance personnel, child welfare and attendance personnel, school or county health care personnel, school, county, or community mental health personnel, and the county public defender's office. (Education Code 48321)

The district's SARB/SART shall operate in accordance with Education Code 48320-48325 and procedures established by the Superintendent or designee.

Legal Reference:

EDUCATION CODE

1740-1742 Employment of personnel to supervise attendance (county superintendent)

37223 Weekend classes

~~41601 Reports of average daily attendance~~

46000 Records (attendance)

46010-46014 Absences

46110-46119 Attendance in kindergarten and elementary schools

46140-46147 Attendance in junior high and high schools

48200-48208 Children ages 6-18 (compulsory full-time attendance)

48225.5 Work permits, entertainment and allied industries

48240-48246 Supervisors of attendance

48260-48273 Truants

48290-48297 Failure to comply; complaints against parents

48320-48325 School attendance review boards

48340-48341 Improvement of student attendance

48400-48403 Compulsory continuation education

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5113.1(d)

48900 Suspension and expulsion

49067 Unexcused absences as cause of failing grade

52052 Academic Performance Index; numerically significant student subgroups

60901 Chronic absence

GOVERNMENT CODE

54950-54963 The Ralph M. Brown Act

PENAL CODE

270.1 Chronic truancy; parent/guardian misdemeanor

272 Parent/guardian duty to supervise and control minor child; criminal liability for truancy

830.1 Peace officers

VEHICLE CODE

13202.7 Driving privileges; minors; suspension or delay for habitual truancy

WELFARE AND INSTITUTIONS CODE

256-258 Juvenile hearing officer

601-601.4 Habitually truant minors

11253.5 Compulsory school attendance

CODE OF REGULATIONS, TITLE 5

306 Explanation of absence

420-421 Record of verification of absence due to illness and other causes

~~15497.5 Local control and accountability plan template~~

COURT DECISIONS

L.A. v. Superior Court of San Diego County, (2012) 209 Cal.App.4th 976

Management Resources:

CSBA PUBLICATIONS

Attendance Awareness Month, Fact Sheet, September 2014

ATTENDANCE WORKS PUBLICATIONS

Count Us In! Working Together to Show that Every School Day Matters, 2014

The Power of Positive Connections: Reducing Chronic Absence Through PEOPLE: Priority Early Outreach for Positive Linkages and Engagement, 2014

CALIFORNIA DEPARTMENT OF EDUCATION ~~CDE~~ PUBLICATIONS

School Attendance Review Board Handbook: A Road Map for Improved School Attendance and Behavior, 2015

School Attendance Improvement Handbook, 2000

WEB SITES

~~CDE~~: <http://www.cde.ca.gov>

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

Attendance Works: <http://www.attendanceworks.org>

California Association of Supervisors of Child Welfare and Attendance: <http://www.cascwa.org>

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

California Healthy Kids Survey: <http://chks.wested.org>

California School Climate, Health, and Learning Survey System: <http://www.cal-schls.wested.org>

OnTrackCA: <http://www.ontrackca.org>

Adopted: 5-15-84

Amended: 5-20-86, 6-23-92, 9-17-02, 5-18-04, 4-12-11, 2-19-13, 8-18-15, 11-14-17

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5113.1(a)

Chronic Absence and Truancy **Definitions**

Chronic absentee means a student who is absent for any reason on 10 percent or more of the school days in the school year, when the total number of days the student is absent is divided by the total number of days the student is enrolled and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. (Education Code 60901)

Truant means a student who is absent from school without a valid excuse three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. (Education Code 48260)

Habitual truant means a student who has been reported as a truant three or more times within the same school year, provided the district has made a conscientious effort to hold at least one conference with the student and his/her parent/guardian [after either of the two previous reports](#). (Education Code 48262, 48264.5)

Chronic truant means a student who has been absent from school without a valid excuse for 10 percent or more of the school days in one school year, from the date of enrollment to the current date, provided the district has met the requirements of Education Code 48260, [48260.5](#), [48261](#), [48262](#), 48263 and 48291. (Education Code 48263.6)

For purposes of classifying a student as a truant, valid excuse includes, but is not limited to, the reasons for which a student shall be excused from school pursuant to Education Code 48205 and 48225.5. A valid excuse ~~also~~ may include other reasons that are within the discretion of school administrators and, based on the facts of the student's circumstances, are deemed to constitute a valid excuse. (Education Code 48260)

(cf. 5113 -- Absences and Excuses)
(cf. [5113.2 - Work Permits](#))

Addressing Chronic Absence

When a student is identified as a chronic absentee, the [Superintendent or designee](#) ~~attendance supervisor~~ shall communicate with the student and his/her parents/guardian to determine the reason(s) for the excessive absences, ensure the student and parents/guardian are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

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Students

AR 5113.1(b)

(cf. 5113.11 - Attendance Supervision)
6020 - Parent Involvement)

The student may be referred to a student success team or school-site attendance review team to assist in evaluating his/herthe student's needs and identifying strategies and programs tothat may assist him/her.

(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 5147 - Dropout Prevention)
(cf. ~~5149 - At Risk Students~~)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6164.5 - Student Success Teams)
(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.2 - Education of Children of Military Families)
(cf. 6175 - Migrant Education Program)

A student who is struggling academically may be offered tutoring or other supplemental instruction, extended learning opportunities, and/or alternative educational options as appropriate.

(cf. 6158 - Independent Study)
(cf. 6176 - Weekend/Saturday Classes)
(cf. ~~6178.1 - Work Experience Education~~)
6178.1 - Work-Based Learning)
(cf. 6179 - Supplemental Instruction)
(cf. 6181 - Alternative Schools/Programs of Choice)
(cf. 6183 - Home and Hospital Instruction)
(cf. 6184 - Continuation Education)

Whenever chronic absenteeism is linked to a health issue or nonschool condition, the Superintendent or designeeattendance supervisor may recommend school or community resources and/or collaborate with community agencies and organizations to address the needs of the student and his/her family.

(cf. 1020 - Youth Services)
(cf. 5145.6 - School Health Services)

Addressing Truancy

An attendance supervisor or designee, peace officer, probation officer, or school administrator or

**OAK PARK UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE REGULATION**

Series 5000

Students

AR 5113.1(c)

designee may, as applicable, arrest or assume temporary custody during school hours of any minor student found away from his/her home who is absent from school without a valid excuse. Any person arresting or assuming temporary custody of a minor student shall deliver the student and make reports in accordance with Education Code 48265 and 48266. (Education Code 48264, 48265, 48266)

(cf. 3515.3 - District Police/Security Department)

The ~~Superintendent or designee~~~~attendance-supervisor~~ shall investigate a complaint from any person that a parent/guardian has violated the state compulsory education laws contained in Education Code 48200-48341. (Education Code 48290)

When a student has been identified as a truant~~;~~ as defined above, the following steps shall be implemented based on the number of trancies he/she has committed:

1. -Initial truancy

a. ~~The~~A student ~~who is initially classified as truant~~ shall be reported to the ~~Superintendent or designee.~~ ~~attendance-supervisor.~~ (Education Code 48260)

b. -The student's parent/guardian shall be notified by the most cost-effective method possible, which may include email or a telephone call, that: (Education Code 48260.5)

(1) -The student is truant.

(2) -The parent/guardian is obligated to compel the student to attend school. If the parent/guardian fails to meet this obligation, he/she may be guilty of an infraction of the law and subject to prosecution pursuant to Education Code 48290-48296.

(3) -Alternative educational programs are available in the district.

(4) -The parent/guardian has the right to meet with appropriate school personnel to discuss solutions to the student's truancy.

(5) -The student may be subject to arrest or held in temporary custody by a probation officer, a peace officer, a school administrator or ~~designee,~~ or attendance supervisor or ~~his/her~~ designee ~~pursuant to~~~~under~~ Education Code 48264 if found away from home and absent from school without a valid excuse.

(6) -The student may be subject to suspension, restriction, or delay of his/her driving

**OAK PARK UNIFIED SCHOOL DISTRICT
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Series 5000

Students

AR 5113.1(d)

privilege pursuant to Vehicle Code 13202.7.

(7) -It is recommended that the parent/guardian accompany the student to school and attend classes with the student for one day.

