

OAK PARK UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION  
**AGENDA #964**

DATE: August 21, 2018

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

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

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

**BOARD OF EDUCATION**

**Derek Ross, President**  
**Denise Helfstein, Vice President**  
**Barbara Laifman, Clerk**  
**Allen Rosen, Member**  
**Drew Hazelton, Member**  
**Gavin Cornick, 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**  
**Stewart McGugan, Director, Student Support and School Safety**

**COPY OF ENTIRE AGENDA ON WEB SITE**

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

8/17/2018

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**

**Monday, September 17, 2018**

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

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

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

District Office, 5801 East Conifer St.

Brookside Elementary School, 165 N. Satinwood Ave.

Oak Hills Elementary School, 1010 N. Kanan Rd.

Red Oak Elementary School, 4857 Rockfield St.

Medea Creek Middle School, 1002 Double Tree Rd

Oak Park High School, 899 N. Kanan Rd.

Oak View High School, 5701 East Conifer St

Oak Park Library, 899 N. Kanan Rd.

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

**OAK PARK UNIFIED SCHOOL DISTRICT**  
**AGENDA – REGULAR BOARD MEETING #964**  
**August 21, 2018**

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

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

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

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

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

**C. PUBLIC EMPLOYEE EMPLOYMENT :** Walk on Coach JV Girls Soccer, Walk on Coach Football, Student Intern IT Department, Department Clerk MCMS, Instructional Assistant II Sp Ed Subs, Instructional Assistants II Sp Ed, Social Emotional Specialist, Club Oak Park Site Leaders, Instructional Assistant I DK(ROES), Campus Supervisor, Club Oak Park Student Interns, Instructional Assistant II – Extended Care, Teacher Sp Ed, Secondary Temp Teacher Math/Science, Elementary Temp Teachers, Extended School Year(ESY) Teacher Preschool, ESY Teacher Elementary, ESY Teacher Secondary, ESY Administrator

**D. CONFERENCE WITH LABOR NEGOTIATORS:**

Agency designated representatives: Leslie Heilbron and Martin Klauss

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

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

**A. ROLL CALL**

**B. FLAG SALUTE**

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

**D. ADOPTION OF AGENDA**

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

**VI. OPEN COMMUNICATIONS/PRESENTATIONS**

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

1. Remarks from Board Members

2. Remarks from Superintendent
3. Introduction and Report from Student Board Member
4. Report from Oak Park Education Foundation
5. Report from Oak Park Municipal Advisory Council

## **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 June 12, 2018 and Special Board Meeting – Board Retreat July 22, 2018](#)
- b. [Public Employee/Employment Changes CL23796-CL23883 & 01CE08865-01CE08965](#)
- c. [Approve Overnight Trip for Oak Park High School Speech and Debate Team - Sep. 21-23, 2018 – Long Beach, CA](#)  
*Board Policy 6153 requires Board approval for student overnight trips*
- d. [Approve Overnight Trip for Oak Park High School Speech and Debate Team - Oct. 12-13, 2018 – Fullerton, CA](#)  
*Board Policy 6153 requires Board approval for student overnight trips*
- e. [Approve Overnight Trip for Oak Park High School Senior Life Skills Retreats – October 24-27, 2018, January 23-26, 2019 and April 10-13, 2019 – Malibu, CA](#)  
*Board Policy 6153 requires Board approval for student overnight trips*
- f. [Approve Overnight Trip for Oak Park High School Fall Athletic Teams Who Qualify for CIF Play-offs](#)  
*Board Policy 6153 requires Board approval for student overnight trips*
- g. [Approve Out of State Travel for Classified Employee to Attend the JAMF Nation User Conference in Minneapolis, MN – October 22-26, 2018](#)  
*Board Policy 3350 requires Board approval for employee out of state travel*
- h. [Approve Out of State Travel for Certificated Employees to Attend the Teacher's College at Columbia University, NY – October 14-16, 2018](#)  
*Board Policy 3350 requires Board approval for employees out of state travel*
- i. [Approve Out of State Travel for Certificated Employee to attend the National Council of Teachers of English Conference, Houston, TX – November 14-18, 2018](#)  
*Board Policy 3350 requires Board approval for employees out of state travel*
- j. [Approve Quarterly Report on Williams Uniform Complaints – July 2018](#)  
*Education Code 35185 requires Board approval of each quarterly report regarding complaints against the District by the public regarding textbooks and instructional materials, teacher vacancy or misassignment or facility conditions*
- k. [Certify 2017-18 Annual Attendance Report](#)  
*Board Approval required of Annual Attendance Report*
- l. [Approve Change Order No. 1 \(Deductive\), Project 17-08R, Gymnasium Floor Replacement at Medea Creek Middle School](#)  
*Board approval required for change orders, per Cal. Pub. Cont. Code §20118.4*
- m. [Approval of Consultant Agreement for FCC E-Rate Program Application and Audit Services](#)  
*Board Policy 3312 requires Board approval for contracts for services*
- n. [Approve Notice of Completion, Measure R Project 18-16R, Drain Repairs at Oak Hills Elementary School and Oak Park High School](#)  
*Per provisions of Education Code 17315, Board approval is required for Notice of Completion*



