

OAK PARK UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION  
**AGENDA #954**

DATE: January 16, 2018

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

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

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

**BOARD OF EDUCATION**

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



*Educating Compassionate and Creative Global Citizens*

**ADMINISTRATION**

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

**COPY OF ENTIRE AGENDA ON WEB SITE**

[www.opusd.org](http://www.opusd.org)

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

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

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

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

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

**NEXT REGULAR MEETING  
Tuesday, February 20, 2018  
Closed Session at 5:00 p.m.      Open Session at 6:00 p.m.  
Oak Park High School, Presentation Room, G9**

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

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

**OAK PARK UNIFIED SCHOOL DISTRICT  
AGENDA – REGULAR BOARD MEETING #954  
January 16, 2018**

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

**CLOSED SESSION: 5:00 p.m.**

**OPEN SESSION: 6:00 p.m.**

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

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

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

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

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

**B. PUBLIC EMPLOYEE EMPLOYMENT :** Hebrew/English Interpreter, Guest Teacher

**C. CONFERENCE WITH LABOR NEGOTIATORS:**

Agency designated representatives: Leslie Heilbron and Martin Klauss

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

**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**

**ACTION**

**B2. BUSINESS SERVICES**

**a. [Approve Resolution #18-01 Pupil Attendance Alternatives AB 99 – District of Choice \(DOC\) Space Availability for 2018-19](#)**

*According to Education Code 48301, the Board shall establish the number of students who will be accepted for admittance into the district through this program.*

**b. [Approve the Lottery Process for District of Choice Admission into Oak Park Unified for 2018-2019](#)**

*According to Education Code 48301, the Board must approve the lottery process used for the District of Choice program each year.*

**c. Conduct District of Choice Lottery**

*District administrative staff will use a number generator program Random.org to create a random number list of District of Choice applicants*

**VI. OPEN COMMUNICATIONS/PRESENTATIONS**

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

- ~~1. Presentation of Robotics Grant by College of the Canyons to the Oak Park High School Robotics Club~~
2. Remarks from Board Members
3. Remarks from Student Board Member
4. Remarks from Superintendent
5. Report from School Site Councils
6. Report from Oak Park Education Foundation
7. Report from Oak Park Municipal Advisory Council
8. Report from the Technology Department by Mr. Enoch Kwok, Director Information Technology

**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 Organizational Board Meeting December 5, 2017
- b. Public Employee/Employment Changes 01CL23657-01CL23683 & 01CE08528-01CE08559
- c. Approve Purchase Orders – November 15 - December 31, 2017  
*Board Policy 3300 requires Board approval of Purchase Orders*
- d. Approve Overnight Trip for Oak Park High School Winter Sports Team to CIF Playoffs  
*Board Policy 6153 requires Board approval for student overnight trips*
- e. Approve Out of State Travel for Certificated Employees to Attend National Science Teachers Association Conference – Atlanta, GA, March 15, 2018 – March 18, 2018  
*Board Policy 3350 requires Board approval for employees out of state travel*
- f. Approve Quarterly Report on Williams Uniform Complaints – January 2018  
*Education Code 35185 requires Board approval of each quarterly report regarding complaints against the District by the public regarding textbooks and instructional materials, teacher vacancy or misassignment, or facility conditions*
- g. Approve Notice of Completion, Project 17-33S, Districtwide Security Cameras, Electrical Wiring  
*Board approval required for Notice of Completion*
- h. Accept 2017-2018 First Period Attendance Report  
*Board Policy requires Board approval for enrollment and attendance reports*

**ACTION**

**2. BUSINESS SERVICES**

- d. Authorize Establishment of District Extended Care Program  
*Board approval required to establish new programs*

- e. [Approve Resolution #18-02, Calling for Full and Fair Funding of California's Public Schools](#)  
*Board approval required for Resolution*
  - f. [Accept Annual Audit Reports for Fiscal Year 2016-17, Including Bond Measures C6, R, and S](#)  
*Education Code 41020 and Board Policy 3460 requires the Board to approve the annual audit report of the district's financial records*
  - g. [Approve SB 1029 Bond Debt Transparency Report](#)  
*Policy 3470 mandates Board approval of the Districts Bond Debt Transparency Report*
  - h. [Ratify Architectural Services Agreements for Project 17-35S, Kitchen Improvements at Medea Creek Middle School](#)  
*Board Policy 3312 requires Board approval for contracts for services*
  - i. [Ratify Measure S Purchase Agreements for Measure S Construction Management Equipment](#)  
*Board approval required for projects funded by Measure C6 Bond Fund*
  - j. [Authorize and Award Construction Contracts for Measure S Project 18-01S, Football Field Fencing at Oak Park High School](#)  
*Board Policy 3312 requires Board approval for contracts for services*
  - k. [Authorize and Award Construction Contracts for Measure S Project 18-03S, Parking Lot Fencing at Medea Creek Middle School](#)  
*Board Policy 3312 requires Board approval for contracts for services*
  - l. [Authorize Measure C6 Project 18-04C, Purchase of Replacement Photocopiers at Multiple School Sites](#)  
*Board approval required for projects funded by Measure C6 Bond Fund*
  - m. [Authorize Measure C6 Project 18-05C, SMART Board Interactive Flat Panel Display Pilot at Oak View High School and Education Services Center](#)  
*Board approval required for projects funded by Measure C6 Bond Fund*
  - n. [Authorize Measure C6 Project 18-06C, Purchase of Student Transportation Vehicles](#)  
*Board approval required for projects funded by Measure C6 Bond Fund*
  - o. [Authorize and Ratify Construction Contracts for Measure S Project 18-07S, Sidewalk and Handrail Installation, Building C, at Medea Creek Middle School](#)  
*Board Policy 3312 requires Board approval for contracts for services Fund*
  - p. [Authorize and Ratify Construction Contracts for Measure S Project 18-08S, Emergency Water Line Repairs, Building 300, at Brookside Elementary School](#)  
*Board Policy 3312 requires Board approval for contracts for services*
  - q. [Authorize and Ratify Construction Contracts for Measure S Project 18-09S, Emergency Fire Line Repairs at Red Oak Elementary School](#)  
*Board Policy 3312 requires Board approval for contracts for services*
  - r. [Approve Acceptance of Donations](#)  
*Board Policy 3290 requires Board approval for donations to the District*
- 3. CURRICULUM**
- a. [Approve the Revised District Instructional Calendar for 2018-2019](#)  
*Board Policy 6111 requires Board approval for school year calendars*
  - b. [Approve the District Instructional Calendar for 2019-2020](#)  
*Board Policy 6111 requires Board approval for school year calendars*
  - c. [Approve Additional Text Books for Oak Park High School – 12<sup>th</sup> Grade English Honors Class](#)  
*Board approval required for new Text books*

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

**a. Approve Department Secretary - Bond Facilities Program Position**

*Board approval required for a new classified position*

**b. Approve the Establishment of the Director of Extended Care Position**

*Board approval required for Establishing a new administrative position*

**c. Approve 2019-2020 Classified Employees Holiday Calendar**

*Board approval required for Classified Employees Holiday calendars*

#### **5. BOARD POLICIES**

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

*Board policy updated to reflect NEW LAW (SB 285, 2017) which prohibits districts from deterring or discouraging employees from becoming or remaining members of an employee organization. Policy also reflects NEW LAW (AB 119, 2017) which requires districts to provide employee organizations with specified contact information for new employees in the bargaining unit and to give employee organizations access to new employee orientations (limited in scope to onboarding sessions where newly hired employees are advised of their employment status, rights, benefits, duties, responsibilities, or any other employment-related matters).*

**b. Approve Amendment to Board Policy and Administrative Regulation 5117 - Interdistrict Attendance - First Reading**

*Board Policy updated to reflect NEW LAW (AB 99, 2017) which makes a number of changes to the school district of choice program, including (1) requiring a participating district to register as a school district of choice with the Superintendent of Public Instruction and the county board of education by July 1, 2018; (2) expanding the factors that must not be considered by districts in the selection process; and (3) revising the requirements for annually reporting the disposition of transfer requests. Regulation updated to reflect provisions of AB 99 related to public announcements regarding the program, priorities for admission, and the timeline for notification of a student's provisional acceptance or rejection. Regulation also reflects NEW LAW (SB 344, 2017) which gives the county board in a class 1 county, as defined, 60 calendar days to decide an appeal when a district denies a transfer under an interdistrict attendance agreement. Section on "Transfers Out of the District" moved from BP to AR, and revised to reflect NEW LAW (AB 2659, 2016) which provides that a district must not prohibit the transfer of a child of a military family to any district that approves the transfer.*

#### **VII INFORMATION ITEMS**

**1. Monthly Enrollment and Attendance Report**

**2. Monthly Cash Flow Report**

#### **VIII. OPEN DISCUSSION**

#### **IX. ADJOURNMENT:**

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

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

**1. Brookside Elementary School Report**

**2. Oak Hills Elementary School Report**

**3. Red Oak Elementary School Report**

**4. Medea Creek Middle School Report**

**5. Oak Park High School Report**

**6. Oak View High School/Oak Park Independent School**

**7. Oak Park Neighborhood School**

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: JANUARY 16, 2018**

**SUBJECT: B.2.a. APPROVE RESOLUTION #18-01 PUPIL ATTENDANCE  
ALTERNATIVE AB 99 – DISTRICT OF CHOICE (DOC) SPACE  
AVAILABILITY FOR 2018-19**

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**ACTION**

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**ISSUE:** Shall the Board of Education adopt a Resolution to accept new District of Choice students for the 2018-19 School Year not to exceed the grade level capacities established by board action on December 5, 2017?

**BACKGROUND:** At the December 5, 2017 board meeting the governing board took action to establish an overall district enrollment capacity of 4718 based on the individual grade level capacities. A District of Choice is required to accept all new students up to its maximum capacity after accounting for its new resident enrollment. Education Code 48301 states “If, however, the governing board of a school district elects to accept transfers as authorized under this article, it may, by resolution, elect to accept transfer pupils, determine and adopt the number of transfers it is willing to accept under this article, and ensure that pupils admitted under the policy are selected through a random, unbiased process that prohibits an evaluation of whether or not the pupil should be enrolled based upon his or her academic or athletic performance.” The resolution before the board tonight authorizes the acceptance of all new DOC students not to exceed the grade level capacities established at the December 5, 2017 board meeting. Since our new resident enrollment will be taking place in the last week of January, 2018 these numbers will be considered prior to a final acceptance of new DOC students. For those grade levels where the applications exceed the number of projected vacancies, a lottery will be held to assign random numbers to determine the order in which a student will be admitted into the district.

**ALTERNATIVES:** 1. Approve the Space Availability Resolution.  
2. Do not approve the Space Availability Resolution.

**RECOMMENDATION:** Alternative #1.

Respectfully submitted,

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Anthony W. Knight, Ed.D.

**Board of Education Meeting, January 16, 2018**

**B.2.a. Resolution #18-01 Pupil Attendance Alternative Ab 99 – District of Choice (DOC)  
Space Availability For 2018-19**

**Page 2.**

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

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



## **Oak Park Unified School District**

“Educating Compassionate and Creative Global Citizens”

### **RESOLUTION #18-01 – Pupil Attendance Alternatives AB 99 – DISTRICT OF CHOICE (DOC) SPACE AVAILABILITY**

**WHEREAS**, school districts participating in the District of Choice Program pursuant to Assembly Bill (AB) 99 (Chapter 15, Statutes of 2017) and California Education Code Sections 48300-48317 (“AB 99 District of Choice Program”) are required to report the number of available spaces for AB 99 District of Choice applicants; and

**WHEREAS**, California Education Code Section 48301 specifies that a school district participating in the District of Choice Program may, by resolution, determine and adopt the number of transfers it is willing to accept and ensure that pupils admitted under the District of Choice Program are selected through a random, unbiased process that prohibits evaluation of whether or not the pupil should be enrolled based upon his or her academic or athletic performance; and

**WHEREAS**, the Board of Trustees has determined that the Oak Park Unified School District can accept all eligible student transfers under the District of Choice Program for the school year 2018/2019 not to exceed the grade level capacities established by board action taken on December 5, 2017.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of the Oak Park Unified School District does, in accordance with the District of Choice Program, hereby conclude to accept all eligible students not to exceed the grade level capacities established by board action taken on December 5, 2017. If the number of District of Choice applications exceeds the number of transfers the Board of Trustees has approved to accept, then applications for transfer shall be determined by a random drawing held in a public meeting of the board.

The foregoing Resolution was adopted by the Governing Board of the Oak Park Unified School District on the 16th day of January, 2018 by the following vote:

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

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

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

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

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President, Governing Board of the  
Oak Park Unified School District

I, Barbara Laifman, Clerk of the Governing Board of the Oak Park Unified School District, do certify that the foregoing Resolution was regularly introduced, passed and adopted by the Governing Board at its meeting held on January 16, 2018.

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Clerk, Governing Board of the  
Oak Park Unified School District

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: JANUARY 16, 2018**

**SUBJECT: B.2.b. APPROVE THE LOTTERY PROCESS FOR DISTRICT OF CHOICE  
ADMISSION INTO OAK PARK UNIFIED FOR 2018-19**

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**ACTION**

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**ISSUE:** Shall the Board of Education approve the random lottery process by which District of Choice applicants will be accepted for enrollment into the Oak Park Unified School District for school year 2018-19?

**BACKGROUND:** The Education Omnibus Trailer Bill (SB83), authorized in the governor's budget signed in June, 2017, extended the District of Choice program through June 30, 2023 (with a repeal date of January 1, 2024). The bill added some new reporting requirements to Education Code 48300 *et seq.* In addition, it retained the provision for a random selection process when the number of applications exceed the vacancies at a grade level. For the past five years, the district has used an online lottery process to assign random numbers to each family to determine the order in which a student is accepted into the district. The application period for school year 2018-19 ended on December 31, 2017 and the total number of applications exceeded the number of vacancies at a few grade levels. As a result, the lottery will need to be held to determine the order of acceptance for these grade levels. The attached documentation outlines the DOC lottery procedures for admitting new students into Oak Park Unified for school year 2018-19.

**ALTERNATIVES:** 1. Approve the District of Choice Lottery Process  
2. Do not approve the District of Choice Lottery Process.

**RECOMMENDATION:** Alternative #1.

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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**Board of Education Meeting January 16, 2018**

**B.2.b. - Approve the Lottery Process for District of Choice Admission into Oak Park Unified for  
2018-19**

**Page 2.**

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

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



## OAK PARK UNIFIED SCHOOL DISTRICT

### **District of Choice Lottery Procedures**

**Attendance at the lottery is not required as the *family lottery number* will be posted to our website the day following the lottery**

If the number of students requesting to enroll in the Oak Park Unified School District exceeds the number of available spaces, students will be selected through a random lottery process at a regularly scheduled board meeting. The lottery will be conducted on **Tuesday, January 16, 2018 at 5:45 p.m.** on the campus of Oak Park High School, Room G-9 located at 899 Kanan Road in Oak Park.

#### **What will happen prior to the Board Meeting/Lottery on January 16, 2018?**

Parents/Guardians may submit a District of Choice (DOC) application online from October 1 through December 31, 2017. **Each student must have their own individual application.** After the December 31 deadline, each application will be assigned a unique identification code that will be used in the lottery and communicated to parents via email. The DOC legislation mandates priority in the admission process for students who:

- Have siblings currently attending school in Oak Park Unified (1<sup>st</sup> priority)
- Qualify for the Federal Free and Reduced Lunch program (2<sup>nd</sup> priority)
- Are students of active military parent(s) (3<sup>rd</sup> priority)

By law, these students have preference for placement in our district in the order listed above as long as there is available space in the grade that is requested. Students who are not in one of these priority categories will be placed after all priority students have been admitted.

**Applications received after December 31 are not eligible to be included in the lottery.**

#### **What will happen at the Board Meeting?**

The lottery will be conducted by the Oak Park Unified School District administrative staff using a number generator program through [random.org](http://random.org). The lottery process will be displayed live on a large screen visible to the public. Using the list of all students (displayed by their unique identification code) who have submitted an application, the program will assign a random number to each student. These random numbers will be used by district staff to determine a ranking within each of the priority categories. Following the board meeting the staff will sort the random numbers assigned to students from each priority group from lowest to highest beginning with the 1<sup>st</sup> priority group (students with siblings currently attending school in Oak Park). This process will continue until all priority groups are ranked and all other students are ranked. Since the lottery number is just a random number that is assigned to each student,

parents will not be able to see the relative standing of their student until the next day when the list is posted with all students resorted based on their random numbers within each priority category.

This posted list will only show the relative standing of each student in the lottery and is not an acceptance into the district. Staff will first need to review the lists by grade level to determine exactly how many students can initially be admitted into the district.

#### **What happens after the lottery has been completed?**

During the next few weeks, the ranked lottery list will be used to place applicants into the grade level openings identified by district staff and approved by the governing Board of Education. Notification to applicants regarding acceptance, denial or waiting list for enrollment will take place by Thursday, February 1, 2018. Students who have siblings currently attending will be placed before students who have verified Free and Reduced Lunch participation and children of active military. When all vacancies have been filled students will be placed on a waiting list in lottery number order. This list will be monitored throughout the spring to fill any vacancies that may occur and will expire after May 1, 2018 as required in the DOC legislation.

Applicants will be notified by email no later than **February 1, 2018** as to acceptance into OPUSD and will have a defined period of time to accept the admission and complete all paperwork and pre-enrollment forms. Since the district is required to notify applicants on the waiting lists as to their final acceptance/denial by May 1 each year, the pre-enrollment process in mid-February and early March will be strictly followed to ensure opportunities for all applicants on these lists.

**Families of newly admitted students who do not follow through with enrollment or other mandatory appointments on the designated dates will forfeit their space.**

#### **How many spaces are there at each grade level for new DOC students?**

The Oak Park Unified School District Board of Education will establish a district capacity by grade level for the 2018-19 school year and an approved projected enrollment that will be followed. In addition, depending upon new resident enrollment there could be fewer vacancies in any given year. These constraints must be considered as we accept new students for the following school year. We always accept a percentage above our projections to account for attrition and change of plans on the part of students and parents.

**Typically, we will accept anywhere from 350-400 new students each year. A high percentage of these are at the entry grade levels of K, 6<sup>th</sup> and 9<sup>th</sup> grades. However, we anticipate openings at every grade level for next year and will know our actual vacancies as our new resident enrollment is finalized.**

**MINUTES OF REGULAR BOARD MEETING      12-05-17      #953**  
**BOARD OF EDUCATION**

**CALL TO ORDER/MEETING PLACE**

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

**BOARD PRESENT**

Mr. 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:** Instructional Assistant III Behavioral, Walk on Coach – Baseball, Guest Teachers

**C. CONFERENCE WITH LABOR NEGOTIATORS:**

Agency designated representatives: Leslie Heilbron and Martin Klauss

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

The Board adjourned to Closed Session at 5:04 pm.

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Mr. Drew Hazelton, called the regular meeting to order at 6:05 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, Mr. Allen Rosen, Member.

**BOARD ABSENT**

Lexi Garfinkel, Student Board Member

**STAFF PRESENT**

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

**FLAG SALUTE**

Cliff Moore led the Pledge of Allegiance to the Flag.

**REPORT ON CLOSED SESSION**

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

**ADOPTION OF AGENDA**

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

**PUBLIC SPEAKERS**

None

**PRESENTATIONS**

The Board recognized the Oak Park High School Girls' Cross Country Team and their Coach *Steve White* for winning the Coastal Canyon League championship as well as finishing 3rd in CIF Division 3 Finals

The Board recognized Oak Park High School English Teacher, Mr. Don Enoch on his retirement from the Oak Park Unified School District.

**REPORT FROM BOARD MEMBERS**

Board Member Allen Rosen reported that he was not able to attend the Oak Park MAC meeting.

Board Member Derek Ross reported that he attended the Measure S meeting and the Red Oak Holiday Boutique. Derek also met with the Oak Park Education Foundation Consultant, Kathy Kraas.

Board Member Denise Helfstein reported that she attended Curriculum Council Meeting, and was unable to attend the GATE DAC meeting as it was cancelled.

Board Member Barbara Laifman reported that she attended the CSBA Annual Conference as an employee of CSBA.

Board Member Drew Hazelton reported that he attended Brookside's performance of Disney's Aladdin and the Measure S committee.

Student Board member Lexi Garfinkel was unable to attend the meeting. Board President Drew Hazelton read the report provided by Lexi.

Superintendent Dr. Tony Knight reported that we collected over \$3,000 worth of gift cards to the families affected by the Santa Rosa fire victims. Dr. Knight mentioned that we are receiving emails from the people who received these gift cards and he would be compiling these emails and sharing it with our parents and community. Dr. Knight also participated in a public read aloud along with some of our English III AP students on Moby Dick on the 18 and 19 of November in Venice Beach. This week there are concerts going on at all of our schools. Dr. Knight expressed concern about the fire, and wanted to reassure everyone that we are carefully monitoring the air quality and taking appropriate actions to keep our kids indoor if needed.

**REPORT FROM SCHOOL SITE COUNCIL**

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

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

Oak Park Education Foundation Board Member, Maryam Salour reported that the Foundation has hired a consultant Kathy Kraas from K2 consulting. The foundation is also looking for a volunteer to maintain their website.

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

Jane Nye, the MAC liaison to the Oak Park Unified School District thanked the Oak Park Unified School District for the gift card drive for the families affected by the Santa Rosa and Thomas Fire. Jane also mentioned that the sheriff's deputy has informed the MAC that crimes in Oak Park have dipped although Vehicle thefts are still a concern.

## **DISTRICT/BOARD MEMBER COMMUNICATION PLAN**

The Board held a discussion on drafting a district communication plan and reviewing the Board Policy BP 1100 - Communications with the Public at a future board meeting and to hold another "Coffee with the Board" in spring.

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

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

- a. [Approve Minutes of Regular Board Meeting November 14, 2017](#)
- b. [Public Employee/Employment Changes 01CL23654-01CL23656 & 01CE08508-01CE085](#)
- c. [Approve Purchase Orders – November 1 - November 15, 2017](#)
- d. [Approve Disposal of Obsolete or Surplus Instructional Materials, Books, and/or Library Books](#)
- e. [Approve Date Change for Oak Park High School Overnight Trip - Life Skills Retreat #3 – April 18-21, 2018](#)
- f. [Approval of Renewal Agreement with the Ventura County Office of Education for 2017-18 Student Information System Hosting Services](#)
- g. [Approve Notice of Completion, Measure R Project 17-41R, Gymnasium Improvements at Medea Creek Middle School](#)

On motion of Drew Hazelton, seconded by Barbara Laifman, the Board of Education approved to move Item B.3.n. up and review it after Item B.3.c.

### **B.2. BOARD**

#### **a. Election of Officers of the Board of Education**

On nomination of Allen Rosen, seconded by Denise Helfstein, the Board of Education appointed Derek Ross, President of the Board for 2018. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

On nomination of Drew Hazelton, seconded by Barbara Laifman, the Board of Education appointed Denise Helfstein, Vice President of the Board for 2018. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.



On nomination of Allen Rosen, seconded by Denise Helfstein, the Board of Education appointed Barbara Laifman, Clerk of the Board for 2018. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

**b. Confirmation and Designation of Board Representatives to District Committees**

On motion of Drew Hazelton, seconded by Denise Helfstein, the Board of Education approved the choices of District Committees to serve on during 2018. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

**c. Approve Proposed Board Meeting Schedule for Calendar Year 2018**

On motion of Drew Hazelton, seconded by Denise Helfstein, the Board of Education approved the Board Meeting Schedule for Calendar Year 2018. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

**d. Approve Certification of Signatures**

On motion of Barbara Laifman, seconded by Drew Hazelton, the Board of Education approved the Certification of Signatures. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

**e. Select and Approve School Board Representative to the County Committee on School District Organization**

On nomination of Drew Hazelton, seconded by Barbara Laifman, the Board of Education appointed Denise Helfstein, School Board Representative to the County Committee on School District Organization. Motion carried Aye –Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

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

On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education approved the appointment of Dr. Anthony W. Knight as the Secretary/Authorized Agent of the Board of Education. Motion carried Aye –Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

**g. Approve California School Boards Association - Delegate Assembly Nomination**

On motion of Derek Ross, seconded by Allen Rosen, the Board of Education approved the nomination of all the delegates whose terms were expiring in 2018. Motion carried Aye –Hazelton, Helfstein, Rosen, Ross, No – 0. Board Member, Barbara Laifman recused herself as an employee of CSBA due to a remote interest.

**B.3. BUSINESS SERVICES**

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

On motion of Drew Hazelton, seconded by Derek Ross, the Board of Education approved District Capacity/Enrollment Projections/District of Choice Vacancy Projections for School Year 2018-2019. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

On Motion of Allen Rosen, seconded by Drew Hazelton, the Board of Education moved Item B.3.c. before Item B.3.b. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**c. Staff Update on Exploration of District-operated Before and After School Program**

The Board was provided an update on the survey results and an update on the District-operated Before and After School Program.

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

On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education authorized Project 17-51C/R Performing Arts Equipment and Facility Improvements at Oak Park High School, Funded from Bond Measures R and C6 and Ventura County Innovates Grant. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**b. Approve Measure S Project Priority Plan**

Architects from HED presented the Measure S priority plan to the Board.

**d. Approve Fiscal Year 2017-18 First Interim Financial Report, Certification and Budget Revisions**

On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education approved the Fiscal Year 2017-18 First Interim Financial Report, Certification and Budget Revisions. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**e. Approve Amendment to Consultant Agreement in Connection with SB 1029 Bond Debt Transparency Reporting Requirements**

On motion of Barbara Laifman, seconded by Drew Hazelton, the Board of Education approved the Amendment to Consultant Agreement in Connection with SB 1029 Bond Debt Transparency Reporting Requirements. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

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

On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education approved the award of Construction Contract for Measure S Project 17-32S, Safety Fencing, Football Stadium at Oak Park High School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

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

On motion of Allen Rosen, seconded by Denise Helfstein, the Board of Education approved the Consultant Agreement in Connection with Measure S HVAC Projects at Brookside and Red Oak Elementary Schools, and at Oak Park High School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**h. Ratify Award of Construction Contract for Measure S Project 17-33S, Security Cameras**

On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education ratified the award of Construction Contract for Measure S Project 17-33S, Security Cameras. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

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

On motion of Denise Helfstein, seconded by Allen Rosen, the Board of Education approved Change Order No. 1, Measure R Project 17-46R, Structural Improvements at Oak Park Neighborhood School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

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

On motion of Allen Rosen, seconded by Drew Hazelton, the Board of Education approved Notice of Completion, Measure R Project 17-46R, Structural Improvements at Oak Park Neighborhood School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

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

On motion of Barbara Laifman, seconded by Derek Ross, the Board of Education approved Measure S Project Consultant Agreement – Professional Services for Site Topographical Surveying of Oak Park High School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**l. Approve Amendment for Program/Construction Management Services**

On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education approved Amendment for Program/Construction Management Services. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**m. Approve Acceptance of Donation**

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

**B.4. CURRICULUM**

**a. Approve Additional Textbook for Oak Park Independent School**

On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education approved Additional Textbook for Oak Park Independent School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**B.5. BOARD POLICIES**

**a. Approve Amendment of Board Policy BP 0400 Comprehensive Plans – First Reading**

**b. Approve Amendment to Board Policy and Administrative Regulation BP 0460 Local Control and Accountability Plan – First Reading**

**c. Approve Amendment to Board Policy BP 0500 Accountability – First Reading**

**d. Approve Amendment to Board Policy BP 6153 School-Sponsored Trips – First Reading**

On motion of Barbara Laifman, seconded by Allen Rosen the Board of Education approved Items B.5.a through B.5.d in a single motion as first and final. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**OPEN COMMUNICATIONS**

On motion of Derek Ross, seconded by Drew Hazelton, there being no further business before this Board, the Regular meeting is declared adjourned at 10: 22 p.m.

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JANUARY 16, 2018**  
**SUBJECT: APPROVE CLASSIFIED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT**

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

CONSENT

**AUTHORIZATION TO HIRE**

Number	Name	Position	Start Date	Fund	Salary	Site
CL23657	Allison Elbaz	Interpreter - Hebrew/English	12/11/2017	General/Sp Ed	\$20.00	DO

**AUTHORIZATION TO PAY STIPEND**

Number	Name	Position	Start Date	Fund	Salary	Site
CL23658	Doris Park	Co Frosh Girls Basketball	11/20/2017	Coaches, Athletics	\$ 800.00	OPHS
CL23659	Matt Resnick	Frosh Assistant Boys Basketball	11/20/2017	ASB	\$ 1,000.00	OPHS
CL23660	Omer Melzer	Frosh Assistant Boys Soccer	11/20/2017	Coaches, Athletics	\$ 500.00	OPHS
CL23661	Harold Hale	Frosh Head Boys Basketball	11/20/2017	Coaches, Athletics	\$ 2,000.00	OPHS
CL23662	Brooks Elms	Frosh Head Boys Soccer	11/20/2017	Coaches, Athletics	\$ 1,500.00	OPHS
CL23663	Chris McCarthy	JV Assistant Boys Basketball	11/20/2017	ASB	\$ 2,000.00	OPHS
CL23664	Thomas Hughes	JV Assistant Boys Soccer	11/20/2017	Coaches, Athletics	\$ 1,500.00	OPHS
CL23665	Shannon Curtis	JV Assistant Girls Basketball	11/20/2017	ASB	\$ 1,000.00	OPHS
CL23666	Alison James	JV Assistant Girls Soccer	11/20/2017	ASB	\$ 1,000.00	OPHS
CL23667	Ryan Yeager	JV Head Boys Basketball	11/20/2017	Coaches, Athletics	\$ 2,500.00	OPHS
CL23668	Kevin McCarthy	JV Head Boys Soccer	11/20/2017	Coaches, Athletics	\$ 2,000.00	OPHS
CL23669	Julio Ramirez	JV Head Girls Soccer	11/20/2017	Coaches, Athletics	\$ 2,500.00	OPHS
CL23670	Maryam Jalalinia	Pali Institute Chaperone	11/29/2017	Outdoor Ed	\$ 300.00	OPHS
CL23671	Sarah Wheeler	Pali Institute Chaperone	11/29/2017	Outdoor Ed	\$ 300.00	OPHS
CL23672	Tamara Fox	Pali Institute Chaperone	11/29/2017	Outdoor Ed	\$ 300.00	OPHS
CL23673	Julian Flaum	Varsity Assistant Boys Soccer	11/20/2017	Coaches, Athletics	\$ 1,500.00	OPHS
CL23674	Donn James	Varsity Assistant Girls Soccer	11/20/2017	ASB	\$ 1,500.00	OPHS
CL23675	A. J. Moye	Varsity Boys Assistant Basketball	11/20/2017	ASB	\$ 2,500.00	OPHS
CL23676	Doris Park	Varsity Girls Basketball	11/20/2017	Coaches, Athletics	\$ 3,000.00	OPHS
CL23677	Kevin McCarthy	Varsity Head Boys Soccer	11/20/2017	Coaches, Athletics	\$ 3,000.00	OPHS
CL23678	Mark Zeolla	Varsity Head Girls Soccer	11/20/2017	Coaches, Athletics	\$ 3,500.00	OPHS

**IN-SERVICE CHANGE**

Number	Name	Change	Effective Date	Fund	Salary	Site

**SEPARATION**

Number	Name	Position	Effective Date	Separation Type	Salary	Site
CL23679	Lisa Ramirez	Sub - Clerical	12/16/2017	Deceased	\$17.00	DO
CL23680	Mary Chris Eul	Instructional Assistant II Sp Ed + .5 FTE	12/12/2017	Retirement	\$20.44	OPHS
CL23681	Nicolas Lazzarini	Instructional Assistant III Behavior	12/22/2017	Resignation	\$23.42	ROES
CL23682	Shannan Kaesberg	Senior Accountant	1/3/2018	Resignation	\$39.54	DO
CL23683	Tamara Fox	Instructional Assistant II Sp Ed	12/22/2017	Resignation	\$18.00	MCMS

Prepared by:  
 Leslie Heilbron Assistant Superintendent /Human Resources

Respectfully Submitted,

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JANUARY 16, 2018**

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

**CONSENT**

**AUTHORIZATION TO EMPLOY**

Number	Name	Classification	Start Date	Fund	Site/Grade
01CE08528	Kenneth Scott	Guest Teacher	12/11/2017	General	District Wide

**AUTHORIZATION TO PAY STIPEND**

Number	Name	Assignment	Effective	Fund	Amount	Site
01CE08529	Russ Peters	CIF GVB Game Manager	10/31-11/02/17	ASB	200.00	OPHS
01CE08530	Ty DeLong	World History Curriculum	8/18-11/30/17	Title 2	625.00	OPIS
01CE08531	Ty DeLong	English 10 Curriculum	8/18-11/30/17	Title 2	625.00	OPIS
01CE08532	Brandie Pryor	Induction Mentor	8/3-5/25/2018	LCAP3	1500.00	BES
01CE08533	Kim Annino	Induction Mentor	8/3-5/25/2018	LCAP3	1500.00	BES
01CE08534	Nick Jerrems	Induction Mentor	8/3-5/25/2018	LCAP3	1500.00	MCMS
01CE08535	Alexandra Niebank	Induction Mentor	8/3-5/25/2018	LCAP3	1500.00	BES
01CE08536	Chris Meyer	Induction Mentor	8/3-5/25/2018	LCAP3	1500.00	OPHS
01CE08537	Al Calce	Induction Mentor	8/3-5/25/2018	LCAP3	1500.00	MCMS
01CE08538	Sheri Boone	Induction Mentor	8/3-5/25/2018	LCAP3	1500.00	OPHS
01CE08539	Eva Novak	Reading Workshop Coach	2017-2018	LCAP3	3000.00	OHES
01CE08540	Beth Ruben	Reading Workshop Coach	2017-2018	LCAP3	3000.00	OHES
01CE08541	Diane Farlow	Reading Workshop Coach	2017-2018	LCAP3	3000.00	BES
01CE08542	Nina Johnson	Reading Workshop Coach	2017-2018	LCAP3	3000.00	ROES
01CE08543	Barbie Lee	Reading Workshop Coach	2017-2018	LCAP3	3000.00	BES
01CE08544	Stacey Reisman	Reading Workshop Coach	2017-2018	LCAP3	3000.00	BES
01CE08545	Casey Webb	Safety & Security Task Force	2017-2018	Safety Credit	500.00	BES
01CE08546	Chris Amaral	Safety & Security Task Force	2017-2018	Safety Credit	500.00	ROES
01CE08547	Brenda Pasqua	Safety & Security Task Force	2017-2018	Safety Credit	500.00	OPHS
01CE08548	Allan Hunt	Spotlight Spring	2017-2018	ASB	1500.00	OPHS
01CE08549	Allan Hunt	National Honor Society	2017-2018	Site	465.00	OPHS
01CE08550	Aaron Shaw	V Boy's BB Coach	11/20/17-2/9/18	Site	3500.00	OPHS
01CE08551	Tim Chevalier	V Boy's BB Ass't Coach	11/20/17-2/9/18	Site	2500.00	OPHS
01CE08552	Dick Billingsley	Athletic Director	2017-2018	Site	4500.00	OPHS
01CE08553	Ann Pettit	Athletic Director	2017-2018	Site	4500.00	OPHS
01CE08554	Kim Connelly	Pali Institute Coordinator	9/18-12/01/17	Outdoor Ed	1000.00	MCMS
01CE08555	Kim Sonnabend	Pali Institute Coordinator	9/18-12/01/17	Outdoor Ed	200.00	MCMS
01CE08556	Tim Roesner	Pali Institute Coordinator	9/18-12/01/17	Outdoor Ed	200.00	MCMS
01CE08557	Michael O'Hagan	Pali Institute Coordinator	9/18-12/01/17	Outdoor Ed	200.00	MCMS

**IN-SERVICE CHANGE**

Number	Name	Change	Effective	Fund	Site
01CE08558	Amy Kobayashi	.6 FTE (.5 Perm/.1 Temp)	12/06/17	General	OPIS
01CE08559	DJ Cook	1.1 FTE to 1.2 FTE 2 <sup>nd</sup> semester	1/8/2018	General	OPHS

**SEPARATION**

Number	Name	Position	Separation	Effective Date	Site

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

Respectfully Submitted,

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JANUARY 16, 2018**  
**SUBJECT: B.1.c. APPROVE PURCHASE ORDERS – NOVEMBER 15 THROUGH  
DECEMBER 31, 2017**

CONSENT

**ISSUE:** Shall the Board approve the accompanying list of purchase orders issued for the period November 15 – December 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 11/15/2017 - 12/31/2017