(cf. 5145.6 - Parental Notifications)

c. -The student may be required to attend makeup classes on one day of a weekend pursuant to Education Code 37223. (Education Code 48264.5)

d. -The student and, as appropriate, his/her parent/guardian may be requested to attend a meeting with a school counselor or other school designee to discuss the root causes of the attendance issue and develop a joint plan to improve the student's attendance. (Education Code 48264.5)

e. -The Superintendent or designee~~attendance supervisor~~ may notify the district attorney and/or probation officer of the student's name and the name and address of his/her the student's parents/guardians. (Education Code 48260.6)

2. -Second truancy

a. -Any student who has once been reported as a truant shall again be reported to the Superintendent or designee~~attendance supervisor~~ as a truant if he/she is absent from school without a valid excuse one or more days or is tardy on one or more days during the school year. - (Education Code 48261)

b. -The student may be required to attend makeup classes on one day of a weekend pursuant to Education Code 37223. (Education Code 48264.5)

c. -The student may be assigned to an after-school or weekend study program within the county. If the student fails to successfully complete this study program, he/she shall be subject to item #3 below. (Education Code 48264.5)

d. -An appropriate district staff member shall make a conscientious effort to hold at least one conference with the student and his/her parent/guardian by communicating with the parent/guardian at least once using the most cost-effective method possible, which may include email or a telephone call. (Education Code 48262)

e. -The student may be given a written warning by a peace officer.- A record of that warning may be kept at the school for not less than two years or until the student graduates or

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Series 5000

Students

AR 5113.1(e)

transfers from the school. -If the student transfers, the record may be forwarded to the new school. (Education Code 48264.5)

f. -The ~~Superintendent or designee~~~~attendance supervisor~~ may notify the district attorney and/or probation officer when the student continues to be classified as a truant after the parents/guardians have been notified in accordance with item #1b above. (Education Code 48260.6)

3. -Third truancy (habitual truancy)

a. -A student who is habitually truant, irregular in school attendance, or habitually insubordinate or disorderly during attendance at school may be referred to, and required to attend, a school attendance review board (SARB) program, a truancy mediation program established by the district attorney or the probation officer, or a comparable program deemed acceptable by the ~~Superintendent or designee~~~~district's attendance supervisor~~. (Education Code 48263, 48264.5)

(cf. 5113.12 - District School Attendance Review Board)

b. -Upon making a referral to the SARB or the probation department, the ~~Superintendent or designee~~~~attendance supervisor~~ shall provide the student and parent/guardian, in writing, the name and address of the SARB or probation department and the reason for the referral. This notice shall indicate that the student and parent/guardian shall be required, along with the district staff person making the referral, to meet with the SARB or a probation officer to consider a proper disposition of the referral. (Education Code 48263)

c. -If the student does not successfully complete the truancy mediation program or other similar program, he/she shall be subject to item #4 below. (Education Code 48264.5)

d. -If the ~~Superintendent or designee~~~~attendance supervisor~~ determines that available community services cannot resolve the problem of the truant or insubordinate student or if the student and/or ~~his/her~~~~student's~~ parents/guardians have failed to respond to the directives of the district or to services provided, the ~~Superintendent or designee~~~~attendance supervisor~~ may so notify the district attorney and/or the probation officer. (Education Code 48263)

4. -Fourth truancy

a. -Upon his/her fourth truancy within the same school year, the student may be referred to the jurisdiction of the juvenile court. (Education Code 48264.5; Welfare and Institutions Code 601)

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Students

AR 5113.1(f)

b. -If a student has been adjudged by the county juvenile court to be a habitual truant, the Superintendent or designee ~~attendance supervisor~~ shall notify the juvenile court and the student's probation or parole officer whenever the student is truant or tardy on one or more days without a valid excuse in the same or succeeding school year, or is habitually insubordinate or disorderly at school. The juvenile court and probation or parole officer shall be notified within 10 days of the violation. (Education Code 48267)

5. Chronic truancy (unexcused ~~A~~absence for 10 percent of school days) ~~(chronic truancy)~~

a. -The Superintendent or designee ~~attendance supervisor~~ shall ensure that the student's parents/guardians are offered language-accessible support services to address the student's truancy.

b. -If a chronically truant student is at least age ~~six~~6 years and is in any of grades K-8, the Superintendent or designee ~~attendance supervisor~~ shall notify the student's parents/guardians that failure to reasonably supervise and encourage the student's school attendance may result in the parent/guardian being found guilty of a misdemeanor pursuant to Penal Code 270.1.

Records

The Superintendent or designee shall maintain accurate attendance records for students identified as habitual or chronic truants. The Superintendent or designee also shall document all contacts with a student and his/her parent/guardian regarding the student's attendance, including a summary of all conversations and a record of all intervention efforts. ~~—~~

(cf. 5125 ~~—~~ Student Records)

The Superintendent or designee shall gather and transmit to the County Superintendent of Schools the number and types of referrals made to the SARB and of requests for petitions made to the juvenile court. (Education Code 48273)

Adopted: 5-15-84

Amended: 5-20-86, 6-23-92, 9-17-02, 11-10, 11-12, 11-14-17

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: NOVEMBER 14, 2017

**SUBJECT: B.6.d. APPROVE ADOPTION OF ADMINISTRATIVE REGULATION
5113.11 –ATTENDANCE SUPERVISION–First Reading**

ISSUE: Should the Board of Education adopt the proposed new Administrative Regulation 5113.11 –Attendance Supervision?

BACKGROUND: New Administrative Regulation 5113.11 addresses the appointment of a district attendance supervisor and reflects NEW LAW (AB 2815, 2016) which expresses the Legislature's intent that the attendance supervisor fulfill specified duties. Administrative Regulation 5113.11 is being submitted with recommended from CSBA.

ALTERNATIVES:

1. Approve the adoption of Administrative Regulation 5113.11 – Attendance Supervision.
2. Do not adopt Administrative Regulation 5113.11 –Attendance Supervision.

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

ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5113.11(a)

Attendance Supervision

The Superintendent or designee shall appoint an attendance supervisor and any assistant attendance supervisor(s) as may be necessary to supervise the attendance of district students. (Education Code 48240)

The Superintendent or designee shall ensure that any person appointed as an attendance supervisor has been certificated for the work by the County Board of Education. (Education Code 48241, 48245)

Such supervisors shall perform duties related to compulsory full-time education, truancy, compulsory continuation education, work permits, and any additional duties prescribed by the Superintendent or designee. (Education Code 48240)

(cf. 5112.1 - Exemptions from Attendance)
(cf. 5113 - Absences and Excuses)
(cf. 5113.1 - Chronic Absence and Truancy)
(cf. 5113.2 - Work Permits)
(cf. 6184 - Continuation Education)

The attendance supervisor shall promote a culture of attendance and establish a system to accurately track student attendance in order to achieve all of the following: (Education Code 48240)

1. Raise the awareness of school personnel, parents/guardians, caregivers, community partners, and local businesses of the effects of chronic absenteeism and truancy and other challenges associated with poor attendance
2. Identify and respond to grade level or student subgroup patterns of chronic absenteeism or truancy

(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.2 - Education of Children of Military Families)
(cf. 6175 - Migrant Education Program)

3. Identify and address factors contributing to chronic absenteeism and habitual truancy, including suspension and expulsion

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

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5113.11(b)

4. Ensure that students with attendance problems are identified as early as possible to provide applicable support services and interventions

5. Evaluate the effectiveness of strategies implemented to reduce chronic absenteeism rates and truancy rates

(cf. 0500 - Accountability)

The attendance supervisor may provide support services and interventions, including, but not limited to, the following: (Education Code 48240)

1. A conference between school personnel, the student's parent/guardian, and the student

2. Promotion of cocurricular and extracurricular activities that increase student connectedness to school, such as tutoring, mentoring, the arts, service learning, or athletics

(cf. 6142.4 - Service Learning/Community Service Classes)

(cf. 6142.6 - Visual and Performing Arts)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

3. Recognition of students who achieve excellent attendance or demonstrate significant improvement in attendance

(cf. 5126 - Awards for Achievement)

4. Referral of the student to a school nurse, school counselor, school psychologist, school social worker, and other student support personnel for case management and counseling

(cf. 5141.6 - School Health Services)

(cf. 6164.2 - Guidance/Counseling Services)

5. Collaboration with child welfare services, law enforcement, courts, public health care agencies, government agencies, or medical, mental health, and oral health care providers to receive necessary services

(cf. 1020 - Youth Services)

6. Collaboration with school study teams, guidance teams, school attendance review teams, or other intervention-related teams to assess the attendance or behavior problem in partnership with the student and his/her parents/guardians or caregivers

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5113.11(c)

(cf. 6164.5 - Student Success Teams)

7. In schools with significantly higher rates of chronic absenteeism, identification of barriers to attendance that may require schoolwide strategies rather than case management

8. Referral of the student for a comprehensive psychosocial or psychoeducational assessment, including for purposes of creating an individualized education program for a student with disabilities or creating a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973

(cf. 6159 - Individualized Education Program)

(cf. 6164.6 - Identification and Education Under Section 504)

9. Referral of the student to a school attendance review board established pursuant to Education Code 48321 or to the probation department pursuant to Education Code 48263

(cf. 5113.12 - District School Attendance Review Board)

10. Referral of the student to a truancy mediation program operated by the county's district attorney or probation officer pursuant to Education Code 48260.6

The attendance supervisor shall annually report student attendance data to the Superintendent or designee and the Governing Board. Such data shall include, by school, grade level, and each numerically significant student subgroup as defined in Education Code 52052, rates of school attendance, chronic absence in which students are absent on 10 percent or more of the school days in the school year, and dropout.

