

OAK PARK UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION  
**AGENDA #951**

DATE: October 17, 2017

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

TIME: **5:30 p.m. Closed Session – G9** **NOTE: Later start time**  
**6:00 p.m. Open Session – G9**

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

**BOARD OF EDUCATION**

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



*Educating Compassionate and Creative Global Citizens*

**ADMINISTRATION**

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

**COPY OF ENTIRE AGENDA ON WEB SITE**

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

10/12/2017

INDIVIDUALS WHO REQUIRE SPECIAL ACCOMMODATION TO PARTICIPATE IN A BOARD MEETING, INCLUDING BUT NOT LIMITED TO AN AMERICAN SIGN LANGUAGE INTERPRETER, ACCESSIBLE SEATING OR DOCUMENTATION IN ACCESSIBLE FORMATS, SHOULD CONTACT THE SUPERINTENDENT'S OFFICE 72 HOURS PRIOR TO THE MEETING TO ENABLE THE DISTRICT TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCOMODATION AND ACCESSIBILITY TO THIS MEETING. PHONE (818) 735-3206 OR FAX (818) 879-0372 or e-mail: [raggarwal@opusd.org](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, November 14, 2017**

**Closed Session at 5:00 p.m.      Open Session at 6:00 p.m.**

**Oak Park High School, Presentation Room, G9**

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

District Office, 5801 East Conifer St.

Brookside Elementary School, 165 N. Satinwood Ave.

Oak Hills Elementary School, 1010 N. Kanan Rd.

Red Oak Elementary School, 4857 Rockfield St.

Medea Creek Middle School, 1002 Double Tree Rd

Oak Park High School, 899 N. Kanan Rd.

Oak View High School, 5701 East Conifer St

Oak Park Library, 899 N. Kanan Rd.

**Internet Home Page: <http://www.opusd.org/>**

**OAK PARK UNIFIED SCHOOL DISTRICT**  
**AGENDA – REGULAR BOARD MEETING #951**  
**October 17, 2017**

**CALL TO ORDER – Followed by Public Comments/5:30 p.m. NOTE: Later start time**  
**CLOSED SESSION: 5:30 p.m.**  
**OPEN SESSION: 6:00 p.m.**

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

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

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

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

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

Pursuant to Government Code Section 54957

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

**C. CONFERENCE WITH LABOR NEGOTIATORS:**

Agency designated representatives: Leslie Heilbron and Martin Klauss

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

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

**A. ROLL CALL**

**B. FLAG SALUTE**

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

**D. ADOPTION OF AGENDA**

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

**VI. OPEN COMMUNICATIONS/PRESENTATIONS**

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

- d. Presentation of Partners in Education Award to Andrea Shapiro
- e. Presentation to Ann Pettit, Athletic Director
- f. Remarks from Board Members
- g. Report from Student Board Member
- h. Remarks from Superintendent
- i. Report from School Site Councils

- j. Report from Oak Park Education Foundation
- k. Report from Oak Park Municipal Advisory Committee
- l. Presentation by Director of Child Nutrition, Carole Ly
- m. Presentation on 2017 Assessment Results, by Director of Curriculum and Instruction, Dr. Jay Greenlinger

## **B. BUSINESS SESSION:**

### **1. CONSENT AGENDA**

*Consent items shall be items of a routine nature or items for which no Board discussion is anticipated and for which the Superintendent recommends approval.*

*At the request of any member of the Board, any item on the Consent Agenda shall be removed and given individual consideration for action as a regular agenda item.*

- a. [Approve Minutes of Regular Board Meeting September 19, 2017 and Special Board Meeting September 27, 2017](#)
- b. [Public Employee/Employment Changes 01CL23584-01CL23628 & 01CE08478-01C08486](#)
- c. [Approve Purchase Orders – September 1 - September 30, 2017](#)  
*Board Policy 3300 requires Board approval of Purchase Orders*
- d. [Approve Overnight Trip for Oak Park High School Senior Life Skills Retreats – October 25-28, 2017, January 24-27, 2018 and May 2-5, 2018](#)  
*Board Policy 6153 requires Board approval for student overnight trips*
- e. [Approve Overnight Trip for Oak Park High School Future Business Leaders of America Club to Attend the Leadership Development Institute – October 28-29, 2017](#)  
*Board Policy 6153 requires Board approval for student overnight trips*
- f. [Approve Overnight Trip for Medea Creek Middle School 6<sup>th</sup> Grade Pali Institute – November 29 to December 1, 2017](#)  
*Board Policy 6153 requires Board approval for student overnight trips*
- g. [Approve Overnight Trip for Oak Park High School Girls' Soccer Team to Attend a Tournament in Simi Valley December 8-10, 2017](#)  
*Board Policy 6153 requires Board approval for student overnight trips*
- h. [Approve Overnight Trip for Oak Park High School Boys' Basketball Team to Attend a Tournament in Scottsdale, AZ – December 15-16, 2017](#)  
*Board Policy 6153 requires Board approval for student overnight trips*
- i. [Approve Overnight Trip for Oak Hills Elementary School 4<sup>th</sup> Grade to Oak Glen, CA, January 24 – 25, 2018](#)  
*Board Policy 6153 requires Board approval for student overnight trips*
- j. [Approve Quarterly Report on Williams Uniform Complaints – October 2017](#)  
*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*
- k. [Approve Notice of Completion, Project 17-32S, Security Fencing at Brookside and Oak Hills Elementary Schools](#)  
*Board approval required for Notice of Completion*
- l. [Deny Claim No. 17-03 for Alleged Damages](#)  
*Board approval required for Denial of Claims*
- m. [Amend Award of Contract for Measure C6 Bond Project 17029C, Network Server Backup Storage Refresh](#)  
*Board approval required for amendment of contract*



## **ACTION**

### **2. BOARD POLICIES**

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

*Board Policy updated to reflect NEW FEDERAL REGULATIONS (81 Fed. Reg. 50151) which address the content of the wellness policy, assurance of stakeholder participation in the development and updates of the policy, and periodic assessment and disclosure of compliance. Policy also reflects NEW STATE LAW (SB 1169, 2016) which no longer requires posting of district policy on nutrition and physical activity within cafeterias/eating areas, but does require annually informing the public of the content and implementation of the policy. Regulation updated to reflect district practices.*

### **3. BUSINESS SERVICES**

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

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

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

*Board approval required for change orders*

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

*Board approval required for change orders*

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

*Board approval required for change orders*

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

*Board approval required for Notice of Completion*

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

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

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

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

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

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

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

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

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

*Board approval required for purchases made from Measure S Bond Fund*

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

*Board approval required for purchases made from Measure S Bond Fund*

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

*Board approval required for purchases made from Measure R Bond Fund*

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

*Board approval required to authorize a Before and After School Child Care Program*

### **4. CURRICULUM**

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

*Board approval required for new textbooks*

## **VII INFORMATION ITEMS**

1. [Monthly Enrollment and Attendance Report](#)
2. [Monthly Cash Flow Report](#)

## **VIII. OPEN DISCUSSION**

## **IX. ADJOURNMENT:**

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

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

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

**MINUTES OF REGULAR BOARD MEETING      9-19-17      #949**  
**BOARD OF EDUCATION**

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Mr. Drew Hazelton, called the regular meeting to order at 5:08 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, Board 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. SUPERINTENDENT’S GOALS**

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

Pursuant to Government Code Section 54957

**C. PUBLIC EMPLOYEE EMPLOYMENT:** Food Service Student Worker, Instructional Assistant I Reading, Instructional Assistants II Sp Ed, Instructional Assistant III Behavior, Instructional Assistant I Computer Lab, Instructional Assistant II Special Ed Subs, Food Service Worker I Subs, Campus Supervisor, Walk on Coaches OPHS, Guest Teachers, Director Fiscal Services

**D. CONFERENCE WITH LABOR NEGOTIATORS:**

Agency designated representatives: Leslie Heilbron and Martin Klauss

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

The Board adjourned to Closed Session at 5:08 pm.

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Mr. Drew Hazelton, called the regular meeting to order at 6:02 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

**BOARD PRESENT**

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

**BOARD ABSENT**

None

**STAFF PRESENT**

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

**FLAG SALUTE**

Keith Henderson 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 as presented. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0.

**PUBLIC SPEAKERS**

None

**PRESENTATIONS**

The Board recognized Kelly Baum with the Partners in Education award.

The Board recognized Barbara Dickerson on her retirement from the district as the Director of Fiscal Services.

**REPORT FROM BOARD MEMBERS**

Student Board member Lexi Garfinkel reported that next week is suicide awareness week at the High School. The AP English III class is going whale watching with Dr. Knight on Saturday September 23. ASB is working hard in preparation for the rally on October 6<sup>th</sup> and the Homecoming Dance on October 7<sup>th</sup>.

Board Member Allen Rosen reported that he attended the PFA meeting at Red Oak Elementary School on September 15<sup>th</sup> and the Oak Hills PTA meeting on the 18<sup>th</sup>.

Board Member Barbara Laifman reported that she attended the Oak Park High School College Application presentation for parents of graduating seniors. Barbara also attended the Oak Park High School Back to School Night, the Community Book Read The Hero Two Doors Down, and she met with Shanna who runs the Readers and Writers workshop at Red Oak Elementary. Barbara reported that the Community Outreach Committee has been renamed to the Community Engagement Committee.

Board Member Derek Ross reported that he read to the third graders at Red Oak Elementary School and encouraged everyone to come out for the Oak Park High School football game this Friday night.

Board Member Denise Helfstein reported that she attended the Back to School Nights at Oak View High School, Red Oak Elementary School, Medea Creek Middle School, and Oak Park High School. Denise also attended the Curriculum Council meeting and the PTO meetings at Medea Creek Middle School and Oak Park Neighborhood School.

Board Member Drew Hazelton reported that he attended the Back to School Night at Brookside Elementary School and Medea Creek Middle School. Drew also attended the first football game of this year and he thought the new stadium lights look great. Drew stated that one or two Board members have been visiting each school's PTO meeting.

Superintendent Dr. Tony Knight reported that the Coastal Cleanup Day held on September 16 had 96 volunteers who collected tons of trash and dug out invasive plants. Dr. Knight attended the Community Book Read The Hero Two Doors Down and he thanked Medea Creek Middle School Humanities teacher Mrs. Kathy Mosley for doing a wonderful job on leading the discussion. Dr. Knight also thanked the principals for the Back to School Nights at all of the schools. Superintendent Knight reported that he was taking 123 AP English III students on a whale watching trip to align with the book Moby Dick which they are currently reading. Dr. Knight also reported that he took eight students from the Global Space Balloon Challenge Team to Lincoln Nebraska to launch a weather balloon during the totality of the eclipse. This event was streamed live and 92 classrooms watched the live stream. Dr. Knight invited everyone to attend the Solar Project Ribbon cutting ceremony which will be held at Medea Creek Middle school on September 29 at 8:30 am.

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

Chairperson, Ryan Rosen provided an update in regard to the Oak Park Education Foundation

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

Jane Nye MAC member and the liaison for the Oak Park Unified School District reported that there was no MAC meeting in August.

#### **REPORT FROM SCHOOL SITE COUNCIL**

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

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

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

- a. [Approve Minutes of Regular Board Meeting August 15, 2017 and Special Board Meeting August 30, 2017](#)
- b. [Public Employee/Employment Changes 01CL23530-01CL23583 & 01CE08390-01C08477](#)
- c. [Approve Purchase Orders – August 1 - August 31, 2017](#)
- d. [Ratify Overnight Trip for Oak Park High School Student to Attend the Challenge Success Returning Team Conference to Stanford – September 15-16, 2017](#)
- e. [Approve Overnight Trip for Oak Park High School Fall Athletic Teams Who Qualify for CIF Play-offs](#)
- f. [Approve Overnight Trip for Medea Creek Middle School 8<sup>th</sup> Grade Astrocamp – October 25-27, 2017](#)
- g. [Approve Overnight Trip for Medea Creek Middle School 7<sup>th</sup> Grade to Catalina – October 30 - November 1, 2017](#)
- h. [Approve Out of State Travel for Certificated Employee to Attend the Pacific Northwest Institute on Special Education and The Law – Seattle, September 25-27, 2017](#)
- i. [Approve Out of State Travel for Classified Employee to Attend the JAMF Nation User Conference in Minneapolis – October 23-27, 2017](#)
- j. [Approve Contract for Non-Public School Placement for Special Education Student #01-17/18 – \\$31,959.36](#)
- k. [Approve Contract for Non-Public School Placement for Special Education Student #02-17/18 – \\$39,506.28](#)
- l. [Approve Contract for Non-Public School Placement for Special Education Student #03-17/18 – \\$31,131.36](#)
- m. [Approve Contract for Non-Public School Placement for Special Education](#)

- Student #04-17/18 – \$31,747.80
- n. Approve Contract for Non-Public School Placement for Special Education Student #05-17/18 – \$38,325.00
- o. Approve Contract for Non-Public School Placement for Special Education Student #06-17/18 – \$38,325.00
- p. Approve Contract for Non-Public Agency for Special Education Student #07-17/18 – \$58,840.00
- q. Approve Resolution #17-18, Establishing the GANN Appropriation Limit for Fiscal Years 2016-2017 and 2017-2018
- r. Approve Notice of Completion, Project 17-01S, Districtwide Solar Project/EV Charging Stations
- s. Approve Notice of Completion, Project 17-30R, Structural Lumber Upgrades at Medea Creek Middle School
- t. Approve Notice of Completion, Project 17-33S, Districtwide Security Cameras
- u. Approve Notice of Completion, Project 17-34S, Exterior Security Lighting at Oak Park High School
- v. Approve Out of State Travel for Certificated Employee to Attend the Engage, Network and Learn Convention – Austin, October 2-5, 2017
- w. Approve Overnight Trip for Oak Park High School Cross Country Team to Fresno – October 6 - 7, 2017

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

- a. Approve Certification of Signatures for the New Director of Fiscal Services for the 2017-18 School Year  
On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved the certification of Signatures for the New Director of Fiscal Services for the 2017-18 School year. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0
- b. Approve Unaudited Actual Revenues and Expenditures for Fiscal Year 2016-17  
On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved Unaudited Actual Revenues and Expenditures for Fiscal Year 2016-17. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0
- c. Approve Updated 2017-18 General Fund Operating Budget  
On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education approved the Updated 2017-18 General Fund Operating Budget with revision B. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0
- d. Ratify Consultant Agreement – Professional Services for Site Topographical Surveying of Specified Measure S Projects  
On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education ratified Consultant Agreement – Professional Services for Site Topographical Surveying of Specified Measure S Projects. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0
- e. Approve Change Order No. 2, Project 17-01S Districtwide Solar Installation  
On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved Change Order No. 2, Project 17-01S Districtwide Solar Installation. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

## **B.3. CURRICULUM**

- a. Public Hearing and Approval of Resolution #17-19, Regarding Sufficiency of Textbooks and Instructional Materials for 2017-2018  
Drew Hazelton opened the Public Hearing at 7:57 pm. No comments, closed public hearing at

7:58 pm. On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education approved Resolution #17-19, Regarding Sufficiency of Textbooks and Instructional Materials for 2017-2018. Motion carried Aye: Helfstein, Laifman, Rosen, Ross. No – 0

**b. Approve Additional Textbook for Oak Park High School's English Language Arts Program**

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

**c. Approve Consultant Agreement for School Gardens Program 2017-18**

On motion of Allen Rosen, seconded by drew Hazelton, the Board of Education approved the Consultant Agreement for School Gardens Program 2017-18. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross. No – 0

Board member Barbara Laifman recused herself from discussion/deliberations and voting on this item as the consultant Debra Leith is currently working on a project in her backyard.

**B.4. HUMAN RESOURCES**

**a. Rescind Authorization for Measure S Construction Management Technician Position; Establish New Position and Job Description for Measure S Construction Management Project Engineer**

On motion of Derek Ross, seconded by Allen Rosen, the Board of Education Rescinded the Authorization for Measure S Construction Management Technician Position and authorized the establishment of a New Position and Job Description for Measure S Construction Management Project Engineer. Motion carried Aye: Helfstein, Laifman, Rosen, Ross. No – 0

**B.5. BOARD POLICIES**

**a. Approve Amendment to Board Policy BP 0100 Philosophy – First Reading**

On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education approved the amendment to Board Policy BP 0100 Philosophy – First Reading as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**OPEN COMMUNICATIONS**

Discussion was held on which Board members wanted to serve on the Measure S Technology Sub Committee and Safety and Security Task Force. Board Members Drew Hazelton and Derek Ross will be serving on the Security and Safety Task Force. Board Members Allen Rosen and Denise Helfstein will be serving on the Measure S Technology Sub Committee. The Board also discussed hosting “Coffee with the Board” as two evening meetings with the community, one to be held before the end of 2017 and one to be held before school closes in May 2018.

On motion of Allen Rosen, seconded by Denise Helfstein, there being no further business before this Board, the Regular meeting is declared adjourned at 8:21 p.m.

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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



**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Mr. Drew Hazelton, called the special meeting to order at 5:14 p.m. at Oak View High School, Room 104, 5701 Conifer Street, Oak Park.

**BOARD PRESENT**

Mr. Drew Hazelton, President, Mr. Derek Ross, Vice President, Ms. Denise Helfstein, Clerk, Ms. Barbara Laifman, Member, and 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, Mrs. Susan Roberts, Director of Pupil Services, Mr. Enoch Kwok, Director Technology, Mr. Cliff Moore, Consultant, Mr. Kevin Buchanan, Principal Oak Park High School, Dr. Jon Duim, Principal, Red Oak Elementary School, Mrs. Sara Ahl, Principal Brookside Elementary School, Mr. Erik Warren, Principal, Oak Hills Elementary School, and Mrs. Ragini Aggarwal, Executive Assistant.

**FLAG SALUTE**

Dr. Jon Duim led the Pledge of Allegiance to the Flag

**ADOPTION OF AGENDA**

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

**PUBLIC SPEAKERS**

None

**OPEN SESSION**

- [Presentation on Social Media and District Communication by Terilyn Finders, Fagen Friedman and Fulfroft LLP.](#)

The Board and staff heard a presentation from Terilyn Finders on “Designed to Disrupt” and District communications on social media.

- [Discussion on District Communication Plan](#)

The Board held a discussion with the staff on the next steps in developing a District and School Board communications plan.

There being no further business before this Board, the Special Board meeting is declared adjourned at 7:45 p.m.

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Date

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President of the Board

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Date

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Clerk or Secretary of the Board

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: OCTOBER 17, 2017**  
**SUBJECT: B.1.c. APPROVE PURCHASE ORDERS – SEPTEMBER 1 THROUGH 30, 2017**  

CONSENT

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**ISSUE:** Shall the Board approve the accompanying list of purchase orders issued for the period September 1 - 30, 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,

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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	_____	_____	_____	_____

Includes Purchase Orders dated 09/01/2017 - 09/30/2017

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B18-00194	VCOE	Blanket order for VCOE trainings 2017-2018	Human Resources	010	8,000.00
B18-00195	VCOE	VCOE - Induction (formerly BTSA) program	Human Resources	010	30,000.00
B18-00219	Lily Weeks	Lily Weeks Contract Support DO 2017-2018	Human Resources	010	8,000.00
B18-00232	AT&T	Red Oak 17/18 school year	Red Oak Elementary School	010	750.00
B18-00233	OverDrive, Inc	Digital Library MCMS & OPHS 2017-2018	Curriculum	010	3,200.00
B18-00234	Preddy, Michael	DON: Music Specialist	Medea Creek Middle School	010	4,500.00
B18-00235	AT&T-CalNet 3	Open PO for AT&T Telephone SRV	Oak Park High School	010	750.00
B18-00236	AT&T	Open PO for AT&T Telephone Serv.	Oak Park High School	010	750.00
B18-00238	Document Systems	2017- 2018 Copier Color Copies and Staples	Business Administration	010	2,500.00
B18-00239	Sharon Russell	Sharon Russell Attendance Contract 2017-2018	Human Resources	010	10,000.00
B18-00240	Alan Peck	Band Coach/OPIMA/oth exp/ASB	Oak Park High School	010	3,000.00
B18-00241	Hunter Browneller	Oth Exp/Band Coach/Site Stipend	Oak Park High School	010	4,000.00
DIR18-00040	Hellas Construction Inc	Turf Maintenance and Grooming at OPHS	Business Administration	010	3,800.00
DIR18-00041	Cornerstone Construction	Install New Skirt and Level Storage Bldg at OPHS	Business Administration	010	1,420.00
DIR18-00042	Gym Tek, Inc.	Install New Rails on OPHS Seating	Business Administration	010	2,300.00
DIR18-00043	Hughes General Engineering	Install Silka around perimeter of BES Cafeteria	Business Administration	010	3,480.00
FS18-00052	Water Walkers Inc	Administrative License	Food Services	130	1,900.00
FS18-00053	Southwest School Supply	Cleaning Supplies for Kitchens	Food Services	130	5,000.00
P18-00172	Houghton Mifflin Harcourt	OPIS Go Math Grade 6 2017-2018	Curriculum	010	195.03
P18-00178	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	Buses for 4th Grade Field Trip to Olivas Adobe	Oak Hills Elementary School	010	1,533.00
P18-00186	Thomson West	Oth/Suppl/Disc	Oak Park High School	010	88.80
P18-00202	Science Education Center	Parent funded school event-2nd grade	Red Oak Elementary School	010	1,200.00
P18-00203	3 Day Blinds	Mini Blinds/Othe/SupplyDisc	Oak Park High School	010	494.28
P18-00204	Brain POP LLC	PFA:Brain Pop subscription renewal 2017-2018	Medea Creek Middle School	010	1,795.00
P18-00205	Southwinds Transportation	DON: Pali Buses	Medea Creek Middle School	010	12,809.60
P18-00206	Southwinds Transportation	DON: AstroCamp Buses	Medea Creek Middle School	010	8,506.00
P18-00207	Southwinds Transportation	DON: Catalina Buses	Medea Creek Middle School	010	7,842.75
P18-00208	Southwinds Transportation	DON: Buses for Universal Trip	Medea Creek Middle School	010	7,298.15