o. [Approve Notice of Completion, Project 18-17F, Phase 2 Districtwide Exterior Lighting Upgrade](#)

*Per provisions of Education Code 17315, Board approval is required for Notice of Completion*

p. [Approve Notice of Completion, Measure S Project 18-22S, Districtwide Safety and Security Upgrades to School Public Address Systems](#)

*Per provisions of Education Code 17315, Board approval is required for Notice of Completion*

q. [Approve Notice of Completion, Measure S Project 18-24S, Security Fencing for Southeast Campus Perimeter at Oak Park High School](#)

*Per provisions of Education Code 17315, Board approval is required for Notice of Completion*

r. [Approve Notice of Completion, Measure S Project 18-25S, Replacement of Gymnasium/Multipurpose Room Roof at Medea Creek Middle School](#)

*Per provisions of Education Code 17315, Board approval is required for Notice of Completion*

s. [Approve the Disposal of Obsolete or Surplus Instructional Materials, Books, and/or Library Books](#)

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

## **ACTION**

### **2. BUSINESS SERVICES**

a. [Update on Project 18-14F, Grade 6 1-to-1 Chromebook Pilot Program](#)

*Board will receive information on the 1-1 Chromebook Pilot Program*

b. [Ratify Award of Measure S Purchase Contract\(s\), Project 18-12S, District Network File Sever Refresh](#)

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

c. [Ratify Award of Measure R Construction Contracts, Project 18-34R, Phase 1- Purchase and Renovation of Extended Care Program Classroom Buildings](#)

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

d. [Approve Notice of Completion, Measure R Project 18-34R, Phase 1- Purchase and Renovation of Extended Care Program Classroom Buildings](#)

*Per provisions of Education Code 17315, Board approval is required for Notice of Completion*

e. [Ratify Award of Measure R Contracts, Project 17-03R – Art Court Facility Improvements at Oak Park High School](#)

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

f. [Approve Use of Measure S Bond Funds: Purchase of Bidder Prequalification Software for Compliance with State School Facility Program Modernization Matching Fund Requirements](#)

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

g. [Approve Amendment to Architectural Services Agreement for Project 17-47S, DSA Certification of Administration Building at Brookside Elementary School](#)

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

h. [Approve Architectural Service Order \(ASO\) 1 with HED Architects for Measure S Project Photo-Realistic Renderings](#)

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

i. [Approve Updated 2018-19 General Fund Operating Budget](#)

*Board approval required to approve an updated Budget*

j. [Approve Spending Plan for 2018-19 Education Protection Account Funds](#)

*Proposition 30 requires Board approval for spending plan for Education Protection Account Funds*

k. [Ratify Award of Measure S Construction Contract, Project 17-35S, Kitchen Improvements at Medea Creek Middle School](#)