(cf. 5147 - Dropout Prevention)

Legal Reference:

EDUCATION CODE

1740 Employment of personnel to supervise attendance (county superintendent)

37223 Weekend classes

46000 Records (attendance)

46010-46014 Absences

46110-46119 Attendance in kindergarten and elementary schools

46140-46147 Attendance in junior high and high schools

48200-48208 Children ages 6-18 (compulsory full-time attendance)

48240-48246 Supervisors of attendance

48260-48273 Truants

48290-48297 Failure to comply; complaints against parents

48320-48325 School attendance review boards

48340-48341 Improvement of student attendance

48400-48403 Compulsory continuation education

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Series 5000

Students

AR 5113.11(d)

52060-52077 Local control and accountability plan

60901 Chronic absence

PENAL CODE

270.1 Chronic truancy; parent/guardian misdemeanor

WELFARE AND INSTITUTIONS CODE

601-601.4 Habitually truant minors

11253.5 Compulsory school attendance

CODE OF REGULATIONS, TITLE 5

306 Explanation of absence

420-421 Record of verification of absence due to illness and other causes

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

School Attendance Review Board Handbook, 2015

School Attendance Improvement Handbook, 2000

WEB SITES

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

Attendance Works: <http://www.attendanceworks.org>

California Association of Supervisors of Child Welfare and Attendance: <http://www.cascwa.org>

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

Adopted: 11-14-17

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: NOVEMBER 14, 2017

**SUBJECT: B.6.e. APPROVE AMENDMENT TO ADMINISTRATIVE REGULATION
6112 – SCHOOL DAY – First Reading**

ISSUE: Should the Board of Education approve the proposed amendment to Administrative Regulation 6112 – School Day?

BACKGROUND: Regulation updated to reflect NEW LAW (AB 99, 2017) which permits districts to maintain kindergarten or transitional kindergarten classes for different lengths of time during the school day, either at the same or different school sites. Regulation also reflects provision of AB 99 which allows districts to schedule classes in an early college high school or middle college high school so that students attend classes for at least 900 minutes during any five school day period or 1,800 minutes during any 10 school day period. Administrative Regulation 6112 is being submitted with recommended changes from CSBA.

ALTERNATIVES:

1. Approve the amendment to Administrative Regulation 6112 – School Day.
2. Do not amend Administrative Regulation 6112 – School Day.

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 ADMINISTRATIVE REGULATION

Series 6000

Instruction

AR 6112(a)

School Day

Kindergarten/Transitional Kindergarten

~~The minimum school day for kindergarten students shall be 180 minutes, excluding noon intermissions but including recesses. (Education Code 46115, 46117)~~

~~The maximum school day for kindergarten students shall be four hours (240 minutes) excluding recesses. (Education Code 46111)~~

Kindergarten and transitional kindergarten (TK) classes in district schools may be maintained for different lengths of time, either at the same or different school sites. (Education Code 37202)

Except as otherwise permitted by law, the average school day established for kindergarten and TK students shall be at least three hours, including recesses but excluding noon intermissions, but no longer than four hours, excluding recesses. (Education Code 46111, 46114, 46115, 46117)

Recess may be counted as instructional minutes for purposes of determining the maximum school day if it occurs under teacher supervision.

~~The maximum school day for kindergarten students may be longer than four hours under the following circumstances:~~

~~1. The maximum school day for multitrack year-round schools operating pursuant to Education Code 37670(a) shall be 265 minutes excluding recesses. (Education Code 46111)~~

~~2. The kindergarten school day may exceed four hours if the district has established~~ In any district school operating an early primary program pursuant to Education Code 8970-8974, the kindergarten school day may exceed four hours, excluding recess, if both of the following conditions are met: ~~and meets the following conditions:~~ (Education Code 8973)

~~a.~~ 1. The Governing Board has declareds that the extended-day kindergarten program does not exceed the length of the primary school day.

~~b.~~ 2. The extended-day kindergarten program includes ample opportunity for both active and quiet activities within an integrated, experiential and developmentally appropriate educational program.

The Superintendent or designee shall annually report to the California Department of Education

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 6000

Instruction

AR 6112(b)

as to whether the district's kindergarten and TK programs are offered full day, part day, or both. (Education Code 48003)

Elementary Schools Grades 1-8

Except as otherwise provided by law, the school day for elementary and middle school students shall be:

~~The minimum school day for students in elementary schools shall be:~~

1. At least 230 minutes for students in grades 1-3 ~~through 3~~ unless the Board has prescribed a shorter school day because of lack of school facilities requiring double sessions, in which case the minimum school day shall be 200 minutes (Education Code 46112)
2. At least 240 minutes for students in grades 4-8 ~~through 8~~ (Education Code 46113, 46142)

In determining the number of minutes for purposes of compliance with **the minimum school day** For students in grades 1-8, ~~through 8, the minimum school day excludes~~ both noon intermissions and recesses ~~shall be excluded~~. (Education Code 46115)

The above minimum days do not apply to situations in grades 1 through 3 in which the Board has prescribed a shorter school day because of lack of school facilities requiring double sessions. (Education Code 46112, 46113)

Secondary Schools

Grades 9-12

~~The minimum school day for junior high and high school students shall be 240 minutes unless otherwise provided by law.~~ The school day for students in grades 9-12 shall be at least 240 minutes. (Education Code 46141-46147)

~~The minimum school day shall be 180 minutes for students enrolled in a continuation high school, continuation education classes, opportunity school or classes, adult education classes, special day or Saturday vocational training program, or specified work experience program. (Education Code 46144, 46170, 46180, 46190)~~

However, the school day may be less than 240 minutes when authorized by law. Programs that have a minimum school day of 180 minutes include, but are not necessarily limited to:

OAK PARK UNIFIED SCHOOL DISTRICT

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Series 6000

Instruction

AR 6112(c)

1. Continuation high school or classes (Education Code 46141, 46170)

(cf. 6184 - Continuation Education)

(cf. 6178.2 - Regional Occupational Center/Program)

2. Work experience education program approved pursuant to Education Code 51760-51769.5 (Education Code 46141, 46144)

~~The Board may authorize any student to attend fewer school days per week than scheduled as long as the student attends classes for at least 1,200 minutes during any five school days. (Education Code 46160)~~

A student in grade 12 who is enrolled in work experience education and is in his/her last semester or quarter before graduation may be permitted to attend school for less than 180 minutes per school day if he/she would complete all requirements for graduation, except physical education courses, in less than 180 minutes each day. (Education Code 46147)

(cf. 6178.1 - Work-Based Learning)

3. Concurrent enrollment in a community college pursuant to Education Code 48800-48802 or, for students in grades 11-12, part-time enrollment in classes of the California State University or University of California, provided academic credit will be awarded upon satisfactory completion of enrolled courses (Education Code 46146)

(cf. 6172.1 - Concurrent Enrollment in College Classes)

4. An early college high school or middle college high school, provided the students are enrolled in community college or college classes in accordance with item #5 above (Education Code 46141, 46146.5)

5. Special day or Saturday vocational training program conducted under a federally approved plan for career technical education (Education Code 46141, 46144)

(cf. 6178 - Career Technical Education)

6. Adult education classes (Education Code 46190)

(cf. 6200 - Adult Education)

Students in grade 12 shall be enrolled in at least five courses each semester or the equivalent number of courses each quarter. This requirement shall not apply to students enrolled in regional

**OAK PARK UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE REGULATION**

Series 6000

Instruction

AR 6112(d)

occupational centers or programs, courses at accredited postsecondary institutions, independent study, special education programs in which the student's individualized education program establishes a different number of courses, continuation education classes, work experience education programs, or any other course of study authorized by the Board that is equivalent to the approved high school course of study. (Education Code 46145)

(cf. 6158 - Independent Study)

(cf. 6159 - Individualized Education Program)

Alternative Block Schedule for Secondary Schools

In order to establish a block or other alternative schedule or to accommodate career technical education and regional occupational center/program courses, the district may authorize students to attend fewer than the total number of days in which school is in session provided that students attend classes for at least 1,200 minutes during any five school day period or 2,400 minutes during any 10 school day period. (Education Code 46160)

Adopted: 9-17-02, 11-14-17

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: NOVEMBER 14, 2017

**SUBJECT: B.6.f. APPROVE AMENDMENT TO BOARD POLICY 6170.1 –
TRANSITIONAL KINDERGARTEN - First Reading**

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 6170.1 – Transitional Kindergarten?