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 3

Includes Purchase Orders dated 09/01/2017 - 09/30/2017

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P18-00209	Textbook Warehouse c/o AMEX	OPIS textbooks 2017-2018 additional	Curriculum	010	1,069.38
P18-00210	ACT-Autism Ctr for Treatment	ACT - 2017 ESY Services (non-public agency) - SpEd	District-wide	010	867.00
P18-00211	VCOE	Purchase of cum folders and health jackets	Brookside School	010	200.00
P18-00212	The Paton Group	Lab-Pack Upgrade/VCI/Serv & fees	Oak Park High School	010	2,630.00
P18-00213	AT&T-CalNet 3	Fax line/telephone charges 2017/2018	Business Administration	010	1,000.00
P18-00214	Dell Inc.	Laptop Comp/VCI grant/Arch Design	Oak Park High School	010	17,782.22
P18-00215	B&H	Scanners&Equip/VCI/A Design/Vis?Media/Arts	Oak Park High School	010	7,620.50
P18-00216	Time Warner Cable	2017/18 Mesh Network to Sites Internet Access	Business Administration	010	41,914.44
P18-00217	AT&T	AT&T Monthly Services - Pupil Services 2017/18	District-wide	010	750.00
P18-00218	Pali Institute Attn:Business Manager	DON: Pali Institute 2017-18	Medea Creek Middle School	010	66,690.00
P18-00219	REDWOOD BIOTECH	Drug Tests for Clean Teen	Oak View High School	010	395.72
P18-00220	Taft Electric Company	Pro 17-30R Exterior Strutral Repair-Electrical	Business Administration	213	883.00
P18-00221	KENCO Construction Srvc Inc	Pro 17-34S DSA Inspections Exterior Secury Lights	Business Administration	211	1,700.00
P18-00222	Chumash Indian Museum	Donation 3rd grade field trip	Brookside School	010	832.00
P18-00223	Sally Beauty Supply, LLC	Blank PO VCI Class Supplies	Oak View High School	010	1,500.00
P18-00224	iDesign Solutions	VCI/ROP/Services/On-Lone	Oak Park High School	010	965.23
P18-00225	Ventura County Graphic Service	Health and cumulative folders	Red Oak Elementary School	010	80.44
P18-00226	Santa Barbara Museum Of Natural History	Donation - 2nd grade field trip	Brookside School	010	318.00
P18-00227	Nigel Beauty Emporium	Open PO VCI Class Supplies	Oak View High School	010	1,500.00
P18-00228	Underwood Family Farms at Tierra Rejada	Donation - K field trip	Brookside School	010	720.00
P18-00229	Island Packers Cruises	5th Grade Field trip to Santa Cruz Island	Oak Hills Elementary School	010	6,235.00
P18-00230	Riley's American Heritage Farm dba Colonial Chesterfield	4th Grade Overnight Field Trip to Riley's Farm	Oak Hills Elementary School	010	12,075.00
P18-00231	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	Buses for 4th Grade Field Trip to Riley's Farm	Oak Hills Elementary School	010	2,800.00
P18-00232	City Of Ventura Parks & Rec.	Parent funded field trip—3rd grade	Red Oak Elementary School	010	680.00
P18-00233	Stacy Dishlip	GATE Consultant Stacy Dishlip for 2017/2018	Oak Hills Elementary School	010	3,250.00
P18-00234	Carolina Biological Supply Co	PFA/Science Supplies	Oak Park High School	010	746.25
P18-00235	Troxell	CTEIG/Path C/Supplies	Oak Park High School	010	281.00

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

Includes Purchase Orders dated 09/01/2017 - 09/30/2017

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P18-00236	Intoximeters, Inc.	Lott/Oth Exp.	Oak Park High School	010	66.62
P18-00237	UCLA EXTENSION	CTEIG Grant/Digital Media Program	Oak Park High School	010	896.00
P18-00238	Oak Park High School	Oth Suppl/Choir Reimb	Oak Park High School	010	2,530.53
P18-00239	Clever Prototypes, LLC	ROP/Serv on-line	Oak Park High School	010	75.99
P18-00240	Town & Country Printing	Student release pads	Red Oak Elementary School	010	154.26
P18-00241	Acorn Press	District Information Night Advertising 2017-18	District-wide	010	11,854.92
P18-00242	Wildlife Experience	3rd Grade Wildlife Experience Program On-Campus	Oak Hills Elementary School	010	350.00
P18-00243	HEINEMANN	Books for RWW Program in 4th & 5th Grades	Oak Hills Elementary School	010	627.29
P18-00244	Irwin Telescopic Seating Compa	Smart Rail-Ex Assembly for OPHS Seating	Business Administration	010	3,124.51
P18-00245	Textbook Warehouse Inc.	OPIS textbooks 2017-2018 Novels	Curriculum	010	440.90
T18-00016	All Connected Inc	Network cables/adapters for Backup Appliance	Technology Coordinator	010	398.53
T18-00017	Advantidge c/o AmEx	Visitor Badge Scanning System Upgrade	Technology Coordinator	010	5,405.59
T18-00018	Compuwave Inc.	Printer/Equip Lott	Oak Park High School	010	245.60
Total Number of POs			68	Total	336,768.53

## Fund Recap

Fund	Description	PO Count	Amount
010	General Fund	64	327,285.53
130	Cafeteria Fund	2	6,900.00
211	Measure S Facilities & Tech	1	1,700.00
213	Measure R FACILITIES Bond Fund	1	883.00
Total			336,768.53

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: OCTOBER 17, 2017**  
**SUBJECT: B.1.d. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL SENIOR LIFE SKILLS RETREATS – OCTOBER 25-28, 2017, JANUARY 24-37, 2018, AND MAY 2-5, 2018**

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CONSENT

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**ISSUE:** Shall the Board approve overnight trips for the Oak Park High School Senior Life Skills Retreats?

**BACKGROUND:** Principal, Kevin Buchanan, requests approval for three retreats scheduled for Oct. 25-28, 2017, Jan 24-27 and May 2-5, 2018 in Malibu, CA. Approximately 100-140 (first 2 dates) and 40-50 (third date) male and female students, 5-10 OPHS teacher chaperones and 10-20 college students will stay in cabin facilities at Camp Hilltop in Malibu. They will travel by buses. Students will pay \$325 to cover cost of buses, food and lodging. They will depart at 3:30 on the Wednesday and return 5 p.m. on the Saturday. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved *Field Trip Planning Guide/Checklist* have been met.

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

**RECOMMENDATION:** Alternative #1.

Respectfully submitted,

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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: OCTOBER 17, 2017**  
**SUBJECT: B.1.e. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL FUTURE  
BUSINESS LEADERS OF AMERICA (FBLA) CLUB MEMBERS –  
OCTOBER 28-29, 2017**

CONSENT

**ISSUE:** Shall the Board approve an overnight trip for the Oak Park High School Future Business Leaders of America Club Members?

**BACKGROUND:** Principal, Kevin Buchanan, requests approval for this leadership training scheduled for Oct. 28-29<sup>th</sup> in Ontario, CA. Approximately 35 members, 2 teacher advisors (male & female) and 1 OPHS approved parent volunteer will travel by district approved drivers in district vehicles. They will depart at 6 a.m. on Saturday, Oct. 28<sup>th</sup> and return by 2:30 p.m. on Sunday, Oct. 29<sup>th</sup>. Club members, advisors and chaperones will stay at the Azure Hotel & Suites in Ontario. The cost per club member is \$105 to cover the cost of registration, hotel, and transportation. Meals will be extra. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved *Field Trip Planning Guide/Checklist* have been met.

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

**RECOMMENDATION:** Alternative #1.

Prepared by: Geri Sterling  
Certified by: Kevin Buchanan

Respectfully submitted

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

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

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



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: OCTOBER 17, 2017**  
**SUBJECT: B.1.f. APPROVE OVERNIGHT TRIP FOR MEDEA CREEK MIDDLE SCHOOL 6<sup>TH</sup> GRADE TO PALI INSTITUTE – NOVEMBER 29 – DECEMBER 1, 2017**

CONSENT

**ISSUE:** Shall the Board of Education approve a three-day overnight trip for Medea Creek Middle School 6<sup>th</sup> Grade to Pali Institute in Running Springs California?

**BACKGROUND:** Outdoor Education is a 6<sup>th</sup> grade staple at Medea Creek Middle School, giving students a one-to-one experience with the outdoors, as well as with hands-on science. Pali Institute promises a high-quality program with nature walks and intriguing science classes suited for the 6<sup>th</sup> grade in a beautiful, safe and well-cared for environment.

**STATEMENT:** Like past years, all interested 6<sup>th</sup> graders have the opportunity to experience hands-on science and nature during an Outdoor Education trip. The WASC and AEE accredited program at the Pali Institute is our Camp. The trip is scheduled for November 29-December 1, 2017. The cost is \$370.00. MCMS sees that all interested students (space permitting) are able to attend, regardless of cost. The bus company will be Southwinds. The camp is fully staffed and will be complemented by approximately 6-8 MCMS faculty/staff. 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 the overnight Outdoor Education trip  
2. Do not approve the overnight Outdoor Education trip.

**RECOMMENDATION:** Alternative #1

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: OCTOBER 17, 2017**  
**SUBJECT: B.1.g. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL GIRLS' SOCCER TOURNAMENT – Dec. 8-10, 2017**

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CONSENT

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**ISSUE:** Shall the Board approve an overnight field trip for the OPHS Girls' Soccer Team to Simi Valley, CA?

**BACKGROUND:** Principal, Kevin Buchanan, requests approval for this tournament scheduled for Dec. 8-10, 2017 in Simi Valley, CA. Approximately 20 athletes, head coach and 3 ass't coaches and 2-3 OPHS parent mom volunteers will travel by district approved drivers in private vehicles. They will depart at 3:30 p.m. on Friday Dec. 8<sup>th</sup> and return the morning of Dec. 10<sup>th</sup>. They will stay at the Holiday Inn in Simi Valley. Athletes will pay approximately \$185 to cover the cost of meals, transportation, and hotel. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved *Field Trip Planning Guide/Checklist* have been met.

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

**RECOMMENDATION:** Alternative #1.

Respectfully submitted,

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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: OCTOBER 17, 2017**  
**SUBJECT: B.1.h. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL BOYS' BASKETBALL TOURNAMENT – Dec. 15-16, 2017**

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CONSENT

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

**BACKGROUND:** Principal, Kevin Buchanan, requests approval for the Rancho Solano Prep Desert Challenge Tournament scheduled for Dec. 15-16<sup>th</sup>, 2017 in Scottsdale, Arizona. Approximately 15 athletes, 1 manager and 3 OPHS coaches will travel by air and rental vans. Team and coaches will depart at 10:00 a.m. on the 15<sup>th</sup> and return to Oak Park by 9:30 p.m. on the 16<sup>th</sup>. Players will each pay \$250 to cover airfare and rental vehicles. Team and chaperones will be staying at Embassy Suites Phoenix. The cost of the hotel will be covered by Rancho Solano Prep. Players are to bring extra money for lunch and dinner. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved *Field Trip Planning Guide/Checklist* have been met.

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

**RECOMMENDATION:** Alternative #1.

Respectfully submitted,

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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: ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: OCTOBER 17, 2017**  
**SUBJECT: B.1.i. APPROVE OVERNIGHT TRIP FOR OAK HILLS ELEMENTARY SCHOOL 4<sup>th</sup> GRADE TO OAK GLEN, CA, JANUARY 24 – JANUARY 25, 2018**

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**CONSENT**

**ISSUE:** Shall the Board of Education approve an overnight trip for Oak Hills Elementary 4<sup>th</sup> Grade students to Riley's Farm, in Oak Glen, CA.

**BACKGROUND:** The Gold Rush program at Riley's Farm engages students in a detailed simulation taking students back to California in the 1800's and creating a highly immersive experience. For the last two years, our fourth-grade students have participated in the daytime program, and have learned a tremendous amount from the experience. Riley's Farm is now offering an extended overnight program, using the successful model from their Colonial America / Revolutionary War programs they have been operating for several years. They are well known to Oak Hills and other Oak Park schools for their extraordinary work. Participating in this program will provide a multidisciplinary learning opportunity that would not be possible within the walls of a traditional classroom. Students will learn about this important period in our state's history, the supply and demand economics of the time, the geology and physical science of gold mining, and the conflicts that came about between the many competing interests of the day. Students will also build upon their teamwork and collaborative skills as they work to solve individual and group challenges.

**STATEMENT:** The trip is scheduled to depart from Oak Hills at approximately 2:00 p.m. on Wednesday, January 24<sup>th</sup> and return to Oak Hills at approximately 4:00 p.m. on Thursday, January 25<sup>st</sup>. Transportation will be by coach bus, arranged through Tumbleweed Transportation. The cost of the trip (program, food, lodging, and transportation) will be covered by a voluntary donation of \$135.00 for each participant. The students will be supervised by the three classroom teachers, the school principal, and six volunteer parent chaperones per class (22 total adults supervising 97 students). 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 the overnight field trip.
2. Do not approve the overnight field trip.

**RECOMMENDATION:** Alternative #1.

Respectfully submitted:

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Anthony W. Knight, Ed  
Superintendent

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**BOARD MEETING, OCTOBER 17, 2017**

**B.1.i. Approve overnight trip for Oak Hills Elementary School 4<sup>th</sup>  
grade to Oak Glen, CA, January 24 – January 25, 2018**

**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	_____	_____	_____	_____

**TO: BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: OCTOBER 17, 2017**  
**SUBJECT B.1.j. APPROVE QUARTERLY REPORT ON WILLIAMS UNIFORM COMPLAINTS – OCTOBER, 2017**

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**CONSENT**

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**ISSUE:** Shall the Board of Education Approve the Quarterly Williams Uniform Complaints- October 2017?

**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 – October 2017
2. Do not approve the Quarterly Report on Williams Uniform Complaints – October 2017

**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, 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: 10/17/2017

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: OCTOBER 17, 2017**

**SUBJECT: B.1.k APPROVE NOTICE OF COMPLETION, PROJECT 17-32S, SECURITY FENCING AT BROOKSIDE AND OAK HILLS ELEMENTARY SCHOOLS**

CONSENT

**ISSUE:** Shall the Board Approve Notice of Completion, Project 17-32S, Security Fencing at Brookside and Oak Hills Elementary Schools, contracted with Carter Fence Company?

**BACKGROUND:** On June 19, 2017, the Board of Education authorized the award of a contract for Project 17-32S, Security Fencing at Brookside and Oak Hills Elementary Schools, contracted with Carter Fence Company, of North Hollywood, California.

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

**ALTERNATIVES:**

1. Approve the Notice of Completion for Project 17-32S, Security Fencing at Brookside and Oak Hills Elementary Schools, contracted with Carter Fence Company, of North Hollywood, California.
2. Do not approve the Notice of Completion.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted:

\_\_\_\_\_  
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; and Oak Hills Elementary School, 1010 N. Kanan Road, Oak Park, CA 91377

That on or about June 19, 2017 the said Oak Park Unified School District of Ventura County entered into a contract with Carter Fence Company, of North Hollywood, California, for Project 17-32S, Security Fencing at Brookside and Oak Hills Elementary Schools on certain real property hereinbefore described: that said building and improvements were actually completed on October 17, 2017: that the address of said Oak Park Unified School District is 5801 E. Conifer Street, Oak Park, CA 91377, Ventura County, California.

*OAK PARK UNIFIED SCHOOL DISTRICT*

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

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

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

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

STATE OF CALIFORNIA  
COUNTY OF VENTURA

Oak Park Unified School District

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

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

WITNESS my hand and official seal.

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: OCTOBER 17, 2017**  
**SUBJECT: B.1.1 DENY CLAIM NO. 17-03 FOR ALLEGED DAMAGES**

CONSENT

**ISSUE:** Shall the Board deny Claim No. 17-03 for damages alleged against the District, pursuant to Government Code Section 913?

**BACKGROUND:** On May 29, 2017, the District received a claim for damages from an individual who alleges that on April 27, 2017, he drove his automobile into a construction safety barricade sign at Oak Park High School, apparently blown over earlier by high winds, that he did not see, causing damage to his car. Details of this claim have been provided to the Board under separate cover.

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

**ALTERNATIVES:**

1. Reject Claim No. 17-03 for damages and refer to the District's third party administrator for further action.
2. Accept the claim for damages.

**RECOMMENDATION:** Alternative No. 1

**FISCAL IMPACT:** Unknown at this time.

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

Respectfully submitted,

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

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JUNE 19, 2017**  
**SUBJECT: B.1.m. AMEND AWARD OF CONTRACT FOR MEASURE C6 BOND PROJECT 17-29C, NETWORK SERVER BACKUP STORAGE REFRESH**

CONSENT

**ISSUE:** Shall the Board amend its award of contract for Project 17-29C, Network Server Backup Storage Refresh, funded from the Measure C6 bond fund?

**BACKGROUND:** At its meeting on June 19, 2017, the Board awarded a contract, to be funded from the Measure C6 bond fund, for Project 17-29C, Network Server Backup Storage Refresh, to AllConnected, Inc., in the amount of \$125,000, utilizing the provisions of the piggybackable bid provided by California Multiple Award Schedule (CMAS) Contract Number 3-17-70-1346H. The project budget authorized by the Board was set at \$125,000 with a 10% contingency of \$12,500, for a total of \$137,500.

The vendor, AllConnected, Inc., has requested permission to substitute the CMAS piggybackable bid for one offered through the National Association of State Procurement Officials (NASPO). This is acceptable to the District, and the substitution will not change any of the terms, conditions, equipment or pricing previously authorized by the Board. It is recommended that the Board amend its June 19, 2017 action for this project to rescind its authorization to use CMAS Contract Number 3-17-70-1346H, and in its place, authorize the use of the piggybackable bid provided by Cisco WSCA NASPO contract, Master Agreement #AR233 (14019), State of California PA #MA 7-14-70-04.

**ALTERNATIVES:**

1. Amend the award of contract with AllConnected, Inc., in the amount of \$125,000, for Project 17-29C, Network Server Backup Storage Refresh, to rescind authorization to utilize CMAS Contract Number 3-17-70-1346H, and in its place, authorize utilization of the piggybackable bid provided by Cisco WSCA NASPO contract, Master Agreement #AR233 (14019), State of California PA #MA 7-14-70-04; all other terms, conditions, equipment, and pricing previously authorized by the Board remain unchanged.
2. Do not amend the award of contract.

**RECOMMENDATION:** Alternative 1.

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

Respectfully submitted,

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

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

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

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: OCTOBER 17, 2017**

**SUBJECT: B.2.a. APPROVE AMENDMENT OF BOARD POLICY AND  
ADMINISTRATIVE REGULATION 5030 – STUDENT  
WELLNESS – First Reading**

**ACTION**

**ISSUE:** Should the Board of Education approve amendment of Board Policy and Administrative Regulation 5030 – Student Wellness?

**BACKGROUND:** Board Policy updated to reflect NEW FEDERAL REGULATIONS (81 Fed. Reg. 50151) which address the content of the wellness policy, assurance of stakeholder participation in the development and updates of the policy, and periodic assessment and disclosure of compliance. Policy also reflects NEW STATE LAW (SB 1169, 2016) which no longer requires posting of district policy on nutrition and physical activity within cafeterias/eating areas, but does require annually informing the public of the content and implementation of the policy. Regulation updated to reflect district practices. Administrative Regulation 5030 is being submitted with suggested changes made by the District Wellness Council.

**ALTERNATIVES:**

1. Approve the amendment of Board Policy and Administrative Regulation 5030 – Student Wellness.
2. Do not approve the amendment Board Policy and Administrative Regulation 5030 – Student Wellness.

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

Respectfully submitted,

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

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5030(a)

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## **Student Wellness**

The Governing Board recognizes the link between student health and learning and desires to provide a comprehensive program promoting healthy eating and physical activity for district students. The Superintendent or designee shall coordinate and align district efforts to support student wellness through health education, physical education and activity, health services, nutrition services, psychological and counseling services, and a safe and healthy school environment. In addition, the Superintendent or designee shall develop strategies for promoting staff wellness and for involving parents/guardians and the community in reinforcing students' understanding and appreciation of the importance of a healthy lifestyle.

*(cf. 1020 - Youth Services)*  
*(cf. 3513.3 - Tobacco-Free Schools)*  
*(cf. 3514 - Environmental Safety)*  
*(cf. 5131.6 - Alcohol and Other Drugs)*  
*(cf. 5131.61 - Drug Testing)*  
*(cf. 5131.62 - Tobacco)*  
*(cf. 5131.63 - Steroids)*  
*(cf. 5141 - Health Care and Emergencies)*  
*(cf. 5141.22 - Infectious Diseases)*  
*(cf. 5141.3 - Health Examinations)*  
*(cf. 5141.31 - Immunizations)*  
*(cf. 5141.32 - Health Screening for School Entry)*  
*(cf. 5141.6 - School Health Services)*  
*(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Education)*  
*(cf. 6164.2 - Guidance/Counseling Services)*

## **School Wellness Council**

The Superintendent or designee shall encourage parents/guardians, students, food service employees, physical education teachers, school health professionals, Board members, school administrators, and members of the public to participate in the development, implementation, and periodic review and update of the district's student wellness policy. (42 USC 1758b; 7 CFR 210.30)

To fulfill this requirement, the Superintendent or designee may appoint a school wellness council or other district committee and a wellness council coordinator. The council may include representatives of the groups listed above, as well as health educators, curriculum directors, counselors, before- and after-school program staff, health practitioners, and/or others interested in school health issues.

*(cf. 1220 - Citizen Advisory Committees)*  
*(cf. 9140 - Board Representatives)*

The Superintendent or designee may make available to the public and school community a list of the names, position titles, and contact information of the wellness council members.

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

*Series 5000*

*Students*

*BP 5030(b)*

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The wellness council shall advise the district on health-related issues, activities, policies, and programs. At the discretion of the Superintendent or designee, the duties of the council may also include the planning, implementation, and evaluation of activities to promote health within the school or community.

## Goals for Nutrition, Physical Activity, and Other Wellness Activities

The Board shall adopt specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. In developing such goals, the Board shall review and consider evidence-based strategies and techniques. (42 USC 1758b; 7 CFR 210.30)

*(cf. 0000 - Vision)*

*(cf. 0200 - Goals for the School District)*

The district's nutrition education and physical education programs shall be based on research, shall be consistent with the expectations established in the state's curriculum frameworks and content standards, and shall be designed to build the skills and knowledge that all students need to maintain a healthy lifestyle.

*(cf. 6011 - Academic Standards)*

*(cf. 6142.7 - Physical Education and Activity)*

*(cf. 6142.8 - Comprehensive Health Education)*

*(cf. 6143 - Courses of Study)*

The nutrition education program shall include, but is not limited to, information about the benefits of healthy eating for learning, disease prevention, weight management, and oral health. Nutrition education shall be provided as part of the health education program and, as appropriate, shall be integrated into other academic subjects in the regular educational program, before- and after-school programs, summer learning programs, and school garden programs.