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

l. [Approve Transportation Services Agreement with Student Transportation of America](#)

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

**m. Approve Student Transportation Fee Schedule for 2018-19**

*Board Policy 3250 requires Board approval for contracts for services*

**n. Approve Purchase Orders – July 1 - 31, 2018**

*Board Policy 3300 requires Board approval of Purchase Orders*

**3. HUMAN RESOURCES**

**a. Approve Authorization to Employ an Administrative Consultant**

*Board approval required to employ an administrative consultant*

**b. Approve Resolution #18-19 Reducing or Discontinuing Particular Kinds of Service for Classified Employees**

*Board approval required to reduce or discontinue particular kinds of service*

**c. Approve the District's Initial Proposal for Collective Bargaining Negotiations with the Oak Park Teachers Association**

*Government Code 3547.5 requires public disclosure of the provisions of all collective bargaining agreements*

**d. Approve the District's Initial Proposal for Collective Bargaining Negotiations with the Oak Park Classified Association**

*Government Code 3547.5 requires public disclosure of the provisions of all collective bargaining agreements*

**e. Approve 2018-2019 Declaration of Need for Fully Qualified Educators**

*Commission on Teacher Credentialing requires certification of Board approval on Declaration of Need for Fully Qualified Educators*

**f. Approve Accounting Assistant 1 Position and Updated Job Description**

*Board approval required to establish new classified service position*

**g. Approve Student Support and School Safety - Department Secretary Position and Job Description**

*Board approval required to establish new classified service position*

**h. Authorization to Establish a Classified Position of Assistant Site Leader, Extended Care Program and the Associated Job Description and Salary Schedule**

*Board approval required to establish new classified service position*

**i. Authorization to Establish a Classified Position of Instructional Assistant I – Literacy and Numeracy Support and Job Description**

*Board approval required to establish new classified service position*

**4. BOARD**

**a. Approve Proposed Board Meeting Schedule for the 2018-2019 School Year**

*Board approval required for Board meeting schedule for the 2018-2019 School Year*

**b. Approve Board Goals for 2018-2019**

*Board approval required for 2018-2019 Board Goals*

**c. Approve Revised 2018 Governance Handbook**

*Board approval required for revised 2018 Governance Handbook*

**d. Review, Amend, and Approve 2018-2019 Moral Imperatives, Goals, and Action Plans**

*Board review and approval required for the 2018-19 Moral Imperative and Goals discussed at the July 2018 Board Retreat and amendments made by the Leadership Team*

**5. BOARD POLICIES**

**a. Adopt Board Policy and Administrative Regulation 3250 – Transportation Fees - First Reading**

*Board Policy and Regulation are being recommended for adoption due to the establishment of a bus transportation system program.*

**b. Adopt Board Policy and Administrative Regulation 3540 – Transportation - First Reading**

*Board Policy and Regulation are being recommended for adoption due to the establishment of a bus transportation system program.*

**c. Approve Amendment to Board Policy and Administrative Regulation 4111/4211/4311 – Recruitment and Selection - First Reading**

*Board Policy updated to expand discussion of possible recruitment incentives, including subsidized housing programs for teachers and other employees and NEW LAW (AB 99) which establishes the California Educator Development grant program to assist districts with attracting and supporting the preparation and continued learning of teachers, principals, and other school leaders. Policy also reflects NEW LAW (AB 168) which prohibits districts from seeking salary history information about an applicant and from relying on salary history information as a factor in determining whether to offer employment or the salary to offer an applicant, unless the salary information is disclosable under state or federal law or the applicant voluntarily discloses the information without prompting.*

**d. Approve Amendment to Board Policy and Administrative Regulation 4200 – Classified Personnel - First Reading**

*Board Policy updated to add material formerly in AR regarding the employment of substitute or short-term employees and to clarify that the length of service of a short-term employee must be no longer than 195 days per year. Regulation updated to reflect NEW LAW (AB 670) which makes playground aide positions part of the classified service in non-merit system districts.*