BACKGROUND: Board Policy 6170.1 updated to reflect NEW LAW (AB 99, 2017) which permits districts to maintain transitional kindergarten classes for different lengths of time during the school day, either at the same or different school sites, provided that the length of the school day complies with legal requirements related to the minimum and maximum length of the school day. Board Policy 6170.1 is being submitted with recommended changes from CSBA.

ALTERNATIVES: 1. Approve the amendment to Board Policy 6170.1 – Transitional Kindergarten.
2. Do not amend Board Policy 6170.1 – Transitional Kindergarten.

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 6170.1(a)

Transitional Kindergarten

The Governing Board desires to offer a high-quality transitional kindergarten (TK) program for eligible children who do not yet meet the minimum age criterion for kindergarten. The TK program shall assist ~~TK children~~ students in developing the academic, social, and emotional skills they need to succeed in kindergarten and beyond.

The district's TK program shall be the first year of a two-year kindergarten program. (Education Code 48000)

The Board encourages ongoing collaboration among district preschool staff, other preschool providers, elementary teachers, administrators, and parents/guardians in ~~program~~ the development, implementation, and evaluation of the district's TK program.

(cf. 1220 - Citizen Advisory Committees)

(cf. 6020 - Parent Involvement)

Eligibility

The district's TK program shall admit children whose fifth birthday is from September 2 through December 2. (Education Code 48000)

~~Immunizations~~

Parents/guardians of eligible children shall be notified of the availability of the TK program and the age, residency, immunization, and any other enrollment requirements. Enrollment in the TK program shall be voluntary.

(cf. 5111 - Admission)

(cf. 5111.1 - District Residency)

~~(cf. 5111.12 - Residency Based on Parent/Guardian Employment)~~

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.3 - Health Examinations)

(cf. 5141.31 - Immunizations)

(cf. 5141.32 - Health Screening for School Entry)

Upon request of a child's parents/guardians, the district may, on a case-by-case basis after the Superintendent or designee determines that it is in the child's best interest, admit into the district's TK program a child whose fifth birthday is on or before September 1 and who is therefore eligible for kindergarten.

At any time during the school year, ~~T~~the district may admit into the TK program a child

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6170.1(b)

whose fifth birthday is after December 2 of that same school year, provided that ~~the child is admitted during the school year on or after his/her fifth birthday and~~ the Superintendent or designee recommends that enrollment in a TK program is in the child's best interest: ~~and the child's parents/guardians approve~~. Prior to such enrollment, the child's parents/guardians shall be provided information regarding the advantages and disadvantages and any other explanatory information about the effect of early admittance. (Education Code 48000)

Curriculum and Instruction

The district's TK program shall be based on a modified kindergarten curriculum that is age and developmentally appropriate. (Education Code 48000)

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

The program shall be aligned with the preschool learning foundations and preschool curriculum frameworks developed by the California Department of Education. It shall be designed to facilitate students' development in essential skills related to language and literacy, mathematics, physical development, health, visual and performing arts, science, history-social science, English language development, and social-emotional development.

(cf. 5148.3 - Preschool/Early Childhood Education)

(cf. 6011 - Academic Standards)

(cf. 6174 - Education for English ~~Language~~-Learners)

The Board shall ~~fix~~establish the length(s) of the school day in the district's TK program, ~~which shall be~~. TK programs may be maintained for different lengths of time either at the same or different school sites, as long as the school day is at least three hours but no more than four hours. The Superintendent or designee shall annually report to the California Department of Education as to whether the district's TK programs are offered full day, part day, or both. (Education Code 37202, 46111, 46117, 48003)

(cf. 6111 - School Calendar)

(cf. 6112 - School Day)

~~TK assignments are subject to assignment monitoring and reporting by the County Superintendent of Schools in accordance with Education Code 44258.9.~~

Staffing

The Superintendent or designee shall ensure that teachers assigned to teach in TK classes possess a teaching credential or permit from the Commission on Teacher Credentialing (CTC) that authorizes such instruction.

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6170.1(c)

(cf. 4112.2 - Certification)

A credentialed teacher who is first assigned to a TK class after July 1, 2015, shall, by August 1, 2020, have at least 24 units in early childhood education and/or child development, comparable experience in a preschool setting, and/or a child development teacher permit issued by the CTC. (Education Code 48000)

The Superintendent or designee may provide professional development as needed to ensure that TK teachers are knowledgeable about the standards and effective instructional methods for teaching young children.

(cf. 4131 - Staff Development)

Continuation to Kindergarten

Students who complete the TK program shall be eligible to continue in kindergarten the following school year. Parents/guardians of such students shall not be required to submit a signed Kindergarten Continuance Form for kindergarten attendance.

However, whenever children who would otherwise be age-eligible for kindergarten are enrolled in TK, the Superintendent or designee shall obtain a Kindergarten Continuance Form signed by the parent/guardian near the end of the TK year consenting to the child's enrollment in kindergarten the following year.

A student shall not attend more than two years in a combination of TK and kindergarten. (Education Code 46300)

(cf. 5123 - Promotion/Acceleration/Retention)

Assessment

The Superintendent or designee may develop or identify appropriate formal and/or informal assessments of TK students' development and progress. He/she shall monitor and regularly report to the Board regarding program implementation and the progress of students in meeting related academic standards.

(cf. 0500 - Accountability)

(cf. 6162.5 - Student Assessment)

Legal Reference:

EDUCATION CODE

8973 Extended-day kindergarten

37202 School calendar; equivalency of instructional minutes

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6170.1(d)

44258.9 Assignment monitoring by county superintendent of schools

46111 Kindergarten, hours of attendance

46114-46119 Minimum school day, kindergarten

46300 Computation of ADA, inclusion of kindergarten and transitional kindergarten

48000 Age of admission, kindergarten and transitional kindergarten

48002 Evidence of minimum age required to enter kindergarten or first grade

48200 Compulsory education, starting at age six

Management Resources:

CSBA PUBLICATIONS

What Boards of Education Can Do About Kindergarten Readiness, Governance Brief, May 2016

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Transitional Kindergarten FAQs

Desired Results Developmental Profile, 2015

Transitional Kindergarten Implementation Guide: A Resource for California Public School District Administrators and Teachers, 2013

California Preschool Curriculum Framework, Vol. 1, 2010

California Preschool Learning Foundations, Vol. 1, 2008

WEB SITES

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

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

California Kindergarten Association: <http://www.ckanet.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Transitional Kindergarten California: <http://www.tkcalifornia.org>

Adopted: 5-15-12

Amended: 8-18-15, 11-14-17

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: NOVEMBER 14, 2017
SUBJECT: VII.1. MONTH 3 ENROLLMENT AND ATTENDANCE REPORT

INFORMATION

ISSUE: Shall the Board receive and review a status report on District enrollment and attendance through Month 3 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: Shannan Kaesberg, Senior Accountant
Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

MONTHLY REPORT OF ENROLLMENT AND ADA

Board Meeting November 14, 2017

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
BES										
K	98	95.57	98	95.36	98	97.11	98	94.32		
1	81	78.14	79	77.79	79	77.50	81	78.84		
2	76	73.43	75	72.32	75	73.67	76	74.32		
3	99	96.14	98	95.58	98	96.11	99	96.74		
4	119	115.50	118	114.26	118	115.11	119	116.79		
5	100	97.86	99	97.74	100	98.39	100	97.47		
SDC	0	-	0	-	0	-	0			
Total	573	556.64	567	553.05	568	557.89	573	558.48	0	-
ADA % **		97.14%		97.54%		98.22%		97.47%		#DIV/0!
OHES										
K	101	97.35	100	97.42	101	97.44	101	96.74		
1	75	74.70	78	76.95	76	73.83	75	73.00		
2	79	77.27	79	76.79	79	77.50	79	77.53		
3	78	75.27	77	75.21	78	74.94	78	75.62		
4	97	95.12	97	95.63	97	95.35	97	94.42		
5	101	97.86	100	97.58	100	97.83	101	98.16		
SDC	0	-	0	-	0	-	0			
Total	531	517.57	531	519.58	531	516.89	531	515.47	0	-
ADA % **		97.47%		97.85%		97.34%		97.08%		#DIV/0!
ROES										
K	95	92.81	94	92.63	96	93.33	95	92.47		
1	79	77.59	79	76.63	80	78.67	79	77.53		
2	99	95.75	99	95.32	99	96.72	99	95.26		
3	102	98.59	101	98.84	100	98.00	102	98.89		
4	99	97.58	100	98.37	99	97.78	99	96.64		
5	100	97.41	100	97.95	100	97.22	100	96.79		
SDC	0	-	0	-	0	-	0			
Total	574	559.73	573	559.74	574	561.72	574	557.58	0	-
ADA % **		97.51%		97.69%		97.86%		97.14%		#DIV/0!
MCMS										
6	344	338.04	345	338.42	345	336.89	344	338.70		
7	364	356.61	366	358.05	365	356.17	364	355.95		
8	376	367.58	375	368.58	375	367.33	376	366.85		
SDC	1	1.82	2	2.00	2	2.00	1	1.50		
Total	1085	1,064.05	1088	1,067.05	1087	1,062.39	1085	1,063.00	0	-
ADA % **		98.07%		98.07%		97.74%		97.97%		#DIV/0!
OPHS										
9	405	398.30	406	400.26	407	398.17	405	396.30		
10	388	378.70	395	383.58	390	379.06	388	375.00		
11	386	372.58	398	377.06	387	371.60	386	366.70		
12	370	354.82	371	356.89	371	354.22	370	352.85		
SDC	4	5.44	6	5.79	6	5.61	4	4.95		
Total	1553	1,509.84	1576	1,523.58	1561	1,508.66	1553	1,495.80	0	-
ADA % **		97.22%		96.67%		96.65%		96.32%		#DIV/0!
OVHS										
10-12	30	28.92	29	28.88	31	29.60	30	28.48		
ADA % **		96.40%		99.59%		95.48%		94.93%		#DIV/0!
OPIS										
K-12	199	189.14	191	181.68	194	190.89	199	194.65		
ADA % **		95.05%		95.12%		98.40%		97.81%		#DIV/0!
Other ***	5	3.45	6	2.55	6	2.99	5	3.45		
TOTALS										
K-12	4550	4,429.34	4561	4,436.11	4552	4,431.03	4550	4,416.91	0	-
ADA % **		97.35%		97.26%		97.34%		97.07%		#DIV/0!