*(cf. 5148.2 - Before/After School Programs)*

*(cf. 6177 - Summer Learning Programs)*

All students shall be provided opportunities to be physically active on a regular basis. Opportunities for moderate to vigorous physical activity shall be provided through physical education and recess and may also be provided through school athletic programs, extracurricular programs, before- and after-school programs, summer learning programs, programs encouraging students to walk or bicycle to and from school, in-class physical activity breaks, and other structured and unstructured activities.

*(cf. 5142.2 - Safe Routes to School Program)*

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

*(cf. 6145.2 - Athletic Competition)*

The Board may enter into a joint use agreement or memorandum of understanding to make district facilities or grounds available for recreational or sports activities outside the school day and/or to use community facilities to expand students' access to opportunity for physical activity.



# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

*Series 5000*

*Students*

*BP 5030(c)*

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*(cf. 1330.1 - Joint Use Agreements)*

Professional development may be regularly offered to the nutrition program director, managers, and staff, as well as health education teachers, physical education teachers, coaches, activity supervisors, and other staff as appropriate to enhance their knowledge and skills related to student health and wellness.

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

In order to ensure that students have access to comprehensive health services, the district may provide access to health services at or near district schools and/or may provide referrals to community resources.

The Board recognizes that a safe, positive school environment is also conducive to students' physical and mental health and thus prohibits bullying and harassment of all students, including bullying on the basis of weight or health condition.

*(cf. 5131.2 - Bullying)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

The Superintendent or designee shall encourage staff to serve as positive role models for healthy eating and physical fitness. He/she shall promote work-site wellness programs and may provide opportunities for regular physical activity among employees.

## Nutrition Guidelines for All Foods Available at School

For all foods and beverages available on each campus during the school day, the district shall adopt nutrition guidelines which are consistent with 42 USC 1758, 1766, 1773, and 1779 and federal regulations and which support the objectives of promoting student health and reducing childhood obesity. (42 USC 1758b)

In order to maximize the district's ability to provide nutritious meals and snacks, all district schools shall participate in available federal school nutrition programs, including the National School Lunch and School Breakfast Programs and after-school snack programs, to the extent possible. When approved by the California Department of Education, the district may sponsor a summer meal program.

*(cf. 3550 - Food Service/Child Nutrition Program)*

*(cf. 3552 - Summer Meal Program)*

*(cf. 3553 - Free and Reduced Price Meals)*

*(cf. 5141.27 - Food Allergies/Special Dietary Needs)*

*(cf. 5148 - Child Care and Development)*

*(cf. 5148.3 - Preschool/Early Childhood Education)*

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

*Series 5000*

*Students*

*BP 5030(d)*

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The Superintendent or designee shall provide access to free, potable water in the food service area during meal times in accordance with Education Code 38086 and 42 USC 1758, and shall encourage students' consumption of water by educating them about the health benefits of water and by serving water in an appealing manner.

The Board believes that all foods and beverages sold to students at district schools, including those available outside the district's reimbursable food services program, should support the health curriculum and promote optimal health. Nutrition standards adopted by the district for foods and beverages provided through student stores, vending machines, or other venues shall meet or exceed state and federal nutrition standards.

*(cf. 3312 - Contracts)*

*(cf. 3554 - Other Food Sales)*

The Superintendent or designee shall encourage school organizations to use healthy food items or non-food items for fundraising purposes.

He/she also shall encourage school staff to avoid the use of non-nutritious foods as a reward for students' academic performance, accomplishments, or classroom behavior.

School staff shall encourage parents/guardians or other volunteers to support the district's nutrition education program by considering nutritional quality when selecting any snacks which they may donate for occasional class parties. Class parties or celebrations shall be held after the lunch period when possible.

To reinforce the district's nutrition education program, the Board prohibits the marketing and advertising of foods and beverages that do not meet nutrition standards for the sale of foods and beverages on campus during the school day. (7 CFR 210.30)

*(cf. 1325 - Advertising and Promotion)*

## Program Implementation and Evaluation

The Superintendent designates the individual(s) identified below as the individual(s) responsible for ensuring that each school site complies with the district's wellness policy. (42 USC 1758b; 7 CFR 210.30)

School Principals  
Oak Park Unified School District  
818-735-3200

*(cf. 0500 - Accountability)*

*(cf. 3555 - Nutrition Program Compliance)*

# OAK PARK UNIFIED SCHOOL DISTRICT

## BOARD POLICY

*Series 5000*

*Students*

*BP 5030(e)*

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The Superintendent or designee shall assess the implementation and effectiveness of this policy at least once every three years. (42 USC 1758b; 7 CFR 210.30)

The assessment shall include the extent to which district schools are in compliance with this policy, the extent to which this policy compares to model wellness policies available from the U.S. Department of Agriculture, and a description of the progress made in attaining the goals of the wellness policy. (42 USC 1758b)

The Superintendent or designee shall invite feedback on district and school wellness activities from food service personnel, school administrators, the wellness council, parents/guardians, students, teachers, before- and after-school program staff, and/or other appropriate persons.

The Board and the Superintendent or designee shall establish indicators that will be used to measure the implementation and effectiveness of the district activities related to student wellness. Such indicators may include, but are not limited to:

1. Descriptions of the district's nutrition education, physical education, and health education curricula and the extent to which they align with state academic content standards and legal requirements
2. An analysis of the nutritional content of school meals and snacks served in all district programs, based on a sample of menus and production records
3. Student participation rates in all school meal and/or snack programs, including the number of students enrolled in the free and reduced-price meals program compared to the number of students eligible for that program
4. Extent to which foods and beverages sold on campus outside the food services program, such as through vending machines, student stores, or fundraisers, comply with nutrition standards
5. Extent to which other foods and beverages that are available on campus during the school day, such as foods and beverages for classroom parties, school celebrations, and rewards/incentives, comply with nutrition standards
6. Results of the state's physical fitness test at applicable grade levels
7. Number of minutes of physical education offered at each grade span, and the estimated percentage of class time spent in moderate to vigorous physical activity
8. A description of district efforts to provide additional opportunities for physical activity outside of the physical education program
9. A description of other districtwide or school-based wellness activities offered, including the number of sites and/or students participating, as appropriate

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

*Series 5000*

*Students*

*BP 5030(f)*

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As feasible, the assessment report may include a comparison of results across multiple years, a comparison of district data with county, statewide, or national data, and/or a comparison of wellness data with other student outcomes such as academic indicators or student discipline rates.

In addition, the Superintendent or designee shall prepare and maintain the proper documentation and records needed for the administrative review of the district's wellness policy conducted by the California Department of Education (CDE) every three years.

The assessment results of both the district and state evaluations shall be submitted to the Board for the purposes of evaluating policy and practice, recognizing accomplishments, and making policy adjustments as needed to focus district resources and efforts on actions that are most likely to make a positive impact on student health and achievement.

## Notifications

The Superintendent or designee shall inform the public about the content and implementation of the district's wellness policy and shall make the policy, and any updates to the policy, available to the public on an annual basis. He/she shall also inform the public of the district's progress towards meeting the goals of the wellness policy, including the availability of the triennial district assessment. (Education Code 49432; 42 USC 1758b; 7 CFR 210.30)

*(cf. 5145.6 - Parental Notifications)*

The Superintendent or designee shall distribute this information through the most effective methods of communication, including district or school newsletters, handouts, parent/guardian meetings, district and school web sites, and other communications. Outreach to parents/guardians shall emphasize the relationship between student health and wellness and academic performance.

*(cf. 1100 - Communication with the Public)*

*(cf. 1112 - Media Relations)*

*(cf. 1113 - District and School Web Sites)*

*(cf. 1114 - District-Sponsored Social Media)*

*(cf. 6020 - Parent Involvement)*

Each school may post a summary of nutrition and physical activity laws and regulations prepared by the CDE.

## Records

The Superintendent or designee shall retain records that document compliance with 7 CFR 210.30, including, but not limited to, the written student wellness policy, documentation of the triennial assessment of the wellness policy for each school site, and documentation demonstrating compliance with the community involvement requirements, including requirements to make the policy and assessment results available to the public. (7 CFR 210.30)

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

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## Legal Reference:

### EDUCATION CODE

33350-33354 CDE responsibilities re: physical education  
38086 Free fresh drinking water  
49430-49434 Pupil Nutrition, Health, and Achievement Act of 2001  
49490-49494 School breakfast and lunch programs  
49500-49505 School meals  
49510-49520 Nutrition  
49530-49536 Child Nutrition Act  
49540-49546 Child care food program  
49547-49548.3 Comprehensive nutrition services  
49550-49562 Meals for needy students  
49565-49565.8 California Fresh Start pilot program  
49570 National School Lunch Act  
51210 Course of study, grades 1-6  
51210.1-51210.2 Physical education, grades 1-6  
51210.4 Nutrition education  
51220 Course of study, grades 7-12  
51222 Physical education  
51223 Physical education, elementary schools  
51795-51798 School instructional gardens  
51880-51921 Comprehensive health education  
CODE OF REGULATIONS, TITLE 5  
15500-15501 Food sales by student organizations  
15510 Mandatory meals for needy students  
15530-15535 Nutrition education  
15550-15565 School lunch and breakfast programs  
UNITED STATES CODE, TITLE 42  
1751-1769j National School Lunch Program, especially:  
1758b Local wellness policy  
1771-1793 Child Nutrition Act, especially:  
1773 School Breakfast Program  
1779 Rules and regulations, Child Nutrition Act  
CODE OF FEDERAL REGULATIONS, TITLE 7  
210.1-210.33 National School Lunch Program, especially:  
210.30 Wellness policy  
220.1-220.22 National School Breakfast Program  
COURT DECISIONS  
Frazer v. Dixon Unified School District, (1993) 18 Cal.App.4th 781

## Management Resources:

### CSBA PUBLICATIONS

Integrating Physical Activity into the School Day, Governance Brief, April 2016  
Increasing Access to Drinking Water in Schools, Policy Brief, April 2013  
Monitoring for Success: A Guide for Assessing and Strengthening Student Wellness Policies, rev. 2012  
Nutrition Standards for Schools: Implications for Student Wellness, Policy Brief, rev. April 2012  
Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. 2012  
Physical Activity and Physical Education in California Schools, Research Brief, April 2010  
Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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*Safe Routes to School: Program and Policy Strategies for School Districts, Policy Brief, 2009*  
*Physical Education and California Schools, Policy Brief, rev. October 2007*  
*School-Based Marketing of Foods and Beverages: Policy Implications for School Boards, Policy Brief, March 2006*  
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS  
*Physical Education Framework for California Public Schools, Kindergarten Through Grade Twelve, 2009*  
*Health Framework for California Public Schools, Kindergarten Through Grade Twelve, 2003*  
CALIFORNIA PROJECT LEAN PUBLICATIONS  
*Policy in Action: A Guide to Implementing Your Local School Wellness Policy, October 2006*  
CENTER FOR COLLABORATIVE SOLUTIONS  
*Changing Lives, Saving Lives: A Step-by-Step Guide to Developing Exemplary Practices in Healthy Eating, Physical Activity and Food Security in Afterschool Programs, January 2015*  
CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS  
*School Health Index for Physical Activity and Healthy Eating: A Self-Assessment and Planning Guide, rev. 2012*  
FEDERAL REGISTER  
*Rules and Regulations, July 29, 2016, Vol. 81, Number 146, pages 50151-50170*  
NATIONAL ASSOCIATION OF STATE BOARDS OF EDUCATION PUBLICATIONS  
*Fit, Healthy and Ready to Learn, rev. 2012*  
U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS  
*Dietary Guidelines for Americans, 2016*  
WEB SITES  
CSBA: <http://www.csba.org>  
Action for Healthy Kids: <http://www.actionforhealthykids.org>  
Alliance for a Healthier Generation: <http://www.healthiergeneration.org>  
California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>  
California Department of Public Health: <http://www.cdph.ca.gov>  
California Healthy Kids Resource Center: <http://www.californiahealthykids.org>  
California Project LEAN (Leaders Encouraging Activity and Nutrition): <http://www.californiaprojectlean.org>  
California School Nutrition Association: <http://www.calsna.org>  
Center for Collaborative Solutions: <http://www.ccscenter.org>  
Centers for Disease Control and Prevention: <http://www.cdc.gov>  
Dairy Council of California: <http://www.dairycouncilofca.org>  
National Alliance for Nutrition and Activity: <http://www.cspinet.org/nutritionpolicy/nana.html>  
National Association of State Boards of Education: <http://www.nasbe.org>  
School Nutrition Association: <http://www.schoolnutrition.org>  
Society for Nutrition Education: <http://www.sne.org>  
U.S. Department of Agriculture, Food Nutrition Service, wellness policy:  
<http://www.fns.usda.gov/tn/Healthy/wellnesspolicy.html>  
U.S. Department of Agriculture, Healthy Meals Resource System: <http://healthymeals.fns.usda.gov>

Adopted: 10-18-05

Amended: 5-16-06, 6-17-14, 10-17-17

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5030(a)

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## **Student Wellness**

### **I. NUTRITION**

The Oak Park Unified School District (OPUSD) is committed to ensuring that students have access to healthy foods and beverages at school. The Board recognizes that setting standards that meet or exceed state and federal requirements for food served on school campuses is an important part of that commitment.

This administrative regulation differentiates between and lays out guidelines for three categorizations of food served on school premises:

- (1) Meals served in the school cafeterias through the federally-reimbursable National School Lunch Program (NSLP) and School Breakfast Program (SBP), herein referred to collectively as the “School Meals Program”;
- (2) *Competitive Foods*, defined by the state as any food or beverage that is a) outside of and in competition with the School Meals Program, and is b) sold to students at any time during the school day; and
- (1) All other food and beverages served during school hours and at school-sponsored events, including after-hours activities.

### **Nutritional Requirements for the School Meals Program**

OPUSD Nutrition Services is responsible for the administration of the School Meals Program and will ensure that all meals served are in compliance with federal and state nutritional standards detailed in 7 CFR 210.10, 220.8, and 220.23.

OPUSD shall prioritize cooking meals from scratch versus serving pre-packaged meals.

Over the course of a week, meals must meet the following nutritional requirements:

1. Contain no more than 10% saturated fat;
2. Contain no trans fats;
3. Contain only whole grains (defined as 51% or more unprocessed whole grain);
4. Contain no more than 35% sugar by weight (fruits or vegetables with naturally occurring sugars are exempt);
5. Offer a variety of fruit;
6. Offer a variety of vegetables at lunch;
7. Meet the USDA standards for sodium;
8. Meet the USDA regulations for calories (minimum and maximum);
9. Limit the use of artificial food additives and high fructose corn syrup.

In addition, the District shall provide access to fresh, free drinking water during meal times.

# OAK PARK UNIFIED SCHOOL DISTRICT

## ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5030(b)

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### **Nutritional Requirements for Competitive Foods**

A **Competitive Food** is any food or beverage sold to students on school campus during the school day and outside of the School Meals Program. The **school day** is defined as midnight to 30 minutes after the end of the official school day. OPUSD defines the official school day as the last class dismissal. Competitive Food sales include but are not limited to fundraisers held by parent, teacher, or student organizations that occur at any point during the school day, food and beverages sold out of vending machines, and a la carte items offered at the snack bars during meal periods. Competitive Foods sold on OPUSD campuses must meet or exceed the standards set by state and federal law. (Please refer to 7 *CFR*, Section 210.11, *EC* sections 49430-49434, *CCR* sections 15575-15578, 5 *CCR* sections 15500–15501).

Without exception, foods and beverages sold during the school day are considered Competitive Foods and therefore must meet all federal and state nutritional requirements for Competitive Foods.

The federal and state nutritional requirements for Competitive Foods are as follows:

1. Food may only be sold if it is one of the following:
  - a. Fruit
  - b. Non-fried vegetable
  - c. Dairy food (less than 12 fl oz per serving; 1% or fat free; and free from rBST/rBGH and added sugar)
  - d. Nuts, seeds, legumes, reduced fat cheese and part skim mozzarella, eggs (pasture-raised, organic preferred)
  - e. Whole grain (defined as 51% or more unprocessed whole grain)
2. The food item must meet the following requirements:
  - a. Calories from fat cannot exceed 35% (except for nuts, nut butters, seeds, reduced fat cheese or part skim mozzarella, dried fruit, and nut/seed combinations);
  - b. Calories from saturated fat cannot exceed 10% (except for reduced fat cheese and part skim mozzarella, dried fruit, and nut/seed combinations);
  - c. The food item may not contain trans fat;
  - d. Sugar content cannot exceed 35% by weight (except fruit<sup>1</sup>, non-fried vegetables, and dried fruit and nut/seed combinations);
  - e. Sodium content cannot exceed 200 milligrams; and
  - f. Each item/portion may not exceed 200 calories.
3. Only the following beverages may be sold on campus:

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<sup>1</sup> Dried blueberries, cranberries, cherries, tropical fruit, chopped dates, and figs that contain added sugar are exempt from fat and sugar standards. Canned fruit is only permitted if it is in 100% juice.



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- a. Water;
- b. 100% fruit or vegetable juice, either carbonated or non-carbonated and no more than 12 fl oz per serving;
- c. Flavored water, either carbonated or non-carbonated, with no added caffeine, sweetener, or artificial colors; less than 5 calories per fl oz; and no more than 20 fl oz per serving;
- d. Nonfat and 1% milk; no more than 12 fl oz per serving;
- e. Plant-based milk products that are nutritionally equivalent to milk (see 7 CFR 210.10(d)(3), 220.8(i)); no more than 12 fl oz per serving; less than 28 grams of total sugar and less than 5 grams of fat per 12 oz serving.

No candy, sugar-sweetened beverages, or caffeinated energy drinks shall be sold to students at any time on OPUSD campuses.

### **Additional Guidelines for Competitive Foods**

#### **Food Fundraising During the School Day**

The following additional guidelines apply to any fundraiser that involves the sale of food or beverages during the *school day*:

1. Event organizers must obtain approval from site administration for a Competitive Food fundraiser and provide documentation demonstrating that the proposed food(s) or beverage(s) meets ALL federal and state nutritional requirements for Competitive Foods.
2. Site administration is responsible for documenting all Competitive Food sales onsite **and** maintaining all documentation of compliance (including but not limited nutrition labels and ingredient lists).
3. If an outside food vendor will be contracted to provide a food or beverage for sale as a Competitive Food, he/she must provide the District with all requisite documentation **before** he/she may be contracted. Please see *Guidelines for Contracting With Food Vendors* in AR 5030(e).
4. Parent organizations may not hold a Competitive Food fundraiser during meal times.
5. The District is committed to providing and creating resources on healthy food and non-food suggestions for fundraisers. See *OPUSD Healthy Food Guidelines*.

#### **Rules for Competitive Food Sales by Student Organizations**

At OPUSD, the Associated Student Body (ASB) at Medea Creek Middle School and Oak Park High School are the two student organizations that may sell competitive foods. Each ASB may

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hold a Competitive Food fundraiser a) up to 4 days within a single school year, and b) only one food or beverage item may be sold at each time.

The state of California has set forth additional rules governing the sale of foods and beverages that are conducted by **student organizations during school hours**: (Please refer to **5 CCR sections 15500 and 15501.**)

1. Food or beverage item(s) must be pre-approved by the District's governing board before they may be sold.
2. Food(s) or beverage(s) may not be prepared on campus. Food and beverage items must be fully assembled before being brought to school.
3. The food or beverage sold must differ from the food sold by the school cafeteria on the same school day.

## Vending Machines

1. All vending services shall be contracted by the District.
2. All food and beverages sold from vending machines accessible to students must meet the requirements for Competitive Foods and shall be sold in accordance with all federal, state, and local laws.

## Guidelines for All Other Food Served at School and School-Sponsored Activities

### School-Wide and Individual Rewards and Incentives

1. The withholding of food as a form of punishment is strictly prohibited.
2. Neither candy nor sugar-sweetened beverages will be used as an incentive or reward for academic performance, accomplishments, or classroom behavior.
3. The District will **generate** a resource list for suggested non-food incentives and rewards.

### Classroom Activities, Celebrations, and Parties

1. Food served in the classroom or on school campus for activities, celebrations, and parties occurring during school hours must meet or exceed the requirements for Competitive Foods, except for the following:
  - a. No more than once a month, schools at their discretion may allow classrooms to hold a celebration involving food that does not meet the requirements for Competitive Foods.
2. Food served during classroom and school activities, celebrations, and parties must meet state standards for health and safety.
3. OPUSD recommends that celebrations that include food and beverages be scheduled after the lunch period has ended. School administrators may place further restrictions on celebrations.

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4. Teachers and other school staff shall encourage parents/guardians or other volunteers to consider nutritional quality when selecting snacks to donate for classroom parties and activities. Please refer to *OPUSD's Healthy Food Guidelines*.

### **Events and Activities Held Outside School Hours**

1. Schools should always offer healthy options at school-sponsored events such as Back to School Night, school dances, and athletic events. Please refer to *OPUSD's Healthy Food Guidelines*.
2. Efforts should be made to meet or exceed the requirements for Competitive Foods (see above).
3. The District encourages event organizers to contract with licensed food vendors or with OPUSD Food Services to provide food and beverages for school-sponsored events.
4. The District strongly discourages the preparation and/or cooking of food **by parent volunteers and/or staff** on school campus due to high liability risk.
5. All individuals handling food must observe proper food safety protocol as required by health code. This includes foods or beverages prepared at and brought from home; cooked onsite; or removed from manufacturer packaging before serving.

### **Guidelines for Contracting with Licensed Food Vendors**

- a) Food vendors are only permitted on campus at school-sponsored events after the end of the official school day.
- b) Food vendors include a) food trucks, b) vendors that bring ingredients and/or equipment to prepare food onsite, and c) vendors that prepare food in a commercial kitchen and bring pre-prepared and/or prepackaged food onto campus.
- c) For the legal protection of the District and the safety of its students and families, OPUSD requires all food vendors to maintain with the Business Services office current and valid documentation of the following: 1) liability insurance with endorsement page naming OPUSD as the additionally insured, 2) Ventura County Health Permit, 3) food safety certification by the owner OR one employee, and 4) food and beverage menu. These documents demonstrate to the District that the vendor is legally responsible for any risks involved in serving food to the public, and that its facility and food handling practices are compliant with health code. Food vendors with missing or expired documentation or who have not submitted any documentation to the District are prohibited from selling food or beverages on school campuses.
- d) **F**ood vendors who have submitted current documentation to the Business Services office will be considered an "approved vendor." The District will provide an Approved Vendors List to all interested parties. Previously approved vendors

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must continue to maintain up-to-date documentation in order to remain on the Approved Vendors List.