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B18-00010	Do-It Center	DISC: Custodial /maintenance supplies	Medea Creek Middle School	010	625.00
B18-00016	J.W. Pepper & Son Inc.	PFA: Band and Chorus Music	Medea Creek Middle School	010	3,500.00
B18-00022	Scantron Corporation	DON: Open PO for Scantron Forms	Medea Creek Middle School	010	2,350.00
B18-00028	Ward's Natural Science	Open PO for consumable Science supplies	Medea Creek Middle School	010	900.00
B18-00043	Carlson's Building Materials	PFA: Site Improvement Projects	Medea Creek Middle School	010	5,000.00
B18-00100	HEINEMANN	Heinemann Reading Club 2017-2018	Curriculum	010	9,950.00
B18-00145	SiteOne Landscape Supply, LLC	2017/18 PO for Landscaping Supplies	Business Administration	010	10,000.00
B18-00164	Regency Enterprises, Inc	2017 -2018 for Lighting Supplies	Business Administration	010	5,100.00
B18-00180	Village Automotive Ctr, Inc.	2017 - 2018 District Vehicle Repairs	Business Administration	010	4,000.00
B18-00257	Ferguson Enterprises #1350	2017/18 PO for Parts & Supplies	Business Administration	010	500.00
B18-00258	Agoura Lock Technologies, Inc.	Keys/Custodial/mat & supp	Oak Park High School	010	750.00
B18-00259	Redwood Toxicology Lab Inc.	Other Mat/Suppl./ASB	Oak Park High School	010	200.00
B18-00260	Ventura County office of Education	2017-2018 Escape Finance/PayRoll/Personnel	Business Administration	010	52,793.20
B18-00261	VCOE	2017-2018 SIS Hosting & Support +- Food Svs	Business Administration	010	53,112.98
				130	5,751.34
B18-00262	Famcon Pipe & Supply	2017 - 2018 for Grounds/Maintenance Supplies	Business Administration	010	1,000.00
B18-00263	Offbeat Productions Inc.	DON: Awards	Medea Creek Middle School	010	500.00
B18-00264	Ryan Communications	Oth/Lott/Walkie Repair/Purchase	Oak Park High School	010	600.00
B18-00265	Gibson Transportation Consulting Inc.	Kanan Road Traffic Count Program	Business Administration	010	4,800.00
DIR18-00062	Taft Electric Company	Pro 17-34S Install Security Lighting at OPHS	Business Administration	211	24,891.00
DIR18-00063	Fence Factory	Pro 17-32S Security Fencing & Gates at OPHS	Business Administration	211	122,161.09
DIR18-00064	Mobile Modular Management Corp	Pro SMGT Special Custom Mobile Modular Bldg	Business Administration	211	23,075.46
DIR18-00065	Great Western Park & Playgroud Inc.	PIP Repairs under slide at ROES	Business Administration	010	1,530.00
DIR18-00066	Cutcrete Sawing	Stripe Parking Lot Additions at MCMS	Business Administration	010	4,490.00
DIR18-00067	Channel Islands Roofing	Gutter & Downspouts at MCMS, BES & OPHS	Business Administration	010	9,985.00
P18-00255	Intermountain Children's Home	2017-18 - SpEd NPS School Services	District-wide	010	151,465.00

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

ESCAPE ONLINE

Page 1 of 4



Includes Purchase Orders dated 11/15/2017 - 12/31/2017

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P18-00302	KENCO Construction Srvs Inc	Pro 17-46R DSA Inspections OPNS Structural	Technology Coordinator	213	3,900.00
P18-00354	Us Bank Trust Nat'l Assn.	Admin Fees GOB Election of 2008 Series 2013B	Business Administration	010	800.00
P18-00355	Us Bank Trust Nat'l Assn.	Admin Fees GOB Election of 2006 Series 2013A	Business Administration	212	800.00
P18-00356	Southwest School Supply	Oth Suppl/Lott	Oak Park High School	010	450.45
P18-00357	M/M Mechanical, Inc	Repair Domestic Water Leak at BES	Business Administration	010	596.30
P18-00358	Textbook Warehouse Inc.	OPIS Novel The Divine Comedy Vol 1 Inferno 2017-18	Curriculum	010	453.02
P18-00359	SOS Survival Products	Athletic Trainer/Athletics/mat & supp	Oak Park High School	010	450.05
P18-00360	Medco Sports Medicine	Athletics/Ath Tmr Supplies, mat & supplies/	Oak Park High School	010	1,787.15
P18-00361	Town & Country Printing	Guest teacher & soft timecards	Accounting & Payroll	010	492.00
P18-00362	Anotomy Warehouse	Science Suppl/PFA	Oak Park High School	010	176.96
P18-00363	Tri-County Gate Council	Tri-County GATE Council 2017-2018	Curriculum	010	75.00
P18-00365	Delta Education, LLC c/o Amer ican Express	BES NGSS Pilot Science Gr K & 1 FOSS Pilot (Dec)	Curriculum	010	6,190.98
P18-00366	Carolina Biological Supply Co	DON: Lab Supplies	Medea Creek Middle School	010	84.40
P18-00367	Delta Education, LLC c/o Amer ican Express	ROES NGSS Pilot Science Gr 2 & 4 FOSS Pilot (Dec)	Curriculum	010	7,037.23
P18-00368	Create Studio Fun LLC	Donation 4th grade field tirp	Brookside School	010	952.00
P18-00369	ETS	2017-2018 ELPAC Pre ID	Curriculum	010	227.60
P18-00370	Drawing Board Printing	Envelopes/mat & supp/admin disc	Oak Park High School	010	440.09
P18-00371	CA Scholarship Federation Inc.	DON: CJSF Annual Dues	Medea Creek Middle School	010	110.00
P18-00372	2Eden Design Studio	VCI: Agriculture Grant supplies	Medea Creek Middle School	010	466.58
P18-00373	Acorn Press	District of Choice Advertising 2017-18	District-wide	010	2,755.94
P18-00374	Delta Education, LLC c/o Amer ican Express	OHES NGSS Pilot Science Grade 1 & 2 FOSS (Dec/Jan)	Curriculum	010	6,760.35
P18-00375	Textbook Warehouse Inc.	OPIS Misc TE Textbooks 2017-2018	Curriculum	010	775.89
P18-00376	Textbook Warehouse Inc.	OPIS TE Economics Textbooks 2017-2018	Curriculum	010	114.96
P18-00377	Follett Educational Services	OPIS TE History & Earth Science Textbook 2017-2018	Curriculum	010	118.51
P18-00378	Compuwave Inc.	Pupil Services - Toner Supplies 2017/18	District-wide	010	1,500.00
P18-00379	Sparkletts	Pupil Services - 2017/18 school year	District-wide	010	175.00
P18-00380	Preddy, Michael	Music Specialist/PFA/Other Exp.	Oak Park High School	010	2,500.00
P18-00381	Rancho Simi Recreation & Park	Special Assessment 7/1/17-6/30/18	Board of Education	010	260.28

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

ESCAPE ONLINE



Includes Purchase Orders dated 11/15/2017 - 12/31/2017

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P18-00382	Oak Meadow school	OPIS Biology TE 2017-2018	Curriculum	010	425.31
P18-00383	R P Barricade, Inc.	Traffic Control Supplies as Required	Business Administration	010	1,476.79
P18-00384	KYOCERA Document Solutions West LLC	Open PO for Riso Service & Supplies	Medea Creek Middle School	010	1,000.00
P18-00385	Pali Institute Attn:Business Manager	DON: Pali Institute Deposit 2018-19	Medea Creek Middle School	010	3,000.00
P18-00386	Us Bank Trust Nat'l Assn.	Admin Fees 1977 GOB Election 2000 Series	Business Administration	010	847.00
P18-00387	U.S. Bank Trust Nat'l Assn.	Admin Fees GOB Election 2006, Series 2007 (C6)	Business Administration	212	770.00
P18-00388	Us Bank Trust Nat'l Assn.	Admin Fees GOB Election of 2006 Series 2015A	Business Administration	212	800.00
P18-00389	Southwinds Transportation	Parent funded field trip—3rd gr.	Red Oak Elementary School	010	2,547.40
P18-00390	Southwinds Transportation	Parent funded field trip—4th Arroyo Verde	Red Oak Elementary School	010	1,396.80
P18-00391	Mission Santa Barbara	Parent funded field trip—4th Mission S. Barbara	Red Oak Elementary School	010	687.00
P18-00392	Ventura County office of Education	Yr 2 of 3 VCedNet Internet Access	Accounting & Payroll	010	27,060.00
P18-00393	Document Systems	Pro SMGT Ricoh MPC6004 MFD for Measure S	Business Administration	211	11,343.83
P18-00394	Benner & Carpenter, Inc	Aerial Topographic Survey OPHS, MCMS, OHES & ROES	Business Administration	211	120,945.00
P18-00395	Underwood Family Farms at Tierra Rejada	Parent funded field trip—1st gr. Underwood	Red Oak Elementary School	010	154.00
P18-00396	Main Street Tours	Parent funded field trip—2nd gr. SB Zoo	Red Oak Elementary School	010	2,825.00
P18-00397	CARNEGIE ART MUSEUM CORNERSTONES EDUC. PROGRAM	1st Grade Field Trip to Carnegie Art Museum	Oak Hills Elementary School	010	285.00
P18-00398	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	Buses for 1st Grade Field Trip to Carnegie Museum	Oak Hills Elementary School	010	869.00
P18-00399	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	4th Field Trip to Channel Island Harbor Museum	Oak Hills Elementary School	010	1,592.00
P18-00400	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	Buses for 2nd Grade Field Trip to Leonis Adobe	Oak Hills Elementary School	010	838.00
P18-00401	Irwin Telescopic Seating Company	Aisle Light Cover for OPHS Pavilion	Business Administration	010	68.53
P18-00402	Leonis Adobe Association	2nd Grade Field Trip to Leonis Adobe	Oak Hills Elementary School	010	648.00
P18-00403	Uline	ID Sleeves/Admin/Other Supply/Lott	Oak Park High School	010	35.95
P18-00404	Varidesk LLC	DON: Standing Desks	Medea Creek Middle School	010	954.53
P18-00405	Boston Tea Party A Revolutionary Experience	5th Grade Boston Tea Party Skype Experience	Oak Hills Elementary School	010	500.00

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

ESCAPE ONLINE

Page 3 of 4

Includes Purchase Orders dated 11/15/2017 - 12/31/2017

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P18-00406	Textbook Warehouse c/o AMEX	OPHS AP Economics Books 2017-18 RUSH	Curriculum	010	2,849.44
P18-00407	Acom Press	Resident Enrollment Advertising	District-wide	010	574.20
P18-00408	Southwest School Supply	Pro S750 Next Generation Classroom	Business Administration	211	9,969.96
P18-00409	Palladian Holdings, Inc. DBA T urnitin, LLC	Curriculum - Originality Checking License	Oak Park High School	010	281.45
P18-00410	Hollywood Sound Systems	Proj17-51R Performing Arts Equip/Fac Improve	Oak Park High School	213	27,914.59
P18-00411	Southwest School Supply	Ergonomic Desk for Director of Fiscal Svs.	Business Administration	010	1,254.29
P18-00412	CPR-Savers.com	District Nurse - CPR/First Aid Supplys	District-wide	010	535.14
P18-00413	ACSA Membership Processing	ACSA Membership Lisa Nilles,Samantha Gottlieb	Superintendent	010	1,927.50
P18-00414	Textbook Warehouse Inc.	OPIS TE Addison Chemistry Textbooks 2017-2018	Curriculum	010	88.89
P18-00415	Southwest School Supply	Ergonomic Keyboard Platforms for Accounting Staff	Business Administration	010	746.12
P18-00416	Southwinds Transportation	Donation Bus 4th grade	Brookside School	010	986.20
P18-00417	Dunn-Edwards Corporation	Pro 17-46R Paint for OPNS Structural Improvements	Business Administration	213	281.15
T18-00028	Kuta Software LLC	PFA: Kuta Software	Medea Creek Middle School	010	322.00
T18-00029	Compuwave Inc.	Photoconductor Unit - Black for HR printer	Human Resources	010	123.34
Total Number of POs			91	Total	768,404.22

## Fund Recap

Fund	Description	PO Count	Amount
010	General Fund	79	415,800.80
130	Cafeteria Fund	1	5,751.34
211	Measure S Facilities & Tech	6	312,386.34
212	Measure C6 Technology Bond Fun	3	2,370.00
213	Measure R FACILITIES Bond Fund	3	32,095.74
Total			768,404.22

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

ESCAPE ONLINE

Page 4 of 4

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JANUARY 16, 2018**  
**SUBJECT: B.1.d. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL  
ATHLETIC TEAMS TO ATTEND WINTER CIF PLAY-OFFS**

CONSENT

**ISSUE:** Shall the Board approve an overnight trip for the OPHS Athletic Team(s) Winter Play-offs?

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

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

**RECOMMENDATION:** Alternative #1.

Prepared by: Geri Sterling  
Certified by: Kevin Buchanan

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:  
VOTE: AYES NOES ABSTAIN ABSENT

Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JANUARY 16, 2018**  
**SUBJECT: B.1.e. APPROVE OUT OF STATE TRAVEL FOR CERTIFICATED EMPLOYEES TO ATTEND THE NATIONAL SCIENCE TEACHERS ASSOCIATION CONFERENCE IN ATLANTA, GA – March 15-18, 2018**

CONSENT

**ISSUE:** Shall the Board of Education approve the out of state travel for the Oak Park certificated employees to attend the National Science Teachers Association Conference?

**STATEMENT:** According to Board Policy 3350, the Board of Education must approve out of state travel for certificated and classified employees. Oak Park High School science teachers Winnie Litten and Ellen Chevalier will be attending the National Science Teachers Association Conference from March 15-18, 2018. The Certificated staff will be leaving on March 14, 2018 and returning on March 19, 2018. As attendees, the OPUSD teachers will be able to learn about the most up to date research and trends related to NGSS instruction. Ms. Chevalier and Litten have also been selected to present 2 sessions related to their innovative approaches to inquiry based science instruction. Benefits of attending include the strengthening of staff knowledge as well as the national recognition our teachers, OPHS, and OPUSD will receive. The cost of flight, hotel, and conference registration for both teachers is being sponsored by MiniOne, a science lab equipment company. OPUSD will be responsible for the cost of subs, meals, and travel to and from the airport.

**ALTERNATIVES:** 1. Approve the out of state travel for employees to attend the National Science Teachers Association Conference in Atlanta, Georgia.  
2. Do not approve the out of state travel for employees to attend the National Science Teachers Association Conference in Atlanta, Georgia.

**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: BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JANUARY 16, 2017**  
**SUBJECT B.1.f. APPROVE QUARTERLY REPORT ON WILLIAMS UNIFORM COMPLAINTS – JANUARY, 2018**

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**CONSENT**

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**ISSUE:** Shall the Board of Education Approve the Quarterly Williams Uniform Complaints - January 2018?

**BACKGROUND:** As a result of a lawsuit filed against the State of California, the State Legislature passed several bills that codified the negotiated settlement to the suit. One of the many requirements of this legislation is for school districts to establish a uniform complaint process to allow parents or member of the public to register written complaints regarding textbook/instructional materials sufficiency, teacher vacancy or missassignment, and hazardous conditions of school facilities.

Education Code 35186 requires the Superintendent or designee report to summarize data on the nature and resolution of all Williams Uniform Complaints on a quarterly basis to the Board of Education and the County Office of Education. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. These summaries shall be publicly reported on a quarterly basis at a regularly scheduled Board meeting.

**ALTERNATIVES:**

1. Approve the Quarterly Report on Williams Uniform Complaints – January 2018
2. Do not approve the Quarterly Report on Williams Uniform Complaints – January 2018

**RECOMMENDATION:** Alternative #1.

**RATIONALE:** It is the policy of the district to comply with federal and state laws and regulations governing education programs or activities which receive state or federal funding.

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

Quarterly Report on Williams Uniform Complaints  
[Education Code Section 35186]  
Fiscal Year 2017-18

District: Oak Park Unified School District

Person completing this form: Dr. Jay Greenlinger

Title: Director of Curriculum and Instruction

Quarterly Report Submission Date: ☐ October 2017 (7/1/17 to 9/30/17)  
(check one) ☒ January 2018 (10/1/17 to 12/31/17)  
☐ April 2018 (1/1/18 to 3/31/18)  
☐ July 2018 (4/1/18 to 6/30/18)

Date for information to be reported publicly at governing board meeting: 1/16/2018

Please check the box that applies:

- ☒ No complaints were filed with any school in the district during the quarter indicated above.
- ☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0		
Teacher Vacancy or Misassignment	0		
Facilities Conditions	0		
Totals	0		

Anthony W. Knight  
Name of District Superintendent

\_\_\_\_\_  
Signature of District Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: JANUARY 16, 2018**

**SUBJECT: B.1.g. APPROVE NOTICE OF COMPLETION, PROJECT 17-33S,  
DISTRICTWIDE SECURITY CAMERAS, ELECTRICAL WIRING**

CONSENT

**ISSUE:** Shall the Board approve the Notice of Completion for Project 17-33S, Districtwide Security Cameras, Electrical Wiring, contracted with Taft Electric Company, Inc.?

**BACKGROUND:** On December 5, 2017, the Board of Education authorized the award of a contract for Project 17-33S, Districtwide Security Cameras, Electrical Wiring, to Taft Electric Company, Inc., of Ventura, California.

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

**ALTERNATIVES:**

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

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted:

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

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

VOTE:	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 December 5, 2017 the said Oak Park Unified School District of Ventura County entered into a contract with Taft Electric Company, Inc., of Ventura, California, for Project 17-33S, Districtwide Security Cameras, Electrical Wiring on certain real property hereinbefore described: that said building and improvements were actually completed on January 16, 2018; that the address of said Oak Park Unified School District is 5801 E. Conifer Street, Oak Park, CA 91377, Ventura County, California.

*OAK PARK UNIFIED SCHOOL DISTRICT*

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

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

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

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

STATE OF CALIFORNIA  
COUNTY OF VENTURA

Oak Park Unified School District

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

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

WITNESS my hand and official seal.

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



**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: JANUARY 16, 2018**

**SUBJECT: B.1.h. ACCEPT 2017-18 FIRST PERIOD ATTENDANCE REPORT**

CONSENT

**ISSUE:** Shall the Board receive, review, and accept the 2017-18 First Period (P-1) Attendance Report on the status of the District's Average Daily Attendance (ADA) ending with the fourth school month?

**BACKGROUND:** The District's Local Control Funding Formula (LCFF) funding is based on its ADA, which is reported to the State three times annually. The First Period Attendance Report, commonly referred to as P-1, is filed with the State at the end of the fourth school month. The Second Period Attendance Report, typically called P-2, reports the average of month one through the last school month that ends on or before April 15th of the current school year (usually Month 7). The District's actual LCFF funding is based on the P-2 Report. The third and final report, the Annual Report, is filed at the conclusion of the fiscal year. The first reporting period has concluded and the District's 2017-18 P-1 Report follows for the Board's information and review.

**RECOMMENDATION:** None - information only.

Prepared by: Lisa Nilles, Director of Fiscal 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	_____	_____	_____	_____

## Certification

County: Ventura

Fiscal Year: 2017-18

District: Oak Park Unified

P-1

CDS CODE 56 73874

05395A90

## Attendance School District

I hereby certify that, to the best of my knowledge, all data have been compiled and reported in accordance with all applicable laws, regulations and instructions.

School District Superintendent:



Date: 1/4/2018

County Superintendent of Schools: \_\_\_\_\_

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

Any inquiries concerning this report should be directed to:

CONTACT NAME Lisa Nilles

PHONE (818) 735-3215 \*

FAX (818) 865-8467

E-Mail lnilles@opusd.org

Attendance School District

County: Ventura

Fiscal Year: 2017-18

District: Oak Park Unified

P-1

CDS CODE 56 73874

Certificate Number: 05395A90

Regular ADA		TK/K-3	Grades 4-6	Grades 7-8	Grades 9-12	Total
Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	A-1	1,038.06	960.67	756.67	1,669.91	4,425.31
Extended Year Special Education [EC 56345 (b)(3)] (Divisor 175)	A-2	1.13	0.43	0.27	0.50	2.33
Special Education - Nonpublic, Nonsectarian Schools [EC 56366 (a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions	A-3	0.00	0.10	0.10	0.10	0.30
Extended Year Special Education - Nonpublic, Nonsectarian Schools [EC 56366 (a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions (Divisor 175)	A-4	0.00	0.06	0.12	0.11	0.29
Community Day School [EC 48660] (Divisor 70/135/180)	A-5	0.00	0.00	0.00	0.00	0.00
<b>ADA Totals (Sum of A-1 through A-5)</b>	<b>A-6</b>	<b>1,039.19</b>	<b>961.26</b>	<b>757.16</b>	<b>1,670.62</b>	<b>4,428.23</b>
<b>Other</b>						
Full-Time Traditional Independent Study ADA, pursuant to EC 51747, included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-1	4.86	21.07	31.42	132.73	190.08
Full-Time Traditional Independent Study ADA not eligible for general funding, pursuant to EC 51745.6, and not included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-2	0.00	0.00	0.00	0.00	0.00

Attendance School District

County: Ventura

Fiscal Year: 2017-18

District: Oak Park Unified

P-1

CDS CODE 56 73874

Certificate Number: 05395A90

Course Based Independent Study ADA, pursuant to EC 51749.5, included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-3	0.00	0.00	0.00	0.00	0.00
Course Based Independent Study ADA not eligible for general funding, pursuant to EC 51745.6, and not included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-4	0.00	0.00	0.00	0.00	0.00
ADA for Students in Transitional Kindergarten pursuant to EC 46300 included in Section A (Lines A-1 through A-5, TK/K-3 Column, First Year ADA Only)	B-5	67.07				67.07
ADA for Students in Continuation Education included in Section A (Line A-1, Grades 9-12 Column)	B-6				29.79	29.79
ADA for Students in Opportunity Classes included in Section A (Line A-1, Total Column)	B-7					0.00

Attendance School District

County: Ventura

Fiscal Year: 2017-18

District: Oak Park Unified

P-1

CDS CODE 56 73874

Certificate Number: 05395A90

Prior Year ADA Adjustment (P-1 and P-2 only)		TK/K-3	Grades 4-6	Grades 7-8	Grades 9-12	Total
<p>Prior Year P-2 ADA for pupils attending a charter school sponsored by the district in the current year who attended a non-charter school of the district in the prior year [EC 42238.051(a) (2) (B)].</p>						
Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	C-1	0.00	0.00	0.00	0.00	0.00
Extended Year Special Education [EC 56345 (b) (3)] (Divisor 175)	C-2	0.00	0.00	0.00	0.00	0.00
ADA Totals (C-1 + C-2)	C-3	0.00	0.00	0.00	0.00	0.00
<p>Prior Year P-2 ADA for pupils attending a non-charter school in the current year who attended a charter school sponsored by the district in the prior year [EC 42238.051(a) (2) (C)].</p>						
Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	C-4	0.00	0.00	0.00	0.00	0.00
Extended Year Special Education [EC 56345 (b) (3)] (Divisor 175)	C-5	0.00	0.00	0.00	0.00	0.00
ADA Totals (C-4 + C-5)	C-6	0.00	0.00	0.00	0.00	0.00

Attendance School District

County: Ventura

Fiscal Year: 2017-18

District: Oak Park Unified

P-1

CDS CODE 56 73874

Certificate Number: 05395A90

Prior Year P-2 ADA attributable to district  
resident pupils attending a non-charter school  
[EC 42238.052].

Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	C-7	0.00	0.00	0.00	0.00	0.00
Extended Year Special Education [EC 56345 (b) (3)] (Divisor 175)	C-8	0.00	0.00	0.00	0.00	0.00
ADA Totals (C-7 + C-8)	C-9	0.00	0.00	0.00	0.00	0.00
Gain or Loss of ADA due to a Reorganization or Transfer of Territory [EC 42238.05 (a) (3)]. If the ADA adjustment is a loss, report the loss as a negative number in Line C-10 or C-11.						
Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	C-10	0.00	0.00	0.00	0.00	0.00
Extended Year Special Education [EC 56345 (b) (3)] (Divisor 175)	C-11	0.00	0.00	0.00	0.00	0.00
ADA Totals (C-10 + C-11)	C-12	0.00	0.00	0.00	0.00	0.00

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JANUARY 16, 2018**  
**SUBJECT: B.2.d. AUTHORIZE ESTABLISHMENT OF DISTRICT EXTENDED CARE PROGRAM**

ACTION

**ISSUE:** Shall the Board authorize and direct Staff to establish a district-operated Extended Care Program to begin operation with the 2018-19 school year?

**BACKGROUND:** At its meeting in on October 17, 2017, the Board of Education provided direction to the Administration to explore the feasibility of a district-operated before-and-after school care program for Grades DK-8 at District schools beginning with the 2018-19 school year. In providing direction, the Board cited the District's desire to extend the learning experiences and methodologies present during the regular school day into an Extended Care Program, and to maintain complete leadership and management of the program going forward.

The Administration has concluded its exploration and research, including financial analysis based on multiple successful programs and the very high and enthusiastic response to a District survey of parent interest in such a program. The analysis accompanies this report, and it is the recommendation of the Administration that the Board authorize and direct Staff to establish a district-operated Extended Care Program to begin operation in the 2018-19 school year.

**ALTERNATIVES:**

1. Authorize and direct Staff to establish a district-operated Extended Care Program to begin operation in the 2018-19 school year.
2. Do not authorize the establishment of a district-operated Extended Care Program.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Martin Klauss, Assistant Superintendent, Business and Administrative Services  
Dr. Leslie Heilbron, Assistant Superintendent, Human Resources  
Dr. Jay, Greenlinger, Director, Curriculum and Instruction

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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



OAK PARK UNIFIED SCHOOL DISTRICT  
5801 East Conifer Street, Oak Park, California 91377  
Telephone: (818) 735-3254 ♦ Facsimile: (818) 865-8467

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## BUSINESS AND ADMINISTRATIVE SERVICES

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TO: Members, Board of Education  
Dr. Anthony W. Knight, Superintendent

FROM: Martin Klauss, Assistant Superintendent  
Business and Administrative Services

DATE: January 16, 2018

**SUBJECT: ESTABLISHMENT OF DISTRICT EXTENDED CARE PROGRAM –  
ANALYSIS AND RECOMMENDATION**

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### BACKGROUND

At its meeting on October 17, 2017, the Board of Education provided direction to the Administration to explore the feasibility of a district-operated before-and-after school care program for Grades DK-8 at Oak Park Unified School District (OPUSD or District) schools beginning with the 2018-19 school year. In providing direction, the Board cited the District's desire to extend the learning experiences and methodologies present during the regular school day into an Extended Care Program, and to maintain complete leadership and management of the program going forward.

The Administration has concluded its exploration and research, including the attached financial analysis, which was developed based on multiple successful programs and the very enthusiastic response to a District survey of parent interest in such a program.

### ASSUMPTIONS - PROJECTION OF PARTICIPATION, FEES, AND REVENUES

Assumptions for enrollment and participation of an OPUSD extended care program were based on data provided from the Rancho Simi Recreation and Parks District (RSRPD) for its Oak Park before/after school program for the fiscal year ending June 2017. Working from the OPUSD expectation to charge fees no greater than those charged by RSRPD, the District established a base rate of income per participating student by dividing the annual revenues reported for the Oak Park area program for 2016-17 (\$1,346,896) by the number students enrolled in the RSRPD program (460), and then dividing the result by 180 school days to arrive at an income-per-student-per-day rate of \$16.27. This number is used as the building block for revenue assumptions in the attached financial projections.

### ASSUMPTIONS - PROJECTION OF PERSONNEL COSTS



**MEMORANDUM: ESTABLISHMENT OF  
DISTRICT EXTENDED CARE PROGRAM –  
ANALYSIS AND RECOMMENDATION**  
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A variety of sources were used for the assumptions of personnel and related costs. The general structure is based on several successful programs, including those of RSRPD, Conejo Valley Unified School District, and Pleasant Valley School District. The proposed program is led by a Director of Extended Care, with a proposed salary on par with an OPUSD elementary school principal. The Director is supported by a Department Secretary, again based on an existing OPUSD classified position. At the site level the program at each of the four schools (Brookside, Oak Hills and Red Oak Elementary Schools and Medea Creek Middle School) will be led by a Site Leader, supervising program Counselors who engage and supervise students in enriching program activities. The proposed Counselor-to student ratio is 1:15.

Supporting program staff will include Instructional Assistants to assist special needs students, as well as OPUSD high school students employed to provide homework help at each site. Additional personnel will be provided for technology support and custodial services. As this program is expected to be intensive in areas of personnel, payroll, and human resource support, additional personnel to support these areas. Education Code prescribes that the employees will be members of either management or represented by the classified collective bargaining unit, and will be entitled to statutory and contractual benefits such as sick leave, vacation leave, etc., and, if eligible, require contributions to the state CalSTRS or CalPERS retirement systems.

Year 2 of the attached financial projection assumes personnel costs assume no pay rate increases. However, expenses are affected by contractual Step and Column advancement and statutory increases in the CalSTRS and CalPERS rates (approximately 1.8% each year).

**ASSUMPTIONS - PROJECTION OF OPERATIONS COSTS**

Assumption for projected operating costs are derived from a percentage of the programs estimated revenues, reflecting the same percentages found for these expenses in the General Fund operating budget. First year one-time start-up costs are included for the Director and Department Secretary to develop and launch the Extended Care program, and \$100,000 is provided for initial furniture and equipment acquisition.

In Year 2, with the elimination of the startup costs, more funds are put into the operational costs, particularly in the areas of staff development, enrichment programming, and materials and supplies.

**ASSUMPTIONS – EXTENDED CARE FACILITIES**

Existing facilities will serve as a base for the program at each school in the initial year of the Extended Care Program. It is proposed to use the following rooms at each site: Room 212 (relocatable classroom) at Brookside Elementary; Room D56 (relocatable classroom) at Red Oak Elementary; the Multipurpose Room at Oak Hills Elementary; and the Library at Medea creek Middle School. Although the rooms will serve as a base for the program, other areas of each campus, such as computer labs, libraries, music rooms or art courts, will be utilized to create an engaging and enriching experience.

With the modernization and construction set to occur at each of these schools in the near future, specific space will be created to serve as home base for the program. In addition, it is anticipated that new maker spaces, art rooms, and multipurpose areas will be created for the regular instructional

**MEMORANDUM: ESTABLISHMENT OF  
DISTRICT EXTENDED CARE PROGRAM –  
ANALYSIS AND RECOMMENDATION  
Page 3**

program and will be made available to the Extended Care program before and after the regular school day.

In conclusion, it is recommended the Oak Park Unified School District Board of Education authorize and direct Staff to establish a district-operated Extended Care Program to begin operation in the 2018-19 school year.

Oak Park Unified School District  
Board Meeting January 16, 2018

OPUSD EXTENDED CARE PROGRAM - FINANCIAL PROJECTIONS - YEAR ONE START UP

PROJECTED REVENUE - SCHOOL YEAR	Est Students	Program Days	Rev/Stu/Day	Amount	NOTES
BES Before/After School Care	179	195	16.27	568,646.41	Base = RSRPD Actuals PE 06/30/17; modified by Students (+30%) and Days (195)
OHES Before/After School Care	167	195	16.27	530,416.95	Base = RSRPD Actuals PE 06/30/17; modified by Students (+30%) and Days (195)
ROES Before/After School Care	205	195	16.27	648,798.75	Base = RSRPD Actuals PE 06/30/17; modified by Students (+30%) and Days (195)
MCMS Teen Club	47	195	16.27	149,016.58	Base = RSRPD Actuals PE 06/30/17; modified by Students (+30%) and Days (195)
TOTAL REVENUES	598	195	16.27	1,896,878.69	Base = RSRPD Actuals PE 06/30/17; modified by Students (+30%) and Days (195)

PROJECTED REVENUE - SUMMER "GAP" PROGRAM	Est Students	Program Days	Rev/Stu/Day	Amount	NOTES
BES Before/After School Care	124	15	16.27	30,282.94	Base = RSRPD Actuals PE 06/30/17; modified by Students (-10%) and Days (15)
OHES Before/After School Care	116	15	16.27	28,247.06	Base = RSRPD Actuals PE 06/30/17; modified by Students (-10%) and Days (15)
ROES Before/After School Care	126	15	16.27	30,712.37	Base = RSRPD Actuals PE 06/30/17; modified by Students (-10%) and Days (15)
MCMS Teen Club	33	15	16.27	7,935.79	Base = RSRPD Actuals PE 06/30/17; modified by Students (-10%) and Days (15)
TOTAL REVENUES	398	15	16.27	97,178.16	Base = RSRPD Actuals PE 06/30/17; modified by Students (-10%) and Days (15)

TOTAL PROJECTED ANNUAL PROGRAM REVENUES1,994,056.85

PROJECTED EXPENSES						NOTES
PERSONNEL	Positions	Work Days	Daily Rate	Total Sal/Ben	Annual Cost	
Program Director	1	220	561.34	159,369.56	159,369.56	Professional day; 220 work year, comparable to OPUSD elementary principal
Dept Secretary (Admin Assistance)	1	261	188.40	75,479.60	75,479.60	12 month work year; 8 hr/day
Site Leaders	4	210	167.70	55,401.26	221,605.06	6.5hr/day + 6.5hr/wk for prep ; 7a-8:30a/1p-6p; Incl Summer Gap Program
Counselors (Assistants)	40	210	59.50	13,677.90	545,292.35	Student ratio 1:15; 3.5hr/day; Includes "Summer Gap" Program
SUBTOTAL					1,001,746.56	
PROGRAM SUPPORT PERSONNEL						
IA II (Special Ed	4	195	61.32	13,089.41	52,357.63	195 day work year; 3hr/day
High School Student - Homework Help	8	180	16.50	3,251.17	26,009.36	2 per site; 180 day work year; 1.5hr/day @ 11.00 MIN WAGE
Custodian	2	261	86.10	24,599.53	49,199.07	12 month work year; 3.75hr/day
Dept Secretary (Curriculum)	1	261	188.40	75,479.60	75,479.60	12 month work year; 8 hr/day
Accounting Assistant I (Payroll)	1	261	176.08	71,460.59	71,460.59	12 month work year; 8 hr/day
Computer Technician (IT)	1	261	199.60	79,133.25	79,133.25	12 month work year; 8 hr/day
SUBTOTAL					353,639.49	
OPERATING COSTS	Pct/Budget				Annual Cost	
Professional Development	0.43%				8,074.35	Pct based on districtwide Gen Fund ratios Expense to Revenues
Materials and Supplies	3.08%				58,441.63	Pct based on districtwide Gen Fund ratios Expense to Revenues
Enrichment Programming	2.00%				37,937.62	Pct based on districtwide Gen Fund ratios Expense to Revenues
Phone/Postage	0.31%				5,813.76	Pct based on districtwide Gen Fund ratios Expense to Revenues
Child Nutrition/Food Supplies					96,418.49	Assumes \$1.50/Stu per day (Fruit/Snack Bar/Muffin); 210 days; 50% participatio
Other Operating Costs	4.80%				91,020.92	Pct based on districtwide Gen Fund ratios Expense to Revenues
SUBTOTAL					297,706.78	
INDIRECT COSTS	0.079				130,594.33	District Indirect Rate
Administration (legal, advertising, insurance, etc.);						
Human Resources, Facilities, Maintenance, Utilities						
SUBTOTAL					130,594.33	

START UP COSTS

PERSONNEL	Positions	Work Days	Daily Rate	Total Salary	One Time Cost
Program Director	1	80	561.34	57,952.57	57,952.57
Dept Secretary (Admin Assistance)	1	80	199.20	24,215.41	24,215.41
EQUIPMENT/FURNITURE					One Time Cost
Miscellaneous: Staff computers, storage, cabinets, furniture, aquariums, telescopes, etc.					100,000.00
SUBTOAL					182,167.97

TOTAL PROJECTED PROGRAM EXPENSES1,965,855.13

PROJECTED PROGRAM EXCESS/(DEFICIT)	28,201.72	Projected Ending Balance
	1.43%	Projected Fund Reserve

Oak Park Unified School District  
Board Meeting January 16, 2018

OPUSD EXTENDED CARE PROGRAM - FINANCIAL PROJECTIONS - YEAR TWO

PROJECTED REVENUE - SCHOOL YEAR	Est Students	Program Days	Rev/Stu/Day	Amount	NOTES
BES Before/After School Care	179	195	16.27	568,646.41	Base = RSRPD Actuals PE 06/30/17; modified by Students (+30%) and Days (195)
OHES Before/After School Care	167	195	16.27	530,416.95	Base = RSRPD Actuals PE 06/30/17; modified by Students (+30%) and Days (195)
ROES Before/After School Care	205	195	16.27	648,798.75	Base = RSRPD Actuals PE 06/30/17; modified by Students (+30%) and Days (195)
MCMS Teen Club	47	195	16.27	149,016.58	Base = RSRPD Actuals PE 06/30/17; modified by Students (+30%) and Days (195)
TOTAL REVENUES	598	195	16.27	1,896,878.69	Base = RSRPD Actuals PE 06/30/17; modified by Students (+30%) and Days (195)
PROJECTED REVENUE - SUMMER "GAP" PROGRAM	Est Students	Program Days	Rev/Stu/Day	Amount	
BES Before/After School Care	124	15	16.27	30,282.94	Base = RSRPD Actuals PE 06/30/17; modified by Students (-10%) and Days (15)
OHES Before/After School Care	116	15	16.27	28,247.06	Base = RSRPD Actuals PE 06/30/17; modified by Students (-10%) and Days (15)
ROES Before/After School Care	126	15	16.27	30,712.37	Base = RSRPD Actuals PE 06/30/17; modified by Students (-10%) and Days (15)
MCMS Teen Club	33	15	16.27	7,935.79	Base = RSRPD Actuals PE 06/30/17; modified by Students (-10%) and Days (15)
TOTAL REVENUES	398	15	16.27	97,178.16	Base = RSRPD Actuals PE 06/30/17; modified by Students (-10%) and Days (15)

TOTAL PROJECTED ANNUAL PROGRAM REVENUES	1,994,056.85
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PROJECTED EXPENSES						NOTES
PERSONNEL	Positions	Work Days	Daily Rate	Total Sal/Ben	Annual Cost	Personnel Costs effect Step/Coumn and STRS/PERS statutory increases
Program Director	1	220	561.34	161,592.46	161,592.46	Professional day; 220 work year, comparable to OPUSD elementary principal
Dept Secretary (Admin Assistance)	1	261	199.20	79,938.60	79,938.60	12 month work year; 8 hr/day
Site Leaders	4	210	176.20	58,298.87	233,195.47	6.5hr/day + 6.5hr/wk for prep ; 7a-8:30a/1p-6p; Incl Summer Gap Program
Counselors (Assistants)	40	210	63.00	14,482.48	577,368.37	Student ratio 1:15; 3.5hr/day; Includes "Summer Gap" Program
SUBTOTAL					1,052,094.90	
PROGRAM SUPPORT PERSONNEL						
IA II (Special Ed	4	195	61.32	13,089.41	52,357.63	195 day work year; 3hr/day
High School Student - Homework Help	8	180	17.25	3,398.95	27,191.60	2 per site; 180 day work year; 1.5hr/day @ 11.50 MIN WAGE
Custodian	2	261	90.04	25,724.51	51,449.02	12 month work year; 3.75hr/day
Dept Secretary (Curriculum)	1	261	199.20	79,938.60	79,938.60	12 month work year; 8 hr/day
Accounting Assistant I (Payroll)	1	261	186.32	74,801.06	74,801.06	12 month work year; 8 hr/day
Computer Technician (IT)	1	261	211.52	84,015.50	84,015.50	12 month work year; 8 hr/day
SUBTOTAL					369,753.42	
OPERATING COSTS	Pct/Budget				Annual Cost	
Professional Development	0.55%				10,496.66	Pct based on districtwide Gen Fund ratios Expense to Revenues + 30%
Materials and Supplies	4.01%				75,974.12	Pct based on districtwide Gen Fund ratios Expense to Revenues + 30%
Enrichment Programming	0.73%				13,820.75	Pct based on districtwide Gen Fund ratios Expense to Revenues + 30%
Phone/Postage	0.40%				7,557.89	Pct based on districtwide Gen Fund ratios Expense to Revenues + 30%
Child Nutrition/Food Supplies					96,418.49	Assumes \$1.50/Stu per day (Fruit/Snack Bar/Muffin); 210 days; 50% participation
Other Operating Costs	6.24%				118,327.19	Pct based on districtwide Gen Fund ratios Expense to Revenues + 30%
SUBTOTAL					322,595.11	
INDIRECT COSTS	0.079				137,811.03	
Administration (Human Resources, legal, advertising, insurance, etc.); Facilities, Maintenance, Utilities, etc.						Charged against Expense I15 and I24 (Base Assumptions Worksheet)
SUBTOTAL					137,811.03	

TOTAL PROJECTED PROGRAM EXPENSES	1,882,254.46
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PROJECTED PROGRAM EXCESS/(DEFICIT)	111,802.39	Projected Ending Balance
	5.94%	Projected Fund Reserve

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: JANUARY 16, 2018**

**SUBJECT: B.2.e. APPROVE RESOLUTION #18-02, CALLING FOR FULL AND FAIR FUNDING OF CALIFORNIA'S PUBLIC SCHOOLS**

ACTION

**ISSUE:** Shall the Board approve Resolution #18-02, Calling for Full and Fair Funding of California's Public Schools?

**BACKGROUND:** California has the world's sixth-largest economy and the highest gross domestic product of any state. Yet, we rank near the bottom nationally in funding for public schools, a status that threatens the prosperity of our state and the strength of our communities.