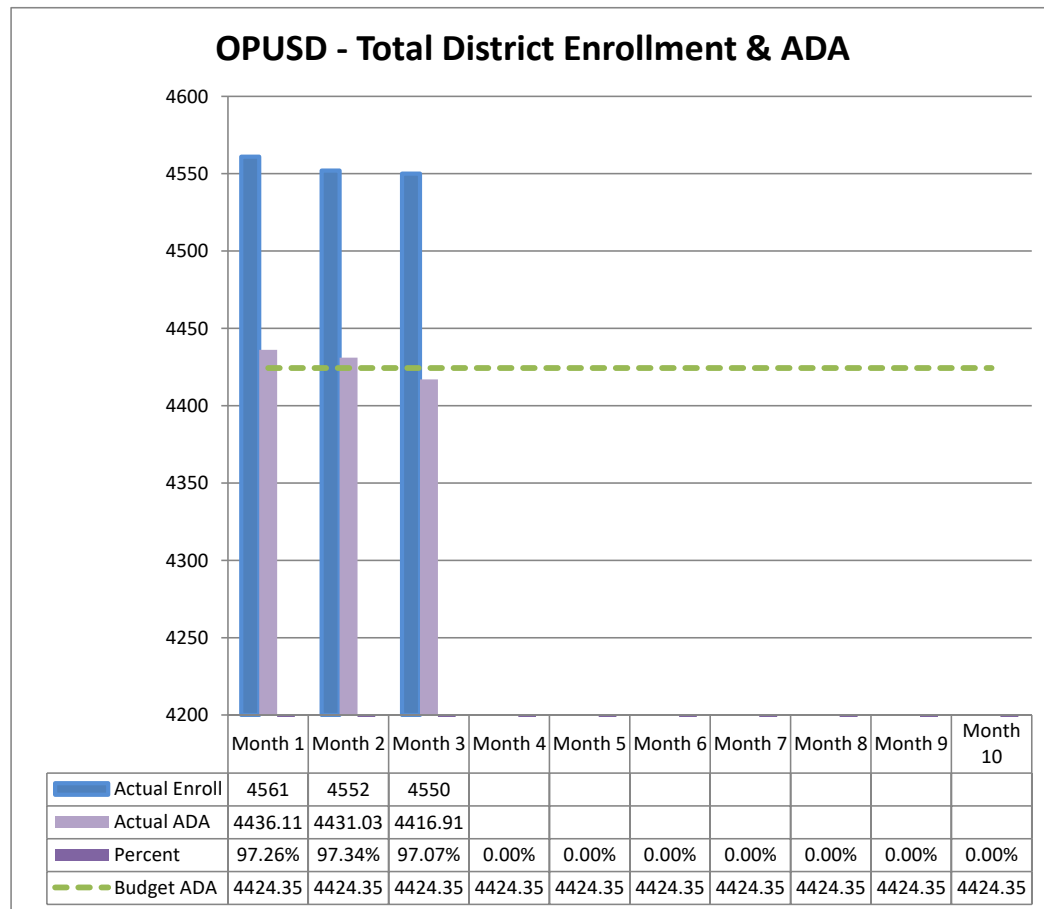
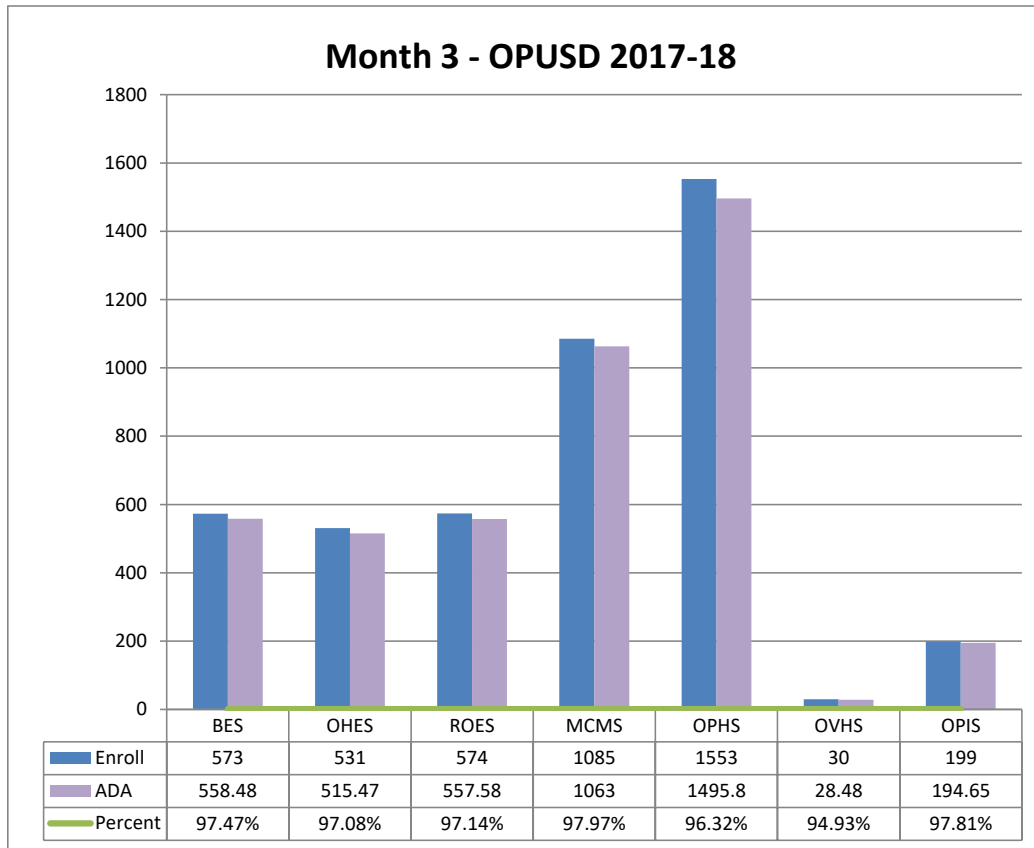
Enrollment is as of the last day of the school month.

*** 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.

November 1, 2017

OAK PARK USD - ATTENDANCE



TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: NOVEMBER 14, 2017
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 October 31st of the 2017-18 fiscal year?

BACKGROUND: The State's funding appropriation schedule for school districts is always challenging. Continuing its routine of the last several years, the Business Office has produced monthly cash flow report as an ongoing tool to assist the both the Administration and Board in analyzing and managing the District's cash in order to remain cash-solvent. This month's report follows for the Board's information and review.

RECOMMENDATION: None - for information only.