### Packed Lunches and Snacks from Home

1. OPUSD parents are of many opinions as to what constitutes healthy habits, and they have the right to make explicit choices for their children, so long as those choices do not infringe upon other students' or other families' choices.
2. Students are encouraged to bring lunches in zero waste, reusable containers in order to minimize packaging waste.
3. OPUSD is committed to providing education and outreach to support healthy choices at school, at home, and in communities.

### Staff Role Modeling

1. Staff members are encouraged to serve as role models for students by following the *OPUSD's Healthy Food Guidelines when requesting, offering, and using food in the classroom.*
2. OPUSD is committed to supporting and promoting healthy lifestyles through nutrition education in the classroom, during after-school programs, and at family events.

### Meal Service Times and Facilities

1. The District is committed to providing clean and adequate spaces for students to consume their meals, including age-appropriate seating.
2. OPUSD Nutrition Services will operate the SBP during the morning snack recess period, referred to as *nutrition*.
3. Each school site will set its own meal service times in accordance with the following:
  - a. Students shall have adequate time during the nutrition and lunch periods to purchase or retrieve a meal, eat a meal without rushing, and clean up after themselves.
  - b. Each student should receive at least 10 minutes to consume their meal at nutrition.
  - c. Each student shall receive at least 20 minutes to consume their meal at lunch.
  - d. Nutrition will not be scheduled to start later than 10:30 am.
  - e. Lunch will not be scheduled to start before 11:15 am or after 12:35 pm.
  - f. For grades K- 5, it is recommended that lunchtime recess occur before lunch.
  - g. At the high school level, tutoring, club, or organizational meetings or activities should not be scheduled during mealtimes, unless students may eat during such activities.

### Advertising of Food and Beverages in Schools

The District shall maintain exclusive authority and control over all advertising on District property.

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Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed federal and state nutrition standards under 7 *CFR* 210.11 and *CCR* sections 15575-15578, such that only those foods that comply with or exceed those nutrition standards are permitted to be marketed or promoted to students.

Food and beverage marketing often includes oral, written, or graphic statements used for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product.

## **Food Quality and Environmental Impact**

### **Environmental Impact**

The District is committed to improving waste management, water conservation, and energy efficiency. The District is also committed to reducing lower greenhouse gas emissions, as well as water and energy efficiency and conservation.

1. The District will continue to reduce its total landfill contribution.
2. All designated eating areas will have waste sorting stations for compost, recycling, and landfill.
3. Students may bring drinking water from a designated school water source or home into the classroom, provided that the water is in a capped container, such as a bottle.
4. Nutrition Services will continue efforts to reduce the use of packaged items and serve school meals in packaging made from recycled and recyclable materials.

### **Food Purchasing/Procurement Practices**

The District is committed to ethical procurement practices. The following priorities will guide the purchase of food where permitted by state and federal law, including laws that govern public bidding:

1. Local Purchasing – Produce
  - a. Nutrition Services will commit to sourcing at least 25% of produce purchases from within the state of California; and preferably within a 250-mile radius of Ventura County.
  - b. Nutrition Services will commit to expanding and tracking its purchases of produce from small family farms that operate under 500 acres of land.
  - c. Nutrition Services will commit to tracking its purchases of organic and pesticide-free produce.
  - d. OPUSD will commit to expanding the capacity of school gardens to provide Nutrition Services with organic and pesticide-free produce for use in the School Meals Program.
2. Local Purchasing – Non-Produce

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- a. Nutrition Services will commit to sourcing at least 25% of non-produce purchases from within the state of California, and preferably from businesses operating within a 250-mile radius of Ventura County.
- 3. Sustainable Purchasing
  - a. The District is committed to increasing its purchases of sustainably-produced foods. The following priorities will guide the purchase of food where permitted by state and federal law, including laws that apply to public bidding:
    - i. Antibiotics: Nutrition Services will attempt to purchase only poultry that is raised without antibiotics.
    - ii. Hormones: Nutrition Services will not purchase milk from cows treated with recombinant bovine growth hormone (rBST/rBGH).
    - iii. Environmental Management: Nutrition Services will make every effort to purchase food raised with appropriate environmental management practices that protect the soil, air, and water. As such, Nutrition Services will not source or serve red meat, pork, or fish.
    - iv. Animal Welfare: Nutrition Services will make every effort to purchase poultry, eggs, and milk from animals raised with adequate living space, fed a healthy diet, and slaughtered humanely.
    - v. GMOs: Nutrition Services will commit to tracking and increasing its purchase of non-GMO and organic ingredients.
- 4. Fair Purchasing: The District is committed to purchasing food from companies that treat workers fairly. Where permitted by state and federal law, including laws that apply to public bidding, Nutrition Services will make every effort to purchase foods from companies and farms that provide workers with living wages and safe working conditions.

### **Ensuring No Student Goes Hungry**

The School Meals Program ensures that OPUSD students have access to healthy meals every school day.

- 1. To help eligible students enroll in free and reduced-price meal programs, the District will:
  - a. Streamline the application process where permitted by law, including through Direct Certification;
  - b. Increase communication to those families who qualified for free/reduced meals in prior school years but who have not yet applied for the current school year;
- 2. The District will communicate with families at least 4 times during the school year about the availability of the SBP. Communications will include registration materials, e-News announcements, and postings on the district website.
- 3. Nutrition Services will provide a meal to every student who comes into the cafeteria and asks for one regardless of the presence or absence of funds.

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4. Nutrition Services will follow the procedures written on its meal policy to communicate only with parents about the shortage of funds.

## **Nutrition and Health Education**

OPUSD is committed to integrating California Health Education Standards into the core curriculum in all grades. The Board will enable schools to:

- Expand the OPUSD Garden Program at the elementary level to provide students with hands-on experiences in planting, harvesting, food preparation, serving and tasting, and participating in ceremonies and celebrations that observe food traditions;
- Integrate hands-on classroom experiences with relevant enrichment activities such as farm field studies, farmers market tours, and community garden and health care facility visits, so that students may begin to understand how lifestyle-related behaviors affect health and quality of life; and how nutrition, food development, and food distribution impact individual and community health;
- Develop a nutrition and health education program for each grade level as part of a sequential, coordinated, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health. The curriculum shall link to the school meal program, other school foods, and nutrition-related community services;
- Explore a Career Technical Education (CTE) pathway in Entrepreneurship that will incorporate the development of a one acre farm at Oak Park High School. This farm will be capable of growing a variety of crops that can be commodified and marketed, such as flowers for floral arrangements, produce for the school cafeterias and/or a student-run cafe, community supported agriculture (CSA) boxes, and/or subscription meal services.
- Engage students as active participants in developing, advocating, and implementing nutrition and health-related policies, programs, and services;
- Integrate eating experiences, gardens, cooking classes and nutrition/health education into the core academic curriculum at all grade levels;
- Include enjoyable, developmentally-appropriate, culturally-relevant, participatory activities during the school day such as contests, promotions, cooking demonstrations or taste-testings; and
- Provide instructional staff with adequate and ongoing in-services in health education that focus on teaching strategies that assess health knowledge and skills, and promote healthy behaviors.

## **Student Goals for Learning in Nutrition and Health Education**

Students will:

- Learn self-management skills related to diet, physical activity, and safe food handling;

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- Understand and demonstrate behaviors that prevent disease and speed recovery from illness;
  - Demonstrate ways in which they can enhance and maintain healthy lifestyle-related behaviors, using knowledge gained from curriculum and current medical recommendations;
  - Implement skills that demonstrate personal responsibility, particularly in positive goal-setting and decision-making;
  - Analyze the influence of family, peer pressure, culture, media, technology and other factors on their decisions related to nutrition, physical activity, and lifestyle choices;
  - Understand and demonstrate how to be positive, active role models for promoting health-enhancing behaviors (including healthy food and beverage choices) for their families, peers, and community through advocacy and interpersonal communication skills;
  - Understand and accept individual differences in human growth and development and the relationship between the human body, nutrition, and healthy behaviors;
  - Identify information, products, and services to promote healthy growth and development; and
  - Explore various food, agriculture, nutrition and health-related careers as vocational options.

## II. PHYSICAL EDUCATION & PHYSICAL ACTIVITY

### **Physical Education Standards**

*Physical education* is a planned sequential program of curricula and instruction that helps students develop the knowledge, skills, and confidence necessary for an active lifestyle.

The minimum requirements for physical education at OPUSD are as follows:

- All K-12 students (including students with disabilities and/or special health-care needs and those in alternative educational settings) will receive physical education instruction as designated (Education Codes 51210, 51222, and 51223):
  - A minimum of 200 minutes for every 10 school days for students in grades 1-6; and
  - A minimum of 400 minutes for every 10 school days for students in grades 7-10.
- Temporary exemptions from physical education should be limited to students whose medical conditions do not allow for inclusion in the general, modified, or adapted physical education program. (Education Code 51241);
- High school students who are exempt from two years of physical education in grades 10, 11, or 12, per local district policy, must be provided with the opportunity to participate in a variety of physical education elective courses. (Education Codes 51222(b) and 51241);



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- High school physical education course content will include each of the following areas when facilities, safety, and budget constraints allow: (1) effects of physical activity on dynamic health; (2) mechanics of body movement; (3) aquatics; (4) gymnastics and tumbling; (5) individual and dual sports; (6) rhythm and dance; (7) team sports; and (8) combatives. (5 CCR 10060);
  - Physical education instruction is delivered directly by a teacher credentialed to teach physical education, K-12. (Education Code 44203);
  - Class size is consistent with the requirements of good instruction and safety. (5 CCR 10060) Class size will be discussed by physical education teachers and site administrators to ensure that good instruction and safety guidelines are being followed if problems arise;
  - The District will administer the State of California Physical Fitness test annually to all students in grades five, seven, and nine during the months of February, March, April, or May. (Education Code 60800);
  - Tests will be administered by credentialed teachers who have received proper training in testing protocol;
  - Students will receive their individual fitness test results upon completing the test (Education Code 60800); and
  - Teachers and other school and community personnel will not use physical activity such as running laps or push-ups, or withhold opportunities for physical activity such as recess or physical education as punishment. (Education Code 49001)
  - All physical education instruction should be based on the physical education content standards and should include the following:
    - Full inclusion of all students;
    - At least 50 percent of instructional time spent in moderate-to-vigorous physical activity;
    - Maximum participation and ample practice opportunities for class activities;
    - A variety of instructional techniques and opportunities for growth and success;
    - Differentiation when possible and appropriate;
    - Well-designed lessons that facilitate student learning;
    - Out-of-school assignments that support learning in the class room, the practice of learned skills, and that are health and fitness based;
    - Appropriate discipline and class management;
    - Instruction in a variety of motor skills designed to enhance the physical, mental, and social/emotional development of every child;
    - Fitness education and assessment to help students understand, improve, and/or maintain their physical well-being. This assessment shall be explained, practiced, and reported to students and their parents;
    - Development of cognitive concepts about motor skills and fitness;
    - Include outside speakers and experts in regard to health and fitness.

## **Facilities for Physical Education Instruction**

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- Physical Education facilities shall be considered a learning environment at each site;
  - School personnel will minimize the use of physical education facilities for non-instructional purposes during the school day. A master calendar for physical education facilities should be kept at each site so that all parties are aware of facility use;
  - Physical Education facilities should be properly maintained by the site and district on a regular basis ensuring safety and security for students and teachers. The district and sites should continue with a system of communication that ensures proper maintenance;
  - When weather or other activities create conflicts in the usage of physical education facilities, site administration and physical education teachers should work together to find acceptable alternatives.

### **Assessment of Student Learning in Physical Education**

- OPUSD will send each student's physical fitness test results to parents and guardians;
- In addition to the required physical fitness test, assessment of student learning and accurate reporting of progress should be an ongoing process in physical education;
- When possible, the use of technology to assess student learning and fitness should be used;
- When possible, student assessment should be tracked throughout their time in OPUSD to measure growth and development over a period of years.

### **Professional Development**

Teachers assigned to deliver physical education instruction should receive focused, on-going professional development related to curriculum, instruction, and assessment in physical education. The district will help facilitate this training when possible.

### **Goals for Student Learning in Physical Education**

The CDE's 2004 *Physical Education Model Content Standards for California Public Schools: Kindergarten Through Grade Twelve* outlines the essential skills and knowledge that all students need for maintaining a physically active lifestyle.

The five overarching state standards that students shall demonstrate are:

- Motor skills and movement patterns needed to perform a variety of physical activities;
- Knowledge of movement concepts, principles, and strategies as they apply to learning and the performance of physical activities;
- The assessment and maintenance of a level of physical fitness to improve health and performance;
- Knowledge of physical fitness concepts, principles, and strategies to improve health and performance;

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- The utilization of psychological and sociological concepts, principles, and strategies as applied to the learning and performance of physical activities.
  - Modification of the Physical Education curriculum to include mindfulness-based physical activities/relaxation techniques such as meditation, tai chi, and yoga.

### **Physical Activity**

*Physical activity* refers to participation in activities that require physical effort. Physical activity programs may provide participants with structured activity such as games and sports, unstructured activity, such as walking programs and dance, or opportunities to participate in physical activity in the daily routine, such as walk-to-school programs.

### **Daily Recess**

All elementary school students will have at least 20 minutes a day of supervised recess, preferably outdoors, during which schools should encourage moderate-to-vigorous physical activity, including the provision of space and equipment.

### **Physical Activity into the Classroom**

- Schools will discourage extended periods, such as those spanning two or more hours, of inactivity. When activities such as mandatory schoolwide testing necessitate that students remain indoors for long periods of time, schools should give students periodic breaks during which they are encouraged to stand and be moderately active;
- Classroom time in physical education should be spent on learning and discussing health and fitness related topics, when possible; and
- Alternative classroom seating arrangements that encourage movement and comfort will be encouraged.

### **Physical Activity Before and After School**

- Schools will offer a range of activities that meet the needs, interests, and abilities of all students, including boys, girls, students with disabilities, and students with special health-care needs;
- All elementary, middle, and high schools will offer extracurricular physical activity programs, such as physical activity clubs, intramural programs, and special events that focus on physical activity. Oak Park High School shall continue to offer interscholastic sports programs, as appropriate;
- After school enrichment programs will provide and encourage daily periods of moderate-to-vigorous physical activity for all participants, including the provision of space and equipment.

### **Student Safety During Physical Activity**

The District or school site will:

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- Establish rules and procedures concerning safety for students and staff, and assign responsibility for these rules and procedures appropriately;
- In collaboration with community health officials, establish local standards for weather (heat) and air quality pertaining to student participation in outdoor physical activity.
- Establish policies that encourage the use of hats and sunscreen to prevent skin cancer and UV damage;
- Ensure that students and staff have access to appropriate hydration, such as water or other fluids;
- In conjunction with a nurse, develop an emergency response system to expedite aid to students and/or staff who are injured or who become ill at school. The emergency response system should be communicated to the school community, and the necessary training and practice should take place on a regular basis;
- Properly monitor and maintain equipment used for physical activity to ensure the safety of all participants;
- In conjunction with a nurse and the physical education teacher, outline guidelines for students to participate in physical activity at school when they have a medical condition. These policies shall be communicated to all members of the school community and designed to ensure student well-being while providing for maximum participation in physical activity scaffolded to their level.

### **Safe Routes to School**

- The school district will assess and, if necessary, improve students' ability to safely walk and bike to school. When appropriate, the district should collaborate with local public works, public safety, and/or police departments to achieve safe routes for walking and biking to school;
- The District will explore the availability of federal "safe routes to school" funds, administered by the State Department of Transportation, to finance such improvements;
- The District will encourage students to walk or bike to school to help alleviate transportation problems and encourage personal fitness.

### **Use of School Facilities Outside of School Hours**

- School facilities and open spaces at school will be made available to students, staff, and community members before, during, and after the school day, on weekends, and during school vacation periods when appropriate and possible;
- School facilities and open spaces should be made available to community agencies and organizations that offer physical activity and nutrition programs;
- Schools are also encouraged to develop joint-use agreements or memoranda of understanding with other civic and community partners that promote wellness;
- Facility-use agreements with all groups shall include clauses that provide for payment, upkeep, care, and maintenance for all school facilities being used.

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## III: OTHER ACTIVITIES THAT PROMOTE STUDENT WELLNESS

- The District will integrate wellness activities across the entire school setting to ensure that all efforts are complementary and work toward the same set of goals and objectives in promoting student well-being, optimal development and strong educational outcomes.
- Schools in the District are encouraged to coordinate content across curricular areas that promote student health, such as teaching nutrition concepts in mathematics, with consultation provided by either the school or the District's curriculum experts.
- All efforts related to obtaining federal, state or association recognition for efforts, or grants/funding opportunities for healthy school environments will be coordinated with and complementary of the wellness policy, including but not limited to ensuring the involvement of the District's wellness committee.
- All school-sponsored events will adhere to the wellness policy guidelines. All school-sponsored wellness events will include physical activity and healthy eating opportunities when appropriate.
- Students and/or staff shall have access to:
  - A school nurse or a designated staff member who has current certification in CPR and First Aid and is supervised by, and has physical or electronic access to, the District nurse or another duly qualified supervisor of health;
  - School counselors and psychologists to support and assist in making healthy decisions, managing emotions, and coping with crises. Eating disorder behaviors, including obesity, are often related to mental, emotional, and social problems, and overweight students may suffer from low self-esteem and/or be the target of bullying. A plan and training will be organized to assist in identifying students with these issues;
  - A physically and emotionally safe and healthy school environment that supports health literacy and successful learning. The school environment will likewise cultivate a sense of community and mutual support among staff and students;
  - School-based before and after school programs that are aligned with the health and wellness policies adopted by the District; and
  - Consistent health education, including but not limited to, nutrition and physical activity provided to parents and families through the school/District newsletter, informational handouts, parent meetings, the school/District websites, and other venues.

### **Staff Wellness**

Staff wellness initiatives will support employees' efforts to improve their personal health and fitness so they can serve as role models and promote the health of the students. The District highly values the health and well-being of every staff member and supports personal efforts to maintain a healthy lifestyle by implementing the following activities and policies:

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- Lunch meals in the school cafeterias will be offered to staff at a discounted price to encourage healthy eating habits and to promote the school nutrition program. The difference between the paid staff price and the minimum price required by the federal government for adult lunches will be subsidized by the general fund;
- Food served at school events such as professional development, receptions, and visitations should comply with District nutrition standards to ensure consistency and to model healthy nutrition habits. School organizations are encouraged to order food through OPUSD Food Services for school campus events unless it is impractical or unavailable;
- The District will plan, establish, and implement activities to promote physical activity among staff and provide staff with convenient opportunities to engage in regular physical activity. School personnel should model healthy fitness habits whenever possible;
- The District recommends but does not require that food and beverages available through vending machines in staff-only areas meet District nutrition standards. Information related to installing healthier vending machines will be provided to school principals to assist in the decision-making process.

## **Communications with Parents**

The District will make the following information available to families via the District website, district-wide communications, school-site specific communications, and with registration materials:

- Content of, implementation of, and updates to the wellness policy;
- Summary sheets, fact sheets, and/or lists that target specific sections of the wellness policy to more easily communicate policies relevant to different groups;
- Summary of District-wide or school-site activities related to wellness policy implementation; and
- Contact information for the District's officials leading and coordinating the school wellness council and how to get involved.

The District will also:

- Support parents' efforts to provide a healthy diet to their children and ensure ample opportunity for daily physical activity during the regular school day;
- Offer lifestyle-enriching seminars for staff, parents, and students; and send home nutrition and/health information, post healthy lifestyle tips on the district wellness website, and provide nutrient analyses of school menus;
- Encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet state/district nutrition standards;
- Provide parents a list of foods that meet the district's food and beverage standards and offer ideas for healthy celebrations/parties, rewards, and fundraising activities;

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- Create opportunities for parents to share healthy food practices with others in the school community through parent-support groups and district-wide events;
- Provide information about physical education and other school-based physical activity opportunities before, during, and after the school day and support parents' efforts to provide their children with opportunities to be physically active outside of school; and
- Disallow the delivery of “fast food” to students at snack or lunch whether from the parent, the vendor, or anyone else.

## **IV: EVALUATION AND ENFORCEMENT**

- The District superintendent will ensure overall compliance with District-wide nutrition and physical activity wellness policies.
- The District’s director of curriculum will oversee the integration of the health and physical education standards into the classrooms;
- The District’s school nutrition director will ensure compliance with nutrition policies within the School Meals Program; document any nutrition-promoting activities occurring in the school cafeterias; and, maintain documentation of all competitive food sales conducted by Food Services. He/she will provide monthly reports on compliance to the District’s superintendent and the wellness council;
- The school principals will ensure compliance with nutrition policies for all other activities occurring at his/her school site that involve the sale, offer, and promotion of food on school campuses during and outside of the school day. He/she will use the Healthy Schools Program online tool to complete a school-level assessment based on the Centers for Disease Control and Prevention’s School Health Index, and create an action plan that fosters implementation within his/her school site. The principals will also record their school’s progress toward nutrition and physical education goals stated in this policy; track all school-wide and classroom-specific wellness initiatives that are being carried out over the course of the school year; and maintain documentation of all competitive food sales by parent organizations, student organizations, and classes occurring at the school site. He/she will provide quarterly reports on the school's compliance to the District’s superintendent;
- The wellness council will collect all updates and provide reports on district-wide compliance to the Board of Education, parent/teacher organizations, school principals, and school health services personnel in the District;
- Using information provided by each school principal and recorded from the school nutrition program, the school nutrition director will compile an annual progress report at the end of the academic year to include the following information: (1) the extent to which

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

*Series 5000*

*Students*

*AR 5030(r)*

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each school is in compliance with the wellness policy, (2) a comparison of the district policy to model local school wellness policies; (3) the progress made in attaining the goals of the policy; (4) any recommend changes to the policy; (5) a detailed action plan for the following school year to achieve annual goals and objectives; and (6) any additional information required by the USDA. The annual report shall be posted on the school district website and a copy will be available at each school site.