While California lags behind most of the country in public school funding, school districts and county offices of education are facing increased financial pressure from rapidly rising costs. It's time that California end decades of underinvestment in public schools and provide the resources needed to offer all students a high-quality education.

To that end, we urge the State Legislature to fund California's public schools at the national average or higher by the year 2020, and at a level equal to or above the average of the top 10 states by 2025.

**ALTERNATIVES:**

1. Approve Resolution #18-02, Calling for Full and Fair Funding of California's Public Schools.
2. Do not approve Resolution #18-02.

**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	_____	_____	_____	_____

**Oak Park Unified School District**  
“Educating Compassionate and Creative Global Citizens”

**RESOLUTION #18-02 –Calling for Full and Fair Funding of California’s Public Schools**

WHEREAS, California has the sixth largest economy in the world, and the largest Gross Domestic Product (GDP) of any state in the nation; and

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

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

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

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

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

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

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

WHEREAS, in 2007, a bipartisan group of California leaders commissioned a report titled *Getting Down to Facts*, which stated it would take an additional \$17 billion annually to meet the State Board of Education achievement targets for K-12 schools; and

WHEREAS, in 2016, a California School Boards Association (CSBA) report, *California’s Challenge: Adequately Funding Education in the 21<sup>st</sup> Century*, updated the *Getting Down to Facts* data and determined that, adjusting for inflation, an additional \$22 billion to \$40 billion annually would be required to provide all public school students with access to a high-quality education; and

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

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

WHEREAS, in *Robles-Wong v. State of California*, a group of plaintiffs led by CSBA argued that California’s school funding system violated Article IX of the State Constitution by denying all students access to an education that prepares them for economic security and full participation in our democratic institutions; and

WHEREAS, the California Supreme Court declined to hear the case by a 4-3 margin, prompting Justice Goodwin H. Liu to write: “It is regrettable that this court, having recognized education as a fundamental

right in a landmark decision 45 years ago [*Serrano v. Priest* (1971) 5 Cal.3d 584], should now decline to address the substantive meaning of that right.”; and

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

WHEREAS, despite its vast wealth, California has consistently underfunded public education while widening its scope, adding new requirements and raising standards without providing appropriate resources to prepare all students for college, career and civic life; and

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

NOW, THEREFORE BE IT RESOLVED, that the governing board of the Oak Park Unified School District urges the State Legislature to fund California public schools at the national average or higher by the year 2020, and at a level that is equal to or above the average of the top 10 states nationally by 2025 and to maintain, at a minimum, this level of funding until otherwise decreed.

The foregoing Resolution was adopted by the Governing Board of the Oak Park Unified School District on the 16th day of January, 2018 by the following vote:

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

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

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

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

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President, Governing Board of the  
Oak Park Unified School District

I, Barbara Laifman, Clerk of the Governing Board of the Oak Park Unified School District, do certify that the foregoing Resolution was regularly introduced, passed and adopted by the Governing Board at its meeting held on January 16, 2018.

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Clerk, Governing Board of the  
Oak Park Unified School District

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JANUARY 16, 2018**  
**SUBJECT: B.2.f. ACCEPT ANNUAL AUDIT REPORTS FOR FISCAL YEAR 2016-17, INCLUDING BOND MEASURES C6, R, AND S**

ACTION

**ISSUE:** Shall the Board receive and accept the annual audit reports for fiscal year 2016-17, including the audits for Bond Measures C6, R and S?

**BACKGROUND:** As required by Education Code Section 41020 and Article XIII.B of the State Constitution, the Board of Education has employed an independent accounting firm to audit all District financial records and procedures for the fiscal year ending June 30, 2017. Included is the District's general financial audit, as well as the financial and performance audits of the District's three bond funds, Fund 211 (Measure S), Fund 212 (Measure C6), and Fund 213 (Measure R). The audit reports prepared by the accounting firm of Christy White Accountancy Corp. may be accessed at the following links:

- OPUSD 2016-17 Audit – District Financial Statements – <http://bit.ly/OPAudit>
- OPUSD 2016-17 Audit – Measure C6 Bond Fund – [http://bit.ly/OPC6Audit\\_16\\_17](http://bit.ly/OPC6Audit_16_17)
- OPUSD 2016-17 Audit – Measure R Bond Fund – [http://bit.ly/OPRAudit\\_16\\_17](http://bit.ly/OPRAudit_16_17)
- OPUSD 2016-17 Audit – Measure S Bond Fund – [http://bit.ly/OPSAudit\\_16\\_17](http://bit.ly/OPSAudit_16_17)

**ALTERNATIVES:** 1. Accept as record the 2016-17 annual audit reports.  
2. Do not accept the 2016-17 annual audit reports.

**RECOMMENDATION:** Alternative No. 1

**RATIONALE:** Acceptance of the annual audits fulfills the Board's obligation as required by EC 41020 and Article XIII.B of the State Constitution.

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

Respectfully submitted,

W. Knight, Ed.D.

\_\_\_\_\_  
Anthony  
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: JANUARY 16, 2018**  
**SUBJECT: B.2.g. APPROVE SB 1029 BOND DEBT TRANSPARENCY REPORT**

ACTION

**ISSUE:** Shall the Board Approve the District's 2017 SB 1029 Bond Debt Transparency Report?

**BACKGROUND:** At its meeting on December 5, 2017, the Board approved an amendment to the consultant agreement with Dale Scott & Company (DS&C) for preparation and submittal of the District's bond Continuing Disclosure Reports to include the newly required Bond Debt Transparency Report.

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

DS&C has prepared the accompanying report for the Board's review and approval for submittal to CDIAC by January 31, 2018, in compliance with SB 1029 requirements.

**ALTERNATIVES:** 1. Approve the District's 2017 SB 1029 Bond Debt Transparency Report.  
2. Do not approve the SB 1029 Bond Debt Transparency 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	_____	_____	_____	_____

# ANNUAL DEBT TRANSPARENCY REPORT

California Debt and Investment Advisory Commission  
915 Capitol Mall, Room 400, Sacramento, CA 95814  
P.O. Box 942809, Sacramento, CA 94209-0001  
Tel.: (916) 653-3269 Fax: (916) 654-7440

Internet Submission - <b>INITIAL</b>
CDIAC #: 2017-0034
12/13/2017

Completion and timely submittal of this form to the California Debt and Investment Advisory Commission (CDIAC) at the above address will assure your compliance with existing California State law and will assist in the maintenance of a complete database of public debt in California. Thank you for your cooperation.<sup>1</sup>

Information as of Reporting Year End:06/30/2017

## I. General Information

A. Issuer: Oak Park Unified School District

B. Issue Name: Election of 2016 GOBs

C. Project Name: Series A

D. Date of Sale: 03/9/2017

E. Original Principle Amount of Issue: \$15,000,000.00

F. Net Original Issue Premium (Discount): \$585,702.25

G. Proceeds Used to Acquire Local Obligations (Marks-Roos Only): \$0.00

H. Total Reportable Proceeds: \$15,585,702.25

## II. Authority

A. Original Voter/Legislative Body Authorized Amount: \$60,000,000.00

B. Authorization Date: 11/08/2016

C. Authorization Measure/Resolution Name and Number: Measure S

D. Debt Authorized at the Beginning of the Reporting Period: \$60,000,000.00

E. Debt Authorized During the Reporting Period: \$0.00

F. Total Debt Authorized: \$60,000,000.00

G. Debt Issued During Reporting Period: \$15,000,000.00

H. Debt Authorized but Unissued During the Reporting Period: \$45,000,000.00

I. Debt Authority That Has Lapsed During the Reporting Period: \$0.00

J. Total Authorization Remaining at the End of the Reporting Period: \$45,000,000.00

## III. Principal Outstanding

A. Principal Balance at the Beginning of the Reporting Period: \$15,000,000.00

B. Accreted Interest during Reporting Period: \$0.00

C. Total Principal and Accreted Interest: \$15,000,000.00

D. Principal paid during the Reporting Period with Proceeds from Other Debt Issues: \$0.00

E. Principal Payments (not reported in III.D) made during the Reporting Period: \$0.00

F. Principal Outstanding at the End of the Reporting Period: \$15,000,000.00

## IV. Refunding / Refinancing Issues

Source of Refunding/refinancing proceeds in III.D.:

CDIAC NUMBER	REFUNDING/REFINANCING AMOUNT	REDEMPTION/PAYMENT DATE
1.	\$0.00	
2.	\$0.00	
<b>Total Proceeds</b>	<b>\$0.00</b>	

## V. Use of Proceeds

A. Reportable Proceeds

Report Period End	Begin	Spent	Remain
6/30/2017 00:00:00	\$15,585,702.25	\$10,282,334.00	\$5,303,368.25

## B. Expenditure of Proceeds - Fund Level

Fund Category / Purpose	Available	Current Spent	Spent Prior	UnSpent / Remaining
Cost of Issuance	\$282,334.00	\$282,334.00		\$0.00
Reserve Fund	\$476,148.25	\$0.00		\$476,148.25
Construction Fund	\$14,827,220.00	\$10,000,000.00		\$4,827,220.00
<b>Totals:</b>	<b>\$15,585,702.25</b>	<b>\$10,282,334.00</b>		<b>\$5,303,368.25</b>

## C. Expenditure of Proceeds - Detail Level

Fund Category	Purpose Detail	In Report Period	Prior Periods	Total All Periods	Ref CDIA #
Cost of Issuance	Cost of Issuance	\$282,334.00		\$282,334.00	
Construction Fund	Districtwide Solar Install	\$10,000,000.00		\$10,000,000.00	
	<b>Totals:</b>	<b>\$10,282,334.00</b>		<b>\$10,282,334.00</b>	

## VI. ADTR

### Reportable

A. Reportable in Next Fiscal Year: ☒ Yes ☐ No

B. Principal Balance has been: Not-Retired Date:

C. Proceeds have been fully spent: ☐ Yes ☒ No Date:

## VII. Name of Party Completing this Form

First Name: Dante Middle Name: J Last Name: Conti  
 Title: Financial Advisor Firm / Agency: Dale Scott and Company  
 Address: 650 California 8th Floor  
 City: San Francisco State: CA Zip Code: 94108 Phone: 415 9561030 Ext:  
 Email: dconti@dalescott.com Date of Report: 12/13/2017

## VIII. Additional Comments

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JANUARY 16, 2018**  
**SUBJECT: B.2.h. RATIFY ARCHITECTURAL SERVICES AGREEMENTS FOR  
PROJECT 17-35S, KITCHEN IMPROVEMENTS AT MEDEA CREEK  
MIDDLE SCHOOL**

ACTION

**ISSUE:** Shall the Board of Education ratify architectural services agreements for Project 17-35S, Kitchen Improvements at Medea Creek Middle School with HED Architects?

**BACKGROUND:** The Ventura County Health Department notified OPUSD that improvements to the kitchen at Medea Creek Middle School were necessary to comply with Department requirements. The Department provided an early January 2018 deadline for submittal of plans for review and approval. Accordingly, HED Architects was requested to provide a proposal for services to complete this project, now designated as Project 17-35S, Kitchen Improvements at Medea Creek Middle School. As time was of the essence to comply with the established deadline, after thorough review and concurrence of the full Measure S Facility Subcommittee, the two accompanying contracts with HED Architects, specify the scope of services and deliverables. It is respectfully requested that the Board ratify the architectural services agreements for Project 17-35S, Kitchen Improvements at Medea Creek Middle School with HED Architects, in the amount not-to-exceed \$125,200.

**ALTERNATIVES:**

1. Ratify the award of contract with HED Architects, in the total not-to-exceed amount of \$125,200, for Project 17-35S, Kitchen Improvements at Medea Creek Middle School 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	_____	_____	_____	_____

December 4, 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 Medea Creek Middle School Kitchen Renovation –  
Scoping and Program Confirmation.

Dear Martin and Tony:

Thank you for the opportunity to submit this proposal agreement for the Medea Creek Middle School Kitchen Renovation. We appreciate your confidence in our firm to serve your planning needs and look forward to executing this proposal agreement with you.

### **Scope of Services**

This proposal agreement is for Scoping and Program Confirmation for use as basis of design on subsequent construction documentation of the project.

Harley Ellis Devereaux (HED) proposes to provide the following architecture services:

1. Obtain as-builts from Oak Park Unified School District and conduct preliminary review of existing conditions.
2. Review sheets AD101 and A102 of the drawings dated 4/28/17 by Dougherty, the scheme chosen which shows the existing Hall 228 to be incorporated into the Kitchen and Support space to enlarge it.
3. Program Confirmation - Meeting with OPUSD (Food Services Director and Facilities Manager) at Medea Middle Creek School Kitchen to validate program.
4. Basis of Design (Scope) - Generate drawings incorporating input from OPUSD (Food Services Director and Facilities Manager) from the meeting mentioned above, for OPUSD (Food Services Director and Facilities Manager) final confirmation.

### **Deliverables**

1. Wednesday, 12/6/17: Meeting with OPUSD (Food Services Director and Facilities Manager) at Medea Middle Creek School Kitchen to get feedback on how to develop the design package from Dougherty (Webb Foodservice Design and HED to attend). Part of the discussion will include material finishes.

# HED

Martin Klauss  
Assistant Superintendent  
Business and Administrative Services  
December 4, 2017  
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2. Friday, 12/8/17: Webb Foodservice Design sub consultant to revise design, provide budget costing for the kitchen equipment.
3. Friday, 12/8/17: HED to review, add material finishes and send PDFs to OPUSD for review.
4. Friday, 12/8/17: Videoconference call for OPUSD to give final design comments.
5. HED Designer to set up Revit files on HED title block and incorporate HED standards.
6. Friday, 12/8/17: HED Project Architect to generate drawings for reworking the wheelchair lift, stairs and entry to the back of Stage 230 to meet ADA code for access.
7. Friday, 12/8/17: Provide OPUSD with package for Balfour Beatty to work on a cost estimate to be finished 12/11/17. Package will include all of the above. Any comments from OPUSD at the 12/8 videoconference will either be incorporated in Revit or marked up to be picked up on Monday, 12/11.

By Monday, 12/11/17 EOD: HED to provide a proposal to begin work in Construction Documents based on final design and to submit to health department by 12/28.

## **Fee Proposal**

### *Basic Services Fee*

HED's fee for providing the above outlined services will be on an hourly basis allowance of **Twelve Thousand One Hundred dollars (\$12,100.00)** excluding reimbursable expenses as outlined.

### *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:

- Agency fees
- 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

### *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	\$230.00



Martin Klauss  
Assistant Superintendent  
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December 4, 2017  
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Project Architect	\$200.00
Senior Designer	\$179.00
Designer	\$85.00
Lead Mechanical Engineer	\$270.00
Senior Mechanical Engineer	\$189.00
Mechanical Engineer	\$92.00
Lead Electrical Engineer	\$270.00
Senior Electrical Engineer	\$165.00
Electrical Engineer	\$132.00
Webb Foodservices Principal	\$200.00
Webb Design/Creative Director	\$175.00
Webb Foodservices Project Manager	\$150.00
Webb Foodservices Assoc. PM	\$135.00
Webb Foodservices Job Captain	\$120.00
Webb Foodservices Admin	\$80.00

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

## **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 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
David Decker	Project Architect
Sylvia Wallis	Associate, Senior Designer



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Samantha Aisawa	Designer
Bharat Patel	Principal, Lead Mechanical Engineer
Ali Hosseini	Senior Mechanical Engineer
Bo Yi	Mechanical Engineer
Sean Bani	Principal, Lead Electrical Engineer
Freddie Angelito	Senior Electrical Engineer
Gerard Palody	Electrical Engineer

#### *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 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*

Budget costing for the kitchen equipment by Webb Foodservice Design is included in the Construction Document Phase.

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.





Martin Klauss  
Assistant Superintendent  
Business and Administrative Services  
December 4, 2017  
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### *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.

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,

John R. Dale, FAIA  
Principal-in-Charge

Accepted for OPUSD by:

Signature (s)

Martin Klauss, Assistant Superintendent, Business and Administrative Services 12/05/17  
Printed Name and Title



Martin Klauss  
Assistant Superintendent  
Business and Administrative Services  
December 4, 2017  
Page 6

December 5, 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 OPUUSD.



*Advancing your world*

**WWW.HED.DESIGN**

December 18, 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 Medea Creek Middle School Kitchen Renovation

Dear Martin and Tony:

Thank you for the opportunity to submit this proposal agreement for the Medea Creek Middle School Kitchen Renovation. We appreciate your confidence in our firm to serve your planning needs and look forward to executing this proposal agreement with you.

### **Scope of Services**

This proposal agreement is based upon our understanding of the scope of work and the attached Exhibit A.

The Kitchen and Support space will be approximately 780 s.f. and the Servery will be 663 s.f. at the adjacent Multi-Use Assembly room, this triggers the need for reworking the wheelchair lift, stairs and entry to the back of Stage 230 to meet ADA code for access.

Harley Ellis Devereaux (HED) proposes to provide the following architecture and engineering services to execute the scope of work beginning in the design development phase up through DSA close out:

1. Food Service Design: Webb Foodservice Design sub consultant to provide a set of revised drawings, assist the design team in the coordination and development of design documents, provide budget costing for the kitchen equipment, Health Department and DSA submittals, bidding and construction administration (CA). CA includes: (1) punch list on site, responding to foodservice related RFI's, review custom equipment submittals (2 PDF reviews), review buy out equipment submittals (2 PDF reviews) and to provide a written punch list report.
2. Mechanical Engineering:
  - HVAC – The first step will be to do a site visit to verify the loads and existing capacity on 12/19/17 to stay on schedule.



Martin Klauss  
Assistant Superintendent  
Business and Administrative Services  
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The existing HVAC system consists of new rooftop package units recently installed, therefore the intent is to see if only redistribution is needed to accommodate the new heat load of the kitchen. If this is not possible, the worst case scenario will be to add more rooftop package units.

The intent is to recycle the existing kitchen hood exhaust fan over the existing 4 burner stove if it can meet the capacity needed to pull air from the new 6 burner stove. The worst case scenario will be for the kitchen hood exhaust fan will be replaced with one with more capacity. The make-up air system will be replaced with a new system that will have a larger capacity.

If both of the worst case scenarios described above occur, there will be a credit of approximately \$1500.

The kitchen hood fire suppression system will be upgraded to comply with the latest Code. It will be an Ansul system.

1. There is additional heat generating equipment therefore shall assume a new HVAC equipment will be required.
2. We shall assume a new Ansul system. This will be designed by Ansul but shown our drawings.
3. New ductwork distribution
4. New ceiling with new ceiling diffusers
5. Fire suppression system is design build
6. New hood exhaust fan

- Plumbing

The new plumbing system will accommodate the new sinks and equipment. A new grease interceptor will be sized and will be located by others. Floor sinks will be installed in accordance with codes. We shall assume that a fire suppression system is by others (if required)

1. Coordination with the kitchen consultant
2. Connections to new equipment
3. Floor drainage with indirect connection
4. Sizing of grease interceptor
5. Connection to new sinks

3. Electrical Engineering:

- Pre-Design:  
One site visit & Meetings
- Design phases:  
Fire Alarm System:



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Assistant Superintendent  
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Devices layout, calculating Battery Calculation, Voltage Drop Calculation, HVAC Shutdown, Riser Diagram (includes demo plans)

**Lighting System:**

Lighting Fixture selection, Photometric Calculation, Circuiting, Lighting Controls, Panel Schedules, and Title-24 (includes demo plans)

**Power System:**

The first step will be to do a site visit to verify the loads and existing capacity on 12/19/17 to stay on schedule.

Load calcs will determine if there is a need for upgrading the Electrical Service for the kitchen, Appliances Circuiting, HVAC Circuiting, Panel Schedule, Load Calculation, Single Line Diagram (includes demo plans)

**Low Voltage System:**

PA Speakers, Data outlets (it will be limited to expanding existing system)

- Plan check and bidding:
- CA Phase: The scope during CA is limited to the scope listed above. The 1992 blueprint set provided by the District are the basis for this proposal.

**4. Structural Engineering:**

- Removal of existing wall between kitchen and hallway
- Enclose exterior wall openings at both ends of existing hallway
- New or relocated wheelchair lift at stage area
- Fill-in stage area at old location of wheelchair lift
- New exterior door opening at wheelchair lift
- Anchorage of basic kitchen equipment for the DSA submittal

**5. Architectural:**

- Site visit to verify as built drawings
- Code analysis
- Preparation of drawings for submittal to health department
- Materials selection
- Development of contract documents
- Coordination with mechanical, electrical, plumbing, food service, structural, and cost estimator
- Preparation of drawings for submittal to DSA
- Construction Administration: RFI responses



Martin Klauss  
Assistant Superintendent  
Business and Administrative Services  
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- Construction Administration: weekly site visits for a duration of 12 weeks.

### **Deliverables**

- 1) All drawings will be modeled in Revit (LOD-300) or AutoCAD 2017 format
- 2) 100% DD drawings for district review and approval including food service plans and equipment specs
- 3) 100% CD drawings including food service plans and equipment specs
- 4) Health Department submittal and corrections
- 5) DSA submittal and corrections

### **Exclusions**

- Landscape Architect
- Civil Engineering
- Cost Estimator
- As-Builts / Base Drawings (in digital format): If the as built drawings are not accurate, HED will submit a proposal for additional scope to redraw the as built drawings.
- Site survey update: We would expect OPUSD to furnish adequate survey information and to update it if it was deemed necessary.
- Geotechnical Reports
- Arborist
- Value Engineering
- Structural HVAC Option not included in Base Project Fee
  1. Support and anchorage of rooftop equipment as necessary for kitchen expansion
  2. Support and anchorage of ductwork revisions as necessary for kitchen expansion

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.



Martin Klauss  
Assistant Superintendent  
Business and Administrative Services  
December 18, 2017  
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## **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 of **(\$108,300.00)** excluding reimbursable expenses as outlined. If the Structural HVAC Option is needed, an additional **(\$2800.00)** fee will be added with advanced notice.

### *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:

- Agency fees
- 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.

Changes beyond 15% of the square footage size assumptions listed under Scope of Services will require additional services.

### *Hourly Rates*

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



Martin Klauss  
Assistant Superintendent  
Business and Administrative Services  
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Principal-in-Charge	\$270.00
Project Manager	\$230.00
Project Architect	\$200.00
Senior Designer	\$179.00
Designer	\$85.00
Lead Mechanical Engineer	\$270.00
Senior Mechanical Engineer	\$189.00
Mechanical Engineer	\$92.00
Lead Electrical Engineer	\$270.00
Senior Electrical Engineer	\$165.00
Electrical Engineer	\$132.00
Webb Foodservices Principal	\$200.00
Webb Design/Creative Director	\$175.00
Webb Foodservices Project Manager	\$150.00
Webb Foodservices Assoc. PM	\$135.00
Webb Foodservices Job Captain	\$120.00
Webb Foodservices Admin	\$80.00

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

## **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 the Design Development work on the project by December 18th with receipt of your authorization to proceed. The fee attached is developed based on the following assumptions:

The timeline assumes the milestones below:





Martin Klauss  
Assistant Superintendent  
Business and Administrative Services  
December 18, 2017  
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Dec 18, 2017 – Jan 12, 2018:

- 1) Design Development (DD) for Health Department Submittal of DD set by January 12, 2018
- 2) DSA application submitted
- 3) Send design concept to DSA for preliminary review

January 15- 26, 2018:

Construction Documents and Health Department Submittal/DSA Submittal

January- June 2018 (5 months)

DSA Review

January- March 2018 (2 months)

Bidding

June 2018-August 2018 (3 months)

Construction Administration and DSA close out. Weekly site visits by HED, for a total of 12.

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

### *Termination, Suspension or Abandonment*



Martin Klauss  
Assistant Superintendent  
Business and Administrative Services  
December 18, 2017  
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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*

Budget costing for the kitchen equipment by Webb Foodservice Design is included in the Construction Document Phase.

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.

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



Martin Klauss  
Assistant Superintendent  
Business and Administrative Services  
December 18, 2017  
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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,

John R. Dale, FAIA  
Principal-in-Charge

JRD:jrd

[Enclosures]

Accepted for OPUSD by:

---

Signature (s)

---

Printed Name and Title

---

Date

---

Signature (s)

---

Printed Name and Title

---



Martin Klauss  
Assistant Superintendent  
Business and Administrative Services  
December 18, 2017  
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---

Date

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JANUARY 16, 2018**  
**SUBJECT: B.2.i. RATIFY MEASURE S PURCHASE AGREEMENTS FOR MEASURE S CONSTRUCTION MANAGEMENT DEPARTMENT EQUIPMENT**

ACTION

**ISSUE:** Shall the Board ratify purchase agreements for equipment to support the Measure S Construction Management (CM) Department function, to be funded from the Measure S bond fund?

**BACKGROUND:** As the Measure S bond program moves into its second year, and construction project priorities are being identified for 2018, it is necessary to provide appropriate work space and equipment for the Measure S CM Department. The Measure S facility subcommittee, in consultation with administration and construction management staff, has identified the need to purchase a construction job trailer to serve as CM offices and to hold meetings with contractors and architects, etc. Also identified was the need for a photocopier to duplicate and copy documents, drawings, plans, etc. Acting on the subcommittee's recommendation, purchase contracts were issued to the specified vendors for the referenced equipment and related services:

COMPANY	SCOPE OF WORK	AMOUNT
Mobile Modular Corp.	Furnish/Set Up CM Job Trailer	\$ 23,130
Taft Electric Company	Electric System Upgrade/Connection	\$ 14,175
Document Systems	Furnish/Install Ricoh Photocopier (1 each)	\$ 11,344
<b>Total Cost</b>		<b>\$ 48,649</b>

It is respectfully requested that the Board ratify purchase contracts for, Measure S CM Department equipment, to be funded from the Measure S bond fund.

- ALTERNATIVES:**
1. Ratify the award of purchase contracts for Measure S Construction Management Department equipment to Mobile Modular Management Corporation, in the amount of \$22,846, to Taft Electric Company, Inc., in the amount of \$14,175, and to Document Systems, in the amount of \$11,344, to be funded from the Measure S bond fund.
  2. Do not ratify the purchase contracts for CM equipment.

**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	_____	_____	_____	_____



MEASURES BOND CONSTRUCTION OFFICE

Mobile Modular Management Corporation  
11450 Mission Blvd.  
Mira Loma, CA 91752  
Phone: (951) 360-6600  
Fax: (951) 360-6622  
www.mobilemodular.com

## Sale Quotation and Agreement

Quotation Number: 174572  
Customer PO/Ref:  
Date of Quote: 11/21/2017

### Sign up for the Easy Sale Option (see end of document for details)

Customer Information	Site Information	Mobile Modular Contact
Oak Park USD 5801 E. Conifer Street Oak Park, CA 91377  Keith Henderson khenderson@opusd.org Phone: (805) 264-4133	Oak Park USD 5801 Conifer Street Oak Park, CA 91377	<b>Questions?</b> Contact: Oscar Silva oscar.silva@mobilemodular.com Direct Phone: (951) 360-5148 Fax:

Product Information	Qty	Purchase Price	Extended Purchase Price	Taxable
Special Custom Sale, Single	1	\$15,941.20	\$15,941.20	Y
Charges Upon Delivery	Qty	Charge Each	Total One Time	Taxable
<b>Special Custom Sale, Single</b>				
Block and Level Building (A3)	1	\$163.07	\$163.07	N
Delivery Haulage General	1	\$2,550.00	\$2,550.00	N
Fee, License or Registration for Sale	1	\$452.31	\$452.31	N
Install Foundation, Tiedown (Blvl) (PW)	10	\$91.30	\$913.00	Y
Prevailing WageCert. Payroll				
Installation, Skirting, Wood (PW)	88	\$17.00	\$1,496.00	Y
Prevailing WageCert. Payroll				
			\$5,574.38	

Total Estimated Charges				
	Subtotal		\$21,515.58	
	Taxes		\$1,613.63	
	<b>Total Charges (including tax)</b>		<b>\$23,129.21</b>	

Special Notes
<p><b>Block/Level:</b> Price assumes building is installed using Mobile Modular standard foundation. Mobile Modular assumes installation on the minimum foundation design criteria/tolerances. For DSA buildings, it is assumed building will be installed on the minimum amount of foundation lumber per the applicable DSA approved stockpile drawings and site will not exceed 4-1/2" out of level. Additional material and labor charges apply for installing buildings above minimum foundation design criteria, raising buildings to meet specific finish floor elevations, raising building level to adjacent buildings, landings, walkways, transitions, etc.</p> <p><b>Delivery Date:</b></p> <p><b>Delivery Date:</b> Delivery date will not be confirmed until Mobile Modular receives and approves the signed Agreement and all credit conditions have been met.</p> <p><b>Delivery of Equipment:</b></p> <p><b>Delivery of Equipment:</b> Customer is responsible for selecting a suitable site and directing Mobile Modular on exact placement/orientation of the Equipment. Customer shall physically mark the site/pad to indicate corner locations for Equipment placement.</p> <p><b>Fire Related Items:</b> Unless noted, fire related items (alarms, sprinklers, smoke &amp; heat detectors, and fire-rated walls, etc.) are not included.</p> <p><b>HCD Building Modifications - State Inspection Required:</b> The quoted modifications include preparation and use of plans and schematics for construction and inspection purposes as required by the Department of Housing and Community Development (HCD). Failure of any provider to comply with this inspection and approval process for building modifications may be cause for a denial of building occupancy from either the Department of Housing and Community Development (HCD) or the local jurisdiction.</p> <p><b>Pilot Cars &amp; Haul Permits:</b> Pricing does not include transportation pilot cars &amp; haul permits. Occasionally additional charges occur due to city re-routing or city/county requirements. If such requirements are applicable, Customer will be notified prior to delivery.</p> <p><b>Site Installation Requirements:</b> Prior to delivery, Customer shall mark the four corners where the building is to be placed on the site/pad location, and shall also mark the locations of door(s) and ramp(s). Should special handling be required to position, install, or remove the classroom on Customer's site due to site conditions/constraints and/or obstructions, Customer will be responsible for additional charges.</p>



# Sale Quotation and Agreement

Quotation Number: 174572

Customer PO/Ref:

Date of Quote: 11/21/2017



Additional rolling charges may be applicable as site conditions necessitate.

**Site Plan Review:** Mobile Modular is not responsible for review and verification of Customer's site plans, civil plans, soils tests/survey's, etc. It is the responsibility of the Customer to ensure the site plans and site conditions meet applicable codes and governing body approvals. This includes, but is not limited to, ensuring the building pad/site allows for standard delivery and installation based on the minimum foundation design tolerances as per applicable approved stockpile drawings/foundation design.

**Stairs:** Mobile Modular will provide standard 30" fixed height, one-piece metal stairs are at no additional charge. Securing stairs to the modular, adjusting stairs to the threshold of the doorway, adjusting the treads, landing or handrails to meet local, state or federal requirements are the sole responsibility of the Customer.

**Used building sale:**

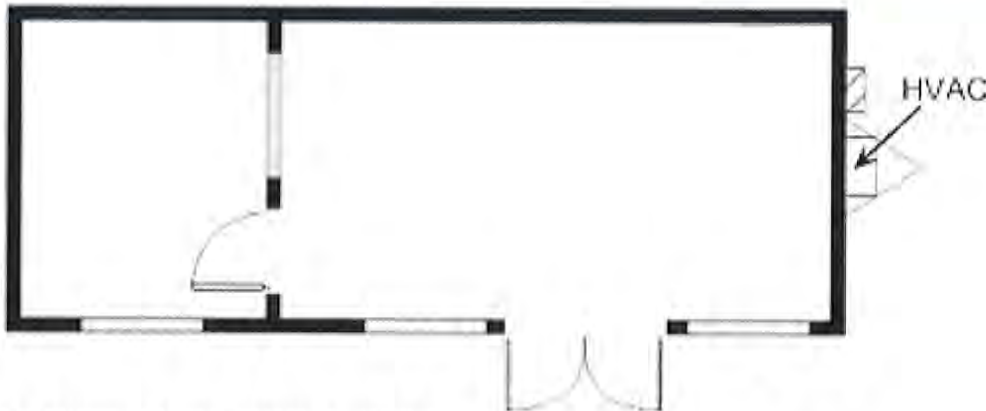
**Quotation is for a used modular building sold in "as is" condition. Unless stated otherwise, MMMC will only perform a general cleaning & repair, reseal the roof, doors & windows, and test the electrical, mechanical & plumbing systems to ensure working condition at the time of delivery. For warranty information, please refer to the Supplemental Sale Terms and Conditions located on Seller's website at:**

**<https://www.mobilemodular.com/Content/Documents/ContractTerms/Supplemental-Sale-T-and-C.pdf>**

**Yes - Prevailing Wage:** Pricing includes prevailing wage and certified payroll for installation work performed on site.