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

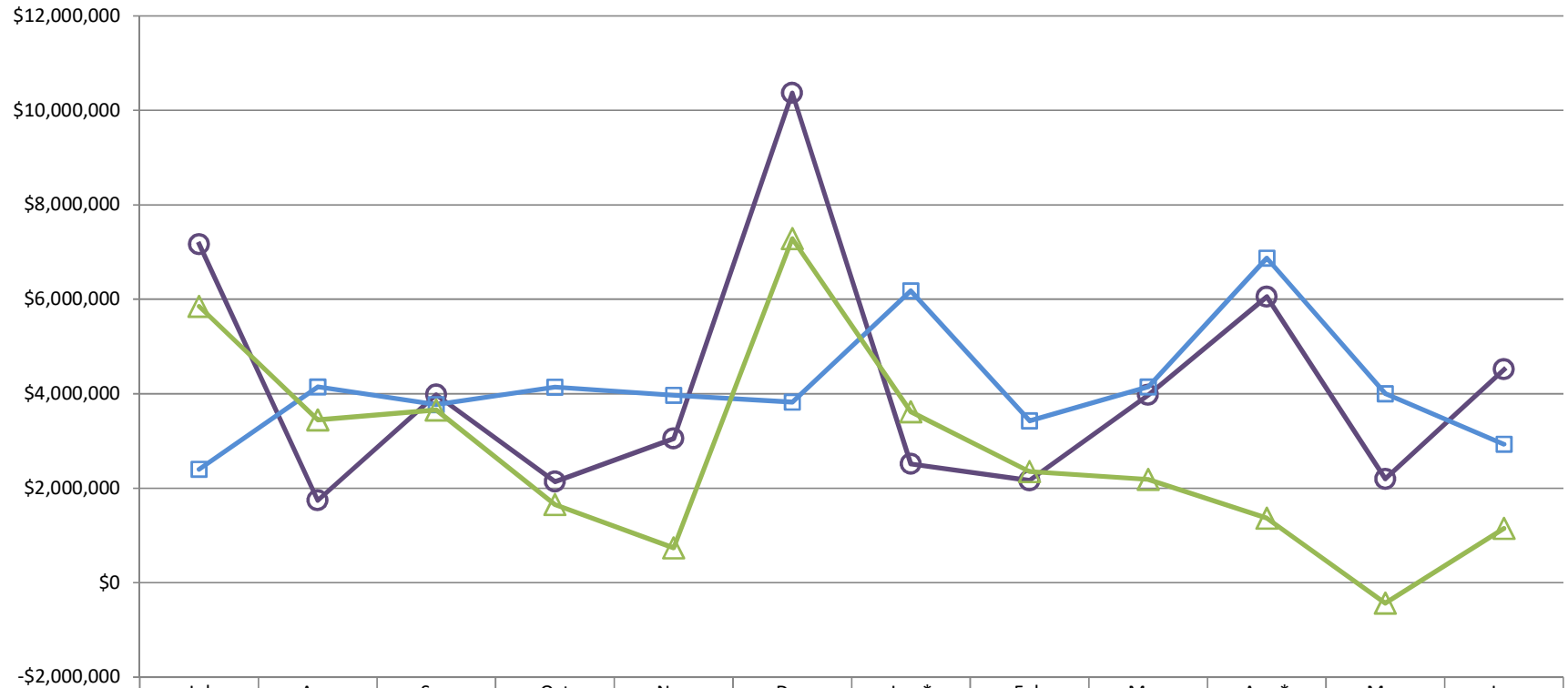
Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

OAK PARK UNIFIED SCHOOL DISTRICT - CASH FLOW										
Year: 2017-18 Budget										
Budget: Board Approved - 9.19.17										
Actuals through Oct. 31, 2017										
BEGINNING BALANCE BASED ON 2016-17 YEAR-END ACTUALS										
	Object	July	August	September	October	November	December	January	February	March
A. BEGINNING CASH	9110	\$1,085,442	\$5,852,842	\$3,447,190	\$3,655,742	\$1,654,961	\$737,718	\$7,282,838	\$3,616,683	\$2,353,348
B. RECEIPTS										
Revenue Limit Sources										
Principal Apportionment	8010-8019	969,178	969,178	3,156,760	1,744,520	1,744,520	3,156,760	1,744,520	1,711,693	3,111,986
Property Taxes	8020-8079	32,817	78,749	67	39,380	21,077	5,936,361	157,458	17	40,810
Miscellaneous Funds	8080-8099	0	0	0	0	0	0	0	0	0
Federal Revenue	8100-8299	0	0	42,298	2,462	83,774	285,989	76,266	0	-74,370
Other State Revenue	8300-8599	0	239,044	233,770	-226,945	131,240	421,462	247,871	11,532	240,076
Other Local Revenue	8600-8799	184,064	195,121	469,579	342,135	495,537	362,733	294,793	401,780	389,258
Interfund Transfers In	8910-8929	0	0	0	0	0	0	0	0	0
All Other Financing Sources	8930-8979	0	0	0	0	0	0	0	0	0
Other Receipts/Non-Revenue		0	0	0	0	0	0	0	0	0
TOTAL RECEIPTS		1,186,058	1,482,092	3,902,475	1,901,552	2,476,148	10,163,305	2,520,909	2,125,022	3,707,761
C. DISBURSEMENTS										
Certificated Salaries	1000-1999	170,975	2,037,397	2,041,248	2,064,577	2,015,353	2,018,136	2,014,009	2,023,005	2,020,404
Classified Salaries	2000-2999	206,426	589,028	617,670	613,397	554,456	538,850	529,412	573,277	573,409
Employee Benefits	3000-3999	81,627	889,081	893,172	897,159	876,837	879,783	884,618	884,220	886,180
Books, Supplies	4000-4999	19,676	156,426	110,676	209,566	240,585	82,142	60,357	78,850	43,556
Services	5000-5999	156,326	364,748	315,110	520,612	380,874	321,741	267,057	342,058	285,704
Capital Outlay	6000-6599	0	0	278	837	0	0	0	0	0
Other Outgo - Excess Costs	7000-7499	1,733	17,250	-6,620	18,846	19,491	6,241	102,098	16,110	2,860
Interfund Transfers Out	7600-7629	0	0	0	0	0	0	0	0	0
All Other Financing Sources	7630-7699	0	0	0	0	0	0	0	0	0
Other Disbursements/Non Expenditures		0	0	0	0	0	0	0	0	0
TOTAL DISBURSEMENTS		636,763	4,053,930	3,971,535	4,324,995	4,087,597	3,846,893	3,857,552	3,917,520	3,812,113
D. BALANCE SHEET TRANSACTIONS										
Accounts Receivable	9200	1,084,896	258,506	76,423	237,809	575,032	204,657	-6,897	37,752	267,262
Accounts Payable	9500	-1,761,791	-92,320	201,189	184,853	119,174	24,052	124,885	491,411	-332,507
Current Loans (Cross Yr TRAN/Other)	9640	0	0	0	0	0	0	0	0	0
Current Loans (Current Yr TRANS)	9640	4,895,000	0	0	0	0	0	-2,447,500	0	0
TOTAL PRIOR YEAR TRANSACTIONS		4,218,105	166,186	277,612	422,662	694,206	228,709	-2,329,512	529,163	-65,245
E. NET INCREASE/DECREASE (B-C+D)		4,767,400	-2,405,652	208,552	-2,000,781	-917,243	6,545,120	-3,666,155	-1,263,335	-169,597
F. ENDING CASH (A+E)		5,852,842	3,447,190	3,655,742	1,654,961	737,718	7,282,838	3,616,683	2,353,348	2,183,750
G. ENDING CASH, PLUS ACCRUALS										