Adopted: 5-16-06

Amended: 3-08, 6-14, 10-17-2017



*Glossary:*

**Extended School Day** – the time during, before and after school that includes activities such as clubs, intramural sports, band and choir practice, drama rehearsals and more.

**School Campus** - areas that are owned or leased by the school and used at any time for school-related activities, including on the outside of the school building, school buses or other vehicles used to transport students, athletic fields and stadiums (e.g., on scoreboards, coolers, cups, and water bottles), or parking lots.

**School Day** – the time between midnight the night before to 30 minutes after the end of the instructional day.

**Triennial** – recurring every three years.

*Helpful Resources:*

- [Harvard Public Health Nutrition Source](https://www.hsph.harvard.edu/nutritionsource/) (<https://www.hsph.harvard.edu/nutritionsource/>)  
(<https://www.hsph.harvard.edu/nutritionsource/what-should-you-eat/>)
- [Oregon State University's Linus Pauling Institute](http://lpi.oregonstate.edu/) (<http://lpi.oregonstate.edu/>)
- [UC Berkeley Wellness](http://www.berkeleywellness.com/healthy-eating/food) (<http://www.berkeleywellness.com/healthy-eating/food>)
- [UCSF Sugar Science](http://sugarscience.ucsf.edu/) (<http://sugarscience.ucsf.edu/>)
- [University of Connecticut's Rudd Center for Food Policy and Obesity](http://www.uconnruddcenter.org/)  
(<http://www.uconnruddcenter.org/>)
- [Columbia University's Earth Institute](http://blogs.ei.columbia.edu/category/agriculture/) (<http://blogs.ei.columbia.edu/category/agriculture/>)
- [Iowa State's Leopold Center for Sustainable Agriculture](http://www.leopoldcenter.org/)
- [Non-GMO Project](https://www.nongmoproject.org/find-non-gmo/verified-products/product-categories/) (<https://www.nongmoproject.org/find-non-gmo/verified-products/product-categories/>)
- [The Edible Schoolyard](http://edibleschoolyard.org/) (<http://edibleschoolyard.org/>)
- [California Competitive Foods Standards for Public Schools](#)
- [Smart Snacks in Schools](#)

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: OCTOBER 17, 2017**  
**SUBJECT: B.3.a. AWARD OF REQUEST FOR PROPOSAL FOR ARCHITECTURAL SERVICES FOR MEASURE S PROJECTS**

ACTION

**ISSUE:** Shall the Board of Education award the Request for Proposals for Measure S architectural services as recommended by the Measure S Committee, and authorize the Administration to negotiate and enter into an agreement with HED Architects?

**BACKGROUND:** With the passage of the bond in November 2016, the Measure S Planning Committee recognized that it is essential that the District engage a qualified and experienced architectural firm to assist with facility planning and prioritization, project design, and plan submittal and review by the Division of the State Architect. In September 2017, it became necessary to hire a new architectural firm for this purpose. Two firms, both of whom had responded to the District's February 2017 Request for Proposals and Qualifications (RFP), were selected to interview with a Measure S interview panel including staff and community members. Interviews were conducted on September 26, 2017. After its due diligence review, the interview panel submitted its recommendation of HED Architects of Los Angeles, California, for consideration of the full Measure S Committee. At its meeting on October 2, 2017 the Committee accepted the panel's recommendation, voting to convey its recommendation to the Board of Education for approval of an agreement for architectural services to HED Architects in connection with Measure S projects.

**ALTERNATIVES:**

1. Award the RFP for Measure S architectural services as recommended by the Measure S Committee, and authorize the Administration to negotiate and enter into an agreement with HED Architects.
2. Do not approve an award of contract for architectural services as recommended by the Measure S Planning Committee.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted:

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

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: OCTOBER 17, 2017**  
**SUBJECT: B.3.b. APPROVE CHANGE ORDER NO. 1, PROJECT 17-29C, NETWORK SERVER BACKUP STORAGE REFRESH**

ACTION

**ISSUE:** Shall the Board approve Change Order No. 1 to the contract with AllConnected, Inc., for Measure C6 Project 17-29C, Network Server Backup Storage Refresh?

**BACKGROUND:** On June 19, 2017, the Board entered into a contract with AllConnected, Inc., for Project 17-29C, Network Server Backup Storage Refresh. During the course of the project, District and school site staff have recommended changes to the project's scope for conditions unforeseen at the time the contract was awarded. As itemized in the accompanying change order request, the contractor has provided four Cisco certified Catalyst 3850 network modules and related hardware for improved data networking. The total amount of Change Order No. 1 is \$7,207.20, which when added to the original contract amount of \$125,000, increases the contract total to \$132,207.20. It is recommended by District staff that the Board approve Change Order No. 1.

**ALTERNATIVES:**

1. Approve Change Order No. 1 to the contract with AllConnected, Inc., for Measure C6 Project 17-29C, Network Server Backup Storage Refresh, in the amount of \$7,207.20, funded from the Measure C6 bond fund.
2. Do not approve deductive Change Order No. 1.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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

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

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



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

CHANGE ORDER 17-29C-1  
10-17-17

PROJECT NUMBER: 17-29C

PROJECT NAME: NETWORK SERVER BACKUP STORAGE REFRESH

CONTRACTOR: ALL CONNECTED, INC.

SCOPE OF WORK: PROVIDE FOUR CISCO CERTIFIED CATALYST 3850 NETWORK MODULES AND  
RELATED HARDWARE FOR IMPROVED DATA NETWORKING

COST:

Original Contract Amount	\$ 125,000.00
Previous Approved Change Orders	\$ 0.00
This Change Order	\$ 7,207.20
Adjusted Contract Amount	\$ 132,207.20

TIME:

Original Contract Completion Date	October 31, 2017
Previous Approved Completion Extension Days	None
Completion days Extension this Change Order	None
Adjusted Contract Completion Date	October 31, 2017

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

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

OAK PARK UNIFIED SCHOOL DISTRICT

CONTRACTOR:

By \_\_\_\_\_

By \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

OPUSD TECHNOLOGY DIRECTOR

~~ARCHITECT/ENGINEER~~ (NOT APPLICABLE):

By \_\_\_\_\_

By \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

PREPARED FOR:

Oak Park Unified School District  
Enoch Kwok  
Director of Educational Technology & Info  
5801 E. Conifer St.  
Oak Park, CA 91377

SHIP TO:

Oak Park Unified School District  
Enoch Kwok  
Director of Educational Technology & Info  
5801 E. Conifer St.  
Oak Park, CA 91377

QUOTE NO. ACIQ12846

DATE 07/25/17

SALES REP Chris Hannah

#	QTY	DESCRIPTION	UNIT PRICE	EXT PRICE
1	4	Cisco Certified Refurbished Catalyst 3850 4 x 10GE Network Module - For Data Networking, Optical Network - 4 x SFP (mini-GBIC)/SFP+ 4 x Expansion Slots	\$1,680.00	\$6,720.00
			SubTotal	\$6,720.00
			Sales Tax	\$487.20
			Shipping	\$0.00
			Total	\$7,207.20

TERMS: Net 30

ANY DELETIONS OR MODIFICATIONS TO QUANTITIES OR PRODUCTS ON THIS QUOTE REQUIRE REPRICING - ALL DELIVERY, TRAINING OR CONSULTING SERVICES TO BE BILLED AT PUBLISHED RATES FOR EACH ACTIVITY INVOLVED - GENERALLY ALL HARDWARE COMPUTER COMPONENTS PROPOSED ABOVE ARE COVERED BY THE MANUFACTURER FOR A LIMITED ONE YEAR WARRANTY, COVERING PARTS AND LABOR ON A DEPOT BASIS - WE SPECIFICALLY DISCLAIM ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OR WITH REGARD TO ANY LICENSED PRODUCTS. WE SHALL NOT BE LIABLE FOR ANY LOSS OF PROFITS, BUSINESS, GOODWILL, DATA, INTERRUPTION OF BUSINESS, NOR FOR INCIDENTAL OR CONSEQUENTIAL MERCHANTABILITY OR FITNESS OF PURPOSE, DAMAGES RELATED TO THIS AGREEMENT. MINIMUM 15% RESTOCKING FEE WITH ORIGINAL PACKAGING. IN THE EVENT OF A CONFLICT BETWEEN THE MASTER SERVICE AGREEMENT ('AGREEMENT') AND THIS PROPOSAL, THE TERMS OF THE AGREEMENT SHALL CONTROL.

Quote Approval

Quote Pricing, Terms, and Conditions approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this signed quote to us via fax at 805.526.0717 or email at chrish@allconnected.com.

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: OCTOBER 17, 2017**  
**SUBJECT: B.3.c. APPROVE CHANGE ORDER NO. 3, PROJECT 17-01S, DISTRICTWIDE SOLAR INSTALLATION**

ACTION

**ISSUE:** Shall the Board approve deductive Change Order No. 3 to the contract with PFMG Construction LTD, for Project 17-01S, Districtwide Solar Installation?

**BACKGROUND:** On January 17, 2017, the Board entered into a contract with PFMG Construction LTD, for Project 17-01S, Districtwide Solar Installation. During the course of the project, District and school site staff have recommended changes to the project's scope for conditions unforeseen at the time the contract was awarded. As itemized in the accompanying change order request, District staff has requested a credit from the contractor for landscaping work performed by the District that was actually included in the contractor's contract. The total amount of Change Order No. 3 is a credit of \$14,279, which when deducted from the original contract amount of \$6,663,570, Change Order No. 1 in the amount of \$51,809, and Change Order No. 2 in the amount of \$78,176, reduces the contract total to \$6,779,277. It is recommended by District staff that the Board approve deductive Change Order No. 3.

**ALTERNATIVES:**

1. Approve deductive Change Order No. 3 to the contract with PFMG Construction LTD, for Project 17-01S, Districtwide Solar Installation, in the credit amount of \$14,279, credited to the Measure S bond fund.
2. Do not approve deductive Change Order No. 3.

**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	_____	_____	_____	_____



## DEDUCTIVE CHANGE IN WORK FORM

**PROJECT NAME:** Oak Park Unified School District    **CHANGE ORDER NUMBER:** #3  
**OWNER ADDRESS:** 5801 Conifer Street    **DATE OF CHANGE ORDER:** 10/03/2017  
Oak Park, CA 91377    **PROJECT No.** 102 OPUSD  
**Attention:** Keith Henderson, Construction Manager  
**JOB ADDRESS:** Brookside Elementary School  
**DATE OF AGREEMENT:** January 17, 2017  
**DEVELOPER:** PFMG Construction, LTD  
**CLIENT:** Oak Park Unified School District  
**CONTRACTOR ADDRESS:** 5801 Conifer Street, Oak  
Park CA 91377

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**The Agreement between the Parties listed above is changed as follows:**

**Brookside ES Equipment Relocation per OPUSD Request:** Brookside ES relocation of the electrical gear (CO2). OPUSD District to reimburse for landscaping and irrigation services and materials.

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**Adjustment to Contract Price**

1..... The original Contract Price was	\$ 6,663,570.00
2..... Current Deductive CO3 Amount	\$ (14,279.00)
3..... Previous CO2 Amount	\$ 78,176.00
4..... Previous CO1 Amount	\$ 51,808.69
5..... The Contract Price prior to this Change Order was	\$ 6,793,555.69
6..... The new Contract Price including this Change Order will be	\$ 6,779,276.69

**Adjustment to dates in Project Schedule**

The following dates are modified (*list all dates per phase as modified; insert N/A if no dates modified*):

The Project Substantial Completion Date will remain unchanged.

The Guaranteed Final Completion Guaranteed Date will remain unchanged.

Impact on Payment Progress Payment Schedule (include revised Progress Payment Schedule): None.

Impact on Minimum Performance Criteria and Performance Guarantees: None.

Impact on Design Basis: Design documents for Oak Park Unified School District sites shall be turned over to Owner.

Other impacts to liability or obligation of Contractor or Owner under the Agreement: None.

Upon execution of this Change Order by Owner and Contractor, the above-referenced change shall become a valid

and binding part of the original Agreement without exception or qualification, unless noted in this Change Order. Except as modified by this and any previously issued Change Orders, all other terms and conditions of the Agreement shall remain in full force and effect. This Change Order is executed by each of the Parties' duly authorized representatives.

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Developer: PFMG Construction, LTD

Name: Chris DeWitt

Title: VP Construction Operations

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Client: Oak Park Unified School District

Name: Keith Henderson

Title: Construction Manager



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: OCTOBER 17, 2017**  
**SUBJECT: B.3.d. APPROVE CHANGE ORDER NO. 1, PROJECT 17-24S, HVAC REPLACEMENT AT MEDEA CREEK MIDDLE SCHOOL**

ACTION

**ISSUE:** Shall the Board approve Change Order No. 1 to the contract with Kaiser Air Conditioning, Inc., for Project 17-24S, HVAC Replacement at Medea Creek Middle School?

**BACKGROUND:** On June 19, 2017, the Board entered into a contract with Kaiser Air Conditioning, Inc., for Project 17-24S, HVAC Replacement at Medea Creek Middle School. During the course of the project, District and school site staff have recommended changes to the project's scope for conditions unforeseen at the time the contract was awarded. As itemized in the accompanying change order request, the contractor performed repairs to damaged new equipment and changed out incorrect curb adapters. This work was made necessary by errors on the part of the equipment manufacturer, Lennox, who will reimburse the District for the cost of this change order. The total amount of Change Order No. 1 is \$6,291.16, which when added to the original contract amount of \$54,180, increases the contract total to \$60,471.16. It is recommended by District staff that the Board approve deductive Change Order No. 1.

**ALTERNATIVES:**

1. Approve Change Order No. 1 to the contract with Kaiser Air Conditioning, Inc., for Project 17-24S, HVAC Replacement at Medea Creek Middle School, in the amount of \$6,291.16, funded from the Measure S bond fund.
2. Do not approve deductive Change Order No. 1.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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

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

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



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

CHANGE ORDER 17-24S-1  
10/17/17

PROJECT NUMBER: 17-24S  
PROJECT NAME: HVAC REPLACEMENT AT MEDEA CREEK MIDDLE SCHOOL  
CONTRACTOR: KAISER AIR CONDITIONING  
SCOPE OF WORK: PERFORM REPAIRS TO DAMAGED NEW EQUIPMENT AND CHANGED OUT  
INCORRECT CURB ADAPTERS (REFER TO ATTACHED)

COST:

Original Contract Amount	\$ 54,180.00
Previous Approved Change Orders	\$ 0.00
This Change Order	\$ 6,291.16
Adjusted Contract Amount	\$ 60,471.16

TIME:

Original Contract Completion Date	September 30, 2017
Previous Approved Completion Extension Days	None
Completion days Extension this Change Order	15
Adjusted Contract Completion Date	October 15, 2017

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

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

OAK PARK UNIFIED SCHOOL DISTRICT

CONTRACTOR:

By \_\_\_\_\_

By \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

OPUSD FACILITIES/CONSTRUCTION MANAGER

ARCHITECT/ENGINEER: Not Applicable

By \_\_\_\_\_

By \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_



600 Pacific Avenue  
Oxnard, CA 93030

State License #  
407980

# Invoice

Date	Terms	Invoice #
9/21/2017	NET 30 DAYS	44491

Bill To
OAK PARK UNIFIED SCHOOL 5801 E. CONIFER ST. OAK PARK, CA 91377

Project
MEDEA CREEK MIDDLE SCHOOL BLDG D, ADMIN, & MPR/GYM 1002 DOUBLETREE RD. OAK PARK, CA 91377

	Work Order #	P.O. No.	Unit	Due Date
	JOB 1288	DR18-00010		10/21/2017
Description	Qty	Rate		Amount
PROJECT # 17-24S				
C/O 2: REPAIR RUSTED EMT THROUGH ROOF	1		1,220.00	1,220.00
C/O 3: REPLACE DAMAGED LENNOX 3-TON PKG UNIT-ADMIN	1		1,735.00	1,735.00
C/O 4: REPLACE CURB ADAPTER ON GYM	1		2,155.00	2,155.00
C/O 5: REPLACE TOP PANEL ON (2) 8.5-TON UNITS-BLDG D	1		840.00	840.00
C/O 6: REPAIR LENNOX UNIT REFRIGERATION LEAK	1		341.16	341.16
SUB-TOTAL				6,291.16
LESS 5% RETENTION	1		-314.56	-314.56
PLEASE REMIT TO ABOVE ADDRESS		Subtotal \$5,976.60		

A service charge of 1 1/2% of total bill will be charged for all  
accounts past 30 days

Sales Tax (7.75%)	\$0.00
Total	\$5,976.60
Payments/Credits	\$0.00
Balance Due	\$5,976.60

Phone #	Fax #
(805) 988-1800	805-483-5789

Web Site
www.Kaiserac.com

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: OCTOBER 17, 2017**

**SUBJECT: B.3.e. APPROVE NOTICE OF COMPLETION, PROJECT 17-24S, HVAC REPLACEMENT AT MEDEA CREEK MIDDLE SCHOOL**

ACTION

**ISSUE:** Shall the Board approve the Notice of Completion for Project 17-24S, HVAC Replacement at Medea Creek Middle School, contracted with Kaiser Air Conditioning and Sheet Metal, Inc.?

**BACKGROUND:** On June 19, 2017, the Board of Education authorized the award of a contract for Project 17-24S, HVAC Replacement at Medea Creek Middle School, contracted with Kaiser Air Conditioning and Sheet Metal, Inc., of Oxnard, 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 17-24S, HVAC Replacement at Medea Creek Middle School, contracted with Kaiser Air Conditioning and Sheet Metal, Inc., of Oxnard, 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: Medea Creek Middle School, 1002 Doubletree Road, Oak Park, CA 91377

That on or about June 19, 2017 the said Oak Park Unified School District of Ventura County entered into a contract with Kaiser Air Conditioning and Sheet Metal, Inc., of Oxnard, California, for Project 17-24S, HVAC Replacement at Medea Creek Middle School on certain real property hereinbefore described: that said building and improvements were actually completed on October 17, 2017: that the address of said Oak Park Unified School District is 5801 E. Conifer Street, Oak Park, CA 91377, Ventura County, California.

*OAK PARK UNIFIED SCHOOL DISTRICT*

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

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

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

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

STATE OF CALIFORNIA  
COUNTY OF VENTURA

Oak Park Unified School District

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

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

WITNESS my hand and official seal.

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: OCTOBER 17, 2017**  
**SUBJECT: B.3.f. RATIFY CONSULTING SERVICES AGREEMENTS FOR MEASURE R PROJECT 17-46R, STRUCTURAL IMPROVEMENTS AT OAK PARK NEIGHBORHOOD SCHOOL**

ACTION

**ISSUE:** Shall the Board ratify consulting services agreements for Measure R Project 17-46R, Structural Improvements at Oak Park Neighborhood School (OPNS)?

**BACKGROUND:** The District's architect provided notice that the four relocatable classrooms currently housing the OPNS preschool never received a certification and closure notice from the Division of the State Architect (DSA). These buildings are slated to be replaced for the 2018-19 school year. Since the OPNS program will continue in the four current classrooms until then, on advice of legal counsel, the District engaged two experts to report on the buildings' structural soundness. DSA certified structural engineer Welsh Structures, Inc., and DSA Inspector of Record Kenco Construction Services, Inc. inspected the four buildings in September 2017. The draft report has been received by the District and the buildings have been found to be structurally safe. The final report, including recommendation for remedial repairs, is expected during the second week of October. It is recommended that the Board ratify consulting services agreement with Welsh Structures, Inc., in the amount of \$4,169, and DSA Inspector of Record Kenco Construction Services, Inc., in the amount of \$3,000 for their inspection and report on the four OPNS buildings.

**ALTERNATIVES:**

1. Ratify consulting services agreements with Welsh Structures, Inc., in the amount of \$4,169, and DSA Inspector of Record Kenco Construction Services, Inc., in the amount of \$3,000, for Measure R Project 17-46R, Structural Improvements at Oak Park Neighborhood School (OPNS).
2. Do not ratify consulting services agreements.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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

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

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



EIN #27-2782038  
SOS Corp. # 3245180

***"Building Safer Schools"***

## **Proposal for DSA Inspection.**

**Date:** 10-04-17

**Project Client:** Oak Park Unified School District  
5701 Conifer st.  
Oak Park, CA 91377

**Proposed Projects:** **Oak Hills Pre-School relocatable buildings post installation review :**  
Oak Hills Elementary 1010 Kanan Rd. Oak Park , CA. 91377

**DSA App. Number:** None

**Scope of Work:** Provide onsite DSA Class 2 inspection including oversight for the repairs and improvements  
To the buildings per the direction of the SEOR.

**Project Duration:** Estimated project start date ..... **September 21st, 2017**  
Estimated project completion date ..... **October 20th, 2017**

**Estimated Cost:** DSA Class 2 Inspector @ \$75.00 per hour, not to exceed 40 hrs. per week.  
Estimated part time weekdays of inspection ... (10 days @ 4hrs a day) ..... **40 hrs.**  
Estimated cost for DSA inspection/oversite ..... **\$ 3,000.00**

**Total estimated cost for onsite inspection .....\$ 3,000.00**

### **NOTE:**

If "Over Time" work becomes necessary, all OT must be approved by the District prior to OT inspections. OT is at a rate of \$112.50 per hour for any holidays, weekends, and anything over 8 hours a day.

\*Please be advised that all inspections are subject to contractor performance.

Therefore the total cost proposal is an estimate and subject to increase or credit

## **Project Inspector Agency Agreement and Contract Duties:**

KENCO Construction Services agrees to provide continuous inspection of work for compliance with approved contract documents and California Building Codes, including Title 24.. Project Inspector duties are outlined in Title 24, Part 1, Chapter 4, Section 4-333 thru 4-342 California Code of Regulations, including DSA Interpretation of Regulations A-6, A-7, A-8, and as incorporated in the following sections:

Page 1.