**e. Adopt Board Policy and Administrative Regulation 5131.1 – Bus Conduct - First Reading**

*Board Policy and Regulation are being recommended for adoption due to the establishment of a bus transportation system program.*

**VII INFORMATION ITEMS**

**1. Monthly Measure S Project Status Report**

**VIII. OPEN DISCUSSION**

**IX. ADJOURNMENT:**

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

**MINUTES OF REGULAR BOARD MEETING      6-12-18      #962**  
**BOARD OF EDUCATION**

**CALL TO ORDER/MEETING PLACE**

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

**BOARD PRESENT**

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

**BOARD ABSENT**

None

**PUBLIC COMMENTS**

None

**ADJOURN TO CLOSED SESSION**

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

**A. SUPERINTENDENT EVALUATION**

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

**C. PUBLIC EMPLOYEE EMPLOYMENT:** Walk on Coach-Football, Walk on Coach – Basketball, Walk on Coach – Dance, Food Service Assistant I Subs, Instructional Assistants II Sp Ed, Instructional Assistant II Sp Ed Subs, Instructional Assistants III Sp Ed Behavior, Instructional Assistant III Sp Ed Behavior Subs, Social Emotional Services Specialist, Behavior Specialists, Occupational Therapist, Campus Supervisor Sub, Temporary Contract Elementary School Teachers, Temporary Contract Secondary School Teacher, Special Ed Teacher – Brookside Elementary School, Computer Science Teacher – Oak Park High School, Principal Red Oak Elementary School

**D. CONFERENCE WITH LABOR NEGOTIATORS:**

Agency designated representatives: Leslie Heilbron and Martin Klauss

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

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

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Mr. Derek Ross, called the regular meeting to order at 6:49 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

**BOARD PRESENT**

Mr. Derek Ross, President, Ms. Barbara Laifman, Clerk, Mr. Allen Rosen, Member, Mr. Drew Hazelton, Member.

**BOARD ABSENT**

Ms. Denise Helfstein, Vice President

**STAFF PRESENT**

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

**FLAG SALUTE**

Cliff Moore led the Pledge of Allegiance to the Flag.

**REPORT ON CLOSED SESSION**

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

**ADOPTION OF AGENDA**

On motion of Drew Hazelton, seconded by Denise Helfstein, 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 Brookside Interim Principal, Anne Jenks for a wonderful job.

**REPORT FROM BOARD MEMBERS**

Board Member Allen Rosen no remarks

Board Member Drew Hazelton thanked everyone for the wonderful graduations and culminations.

Board Member Barbara Laifman, thanked the Oak Park Education Foundation for the strategic planning retreat.

Board Member Derek Ross thanked Kathy Kraas and the Oak Park Education Foundation for a wonderful strategic planning retreat.

Superintendent Dr. Knight and Dr. Leslie Heilbron introduced and welcomed Stacy LaFrenz as the new principal of Red Oak Elementary School and Kent Cromwell as the new Principal of Oak View High School and Oak Park Independent School.

**REPORT FROM OAK PARK EDUCATION FOUNDATION**

Kathy Kraas provided a report on the Oak Park Education Foundations strategic planning event held on June 11, 2018

**REPORT FROM OAK PARK MUNICIPAL ADVISORY COUNCIL**

Jane Nye provided a report on the MAC

**DISCUSSION ON 2014-2019 ENROLLMENT REPORT**

Cliff Moore, Administrative Consultant provided a report on the enrollment trends for Oak Park Unified School District for the years 2014-2019, including the number of DOC and permit students.

## **PRESENTATION ON CLUB OAK PARK**

Sara Ahl, Director of Extended Care Program, shared the program and budget details of Club Oak Park and the planning process for the program to start in August at our all three of our Elementary Schools and Medea Creek Middle School. The program has 674 students enrolled at this point.