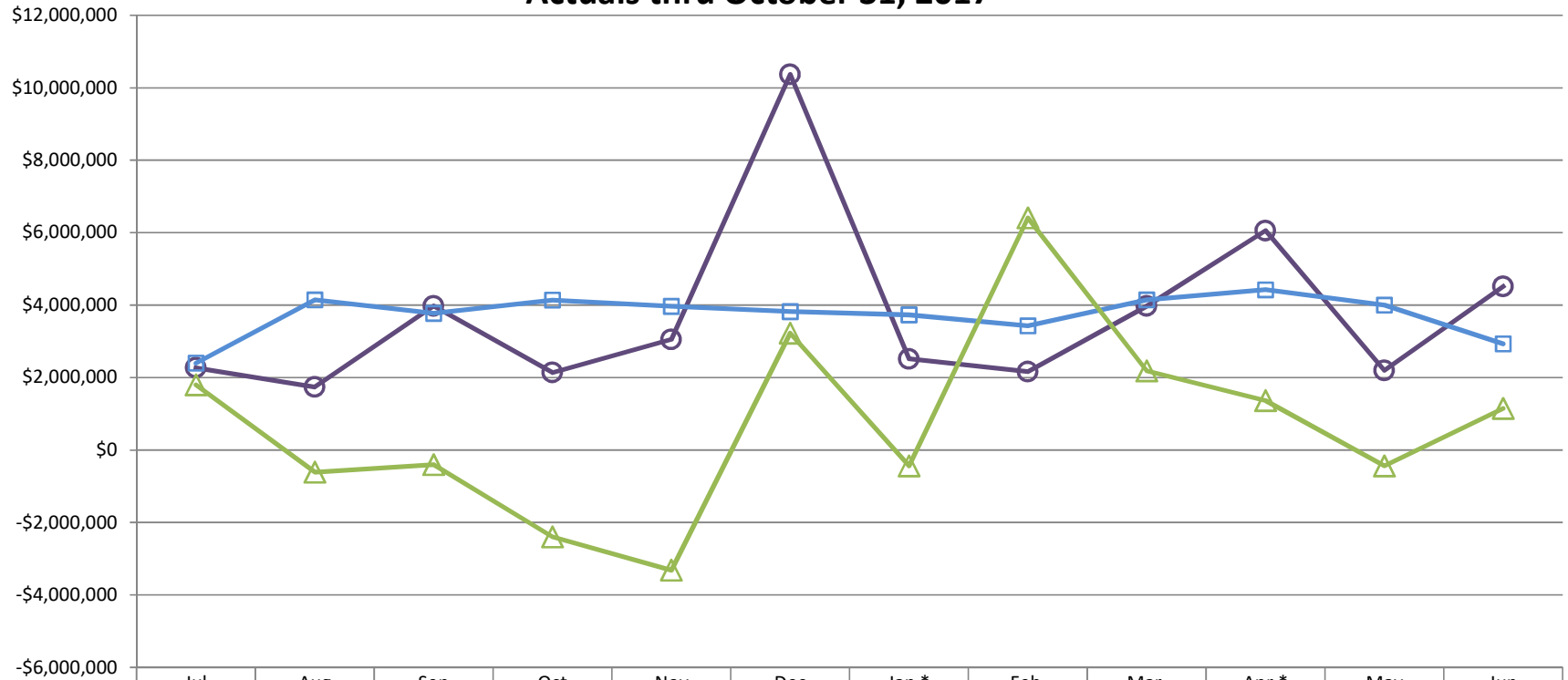
OAK PARK UNIFIED SCHOOL DISTRICT - CASH FLOW						
Year: 2017-18 Budget						
Budget: Board Approved - 9.19.17						
Actuals through Oct. 31, 2017						
	Object	April	May	June	Accruals	Total
A. BEGINNING CASH	9110	\$2,183,750	\$1,366,310	(\$435,468)		
B. RECEIPTS						
Revenue Limit Sources						
Principal Apportionment	8010-8019	1,711,693	1,711,693	3,111,986	0	24,844,488
Property Taxes	8020-8079	3,784,563	110,183	546,862	-5,631	10,742,712
Miscellaneous Funds	8080-8099	0	0	0	0	0
Federal Revenue	8100-8299	71,968	19,765	37,455	467,996	1,013,605
Other State Revenue	8300-8599	114,359	1,545	258,337	228,307	1,900,598
Other Local Revenue	8600-8799	371,692	338,473	547,394	123,761	4,516,318
Interfund Transfers In	8910-8929	0	0	0	0	0
All Other Financing Sources	8930-8979	0	0	0	0	0
Other Receipts/Non-Revenue		0	0	0	0	0
TOTAL RECEIPTS		6,054,275	2,181,659	4,502,033	814,433	43,017,721
C. DISBURSEMENTS						
Certificated Salaries	1000-1999	2,005,051	2,032,273	972,903	-30,867	21,384,464
Classified Salaries	2000-2999	541,525	542,850	585,656	-61,058	6,404,898
Employee Benefits	3000-3999	891,061	895,737	416,285	-13,601	9,362,160
Books, Supplies	4000-4999	51,020	77,876	125,114	-60,832	1,195,014
Services	5000-5999	231,752	246,959	490,566	-49,630	3,873,877
Capital Outlay	6000-6599	0	0	1	-1,116	0
Other Outgo - Excess Costs	7000-7499	2,860	16,110	50,499	180,388	427,867
Interfund Transfers Out	7600-7629	0	0	105,000	0	105,000
All Other Financing Sources	7630-7699	0	0	0	0	0
Other Disbursements/Non Expenditures		0	0	0	0	0
TOTAL DISBURSEMENTS		3,723,269	3,811,804	2,746,025	-36,717	42,753,280
D. BALANCE SHEET TRANSACTIONS						
Accounts Receivable	9200	0	14,106	14,106	0	2,763,654
Accounts Payable	9500	-700,947	-185,739	-185,739	0	(2,113,479)
Current Loans (Cross Yr TRAN/Other)	9640	0	0	0	0	0
Current Loans (Current Yr TRANS)	9640	-2,447,500	0	0	0	0
TOTAL PRIOR YEAR TRANSACTIONS		-3,148,447	-171,633	-171,633	0	650,174
E. NET INCREASE/DECREASE (B-C+D)		-817,440	-1,801,778	1,584,375	851,150	914,615
F. ENDING CASH (A+E)		1,366,310	-435,468	1,148,907	851,150	914,615
G. ENDING CASH, PLUS ACCRUALS					2,000,057	

OPUSD - Cashflow **Actuals thru October 31, 2017**



Revenue + AR	7,165,955	1,740,598	3,978,898	2,139,361	3,051,180	10,367,961	2,514,012	2,162,774	3,975,023	6,054,275	2,195,765	4,516,139
Expense + AP	2,398,554	4,146,250	3,770,346	4,140,142	3,968,423	3,822,841	6,180,167	3,426,109	4,144,621	6,871,716	3,997,543	2,931,764
Cash Balance	5,852,842	3,447,190	3,655,742	1,654,961	737,718	7,282,838	3,616,683	2,353,348	2,183,750	1,366,310	-435,468	1,148,907

OPUSD - Cashflow without TRAN **Actuals thru October 31, 2017**



	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	3,051,180	10,367,961	2,514,012	2,162,774	3,975,023	6,054,275	2,195,765	4,516,139
Expense + AP	2,398,554	4,146,250	3,770,346	4,140,142	3,968,423	3,822,841	3,732,667	3,426,109	4,144,621	4,424,216	3,997,543	2,931,764
Cash Balance	1,797,842	-607,810	-399,258	-2,400,039	-3,317,282	3,227,838	-438,317	6,408,348	2,183,750	1,366,310	-435,468	1,148,907

TO: MEMBERS, BOARD OF EDUCATION
FROM: SARA AHL, PRINCIPAL, BROOKSIDE ELEMENTARY SCHOOL
DATE: NOVEMBER 14, 2017
SUBJECT: X.1. MONTHLY BOARD REPORT

INFORMATION

SCHOOL EVENTS:

Reflections Art Program: About 65 Brookside Tigers participated in this year's PTA Reflections program by creating and submitting original works of art in the areas of literature, dance choreography, film production, visual arts, and music composition. Our students were impressive in their efforts and talents. Many of them will be moving on to compete at the council level. From there, they could be chosen to progress to the county and state level. We are so proud of them!



Professional Development: Our faculty looks forward to welcoming Shanna Schwartz, our K-2 staff developer from Teachers College Reading and Writing Project. She will be with us November 13-15 and will be in classrooms modeling lessons, working with teachers, and bolstering our practice of Reading Workshop. We will welcome her the morning of November 13 with a welcome coffee in the staff lounge.



Halloween Parade: Brooksidiers had a great time on Halloween!





SCHOOL SITE COUNCIL:

Our School Site Council meets November 13.

CALENDAR HIGHLIGHTS:

Nov 4	Bingo Night (MCMS Gymnasium)
Nov 9	Annual Veterans Day Assembly (5th-Grade Performance)
Nov 16	Aladdin, Jr. - 6:30 pm (MPR)
Nov 17	Aladdin, Jr. - 7:00 pm (MPR)

Respectfully Submitted,

Anthony W. Knight, E.d.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: ERIK J. WARREN, PRINCIPAL, OAK HILLS ELEMENTARY SCHOOL
DATE: NOVEMBER 14, 2017
SUBJECT: X.2. MONTHLY BOARD REPORT

INFORMATION

Oak Hills Dance-A-Thon

The Oak Hills PTA Dance-A-Thon fundraiser was a huge success. The students danced their hearts out all afternoon. This has traditionally been our second biggest fundraiser. It is a huge undertaking and run completely by parent volunteers. Since we do not use an outside fundraising company, 100% of every dollar we raise stays right here at Oak Hills. These funds allow our students to experience technology, art, and music, as well as many other programs. We owe a huge thank you to both our tireless volunteers and our generous parent and community donors.

Oak Hills Halloween Parade

On Tuesday morning, the Oak Hills students, staff and parents enjoyed a traditional costume parade. The students gathered on the playground dressed in their Halloween costumes. Each class paraded around their schoolmates, while parents and guests cheered them on and snapped pictures. This was a fun-filled event that allowed students to enjoy the season in a safe and positive way.