## Floor Plans

Special Custom Sale, Single



All drawings and specifications are nominal.

## Additional Information

- Quote is valid for 30 days.
- Customer's site must be dry, compacted, level and accessible by normal truck delivery. Costs to dolly, crane, forklift, etc. will be paid by customer. Unless noted, prices do not include permits, stairs, foundation systems, temporary power, skirting, engineering, taxes or utility hookups.
- Subject to equipment availability. Unless noted, equipment and related furnishings, finishes, accessories and appliances provided are previously leased and materials, dimensions, and specifications vary. Detailed specifications may be available upon request.
- This transaction is subject to prior credit approval and all terms, conditions, and attachments of MMMC's standard contract.
- Down Payment required on execution.
- **Sales Tax will be calculated based on the tax rate at the time of invoicing.**
- **Unless otherwise noted, prices do not include prevailing wages, Davis-Bacon wages, or other special or certified wages.**

# Sale Quotation and Agreement

Quotation Number: 174572  
Customer PO/Ref:  
Date of Quote: 11/21/2017



## Mobile Modular Easy Sale. Sign Me Up!

**Getting your modular building on its way has never been easier... and faster.** With Mobile Modular Easy Sale you can convert your Sale Quotation directly into a Sale Agreement by signing below. Once we receive your signed Easy Sale option, we'll finalize your building details and get your project on its way.

### Review and acknowledge agreement.

This Quotation is subject to Mobile Modular Management Corporation, a California corporation, herein known as seller (the "Seller"), credit approval of Customer, herein known as buyer (the "Buyer"). Seller does not warrant that the equipment meets any local or state code not specifically listed herein. Equipment is subject to availability. By signing below, customer accepts the terms of this quotation including prices and specifications, and instructs Seller to make appropriate arrangements for the preparation and delivery of the Equipment identified herein, and agrees that such signature constitutes customer's acceptance of and agreement to the Seller's Sale Agreement. Such sale, and customer's agreement thereto, is subject to Seller's standard terms and conditions located on the Seller's web site at ([www.mobilemodular.com/contractterms](http://www.mobilemodular.com/contractterms)) which are incorporated by reference herein. Customer may request a copy of the terms and conditions from Seller. No alterations, additions, exceptions, or changes to any Quotation or Agreement made by Buyer shall be effective against Seller, whether made hereon, contained in any printed form of Sale or elsewhere, unless accepted in writing by Seller. Any customer purchase order or other customer-provided document purporting to replace, supersede or supplement the terms and conditions of the Seller's Sale Agreement shall carry no force or effect except as an instrument of billing.

**Seller:**

Mobile Modular Management Corporation

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

**Buyer:**

Oak Park USD

Signature: \_\_\_\_\_

Print Name: MARTIN KLAUSS

Title: ASST Supt, BUSINESS

Date: 12.05.17

✓  
ORDER  
12/5/17

DELIVER WEEK OF  
DECEMBER 18, 2017



# 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 DISTRICT OFFICE "NEW TRAILER HOOK UP"-BID #0817

Revision 1 due to transformer to be racked and not floor mounted and new breaker installed

DECEMBER 21, 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..... \$14,175

### SCOPE OF WORK:

Run new pipe and wire from existing main gear and tie into newly installed 480 volt, 100 amp, 3 phase breaker. Run surface mounted pipe out of gear, and connect to new 75 KVA transformer mounted on new rack above existing transformer. Run exposed conduit along exterior wall and connect to new 200 amp 3 phase, 208/120 volt panel to be mounted on fence by TEC. From 200 amp panel, run conduit and wire to supply 100 amps of power to existing panel on trailer. Wire up and test.

Also run 2 2" sleeves stubbed out of existing dog house up high and stub into new trailers ceiling space.

### 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

Lead time on panel and transformer, 2-3 working days

### EXCLUSIONS:

1. Temporary power and lighting.
2. Cutting, patching and replacement of pavement and sidewalk.
3. All permit costs and fees.
4. Utility charges and fees.
5. Cost of a Bond. We are bondable at 1%.
6. All formed and finished concrete, housekeeping pads, and light pole bases.
7. Access panels, telephone plywood backboards and fire rated cabinet enclosures.
8. HVAC and EMS equipment, devices, low voltage conduit, wire and terminations.
9. Surveying and staking.
10. Trenching and backfill
11. Painting, patching or drywall repair
12. Rack for new transformer
13. 100 amp panel to feed trailer, panel should be existing.

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

*McGraw*  
12.21.17

*KA*  
12/21/17  
ON TRAILER ELECTRICAL

C:\Users\mtovias\Desktop\OPUSD DO TRAILERrev1.doc

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

# Document Systems PURCHASE AGREEMENT

Document Systems  
300 N. Graves Suite E.  
Oxnard, CA 93030  
Phone: (805)650-6482 Fax: (805)983-0956

Sales Rep	Frank
Agreement Number	
Contract Date:	11/14/2017

CUSTOMER INFORMATION SHIP TO:		CUSTOMER INFORMATION BILL TO:	
COMPANY NAME <b>Measure S - OPUSD</b>		COMPANY NAME	
ADDRESS <b>5701 E Conifer St.</b>	Suite	ADDRESS	Suite
<b>Oak Park, CA</b>	Zip Code <b>91377</b>	CITY, STATE, ZIP	Zip Code
<b>818 735 3254</b>	FAX #	PHONE #	FAX #
CONTACT NAME <b>Annette Segal/Julie Suarez</b>		EMAIL ADDRESS	CONTACT NAME

## ORDERED ITEMS & RATES CUSTOMER WILL ACCEPT & PAY FOR THE FOLLOWING MERCHANDISE:

QTY	ITEM # / PRODUCT CODE	DESCRIPTION	SERIAL NUMBER	ID #	UNIT PRICE	TOTAL AMOUNT
1		Ricoh MPC6004EX			\$10,577	\$ 10,577.00
		Finisher				
		Punch				
		Paper Deck				
		FAX				

SPECIAL INSTRUCTIONS:	US Communities Contract Pricing #4400003732
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NO TERMS OR CONDITIONS, EXPRESS OR IMPLIED, ARE AUTHORIZED UNLESS THEY APPEAR ON "ORIGINAL" OF THIS ORDER.

\* TERMS: THE EQUIPMENT INDICATED ABOVE IS PURCHASED UNDER THE DOCUMENT SYSTEMS STANDARD TERMS AS FOLLOWS:

1. THE SELLER RETAINS A SECURITY INTEREST IN ALL EQUIPMENT AND SUPPLIES DESCRIBED IN THIS AGREEMENT UNTIL THE PURCHASE PRICE IS PAID IN FULL
2. IN THE EVENT BUYER DEFAULTS IN PAYMENT THE BUYER WILL BE LIABLE FOR THE PAYMENT OF ANY LEGAL FEES OR COSTS INCURRED IN SUSTAINING OR PROTECTING THE SECURITY INTEREST OR IN ENFORCING THE TERMS OF THE SECURITY AGREEMENT & UPON DEMAND THE BUYER AGREES TO MAKE THE EQUIPMENT AVAILABLE TO THE SELLER AT A LOCATION TO BE DETERMINED BY THE SELLER.
3. Payment terms payable upon installation.

SUBTOTAL	\$10,577.00
DELIVERY & INSTALL	\$0.00
CA Tax	\$766.83
TOTAL	\$0.00
LESS DEPOSIT	
TOTAL DUE	\$11,343.83

A PHOTOCOPY OF THIS AGREEMENT SHALL BE SUFFICIENT AND SERVES AS A FINANCIAL STATEMENT. THIS IS A BINDING ORDER, NOT SUBJECT TO CANCELLATION. NO TRIALS ACCEPTED. THIS ORDER CANNOT BE CHANGED EXCEPT IN WRITING BY A Document Systems OFFICER.

ACCEPTED BY DOCUMENT SYSTEMS	ACCEPTED BY CUSTOMER
AUTHORIZED SIGNATURE REQUIRED	AUTHORIZED SIGNATURE REQUIRED
PRINTED NAME	PRINTED NAME

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JANUARY 16, 2018**  
**SUBJECT: B.2.j. AUTHORIZE AND AWARD CONSTRUCTION CONTRACTS  
FOR MEASURE S PROJECT 18-01S, FOOTBALL FIELD FENCING  
AT OAK PARK HIGH SCHOOL**

ACTION

**ISSUE:** Shall the Board authorize Project 18-01S, Football Field Fencing at Oak Park High School and award a construction contract associated with this work, to be funded from the Measure S bond fund?

**BACKGROUND:** The Board-approved Needs Assessment plan and the Measure S Planning Committee priorities approved in May 2017 collectively outline the District's plan for facility construction, modernization, and safety improvements utilizing Measure S funds. The Measure S facility subcommittee, in consultation with administration and construction management staff, has identified the need to replace the fence at the top of the slope on the south side of the Oak Park High School football field as essential as it is badly deteriorated and poses a safety hazard. The accompanying quotes have been received for this work, now identified as Measure S Project 18-01S, Football Field Fencing at Oak Park High School, and are recapped here:

<u>COMPANY</u>	<u>SCOPE OF WORK</u>	<u>AMOUNT</u>
Carter Fence Company	Furnish/Install Chain Link Fence	\$ 56,370
Fence Factory	Furnish/Install Chain Link Fence	\$ 64,204

It is recommended that Board authorize this project and award a construction contract to Carter Fence Company to Furnish/Install Chain Link Fence, in the amount of \$56,370, to be funded from the Measure S bond fund.

**ALTERNATIVES:**

1. Authorize Project 18-01S, Football Field Fencing at Oak Park High School, and award a construction contract to Carter Fence Company to Furnish/Install Chain Link Fence, in the amount of \$56,370, to be funded from the Measure S bond fund.
2. Do not authorize and award a construction contract for this project.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

---

Anthony W. Knight, Ed.D.  
Superintendent

---

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

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



NEW FENCING BETWEEN FOOTBALL  
AND LOWER FIELD @ OPHS

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

PROPOSAL/CONTRACT  
No 95632

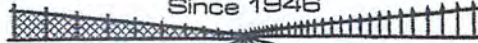
Contractor's License #304464

We Also Accept



**CARTER**  
FENCE CO. INC

Since 1946



carterfence.com

13207 SHERMAN WAY  
NORTH HOLLYWOOD, CA 91605-4649  
(818) 765-0844 (818) 983-1515  
(661) 257-2002 (805) 517-1136  
Fax (818) 765-0360

TO: OAK PARK UNIFIED SCHOOL DISTRICT 5801 CONIFER STREET OAK PARK, CA 91377  
PHONE 818-735-3210 EMAIL: JSUAREZ@OAKPARKUSD.COM ATTN: JULIE SUAREZ DATE 11/8/17

840' LINEAL FEET OF FENCING, WITHOUT TOP RAIL, AS SPECIFIED HEREIN.		TO FURNISH AS SPECIFIED BELOW FOR INSTALLATION AT AND/OR SHIPMENT TO:	
FENCE HEIGHT OVERALL	6' FT.	OAK PARK HIGH SCHOOL	399 N. KANAN ROAD OAK PARK, CA 91377
INCLUDING	NONE	840' GALVANIZED C/L	lin. ft. complete fence style, appr. 72" in. high 9 ga. 2" mesh
STRANDS OF BARBED WIRE			lin. ft. complete fence style, appr. in. high ga. mesh
FRAMEWORK TO BE	CHAIN LINK		lin. ft. complete fence style, appr. in. high ga. mesh
ORNAMENTAL IRON IS SUBJECT TO RUST. PAINT WARRANTY IS 60 DAYS.		LINE POSTS	SCH 40 2 3/8" O.D. set in 2' (+/-) feet of concrete, spaced 10' feet on center
		LINE POSTS	for fence to be O.D. set in feet of concrete, spaced feet on center

DIAGRAM

(FOOTBALL/BASEBALL FIELD) - (PER ATTACHED DIAGRAM)

\* REMOVE AND HAUL AWAY DAMAGED EXISTING 6' HIGH CHAIN LINK FENCE AND (2) GATES. INSTALL APPROXIMATELY 840' OF 6' HIGH GALVANIZED 9 GAUGE 2" MESH CHAIN LINK FENCE, IN STABLE LOCATION TO BE DETERMINED BY CUSTOMER, WITH SCHEDULE 40 POSTS, 1 5/8" SCHEDULE 40 TOP RAIL, AND 7 GAUGE COIL SPRING TENSION WIRE PLUS (2) 6' x 6' HIGH SINGLE GATES.

\$48,590.00

OPTION: INSTALL (2) 6' x 6' HIGH SINGLE GATES WITH V.D. #99 KEYED ENTRY WITH PULL HANDLE AND PANIC CRASH OUT, SELF CLOSING HINGES, AND 10" KICK PLATES.

\$7,780.00 EXTRA

\* NOTE: EXISTING POSTS AND EXCESS CONCRETE TO BE CUT JUST BELOW GRADE- EXISTING CONCRETE HUBS TO REMAIN

\* CUSTOMER TO DETERMINE FENCE LINE

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 DUSTIN COFFER

X

PRICE \$

56,370.00

WITH OPTION

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

\* NOTE: TRUCK ACCESS TO FIELD REQUIRED

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

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.

	O.D. set in	ft. of concrete
CORNER POSTS	SCH 40 2' (+/-)	ft. of concrete
CORNER POSTS	O.D. set in	ft. of concrete
END POSTS	SCH 40 2' (+/-)	ft. of concrete
END POSTS	O.D. set in	ft. of concrete
GATE POSTS	SCH 40 2' (+/-)	ft. of concrete
GATE POSTS	O.D. set in	ft. of concrete

	O.D. set in	ft. of concrete
GATE POSTS	SCH 40 2' (+/-)	ft. of concrete
GATE POSTS	O.D. set in	ft. of concrete

	O.D. set in	ft. of concrete
END POSTS	SCH 40 2' (+/-)	ft. of concrete
END POSTS	O.D. set in	ft. of concrete

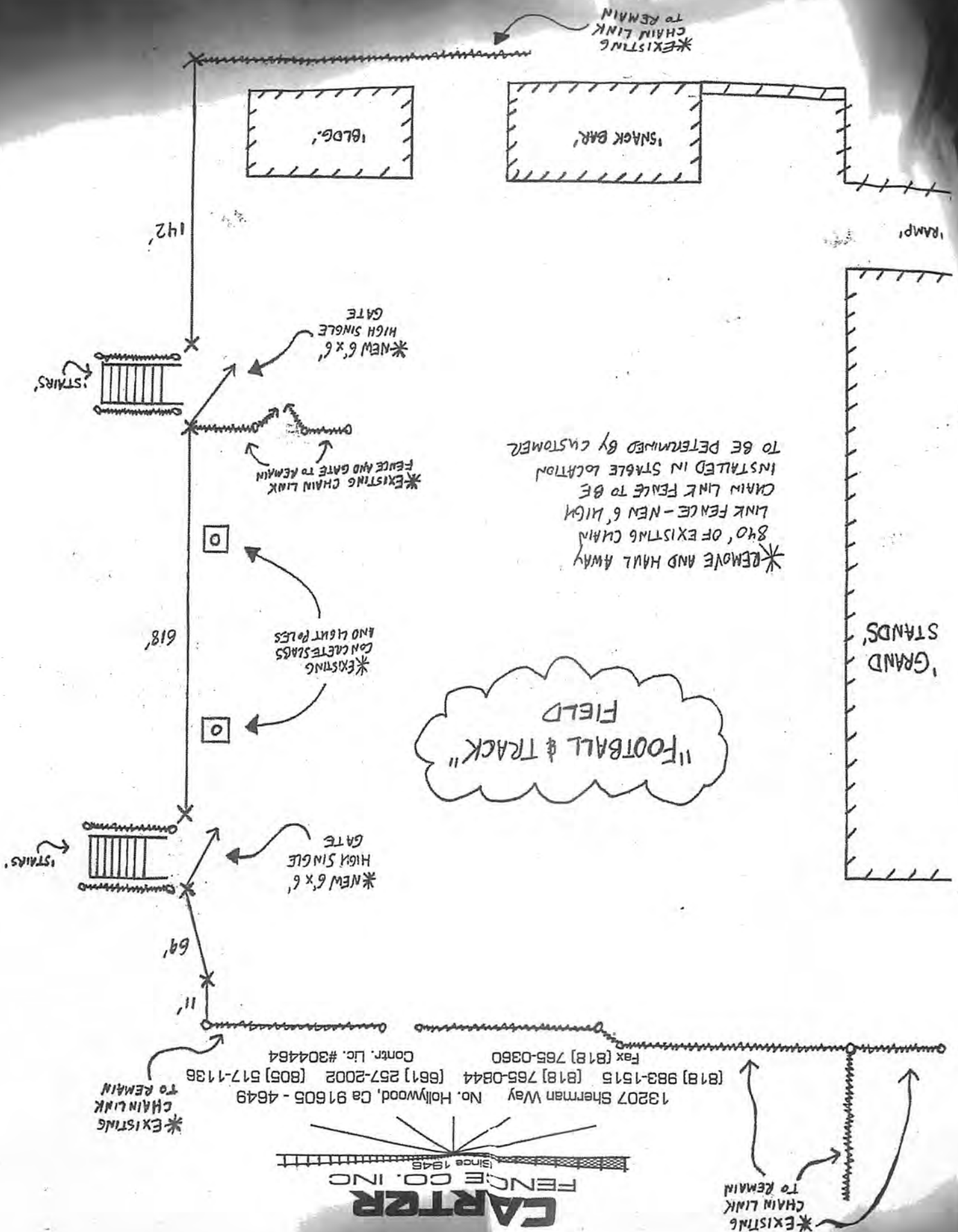
	O.D. set in	ft. of concrete
CORNER POSTS	SCH 40 2' (+/-)	ft. of concrete
CORNER POSTS	O.D. set in	ft. of concrete

	O.D. set in	ft. of concrete
CORNER POSTS	SCH 40 2' (+/-)	ft. of concrete
CORNER POSTS	O.D. set in	ft. of concrete

	O.D. set in	ft. of concrete
CORNER POSTS	SCH 40 2' (+/-)	ft. of concrete
CORNER POSTS	O.D. set in	ft. of concrete

	O.D. set in	ft. of concrete
CORNER POSTS	SCH 40 2' (+/-)	ft. of concrete
CORNER POSTS	O.D. set in	ft. of concrete





NEW FENCING BETWEEN FOOTBALL  
AND LOWER FIELD @ OPHS



MATERIAL SALES AND CONTRACTING BRANCHES  
1-800-61 FENCE

WEB ADDRESS:  
WWW.FENCEFACTORY.COM

**PROPOSAL & CONTRACT**

Contractors License No. 275524  
Work Order No. :  
Date:

10/16/2017

x AGOURA DIVISION \*\*  
29149 Agoura Road  
Agoura, CA 91301  
Ph. (818) 889-2240  
Fax (805) 497-3479

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

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

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

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

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

Proposal Submitted: Oak Park Unified School District Address: 5801 Conifer Street  
City: Oak Park CA Zip Code: 91377 Phone: 818-735-3200  
Job Name: Job Location: jsuarez@opusd.org  
Job Phone: Julie Suarez 818-735-3210

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

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

**Remove / Supply / Install approx. 840 LF. x 6'H - Chain Link Fencing and Gates**

**Includes:** Remove approx. (840) LF. x 6'H - Damaged - Chain Link Fencing and (2) Chain Link Gates between the Football Fields.  
Includes Chain Link, Posts, Rail and Concrete Footers.  
(10) Terminal Posts - 2 7/8" x 10' Long - Galvanized - Schedule (40) - Heavy  
(4) Gate Posts - 2 7/8" x 10' Long - Galvanized - Structural - Heavy  
(96) Line Posts - 2 3/8" x 9' Long - Galvanized - Structural - Heavy  
Approx. (840) LF. x 6'H - Galvanized - Chain Link Mesh  
9 Gauge - 2" - Heavy  
Approx. (840) LF. x 6 1 5/8" - Galvanized - Top Rail - Structural - Heavy  
(14) Post Caps - Galvanized  
(96) Eye Tops - Galvanized  
Approx. (900) LF. - Tension Wire - 7 Gauge - Coil Spring - Heavy  
(All) Hardware Required for Proper Installation - Galvanized - Heavy  
Tension Bands, Brace Bands, Tension Bars, Ties, Etc.

**Note:** (All) Posts secured in Concrete - 2500 PSI. - Post Mix  
Concrete at Posts - Doomed for Water Run Off.  
(All) Posts approx. 3' to 4' into Ground depending on Location and Use.

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

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

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

Page 1 of 2

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

3. Work will begin on approximately: \_\_\_\_\_

4. Work will be completed on approximately: \_\_\_\_\_

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

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

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

ACCEPTED AND AUTHORIZED AT: AGOURA HILLS , CALIFORNIA BY: \_\_\_\_\_  
COMPANY OR OWNER

[ssalerno@fencefactory.com](mailto:ssalerno@fencefactory.com)

DATED

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

PRINT NAME

PRINT TITLE

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

SIGNATURE



NEW FENCING BETWEEN FOOTBALL  
AND LOWER FIELD @ OPHS



MATERIAL SALES AND CONTRACTING BRANCHES  
1-800-61 FENCE

WEB ADDRESS:  
WWW.FENCEFACTORY.COM

THROUGHOUT THE TRI-COUNTIES

**PROPOSAL & CONTRACT**

Contractors License No. 275524

Work Order No. :

Date:

10/16/2017

X AGOURA DIVISION \*\*  
29149 Agoura Road  
Agoura, CA 91301  
Ph. (818) 889-2240  
Fax (805) 497-3479

VENTURA DIVISION  
1606 Los Angeles Ave.  
Saticoy, CA 93004  
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GOLETA DIVISION  
60 S. Kellogg  
Goleta, CA 93117  
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ATASCADERO DIVISION  
2650 El Camino Real  
Atascadero, CA 93422  
Ph. (805) 462-1362  
Fax (805) 462-1367

Proposal Submitted: Oak Park Unified School District Address: 5801 Conifer Street

City: Oak Park CA Zip Code: 91377 Phone: 818-735-3200

Job Phone: Julie Suarez 818-735-3210

Job Name: Job Location: jsuarez@opusd.org

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

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

Remove / Supply / Install approx. 840 LF. x 6'H - Chain Link Fencing and Gates  
Continued from Page 1

Includes: (2) Approx. 6'w x 6'H - HD - Single Panel - Chain Link Swing Gates  
1 5/8" - Galvanized Framing - Structural - Heavy  
Double Cross Bracing for Panic Bar Mounting Plates  
Expanded Metal Fill - Galvanized  
(2) HD - Lock Boxes - Welded in - For Dead Latch and Panic Hardware  
(2) Commercial Grade - Exterior - Double Dead Latch Assemblies - Keyed  
(4) HD - Ball Bearing - Self Closing Hinges - Sure Close  
(2) HD - Commercial Striker Assemblies, for Dead Latch Set Ups.  
(2) Exterior Rated -- Panic Bars - (2) Kick Plates  
(2) HD - Stainless Steel Pulls for Panic Hardware - Rubber Coated

Total: Labor and Materials - Pages 1 and 2

\$63,568.14

Payment Bond (1%)

\$635.69

Project Total:

\$64,203.83

\*\*\*\*\* THIS IS A PREVAILING WAGE BID \*\*\*\*\*

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

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

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

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

Page 2 of 2

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

3. Work will begin on approximately: \_\_\_\_\_

4. Work will be completed on approximately: \_\_\_\_\_

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

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

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

ACCEPTED AND AUTHORIZED AT: AGOURA HILLS, CALIFORNIA BY: \_\_\_\_\_

COMPANY OR OWNER

ssalerno@fencefactory.com

DATED

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

PRINT NAME

PRINT TITLE

SIGNATURE

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JANUARY 16, 2018**  
**SUBJECT: B.2.k. AUTHORIZE AND AWARD CONSTRUCTION CONTRACT  
FOR MEASURE S PROJECT 18-03S, PARKING LOT FENCING  
AT MEDEA CREEK MIDDLE SCHOOL**

ACTION

**ISSUE:** Shall the Board authorize Project 18-03S, Parking Lot Fencing at Medea Creek Middle School and award a construction contract associated with this work, to be funded from the Measure S bond fund?

**BACKGROUND:** The Board-approved Needs Assessment plan and the Measure S Planning Committee priorities approved in May 2017 collectively outline the District's plan for facility construction, modernization, and safety improvements utilizing Measure S funds. The Measure S facility subcommittee, in consultation with administration and construction management staff, has identified the need to replace the fence along the perimeter of the parking lot at Medea Creek Middle School as essential as it is badly deteriorated and poses a safety hazard. The accompanying quotes have been received for this work, now identified as Measure S Project 18-03S, Parking Lot Fencing at Medea Creek Middle School, and are recapped here:

<u>COMPANY</u>	<u>SCOPE OF WORK</u>	<u>AMOUNT</u>
Carter Fence Company	Furnish/Install Fence	\$ 28,650
Fence Factory	Furnish/Install Fence	\$ 28,811

It is recommended that Board authorize this project and award a construction contract to Carter Fence Company to furnish and install fencing, in the amount of \$28,650, to be funded from the Measure S bond fund.

**ALTERNATIVES:**

1. Authorize Project 18-03S, Parking Lot Fencing at Medea Creek Middle School, and award a construction contract to Carter Fence Company to Furnish and install fencing, in the amount of \$28,650, to be funded from the Measure S bond fund.
2. Do not authorize and award a construction contract for this project.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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

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 95573

Contractor's License #304464

We Also Accept



# CARTER

## FENCE CO. INC

Since 1946



carterfence.com

13207 SHERMAN WAY  
NORTH HOLLYWOOD, CA 91605-4649  
(818) 765-0844 (818) 983-1515  
(661) 257-2002 (805) 517-1136  
Fax (818) 765-0360

TO: Oak Park Unified School District 5801 Canifer street Oak Park CA 91377

PHONE

(818) 735-3210 jsuarez@oakparksd.org

Attn: Julie Suarez

DATE

11-14-17

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

Medea Creek MS - 1002 Doubletree Rd. Oak Park CA 91377

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

FENCE HEIGHT OVERALL 5' FT.

INCLUDING

None STRANDS OF BARBED WIRE

FRAMEWORK TO BE

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

435' (Black or Green) 1/2" style, appr. 60" in. high (9) ga. 2" mesh  
lin. ft. complete fence (\* 12 Core)  
lin. ft. complete fence style, appr. in. high ga. mesh  
lin. ft. complete fence style, appr. in. high ga. mesh

LINE POSTS for 5' (Sch 40) fence to be 1 7/8" O.D. set in 3' feet of concrete, spaced 10' feet on center  
LINE POSTS (Black or green) for fence to be O.D. set in feet of concrete, spaced feet on center

MAP PAGE

OFFICE USE ONLY

## DIAGRAM

\* Remove & haul away 435' of existing 4' high chain link fence. Install 435' of new 5' high 9 gauge (12 core) Black or Green chain link fence with top rail - & bottom tension wire. Fence to have the following material:

- 435' of 5' high 9 gauge chain links (2" Mesh)
- 14 - 2 3/8" x 8' high schedule 40 terminal posts
- 48 - 1 7/8" x 8' high schedule 40 line posts (10' o.c.)
- 435' - 1 5/8" schedule 40 top rail.
- 450' - 9 gauge (12 core) vinyl bottom tension wire
- All posts set approximately 3' deep in dirt with 3500 PSI concrete due to hill.
- No gates.

435'	Sch 40	1 5/8"	O.D.
	(Black or green)		
	Lin. ft. of top rail		O.D.
CORNER POSTS	(Sch 40)	3' (H-)	ft. of concrete
	O.D. set in		
CORNER POSTS	(Black or green)		
	O.D. set in		ft. of concrete
END POSTS	(Sch 40)	3' (H-)	ft. of concrete
	O.D. set in		
END POSTS	(Black or green)		
	O.D. set in		ft. of concrete
GATE POSTS			
	O.D. set in		ft. of concrete
GATE POSTS			
	O.D. set in		ft. of concrete
Gate	Opening		O.D. Frame
Gate	Opening		O.D. Frame
Gate	Opening		O.D. Frame

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

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

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

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

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

BY

X

PRICE \$ 28,650.00

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



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

WEB ADDRESS:  
 WWW.FENCEFACTORY.COM

**PROPOSAL & CONTRACT**

Contractors License No. 275524

Work Order No. :

Date:

11/16/2017

THROUGHOUT THE TRI-COUNTIES

X AGOURA DIVISION \*\*  
 29149 Agoura Road  
 Agoura, CA 91301  
 Ph. (818) 889-2240  
 Fax (805) 497-3479

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

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

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

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

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

Proposal Submitted: Oak Park Unified School District Address: 5801 Conifer Street  
 City: Oak Park CA Zip Code: 91377 Phone: 818-735-3200  
 Job Phone: Julie Suarez 818-735-3210  
 Job Name: Job Location: jsuarez@opusd.org

**Medea Creek Middle School - 1002 Doubletree Road - Oak Park, CA. 91377**

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

**Supply / Install approx. 435 LF. x 5'H - (Green) or (Black) Chain Link Fencing**

**Includes:** Remove Existing (Damaged) Chain Link Fencing in area getting (New), including Mesh, Posts, Rail, **Footers** etc.  
 (14) Terminal Posts - 2 3/8" x 8'L - Schedule (40) - Heavy  
 (48) Line Posts - 1 7/8" x 8'L - Schedule (40) - Heavy  
 (435) LF. x 5'H - Chain Link Mesh - 9 Core / 8 Finish - 2" - Heavy  
 (14) 2 3/8" - Post Caps / (48) Eye Tops  
**Approx. (435) LF. x 1 5/8" - Top Rail - Schedule (40) - Heavy**  
 Approx. (450) LF. - Tension Wire - 12 Core / 9 Finish  
 (All) Hardware Required for Proper Installation - Heavy  
 Tension Bands, Brace Bands, Sleeves, Tension Bars, etc.

**Chain Link Mesh - Fused and Bonded**  
**Note:** (All) Posts secured in concrete - 2500 PSI. - Post Mix  
 Approx. 3' in to Ground because of pitch on hill side.  
 No Gates included with this proposal.  
 (All) Posts, etc. to be moved back approx. 2' because of Parking Layout.  
 (All) Hardware, Posts, Rail, etc. - Powder Coated

<b>Labor and Materials</b>	<b>\$28,525.41</b>
<b>Payment Bond (1%)</b>	<b>\$285.26</b>
<b>Project Total:</b>	<b>\$28,810.67</b>

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

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

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

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

3. Work will begin on approximately: \_\_\_\_\_

4. Work will be completed on approximately: \_\_\_\_\_

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

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

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

ACCEPTED AND AUTHORIZED AT: AGOURA HILLS, CALIFORNIA BY: \_\_\_\_\_  
 COMPANY OR OWNER

[ssalerno@fencefactory.com](mailto:ssalerno@fencefactory.com) DATED \_\_\_\_\_

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

PRINT NAME

PRINT TITLE

SIGNATURE

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

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: JANUARY 16, 2018**

**SUBJECT: B.2.1. AUTHORIZE AND AWARD PURCHASE CONTRACT FOR  
MEASURE C6 PROJECT 18-04C, PURCHASE OF REPLACEMENT  
PHOTOCOPIERS AT MULTIPLE SCHOOL SITES**

ACTION

**ISSUE:** Shall the Board authorize Project 18-04C, Purchase of Replacement Photocopiers at Multiple School Sites and approve a purchase contract for photocopier equipment, to be funded from the Measure C6 bond fund?

**BACKGROUND:** As approved by Oak Park voters, Bond Measure C6 specifically provides for replacement of "Educational Technology – including...copy machines for all schools and District program offices". Five copiers originally purchased in 2007, two at Brookside Elementary School, and one each at Oak Hills Elementary School, Oak Park Independent School, and Oak View High School, have experienced extensive failure. This has had a significant and adverse impact on the affected sites and on classroom instruction, and the equipment can no longer be maintained. Staff is requesting the Board's authorization to purchase replacement copiers for each location. The accompanying quote has been received from Ricoh Americas Corporation, through its local representative, Document Systems, to provide the replacement copiers to the schools for a total cost of \$66,781 plus sales tax. It is the recommendation of staff that the Board approve this purchase, to be funded from Measure C6 bond funds. In order to comply with Public Contract Code bidding requirements, the Board is asked to authorize the use of the piggyback provisions of the U.S. Communities Contract #4400003732.

**ALTERNATIVES:**

1. Authorize Project 18-04C, Purchase of Replacement Photocopiers at Multiple School Sites, and approve a purchase contract with Document Systems, in the amount of \$71,790 including sales tax, for five Ricoh photocopiers, utilizing the piggyback provisions of the U.S. Communities Contract #4400003732, to be funded from the Measure C6 bond fund
2. Do not authorize this project or approve a purchase contract.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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

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

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





## Oak Park Replacement Systems

US Communities Contract # 4400003732

School	Current Unit	Replacement Unit	Price
BES	Pro 8100	MP9003/Finisher/Punch/PS	15,888
		MP9003/Finisher/Punch/PS	15,888
OHES	MPC4500	MPC6004EX/Finisher/Punch/FAX/PB/PS	10,577
OPIS	MP6500	MP7503/Finisher/Punch/FAX/PS	13,851
OVHS	MP6500	MPC6004EX/Finisher/Punch/FAX/LT/PS	<u>10,577</u>
		Total	66,781

Above includes delivery, installation, training, network connectivity, transfer of unit settings and power filter.

Above excludes tax.

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: JANUARY 16, 2018**

**SUBJECT: B.2.m. AUTHORIZE AND AWARD PURCHASE CONTRACT FOR  
MEASURE C6 PROJECT 18-05C, SMART BOARD  
INTERACTIVE FLAT PANEL DISPLAY PILOT AT OAK VIEW  
HIGH SCHOOL AND EDUCATION SERVICES CENTER**

ACTION

**ISSUE:** Shall the Board authorize Project 18-05C, SMART Board Interactive Flat Panel Display Pilot at Oak View High School and Education Services Center, and approve a purchase contract for equipment acquisition and implementation of this project, to be funded from the Measure C6 bond fund?

**BACKGROUND:** As approved by Oak Park voters, Bond Measure C6 specifically provides for acquisition of “Educational Technology – including...computers, interactive whiteboards...etc.” At its meeting in October 2017, the Board authorized a classroom pilot project, replacing first generation SMART boards with new SMART board interactive flat panel displays. These flat panel TV’s with touch sensitive display are expected to replace traditional projector based interactive whiteboards made by SMART. Administration and Technology staff is requesting the Board’s authorization for a similar pilot project, this time in an administrative and staff development environment, specifically to be located in the staff development room at Oak View High School and in the conference room at Education Services Center. The accompanying quote has been received from Collaboration Solutions, Inc. to provide two SMART Board interactive flat panel displays and associated peripherals and installation in the amount of \$16,040 including shipping and sales tax. Collaboration Solutions, Inc. has also provided the accompanying quote for SMART Learning Suite extended software maintenance. Staff recommends purchasing the 3-year extended service, in the amount of \$14,062, as being the most cost effective licensing agreement. The total cost of the proposed pilot is \$30,102. It is the recommendation of staff that the Board approve this purchase, to be funded from Measure C6 bond funds.

**ALTERNATIVES:**

1. Authorize Project 18-05C, SMART Board Interactive Flat Panel Display Pilot at Oak View High School and Education Services Center, and approve a purchase contract with Collaboration Solutions, in the total amount of \$30,102, for SMART Board interactive flat panel displays and for the 3-year licensing agreement for SMART Learning Suite, to be funded from the Measure C6 bond fund
2. Do not authorize the project or approve a purchase contract.