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

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

- a. [Approve Minutes of Regular Board Meeting May 17, 2018 and Special Board Meeting May 29, 2018](#)
- b. [Public Employee/Employment Changes 01CL23762-01CL23795 & 01CE08812-01CE08864](#)
- c. [Approve Purchase Orders – May 1-31, 2018](#)
- d. [Approve Out of State Travel for Certificated Employees to Attend the Teachers College at Columbia University's Units of Study in Phonics in New York City, NY – August 19-22, 2018](#)
- e. [Approve Facility Use by Religious Organization](#)
- f. [Approve Renewal Agreement with Ventura County Office of Education For 2018-19 Escape Financial and Payroll/Personnel System Services](#)
- g. [Approve Renewal Agreement with School Services of California for Fiscal Information Services](#)
- h. [Approve Utilization of Piggyback Bids for Purchase of Goods and Services Throughout Fiscal Year 2018-19](#)
- i. [Approve Resolution No. 18-15, Appropriation and Budgeted Transfers Fiscal Year 2018-19](#)
- j. [Approve Resolution No. 18-16, Temporary Loans Between District Funds for Fiscal Year 2018-19](#)
- k. [Approve Resolution No. 18-17, Year End Budget and Interfund Transfers for Fiscal Year 2017-18](#)
- l. [Approve Resolution No. 18-18, Authority to Improve Compensation for Certain Categories of Employees After July 1, 2018](#)

### **B2. BUSINESS SERVICES**

- a. [Approve 2018-19 Oak Park Unified School District Local Control and Accountability Plan](#)

On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education approved the 2018-19 Oak Park Unified School District Local Control and Accountability Plan. Motion carried Aye: Hazelton, Laifman, Rosen, Ross. No – 0. Absent - Helfstein

- b. [Approve and Adopt 2018-19 Oak Park Unified School District Annual Operating Budget](#)

On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education approved and Adopted 2018-19 Oak Park Unified School District Annual Operating Budget, but excluded the 2018-19 stipends requests. Motion carried Aye: Hazelton, Laifman, Rosen, Ross. No – 0. Absent – Helfstein.

- c. [Approve Agreement with Developing Outdoors for General Staffing Services for the Extended Care Program](#)

On motion of Barbara Laifman, seconded by Drew Hazelton, the Board of Education approved the Agreement for a letter of intent to enter into an agreement with Developing Outdoors for General Staff Services and granted permission to the Superintendent to sign the

final agreement as long as legal counsel and the JPA approve of it. Motion carried: Hazelton, Laifman, Rosen, Ross. No – 0. Absent – Helfstein.

**d. Public Disclosure and Approval of Collective Bargaining Agreement Between the District and Oak Park Teachers Association**

On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education approved the Collective Bargaining Agreement Between the District and Oak Park Teachers Association. Motion carried Aye: Hazelton, Laifman, Rosen, Ross. No – 0. Absent – Helfstein

**e. Public Disclosure and Approval of Collective Bargaining Agreement Between the District and Oak Park Classified Association**

On motion of Allen Rosen, seconded by Derek Ross, the Board of Education approved the Collective Bargaining Agreement Between the District and Oak Park Classified Association. Motion carried Aye: Hazelton, Laifman, Rosen, Ross. No – 0. Absent - Helfstein

**f. Public Disclosure and Approval of Compensation Adjustment for Administrative, Confidential, and Specified Unrepresented Employees**

On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education approved the Compensation Adjustment for Administrative, Confidential, and Specified Unrepresented Employees. Motion carried Aye: Hazelton, Laifman, Rosen, Ross. No – 0. Absent – Helfstein

**g. Approve 2018-19 Employee Health Benefit Plans**

On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education Approved the 2018-19 Employee Health Benefit Plans. Motion carried Aye: Hazelton, Laifman, Rosen, Ross. No – 0. Absent – Helfstein