1. Represent the client under the guidance of the Architect, Construction Manager or designated agent.
2. Attend all planning, pre-con conferences, project meetings, or meetings as required by the client.
3. Monitor and observe all special inspections performed by the client-contracted testing laboratory as required by the Testing and Inspection Sheet and as outlined in the Project Specifications. Maintain and update a log specifying hours spent on the project by the special inspectors. Perform or monitor testing for Torque, Epoxy, and Pull Tests as required.
4. The client and the inspector shall each defend and hold harmless each other against any losses, liabilities, damages, injuries, claims, costs, or expenses arising out of, or connected with the provisions of this agreement and the contract documents.
5. This Agreement shall begin on or about **September 21<sup>st</sup>, 2017** and remain in effect continuously until completed, or terminated in writing. This Contract is intended to be an agency agreement and may be terminated in 30 days by either party with, or without cause. This agency agreement shall be assignable to other schools within the District, and shall apply to other inspectors as requested and approved by the District. The District shall not employ, contract, or engage in business or mutually beneficial relationship with any inspectors introduced to the District through KENCO Construction Services for a period of two (2) years after the dissolution of any contracts through KENCO Construction Services, unless written permission is granted prior to each relationship.
6. **The Oak Park Unified School District** agrees to pay *KENCO Construction Services, Inc.* our monthly invoice for project services, billed at a rate of **\$75.00 per hour for one DSA Class 2 inspector**, within 15 working days of receipt of invoice. Each monthly billing shall separately identify hours and charges for each individual school, consistent with required site accounting. KENCO Construction Services shall provide all necessary cell phones, laptop computers, digital cameras, and any equipment necessary to maintain proper documentation and administration functions throughout the duration of the project. The District shall provide all office space, utility lines, and equipment necessary per the project specifications.
7. KENCO Construction Services shall provide to the District at the end of the project all documentation in a professional format, either in binders or on a computer CD.
8. KENCO Construction Services shall not bill the client for any time not directly paid to the project inspectors working directly on the project. A DSA certified project manager will be assigned to oversee the project inspector to ensure accurate reporting of all activities and DSA compliance. Should any emergency arise where the consultant/inspector becomes absent, on vacation, or is not able to be on site due to causes beyond his/her reasonable control, this DSA certified project manager will provide inspections until the IOR returns.

X \_\_\_\_\_

Jeff Barnes, Executive Vice President  
 KENCO Construction Services, Inc.  
 Date: 10-04-17

X \_\_\_\_\_

District Authorized Agent  
 Oak Park Unified School District  
 Date:

Pg. 2



# WSI

Welsh Structures, Inc.  
12722 Barrett Ln.  
Santa Ana, CA 92705  
Ph. 714 352 6297  
Fax 714 352 6947  
swelsh@welshstructures.com

## Quote

**Quote #** 2985  
**Date** 10/4/2017  
**Terms** Net 30

### Bill To

Mr. Keith Henderson  
Construction Manager  
Oak Park Unified School District  
5801 E. Conifer Street  
Oak Park, CA 91377

Job No.	Description of Work	Hours	Billing Rate	Amount
17-085	Oak Hills ES Relocatables Rooms 16, 17, 18 & 24 Report of Inspection and Structural Condition Assessmen			
001-17	Principal SE	17	160.00	2,720.00
005-17	Professional Engineer	15.25	95.00	1,448.75
Thank You for your business! Services 09/12/17 Through 10/01/17.		<b>Total</b>		\$4,168.75
		<b>Payments/Credits</b>		\$0.00
		<b>Balance Due</b>		\$4,168.75

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: OCTOBER 17, 2017**

**SUBJECT: B.3.g. AUTHORIZE SUPERINTENDENT TO AWARD CONTRACTS FOR MEASURE R PROJECT 17-46R, STRUCTURAL IMPROVEMENTS AT OAK PARK NEIGHBORHOOD SCHOOL**

ACTION

**ISSUE:** Shall the Board authorize the Superintendent to award contracts for Measure R Project 17-46R, Structural Improvements at Oak Park Neighborhood School (OPNS)?

**BACKGROUND:** The District engaged two experts to report on the structural soundness of the four relocatable classroom buildings housing the OPNS program. The draft report from DSA certified structural engineer Welsh Structures, Inc., and DSA Inspector of Record Kenco Construction Services, Inc. has been received by the District and the buildings have been found to require remedial repairs, including corrective work on the building foundations. Based on the consultants' recommendation for repairs, and in order to provide corrective measures in a timely manner, Staff is recommending that the Board implement Education Code (EC) Section 17604, delegating authority to the Superintendent to award the contracts for Project 17-46R, Structural Improvements at Oak Park Neighborhood School. EC 17604 permits the Board to delegate the authority to award contracts to the Superintendent, provided that the Board ratifies or formalizes the award at a subsequent meeting. The scope of the requested authorization is as follows: 1) the award of contracts will be limited to Project 17-46R; 2) the contracts will be awarded in strict conformance with the requirements of Public Contract Code and all other applicable law; 3) proposed contracts will be reviewed by the Superintendent and staff, considering price, quality, value and needs of the District; 4) any contracts awarded shall be presented for Board ratification at its regular meeting on November 14, 2017.

**ALTERNATIVES:**

1. Authorize limited authority to the Superintendent to award contracts for Project 17-46R, Structural Improvements at Oak Park Neighborhood School as specified above.
2. Do not delegate limited authority to the Superintendent to award contracts.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

BOARD MEETING, OCTOBER 17, 2017  
Authorize Superintendent to Award Contracts for Measure R  
Project 17-46R, Structural Improvements at Oak Park Neighborhood School  
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	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: OCTOBER 17, 2017**  
**SUBJECT: B.3.h. APPROVE CONSULTING SERVICES AGREEMENTS FOR MEASURE S PROJECT 17-47S, DSA CERTIFICATION FOR ADMINISTRATION BUILDING AT BROOKSIDE ELEMENTARY SCHOOL**

ACTION

**ISSUE:** Shall the Board approve consulting services agreements for Measure S Project 17-47S, DSA Certification for the Administration Building at Brookside Elementary School (BES)?

**BACKGROUND:** The District's architect provided notice that the BES Administration Building never received a certification and closure notice from the Division of the State Architect (DSA). As the building will continue to be used as the administration center of the school, it is necessary to bring it up to DSA requirements to obtain the certification. To that end, the District has solicited the accompanying proposals from three experts to inspect the building and existing plans and to develop a DSA-approved certification plan. It is recommended that the Board approve consulting agreements on an hourly rate basis with Welsh Structures, Inc., in an amount not to exceed \$45,000, BCA Architects, in an amount not to exceed \$32,000, and DSA Inspector of Record Kenco Construction Services, Inc., in an amount not to exceed \$6,000 for their services to obtain DSA Certification for the Administration Building at Brookside Elementary School.

**ALTERNATIVES:**

1. Approve consulting agreements on an hourly rate basis with Welsh Structures, Inc., in an amount not to exceed \$45,000, BCA Architects, in an amount not to exceed \$32,000, and DSA Inspector of Record Kenco Construction Services, Inc., in an amount not to exceed \$6,000 for their services on Measure S Project 17-47S, DSA Certification for the Administration Building at Brookside Elementary School.
2. Do not approve the consulting agreements.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: OCTOBER 17, 2017**  
**SUBJECT: B.3.i. RATIFY AGREEMENTS FOR CONSTRUCTION SERVICES FOR MEASURE R PROJECT 17-48R, DSA CERTIFICATION OF BUILDING F AT OAK PARK HIGH SCHOOL**

ACTION

**ISSUE:** Shall the Board ratify agreements for construction services for Measure R Project 17-48R, DSA Certification of Building F at Oak Park High School?

**BACKGROUND:** Working with the Division of the State Architect (DSA), District construction management staff has identified two scopes of work that must be completed in order to obtain a DSA certification and closure notice for Building F at Oak Park High School. In order to expedite obtaining DSA certification, the District engaged two contractors to complete the necessary work. A contract in the amount of \$22,783 was issued to Taft Electric Company to furnish and install seismic cabling tie-down to all classroom pendant lighting fixtures. A contract in the amount of \$10,500 was issued to Hughes General Engineering, Inc., to remove, re-grade, and replace concrete approaches to three classroom doors. It is recommended that the Board ratify these construction contracts. Upon completion of the work, anticipated by mid-October, the Construction Manager will obtain the DSA certification and closure notice for Building F at Oak Park High School.

**ALTERNATIVES:**

1. Ratify the construction contracts with Taft Electric Company, in the amount of \$22,783, and Hughes General Engineering, Inc., in the amount of \$10,500, for Measure R Project 17-48R, DSA Certification of Building F at Oak Park High School.
2. Do not ratify the construction contracts.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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

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

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

Hughes General Engineering, Inc.  
P.O. Box 2293, Camarillo, CA 93011  
License No. 644816-A  
(805) 642-7700 Fax (805) 642-7711  
Email: hughesgeinc@gmail.com  
DIR Registration # 1000003556



PROPOSAL AND CONTRACT  
Page 1 of 3

To: Oak Park Unified School District  
5801 Conifer Street  
Oak Park, CA 91377

Date: August 23, 2017  
Phone: 818-735-3210  
Email: jsuarez@opusd.org

Attn: \_\_\_\_\_

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: Oak Park High School

<u>899 Kanan Road</u>	<u>Oak Park</u>	<u>Ventura</u>
Street Address	City	County

Description of Work: Remove and replace door approaches at several locations around building "F". Work to include removal of concrete, re-grade sub grade, install dowels and place and finish concrete. Approved slopes to (3) class room doors located and F-1, F-2 and F-2 east.

No locker removal located at F-2 east door. This work is to be done over a (3) day period.

Hughes General Engineering will not re responsible for damaged door thresh holds.

This Proposal is Based on Prevailing Wages.

TOTAL PROPOSAL PER ATTACHED BREAKDOWN AND EXCLUSIONS: \$ 10,500.00

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  
License No. 644816-A  
(805) 642-7700 Fax (805) 642-7711



# EXCLUSIONS LIST

Page 2 of 3

## Oak Park High School

<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 checked="" 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 checked="" type="checkbox"/>	No Handrails	<input checked="" type="checkbox"/>	No Shoring	<input checked="" type="checkbox"/>	No Traffic Control
<input checked="" type="checkbox"/>	No Bollards	<input checked="" type="checkbox"/>	No Handrail Inserts	<input checked="" type="checkbox"/>	No Asphalt	<input checked="" type="checkbox"/>	No Permits
<input 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 checked="" 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 checked="" 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	<input checked="" type="checkbox"/>	No Sprinklers				

Hughes General Engineering is not responsible for checked off items.

## 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 1/2% per month shall be charged on all overdue accounts.

### 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.



# 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 "OAK PARK HIGH SCHOOL SEISMIC FOR LIGHTING"- BID #0663

August 23, 2017

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

**BASE BID ELECTRICAL ..... \$22,783**

### **SCOPE OF WORK:**

Seismic bracing for 8 rooms total of lighting as per job walk with Keith Henderson. Cables will be ran perpendicular from one end of the room to the other end, securing above each fixture at the crosspoints, and terminating in either unistrut, brackets or anchors at each wall end. In areas above windows, securing will take place above the ceiling with unistrut, brackets or anchors and seismic wire will run through T-bar tile.

### **QUALIFICATIONS:**

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

Overtime, weekend and holiday rates do not apply

Bid is based on working a swing shift for consecutive days and cost is adjusted to reflect that cost

### **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. All formed and finished concrete, housekeeping pads, and light pole bases.
6. Cost of a Bond. We are bondable at 1%.
7. Access panels, telephone plywood backboards and fire rated cabinet enclosures.
8. HVAC and EMS equipment, devices, low voltage conduit, wire and terminations.
9. Surveying and staking.
10. Trenching and backfill
11. Painting, patching or drywall repair
12. New T-bar tiles

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

Sincerely

TAFT ELECTRIC COMPANY

Mark Tovias

Service Department Manager

Office: 805.654.7925

Cell: 805-207-1163

mtovias@taftelectric.com

\\fs\Storage\Shared\Div 250 Service Dept\Quotes\Quotes\OPUSD\0663-OPUSD OPHS SEISMIC\OPUSD SEISMIC REV 1.doc

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

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: OCTOBER 17, 2017**

**SUBJECT: B.3.j. APPROVE MEASURE S PROJECT 17-49S, SECURITY BADGE SYSTEM UPGRADE**

ACTION

**ISSUE:** Shall the Board approve Measure S Project 17-49S, Security Badge System Upgrade, to be funded from the Measure S bond fund?

**BACKGROUND:** District technology staff is recommending the upgrade of the District's visitor security badge system to increase both the effectiveness and efficiency of the systems, as well as provide greater and more accurate information of the visitors to District campuses. As outlined in the accompanying quote from the vendor, Advantidge, the upgrade includes new license scanning equipment (four devices) and an annual maintenance agreement. As the upgrade is integral to the District and Measure S Committee campus safety priority, it is recommended that the \$5,058 purchase be charged to the Measure S bond fund.

**ALTERNATIVES:**

1. Approve the Measure S Project 17-49S, Security Badge System Upgrade, per the accompanying vendor quote from Advantidge, in the amount of \$5,058, to be funded from the Measure S bond fund.
2. Do not approve the security badge system upgrade.

**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	_____	_____	_____	_____



6101 W. Centinela Ave. Suite 335  
Culver City CA 90230  
United States

## Quote

Date	9/13/2017
Quote#	40770
Sales Rep	Smith, Sheril
Terms	Net 30
PO #	Tony-New license scan...
Ship Via	UPS Ground

### Bill To

Technology Department -Tony Nguyen  
Oak Park Unified School District  
5801 E. Conifer Street  
Oak Park CA 91377  
United States

Item	Description	Quantity	Price	Amount
EL-CSS-R2	EL-CSS-R2 SnapShell Licese Card Scanner, OCR with PhotoCapture. Compatible Only with EasyLobby.	4	1,200.00	4,800.00
EL-SSA-K12	K12 ANNUAL SOFTWARE MAINTENANCE PLAN (FOR FREE UPDATES AND UPGRADES) = PER YEAR PER SYSTEM	1	200.00	200.00
UPS Ground		1	57.59	57.59

Thank you for choosing Advantidge! Shipping charges added at time of order.

**Total** \$5,057.59

Pricing expires in 30 days. Don't forget to request online access to our Customer Center to view your order history, request new quotes or orders, make payments and more!

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: OCTOBER 17, 2017**  
**SUBJECT: B.3.k. AUTHORIZE MEASURE S PROJECT 17-50S, SMART FLAT PANEL DISPLAY PILOT TECHNOLOGY PROJECT**

ACTION

**ISSUE:** Shall the Board authorize Measure S Project 17-50S, Smart Flat Panel Display Pilot Technology Project, as recommended by the Measure S Committee and Technology Subcommittee, utilizing Measure S bond funds?

**BACKGROUND:** The Board-approved Needs Assessment plan and the Measure S Planning Committee priorities approved in May 2017 collectively outline the District's plan for technology initiatives and equipment acquisition utilizing Measure S funds. At the September 27, 2017 meeting of the Measure S Technology Subcommittee, the members recommended approval of the accompanying Technology Resource Request to pilot the next generation of SMART technology in the form of SMART flat panel displays. The full Measure S Committee approved the Subcommittee's recommendation, and is in turn recommending the Board of Education's authorization to proceed with the \$35,000 pilot project, to be funded from Measure S bond funds.

**ALTERNATIVES:**

1. Authorize Measure S Project 17-50S, Smart Flat Panel Display Pilot Technology Project, in the amount of \$35,000, as recommended by the Measure S Committee, utilizing Measure S bond funds.
2. Do not authorize the pilot project.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

---

Anthony W. Knight, Ed.D.  
Superintendent

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

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

## **Technology Resource Request Form**

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

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

2) Date Submitted: **9/26/2017**

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

**qty 3 - 75" SMART- Interactive Flat Panel Displays on mobile stand**

**qty 2 - 75" SMART non-interactive Flat Panel Display with iQ**

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

**One will be provided to an elementary teacher, one to a Middle School Teacher, and one to a High School Teacher to test out how the next generation SMARTboard works in a classroom environment. The non-interactive display will be moved around to test out different learning environment designs with multiple screens in a classroom.**

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

**These Flat Panel TV's with touch sensitive display will replace traditional projector based interactive whiteboards made by SMART. They will define the next generation classroom template to be used for modernization, portable classroom renovation/replacement, and old/obsolete equipment replacement. We want to "try" before we define the new district standard.**

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

**\$35,000 - to be paid for by Measure S bond funds.**

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

**Recommend Heather Sloan (Elem), Jessica Kudlacek (Middle School), Winnie Litten (High School)**

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

**Immediately.**

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: OCTOBER 17, 2017**  
**SUBJECT: B.3.1. APPROVE/RATIFY FACILITY PROJECTS TO BE FUNDED FROM MEASURE R BOND FUNDS**

ACTION

**ISSUE:** Shall the Board approve and/or ratify, as appropriate, facility projects to be funded from Measure R Bond Funds?

**BACKGROUND:** During the course of the 2016-17 school year, several construction projects were performed and charged to the General Fund operating budget that should legitimately have been paid from the Measure R bond fund. Staff is requesting the Board approval to ratify the completed contracts for the following projects and authorize the transfer of the associated expense from the General Fund (Fund 010) to the Measure R Bond Fund (Fund 213):

1. Project 17-52R (New Designation) – Remove and replace domestic water heater in MCMS cafeteria; Expense to be Transferred: \$6,857.
2. Project 17-53R (New Designation) – OPIS office and conference room construction improvements; Expense to be Transferred: \$14,980.
3. Project 17-54R (New Designation) – Remove/replace sinking asphalt – safety hazard; Expense to be Transferred: \$7,745.

**ALTERNATIVES:**

1. Approve ratification of the completed contracts as listed, and authorize the transfer of the associated expense, in the total amount of \$29,582, from the General Fund (Fund 010) to the Measure R Bond Fund (Fund 213).
2. Do not approve the proposed expense transfer between funds.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: OCTOBER 17, 2017**  
**SUBJECT: B.3.m. AUTHORIZE EXPLORATION OF DISTRICT-OPERATED BEFORE AND AFTER SCHOOL PROGRAM**

ACTION

**ISSUE:** Shall the Board authorize and direct Staff to explore the feasibility of a district-operated before-and-after school program and return with a recommendation at a subsequent board meeting?

**BACKGROUND:** OPUSD is looking at the possibility of providing a childcare program at all of the District's schools beginning with the 2018-19 school year. There are many questions and issues that must be addressed before a final decision can be made, however. The primary reason for undertaking this exploration is the District's desire to extend the learning experiences and methodologies present during the regular school day into a before-and-after care program, and to maintain complete leadership and management of the program going forward.

At the conclusion of the discussion at this evening's meeting, it is anticipated that the Board of Education will provide direction to the Administration to explore the feasibility of a district-operated before-and-after school program and return with a recommendation at a subsequent board meeting.

**ALTERNATIVES:**

1. Direct the Administration to explore the feasibility of a district-operated before-and-after school program and return with a recommendation at a subsequent board meeting.
2. After discussion and at the Board's discretion, provide alternative direction to the Administration.
3. Do not authorize the exploration of a district-operated before-and-after school program.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: OCTOBER 17, 2017**  
**SUBJECT: B.4.a. APPROVE ADDITIONAL TEXTBOOK OAK PARK INDEPENDENT SCHOOL**

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**ACTION**

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**ISSUE:** Shall the Oak Park Independent School add an additional textbook in support of its curriculum?

**STATEMENT:** Oak Park Independent School would like to add an additional book to its English/Language Arts program. The book is *1001 Arabian Nights* and a description is provided for the Board's reference. This book is being recommended by the Curriculum Council, which unanimously recommended the text at its October 3<sup>rd</sup>, 2017 meeting.

**ALTERNATIVES:** 1. Approve the request for an additional textbook at Oak Park Independent School.  
2. Do not approve the request for an additional textbook at Oak Park Independent School.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted:

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Anthony W. Knight, Ed.D.  
Superintendent

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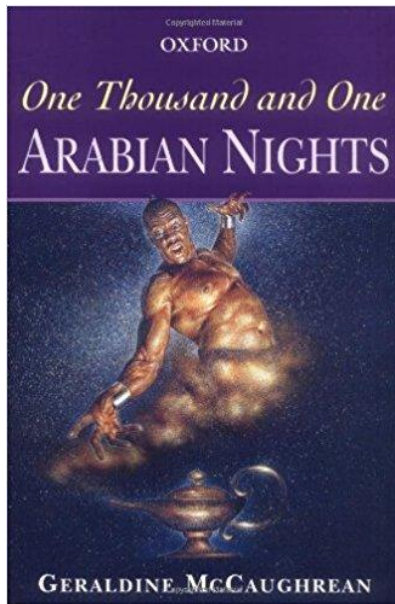
Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

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



Oxford Edition

## *One Thousand and One Arabian Nights*



King Shahryar kills a new wife every night, because he is afraid she will stop loving him. But his new bride Shahrazad has a clever plan to save herself. Her nightly stories--of Sinbad the Sailor, Ali Baba, and many other heroes and villains--are so engrossing that King Shahryar has to postpone her execution again and again... This illustrated edition brings together all the Arabian Nights tales in an original retelling by award-winning author Geraldine McCaughrean.

### Reviews

"McCaughrean could probably weave a mesmerizing tale from the copy on the back of a cereal box."--Publishers Weekly

"Teachers and librarians will find this version a wonderful addition to school programs focusing on world literature." -- Territorial Tattler

I'd tried several times in recent years to read a collection of the Arabian Nights tales, and kept getting bogged down in archaic language, unfamiliar cultural references, or versions that were too long. This rendition of 35 tales intended for younger readers, however, is vivid and concise, easily readable and--at 275 pages--not too simplified. Filled with magic, danger, deceit, talking animals, exotic locales, romance, abrupt changes of fortune, and poetic justice, the characters are drawn from all social classes and demonstrate both heroism and weakness. Readers are treated to alliterative phrases like "you foul-faced, flat-footed fool of a fox" and passionate lovers' declarations: "O marrow of my bones, beat of my pulse, blood of my veins" and "you are the songbird in my heart's cage, my crescent moon flying through the night sky." Plus, some zinger insults: "you son of a camel-flea," "you greedy swelled-up bullfrog," "you black plague-rat" and many more.

Overall, this is a fine collection of entertaining storytelling.

This novel will be used in 10<sup>th</sup> grade English and referenced in the 10<sup>th</sup> grade history class. We will be studying Islam in history while we are reading this collection of tales in English.

TyDeLong, OPIS

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: OCTOBER 17, 2017**  
**SUBJECT: VII.1 MONTH 2 ENROLLMENT AND ATTENDANCE REPORT**

---

INFORMATION

**ISSUE:** Shall the Board receive and review a status report on District enrollment and attendance through Month 2 of the 2017-18 school year?

**BACKGROUND:** As student enrollment and attendance plays a key role in determining General Fund revenues, staffing, and expense, it is critical that the Board and Administration carefully monitor these factors in assessing both appropriate student support and the District's financial position. Accordingly, staff has prepared the following enrollment and attendance information through the end of the most recent reporting period to assist in this review.