**RECOMMENDATION:** Alternative No. 1

**BOARD MEETING, JANUARY 16, 2018**

**Authorize and Award Purchase Contract for Measure C6**

**Project 18-05C, Smart Board Interactive Flat Panel Display Pilot  
at Oak View High School and Education Services Center**

**Page 2**

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

Respectfully submitted,

---

Anthony W. Knight, Ed.D.  
Superintendent

---

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

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



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

## Quotation

Number: SO8724  
Customer: Oak Park Unified  
Date: 12/04/2017  
Page: 1 of 2

**Quote Name:** Oak Park District Rooms

**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:**

01/04/2018

**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	\$ 7,399.00	\$ 7,399.00
Smart SBID-7275	SMART Board® 7075 interactive display with iQ	1	\$ 5,269.00	\$ 5,269.00
Install	Install 7086 and 7075 in district rooms with locally cabling	1	\$ 900.00	\$ 900.00
Install	Uninstall 800 series SMARTboard in training room and relocated to Room R5 and mounted on a wall	1	\$ 500.00	\$ 500.00
Premier wall mount P5080F	low-profile mount for flat-panels up to 300lb/136kg	2	\$ 150.00	\$ 300.00
2529	15ft 28AWG Standard HDMI® Cable w/Ferrite Cores - Black	2	\$ 7.85	\$ 15.69

<b>Subtotal</b>	\$ 14,383.69
<b>Taxes</b>	\$ 0.00
<b>Shipping</b>	\$ 574.10
<b>Total</b>	\$ 14,957.79

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

## Quotation

Number: SO8647

Customer: Oak Park Unified

Date: 11/20/2017

Page: 1 of 2

**Quote Name:** Oak Park SLS

**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:**

12/21/2017

**Account Executive:**

Joseph Sweigart

**Payment Terms:**

Net 30

**Shipping Method:**

Item	Description	Quantity	Price	Total
ED-SW-EXT-1	SMART Learning Suite - 1 year extended software maintenance	186	\$ 29.70	\$ 5,524.20
ED-SW-EXT-2	SMART Learning Suite, 2 Year Subscription	186	\$ 53.10	\$ 9,876.60
ED-SW-EXT-3	SMART Learning Suite - 3 year extended software maintenance	186	\$ 75.60	\$ 14,061.60
<b>Subtotal</b>				<del>\$ 29,462.40</del>
<b>Taxes</b>				\$ 0.00
<b>Shipping</b>				\$ 0.00
<b>Total</b>				<del>\$ 29,462.40</del>

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



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JANUARY 16, 2018**  
**SUBJECT: B.2.n. AUTHORIZE AND AWARD PURCHASE CONTRACT FOR MEASURE C6 PROJECT 18-06C, PURCHASE OF STUDENT TRANSPORTATION VEHICLES**

ACTION

**ISSUE:** Shall the Board authorize Project 18-06C, Purchase of Student Transportation Vehicles, and approve a purchase contract for equipment acquisition and implementation of this project, to be funded from the Measure C6 bond fund?

**BACKGROUND:** As approved by Oak Park voters, Bond Measure C6 specifically provides for the purchase of "District Vehicles – to include vehicles for student transportation to meet current safety standards, etc." Due to the age of the SUV vehicles currently used in transporting students to extra-curricular activities, as well as the increase in the District's student enrollment, it is necessary to purchase four new vehicles. After review and comparison of multiple makes/models and pricing, staff is recommending the purchase of four 2018 Chevrolet Suburbans from State of California Department of General Services (DGS) piggybackable Contract #1-16-23-23D. The proposed SUVs are the same make and model currently in use and have served our students well for over 10 years, seat 9 passengers, and have side air bags. The vehicles come with 5-year road side assistance, and a 5-year/100,000-mile warranty. Total cost of each vehicle, to be funded from Measure C6 proceeds, will not exceed \$46,500. Quotes accompany this report for the Board's review.

**ALTERNATIVES:**

1. Authorize Project 18-06C, Purchase of Student Transportation Vehicles, and approve a purchase contract with Elk Grove Auto/Winner Chevrolet, in the amount of \$186,000 for the acquisition of four 2018 Chevrolet Suburbans, utilizing the piggyback provisions of DGS piggybackable Contract #1-16-23-23D, to be funded from the Measure C6 bond fund
2. Do not authorize the project or the purchase contract.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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

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

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

**Prepared By:**

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**2018 Fleet/Non-Retail Chevrolet Suburban 2WD 4dr 1500 Commercial CC15****WINDOW STICKER**

2018 Chevrolet Suburban 2WD 4dr 1500 Commercial		Interior: - Jet Black <i>only</i>
5.3L/- TBD - CID Gas/Ethanol V8		Exterior 1: - Summit White
* 6-Speed Automatic		Exterior 2: - No color has been selected.
CODE	MODEL	MSRP
CC15906	2018 Chevrolet Suburban 2WD 4dr 1500 Commercial	\$49,190.00
<b>OPTIONS</b>		
ZW7	SUSPENSION PACKAGE, PREMIUM SMOOTH RIDE	\$0.00
FE9	EMISSIONS, FEDERAL REQUIREMENTS	\$0.00
L83	ENGINE, 5.3L V8 ECOTEC3 WITH ACTIVE FUEL MANAGEMENT, DIRECT INJE	\$0.00
MYC	TRANSMISSION, 6-SPEED AUTOMATIC, ELECTRONICALLY CONTROLLED	\$0.00
GU4	REAR AXLE, 3.08 RATIO	\$0.00
1FL	COMMERCIAL PREFERRED EQUIPMENT GROUP	\$0.00
RD6	WHEELS, 17" X 8" (43.2 CM X 20.3 CM) PAINTED STEEL	\$0.00
RC3	TIRES, P265/70R17 ALL-TERRAIN, BLACKWALL	\$0.00
ZY1	PAINT SCHEME, SOLID APPLICATION	\$0.00
GAZ	SUMMIT WHITE	\$0.00
AZ3	SEATS, FRONT 40/20/40 SPLIT-BENCH, WITH PREMIUM CLOTH, 3-PASSENG	\$0.00
H0U	JET BLACK, PREMIUM CLOTH SEAT TRIM	\$0.00
IO5	AUDIO SYSTEM, CHEVROLET MYLINK RADIO WITH 8" DIAGONAL COLOR TO	\$0.00
PCW	ENHANCED DRIVER ALERT PACKAGE	\$695.00
Y86	ENHANCED DRIVER ALERT PACKAGE	INC
PDH	LPO, INTERIOR PROTECTION PACKAGE	\$250.00
VQQ	LPO, BLACK ROOF RACK CROSS BARS	\$265.00
RVQ	LPO, ASSIST STEP KIT, BLACK	\$550.00
TQ5	HEADLAMPS, INTELLIBEAM, AUTOMATIC HIGH BEAM ON/OFF	INC
VK3	LICENSE PLATE FRONT MOUNTING PACKAGE	\$0.00

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**2018 Fleet/Non-Retail Chevrolet Suburban 2WD 4dr 1500 Commercial CC15****WINDOW STICKER**

B30	FLOOR COVERING, COLOR-KEYED CARPETING	\$190.00
B58	FLOOR MATS, COLOR-KEYED CARPETED FIRST AND SECOND ROW, REMO	INC
VAV	LPO, ALL-WEATHER FLOOR MATS	INC
VLI	LPO, REAR CARGO MAT, ALL-WEATHER	INC
JF4	PEDALS, POWER-ADJUSTABLE FOR ACCELERATOR AND BRAKE	INC
UE0	ONSTAR DELETE	-\$85.00
UHY	LOW SPEED FORWARD AUTOMATIC BRAKING	INC
UHX	LANE KEEP ASSIST	INC
UEU	FORWARD COLLISION ALERT SENSOR INDICATOR	INC
—	SAFETY ALERT DRIVER SEAT	INC
R9Y	FLEET FREE MAINTENANCE CREDIT.	-\$67.50
VQ2	FLEET PROCESSING OPTION	\$0.00
<b>SUBTOTAL</b>		<b>\$50,987.50</b>
	Advert/Adjustments	\$0.00
	Destination Charge	\$1,295.00
	<b>TOTAL PRICE</b>	<b>\$52,282.50</b>
Est City: 16.00 mpg		
Est Highway: 23.00 mpg		
Est Highway Cruising Range: 713.00 mi		

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## 2018 Fleet/Non-Retail Chevrolet Suburban 2WD 4dr 1500 Commercial CC15

### ***STANDARD EQUIPMENT***

---

#### **STANDARD EQUIPMENT - 2018 Fleet/Non-Retail CC15906 2WD 4dr 1500 Commercial**

---

##### *ENTERTAINMENT*

- Audio system, Chevrolet MyLink Radio with 8" diagonal color touch-screen AM/FM stereo with seek-and-scan and digital clock, includes Bluetooth streaming audio for music and select phones; voice-activated technology for radio and phone; and Shop with the ability to browse, select and install apps to your vehicle. You can customize your content with audio, weather and more; featuring Apple CarPlay and Android Auto capability for compatible phone; 5 USB ports and 1 auxiliary jack
- Audio system feature, single-slot CD/MP3 player
- Audio system feature, 6-speaker system
- SiriusXM Satellite Radio, delete
- Bluetooth for phone personal cell phone connectivity to vehicle audio system
- OnStar 4G LTE and available built-in Wi-Fi hotspot offers a fast and reliable Internet connection for up to 7 devices; includes data trial for 3 months or 3GB (whichever comes first) (Requires (UE1) OnStar Guidance plan. Available Wi-Fi requires compatible mobile device, active OnStar service and data plan. Data plans provided by AT&T. Visit [onstar.com](http://onstar.com) for details and system limitations.)

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## 2018 Fleet/Non-Retail Chevrolet Suburban 2WD 4dr 1500 Commercial CC15

### ***STANDARD EQUIPMENT***

---

#### **STANDARD EQUIPMENT - 2018 Fleet/Non-Retail CC15906 2WD 4dr 1500 Commercial**

---

##### *EXTERIOR*

- Wheels, 17" x 8" (43.2 cm x 20.3 cm) painted steel (Not included when (NHT) Max Trailering Package is ordered.)
- Tires, P265/70R17 all-terrain, blackwall (Not included when (NHT) Max Trailering Package is ordered.)
- Tire, spare P265/70R17 all-season, blackwall
- Wheel, full-size spare, 17" (43.2 cm) steel
- Tire carrier, lockable outside spare, winch-type mounted under frame at rear
- Active aero shutters, front
- Fascia, front body-color
- Fascia, rear body-color
- Luggage rack side rails, roof-mounted
- Assist steps, Black
- Mirrors, outside heated power-adjustable, manual-folding and color keyed driver mirror includes spotter mirror
- Glass, deep-tinted
- Wipers, front intermittent, Rainsense
- Wiper, rear intermittent with washer
- Liftgate, rear manual

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## 2018 Fleet/Non-Retail Chevrolet Suburban 2WD 4dr 1500 Commercial CC15

### ***STANDARD EQUIPMENT***

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#### **STANDARD EQUIPMENT - 2018 Fleet/Non-Retail CC15906 2WD 4dr 1500 Commercial**

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##### *INTERIOR*

- Seats, front 40/20/40 split-bench, with Premium Cloth, 3-passenger includes 6-way power driver and 2 way front passenger seat adjuster, driver and front passenger power lumbar control and power reclining, center fold-down armrest with storage (includes auxiliary power outlet, USB port and input jack for audio system), storage compartments in seat cushion, adjustable outboard head restraints and storage pockets (When (H2G) Jet Black vinyl interior trim is ordered, seats will be manual not power.)
- Seat trim, cloth
- Seat adjuster, driver power, multidirectional
- Seat adjuster, front passenger 6-way power
- Seats, second row 60/40 split-folding bench, manual
- Seat, third row manual 60/40 split-folding bench, fold flat
- Floor covering, Black rubberized-vinyl
- Steering column, Tilt-Wheel
- Steering wheel, urethane
- Steering wheel controls, mounted audio and cruise controls includes Driver Information Center controls
- Driver Information Center, 4.2" diagonal multi-color
- Door locks, power programmable with lockout protection and delayed locking
- Remote Keyless Entry, extended-range
- Cruise control, electronic with set and resume speed
- Theft deterrent, electrical, unauthorized entry
- Windows, power, with Express-Down and Express-Up on front doors and lock out features
- Climate control, tri-zone automatic with individual climate settings for driver, right-front passenger and rear passengers
- Defogger, rear-window electric
- Power outlet, 110-volt
- Conversation mirror
- Assist handles, 1st row passenger and 2nd row outboard seats

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## 2018 Fleet/Non-Retail Chevrolet Suburban 2WD 4dr 1500 Commercial CC15

### ***STANDARD EQUIPMENT***

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**STANDARD EQUIPMENT - 2018 Fleet/Non-Retail CC15906 2WD 4dr 1500 Commercial**

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- Lighting, interior with dome light, driver- and passenger-side door switch with delayed entry feature, cargo lights, door handle or Remote Keyless Entry-activated illuminated entry and map lights in front and second seat positions
- Cargo management system
- Cargo net
- OnStar Basic Plan for 5 years includes select vehicle mobile app features, Advanced Diagnostics and Dealer Maintenance Notification (Does not include Emergency, Security or Navigation services. Visit [onstar.com](http://onstar.com) for coverage map, details and system limitations.)

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## 2018 Fleet/Non-Retail Chevrolet Suburban 2WD 4dr 1500 Commercial CC15

### **STANDARD EQUIPMENT**

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**STANDARD EQUIPMENT - 2018 Fleet/Non-Retail CC15906 2WD 4dr 1500 Commercial**

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#### *MECHANICAL*

- Engine, 5.3L V8 EcoTec3 with Active Fuel Management, Direct Injection and Variable Valve Timing includes aluminum block construction (355 hp [265 kW] @ 5600 rpm, 383 lb-ft of torque [518 N-m] @ 4100 rpm)
- Transmission, 6-speed automatic, electronically controlled with overdrive and tow/haul mode
- Rear axle, 3.08 ratio (Not available with (NHT) Max Trailering Package.)
- Suspension Package, Premium Smooth Ride (Not available with (NHT) Max Trailering Package.)
- E85 FlexFuel capable
- Differential, heavy-duty locking rear
- Rear wheel drive
- Air cleaner, high-capacity
- Cooling, external engine oil cooler, heavy-duty air-to-oil integral to driver side of radiator
- Cooling, auxiliary transmission oil cooler, heavy-duty air-to-oil
- Battery, 720 cold cranking amps with 80 amp hour rating
- Alternator, 150 amps
- Trailering equipment includes trailering hitch platform, 7-wire harness with independent fused trailering circuits mated to a 7-way sealed connector and 2" trailering receiver
- Trailer sway control
- GVWR, 7300 lbs. (3311 kg) (Requires 2WD model.)
- Suspension, front coil-over-shock with stabilizer bar
- Suspension, rear multi-link with coil springs
- Hill Start Assist
- Steering, power

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## 2018 Fleet/Non-Retail Chevrolet Suburban 2WD 4dr 1500 Commercial CC15

### **STANDARD EQUIPMENT**

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**STANDARD EQUIPMENT - 2018 Fleet/Non-Retail CC15906 2WD 4dr 1500 Commercial**

---

#### *SAFETY*

- Daytime Running Lamps, with automatic exterior lamp control
- Brakes, 4-wheel antilock, 4-wheel disc, VAC power with Brake Assist
- StabiliTrak, stability control system with brake assist, includes traction control
- Teen Driver mode a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to encourage safe driving behavior. It can limit certain vehicle features, and it prevents certain safety systems from being turned off. An in-vehicle report gives you information on your teen's driving habits and helps you to continue to coach your new driver
- Air bags, frontal and side-impact for driver and front passenger and head curtain side-impact for all rows in outboard seating positions (Included and only available with (AZ3) 40/20/40 split-bench front seat. Always use safety belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)
- Automatic Occupant Sensing System sensor indicator inflatable restraint, front passenger/child presence detector
- OnStar Guidance Plan Limited Trial Service including Automatic Crash Response, Stolen Vehicle Assistance, Roadside Assistance, Turn-by-Turn Navigation, Advanced Diagnostics and more (trial excludes Hands-Free Calling minutes) (Fleet orders receive a 6-month trial. Visit [www.onstar.com](http://www.onstar.com) for coverage map, details and system limitations. Services vary by model. OnStar acts as a link to existing emergency service providers. Not all vehicles may transmit all crash data.)
- Rear Park Assist with audible warning
- Rear Vision Camera
- Door locks, rear child security
- LATCH system (Lower Anchors and Top tethers for Children), for child safety seats lower anchors and top tethers located in all second row seating positions, top tethers located in third row seating positions
- Tire Pressure Monitor System air pressure sensors in each tire with pressure display in Driver Information Center, includes Tire Fill Alert
- Warning tones headlamp on, key-in-ignition, driver and right-front passenger safety belt unfasten and turn signal on

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**2018 Fleet/Non-Retail Chevrolet Suburban 2WD 4dr 1500 Commercial CC15****SELECTED MODEL & OPTIONS****SELECTED MODEL - 2018 Fleet/Non-Retail CC15906 2WD 4dr 1500 Commercial**

<u>Code</u>	<u>Description</u>	<u>MSRP</u>	<u>Invoice</u>
CC15906	2018 Chevrolet Suburban 2WD 4dr 1500 Commercial	\$49,190.00	\$46,238.60

**SELECTED VEHICLE COLORS - 2018 Fleet/Non-Retail CC15906 2WD 4dr 1500 Commercial**

<u>Code</u>	<u>Description</u>
-	Interior: Jet Black
-	Exterior 1: Summit White
-	Exterior 2: No color has been selected.

**SELECTED OPTIONS - 2018 Fleet/Non-Retail CC15906 2WD 4dr 1500 Commercial****CATEGORY**

<u>Code</u>	<u>Description</u>	<u>MSRP</u>	<u>Invoice</u>
<b>SUSPENSION PKG</b>			
ZW7	SUSPENSION PACKAGE, PREMIUM SMOOTH RIDE (STD) (Not available with (NHT) Max Trailering Package.)	\$0.00	\$0.00
<b>EMISSIONS</b>			
FE9	EMISSIONS, FEDERAL REQUIREMENTS	\$0.00	\$0.00
<b>ENGINE</b>			
L83	ENGINE, 5.3L V8 ECOTEC3 WITH ACTIVE FUEL MANAGEMENT, DIRECT INJECTION AND VARIABLE VALVE TIMING includes aluminum block construction (355 hp [265 kW] @ 5600 rpm, 383 lb-ft of torque [518 N-m] @ 4100 rpm) (STD)	\$0.00	\$0.00
<b>TRANSMISSION</b>			
MYC	TRANSMISSION, 6-SPEED AUTOMATIC, ELECTRONICALLY CONTROLLED with overdrive and tow/haul mode (STD)	\$0.00	\$0.00
<b>AXLE</b>			
GU4	REAR AXLE, 3.08 RATIO (Not available with (NHT) Max Trailering Package.)	\$0.00	\$0.00

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**2018 Fleet/Non-Retail Chevrolet Suburban 2WD 4dr 1500 Commercial CC15*****SELECTED MODEL & OPTIONS*****SELECTED OPTIONS - 2018 Fleet/Non-Retail CC15906 2WD 4dr 1500 Commercial****CATEGORY**

<b><u>Code</u></b>	<b><u>Description</u></b>	<b><u>MSRP</u></b>	<b><u>Invoice</u></b>
<b>PREFERRED EQUIPMENT GROUP</b>			
1FL	COMMERCIAL PREFERRED EQUIPMENT GROUP Includes Standard Equipment	\$0.00	\$0.00
<b>WHEEL TYPE</b>			
RD6	WHEELS, 17" X 8" (43.2 CM X 20.3 CM) PAINTED STEEL (Not included when (NHT) Max Trailering Package is ordered.) (STD)	\$0.00	\$0.00
<b>TIRES</b>			
RC3	TIRES, P265/70R17 ALL-TERRAIN, BLACKWALL (Not included when (NHT) Max Trailering Package is ordered.) (STD)	\$0.00	\$0.00
<b>PAINT SCHEME</b>			
ZY1	PAINT SCHEME, SOLID APPLICATION	\$0.00	\$0.00
<b>PAINT</b>			
GAZ	SUMMIT WHITE	\$0.00	\$0.00
<b>SEAT TYPE</b>			
AZ3	SEATS, FRONT 40/20/40 SPLIT-BENCH, WITH PREMIUM CLOTH, 3-PASSENGER includes 6-way power driver and 2 way front passenger seat adjuster, driver and front passenger power lumbar control and power reclining, center fold-down armrest with storage (includes auxiliary power outlet, USB port and input jack for audio system), storage compartments in seat cushion, adjustable outboard head restraints and storage pockets (When (H2G) Jet Black vinyl interior trim is ordered, seats will be manual not power.) (STD)	\$0.00	\$0.00
<b>SEAT TRIM</b>			
H0U	JET BLACK, PREMIUM CLOTH SEAT TRIM	\$0.00	\$0.00
<b>RADIO</b>			

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**2018 Fleet/Non-Retail Chevrolet Suburban 2WD 4dr 1500 Commercial CC15*****SELECTED MODEL & OPTIONS*****SELECTED OPTIONS - 2018 Fleet/Non-Retail CC15906 2WD 4dr 1500 Commercial****CATEGORY**

<b><u>Code</u></b>	<b><u>Description</u></b>	<b><u>MSRP</u></b>	<b><u>Invoice</u></b>
<b>RADIO</b>			
IO5	AUDIO SYSTEM, CHEVROLET MYLINK RADIO WITH 8" DIAGONAL COLOR TOUCH-SCREEN AM/FM stereo with seek-and-scan and digital clock, includes Bluetooth streaming audio for music and select phones; voice-activated technology for radio and phone; and Shop with the ability to browse, select and install apps to your vehicle. You can customize your content with audio, weather and more; featuring Apple CarPlay and Android Auto capability for compatible phone; 5 USB ports and 1 auxiliary jack (STD)	\$0.00	\$0.00
<b>ADDITIONAL EQUIPMENT</b>			
PCW	ENHANCED DRIVER ALERT PACKAGE includes (JF4) Power-adjustable pedals, (UEU) Forward Collision Alert, (TQ5) IntelliBeam headlamps, (UHY) Low Speed Forward Automatic Braking and (UHX) Lane Keep Assist with Lane Departure Warning (Not available with (H2G) Jet Black vinyl interior trim.)	\$695.00	\$632.45
Y86	ENHANCED DRIVER ALERT PACKAGE includes (UEU) Forward Collision Alert, (TQ5) IntelliBeam headlamps, (UHY) Low Speed Forward Automatic Braking and (UHX) Lane Keep Assist with Lane Departure Warning (Included and only available with (PCW) Enhanced Driver Alert Package.)	INC	INC
PDH	LPO, INTERIOR PROTECTION PACKAGE includes (VAV) All-weather floor mats, LPO and (VLI) Rear cargo mat, LPO (dealer-installed) (Requires (B30) color-keyed carpeting, floor covering.)	\$250.00	\$227.50
VQQ	LPO, BLACK ROOF RACK CROSS BARS (dealer-installed)	\$265.00	\$241.15
RVQ	LPO, ASSIST STEP KIT, BLACK (dealer-installed) (Deletes (BVE) Assist steps, Black. Not available with (VXH) Chrome assist step kit, LPO or (VQK) Molded splash guards, LPO.)	\$550.00	\$500.50
TQ5	HEADLAMPS, INTELLIBEAM, AUTOMATIC HIGH BEAM ON/OFF (Included and only available with (PCW) Enhanced Driver Alert Package.)	INC	INC
VK3	LICENSE PLATE FRONT MOUNTING PACKAGE (Included on orders with ship-to-states that require a front license plate.)	\$0.00	\$0.00
B30	FLOOR COVERING, COLOR-KEYED CARPETING	\$190.00	\$172.90

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## 2018 Fleet/Non-Retail Chevrolet Suburban 2WD 4dr 1500 Commercial CC15

### SELECTED MODEL & OPTIONS

#### SELECTED OPTIONS - 2018 Fleet/Non-Retail CC15906 2WD 4dr 1500 Commercial

##### CATEGORY

<u>Code</u>	<u>Description</u>	<u>MSRP</u>	<u>Invoice</u>
ADDITIONAL EQUIPMENT			
B58	FLOOR MATS, COLOR-KEYED CARPETED FIRST AND SECOND ROW, REMOVABLE (Included and only available with (B30) color-keyed carpeting, floor covering.)	INC	INC
VAV	LPO, ALL-WEATHER FLOOR MATS (dealer-installed) (Included with (PDH) Interior Protection Package, LPO.)	INC	INC
VLI	LPO, REAR CARGO MAT, ALL-WEATHER (dealer-installed) (Included with (PDH) Interior Protection Package, LPO.)	INC	INC
JF4	PEDALS, POWER-ADJUSTABLE FOR ACCELERATOR AND BRAKE (Included with (PCW) Enhanced Driver Alert Package.)	INC	INC
UE0	ONSTAR DELETE (Requires a Fleet or Government sales order type.) *CREDIT*	-\$85.00	-\$77.35
UHY	LOW SPEED FORWARD AUTOMATIC BRAKING (Included and only available with (PCW) Enhanced Driver Alert Package.)	INC	INC
UHX	LANE KEEP ASSIST with Lane Departure Warning (Included and only available with (PCW) Enhanced Driver Alert Package.)	INC	INC
UEU	FORWARD COLLISION ALERT SENSOR INDICATOR (Included and only available with (PCW) Enhanced Driver Alert Package.)	INC	INC
—	SAFETY ALERT DRIVER SEAT (Included and only available with (PCW) Enhanced Driver Alert Package.)	INC	INC
R9Y	FLEET FREE MAINTENANCE CREDIT. This option code provides a credit in lieu of the free oil changes, tire rotations and inspections (2 maximum), during the first 24 months and 24,000 miles period for this ordered vehicle. The invoice will detail the applicable credit. The customer will be responsible for all oil change, tire rotations and inspections costs for this vehicle. (Requires one of the following Fleet or Government order types: FBC, FBN, FCA, FCN, FLS, FNR, FRC or FGO. Not available with FDR order types.)	-\$67.50	-\$61.43
VQ2	FLEET PROCESSING OPTION	\$0.00	\$0.00

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**2018 Fleet/Non-Retail Chevrolet Suburban 2WD 4dr 1500 Commercial CC15*****SELECTED MODEL & OPTIONS*****SELECTED OPTIONS - 2018 Fleet/Non-Retail CC15906 2WD 4dr 1500 Commercial****CATEGORY**

<u>Code</u>	<u>Description</u>	<u>MSRP</u>	<u>Invoice</u>
OPTIONS TOTAL		\$1,797.50	\$1,635.72

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**2018 Fleet/Non-Retail Chevrolet Suburban 2WD 4dr 1500 Commercial CC15*****WARRANTY INFORMATION***

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**WARRANTY INFORMATION - 2018 Fleet/Non-Retail CC15906 2WD 4dr 1500 Commercial**

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**WARRANTY****Basic:**

3 Years/36,000 Miles

**Drivetrain:**

5 Years/60,000 Miles

Qualified Fleet Purchases: 5 Years/100,000 Miles

**Corrosion:**

3 Years/36,000 Miles

Rust-Through

6 Years/100,000 Miles

**Roadside Assistance:**

5 Years/60,000 Miles

Qualified Fleet Purchases: 5 Years/100,000 Miles

**Maintenance:**

2 Years/24,000 Miles

2 Visits

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 522.0, Data updated 12/19/2017

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Customer File:

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JANUARY 16, 2018**  
**SUBJECT: B.2.o. AUTHORIZE AND RATIFY CONSTRUCTION CONTRACTS FOR  
MEASURE S PROJECT 18-07S, SIDEWALK AND HANDRAIL  
INSTALLATION, BUILDING C, AT MEDEA CREEK MIDDLE SCHOOL**

ACTION

**ISSUE:** Shall the Board authorize Project 18-07S, Sidewalk and Handrail Installation, Building C, at Medea Creek Middle School and ratify construction contracts associated with this work, to be funded from the Measure S bond fund?

**BACKGROUND:** The Board-approved Needs Assessment plan and the Measure S Planning Committee priorities approved in May 2017 collectively outline the District's plan for facility construction, modernization, and safety improvements utilizing Measure S funds. The Measure S facility subcommittee, in consultation with administration and construction management staff, has identified the need to install sidewalks and handrails on the south side of Building C at Medea Creek Middle School as essential to ensure safe entrance and exit from the building, particularly in the event of an emergency evacuation. As a matter of urgency, the subcommittee recommended the acceptance of the accompanying proposals for this work, now identified as Measure S Project 18-07S, Sidewalk and Handrail Installation, Building C, at Medea Creek Middle School:

COMPANY	SCOPE OF WORK	AMOUNT
Hughes General Engineering	Furnish/Install Concrete Sidewalk	\$ 14,537
Gold Coast Erectors	Fabricate/Install Handrails	\$ 12,400
<b>Total Cost</b>		<b>\$ 26,937</b>

It is respectfully requested that the Board authorize this project and ratify the award of construction contracts, to be funded from the Measure S bond fund.

**ALTERNATIVES:**

1. Authorize Project 18-07S, Sidewalk and Handrail Installation, Building C, at Medea Creek Middle School, and ratify construction contracts to Hughes General Engineering for sidewalk installation, in the amount of \$14,537, and to Gold Coast Erectors for handrail installation, in the amount of \$12,400, be funded from the Measure S bond fund.
2. Do not authorize and ratify construction contracts for this project.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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

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

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



ADA SIDEWALK REPAIR @ BLDG C  
MCM5

Hughes General Engineering, Inc.  
P.O. Box 2293, Camarillo, CA 93011  
License No. 644816-A  
[hughesgeinc@gmail.com](mailto:hughesgeinc@gmail.com)  
(805) 642-7700 Fax (805) 642-7711  
SBE # 1062180



PROPOSAL AND CONTRACT

Page 1 of 4

REVISED

To: Oak Park Unified School District

Date: November 8, 2017

Phone: \_\_\_\_\_

Attn: Julie Suarez

Email: \_\_\_\_\_

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

Description of Property: Medea Creek Middle School

1002 Doublecreek Road, Oak Park, CA 9

Street Address

Description of Work: Install new sidewalk at South Building.

\$14,537.00

TOTAL PROPOSAL PER ATTACHED BREAKDOWN AND EXCLUSIONS:

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

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

Respectfully Submitted:

By: \_\_\_\_\_

Jeff Hughes, President

Hughes General Engineering, Inc.

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

ACCEPTANCE

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

Accepted: \_\_\_\_\_

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

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

# Hughes

General Engineering, Inc.

P.O. Box 2293

Camarillo, Ca. 93011

(805) 642-7700 Fax (805) 642-7711

[ihughesinc@verizon.net](mailto:ihughesinc@verizon.net)

License No. 644816-A

Page 2 of 4

Description of Property: **Medea Creek Middle School**

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**SPECIFIC SCOPE OF WORK:**

Install new sidewalk at South Building

TO INCLUDE: Soils removal and haul-off, compaction, rebar #3 @ 18" on center each way  
3000 psi concrete. Remove 1-2 panels of concrete at door to create an  
ADA exit out of door to the new sidewalk.

**TOTAL**

**\$14,537.00**

**Special Conditions and/or Exclusions:**

No testing, No inspections  
Permits by others

ADA SIDE WALK REPAIRS  
@ BLDG C, MCMS

Hughes General Engineering, Inc.  
P.O. Box 2293  
Camarillo, Ca. 93011  
License No. 644816-A  
[jhughesinc@verizon.net](mailto:jhughesinc@verizon.net)  
(805) 642-7700 Fax (805) 642-7711



## EXCLUSIONS LIST

Page 3 of 4

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

Hughes General Engineering is not responsible for checked off items.

# ADA SIDE WALK REPAIRS @ BLDG C MCMs

## TERMS AND CONDITIONS

### 1. ACCEPTANCE

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

### 2. ENTIRE AGREEMENT AND AMENDMENTS

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

### 3. GUARANTEE

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

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

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

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

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

### 4. ACCEPTANCE OF WORK

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

### 5. FEES AND CHARGES

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

### 6. ACTS OF GOD, ETC.

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

### 7. COLLECTION

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

### 8. ASSIGNMENT

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

### 9. PLANS AND SPECIFICATIONS

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

### 10. DAMAGE TO UNDERGROUND INSTALLATIONS

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

### 11. PAYMENTS

All work completed in any one month will be billed by the 25th of said month with payment of 95% due by the 10th of the following month. The remaining 5% (retention) is due and payable not later than 35 days from completion of our contract items of work. Time materials (Rental) if required, to be paid in full monthly, with no retention held. Interest at the rate of 1.5% per month shall be charged on all overdue

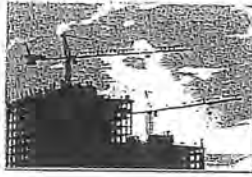
### 12. GRADES

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

### 13. Termination

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

**PROPOSAL**



**Gold Coast Erectors,**

P.O. BOX 1882  
Camarillo CA 93011  
805-987-6334 \* 805-987-5315 FAX  
CA license #698200 C51  
DIR #1000014206  
[pat@goldcoasterectors.com](mailto:pat@goldcoasterectors.com)

**Owner/Contractor: HUGHES GENERAL ENGINEERING**

**Project Name: MEDEA MIDDLE SCHOOL- GUARDRAILS**

**ADDRESS: 1002 DOUBLETREE RD, OAK PARK CA 91377**

*The following items are INCLUDED in our proposal: HOT DIPPED GALVANIZED FINISH*

**FURNISH & INSTALL: APPROX 109 L.F. GUARDRAILS  
1 1/2" OD ROUND POSTS 42" AFF @ 5'-0 MAX SET IN CORED HOLES AND GROUT FILLED  
TOP RAIL AT 42" AFF & MID RAILS  
HOT DIPPED GALVANIZED FINISH**

*The following items are EXCLUDED from our proposal:*

**BONDS, PERMITS, INSPECTIONS, ENGINEERING, BACKING, FINISH PAINTING  
SPECIAL OR EXCESS INSURANCE, WAIVERS, WEEKENDS OR HOLIDAYS**

Clean and clear access is required for installation.  
General Contractor to verify all dimensions prior to fabrication.

***We hereby propose to furnish all labor & material to complete the described work for the sum of:***  
**TWELVE-THOUSAND SEVEN HUNDRED DOLLARS & NO/XXX** **\$12,400.00**

Patrick S. Gallagher      11-08-2017  
President

OWNER/CONTRACTOR

DATE

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JANUARY 16, 2018**  
**SUBJECT: B.2.p. AUTHORIZE AND RATIFY CONSTRUCTION CONTRACT FOR MEASURE S PROJECT 18-08S, EMERGENCY WATER LINE REPAIRS, BUILDING 300, AT BROOKSIDE ELEMENTARY SCHOOL**

ACTION

**ISSUE:** Shall the Board authorize Project 18-08S, Emergency Water Line Repairs, Building 300, at Brookside Elementary School and ratify a construction contract associated with this work, to be funded from the Measure S bond fund?

**BACKGROUND:** The Board-approved Needs Assessment plan and the Measure S Planning Committee priorities approved in May 2017 collectively outline the District's plan for facility construction, modernization, and safety improvements utilizing Measure S funds. The Measure S facility subcommittee, in consultation with administration and construction management staff, has identified a broken water line in Room 301 and the 300 Building work at Brookside room as a potential health hazard. As a matter of urgency, the subcommittee recommended the acceptance of the following proposals for this work, now identified as Measure S Project 18-08S, Emergency Water Line Repairs, Building 300, at Brookside Elementary School:

COMPANY	SCOPE OF WORK	AMOUNT
Salinas and Sons Rooter	Tree Roots Removal	\$ 825
Precision Plumbing	Plumbing Repairs	\$ 7,772
Premier Carpet	Carpet Replacement	\$ 1,850
		\$ 10,447

It is respectfully requested that the Board authorize this project and ratify the award of construction contracts as recommended.

- ALTERNATIVES:**
1. Authorize Project 18-08S, Emergency Water Line Repairs, Building 300, at Brookside Elementary School, and ratify construction contracts to Salinas and Sons Rooter for tree roots removal, in the amount of \$825, Precision Plumbing for plumbing repairs, in the amount of \$7,772, and Premier Carpet for carpet replacement, in the amount of \$1,850, to be funded from the Measure S bond fund
  2. Do not authorize and ratify construction contracts for this project.