**h. Authorize and Ratify Construction Contract for Measure R Project 18-27R Oak Park High School V Swale Repairs**

On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education Authorized and Ratified Construction Contract for Measure R Project 18-27R Oak Park High School V Swale Repairs. Motion carried Aye: Hazelton, Laifman, Rosen, Ross. No – 0. Absent – Helfstein

**i. Authorize and Ratify Construction Contract for Measure R Project 18-32R Fence at Cul-de-Sac Near Oak Park High School**

On motion of Barbara Laifman, seconded by Derek Ross, the Board of Education Authorized and Ratified Construction Contract for Measure R Project 18-32R Fence at Cul-de-Sac Near Oak Park High School. Motion carried Aye: Hazelton, Laifman, Rosen, Ross. No – 0. Absent – Helfstein

**j. Approve Change Order No 1, Project 18-23S Painting of Stadium Railing at Oak Park High School**

On motion of Allen Rosen, seconded by Derek Ross, the Board of Education approved Change Order No 1, Project 18-23S Painting of Stadium Railing at Oak Park High School. Motion carried Aye: Hazelton, Laifman, Rosen, Ross. No – 0. Absent – Helfstein

**k. Approve Change Order 1 Project 18-17F Prop 39 Exterior Lighting Upgrade**

On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education approved Change Order No 1, Project 18-23S Painting of Stadium Railing at Oak Park High School. Motion carried Aye: Hazelton, Laifman, Rosen, Ross. No – 0. Absent – Helfstein.

**l. Authorize and Award Maintenance Contract Measure S Project 18-33S Solar Installation Maintenance**

On motion of Allen Rosen, seconded by Drew Hazelton, the Board of Education authorized and awarded Maintenance Contract Measure S Project 18-33S Solar Installation Maintenance. Motion carried Aye: Hazelton, Laifman, Rosen, Ross. No – 0. Absent – Helfstein.



- m. [Authorize and Award of Purchase Contract Measure S Project 18-30S MCMS Library Computer Lab Refresh of 8 iMacs and 40 Chromebooks](#)  
On motion of Drew Hazelton, seconded by Allen Rosen, the Board of Education authorized and awarded Purchase Contract Measure S Project 18-30S MCMS Library Computer Lab Refresh of 8 iMacs and 40 Chromebooks. Motion carried Aye: Hazelton, Laifman, Rosen, Ross. No – 0. Absent – Helfstein.
- n. [Authorize and Award of Purchase Contract Measure S Project 18-29S Install Flat Panel Screens at Medea Creek Middle School and OPHS G9](#)  
On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education Authorized and Awarded Purchase Contract Measure S Project 18-29S Install Flat Panel Screens at Medea Creek Middle School and OPHS G9. Motion carried Aye: Hazelton, Laifman, Rosen, Ross. No – 0. Absent – Helfstein.
- o. [Authorize and Award of Purchase Contract Measure S Project 18-28S Chromebook Refresh](#)  
On motion of Barbara Laifman, seconded by Drew Hazelton, the Board of Education Authorized and Awarded Purchase Contract Measure S Project 18-28S Chromebook Refresh. Motion carried Aye: Hazelton, Laifman, Rosen, Ross. No – 0. Absent – Helfstein.
- p. [Authorize and Award Project 18-31F 3-D Printer to be Funded by VCI Grant and Measure S Bond Fund](#)  
On motion of Derek Ross, seconded by Allen Rosen, the Board of Education Authorized and Awarded 18-31F 3-D Printer to be Funded by VCI Grant and Measure S Bond Fund. Motion carried Aye: Hazelton, Laifman, Rosen, Ross. No – 0. Absent – Helfstein.
- q. [Authorize Measure S Technology Project 18-35S Purchase of Chromebook Cart for Fifth Grade Classes at Brookside Elementary School](#)  
On motion of Allen Rosen, seconded by Drew Hazelton, the Board of Education Authorized Measure S Technology Project 18-35S Purchase of Chromebook Cart for Fifth Grade Classes at Brookside Elementary School. Motion carried Aye: Hazelton, Laifman, Rosen, Ross. No – 0. Absent – Helfstein.
- r. [Approve Notice of Completion, Measure S Project 18-23S, Painting of Stadium Railing at Oak Park High School](#)  
On motion of Allen Rosen, seconded by Derek Ross, the Board of Education Approved Notice of Completion, Measure S Project 18-23S, Painting of Stadium Railing at Oak Park High School. Motion carried Aye: Hazelton, Laifman, Rosen, Ross. No – 0. Absent – Helfstein.
- s. [Approve Notice of Completion, Measure R Project 18-27R Oak Park High School V Swale Repairs](#)  
On motion of Derek Ross, seconded by Allen Rosen, the Board of Education Approved Notice of Completion, Measure R Project 18-27R Oak Park High School V Swale Repairs. Motion carried Aye: Hazelton, Laifman, Rosen, Ross. No – 0. Absent – Helfstein.
- t. [Approve Notice of Completion, Measure R Project 18-32R Fence at Cul-de-Sac Near Oak Park High School](#)  
On motion of Barbara Laifman, seconded by Drew Hazelton, the Board of Education Approved Notice of Completion, Measure R Project 18-32R Fence at Cul-de-Sac Near Oak Park High School. Motion carried Aye: Hazelton, Laifman, Rosen, Ross. No – 0. Absent – Helfstein.
- u. [Approve and Authorize Measure R Project 18-34R, Phase 1 - Purchase and Renovation of Extended Care Program Classroom Buildings](#)  
On motion of Derek Ross, seconded by Drew Hazelton, the Board of Education Approved and Authorized Measure R Project 18-34R, Phase 1 - Purchase and Renovation of Extended Care Program Classroom Buildings. Motion carried Aye: Hazelton, Laifman, Rosen, Ross. No – 0. Absent – Helfstein.