**RECOMMENDATION:** None. Information only.

Prepared by: Shannan Kaesberg, Senior Accountant  
Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

# MONTHLY REPORT OF ENROLLMENT AND ADA

Board Meeting October 17, 2017

Page 1

Site/ Grade	YEAR TO DATE		Month 1		Month 2		Month 3		Month 4	
	ENRL*	ADA	ENRL*	ADA	ENRL*	ADA	ENRL	ADA	ENRL	ADA
<b>BES</b>										
K	98	96.21	98	95.36	98	97.11				
1	79	77.78	79	77.79	79	77.50				
2	75	72.97	75	72.32	75	73.67				
3	98	95.84	98	95.58	98	96.11				
4	118	114.68	118	114.26	118	115.11				
5	100	98.06	99	97.74	100	98.39				
SDC	0	-	0	-	0	-				
Total	568	555.54	567	553.05	568	557.89				
ADA % **		97.81%		97.54%		98.22%				
<b>OHES</b>										
K	101	97.44	100	97.42	101	97.44				
1	78	75.57	78	76.95	76	73.83				
2	79	77.14	79	76.79	79	77.50				
3	77	75.08	77	75.21	78	74.94				
4	97	95.48	97	95.63	97	95.35				
5	100	97.70	100	97.58	100	97.83				
SDC	0	-	0	-	0	-				
Total	532	518.41	531	519.58	531	516.89				
ADA % **		97.45%		97.85%		97.34%				
<b>ROES</b>										
K	96	92.97	94	92.63	96	93.33				
1	80	77.62	79	76.63	80	78.67				
2	99	96.00	99	95.32	99	96.72				
3	100	98.43	101	98.84	100	98.00				
4	99	98.09	100	98.37	99	97.78				
5	100	97.59	100	97.95	100	97.22				
SDC	0	-	0	-	0	-				
Total	574	560.70	573	559.74	574	561.72				
ADA % **		97.68%		97.69%		97.86%				
<b>MCMS</b>										
6	345	337.68	345	338.42	345	336.89				
7	365	356.97	366	358.05	365	356.17				
8	375	367.97	375	368.58	375	367.33				
SDC	2	2.00	2	2.00	2	2.00				
Total	1087	1,064.62	1088	1,067.05	1087	1,062.39				
ADA % **		97.94%		98.07%		97.74%				
<b>OPHS</b>										
9	407	399.38	406	400.26	407	398.17				
10	390	381.43	395	383.58	390	379.06				
11	387	374.76	398	377.06	387	371.60				
12	371	355.65	371	356.89	371	354.22				
SDC	6	5.70	6	5.79	6	5.61				
Total	1561	1,516.92	1576	1,523.58	1561	1,508.66				
ADA % **		97.18%		96.67%		96.65%				
<b>OVHS</b>										
10-12	31	29.11	29	28.88	31	29.60				
ADA % **		93.90%		99.59%		95.48%				
<b>OPIS</b>										
K-12	194	186.16	191	181.68	194	190.89				
ADA % **		95.96%		95.12%		98.40%				
<b>Other ***</b>	6	2.99	6	2.55	6	2.99				
<b>TOTALS</b>										
K-12	4553	4,434.45	4561	4,436.11	4552	4,431.03				
ADA % **		97.40%		97.26%		97.34%				

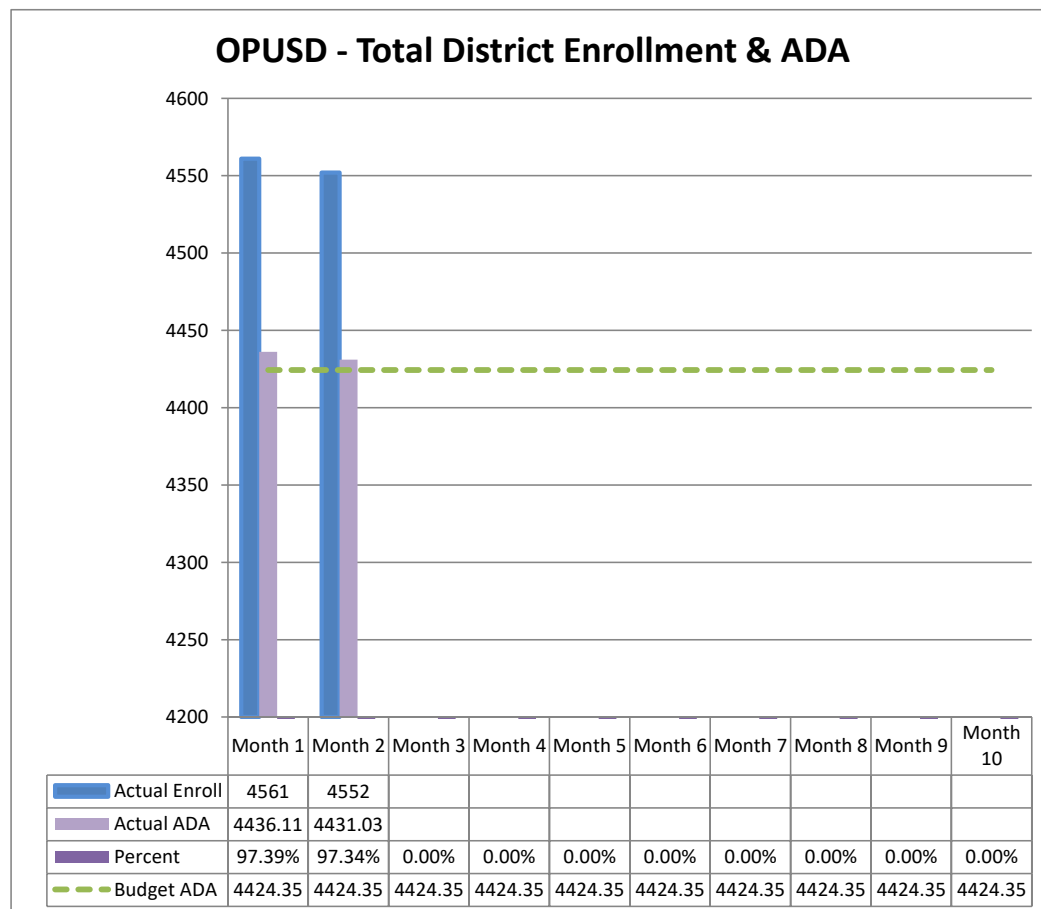
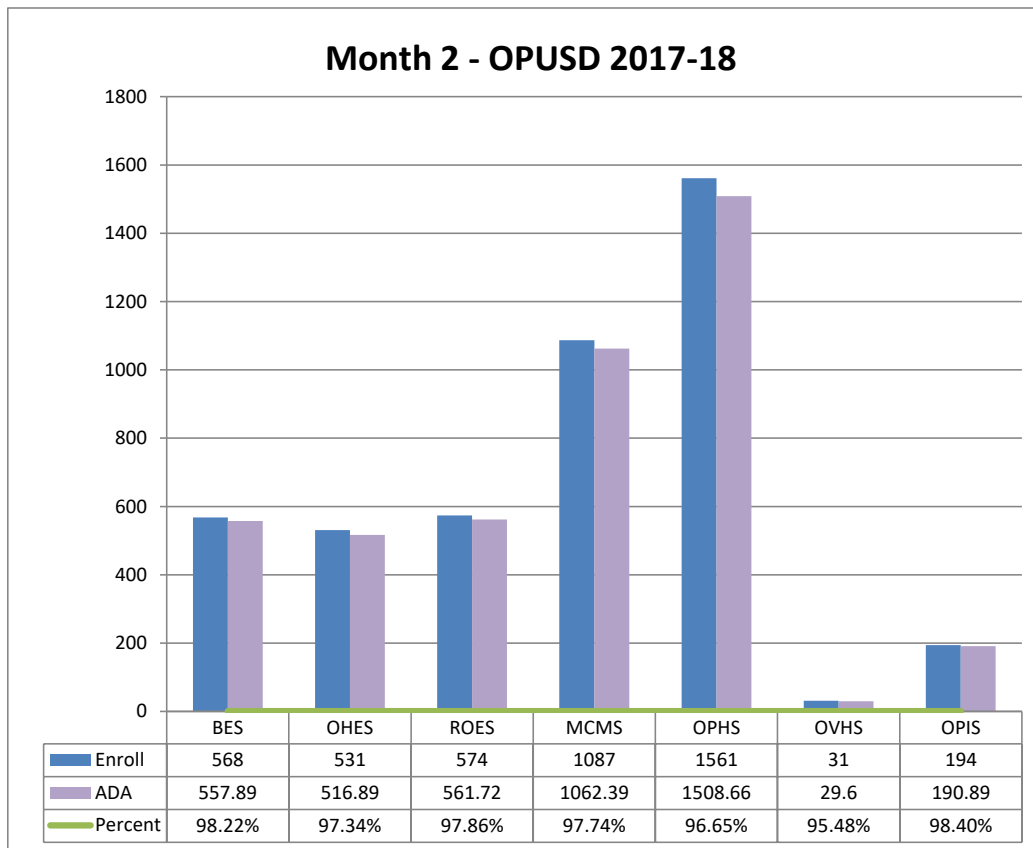
\*Enrollment is as of the last day of the school month.

\*\*% 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.

October 10, 2017

## OAK PARK USD - ATTENDANCE



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: OCTOBER 17, 2017**  
**SUBJECT: VII.2. MONTHLY CASH FLOW REPORT**

INFORMATION

**ISSUE:** Shall the Board receive and review a status report on District's actual and projected cash flow as of September 30th of the 2017-18 fiscal year?

**BACKGROUND:** The State's funding appropriation schedule for school districts is always challenging. Continuing its routine of the last several years, the Business Office has produced monthly cash flow report as an ongoing tool to assist the both the Administration and Board in analyzing and managing the District's cash in order to remain cash-solvent. This month's report follows for the Board's information and review.

**RECOMMENDATION:** None - for information only.

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

Respectfully submitted,

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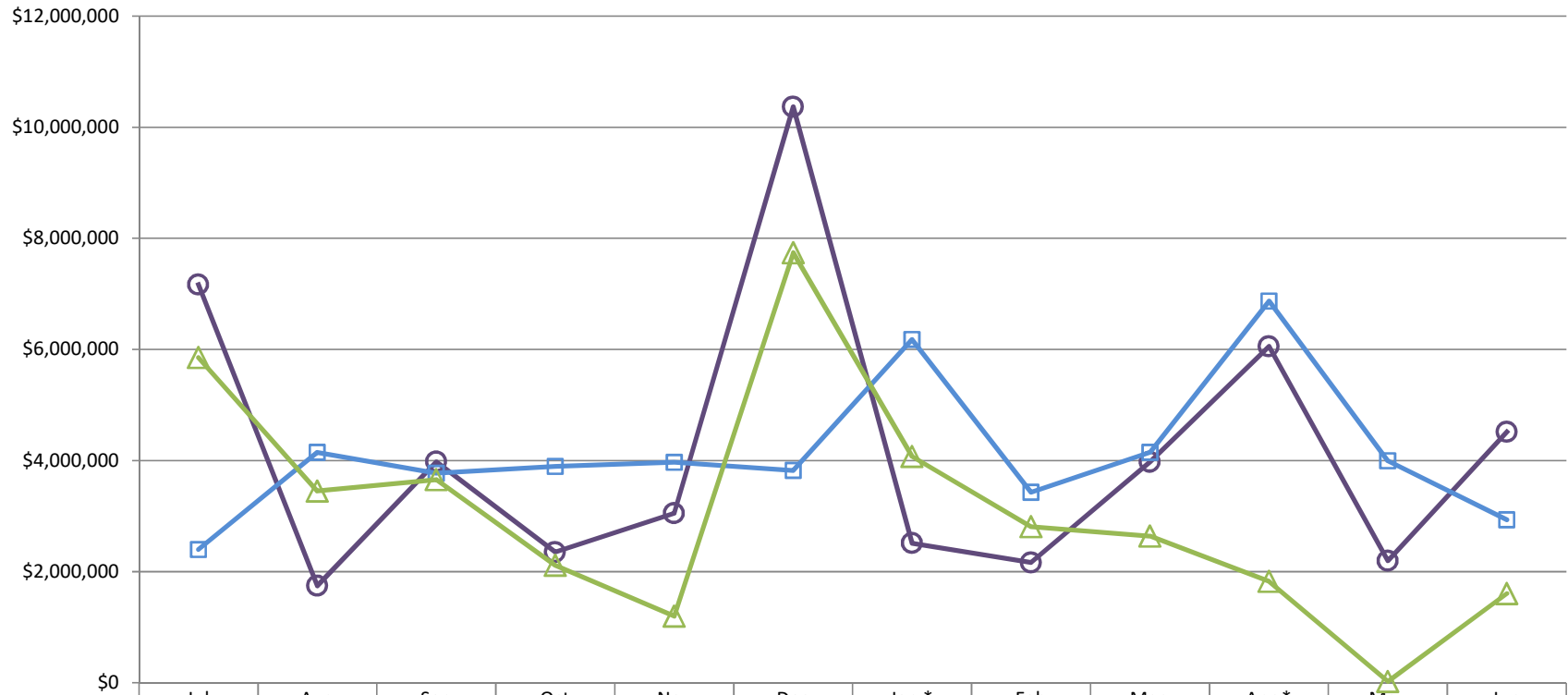
Anthony W. Knight, Ed.D.  
Superintendent

OAK PARK UNIFIED SCHOOL DISTRICT - CASH FLOW										
Year: 2017-18 Budget										
Budget: Board Approved - 9.19.17										
Actuals through Sept. 30, 2017										
BEGINNING BALANCE BASED ON 2016-17 YEAR-END ACTUALS										
	Object	July	August	September	October	November	December	January	February	March
A. BEGINNING CASH	9110	\$1,085,442	\$5,852,842	\$3,449,915	\$3,658,467	\$2,113,197	\$1,195,954	\$7,741,074	\$4,074,919	\$2,811,584
B. RECEIPTS										
Revenue Limit Sources										
Principal Apportionment	8010-8019	969,178	969,178	3,156,760	1,744,520	1,744,520	3,156,760	1,744,520	1,711,693	3,111,986
Property Taxes	8020-8079	32,817	78,749	67	33,749	21,077	5,936,361	157,458	17	40,810
Miscellaneous Funds	8080-8099	0	0	0	0	0	0	0	0	0
Federal Revenue	8100-8299	0	2,724	42,298	50,877	83,774	285,989	76,266	0	-74,370
Other State Revenue	8300-8599	0	239,044	233,770	1,363	131,240	421,462	247,871	11,532	240,076
Other Local Revenue	8600-8799	184,064	195,121	469,579	465,493	495,537	362,733	294,793	401,780	389,258
Interfund Transfers In	8910-8929	0	0	0	0	0	0	0	0	0
All Other Financing Sources	8930-8979	0	0	0	0	0	0	0	0	0
Other Receipts/Non-Revenue		0	0	0	0	0	0	0	0	0
TOTAL RECEIPTS		1,186,058	1,484,816	3,902,475	2,296,002	2,476,148	10,163,305	2,520,909	2,125,022	3,707,761
C. DISBURSEMENTS										
Certificated Salaries	1000-1999	170,975	2,037,397	2,041,248	2,033,709	2,015,353	2,018,136	2,014,009	2,023,005	2,020,404
Classified Salaries	2000-2999	206,426	589,028	617,670	552,338	554,456	538,850	529,412	573,277	573,409
Employee Benefits	3000-3999	81,627	889,081	893,172	883,558	876,837	879,783	884,618	884,220	886,180
Books, Supplies	4000-4999	19,676	156,426	110,676	138,198	240,585	82,142	60,357	78,850	43,556
Services	5000-5999	156,326	364,748	315,110	470,982	380,874	321,741	267,057	342,058	285,704
Capital Outlay	6000-6599	0	0	278	0	0	0	0	0	0
Other Outgo - Excess Costs	7000-7499	1,733	17,250	-6,620	748	19,491	6,241	102,098	16,110	2,860
Interfund Transfers Out	7600-7629	0	0	0	0	0	0	0	0	0
All Other Financing Sources	7630-7699	0	0	0	0	0	0	0	0	0
Other Disbursements/Non Expenditures		0	0	0	0	0	0	0	0	0
TOTAL DISBURSEMENTS		636,763	4,053,930	3,971,535	4,079,534	4,087,597	3,846,893	3,857,552	3,917,520	3,812,113
D. BALANCE SHEET TRANSACTIONS										
Accounts Receivable	9200	1,084,896	258,506	76,423	54,718	575,032	204,657	-6,897	37,752	267,262
Accounts Payable	9500	-1,761,791	-92,320	201,189	183,544	119,174	24,052	124,885	491,411	-332,507
Current Loans (Cross Yr TRAN/Other)	9640	0	0	0	0	0	0	0	0	0
Current Loans (Current Yr TRANS)	9640	4,895,000	0	0	0	0	0	-2,447,500	0	0
TOTAL PRIOR YEAR TRANSACTIONS		4,218,105	166,186	277,612	238,262	694,206	228,709	-2,329,512	529,163	-65,245
E. NET INCREASE/DECREASE (B-C+D)		4,767,400	-2,402,928	208,552	-1,545,270	-917,243	6,545,120	-3,666,155	-1,263,335	-169,597
F. ENDING CASH (A+E)		5,852,842	3,449,915	3,658,467	2,113,197	1,195,954	7,741,074	4,074,919	2,811,584	2,641,986
G. ENDING CASH, PLUS ACCRUALS										

OAK PARK UNIFIED SCHOOL DISTRICT - CASH FLOW						
Year: 2017-18 Budget						
Budget: Board Approved - 9.19.17						
Actuals through Sept. 30, 2017						
	Object	April	May	June	Accruals	Total
<b>A. BEGINNING CASH</b>	9110	\$2,641,986	\$1,824,546	\$22,768		
<b>B. RECEIPTS</b>						
Revenue Limit Sources						
Principal Apportionment	8010-8019	1,711,693	1,711,693	3,111,986	0	24,844,488
Property Taxes	8020-8079	3,784,563	110,183	546,862	0	10,742,712
Miscellaneous Funds	8080-8099	0	0	0	0	0
Federal Revenue	8100-8299	71,968	19,765	37,455	416,857	1,013,605
Other State Revenue	8300-8599	114,359	1,545	258,337	0	1,900,598
Other Local Revenue	8600-8799	371,692	338,473	547,394	-1	4,515,915
Interfund Transfers In	8910-8929	0	0	0	0	0
All Other Financing Sources	8930-8979	0	0	0	0	0
Other Receipts/Non-Revenue		0	0	0	0	0
<b>TOTAL RECEIPTS</b>		<b>6,054,275</b>	<b>2,181,659</b>	<b>4,502,033</b>	<b>416,856</b>	<b>43,017,319</b>
<b>C. DISBURSEMENTS</b>						
Certificated Salaries	1000-1999	2,005,051	2,032,273	972,903	0	21,384,464
Classified Salaries	2000-2999	541,525	542,850	585,656	0	6,404,898
Employee Benefits	3000-3999	891,061	895,737	416,285	0	9,362,160
Books, Supplies	4000-4999	51,020	77,876	125,114	10,536	1,195,014
Services	5000-5999	231,752	246,959	490,566	0	3,873,877
Capital Outlay	6000-6599	0	0	1	-279	0
Other Outgo - Excess Costs	7000-7499	2,860	16,110	50,499	198,486	427,867
Interfund Transfers Out	7600-7629	0	0	105,000	0	105,000
All Other Financing Sources	7630-7699	0	0	0	0	0
Other Disbursements/Non Expenditures		0	0	0	0	0
<b>TOTAL DISBURSEMENTS</b>		<b>3,723,269</b>	<b>3,811,804</b>	<b>2,746,025</b>	<b>208,745</b>	<b>42,753,280</b>
<b>D. BALANCE SHEET TRANSACTIONS</b>						
Accounts Receivable	9200	0	14,106	14,106	0	2,580,562
Accounts Payable	9500	-700,947	-185,739	-185,739	0	(2,114,788)
Current Loans (Cross Yr TRAN/Other)	9640	0	0	0	0	0
Current Loans (Current Yr TRANS)	9640	-2,447,500	0	0	0	0
<b>TOTAL PRIOR YEAR TRANSACTIONS</b>		<b>-3,148,447</b>	<b>-171,633</b>	<b>-171,633</b>	<b>0</b>	<b>465,774</b>
<b>E. NET INCREASE/DECREASE (B-C+D)</b>		<b>-817,440</b>	<b>-1,801,778</b>	<b>1,584,375</b>	<b>208,111</b>	<b>729,813</b>
<b>F. ENDING CASH (A+E)</b>		<b>1,824,546</b>	<b>22,768</b>	<b>1,607,143</b>	<b>208,111</b>	<b>729,813</b>
<b>G. ENDING CASH, PLUS ACCRUALS</b>					<b>1,815,254</b>	

# OPUSD - Cashflow

## Actuals thru September 30, 2017

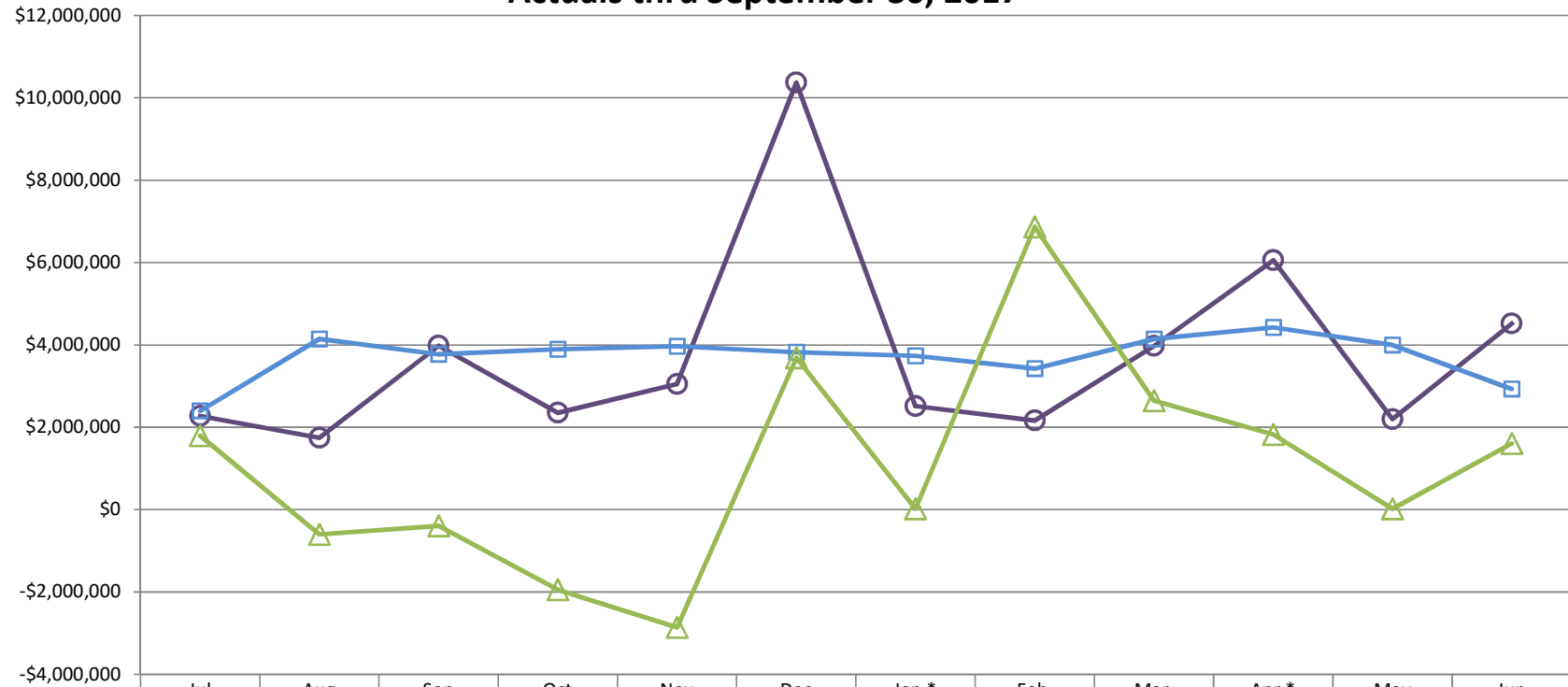


\* NOTE: **TRAN loan proceeds included in Revenue and Cash Balance lines: July \$4,895,000.**  
**TRAN repayment included in Expense and Cash Balance lines: January \$2,447,500 and April \$2,447,500.**



## OPUSD - Cashflow without TRAN

### Actuals thru September 30, 2017



	Jul	Aug	Sep	Oct	Nov	Dec	Jan *	Feb	Mar	Apr *	May	Jun
Revenue + AR	2,270,955	1,743,323	3,978,898	2,350,720	3,051,180	10,367,961	2,514,012	2,162,774	3,975,023	6,054,275	2,195,765	4,516,139
Expense + AP	2,398,554	4,146,250	3,770,346	3,895,990	3,968,423	3,822,841	3,732,667	3,426,109	4,144,621	4,424,216	3,997,543	2,931,764
Cash Balance	1,797,842	-605,085	-396,533	-1,941,803	-2,859,046	3,686,074	19,919	6,866,584	2,641,986	1,824,546	22,768	1,607,143

**\* 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: OCTOBER 17, 2017**  
**SUBJECT: X.1. MONTHLY BOARD REPORT**

## **INFORMATION**

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### **SCHOOL EVENTS:**

**Kindergarteners are Readers!** The school “celebrated good times” with our kindergarten classes on Friday, September 29 during our weekly assembly. These students were incredibly proud of the progress they have made in Reading Workshop so far this year and the rest of us were thrilled to cheer them on!