**RECOMMENDATION:** Alternative No. 1

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

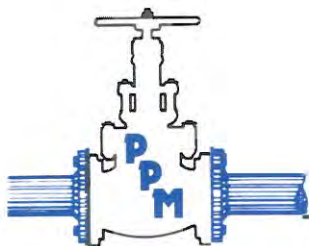
Respectfully submitted,

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

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

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

#16403



# PRECISION Plumbing-Mechanical

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

## INVOICE

TO: Julie Suarez

SHIP

Job #18-162

Oak Park USD

TO:

5801 E. Conifer St.

Oak Park, CA 91377

JOB		DATE	PURCHASE ORDER NO.
Brookside Sewer Line Repair		1/11/2018	
QUANTITY	DESCRIPTION	PRICE	
	<p>Provided the labor and materials needed to replace approximately 20'-0" of 2" sewer piping from the sink in classroom #301 to the sink in the teacher's workroom. Demolition and replacement of concrete, and addition of a floor cleanout below sink in teacher's workroom.</p> <p>Total Cost (see attached Cost Breakdown)</p> <p><b>THANK YOU!</b></p>	\$7,772.00	
		<b>TOTAL</b>	<b>\$7,772.00</b>





**JOB:** *Brookside Elementary School 2" Sewer Repair Room #301*

**DATE:** 1/10/2018

[illegible]

OH/PROFIT 20%	\$69.86
---------------	---------

MATERIAL TOTAL: \$444.47

SUBCONTRACTOR NAME	SERVICE	TOTAL

SUBCONTRACTOR TOTAL: \$0.00

HOURS	DESCRIPTION	RATE	TOTAL
8	Electric Hand Saw (Home Depot Rental)	\$12.00	\$96.00
			\$0.00
			\$0.00

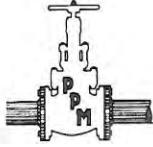
EQUIPMENT TOTAL:	\$96.00
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HOURS	CLASSIFICATION	RATE	TOTAL
36	Foreman	\$112.00	\$4,032.00
32	Journeyman	\$100.00	\$3,200.00
	Apprentice	\$74.00	\$0.00
	Foreman overtime	\$148.00	\$0.00
	Journeyman overtime	\$132.00	\$0.00
	Apprentice overtime	\$96.00	\$0.00

LABOR TOTAL	\$7,232.00
-------------	------------

**JOB TOTAL** **\$7,772.47**



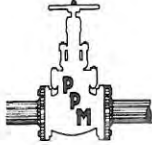


# PRECISION PLUMBING-MECHANICAL

5350 GABBERT RD. MOORPARK, CA. 93021 PH: 805-529-4748 FAX: 805-529-5433

## DAILY WORK SHEET

<b>Job Name:</b>						<b>Date:</b>	
Brookside Elementary School 2" Sewer Line Repair						12/26/2017	
<b>Foreman Name:</b>				<b>Time In:</b>		<b>Time Out:</b>	
German Lopez				7:00 AM		3:30 PM	
<b>Employee Name:</b>	<b>Job #:</b>	<b>Class:</b>	<b>Reg Hrs:</b>	<b>OT Hrs:</b>	<b>2T Hrs:</b>	<b>Shift Hrs</b>	
German Lopez	18-162	Frm	8				
Otilio Arevalo	18-162	Jrny	8				
<b>Subcontractors:</b>			<b>Job #:</b>	<b>Hours:</b>	<b>Work Performed:</b>		
<b>Description of Work Performed:</b>							
<p>Opened up floor below classroom sink in room #301. Excavated and exposed existing 2" sewer line, discovered sewer line was broken below grade at footing. Inspected the 2" sewer piping downstream of sink with our sewer camera and discovered roots in the line as well as a lot of build up and water. Pushed camera as far as we could but kept getting stuck at wye fitting below sink in Teachers Workshop. Tried to get camera down sewer piping at sink in Teachers Workshop but could only get 3'-0" down line before hitting blockage.</p>							
<b>Approved By:</b>						<b>Date:</b>	



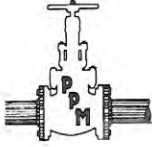
# PRECISION PLUMBING-MECHANICAL

5350 GABBERT RD. MOORPARK, CA. 93021 PH: 805-529-4748 FAX: 805-529-5433

## DAILY WORK SHEET

<b>Job Name:</b>						<b>Date:</b>	
Brookside Elementary School 2" Sewer Line Repair						12/27/2017	
<b>Foreman Name:</b>				<b>Time In:</b>		<b>Time Out:</b>	
Otilio Arevalo				7:00 AM		3:30 PM	
<b>Employee Name:</b>	<b>Job #:</b>	<b>Class:</b>	<b>Reg Hrs:</b>	<b>OT Hrs:</b>	<b>2T Hrs:</b>	<b>Shift Hrs</b>	
Otilio Arevalo	18-162	Frm	8				
Julio Negrete	18-162	Jrny	8				
<b>Subcontractors:</b>			<b>Job #:</b>	<b>Hours:</b>	<b>Work Performed:</b>		
<b>Description of Work Performed:</b>							
<p>Opened up floor below sink in Teachers Workshop to determine the cause of blockage in 2" sewer piping. Used camera to inspect sewer line but could only get down the line approximately 14'-0" before hitting blockage. Tried to snake sewer line to unclog blockage. Saw cut approximately 14'-0" of concrete floor out of room #301 to excavate and replace 2" sewer line from sink in room #301 to sink in Teachers Workshop room. Started excavation of plumbing trench in room #301.</p>							
<b>Approved By:</b>						<b>Date:</b>	



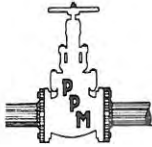


# PRECISION PLUMBING-MECHANICAL

5350 GABBERT RD. MOORPARK, CA. 93021 PH: 805-529-4748 FAX: 805-529-5433

## DAILY WORK SHEET

<b>Job Name:</b>						<b>Date:</b>	
Brookside Elementary School 2" Sewer Line Repair						12/28/2017	
<b>Foreman Name:</b>				<b>Time In:</b>		<b>Time Out:</b>	
Otilio Arevalo				7:00 AM		3:30 PM	
<b>Employee Name:</b>	<b>Job #:</b>	<b>Class:</b>	<b>Reg Hrs:</b>	<b>OT Hrs:</b>	<b>2T Hrs:</b>	<b>Shift Hrs</b>	
Otilio Arevalo	18-162	Frm	8				
Julio Negrete	18-162	Jrny	8				
<b>Subcontractors:</b>			<b>Job #:</b>	<b>Hours:</b>	<b>Work Performed:</b>		
<b>Description of Work Performed:</b>							
<p>Finished excavation of plumbing trenches for replacement of 2" sewer line. Installed new piping and backfilled trench and prepared for concrete patchback. Called out Salina's &amp; Sons roter company to snake 2" sewer line in Teachers Workshop. Eliminated blockage in 2" sewer piping and snaked existing 3" sewer main branch piping running from janitors closet cleanout to 4" sewer main in center of the building. Re-connected all sinks and ran water for 20 minutes to verify piping was working properly.</p>							
<b>Approved By:</b>						<b>Date:</b>	



# PRECISION PLUMBING-MECHANICAL

5350 GABBERT RD. MOORPARK, CA. 93021 PH: 805-529-4748 FAX: 805-529-5433

## DAILY WORK SHEET

<b>Job Name:</b>						<b>Date:</b>	
Brookside Elementary School 2" Sewer Line Repair						12/29/2017	
<b>Foreman Name:</b>				<b>Time In:</b>		<b>Time Out:</b>	
Otilio Arevalo				7:00 AM		3:30 PM	
<b>Employee Name:</b>	<b>Job #:</b>	<b>Class:</b>	<b>Reg Hrs:</b>	<b>OT Hrs:</b>	<b>2T Hrs:</b>	<b>Shift Hrs</b>	
Otilio Arevalo	18-162	Frm	8				
Julio Negrete	18-162	Jrny	8				
<b>Subcontractors:</b>		<b>Job #:</b>	<b>Hours:</b>	<b>Work Performed:</b>			
<b>Description of Work Performed:</b>							
Patch back concrete and clean up room. Put all furniture back to original state.							
<b>Approved By:</b>						<b>Date:</b>	

CONEJO VALLEY PLUMBING SUPPLY  
2324 TELLER ROAD  
NEWBURY PARK, CA 91320-2201  
805 499-0780 FAX 805-499-1370

Invoice # : 047684                      Inv Date : 12/25/17  
Printed At : 11:20:28 28 DEC 2017

Shipped To:

PRECISION PLUMBING MECHANICAL  
5350 GABBERT RD.  
MOORPARK, CA 93021

WHSE

INV #	CUSTOMER ORDER #	SHIP VTA DESCR.	SHIPPED	SLSM	WRITER
007684	18162-8324	WILL CALL	12/25/17	WC	MU

[illegible]

COPY

Invoice Amount	\$93.80
----------------	---------





554 EAST EASY STREET  
SIMI VALLEY, CA 93065

Please contact with Questions: 909-517-3085

INVOICE NUMBER	TOTAL DUE	CUSTOMER	PAGE
5547109	\$111.54	477084	1 of 1

**PLEASE REFER TO INVOICE NUMBER WHEN  
MAKING PAYMENT AND REMIT TO:**

FERGUSON ENTERPRISES INC #1350  
PO BOX 740827  
LOS ANGELES, CA 90074-0827

SHIP TO:

PRECISION PLUMBING MECHANICAL  
5350 GABBERT RD  
MOORPARK, CA 93021-7139

COUNTER PICK UP  
554 EAST EASY STREET  
SIMI VALLEY, CA 93065

SHIP WHSE.	SELL WHSE.	TAX CODE	CUSTOMER ORDER NUMBER	SALESMAN	JOB NAME	INVOICE DATE	BATCH
627	627	CA56	18162-8237	RJP	BROOKSIDE ELEMENTARY	12/26/17	IO 408413
ORDERED	SHIPPED	ITEM NUMBER	DESCRIPTION	UNIT PRICE	UM	AMOUNT	
			ALL LOCATIONS WILL BE CLOSED MONDAY 12/25/17 AND MONDAY 1/1/18				
2	2	FEIBUCKET	5G BCKT FERGUSON LOGO GRAD	5.218	EA	10.44	
1	1	NHTAPSTKKJ	2X2X1-1/2 NH CI SAN TAP TEE	8.854	EA	8.85	
2	2	F300022	PROFLEX 2 CI X PVC STL COUP	5.175	EA	10.35	
10	10	PFNHCK	2 STD NH COUP	2.524	EA	25.24	
2	2	ADWV9K	2 ABS DWV VENT 90 ELL	5.577	EA	11.15	
2	2	ADWVLS9K	2 ABS DWV LS 90 ELL	4.526	EA	9.05	
1	1	ADWVS9K	2 ABS DWV ST 90 ELL	4.161	EA	4.16	
3	3	ADWV9K	2 ABS DWV 90 ELL	3.234	EA	9.70	
1	1	ADWVS4K	2 ABS DWV ST 45 ELL	3.181	EA	3.18	
4	4	ADWV4K	2 ABS DWV 45 ELL	2.971	EA	11.88	
			INVOICE SUB-TOTAL			104.00	
			TAX	Ventura		7.54	
<p>LEAD LAW WARNING: IT IS ILLEGAL TO INSTALL PRODUCTS THAT ARE NOT "LEAD FREE" IN ACCORDANCE WITH US FEDERAL OR OTHER APPLICABLE LAW IN POTABLE WATER SYSTEMS ANTICIPATED FOR HUMAN CONSUMPTION. PRODUCTS WITH *NP IN THE DESCRIPTION ARE NOT LEAD FREE AND CAN ONLY BE INSTALLED IN NON-POTABLE APPLICATIONS. BUYER IS SOLELY RESPONSIBLE FOR PRODUCT SELECTION.</p> <p>WATER FLOW RATE NOTICE: LAVATORY FAUCETS WITH FLOW RATES OVER 0.5 GPM ARE NOT ALLOWED FOR 'PUBLIC USE' IN CALIFORNIA.</p> <p>If paid on or before 01/10/18 you may deduct 2.08</p>							

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Call us at the number above to switch to email delivery today!



TERMS: 2% 10TH NET 30TH

ORIGINAL INVOICE

TOTAL DUE

\$111.54

All past due amounts are subject to a service charge of 1.5% per month, or the maximum allowed by law, if lower. If Buyer fails to pay within terms, then in addition to other remedies, Buyer agrees to pay Seller all costs of collection, including reasonable attorney fees. Complete terms and conditions are available upon request or at [http://wolseleyna.com/terms\\_conditionsSale.html](http://wolseleyna.com/terms_conditionsSale.html) and are incorporated by reference. Seller may convert checks to ACH.



201 N RICE AVE SUITE E  
OXNARD, CA 93030-5165

Please contact with Questions: 909-517-3085

INVOICE NUMBER	TOTAL DUE	CUSTOMER	PAGE
5553869	\$25.18	477084	1 of 1

PLEASE REFER TO INVOICE NUMBER WHEN  
MAKING PAYMENT AND REMIT TO:

FERGUSON ENTERPRISES #1350  
PO BOX 740827  
LOS ANGELES, CA 90074-0827

SHIP TO:

PRECISION PLUMBING MECHANICAL  
5350 GABBERT RD  
MOORPARK, CA 93021-7139

COUNTER PICK UP  
201 N RICE AVE SUITE E  
OXNARD, CA 93030-5165

SHIP WHSE.	SELL WHSE.	TAX CODE	CUSTOMER ORDER NUMBER	SALESMAN	JOB NAME	INVOICE DATE	BATCH
652	652	CA56OX	18-162-8323	RJP	18-162-8323	12/27/17	IO 408541
ORDERED	SHIPPED	ITEM NUMBER	DESCRIPTION	UNIT PRICE	UM	AMOUNT	
			ALL LOCATIONS WILL BE CLOSED MONDAY 12/25/17 AND MONDAY 1/1/18				
20	20	AP40FCPK20	2X20 ABS PLUS S40 FOAM CORE PIPE	77.702	C	15.54	
1	1	ANITEXP200L	NITRILE FOAM COAT GLV LG	4.990	EA	4.99	
1	1	PSG14452	BLACK NITR FOAM COAT GLV MED	2.840	EA	2.84	
INVOICE SUB-TOTAL						23.37	
TAX						Ventura/Oxnard	1.81
LEAD LAW WARNING: IT IS ILLEGAL TO INSTALL PRODUCTS THAT ARE NOT "LEAD FREE" IN ACCORDANCE WITH US FEDERAL OR OTHER APPLICABLE LAW IN POTABLE WATER SYSTEMS ANTICIPATED FOR HUMAN CONSUMPTION. PRODUCTS WITH *NP IN THE DESCRIPTION ARE NOT LEAD FREE AND CAN ONLY BE INSTALLED IN NON-POTABLE APPLICATIONS. BUYER IS SOLELY RESPONSIBLE FOR PRODUCT SELECTION.							
WATER FLOW RATE NOTICE: LAVATORY FAUCETS WITH FLOW RATES OVER 0.5 GPM ARE NOT ALLOWED FOR 'PUBLIC USE' IN CALIFORNIA.							
If paid on or before 01/10/18 you may deduct 0.47							
COPY							
Go Paperless - Upgrade to Email Delivery! You'll receive one email per day with all your invoices attached as a PDF. Contact us with your email address today. Call us at the number above to switch to email delivery today!							

TERMS: 2% 10TH NET 30TH

ORIGINAL INVOICE

TOTAL DUE

\$25.18

All past due amounts are subject to a service charge of 1.5% per month, or the maximum allowed by law, if lower. If Buyer fails to pay within terms, then in addition to other remedies, Buyer agrees to pay Seller all costs of collection, including reasonable attorney fees. Complete terms and conditions are available upon request or at [http://woiseley.com/terms\\_conditionsSale.html](http://woiseley.com/terms_conditionsSale.html) and are incorporated by reference. Seller may convert checks to ACH.



## COPY

Employee: DANIEL BARCOM

[illegible]





18-162

More saving.  
More doing.™

2745 TELLER RD. T.O., CA. 91320 (805) 3756680  
RAMON\_MONTES@HOMEDEPOT.COM

6662 00001 10833 12/28/17 10:35 AM  
CASHIER MARTHA

073291004064 REMESH MATS <A>  
42"X84" STEEL WIRE REMESH SHEET  
3@8.10 24.30  
073291053376 REBAR TIWIRE <A> 3.60  
REBAR TIWIRE 16GA 400FT  
039645100783 QUIKRETE5000 <A>  
80LB QUIKRETE 5000 CONCRETE MIX  
15@4.97 74.55

SUBTOTAL 102.45  
SALES TAX 7.43  
TOTAL \$109.88

XXXXXXXXXXXX4737 VISA USD\$ 109.88  
TA

AUTH CODE 40434D/1018197  
Chip Read  
AID A0000000031010 VISA CREDIT  
TVR 8080008000  
IAD 06010A03600000  
TSI 6800  
ARC 00



6662 01 10833 12/28/2017 5008

RETURN POLICY DEFINITIONS  
POLICY ID DAYS POLICY EXPIRES ON  
A 1 90 03/28/2018  
THE HOME DEPOT RESERVES THE RIGHT TO  
LIMIT / DENY RETURNS. PLEASE SEE THE  
RETURN POLICY SIGN IN STORES FOR  
DETAILS.

\*\*\*\*\*

COPY



9609 Canoga Ave., Chatsworth, CA 91311  
Ph (818) 772-8880 Fax (818) 772-0033  
CSLB 804692 www.premiercarpet.com

# Proposal

**Attn:** JULIE SUAREZ

**From:** ALAN COMINS

**Estimator:** \_\_\_\_\_

**Admin:** \_\_\_\_\_

**Revision #:** \_\_\_\_\_

**Date:** 1/5/2018

**Bid Due Date:** 1/4/2018

**Plan Date:** \_\_\_\_\_

**Addendum :** \_\_\_\_\_

**To**

OAK PARK UNIFIED SCHOOL DISTRICT  
5801 E. CONIFER STREET  
OAK PARK, CA 91377-1002  
Phone: (818) 735-3254-  
Fax: (818) 865-8467-

**Project**

BROOKSIDE ELEMENTARY - ROOM 301  
165 N SATINWOOD AVENUE  
OAK PARK, CA 91377

**WATER DAMAGE AT SINK**

<i>Manufacturer</i>		<i>Color Name</i>
<i>Style</i>		<i>Color Number</i>
<b>1 LABOR AND MATERIALS -</b>		
<b>TO REPLACE CARPET TILE, V.C.T. AND WALL BASE AT NEW TRENCH, INCLUDES FLOOR PREP</b>		
*		*
*		*

***TOTAL (APPLICABLE TAX INCLUDED)*** \$1,850.00

Bid price good for 60 days, but ask as we usually can keep same pricing. We will furnish, deliver, and install the above material in accordance with all transmitted plans, specifications and general conditions for the listed price. The price includes all applicable freight and taxes, unless otherwise noted. This proposal complies with AB2398 California Carpet Stewardship Law and includes \$0.25 per SY to help keep materials out of landfill and support recycling. Unless specifically included in this proposal: excludes all demolition, repair or take-up of existing flooring.

Excludes vacuuming, damp mopping, buffing, waxing or floor protection. Excludes floor floating; leveling or repair; excludes control / expansion joint sealant / filler, excludes sealing of floor (unless noted above), excludes cleaning or removal of curing compound / bond breaker, oil, grease, solvents, paints, plaster or other foreign substances; excludes asbestos control / abatement. Includes no attic stock of material beyond installation coverage; includes work only during regular hours and for a single phase job. Flooring to be installed prior to fixturization, baseboard and other trim work. Phasing / additional mobilizations will be billed extra. Excludes any furniture movement; excludes waiver of subrogation & primary wording on insurance certificates (fees apply if needed); excludes union or prevailing wage labor; excludes any addenda beyond the base bid. Per CRI-104-96, 6.3 site conditions: The owner or general contractor must submit to the flooring contractor a written report on moisture and surface alkalinity of the slab to determine its suitability as a substrate for the material to be installed. Floors to be turned over to us broom clean and scraped by others. On jobs with clean and seal, scrubbing will not remove tire marks, oil stains, paint, chalk lines or other permanent type marks. In the event of termination of the agreement, we will be entitled to 10% to 25% of contract amount. **WARRANTY DOES NOT INCLUDE ANY MOISTURE RELATED SUBFLOOR FAILURES. WE ARE NOT RESPONSIBLE FOR UNEVEN OR PRE-EXISTING CONDITIONS IN CONCRETE.** Floor preparation will be billed on a time and material basis at \$75.00 per man-hour plus the cost of the materials. Client is subject to payment for stored materials. We will not accept charge backs of damage or cleaning without the option to inspect claim(s) to repair or without the option to make arrangements for acceptable repairs at their expense. We are not responsible for any claims that might result from product delivery date changes beyond their control. If a manufacturer requires a deposit to manufacture / ship certain items, client will pay that amount. This proposal is valid for thirty days from date of proposal above. **Full payment is due ten (10) days from receipt of invoice.** Interest at 1.5% per month will be added to late invoices.

Concrete Overlayments are subject to cracking from ground movement or settling; and from new seismic requirements for additional rebar in concrete. Excludes structural issues in existing concrete. (California is seismic 4 for building codes.) Exclusions for both polished concrete and concrete overlays include cosmetic defections due to scraping, gouging, staining, or discoloring during the surface life of the floor; accidental or intentional physical impact or thermal damage exceeding material standards; negligence or drastic change in the original environment for which the floor was initially designed or intended; building alterations, improper design, any cause beyond the control of the applicator, or for an act of God (hurricane, tornado, earthquake, etc.). Excludes gloss meter testing. Trenches must be filled by others prior to start. There is no warranty that color picked will match manufacturer color sample 100%. Note that existing concrete, color, sand, aggregate and / or previous floor shadowing will greatly influence final outcome. Excludes cost of electrical hookup / power of our concrete polishing equipment. Do not use acidic cleaners on your floor. Damp mop with a microfiber pad. do not use water for the first 7 days cure time. **POLISHED CONCRETE JOBS REQUIRE SINGLE PHASE, 30 to 100 AMP, 208 / 220 VOLT POWER, OR 3 PHASE, 100 AMP, 208 / 220 VOLT POWER depending on size of project. Larger projects require 100 amp breakers.**

Los Angeles

OAK PARK UNIFIED SCHOOL DISTRICT

**Signed:** \_\_\_\_\_**Signed:** \_\_\_\_\_

ALAN COMINS

**Proposal Total:** \$1,850.00**Proposed Installation Start Date:** \_\_\_\_\_

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: JANUARY 16, 2018**

**SUBJECT: B.2.q. AUTHORIZE AND RATIFY CONSTRUCTION CONTRACT FOR MEASURE S PROJECT 18-09S, EMERGENCY FIRE LINE REPAIRS AT RED OAK ELEMENTARY SCHOOL**

ACTION

**ISSUE:** Shall the Board authorize Project 18-09S, Emergency Fire Line Repairs at Red Oak Elementary School and ratify a construction contract associated with this work, to be funded from the Measure S bond fund?

**BACKGROUND:** The Board-approved Needs Assessment plan and the Measure S Planning Committee priorities approved in May 2017 collectively outline the District's plan for facility construction, modernization, and safety improvements utilizing Measure S funds. The Measure S facility subcommittee, in consultation with administration and construction management staff, has identified repair of a leaking fire line at Red Oak Elementary school as a potential safety hazard. As a matter of urgency, the subcommittee recommended the acceptance of the following proposal for this work, now identified as Measure S Project 18-09S, Emergency Fire Line Repairs at Red Oak Elementary School:

<b>COMPANY</b>	<b>SCOPE OF WORK</b>	<b>AMOUNT</b>
MM Mechanical	Plumbing Repairs to Fire Line System	\$ 15,191

It is respectfully requested that the Board authorize this project and ratify the award of construction contract to MM Mechanical for Plumbing Repairs to Fire Line System, in the amount of \$15,191, to be funded from the Measure S bond fund.

**ALTERNATIVES:**

1. Authorize Project 18-09S, Emergency Fire Line Repairs at Red Oak Elementary School, and ratify a construction contract to MM Mechanical for Plumbing Repairs to Fire Line System, in the amount of \$15,191, to be funded from the Measure S bond fund.
2. Do not authorize and ratify a construction contract for this project.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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

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

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



M/M MECHANICAL, INC.  
1027 CINDY LANE  
CARPINTERIA CA 93013-2905  
805-745-1125

License: 774231

## Contract Invoice

Invoice#: 13635

Date: 01/04/2018

Billed To:

Project: 2018 VARIOUS SMALL JOBS

Due Date: 02/04/2018

Terms:

Order#

Description	Amount
AT RED OAK ELEMENTARY SCHOOL AT 4057 ROCKFIELD ST IN OAK PARK CA DEMO CONCRETE TO FIND LEAKING FIRELINE PIPE CAMERA LINE TO FIND LEAKING PIPE AND FITTINGS. REMOVE AND REPLACE BROKEN PIPE AND FITTINGS POUR THREE YARDS CONCRETE, CLEAN UP SITE TESTED AND OK.	15,190.39

A service charge of 0.00 % per annum will be charged on all amounts  
overdue on regular statement dates.

Thank you for your prompt payment!!

Non-Taxable Amount:	15,190.39
Taxable Amount:	0.00
Sales Tax:	0.00
Amount Due	15,190.39

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JANUARY 16, 2018**  
**SUBJECT: B.2.r. APPROVE ACCEPTANCE OF DONATIONS**

ACTION

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

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

Site/Program	Gift/Donor	Amount
Oak Park High School Rocket Team	The Boeing Company	\$6,000
Oak Park High School	Aerojet-Rocketdyne Foundation– Matching Contribution	\$775

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

Respectfully submitted,

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

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

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

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: JANUARY 16, 2018**

**SUBJECT: B.3.a. APPROVE REVISED DISTRICT INSTRUCTIONAL CALENDAR FOR  
SCHOOL YEAR 2018-2019**

**ACTION**

**ISSUE:** Shall the Board of Education approve the revised instructional calendar of 2018-2019?

**BACKGROUND:** The District Calendar Committee met on November 30, 2017 and proposed the addition of a special minimum day to the Board approved 2018-2019 instructional calendar. Oak Park Teacher's Association and Oak Park Classified Association conducted an advisory vote and both recommended approving this revised calendar with the inclusion of a special district wide minimum day on November 7, 2018.

**ALTERNATIVES:** 1. Approved the revised 2018-2019 school year calendar.  
2. Do not approve the revised 2018-2019 school year calendar.

**RECOMMENDATION:** Alternative #1.

Respectfully submitted,

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

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

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



# OAK PARK UNIFIED SCHOOL DISTRICT - Revised

## JULY 2018 - JUNE 2019 - STUDENT/TEACHER CALENDAR

JULY 2018							JANUARY 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	5
8	9	10	11	12	13	14		6	7	8	9	10	11
15	16	17	18	19	20	21		13	14	15	16	17	18
22	23	24	25	26	27	28		20	21	22	23	24	25
29	30	31						27	28	29	30	31	
4 Independence Day							1-4 Winter Break						
							7 Teacher Prep Day (Secondary)						
							Elementary Students in School						
							Secondary Students Off						
							21 MLK Day						
							17 Days						
AUGUST 2018							FEBRUARY 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30	31		24	25	26	27	28		
2 K-12 Staff Development							15 - Staff Development						
3 K-12 Staff Development							(Optional Buy Back Day)						
6 K-12 Teacher Prep Day							18 Presidents Day						
7 First School Day							18 Days						
19 Days													
SEPTEMBER 2018							MARCH 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1						1	2
2	3	4	5	6	7	8	3	4	5	6	7	8	9
9	10	11	12	13	14	15	10	11	12	13	14	15	16
16	17	18	19	20	21	22	17	18	19	20	21	22	23
23	24	25	26	27	28	29	24	25	26	27	28	29	30
30							31						
3 Labor Day							5-8 Elementary Min/Conf Days						
10 Local Holiday													
19 Local Holiday													
17 Days							21 Days						
OCTOBER 2018							APRIL 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6		1	2	3	4	5	6
7	8	9	10	11	12	13	7	8	9	10	11	12	13
14	15	16	17	18	19	20	14	15	16	17	18	19	20
21	22	23	24	25	26	27	21	22	23	24	25	26	27
28	29	30	31				28	29	30				
15 Teacher Prep Day (Elementary)							15 -22 Spring Break						
Secondary Students in School													
Elementary Students Off							16 Days						
23 - 30 OHES/ROES Conf. Days/Min Days													
26-31 BES Conf. Days/Minimum Days													
23 Days													
NOVEMBER 2018							MAY 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3				1	2	3	4
4	5	6	7	8	9	10	5	6	7	8	9	10	11
11	12	13	14	15	16	17	12	13	14	15	16	17	18
18	19	20	21	22	23	24	19	20	21	22	23	24	25
25	26	27	28	29	30		26	27	28	29	30	31	
1-2 BES Conf. Days/Minimum Days							24 End Sem 2/Last Day of School						
7 Special Minimum Day - Diwali							27 Memorial Day						
12 Veterans Day							18 Days						
19-22,23 Local Holiday							91 days/E, 90 Days/S						
22 Thanksgiving													
16 Days													
DECEMBER 2018							JUNE 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1							1
2	3	4	5	6	7	8	2	3	4	5	6	7	8
9	10	11	12	13	14	15	9	10	11	12	13	14	15
16	17	18	19	20	21	22	16	17	18	19	20	21	22
23	24	25	26	27	28	29	23	24	25	26	27	28	29
30	31						30						
21 End of Semester 1													
24-31 Winter Break													
15 Days													
89 days/E, 90 Days/S													

# Denotes School Holiday  
 # Denotes Beginning and End of school  
 # Denotes Teacher Prep Day (Some Students in School/Some Students Out of School)

Revised Draft 11/30/2017  
 Board Approved 12/5/16

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JANUARY 16, 2018**  
**SUBJECT: B.3.b. APPROVE REVISED DISTRICT INSTRUCTIONAL CALENDAR FOR SCHOOL YEAR 2019-2020**

**ACTION**

**ISSUE:** Shall the Board of Education approve the proposed instructional calendar of 2019-2020?

**BACKGROUND:** The District Calendar Committee met on November 30, 2017 and proposed the 2019-2020 instructional calendar. Oak Park Teacher's Association and Oak Park Classified Association conducted an advisory vote and both recommended approving the 2019-2020 calendar which is included for the Board's review.

**ALTERNATIVES:** 1. Approve the 2019-2020 school year calendar.  
2. Do not approve the 2019-2020 school year calendar.

**RECOMMENDATION:** Alternative #1.

Respectfully submitted,

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

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT - **DRAFT**

## JULY 2019- JUNE 2020 - STUDENT/TEACHER CALENDAR

JULY 2019							JANUARY 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				1	2	3	4
7	8	9	10	11	12	13		5	6	7	8	9	10
14	15	16	17	18	19	20		12	13	14	15	16	17
21	22	23	24	25	26	27		19	20	21	22	23	24
28	29	30	31					26	27	28	29	30	31
4 - Independence Day							1-3 Winter Break						
							6 Sec Prep Day - Sec students out of school, Elem in school						
							7 - 1st Day Sem 2						
							20 - MLK Day						
							19 days/E, 18 days/S						
AUGUST 2019							FEBRUARY 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3							1
4	5	6	7	8	9	10		2	3	4	5	6	7
11	12	13	14	15	16	17		9	10	11	12	13	14
18	19	20	21	22	23	24		16	17	18	19	20	21
25	26	27	28	29	30	31		23	24	25	26	27	28
1-2 - K-12 Staff Dev							14 - Opt K-12 Buy back						
5 - Teacher Prep Day							17 - Presidents Day						
6 - First school day							18 Days						
19 Days													
SEPTEMBER 2019							MARCH 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7		1	2	3	4	5	6
8	9	10	11	12	13	14		8	9	10	11	12	13
15	16	17	18	19	20	21		15	16	17	18	19	20
22	23	24	25	26	27	28		22	23	24	25	26	27
29	30							29	30	31			
2- Labor Day							2-5 OHES Conf/ Min Days						
30 - Local Holiday							3-6 BES/ROES Conf/Min Days						
19 Days							19-20 OPHS Minimum Days						
							22 Days						
OCTOBER 2019							APRIL 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5				1	2	3	4
6	7	8	9	10	11	12		5	6	7	8	9	10
13	14	15	16	17	18	19		12	13	14	15	16	17
20	21	22	23	24	25	26		19	20	21	22	23	24
27	28	29	30	31				26	27	28	29	30	
9-Local Holiday							10 - Local Holiday						
14 - Elem Teacher Prep Day							13-17 Spring Break						
22-29 ROES/OHES Conf Days							16 Days						
BES - 25-1, OPHS 25,28 Min Days													
Oct 25 Special Minimum Day													
21 days E/22 days S													
NOVEMBER 2019							MAY 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2						1	2
3	4	5	6	7	8	9		3	4	5	6	7	8
10	11	12	13	14	15	16		10	11	12	13	14	15
17	18	19	20	21	22	23		17	18	19	20	21	22
24	25	26	27	28	29	30		24	25	26	27	28	29
1 - BES Conference Day							22 - End of Sem 2/Last Day of School						
11 - Veterans Day							25 - Memorial Day						
25-27 - Local Holidays							20-21 - OPHS/MCMS Min days						
28 -Thanksgiving							22 - All Schools Min Day						
29 - Local Holiday							16 - Days						
15 Days							91 days/E, 90 days/S						
DECEMBER 2019							JUNE 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7		1	2	3	4	5	6
8	9	10	11	12	13	14		7	8	9	10	11	12
15	16	17	18	19	20	21		14	15	16	17	18	19
22	23	24	25	26	27	28		21	22	23	24	25	26
29	30	31						28	29	30			
20-End of Sem 1													
23-31 Winter Break													
15 Days													
89 days/E, 90 days/S													

# Denotes School Holiday

# Denotes Beginning and End of school

# Denotes Teacher Prep Day (Some Students in School/Some Students Out of School)

**TO: BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JANUARY 16, 2018**  
**SUBJECT: B.3.c. ADDITIONAL TEXT BOOKS FOR OAK PARK HIGH SCHOOL – 12<sup>TH</sup> GRADE ENGLISH HONORS CLASS**

ACTION

**ISSUE:** Shall Oak Park High School add two additional books in support of its English IV Honors curriculum?

**STATEMENT:** Oak Park High School would like to add two additional books to its 12<sup>th</sup> grade English Honors and Survey programs. The books are *The Strange Case of Dr. Jekyll and Mr. Hyde* by Robert Louis Stevenson and *Murder on the Orient Express* by Agatha Christie -a description is provided for the Board's reference. This book is being submitted pending approval by the Curriculum Council who will be voting on this at their January 16, 2018.

**ALTERNATIVES:** 1. Approve the request for an additional textbook at Oak Park High School.  
2. Do not approve the request for an additional textbook at Oak Park High School.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted:

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

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

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

12<sup>th</sup> Grade English Literature – Honors & Survey Courses  
(Submitted by Tris Wenker)

Dear Curriculum Council,

I would like to solicit your approval for the following texts: *The Strange Case of Dr. Jekyll and Mr. Hyde* by Robert Louis Stevenson and *Murder on the Orient Express* by Agatha Christie. Both these texts will be used in the senior Madness & Identity semester class and I'd like to use *Murder on the Orient Express* in the year-long Honors English class. I have included a brief summary of the books taken from Amazon.com & Barnesandnoble.com. Both titles will be used to explore the concept of The Human Condition.

**1. *The Strange Case of Dr. Jekyll and Mr. Hyde* – Robert Louis Stevenson**

ISBN-13: 978-1945644139

ISBN-10: 1945644133

Paperback \$2.85

Hardcover \$5.55

OverDrive Rental \$ .50 per copy

OverDrive Purchase \$2.99 per copy

\*This is also a Free Publish book

“Dr. Henry Jekyll, fascinated by the dichotomy of good and evil, no longer wants to inhibit his dark side. He concocts a potion to create the alter ego of Mr. Edward Hyde. With the burden of evil placed on Hyde, Jekyll can now take pleasure in his immoral, nefarious fantasies—free of conscience and guilt. It's when Hyde turns to murder that Jekyll realizes how monstrous his impulses are and how hard they are to suppress.

Exploring the nature of shame, repression, desire, and control, Stevenson's story has so endured that “a Jekyll and Hyde personality” has become part of our lexicon in understanding our own—sometimes involuntary—duality.” Amazon.com

**2. *Murder on the Orient Express* – Agatha Christie**

ISBN-13: 978-1945644139

ISBN-10: 1945644133

Paperback \$7.16

Hardcover \$16.67

OverDrive Rental \$ 1.17 per copy

OverDrive Purchase \$7.99 per copy

“Just after midnight, a snowdrift stopped the Orient Express in its tracks. The luxurious train was surprisingly full for the time of year, but by the morning there was one passenger fewer. An American lay dead in his compartment, stabbed a dozen times, his door locked from the inside...Red herrings galore are put in the path of Hercule Poirot to try to keep him off the scent, but in a dramatic denouement he succeeds in coming up with not one but two solutions to the crime.”

Barnesandnoble.com

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JANUARY 16, 2018**  
**SUBJECT: B.4.a. APPROVE DEPARTMENT SECRETARY - BOND FACILITIES PROGRAM POSITION**

ACTION

**ISSUE:** Shall the Board approve Department Secretary - Bond Facilities Program position?

**BACKGROUND:** With the passage of the Measure S in November 2016, among the top priorities in implementing the bond program is the determination of the delivery method of construction management (CM) services. In January 2017, the Board authorized the establishment of a Bond Construction Management Department, and approved the position of a Bond Construction Manager. At its meeting in December 2017, the Board approved an amendment to the District's agreement with Balfour Beatty Construction for bond program and construction management consulting services.

As the final component of the CM department and services, at this evening's meeting, Administration is requesting that the Board approve the position of Department Secretary - Bond Facilities Program. Functioning as a district employees and reporting to the Assistant Superintendent, Business and Administrative Service, the accompanying job description, previously approved by the Board in 2007, is provided for the Board's information. A classified bargaining unit position, the position is placed on Range 16 of the classified salary schedule. The annual cost of the proposed position, including all statutory and health benefits ranges from \$57,188 (Step 1) to \$78,725 (Step 5), and will be funded from the Measure S Bond as part of the CM services for the Measure S program. It is calculated that these essential services would cost 35%-40% more if they were provided by the consultant.

**ALTERNATIVES:**

1. Approve the position of Department Secretary - Bond Facilities Program, to be funded from the Measure S bond fund.
2. Do not authorize establishment of Measure S Bond Construction Management Department and Construction Manager position.