### **B3. HUMAN RESOURCES**

**a. Approve New Position of Site Leader for the Extended Care Program**

On motion of Allen Rosen, seconded by Drew Hazelton, the Board of Education Approved New Position of Site Leader for the Extended Care Program. Motion carried Aye: Hazelton, Laifman, Rosen, Ross. No – 0. Absent – Helfstein.

**b. Approve Updated Technology Acceptable Use Agreement for Staff**

On motion of Derek Ross, seconded by Drew Hazelton, the Board of Education Approved Updated Technology Acceptable Use Agreement for Staff. Motion carried Aye: Hazelton, Laifman, Rosen, Ross. No – 0. Absent – Helfstein.

### **B4. CURRICULUM**

**a. Approval of Approval of Additional Novel for Oak Park High School's 12<sup>th</sup> Grade Women's Literature Courses**

On motion of Drew Hazelton, seconded by Allen Rosen, the Board of Education approved Additional Novel *Interference* by Lynda Radley for Oak Park High School for its 12th Grade Women's Literature Courses. Motion carried Aye: Hazelton, Laifman, Rosen, Ross. No – 0. Absent – Helfstein

**b. Approve Membership and Partnership Agreement for Catalyst Network with Green School National Network for 2018-19**

On motion of Allen Rosen, seconded by Derek Ross, the Board of Education approved Membership and Partnership Agreement for Catalyst Network with Green School National Network for 2018-19. Motion carried Aye: Hazelton, Laifman, Rosen, Ross. No – 0. Absent – Helfstein.

### **B5. BOARD**

**a. Approve California School Boards Association Membership Dues (\$8,517) and Education Alliance Membership Dues (\$2129) for 2018-2019**

On motion of Allen Rosen, seconded by Drew Hazelton, the Board of Education approved California School Boards Association Membership Dues (\$8,517) and Education Alliance Membership Dues (\$2129) for 2018-2019. Motion carried Aye: Hazelton, Rosen, Ross. No – 0. Absent – Helfstein. Barbara Laifman recused herself due to remote interest as an employee of CSBA.