**Hurricane Relief Efforts:** Our students ended up raising over \$2,200 to support hurricane relief efforts in Texas, Florida, and Puerto Rico (and beyond...). We continue to encourage our students to support the local LemonAID organization by setting up lemonade stands to raise awareness.



**Santa Cruz Island:** Brookside fifth-graders had the experience of a lifetime on Santa Cruz Island on September 28. Not only did we experience the unique and beautiful surroundings of the island while learning about the history and science behind the island, but our groups were lucky enough to have close encounters with all of the wild animals one



would only hope to see during a visit: A whale! Dolphins! The Island Fox (lots of them!). The Island Scrub Jay!

**Sharky's Fundraiser:** We will be holding our restaurant fundraiser at Sharky's on October 4th. Mrs. Ahl and Teachers will be on hand to "Smash the Guac" to add to the fun and to raise additional funds for our PTA!

**Field Trips:** Second-grade classes are visiting the Santa Barbara Museum of Natural History this month.

Kindergarten classes will be visiting Underwood Farms on October 20.

The third-grade classes enjoyed a fantastic, interactive, fun-filled day at the Chumash Museum. They saw history come to life and experienced pieces of the Chumash lifestyle.



### **SCHOOL SITE COUNCIL:**

Our newly re-formed School Site Council will meet next month!

### **CALENDAR HIGHLIGHTS:**

October 19	Great California Shakeout
October 19	PTA Reflections Gallery Night
November 16-17	Aladdin Jr. (The Musical) - 6:30pm

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: OCTOBER 17, 2017**  
**SUBJECT: X.2. MONTHLY BOARD REPORT**

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**INFORMATION**

**Reading Workshop Implementation**

The Oak Hills staff is a community of lifelong learners, and we are excitedly taking on the implementation of Reading Workshop. Our RWW coaches, Beth Ruben and Eva Novak, have been meeting with colleagues to ensure that they have the support they need to implement the program with fidelity. This represents a significant amount of work on our teachers' part, and I am glad to report that they are thoroughly enjoying teaching in this way. This is mostly because of the amount of reading and the sheer joy our students are expressing about their reading. We have planned for a multi-day visit from the TCRWP trainers and are eagerly looking forward to that event.

**Oak Hills Dance-A-Thon**

The Oak Hills PTA is in the midst of our Dance-A-Thon fundraiser. The students were treated to a kick-off assembly explaining how this event works. Our amazing parent volunteers have choreographed a new dance that all the students are learning and preparing to perform together.

**Solar Ribbon Cutting Ceremony**

Our students are looking forward to accessing the grassy shaded area under the new solar panels, and are preparing for a ribbon-cutting ceremony. Students will be able to speak about the importance of renewable energy and learn about the benefits of this technology in an age-appropriate way.

**New Instruments Added to the Music Program**

Thanks to the generous support of our parents through the PTA, we will soon have 18 MIDI keyboards added to our music classroom. Our music teacher will be using these instruments to teach music theory and provide more opportunities for performance and composition.

Respectfully Submitted,

---

Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: OCTOBER 17, 2017**

**SUBJECT: X.3. MONTHLY BOARD REPORT**

**INFORMATION**

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**Music Assembly and Music Van**

On Monday, September 11, the Ventura County Music Van visited our school and a presentation was made at a music assembly in our Multipurpose Room to our 3rd, 4th and 5th grade students. Many different wind, wood and percussion musical instruments were demonstrated. After the assembly, each class was scheduled to come back so that the students could try out each instrument. Many parent volunteers were on hand to assist students with sanitized mouthpieces and by helping students with the correct grips and airflow to make sound. Scheduling for all the upper grade classes for an hour-long exploration occurred over a two-day period, September 20 and 21. The event was held partly to interest students in joining the after-school enrichment band program.

**Gardening Classes**

Gardening classes began this month at our campus garden. This is the first of the fall sessions involving classes of 4th through 5th grades. Other grades levels will be scheduled later. Debra Leith, our district garden specialist, lead a team that provided the lessons. Each lesson was 30 minutes in duration. During the lesson, there was a general introduction to the Topic of the Week followed by activities in and around the garden. Each class featured three centers/stations. Debra guaranteed that even the grownups will learn some great gardening information and growing tips! Future topics include soils, seeds, plants, bugs and insects, conservation/climate and food harvest.

**Community Donations**

We asked our Red Oak community this month to donate to help support our new reading curriculum and to help others in need across our country. Our community response was amazing! On Friday, September 29, Dr. Duim handed over \$1149.78 in cash to a volunteer from the American Red Cross for disaster relief. This is an impressive amount of money and a testament to the kind and warm-hearted citizens in our community. Also, we have received a large number of books donated to help us provide our students with a big variety of reading books. These books will join others to provide a lending library for our teachers so that they have enough books to offer their students a choice of reading materials at their “just right” reading level. Our Red Oak teachers have been busy sorting, displaying and leveling the books. We now feel more confident that we have enough books in each of the various levels so that we won’t lack a good selection toward the end of the year. Our new Reader’s Workshop curriculum from Columbia University anticipates that students will read a massive number of books per year. Our teachers report that this has already been the case.

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: OCTOBER 17, 2017**  
**SUBJECT: X.4. MONTHLY SCHOOL REPORT**

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**INFORMATION**

Walk To School Day October 4<sup>th</sup>: MCMS Fitness Club met students interested in walking to school at two community areas to encourage walking to school.

MCMS Football at Lindero October 11 @ 3:00: 8<sup>th</sup> graders compete in the company of friends.

AstroCamp Information Night: October 12<sup>th</sup> at 6:00 p.m.in the Gym: Parent/student information night about the upcoming trip.

MCMS Dance October 13: The first ASB-sponsored dance of the year is a staggered entrance, with 6<sup>th</sup> graders coming from 5:30-7:30 and 7<sup>th</sup> and 8<sup>th</sup> grades coming from 6:00-8:00.

Great California Shake-Out Drill October 19<sup>th</sup>: The MCMS campus community will review Emergency Procedures during this State-wide event.

Catalina Information Night: October 19<sup>th</sup> at: 6:00 in the Gym: Parent information night about the upcoming trip.

Astrocamp Curricular Trip October 25-October 27<sup>th</sup>: 8<sup>th</sup> graders are led by Amanda Bagheri and Rob Sitomer and assisted by parent chaperones as they explore physical science in the mountains of Idyllwild.

7<sup>th</sup> Grade Catalina Trip October 30-Nov. 1: Another year of excellent marine science with MCMS's own Samantha Gottlieb, Marta Graves, Maureen O'Hagan, Rob Large, Tara Lamb, Katie Cohen, and Maria Jimenez accompanying students with the help of numerous parent chaperones.

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: OCTOBER 17, 2017**  
**SUBJECT: X.5. MONTHLY BOARD REPORT**

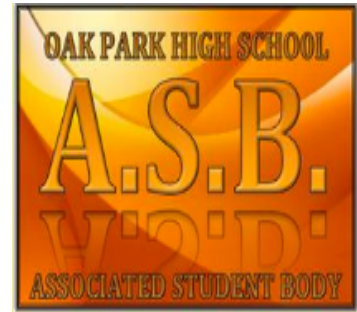
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**INFORMATION**

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**HOMECOMING ACTIVITIES**

ASB is in the process of preparing for the Homecoming rally and halftime events. The OPHS football team will play Nordhoff High and the half-time activities will include the crowning of the homecoming king and queen along with fireworks. This year, the OPHS Rocketry Club will be launching a rocket to align with this year's Space travel theme. Also, an announcement will be made that the Oak Park Municipal Advisory Council has proclaimed that September 14 will be named after former student Luc Bodden. On Saturday evening in the gym, the homecoming dance will be held for approximately 500 students to a Space theme. We are expecting all these events to go off without a hitch and without any disciplinary incidents.



**CLUB WEEK**

Club week was held in the Pavilion and the students were out in force with a total of 68 on-campus clubs ranging from the American Heart Association to the Young Social Activists.

**NEW STUDENT LUNCHEON**

Advanced Peer Counselors invited all new students to a luncheon on the great lawn over two days in September. Freshmen enjoyed Tony's pizza on the first day, and sophomores through seniors gathered on the second day.



**NATIONAL MERIT SCHOLARSHIP PROGRAM**

Five OPHS seniors have been selected as Semi-finalists for the 2018 National Merit Scholarship Program. In addition to these four semi-finalists, 27 students were also recognized as National Merit Commended Scholars. Semi-finalists represent the top 1% of each state's high school seniors, and Commended Scholars the top 3%. Pictured left to right, Principal Kevin Buchanan, Sumedha Attanti, Carol Sun, counselor Randy MacLelland, Mathew Lee, Alexandra Trux, counselor Suzie Stasiefski and Kavya Juwadi,

**COLLEGE KNOWLEDGE NIGHT**

Agoura High School is hosting an evening of workshops ranging from financial aid and essay writing, to the application process of public and private colleges and universities for parents and students from all local schools at on October 4<sup>th</sup>. College Knowledge Night is a collaborative effort of the Parent Faculty Clubs of Agoura, Oak Park, and Calabasas High Schools.

**OPHS MAC REPRESENTATIVE**

Beginning this year, the MAC student representative was added to the ASB election process and was elected based on his or her understanding of school and community issues and a commitment to improvement on both fronts. Senior student Yuval Cohen, was the student elected and attended the September 26<sup>th</sup> MAC meeting.

## **WASC FOCUS ON LEARNING SELF STUDY AND ACCREDITATION VISIT**

OPHS is in the second year of our new six-year accreditation cycle with a mid-cycle one-day visit scheduled for 2019. We have begun the process of implementing our action plan and have already completed some of the tasks in the area of organizational structure (Goal 3). We have completed the Department Chair job description and selection process tasks, we will begin the process of completing the tasks associated with alleviating student stress including addressing homework.



## **SAFE SCHOOL AMBASSADORS**

OPHS Safe School Ambassadors held their annual Kick-Off event on September 6th, and proved to be a very positive start to this year's program. SSA is a nationwide bystander education program that harnesses the power of students to prevent and stop bullying and violence. During the week of October 16 - 20, 2017, OPHS along with thousands of schools and youth organizations from across the United States will participate in the Sandy Hook Promise "Say Something Week". Say Something Week raises awareness and educates students and the community through training, advertising, public proclamations, media events, contests and school awards. Say Something Week reinforces the power young people have to prevent tragedies and save lives when they Say Something to a trusted adult.



## **SCHOOL SAFETY**

We have focused our attention this October on school safety with several activities including a full review of our safety and disaster procedures. OPHS will participate in the Great Shake Out on October 19. The Principal's message this month outlines our various emergency preparedness measures and procedures.



## **OUR TOWN**

Opening October 12-14 and under the direction of Mr. Allan Hunt and produced Mr. Russ Peters and the Oak Park Performing Alliance (OPPAA) our students are well into rehearsals for our fall production. This beloved Pulitzer and Tony award winning play tells of love, life and death in Grover's Corner, the quintessential American small town.



## **FRESHMAN COUNSLEING**

Beginning on October 18 and running through November 8 at 3:00 pm in room G-9, freshmen parents and students are invited to attend presentations, which address the following topics:

- High school graduation requirements
- UC/CSU "a-g" requirements
- College entrance exams
- Effective study skills
- Support, resources and Naviance information



## **MUSIC AT THE MOVIES**

On Thursday, October 19 at 7:00 pm in the Oak Park High School pavilion, Oak Park instrumental music presents a movie pops concert featuring music and visuals from your favorite movies including original animation from OPHS art students

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: OCTOBER 17, 2017**

**SUBJECT: X.6. MONTHLY BOARD REPORT**

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**BOTH SCHOOLS**



### **EARTHQUAKE DRILL 10/19**

Both schools will be participating in the CA Great Shakeout Earthquake drill on October 19<sup>th</sup>, at 10:19 am. This will not be a full evacuation drill, but we will review the proper techniques and guidelines to follow during and after an earthquake.



**OAK VIEW HIGH SCHOOL**



### **GETTY VILLA FIELD TRIP**

The entire OVHS was able to attend the Getty Villa on a field trip. It was an absolutely beautiful, sunny day. We were able to have three groups with three different docents. All groups were able to tour the gardens, art pieces and the overall beauty of the architecture. Ms. Allen followed it up with an evening event the following week.

### **AGREEK PLAY IPHIGENIA IN AULIS (GETTY VILLA)**

Ms. Allen was able to take several students to the ancient Greek play *Iphigenia in Aulis* at the Getty Villa, on the evening of September 28th. The drama, by Euripides, illuminates the tragic story of a young girl, sacrificed by her father to appease the gods and increase his fame. OVHS students study Greek mythology every fall and this outing was a special treat.

### **ASB**

ASB is continuing their discussion about the activities for the Halloween party. The group wanted to add in some new activities and eliminate one of the previous ones. The following activities will take place:

- Donut eating contest
- Mummy wrap
- Making slime
- Race with a potato sack
- Scavenger hunt
- Costume contest: scariest, funniest, most original
- Candy corn counting contest winner

We will discuss who will be in charge of each activity next week.

ASB would like to have a scarecrow contest competition among the classrooms. We tabled this idea until next week.

- Mrs. Liepman is in first place in our fantasy league. The entire school and the entire staff are rooting for her to win the league!

### **GUEST SPEAKER (Marijuana and our Children's Future)**

We are looking forward to have Jimi Magner from Ludington Institute, Westlake visit our Oak View campus. Jimi was injured in the line of duty. He retired and went on to earn his Master's Degree in Clinical Psychology at Antioch University. Before joining LIFE, he worked at the Council on Alcoholism and Drug Abuse (CADA) in Santa Barbara, where he restructured and coordinated the parent-teen program SUPER, designed to assist families

in crisis. He also created the multi-media presentation, “**Marijuana and Our Children’s Future**” which has been viewed by thousands of parents, educators, law enforcement, and mental health workers in the Santa Barbara County. Additionally, Jimi worked at the UC Santa Barbara Student Health Center, helping to launch and lead the CASE program which helped students navigate the complexities of college life. At LIFE, Jimi offers services to individuals, families, and teens. Although many of Jimi’s clients are professional athletes, business owners, soldiers/first responders, actors, and musicians, he has also worked extensively with adolescents and families dealing with drug and alcohol, crisis, and anger issues. We think the assembly will be very beneficial for all of our students.

### **CLEAN TEEN FIELD TRIP**

Mr. Rogers and Mr. McGugan were able to take about half of the school on a field trip to the Camarillo Bowling Alley for a day full of video games and bowling. Mr. Rogers lost to a student, Jacob, in the finals of the bowling competition. It was a very fun day by all!!



## **OAK PARK INDEPENDENT SCHOOL**



### **WASC**

We had our first staff WASC meeting preparing for our visit in the spring of 2019. We feel we are ahead of the game and are building a great foundation to build upon for the upcoming year. We have laid out a timeline and plan on what we would like accomplished this year (Goals, Mission, Syllabus, Parent, Student, Staff Surveys).

### **SYLLABUS**

All teachers are reviewing the syllabi for their specific credentialed area to make sure that all of our courses are up to date with a specific start and end date, grading policy, curriculum content, and flow. All syllabi will be the completed in the same format and given to the WASC team to help them better understand the OPIS curriculum.

### **PE/SPANISH CURRICULUM**

Mr. McGugan collaborated with the OPHS PE department to revamp the 9<sup>th</sup> grade PE curriculum for OPIS students. OPIS has created new wellness logs for students and teachers to keep track of students’ weekly physical fitness and additional written assignments to meet the state standards. We are considering possible online Spanish curriculum options.

### **OSB**

#### **High School**

- Holding a sock and glove drive for the Valley homeless shelter. We have already received several boxes!! In addition they are planning for their Halloween party.

#### **Middle School**

- Halloween party w/high school OSB on October 30th
- Made posters for Box Tops
- Planning Thanksgiving feast and future volunteer activities

Respectfully Submitted,

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Anthony Knight Ed.D.  
Superintendent

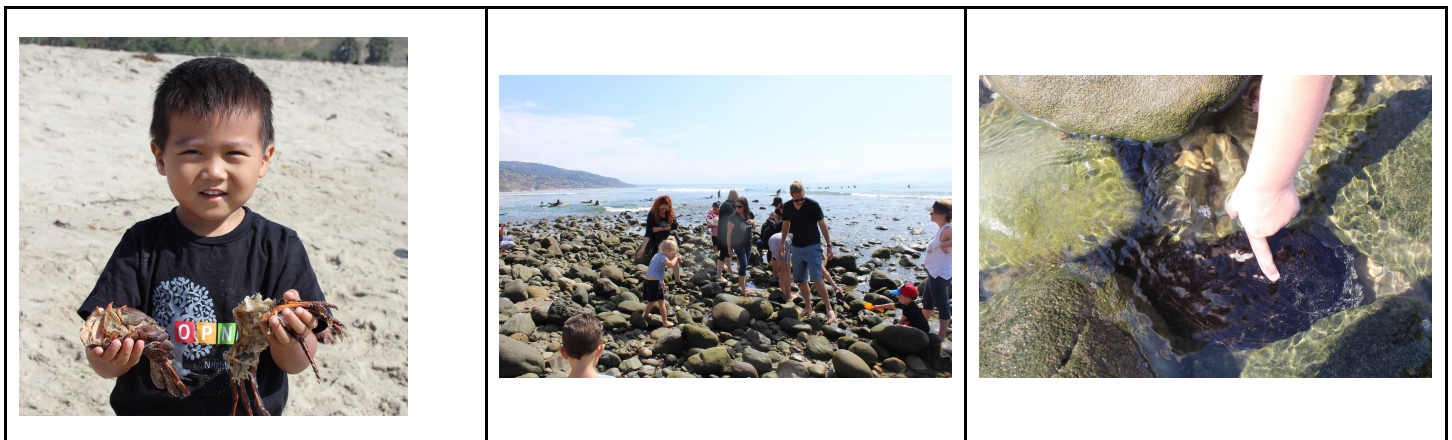
**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: KIM GREGORCHUK, DIRECTOR, OAK PARK NEIGHBORHOOD SCHOOL**  
**DATE: OCTOBER 17, 2017**  
**SUBJECT: X.7. MONTHLY BOARD REPORT**

**INFORMATION**

September has been a wonderful month of settling into routines and establishing friendships. The teachers have been planning many collaborative activities and projects, as well as reading and singing about making, being, and keeping friends. With the atelierista, the children have been collaborating on many large scale paintings, collages and line drawings. It's heartwarming watching them working and talking together.



We have also gone on our first field trip! We all met at Malibu Lagoon and had a wonderful time exploring the wetlands, native birds, and tidal pools. Many children came with their families, where the adults were able to put names to faces and build social connections with other OPNS families. Building those social connections is one of the Five Protective Factors in building resilience and strengthening families and a goal of OPNS.



Finally, we have started Friday Community Day. This is where all of the children come together in Room 16 for their morning meeting. After our Good Morning Song and some movement activities, the children are free to choose either room or the atelier to spend their exploration time and can move freely between the three rooms. This small amount of autonomy is very exciting for our preschoolers and they love Fridays!

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

Respectfully Submitted:

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Anthony W. Knight, Ed.D.  
Superintendent