**RECOMMENDATION:** Alternative 1.

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT  
CLASS TITLE: DEPARTMENT SECRETARY – BOND FACILITIES PROGRAM

DEFINITION

This is a 12-month position, 8 hours per day

Salary: Range 16

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

DISTINGUISHING CHARACTERISTICS:

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

EXAMPLES OF DUTIES:

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

EMPLOYMENT STANDARDS:

Knowledge of: Office management techniques, modern office methods, practices and equipment; oral and written communications; correct English usage, grammar, spelling, punctuation, vocabulary, and composition; first aid procedures; record keeping methods; word processing, spreadsheet and database usage; proper phone etiquette; public relations skills; interpersonal skills including tact, courtesy, and patience.



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

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

#### WORKING CONDITIONS:

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JANUARY 16, 2018**  
**SUBJECT: B.4.b. APPROVE ESTABLISHMENT OF DIRECTOR OF EXTENDED CARE POSITION**

ACTION

**ISSUE:** Shall the Board approve the establishment of the Director of Extended Care position?

**BACKGROUND:** Based on the input of OPUSD families and staff, the establishment of a before and after school care program is needed to best meet the needs of OPUSD students and their families.

With the Board's approval of the Extended Care program, there is a need for an administrator to create a program that reflects the approved design. Because the Director of Extended Care will create and lead program implementation, finances, hiring, staff development, student care, curriculum, and parent concerns it follows that the Director of Extended Care has the training and skills similar to that of a site Principal.

Accompanying this background is a job description that supports the establishment of the position of Director of Extended Care.

**ALTERNATIVES:**

1. Approve establishment of the new Director of Extended Care position and related job description, to be funded from revenues of the newly authorized Extended Care program.
2. Do not approve establishment of Director of Extended Care position and related job description.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

**OAK PARK UNIFIED SCHOOL DISTRICT**  
**Director of Extended Care**

**Brief Description:** Under the general supervision of the Assistant Superintendent of Human Resources, direct, manage, and evaluate the operation of the Extended Care program; develop policies and procedures for the Extended Care program, supervise and evaluate Extended Care program personnel.

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

- Serve as the lead administrator for the district's Extended Care program, providing leadership in the development of policies and procedures related to the Extended Care program
- Lead the development of programs that reflect the district's goals and moral imperatives to meet the needs of students and their families
- Responsible for ensuring the Extended Care program has a balance between academics, free play, the arts, recreation, and enrichment.
- Oversee the recruitment and hiring of all Extended Care staff, including high school student employees
- Train, monitor, and support the performance of all Extended Care staff
- Interface with district and site administrators to ensure that the Extended Care program is directly connected to and supportive of the school and district programs.
- Interface with the district's business office to oversee the collection of tuition, budgeting, and expenditure of program funds.
- Provide flexible enrollment options so that the unique child care needs of families are met
- Partner with enrichment providers in order to offer unique and varied enrichment opportunities.
- Facilitate communication with and respond to parents and stakeholders
- Implement programming on non-school days
- Oversee tuition collection, and work with families on flexible payment options
- Work with district staff to oversee the health care needs of students in the Extended Care program
- Coordinate staffing schedules to meet staffing ratios and provide support based on site needs
- Gain input from parents, students, and staff through the use of regular program evaluations
- Attend administrative and Board meetings as needed to share information regarding the Extended Care program
- Engage in ongoing professional learning related to effective after school programming and curriculum
- Provide training and staff development to Extended Care staff on a regular basis

**Knowledge and Abilities:** At a minimum, the successful candidate should possess the following:

Knowledge of:

- State and Federal laws, policies, procedures, and requirements related to child care
- Effective principles and practices of administration, supervision, and training
- Current curriculum research and trends
- Implementation of current principles, practices, methods and strategies of program development.

Ability to:

- Communicate effectively, both orally and in writing.
- Demonstrate strong organizational skills.
- Work independently and in concert with other District personnel to lead teams and serve as a member of teams.
- Maintain current knowledge of program regulations, requirements and restrictions.
- Use technology related tools to prepare reports and deliver oral presentations in a user-friendly manner.
- Effectively observe and analyze effective strategies and techniques.
- Organize and deliver meaningful staff development within the district.
- Train, supervise and evaluate assigned personnel.

**Education, Experience, and Other Requirements**

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JANUARY 16, 2018**  
**SUBJECT: B.4.c. APPROVE 2019-2020 CLASSIFIED EMPLOYEES HOLIDAY CALENDAR**

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**ACTION**

**ISSUE:** Should the Board of Education approve the 2019-2020 Classified Employees Holiday Calendar?

**BACKGROUND:** The proposed calendar was presented to the Oak Park Classified Association. They have approved bringing the Classified Employees Holiday Calendar to the Board for approval, showing the 15 contractual holidays that coincide with the Instructional Calendar for 2019-2020.

**ALTERNATIVES:**

1. Approve the recommended 2019-2020 Classified Employees Holiday Calendar.
2. Do not approve the recommended 2019-2020 Classified Employees Holiday Calendar.

**RECOMMENDATION:** Alternative #1.

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT - **DRAFT**

## JULY 2019- JUNE 2020 - CLASSIFIED HOLIDAY CALENDAR

### JULY 2019

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

4 - Independence Day

### JANUARY 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1 - Local Holiday  
7 - 1st Day Sem 2  
20 - MLK Day

### AUGUST 2019

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

6 - First school day

### FEBRUARY 2020

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

14 - Local Holiday  
17 - Presidents Day

### SEPTEMBER 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 - Labor Day

### MARCH 2020

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### OCTOBER 2019

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### APRIL 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

10 - Local Holiday

### NOVEMBER 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

11 - Veterans Day  
27 - Local Holiday  
28 - Thanksgiving  
29 - Local Holiday

### MAY 2020

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

22 - Last Day of School  
25 - Memorial Day

### DECEMBER 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

20 - End of Sem 1  
24-25 Local Holidays  
31 Local Holiday

### JUNE 2020

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

# Denotes School Holiday

# Denotes Beginning and End of school

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT**  
**DATE: JANUARY 16, 2018**  
**SUBJECT: B.5.a APPROVE AMENDMENT TO BOARD POLICY 4140/4240/4340-  
BARGAINING UNITS – First Reading**

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**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 4140/4240/4340 - Bargaining Units?

**BACKGROUND:** Board policy updated to reflect NEW LAW (SB 285, 2017) which prohibits districts from deterring or discouraging employees from becoming or remaining members of an employee organization. Policy also reflects NEW LAW (AB 119, 2017) which requires districts to provide employee organizations with specified contact information for new employees in the bargaining unit and to give employee organizations access to new employee orientations (limited in scope to onboarding sessions where newly hired employees are advised of their employment status, rights, benefits, duties, responsibilities, or any other employment-related matters). Board Policy 4140/4240/4340 is being submitted with recommended changes from CSBA.

**ALTERNATIVES:** 1. Approve the amendment of Board Policy 4140/4240/4340 - Bargaining Units.  
2. Do not approve amendment of Board Policy 4140/4240/4340 - Bargaining Units.

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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



# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4140, 4240, 4340(a)

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## Bargaining Units

The Governing Board recognizes the right of district employees to form a bargaining units, select an employee organization as the exclusive representative, and be represented by that organization in their employment relationship with the district. The Board is committed to negotiating in good faith with recognized employee organizations and respecting the rights of employees and employee organizations.

*(cf. 4141/4241 - Collective Bargaining Agreement)*

*(cf. 4143/4243 - Negotiations/Consultation)*

*(cf. 9000 – Role of the Board)*

The district shall not dominate or interfere with the formation or administration of any employee organization or contribute financial or other support to it. (Government Code 3543.5)

~~Neither the district nor the employee organization~~ shall not deter or discourage employees from becoming or remaining members of an employee organization, impose or threaten to impose reprisals on employees, discriminate or threaten to discriminate against employees, or otherwise interfere with, restrain, or coerce employees because of their membership or non-membership in an employee organization. (Government Code 3543.5, 3543.6)

*(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)*

## Formation of Bargaining Units

Certificated and classified employees shall not be included in the same bargaining unit. (Government Code 3545)

The district may recognize a bargaining unit of supervisory employees if: (Government Code 3545)

1. The bargaining unit includes all supervisory employees.
2. The supervisors are not represented by the same organization that represents employees whom the supervisory employees supervise.

*(cf. 4300 – Administrative and Supervisory Personnel)*

*(cf. 4301 – Administrative Staff Organization)*

*(cf. 4312.1 – Contracts)*

For this purpose, *supervisory employee* means any employee, regardless of job description, having the authority, in the interest of the district, to hire, transfer, suspend, layoff, recall,

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4140, 4240, 4340(b)

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promote, discharge, assign, reward, discipline, assign work, direct, adjust grievance of other employees, or effectively recommend that action. The exercise of ~~this~~<sup>e</sup> authority shall not be merely routine or clerical in nature, but shall require the use of independent judgment. (Government Code 3540.1)

Employees serving in ~~a~~<sup>a</sup> management, senior management, or confidential positions shall not be represented by an exclusive representative. Such employees may represent themselves individually or may be represented by an employee organization whose membership is composed entirely of employees designated as holding those positions. ~~,but~~ When represented by an employee organization, that organization shall not meet and negotiate with the district. For this purpose: (Government Code 3540.1, 3543.4)

1. *Management employees* means any employee who has significant responsibilities for formulating district policies or administering district programs, and whose position is designated as a management position by the Board.

~~(cf. 4301—Administrative Staff Organization)~~

2. Confidential employee means any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management position.

## Access to Employee Orientations and Contact Information

The district shall permit employee organizations access to new employee orientations where newly hired employees are advised, whether in person, online, or through other means or mediums, of their employment status, rights, benefits, duties, responsibilities, or any other employment-related matters. The district shall provide employee organizations at least 10 days' notice in advance of an orientation. However, in any specific instance where an unforeseeable, urgent need critical to the district's operation prevents the required 10 days' notice, a shorter notice may be provided. (Government Code 3555.5, 3556)

The structure, time, and manner of the access to new employee orientations shall be determined by mutual agreement of the district and the exclusive representative, following a request to negotiate by either party. If the district and exclusive representative fail to reach an agreement, matters related to the access to new employee orientation shall be subject to compulsory interest arbitration. The district and employee organization may mutually agree to submit any dispute to compulsory interest arbitration at any time. In addition, if any dispute arises during negotiations and is not resolved within 45 days after the first meeting or within 60 days after the initial

# **OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY**

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*BP 4140, 4240, 4340(c)*

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request to negotiate, whichever is earlier, either party may make a demand for compulsory interest arbitration. When any such dispute arises during the summer when the district's administrative office is closed, the timeline shall commence on the first day the administrative office reopens. The decision of the arbitrator shall be final and binding on the parties. (Government Code 3556, 3557)

The Superintendent or designee shall provide an exclusive representative with the name, job title, department, work location, telephone numbers (work, home, and personal cell phone), personal email address(es) on file with the district, and home address of any newly hired employee in the bargaining unit, within 30 days of hire or by the first pay period of the month following hire. In addition, the Superintendent or designee shall provide the same information of all employees in the bargaining unit to an exclusive representative at least every 120 days, unless more frequent or detailed lists are required by agreement with the exclusive representative. (Government Code 3558, 6254.3)

However, the Superintendent or designee shall not disclose the home address and any phone numbers on file for employees performing law enforcement-related functions, nor shall he/she disclose the home address, home or personal cell phone number(s), or personal email address(es) of any employee who is a participant in the Safe at Home address confidentiality program pursuant to Government Code 6207 or any employee who provides written request that the information not be disclosed for this purpose. Following receipt of a written request, the district shall remove the employee's home address, home and personal cell phone numbers, and personal email address from any mailing list maintained by the district unless the list is only used by the district to contact the employee. (Government Code 3558, 6207, 6254.3)

*(cf. 1340 - Access to District Records)*

## **Payment of Dues or Service Fee**

Upon the written request of a recognized employee organization, the Superintendent or designee shall deduct the amount of ~~the~~ organization dues or the fair share service fee, determined in accordance with Government Code 3546, from the wages and salary of each employee represented by that employee organization and shall pay that amount to the employee organization. (Education Code 45060, 45168; Government Code 3546)

Any employee who is a member of a religious body whose traditional tenets or teachings include objection to joining or financially supporting employee organizations shall not be required to join, maintain membership in, or financially support any employee organization as a condition of employment. However, such an employee may be required to pay an amount equal to the service fee to a designated charitable fund. (Government Code 3546.3)

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Each employee organization shall, within 60 days after the end of its fiscal year, provide the Board and the employees who are members of the organization with a detailed financial report consisting of a balance sheet and an operating statement. If the employee organization fails to provide the financial report, the board may issue an order compelling the organization to provide the financial report or any employee within the organization may petition the board for such an order. (Government Code 3546.5)

*(cf. 3460 - Financial Reports and Accountability)*

~~The Superintendent or designee may provide an employee organization with the home address and home telephone number of employees, except any employees performing law enforcement-related functions and any employees who provide written request that the information not be disclosed for this purpose. (Government Code 6254.3)~~

~~*(cf. 1340 - Access to District Records)*~~

Legal Reference:

EDUCATION CODE

45060-45061.5 Deduction of fees from salary or wage payment, certificated employees

45100.5 Senior management positions

45104.5 Abolishment of senior classified management positions

45108.5 Definitions of senior classified management employees

45108.4 Waiver of provisions of 45108.5

45168 Deduction of fees from salary or wage payment, classified employees

45220-45320 Merit system, classified employees

GOVERNMENT CODE

3540-3549.3 Educational Employment Relations Act, *especially*:

3540.1 Definitions

3543.4 Management position; representation

3545 Appropriateness of unit; basis

*3550-3552 Prohibition on public employers deterring or discouraging union membership*

*3555-3559 Public employee communication, information and orientation*

*6205-6210 Confidentiality of addresses for victims of domestic violence, sexual assault or stalking*

*6254.3 Disclosure of employee contract information to employee organization*

*6503.5 Joint powers agencies*

*53260-53264 Employment contracts*

CODE OF REGULATIONS, TITLE 8

33015-33490 Recognition of exclusive representative; proceedings

33700-33710 Severance of established unit

34020 Petition to rescind organizational security arrangement

34055 Reinstatement of organizational security arrangement

COURT DECISIONS

*Janus v. American Federation of State, County and Municipal Employees, Council 31*, (7th Cir. 2017) 851 F.3d 746, cert granted Sept. 28, 2017, No. 16-1466

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*[Friedrichs v. California Teachers Association, et al., \(2016\) 136 S.Ct. 1083](#)*

*County of Los Angeles v. Service Employees International Union, Local 721, (2011), 192 Cal.App.4<sup>th</sup> 1409*

*[Abood v. Detroit Board of Education, \(1977\) 431 U.S. 209](#)*

*Management Resources:*

*~~CSBA PUBLICATIONS~~*

*~~Collective Bargaining DVD ROM~~*

*~~Before the Strike: Planning Ahead in Difficult Negotiations, 1996~~*

*WEB SITES*

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

*Association of California School Administrators: <http://www.acsa.org>*

*California Federation of Teachers: <http://www.cft.org>*

*California School Employees Association: <http://www.csea.com>*

*California Teachers Association: <http://www.cta.org>*

*Public Employment Relations Board: <http://www.perb.ca.gov>*

Adopted: 1-25-78

Amended: 3-6-84, 7-23-85, 1-21-92, 9-17-02, 3-16-04, 4-15-08, 5-15-12, [1-16-18](#)

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: JANUARY 16, 2018**

**SUBJECT: B.5.b APPROVE AMENDMENT OF BOARD POLICY AND  
ADMINISTRATIVE REGULATION 5117 – INTERDISTRICT  
ATTENDANCE – First Reading**

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**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy and Administrative Regulation 5117 – Interdistrict Attendance?

**BACKGROUND:** Board Policy 5117 updated to reflect NEW LAW (AB 99, 2017) which makes a number of changes to the school district of choice program, including (1) requiring a participating district to register as a school district of choice with the Superintendent of Public Instruction and the county board of education by July 1, 2018; (2) expanding the factors that must not be considered by districts in the selection process; and (3) revising the requirements for annually reporting the disposition of transfer requests. Regulation updated to reflect provisions of AB 99 related to public announcements regarding the program, priorities for admission, and the timeline for notification of a student's provisional acceptance or rejection. Regulation also reflects NEW LAW (SB 344, 2017) which gives the county board in a class 1 county, as defined, 60 calendar days to decide an appeal when a district denies a transfer under an interdistrict attendance agreement. Section on "Transfers Out of the District" moved from BP to AR, and revised to reflect NEW LAW (AB 2659, 2016) which provides that a district must not prohibit the transfer of a child of a military family to any district that approves the transfer. Board Policy 5117 is being submitted with recommended changes from CSBA.

**ALTERNATIVES:**

1. Approve the amendment of Board Policy 5117 – Interdistrict Attendance.
2. Do not approve amendment of Board Policy 5117 – Interdistrict Attendance.

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

**Page 2.**

**Board of Education Meeting January 16, 2018**

**B.5.b. Approve Amendment of Board Policy 5117 – Interdistrict Attendance – First Reading**

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

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



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## Interdistrict Attendance

The Governing Board recognizes that parents/guardians of students who reside within the geographic boundaries of one district may, for a variety of reasons, ~~choose~~ desire to enroll their child in another district.

~~(cf. 0520.3 – Title I Program Improvement Districts)~~  
~~(cf. 5111.12 – Residence Based on Parent/Guardian Employment)~~  
(cf. 5111.1 - District Residency)  
(cf. 5116.1 - Intradistrict Open Enrollment)  
(cf. 5118 – Open Enrollment Act Transfers)

## School District of Choice Program

The Board has designated the Oak Park Unified School District as a “school district of choice” and shall accept students who reside in other California districts but wish to attend an Oak Park Unified School District school.

Each year, the Superintendent or designee shall recommend to the Board the number of transfer students that the district will be able to accept and shall identify the schools, grade levels, and programs that will be able to accept these ~~additional~~ students.

~~Upon receiving the Superintendent’s report, t~~The Board shall, by resolution, annually ~~determine~~ establish the number of students who will be accepted ~~for admittance~~ into the district through this program. Once established, the district shall accept all students who apply to transfer into the district until the district is at maximum capacity. (Education Code 48301) ~~This number shall be reflected in the minutes of the Board meeting.~~

~~(cf. 9324 – Minutes and Recordings)~~

The ~~Superintendent or designee b~~Board shall establish a selection process which ensures that students are admitted to district schools through an ~~random~~, unbiased process that prohibits an inquiry into or evaluation or consideration of whether or not a student should be enrolled based upon his/her academic or athletic performance-, physical condition, proficiency in English, any of the individual characteristics set forth in Education Code 200, or family income. (Education Code 48301)

If the number of ~~student transfer~~ applications exceeds the number of transfers the Board has ~~designated for acceptance~~ elected to accept, approval for transfer shall be determined by ~~under the program, the Superintendent or designee shall conduct~~ a random drawing held in public at a regularly scheduled Board meeting. (Education Code 48301)

~~After Because~~ the district admits students in accordance with the school district of choice program, provided space is available at particular grade levels, the Superintendent or designee

# OAK PARK UNIFIED SCHOOL DISTRICT

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may admit a student based on an individual interdistrict attendance permit pursuant to Education Code 46600~~8300-48316~~.

The Superintendent or designee shall maintain a record of requests for admittance that ~~contains~~ includes, but is not limited to, all of the following: (Education Code 48313)

1. The number of requests granted, denied, or withdrawn and, for denied requests, the reason for the denial-
2. The number of students transferred into and out of ~~and transferred into~~ the district pursuant to this program-
3. The race, ethnicity, gender, self-reported socio-economic status, eligibility for free or reduced-price meals, and the district of residence for each student transferred into or out of the district pursuant to this program ~~and the district of residence for each student in item #2 above~~
4. The number of students transferred into or out of the district pursuant to this program ~~in item #2 above~~ who are classified as English learners or students with disabilities

The Superintendent or designee shall report to the Board, at a regularly scheduled meeting, the information specified in items #1-4 above. ~~By May 15~~ No later than October 15 of each year, the Superintendent or designee shall provide the same information for the current school year, as well as information regarding the district's status as a school district of choice in the upcoming school year, to each geographically adjacent school district, the county office of education, and the ~~California Department of Education, and the Department of Finance~~ Superintendent of Public Instruction. (Education Code 48313)

The ~~report to the Board and other agencies shall also include a summary of audit exceptions, if any, resulting from the district's compliance review of components of the district of choice with the program requirements shall be subject to~~ conducted as part of the annual district audit conducted pursuant to Education Code 41020. (Education Code 48301, ~~48313~~)

~~A child of an active military duty parent/guardian shall not be prohibited from transferring out of the district to a school district of choice, if the other school district approves the application or transfer. (Education Code 48301)~~

(cf. 3460 - Financial Reports and Accountability)

### Interdistrict Attendance Permits

The Board may enter into an agreement with any other school district, for a term not to exceed five school years, for the interdistrict attendance of students who are residents of the districts. (Education Code 46600)

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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The agreement shall specify the terms and conditions under which interdistrict attendance shall be permitted or denied. It also may contain standards agreed to by both districts for reapplication and/or revocation of the student's permit. (Education Code 46600)

Upon receiving a permit for transfer into the district that has been approved by the student's district of residence, or upon receiving a written request from the parent/guardian of a district student who wishes to enroll in another district, the Superintendent or designee shall review the request and may approve or deny the permit subject to the terms and conditions of the interdistrict attendance agreement.

## Legal Reference:

### EDUCATION CODE

41020 Annual district audits

46600-46611 Interdistrict attendance agreements

48204 Residency requirements for school attendance

48300-48316 Student attendance alternatives, *school district of choice program*

48350-48361 Open Enrollment Act

48900 Grounds for suspension or expulsion; definition of bullying

48915 Expulsion; particular circumstances

48915.1 Expelled individuals: enrollment in another district

48918 Rules governing expulsion procedures

48980 Notice at beginning of term

52317 Regional Occupational Center/Program, enrollment of students, interdistrict attendance

### CALIFORNIA CONSTITUTION

Article I, Section 31 Nondiscrimination on the basis of race, sex, color, ethnicity, or national origin

## ATTORNEY GENERAL OPINIONS

87 Ops.Cal.Atty.Gen. 132 (2004)

84 Ops.Cal.Atty.Gen. 198 (2001)

~~87 Ops.Cal.Atty.Gen. 132 (2004)~~

## COURT DECISIONS

*Walnut Valley Unified School District v. the Superior Court of Los Angeles County*, (2011) 192 Cal.App.4th 234

*Crawford v. Huntington Beach Union High School District*, (2002) 98 Cal.App.4th 1275

## Management Resources:

### WEB SITES

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

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

Adopted: 5-24-78

Amended: 5-15-84, 1-7-86, 5-17-94, 3-12-02, 9-17-02, 2-15-05, 4-18-06, 6-10-08, 6-9-09,  
2-16-10, 1-11, 7-12, 1-16-18

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## Interdistrict Attendance

### School District of Choice Program

The Superintendent or designee shall communicate with parents/guardians regarding transfer opportunities under the school district of choice program. Communications sent to parents/guardians shall be available in all languages for which translations are required pursuant to Education Code 48985, shall be factually accurate, and shall not target particular neighborhoods or individual parents/guardians on the basis of a child's actual or perceived academic or athletic skill or any other personal characteristic. (Education Code 48301, 48980)

The Superintendent or designee shall also make public announcements regarding district schools, programs, policies, and procedures, including transportation options if applicable, during the enrollment period. (Education Code 48312)

The process for student transfers into the district under the school district of choice program, including, but not limited to, any applicable form, the timeline for a transfer, and an explanation of the selection process, shall be posted on the district's web site. (Education Code 48301)

*(cf. 1113 - District and School Web Sites)*

Parents/guardians shall submit ~~A~~ applications for interdistrict attendance ~~shall be submitted~~ to the district office ~~by~~ prior to January 1 of the school year preceding the school year for which the student may be transferred. The application deadline may be waived upon agreement between the district and the student's district of residence. (Education Code 48308)

The application deadline shall not apply to an application requesting a transfer if the parent/guardian with whom the student resides is enlisted in the military and was relocated by the military within 90 days prior to submitting the application. (Education Code 48308)

*(cf. 6173.2 – Education of Children of Military Families)*

Priority for transfer under the school district of choice program shall be granted as follows: (Education Code 48306)

1. First priority shall be given to siblings of students already in attendance in the district.
2. Second priority shall be given to students eligible for free or reduced-price meals.

*(cf. 3553 - Free and Reduced Price Meals)*

3. Third priority shall be given to children of military personnel.

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Any existing entrance criteria for specialized schools or programs shall be uniformly applied to all applicants. (Education Code 48305)

The district may deny a transfer into the district under the school district of choice program under either of the following circumstances:

1. The transfer into the district would require the district to create a new program to serve that student, except that the district shall not reject the transfer of a student with disabilities or an English learner. (Education Code 48303)
2. The Board of a school district of residence determines that the transfer into the district would negatively impact any of the following: (Education Code 48307)
  - a. A court-ordered desegregation plan
  - b. A voluntary desegregation plan of the district, consistent with the California Constitution, Article 1, Section 31
  - c. The racial and ethnic balance of the district, consistent with the California Constitution, Article 1, Section 31

Whenever the number of transfer applications exceeds the number of interdistrict transfers that may be accepted as annually determined by the Governing Board, students accepted for transfer shall be selected by a random drawing held in public at a regularly scheduled Board meeting. (Education Code 48301)

Between January 1 and February 15 of the school year preceding the school year for which the student is requesting to be transferred, the Superintendent or designee shall notify the parent/guardian in writing whether the application has been provisionally accepted or rejected or of the student's position on any waiting list. (Education Code 48308)

If a student's application for transfer is accepted, the Superintendent or designee shall so notify the student's district of residence no later than February 15 of the school year preceding the school year for which the student is requesting to be transferred. (Education Code 48308)

The number of students accepted for transfer into the district, by school and grade level, shall be reported to the district of residence on or before February 15. (Education Code 48308)

If a student's application is denied, the Superintendent or designee shall notify the student's parents/guardians that the number of students requesting to transfer exceeded the district's capacity and that the student was not selected during the random drawing. The determination

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shall be accurately recorded in the minutes of the Board meeting at which the determination was made. (Education Code 48308)

*(cf. 9324 - Minutes and Recordings)*

For a student whose parent/guardian was relocated by the military 90 days prior to the submission of the application, the district shall make a final decision to accept or reject the application within 90 days of its receipt. If the student's application has been submitted less than 90 days prior to the beginning of the school year, then the district shall accept or deny the application before the school year begins. Upon his/her acceptance, the student may immediately enroll in a district school. (Education Code 48308)

Vacancies may be filled from the waiting list until May 1 of the school year preceding the school year for which students are requesting to be transferred. (Education Code 48308)

The final number of students accepted for transfer into the district, by school and grade level, along with the names of the students, shall be reported to the district of residence on or before May 2. (Education Code 48308)

Students admitted through the school district of choice program are deemed to have fulfilled district residency requirements pursuant to Education Code 48204. (Education Code 48301)

*(cf. 5111.1 - District Residency)*

*(cf. 5116.1 - Intradistrict Open Enrollment)*

Final acceptance of the transfer is applicable for one school year and shall be renewed automatically each year unless the Board, by adoption of a resolution, withdraws from participation in the program and no longer accepts transfer students from other districts. (Education Code 48308)

Even if the district withdraws from participation in the program, students who attended or received a notice of acceptance into the district before the Board's resolution of withdrawal shall be permitted to attend school in the district, and admitted high school students may continue attending school in the district until they graduate from high school. (Education Code 48307, 48308)

The district may accept any completed coursework, attendance, and other academic progress credited to an accepted student by any district(s) he/she has previously attended and may grant academic standing to the student based upon the district's evaluation of the student's academic progress. (Education Code 48309)

*(cf. 6146.3 - Reciprocity of Academic Credit)*

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The district may revoke a student's enrollment if he/she is recommended for expulsion pursuant to Education Code 48918. (Education Code 48309)

~~The Superintendent or designee shall ensure that any communication sent to parents/guardians is factually accurate and does not target particular neighborhoods or individual parents/guardians on the basis of a child's actual or perceived academic or athletic performance or any other personal characteristic. (Education Code 48301)~~

~~The district shall give priority for attendance to siblings of students already in attendance in the district. (Education Code 48306)~~

~~The district shall give priority for attendance to children of military personnel.~~

~~Any existing entrance criteria for specialized schools or programs shall be uniformly applied to all applicants. (Education Code 48305)~~

~~Not later than 90 days after the district receives an application for transfer, the Superintendent or designee shall notify the parent/guardian in writing whether the application has been provisionally accepted or rejected and of the student's position on any waiting list.~~

~~Whenever the number of applicants exceeds the number of interdistrict transfers that may be accepted as determined by the Governing Board, students accepted for transfer shall be selected by a random drawing of the provisionally accepted applications.~~

~~Final acceptance or rejection shall be made by May 15 of the school year preceeding the year for which the student may be transferred. (Education Code 48308)~~

~~However, if an application is submitted for a student who is residing with a parent/guardian enlisted in the military and that parent/guardian was relocated by the military 90 days prior to the submission of the application, then the district shall make a final decision to accept or reject the application within 90 days of its receipt. If the student's application has been submitted less than 90 days prior to the beginning of the school year, then the district shall accept or deny the application before the school year begins. Upon his/her acceptance, the student may immediately enroll in a district school. (Education Code 48308)~~

~~The Superintendent or designee shall notify the student's district of residence of the district's decision.~~

~~Students admitted through the school district of choice program are deemed to have fulfilled district residency requirements pursuant to Education Code 48204. (Education Code 48301)~~

~~(cf. 5111.1—District Residency)~~

~~(cf. 5116.1—Intradistrict Open Enrollment)~~



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~~Final acceptance of the transfer is applicable for one school year and shall be renewed automatically each year unless the Board, by adoption of a resolution, withdraws from participation in the program and no longer accepts transfer students from other districts. (Education Code 48308)~~

~~Even if the district withdraws from participation in the program, admitted high school students may continue attending school in the district until they graduate from high school. (Education Code 48308)~~

~~The district may accept any completed coursework, attendance and other academic progress credited to an accepted student by any district(s) he/she has previously attended and may grant academic standing to the student based upon the district's evaluation of the student's academic progress. (Education Code 48309)~~

~~(cf. 6146.3—Reciprocity of Academic Credit)~~

~~The district may revoke a student's enrollment if he/she is recommended for expulsion pursuant to Education Code 48918. (Education Code 48309)~~

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

~~The district may deny a transfer under the school district of choice program if:~~

- ~~1. The Board determines that the transfer into or out of the district would negatively impact a court-ordered or voluntary desegregation plan of the district. (Education Code 48301)~~
- ~~2. The transfer into the district would require the district to create a new program to serve that student, except that the district shall not reject the transfer of a student with disability or an English learner. (Education Code 48303)~~

### Interdistrict Attendance Permits

In accordance with an agreement between the Governing Board and the board of another district, a permit authorizing a student's attendance outside his/her district of residence may be issued upon approval of both the district of residence and the district of proposed attendance.

The Superintendent or designee may approve an interdistrict attendance permit for a student for any of the following reasons when stipulated in the agreement:

1. When the student has been determined by staff of either the district of residence or district of proposed attendance to be a victim of an act of bullying as defined in Education Code 48900(r). Such a student shall be given priority for interdistrict attendance under any existing interdistrict attendance agreement or, in the absence of an agreement, shall be given consideration for the creation of a new permit. (Education Code 46600)

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*(cf. 5131.2 - Bullying)*

2. To meet the child care needs of the student. Such a student may be allowed to continue to attend district schools only as long as he/she continues to use a child care provider within district boundaries.

*(cf. 5148 - Child Care and Development)*

3. To meet the student's special mental or physical health needs as certified by a physician, school psychologist, or other appropriate school personnel.

*(cf. 6159 - Individualized Education Program)*

4. When the student has a sibling attending school in the receiving district, to avoid splitting the family's attendance.
5. To allow the student to complete a school year when his/her parents/guardians have moved out of the district during that year.
6. To allow the student to remain with a class graduating that year from an elementary, middle, or senior high school.
7. To allow a high school senior to attend the same school he/she attended as a junior, even if his/her family moved out of the district during the junior year.
8. When the parent/guardian provides written evidence that the family will be moving into the district in the immediate future and would like the student to start the year in the district.
9. When the student will be living out of the district for one year or less.
10. When recommended by the school attendance review board or by county child welfare, probation, or social service agency staff in documented cases of serious home or community problems which make it inadvisable for the student to attend the school of residence.

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

*(cf. 5113.12 - District School Attendance Review Board)*

11. When there is valid interest in a particular educational program not offered in the district of residence.
12. To provide a change in school environment for reasons of personal and social adjustment.

The Superintendent or designee may deny initial requests for interdistrict attendance permits due to limited district resources, overcrowding of school facilities at the relevant grade level, or other

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considerations that are not arbitrary. However, once a student is admitted, the district may not deny him/her continued attendance because of overcrowded facilities at the relevant grade level.

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

Within 30 calendar days of a request for an interdistrict permit, the Superintendent or designee shall notify the parents/guardians of a student who is denied interdistrict attendance regarding the process for appeal to the County Board of Education as specified in Education Code 46601. (Education Code 46601)

*(cf. 5145.6 - Parental Notifications)*

Pending a decision by the two districts or an appeal by the County Board, the Superintendent or designee may provisionally admit a student who resides in another district for a period not to exceed two school months. (Education Code 46603)

Students who are under consideration for expulsion or who have been expelled may not appeal interdistrict attendance denials or decisions while expulsion proceedings are pending or during the term of the expulsion. (Education Code 46601)

*(cf. 5119 - Students Expelled from Other Districts)*

*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

Once a student is admitted to a school on the basis of an interdistrict attendance permit, he/she shall not be required to reapply for an interdistrict transfer and shall be allowed to continue to attend the school in which he/she is enrolled, unless reapplication standards are otherwise specified in the interdistrict attendance agreement. Existing interdistrict attendance permits shall not be rescinded for students entering grade 11 or 12 in the subsequent school year. (Education Code 46600)

### Transfers Out of the District

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

The district may limit transfers out of the district to a school district of choice under any of the following circumstances: (Education Code 48307)

1. The number of student transfers out of the district to a school district of choice has reached the limit specified in Education Code 48307 based on the district's average daily attendance.
2. The County Superintendent of Schools has given the district a negative budget certification or has determined that the district will not meet the state's standards and criteria for fiscal

**OAK PARK UNIFIED SCHOOL DISTRICT  
ADMINISTRATIVE REGULATION**

*Series 5000*

*Students*

*AR 5117(h)*

---

stability in the subsequent fiscal year exclusively as a result of student transfers from this district to a school district of choice.

*(cf. 3100 - Budget)*

3. The Board determines that the transfer would negatively impact any of the following:  
(Education Code 48307)
  - a. A court-ordered desegregation plan
  - b. A voluntary desegregation plan of the district, consistent with the California Constitution, Article 1, Section 31
  - c. The racial and ethnic balance of the district, consistent with the California Constitution, Article 1, Section 31

Amended: 7-04, 11-05, 11-07, 11-09, 1-16-18

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JANUARY 16, 2018**  
**SUBJECT: VII.1. MONTH 5 ENROLLMENT AND ATTENDANCE REPORT**

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INFORMATION

**ISSUE:** Shall the Board receive and review a status report on District enrollment and attendance through Month 5 of the 2017-18 school year?

**BACKGROUND:** As student enrollment and attendance plays a key role in determining General Fund revenues, staffing, and expense, it is critical that the Board and Administration carefully monitor these factors in assessing both appropriate student support and the District's financial position. Accordingly, staff has prepared the following enrollment and attendance information through the end of the most recent reporting period to assist in this review.