Great Shakeout Statewide Earthquake Drill

On October 17th, the students, staff, and visitors conducted our annual Major Earthquake Drill. This was done a few days early to accommodate the RWW professional development schedule. Students first practiced the duck and cover procedures for all earthquakes. The students were then evacuated to the kindergarten playground and everyone on campus was accounted for. The teachers assembled into their teams to review search and rescue, transportation, first aid, and security procedures.

Pint-Sized Hero Blood Drive

Our students did an amazing job recruiting doors to participate in our Pint-Sized Hero Blood drive. They first learned from experts working with the Red Cross about the importance of blood and how having an emergency blood supply saves many lives. Our students are too young to donate themselves, but armed with their knowledge, they became pint-sized heroes and recruited plenty of grown-ups to give blood at school. It is hard for young children to make sense of the natural disasters and other tragic events occurring around us, and it is often necessary to shield them from this kind of news completely. But even at a young age, our students are learning that they can take positive steps to make a difference in their world.

Report Cards and Parent-Teacher Conferences

The teachers have completed the first marks on the report card and are in the midst of parent-teacher conferences. In the upper grades, the conferences include the students and are led by the students themselves. The students work with their teachers and parents to

establish goals to work on for the upcoming trimester. This practice empowers the students to take responsibility for their learning.

Respectfully Submitted,

Anthony W. Knight, E.d.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION

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

DATE: NOVEMBER 14, 2017

SUBJECT: X.3. MONTHLY BOARD REPORT

INFORMATION

Santa Cruz Island Field Trips

Our three 5th grade classes traveled by bus and boat to Santa Cruz Island off the coast of California. The classes went on Friday, October 13. The students were able to observe sea mammals on the ocean voyage to and from the island and endemic animals on the island including the Scrub Jay and the Island Fox. Guides provided scientific and historical information and demonstrations about Santa Cruz Island.

Fall Family Fun Night

Our PFA organization sponsored a Family Fun Night called, “Let’s Glow Crazy,” on Friday, October 27. Activities that occurred were food trucks, Halloween movie, pumpkin carving demonstration and much more. Our Party Book fundraiser sign-ups were made available. There was Trunk or Treat on the black top and games under the lunch benches.

Halloween Parade

Our annual Halloween Parade was held on October 31th on our lower blacktop area. Each grade level paraded around the perimeter of the blacktop showing off their costumes to parents and classmates while Halloween music played over the loudspeakers. Adult grade level teams wore themed costumes. Our PFA sold refreshments to parents. At the end, time was allotted for pictures of the costumed staff and individual classes.

Respectfully Submitted,

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: BRAD BENIOFF, PRINCIPAL, MEDEA CREEK MIDDLE SCHOOL
DATE: NOVEMBER 14, 2017
SUBJECT: X.4. MONTHLY SCHOOL REPORT

INFORMATION

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

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

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

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

Respectfully Submitted,

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: KEVIN BUCHANAN, PRINCIPAL, OAK PARK HIGH SCHOOL
DATE: NOVEMBER 14, 2017
SUBJECT: X.5. MONTHLY BOARD REPORT

INFORMATION

COLLEGE AND CAREER CENTER

College application season is upon us and counselors are meeting with seniors to help prepare their applications. Our college and career advisor Jean Hawkins is hosting all of the College Visits and coordinating the parent volunteers in the college and career center. The Financial Aid workshop was held on October 27 to help parents of seniors prepare to complete the Free Application for Federal Student Aid (FAFSA)

PEER COUNSELING RETREAT

Peer Counselors and Advanced Peer Counselors held their retreat at the Shalom Institute in Malibu in October and heard presentations from the Anti-Defamation League as well as participating in training and activities that prepare them to be student advocates at OPHS. Awareness Week is in December 2017. Our theme this year is GR(ATTITUDE) and there is a full week of activities planned

ATHLETICS

Football enters its last game this Friday home against Agoura HS. If we win there is a chance of a wild card playoff spot. Girls' volleyball made the playoffs and won a thrilling first round game against Viewpoint. They are the Coastal Canyon League Champs and are looking toward a strong playoff run. Cross Country is running well but is facing stiff competition in the Coastal Canyon League. Boys and girls soccer are in tryouts and boys and girls basketball are ramping up for the winter sports season.

BLOOD DRIVE

OPHS Associated Student Body held the Red Cross Blood Drive on October 25th and collected over 90 units of blood. This is the fourth year that we have opened the Blood Drive to the community as well as staff and students and it has helped increase the awareness and amount collected. ASB are adding another Blood Drive to this year's calendar in addition to the two they run every year.

HOMECOMING

The Homecoming Rally, Football Game, Halftime show with fireworks and horse-drawn chariot as well as the Homecoming dance all went off without a hitch. Thanks to ASB students, Heidi Cissell, D.J. Cook and the class advisors.

PERFORMING ARTS

Our fall instrumental concert was held in October and featured Music at the Movies. One of the highlights was synchronized movie clips and studio quality performance. Choir is preparing for their annual Disney concert. Drama students performed Our Town to appreciative audiences and are now preparing for their participation in Shakespeare festival. The next production in the Musical Beauty and the Beast in the Spring.

Respectfully Submitted:

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION

FROM: STEWART MCGUGAN, DIRECTOR OF ALTERNATIVE EDUCATION

DATE: NOVEMBER 14, 2017

SUBJECT: X.6. MONTHLY BOARD REPORT

INFORMATION



BOTH SCHOOLS



EARTHQUAKE DRILL 10/19

Both schools will be participating in the CA Great Shakeout Earthquake drill on October 19th, at 10:19 am. Encoh (Incident Commander) reviewed key positions with all staff members.

HALLOWEEN ASB/OSB EVENTS

Both schools enjoyed Halloween related festivities. OPIS had a pizza party, scavenger hunt, a costume contest and other games. Parents and student contributed goodies for everyone. OVHS had Italia Deli brought in, a donut eating contest, find the worms contest, a mummy wrapping game and other fun activities. I think everyone really had a relaxing and well-deserved celebration. I want to thank the maintenance and operations department at the district for their help with decorating and for bringing in festive desserts and snacks.



MASSIVE INJURY DRILL VENTURA HOSPITAL

On Wednesday October 25th, 10 students from OVHS EMR class participated in the Ventura County massive injury drill. OVHS EMR students along with students from numerous Ventura County schools and other volunteers made up a population of over 3000 simulated patients, which flooded county health care facilities. The drill, which was planned in advance of the Las Vegas incident, is required by health care organization due to a new federal

ruling. The OVHS EMR students who played the wounded were made up in blood and gore at a station close to Community Memorial Hospital in Ventura. The students then arrived at the hospital to go through triage and moved to either red tarps indicating need for immediate treatment, or to green tarps indicating walking wounded who were able to be treated later. The drill was an excellent opportunity for the EMR students to witness EMR personnel from the patient perspective and see how all the government and health officials work together.



BODY WORLDS FIELD TRIP

OVHS toured the Body Worlds exhibition at the California Science Center. The exhibit contains real human specimens, including a series of fascinating whole-body plastinates as well as organs, organ configurations and body slices.

Respectfully Submitted:

Anthony W. Knight Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: KIM GREGORCHUK, DIRECTOR, OAK PARK NEIGHBORHOOD SCHOOL
DATE: NOVEMBER 14, 2017
SUBJECT: X.7. MONTHLY BOARD REPORT

INFORMATION

“The Great Adventure!” took place at OPNS during the last two weeks of October. We were informed that some work needed to be done on our classrooms, work that could not wait until we were out for a break. So, we made plans to work on one room at a time and have an outdoor classroom during the time that the work was being done. We prepared the teachers, parents, and children, letting them know that we were going to have an adventure for a few days. The day before our adventure began, the district brought over shade canopies, the classroom teacher gathered her essentials on a rolling cart, and we all embraced our outdoor classroom plan for the next day. However, we did not plan on 60 m.p.h. wind gusts and record breaking heat. We came in Tuesday morning to canopies without shade fabric and wind preventing any type of outside learning activities. We made the best of it and had a community day using the Atelier, Room 17, and the extended care area. Wednesday, was slightly better: We had very little wind, just record breaking heat. The children were able to have their morning meeting in the shade, engage in lots of water play, and use the writing and activity tables that were set up under the repaired shade canopies. . The office portable was next and only adults have been displaced, so it was not difficult. All in all, we have had an interesting adventure so far, and Room 17 will be our final classroom, but will not begin until after Halloween.



Our Halloween Parade and Party was a lot of fun. The parents planned two exciting, fun parties with activities inside and outside. They provided refreshments before the parade began and stayed to help with activities in the classroom and cleanup. I know Arturo, our custodian, appreciated all the work they did.



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

Respectfully Submitted:

Anthony W. Knight, Ed.D.
Superintendent