**RECOMMENDATION:** None. Information only.

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

# MONTHLY REPORT OF ENROLLMENT AND ADA

Board Meeting January 16, 2018

Page 1

Site/ Grade	YEAR TO DATE		Month 1		Month 2		Month 3		Month 4	
	ENRL*	ADA	ENRL*	ADA	ENRL*	ADA	ENRL	ADA	ENRL	ADA
<b>BES</b>										
K	97	95.28	98	95.36	98	97.11	98	94.32	97	95.00
1	81	78.11	79	77.79	79	77.50	81	78.84	81	77.79
2	76	73.70	75	72.32	75	73.67	76	74.32	76	74.64
3	97	95.35	98	95.58	98	96.11	99	96.74	97	95.93
4	117	115.40	118	114.26	118	115.11	119	116.79	119	115.71
5	99	97.42	99	97.74	100	98.39	100	97.47	100	97.36
SDC	0	-	0	-	0	-	0	-	0	-
Total	567	555.26	567	553.05	568	557.89	573	558.48	570	556.43
ADA % **		97.93%		97.54%		98.22%		97.47%		97.62%
<b>OHES</b>										
K	101	97.07	100	97.42	101	97.44	101	96.74	100	97.78
1	77	74.55	78	76.95	76	73.83	75	73.00	77	74.14
2	79	77.13	79	76.79	79	77.50	79	77.53	79	76.72
3	77	75.09	77	75.21	78	74.94	78	75.62	78	75.22
4	97	94.96	97	95.63	97	95.35	97	94.42	97	94.21
5	99	97.58	100	97.58	100	97.83	101	98.16	100	98.79
SDC	0	-	0	-	0	-	0	-	0	-
Total	530	516.38	531	519.58	531	516.89	531	515.47	531	516.86
ADA % **		97.43%		97.85%		97.34%		97.08%		97.34%
<b>ROES</b>										
K	97	92.68	94	92.63	96	93.33	95	92.47	97	92.85
1	78	76.92	79	76.63	80	78.67	79	77.53	79	77.36
2	99	95.31	99	95.32	99	96.72	99	95.26	98	96.43
3	102	98.52	101	98.84	100	98.00	102	98.89	102	98.86
4	98	97.17	100	98.37	99	97.78	99	96.64	99	97.21
5	100	96.87	100	97.95	100	97.22	100	96.79	100	97.93
SDC	0	-	0	-	0	-	0	-	0	-
Total	574	557.47	573	559.74	574	561.72	574	557.58	575	560.64
ADA % **		97.12%		97.69%		97.86%		97.14%		97.50%
<b>MCMS</b>										
6	342	336.63	345	338.42	345	336.89	344	338.70	344	336.50
7	364	355.07	366	358.05	365	356.17	364	355.95	364	352.15
8	372	365.87	375	368.58	375	367.33	376	366.85	376	367.64
SDC	1	1.52	2	2.00	2	2.00	1	1.50	1	1.00
Total	1079	1,059.09	1088	1,067.05	1087	1,062.39	1085	1,063.00	1085	1,057.29
ADA % **		98.15%		98.07%		97.74%		97.97%		97.45%
<b>OPHS</b>										
9	398	396.69	406	400.26	407	398.17	405	396.30	404	394.79
10	374	375.61	395	383.58	390	379.06	388	375.00	381	371.21
11	374	371.69	398	377.06	387	371.60	386	366.70	385	370.15
12	364	354.10	371	356.89	371	354.22	370	352.85	370	352.50
SDC	2	3.43	6	5.79	6	5.61	4	4.95	1	1.93
Total	1512	1,501.52	1576	1,523.58	1561	1,508.66	1553	1,495.80	1541	1,490.58
ADA % **		99.31%		96.67%		96.65%		96.32%		96.73%
<b>OVHS</b>										
10-12	38	30.62	29	28.88	31	29.60	30	28.48	34	32.43
ADA % **		80.58%		99.59%		95.48%		94.93%		95.38%
<b>OPIS</b>										
K-12	189	191.53	191	181.68	194	190.89	199	194.65	198	193.93
ADA % **		101.34%		95.12%		98.40%		97.81%		97.94%
<b>Other ***</b>										
	5	4.22	6	2.55	6	2.99	5	3.45	5	4.22
<b>TOTALS</b>										
K-12	4494	4,416.09	4561	4,436.11	4552	4,431.03	4550	4,416.91	4539	4,412.38
ADA % **		98.27%		97.26%		97.34%		97.07%		97.21%

\*Enrollment is as of the last day of the school month.

\*\*\* of Attendance is ratio of ADA generated during the period divided by last day enrollment.

\*\*\*Other is Home Hospital, Non Public Schools, and Extended Year.

January 16, 2018

# MONTHLY REPORT OF ENROLLMENT AND ADA

Board Meeting January 16, 2018

Page 2

Month 5		Month 6		Month 7		Month 8		Month 9		Month 10	
ENRL	ADA	ENRL	ADA	ENRL	ADA	ENRL	ADA	ENRL	ADA	ENRL	ADA
97	93.95										
81	78.00										
76	73.05										
97	92.79										
117	114.53										
99	96.16										
567	548.48 96.73%	0	- #DIV/0!	0	- #DIV/0!	0	- #DIV/0!	0	- #DIV/0!	0	- #DIV/0!
101	95.11										
77	74.42										
79	76.74										
77	74.21										
97	94.21										
99	95.63										
530	510.32 96.29%	0	- #DIV/0!	0	- #DIV/0!	0	- #DIV/0!	0	- #DIV/0!	0	- #DIV/0!
97	90.90										
78	74.63										
99	93.21										
102	97.05										
98	95.63										
100	94.47										
574	545.89 95.10%	0	- #DIV/0!	0	- #DIV/0!	0	- #DIV/0!	0	- #DIV/0!	0	- #DIV/0!
342	332.32										
364	352.26										
373	359.11										
1	1.00										
1080	1,044.69 96.73%	0	- #DIV/0!	0	- #DIV/0!	0	- #DIV/0!	0	- #DIV/0!	0	- #DIV/0!
398	393.32										
376	366.53										
374	370.21										
364	353.11										
1	1.00										
1513	1,484.17 98.09%	0	- #DIV/0!	0	- #DIV/0!	0	- #DIV/0!	0	- #DIV/0!	0	- #DIV/0!
36	33.19 92.19%	#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	
191	196.95 103.12%	#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	
5	4.22										
4496	4,367.91 97.15%	0	- #DIV/0!	0	- #DIV/0!	0	- #DIV/0!	0	- #DIV/0!	0	- #DIV/0!

\*Enrollment is as of the last day of the school month.

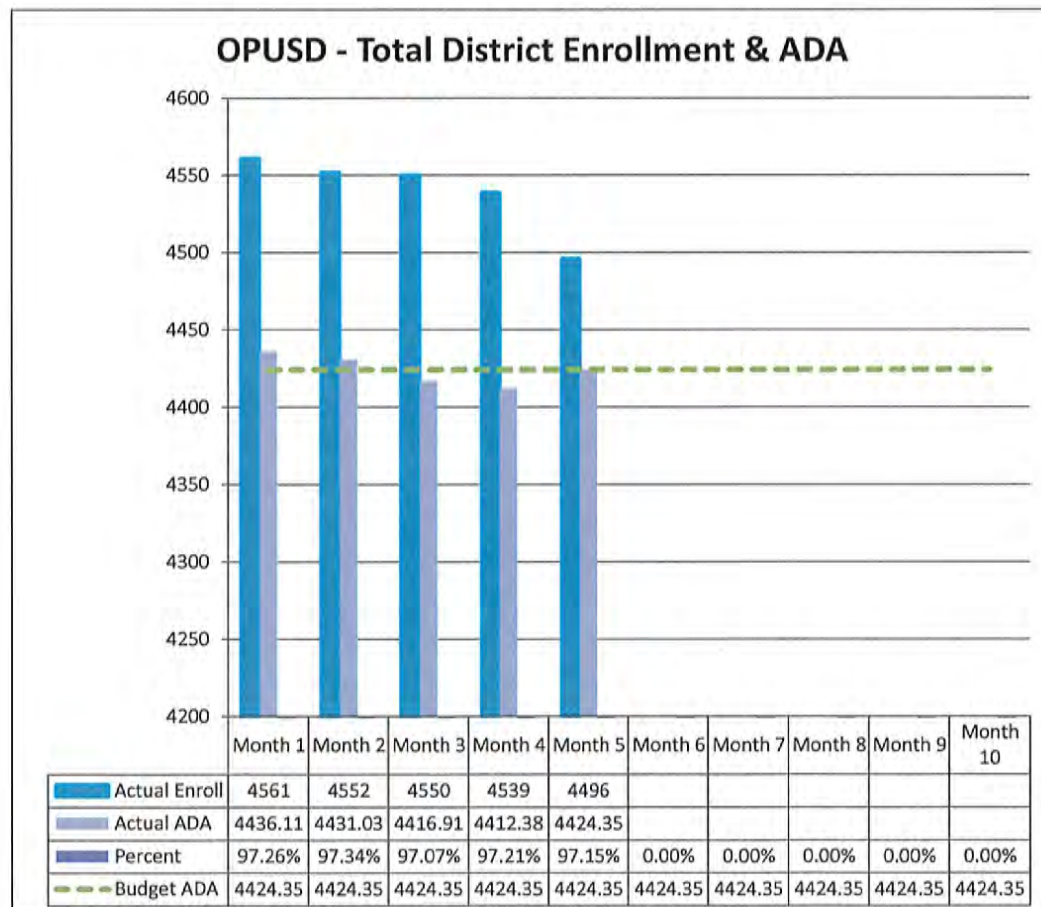
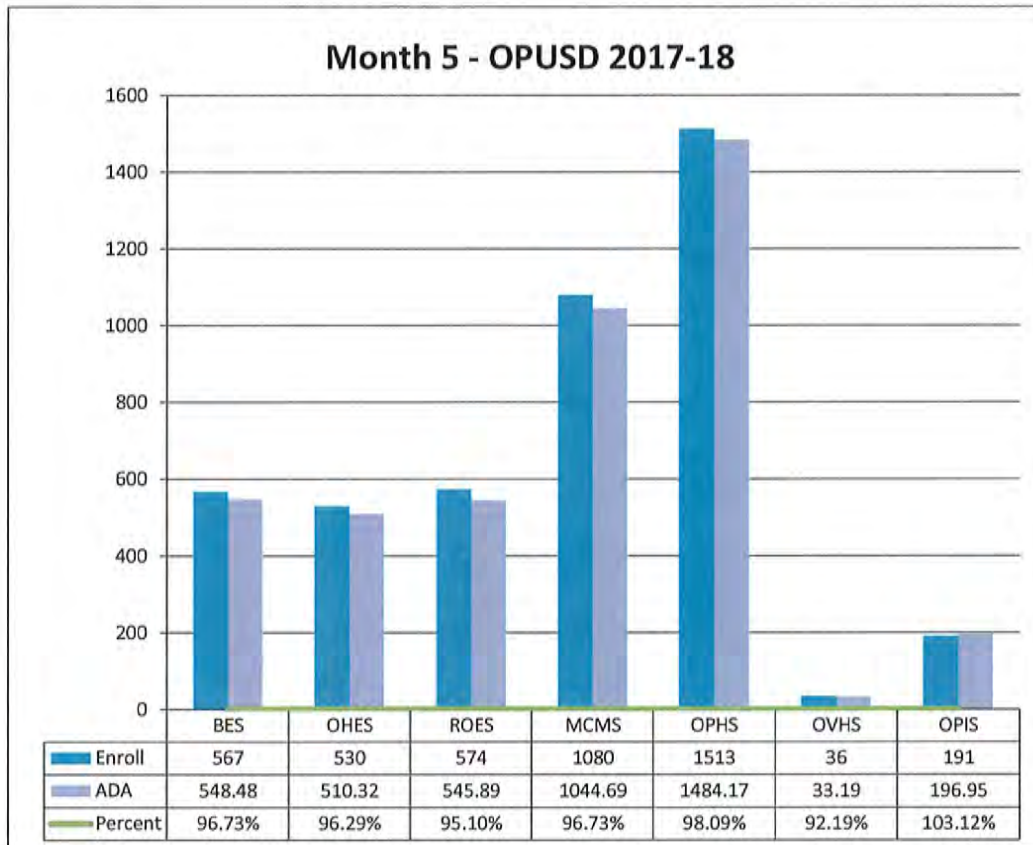
\*\*% of Attendance is ratio of ADA generated during the period divided by last day enrollment.

\*\*\*Other is Home Hospital, Non Public Schools, and Extended Year.

January 16, 2018



## OAK PARK USD - ATTENDANCE



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JANUARY 16, 2018**  
**SUBJECT: VII.2. MONTHLY CASH FLOW REPORT**

INFORMATION

**ISSUE:** Shall the Board receive and review a status report on District's actual and projected cash flow as of December 31st of the 2017-18 fiscal year?

**BACKGROUND:** The State's funding appropriation schedule for school districts is always challenging. In its 2017-18 adopted budget, the State once again fully funds current year appropriations, eliminating its routine of previous budget years of deferring current year cash apportionments to subsequent fiscal years. Nevertheless, continuing its practice of the last several years, the Business Office produces a cash flow report each month as an ongoing tool to assist the both the Administration and Board in analyzing and managing the District's cash and remaining cash-solvent. This month's report follows for the Board's information and review.

**RECOMMENDATION:** None - for information only.

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

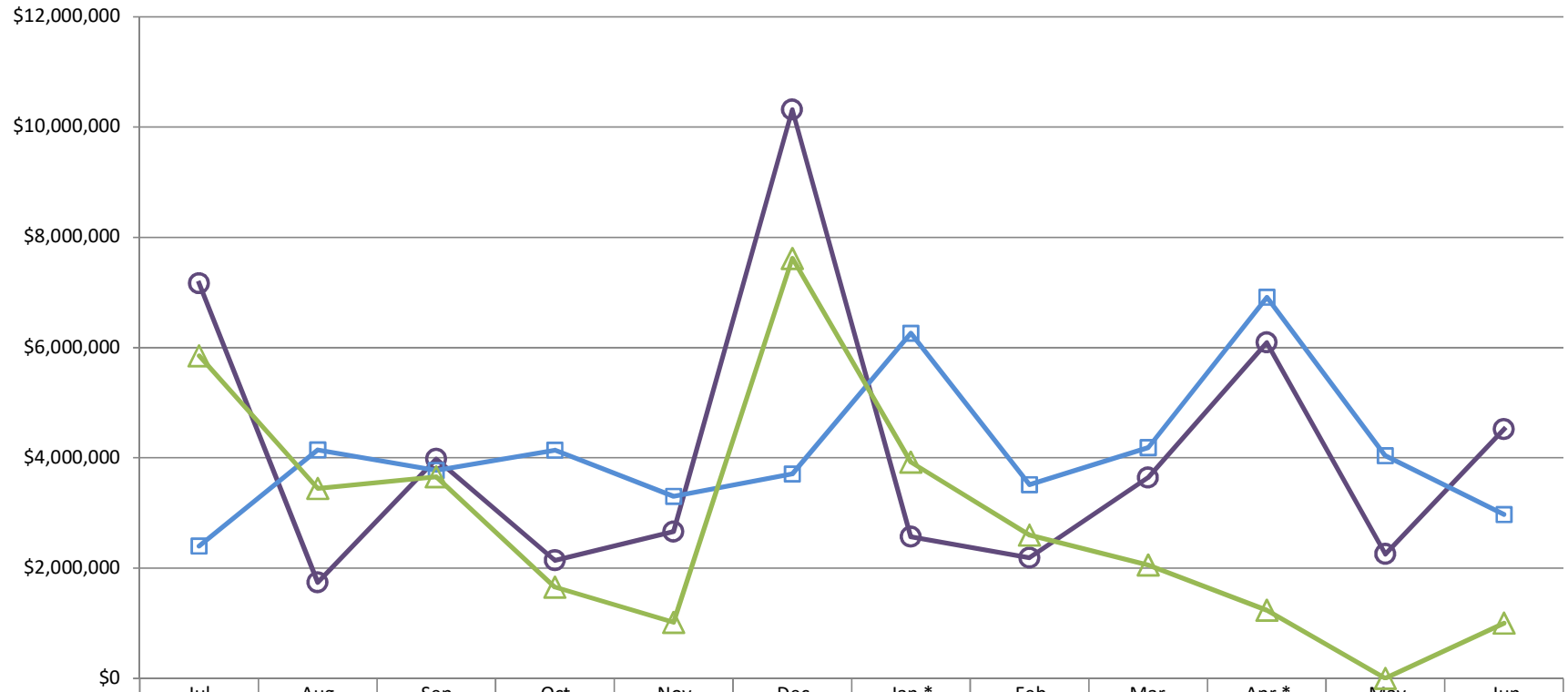
Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

OAK PARK UNIFIED SCHOOL DISTRICT - CASH FLOW															
Year: 2017-18 Budget															
Budget: First Interim Revision 12.5.17															
Actuals through Dec. 31, 2017															
BEGINNING BALANCE BASED ON 2016-17 YEAR-END ACTUALS															
	Object	July	August	September	October	November	December	January	February	March	April	May	June	Accruals	Total
A. BEGINNING CASH	9110	\$1,085,442	\$5,852,842	\$3,447,190	\$3,655,742	\$1,654,961	\$1,013,902	\$7,619,737	\$3,924,936	\$2,600,460	\$2,056,423	\$1,235,044	\$0		
B. RECEIPTS															
Revenue Limit Sources															
Principal Apportionment	8010-8019	969,178	969,178	3,156,760	1,744,520	1,744,520	3,156,761	1,719,529	1,686,702	3,086,995	1,686,702	1,711,693	2,961,212	-24,992	24,568,759
Property Taxes	8020-8079	32,817	78,749	67	39,380	400,603	6,009,620	161,252	18	41,793	3,564,399	112,839	560,040	0	11,001,578
Miscellaneous Funds	8080-8099	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Federal Revenue	8100-8299	0	0	42,298	2,462	0	46,752	85,649	0	-85,257	81,672	19,765	140,534	711,078	1,044,954
Other State Revenue	8300-8599	0	239,044	233,770	-226,945	179,771	682,789	248,039	0	-119,673	327,129	1,545	248,961	16,120	1,830,550
Other Local Revenue	8600-8799	184,064	195,121	469,579	342,135	307,957	350,239	290,574	394,190	381,874	362,475	325,639	527,143	302,481	4,433,470
Interfund Transfers In	8910-8929	0	0	0	0	0	0	0	0	0	0	0	0	0	0
All Other Financing Sources	8930-8979	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Receipts/Non-Revenue		0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL RECEIPTS		1,186,058	1,482,092	3,902,475	1,901,552	2,632,852	10,246,161	2,505,042	2,080,910	3,305,732	6,022,377	2,171,482	4,437,890	1,004,687	42,879,311
C. DISBURSEMENTS															
Certificated Salaries	1000-1999	170,975	2,037,397	2,041,248	2,064,577	2,085,170	2,058,845	2,012,616	2,021,605	2,019,006	2,003,637	2,030,840	936,773	-113,018	21,369,673
Classified Salaries	2000-2999	206,426	589,028	617,670	613,397	657,391	608,125	549,643	595,183	570,985	539,651	541,026	608,036	-46,916	6,649,644
Employee Benefits	3000-3999	81,627	889,081	893,172	897,159	906,338	908,994	882,766	882,369	884,325	889,195	893,862	364,807	-31,053	9,342,644
Books, Supplies	4000-4999	19,676	156,426	110,676	209,566	50,673	85,819	89,890	108,310	53,155	60,590	87,340	134,393	23,806	1,190,322
Services	5000-5999	156,326	364,748	315,110	520,612	307,914	300,903	271,336	348,184	290,282	235,465	250,916	498,427	75,727	3,935,950
Capital Outlay	6000-6599	0	0	278	837	25,345	859	0	0	0	0	0	1	-27,320	0
Other Outgo - Excess Costs	7000-7499	1,733	17,250	-6,620	18,846	19,437	4,919	101,144	15,960	2,834	2,834	15,960	108,309	121,263	423,867
Interfund Transfers Out	7600-7629	0	0	0	0	0	0	0	0	0	0	0	105,000	0	105,000
All Other Financing Sources	7630-7699	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Disbursements/Non Expenditures		0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL DISBURSEMENTS		636,763	4,053,930	3,971,535	4,324,995	4,052,269	3,968,464	3,907,395	3,971,612	3,820,586	3,731,373	3,819,944	2,755,746	2,489	43,017,100
D. BALANCE SHEET TRANSACTIONS															
Accounts Receivable	9200	1,084,896	258,506	76,423	237,809	27,916	68,813	62,403	107,052	336,562	69,300	83,406	83,406	0	2,496,493
Accounts Payable	9500	-1,761,791	-92,320	201,189	184,853	750,441	259,326	92,648	459,174	-365,744	-734,184	-218,976	-214,978	0	(1,440,362)
Cash Loans from Other Funds (Fund 17)	9610	0	0	0	0	0	0	0	0	0	0	548,988	-548,988	0	0
Current Loans (Cross Yr TRAN/Other)	9640	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Current Loans (Current Yr TRANS)	9640	4,895,000	0	0	0	0	0	-2,447,500	0	0	-2,447,500	0	0	0	0
TOTAL PRIOR YEAR TRANSACTIONS		4,218,105	166,186	277,612	422,662	778,357	328,139	-2,292,449	566,226	-29,182	-3,112,384	413,418	-680,560	0	1,056,131
E. NET INCREASE/DECREASE (B-C+D)		4,767,400	-2,405,652	208,552	-2,000,781	-641,060	6,605,836	-3,694,802	-1,324,476	-544,037	-821,379	-1,235,044	1,001,584	1,002,198	918,342
F. ENDING CASH (A+E)		5,852,842	3,447,190	3,655,742	1,654,961	1,013,902	7,619,737	3,924,936	2,600,460	2,056,423	1,235,044	0	1,001,585	1,002,198	918,342
G. ENDING CASH, PLUS ACCRUALS														2,003,783	

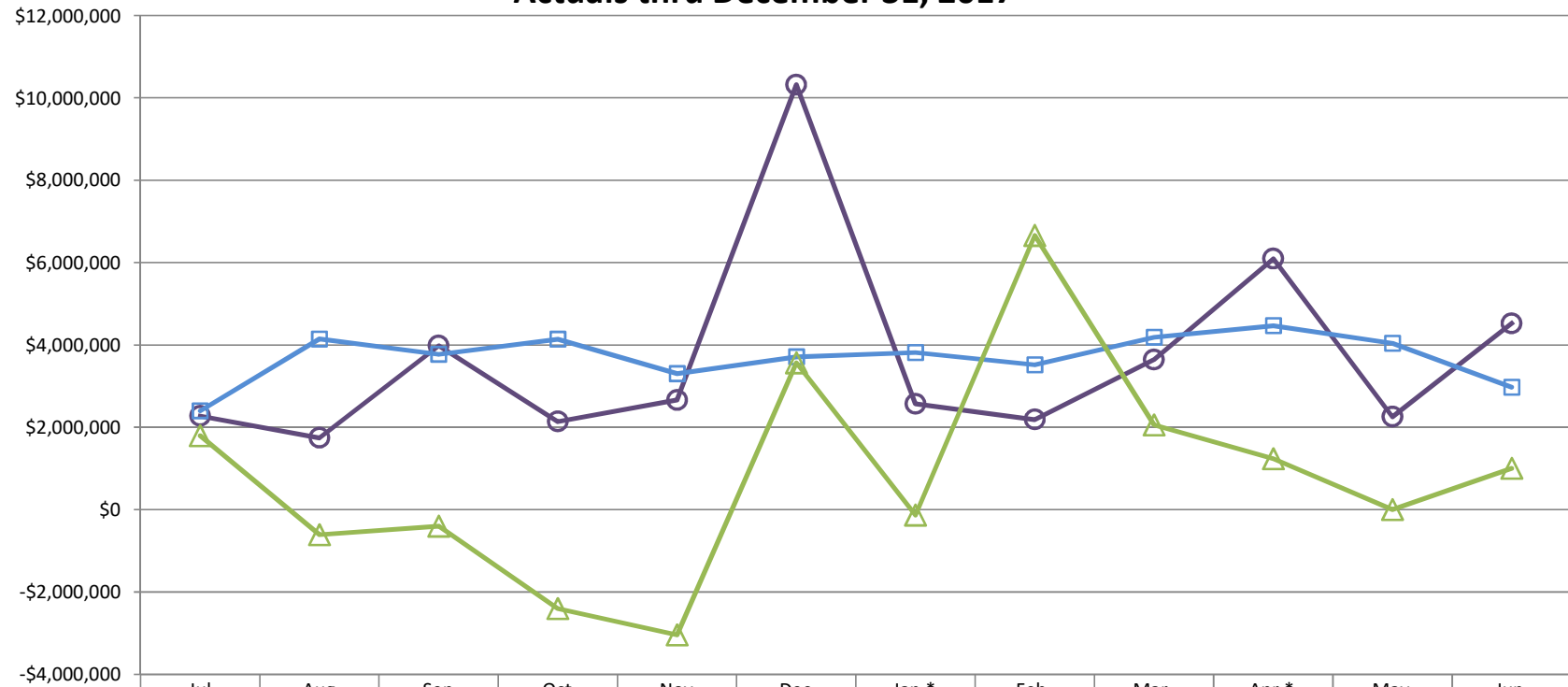
# **OPUSD - Cashflow** **Actuals thru December 31, 2017**



Revenue + AR	7,165,955	1,740,598	3,978,898	2,139,361	2,660,767	10,314,974	2,567,445	2,187,963	3,642,294	6,091,677	2,254,888	4,521,296
Expense + AP	2,398,554	4,146,250	3,770,346	4,140,142	3,301,828	3,709,138	6,262,247	3,512,438	4,186,331	6,913,056	4,038,920	2,970,724
Cash Balance	5,852,842	3,447,190	3,655,742	1,654,961	1,013,902	7,619,737	3,924,936	2,600,460	2,056,423	1,235,044	0	1,001,585

## OPUSD - Cashflow without TRAN

### Actuals thru December 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	2,660,767	10,314,974	2,567,445	2,187,963	3,642,294	6,091,677	2,254,888	4,521,296
Expense + AP	2,398,554	4,146,250	3,770,346	4,140,142	3,301,828	3,709,138	3,814,747	3,512,438	4,186,331	4,465,556	4,038,920	2,970,724
Cash Balance	1,797,842	-607,810	-399,258	-2,400,039	-3,041,098	3,564,737	-130,064	6,655,460	2,056,423	1,235,044	0	1,001,585

**\* NOTE:** TRAN loan proceeds not included in Revenue and Cash Balance lines: July \$4,895,000.  
TRAN repayment not included (January \$2,447,500 and April \$2,447,500).

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: SARA AHL, PRINCIPAL, BROOKSIDE ELEMENTARY SCHOOL**  
**DATE: JANAUARY 16, 2018**  
**SUBJECT: X.1. MONTHLY BOARD REPORT**

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**INFORMATION**

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**Kindness Chain**

Our DK through 3rd-grade students and teachers celebrated the countless acts of kindness they had recorded over the last months by creating and linking together a chain. The chain will be displayed in the MPR for the next few months as a reminder that Brookside Tigers are bucket fillers!



**A Celebration of Books**

One of my favorite events of the year, I had a wonderful time reading to students at Barnes & Noble on December 13. Joined by library specialist, Kelly Shaver and teachers Mr. Squire and Mrs. Annino, we were successful in bringing together countless Brookside families to celebrate reading while garnering support for our school's fundraiser. I thank our PTA for coordinating this valuable event each year.





### **TCWRP STAFF DEVELOPMENT**

Teachers of grades three through five enjoyed a visit from Anna Sheehan, staff developer from Teachers College Reading and Writing Project (TCRWP) on December 7 and 8. They worked intensively to refine their implementation of Reading Workshop and maximize effectiveness of the program. Overall, teachers are very positive about the program and have enjoyed seeing the benefits of their hard work thus far.



### **SCHOOL SITE COUNCIL:**

Our School Site Council met on Tuesday, December 11, 2017. Agenda items included: Parking Lot/Traffic; School Safety; Fencing Update; Child Care Program Input. The council will meet again on January 8, 2018.

### **CALENDAR HIGHLIGHTS:**

January 17	Third-grade classes to Reagan Library
January 19	Annual Spelling Bee
January 24	Reading Workshop Parent Information Night

Respectfully Submitted,

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Anthony W. Knight, Ed.D.  
Superintendent



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: ERIK J. WARREN, PRINCIPAL, OAK HILLS ELEMENTARY SCHOOL**  
**DATE: JANUARY 16, 2018**  
**SUBJECT: X.2. MONTHLY BOARD REPORT**

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**INFORMATION**

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**Holiday Performances**

Our talented students performed in a wide variety of shows as we reached the end of 2017. Our Band and Choir groups demonstrated their musical talents at two concerts for their peers at school, and at an evening performance for parents and guests. We are grateful for our friends at Red Oak who allowed us the use of their larger MPR so we could accommodate a much larger audience. Our second graders impressed their parents and guests with songs and poems that celebrate their diverse cultural backgrounds, followed by a multicultural holiday luncheon. The after-school drama group performed Cinderella for an audience of their peers during the school day, and a packed house of parents and friends in the evening. These performances provide an important way for students to demonstrate their learning and hone their skills.

**Giving Back – My Stuffed Bags**

There are many great holiday celebrations across the grade levels as we come to the end of the spring semester, the half-way point of our school year, and prepare for a much-anticipated Winter Break. Our fifth graders celebrated the season of giving in a particularly special way. Working with a local organization, My Stuffed Bags Foundation, our students created 900 bags, each with toiletries, a student-made blanket, and a stuffed animal they each donated. They carefully stuffed each bag with additional contents that varied based on the individual needs and circumstances of the recipient. Teachers reported that this year the staff at My Stuffed Bags talked with our students specifically about the fire, and many of the recipients this year will be fire victims. The need is so immediate that after each class completed their 300 bags, they loaded them on the trucks to be delivered right away. This was a fun and fulfilling way to develop creative and compassionate global citizenship.

**Upper Grades Garden Wrap-Up**

Our fall garden season is coming to a close as the 4<sup>th</sup> and 5<sup>th</sup> graders finish up their last lessons. The students have learned a lot about growing in our school garden as well as and the global environment. Lessons have been a great augmentation to our science curriculum. The students spent their last session in the garden learning about and practicing photography. The images they produced of each other, playing and enjoying the garden space they have helped to create, show how much they have enjoyed the fall session. We are already preparing for the 2<sup>nd</sup> and 3<sup>rd</sup> grade session coming up this winter.

Respectfully Submitted,

---

Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: JANUARY 16, 2018**

**SUBJECT: X.3. MONTHLY BOARD REPORT**

**INFORMATION**

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**Holiday Boutique**

Our Parent Teacher Association hosted a holiday boutique in our Multi-Purpose Room on Thursday, December 1. Approximately 20 vendors set up shop to sell their wares. Parents and staff were invited to share in the fun of shopping and students were welcomed in at recesses and after school. 20% of the funds raised was donated back to Red Oak.

**Band and Chorus Concert**

On Tuesday, December 12, our band and chorus presented a concert of holiday music. The concert was held in our MPR at night for parents and families and during the school day for students. The concert featured numerous instrumental and voice solos. This year the band is large. It has 35 students and is the largest band we have ever had.

**Spelling Bee**

Our annual Spelling Bee involving 21 student finalists occurred on Friday, December 15th in the Multipurpose Room. Fourth and fifth grade students competed in classroom spelling bees for the chance to be a finalist in the school spelling bee. Our winner this year is a fifth grader. He will compete in the Ventura County Spelling Bee in the spring.

Respectfully Submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: BRAD BENIOFF, PRINCIPAL, MEDEA CREEK MIDDLE SCHOOL**  
**DATE: JANUARY 16, 2018**  
**SUBJECT: X.4. MONTHLY SCHOOL REPORT**

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**INFORMATION**

**ASB Reward Event January 12th** from 1:30-2:30 p.m. This is for students who purchased an activity card.

**Exceptional Panther Recognition January 17<sup>th</sup>**: Students nominated by faculty and staff for their noteworthy contributions to their own education/personal growth, work with fellow students and/or impact on the community will be recognized at 7:45 a.m.

**National Geographic Geobee January 17th** at 3:00 p.m. in the Library. Sixth through eighth graders compete.

**ASB –Sponsored Movie Night at MCMS January 19<sup>th</sup> 6:00-8:30**: Students gather in our Gym to share a viewing of *Night at the Museum* in the company of friends.

**ASB-Sponsored Motivational Speaker: Lauren Cooke at MCMS January 23rd**: Ms. Cooke will address the campus about student wellness and resiliency.

**Spelling Bee on January 24th** at 3:00 p.m. in the Library. Sixth through eighth graders compete.

**Lori Getz and Internet Safety at MCMS January 24<sup>th</sup>**: Ms. Getz is graciously returning to inform and motivate our 6<sup>th</sup> graders to be safe and wise about their technology use.

**“Someone Like Me” January 25th at 6:00 MCMS Gym**: Kaiser Permanente Educational Theater presents pressing adolescent issues (bullying, self-harm health/wellness peer pressure with behavior, drugs, alcohol and sex) through an excellent series of skits. Our 8<sup>th</sup> grade students and their parents are invited to attend. We are grateful to the Kaiser Family Foundation for this free, outstanding event.

**Music Workshop at Disneyland January 25th**: Band Director Elana Levine will take her Beginning Band students to an outstanding music workshop at the *Happiest Place on Earth* (next to MCMS, of course!)

Respectfully Submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: KEVIN BUCHANAN, PRINCIPAL, OAK PARK HIGH SCHOOL**  
**DATE: JANUARY 16, 2018**  
**SUBJECT: X.5. MONTHLY BOARD REPORT**

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**INFORMATION**

**HOLIDAY LUNCHEON**

The PFA graciously hosted a wonderful Holiday Luncheon for the OPHS staff on December 12<sup>th</sup>. The food was delicious and the decorations were festive and beautiful. All the staff were very appreciative and in good spirits. OPHS Staff would like to give their heartfelt thanks to the parents on the PFA Hospitality Committee who worked so hard to make it possible. We were very lucky to have an Irish dance performance by Gillian, Kathleen, and Pifer Dryden.

**PSAT SCORES**



On December 11<sup>th</sup> the "Revised PSAT" scores were made available online to students through the College Board's website. This year, The College Board has made scores available to students through their online accounts. Previously, students received paper copies of their score reports from the school. This year, 363 students took the PSAT comprised of 190 juniors, 138 sophomores, and 35 freshmen.

**Oak Park Drama**

Oak Park Performing Arts Alliance (OPPAA) is preparing for auditions for the Spring Musical, *Beauty and the Beast*. As has become our practice now, this show will feature live music provided by the Oak Park High instrumental music program directed by Zachary Borquez, songs arranged and directed by Choral Director Heidi Cissel and Allan Hunt directs the production. Additionally, the OPHS chapter of the International Thespians Society will participate in the Chapman Shakespeare Festival this February and will perform scenes, monologues and, present sets and costumes.



**Athletics**

Winter sports season is well underway and girls' and boys' basketball and soccer teams are currently entering league competition in the Coastal Canyon League. All winter teams had strong pre-seasons. Preliminary Spring athletic clearances begin January 24<sup>th</sup>.

Respectfully Submitted:

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Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: STEWART MCGUGAN, DIRECTOR OF ALTERNATIVE EDUCATION**  
**DATE: JANUARY 16, 2018**  
**SUBJECT: X.6. MONTHLY BOARD REPORT**

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**INFORMATION**

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**FINALS**

For the OPIS students, due to the finals week lasting all week, several of them were able to get their finals completed the Friday before the holiday break. The students who I spoke to felt like they were getting an extra week of vacation! Kudos to them for having a Friday class.

**OSB HOLIDAY PARTY/GIVING**

The OSB all-school holiday party was GREAT! It was for all grades, which was really nice. It was the greatest attended event we have had so far. Also, a number of students went to Hope of the Valley Rescue Mission to serve the homeless a lunch from OPIS. Mrs. Glazer deserves our recognition for helping organize the event. It was a fantastic experience for all. A few students also went to Hope of the Valley the day before Thanksgiving to serve food. We also had a drive for socks, hats and gloves for homeless. It was a HUGE success! We literally had boxes and boxes of brand new items to deliver. We will start meeting with Casa Pacifica School when we return from the break to start preparing for our Spring event. We will be planning crafts, games, etc. It is always a great time.



**LOKRANTZ**

This past week all OVHS students went on the annual Lokrantz Special Education Center field trip. This is by far my favorite field trip that we do. Several students came up to me the next day to express how happy that were that they had the opportunity to go on this field trip and give a student a gift. Some students said they were nervous to give the student a gift, but when they gave them the gift, they felt so proud of themselves and happy for the other student. I would like to thank Randi Liepman and our ASB students who organized this wonderful, feel-good opportunity of giving. It is a wonderful lesson that giving joy to others really does bring joy to us.



**CLEAN TEEN STAR WARS MOVIE**

Mrs. Roberts and I were able to take the Clean Teen 13 students on a field trip to the new Star Wars movie. It was a very fun time by all. It is always nice to see students at an outside school event. They were thrilled to be able to get this opportunity as a reward for making great choices and staying drug free.

Respectfully Submitted,

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Anthony W. Knight Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: KIM GREGORCHUK, DIRECTOR, OAK PARK NEIGHBORHOOD SCHOOL**  
**DATE: JANUARY 16, 2018**  
**SUBJECT: X.7. MONTHLY BOARD REPORT**

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## INFORMATION

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Fast paced is the best way to describe November and December. These two months zoom by due to the holidays, yet they are key months for our preschoolers. Familiarity and routines give young children a sense of security, predictability and comfort, but the annual holidays usually disrupt most routines and create a sense of disequilibrium in young children. Fortunately, this can be mitigated through traditions, and the children rely on holiday traditions to provide the familiarity they seek. Many of the parents came in to share some of their family traditions with the preschoolers; traditional dress, traditional foods, and favorite stories or activities.



In December, we had to say goodbye to our Oak View High child development students who had been volunteering in the classrooms every Thursday. The children are always so happy to see them each week and had a hard time saying goodbye. This has been a fantastic collaboration between the two schools and we are very thankful to Susan Allen for making this happen.

Please stop by anytime to see our school.

Respectfully Submitted:

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Anthony W. Knight, Ed.D.  
Superintendent