**b. Approve Certification of Signatures for 2018-19 School Year**

On motion of Barbara Laifman, seconded by Drew Hazelton, the Board of Education approved Certification of Signatures for 2018-19 School Year. Motion carried Aye: Hazelton, Laifman, Rosen, Ross. No – 0. Absent – Helfstein.

**c. Approve 2018-2019 School Handbooks/Discipline Plans**

On motion of Barbara Laifman, seconded by Drew Hazelton, the Board of Education approved 2018-2019 School Handbooks/Discipline Plans. Motion carried Aye: Hazelton, Laifman, Rosen, Ross. No – 0. Absent – Helfstein.

**d. Review Assessments of the Board Approved 2018-19 Goals and Moral Imperatives**

The Board reviewed and discussed the Assessments for 2018-19 Goals and Moral Imperatives.

### **B6. BOARD POLICIES**

**a. Approve Amendment to Board Policy 4119.21/4219.21/4319.21 – Professional Standards - First Reading.**

On motion of Barbara Laifman, seconded by Drew Hazelton, the Board of Education approved Amendment to Board Policy 4119.21/4219.21/4319.21 – Professional Standards -

First Reading as First and Final Reading. Motion carried Aye – Hazelton, Laifman, Rosen, Ross, No – 0. Absent – Helfstein.

**b. Approve Amendment to Board Policy 0410 – Nondiscrimination in District Programs and Activities – First Reading**

On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education approved Amendment to Board Policy 0410 – Nondiscrimination in District Programs and Activities – First Reading. Motion carried Aye – Hazelton, Laifman, Rosen, Ross, No – 0. Absent - Helfstein

**c. Approve Amendment to Board Policy and Administrative Regulation 5111 – Admission – First Reading**

On motion of Barbara Laifman, seconded by Drew Hazelton, the Board of Education approved Amendment to Board Policy and Administrative Regulation 5111 – Admission – as First and Final Reading. Motion carried Aye – Hazelton, Laifman, Rosen, Ross, No – 0. Absent - Helfstein

**d. Approve Amendment to Board Policy and Administrative Regulation 5111.1 – District Residency – First Reading**

On motion of Allen Rosen, seconded by Derek Ross, the Board of Education approved Amendment to Board Policy and Administrative Regulation 5111.1 – District Residency as First and Final Reading with the suggested changes. Motion carried Aye – Hazelton, Laifman, Rosen, Ross, No – 0. Absent – Helfstein

**e. Approve Amendment to Board Policy and Administrative Regulation 5125 – Student Records – First Reading**

On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education approved Amendment to Board Policy and Administrative Regulation 5125 – Student Records as First and Final Reading with the suggested changes. Motion carried Aye – Hazelton, Laifman, Rosen, Ross, No – 0. Absent – Helfstein

**f. Approve Amendment to Board Policy 5131.2 – Bullying – First Reading**

On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education approved Amendment to Board Policy 5131.2 – Bullying as First and Final Reading with the suggested changes. Motion carried Aye – Hazelton, Laifman, Rosen, Ross, No – 0. Absent – Helfstein

**g. Approve Adoption of Board Policy and Administrative Regulation 5145.13 – Response to Immigration Enforcement – First Reading**

On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education approved Adoption of Board Policy and Administrative Regulation 5145.13 – Response to Immigration Enforcement as First and Final Reading with the suggested changes. Motion carried Aye – Hazelton, Laifman, Rosen, Ross, No – 0. Absent – Helfstein

**h. Approve Amendment to Board Policy and Administrative Regulation 5145.3 – Nondiscrimination/Harassment – First Reading**

On motion of Drew Hazelton, seconded by Derek Ross, the Board of Education approved Amendment to Board Policy and Administrative Regulation 5145.3 – Nondiscrimination/Harassment as First and Final Reading with the suggested changes. Motion carried Aye – Hazelton, Laifman, Rosen, Ross, No – 0. Absent – Helfstein

**i. Approve Adoption of Board Policy and Administrative Regulation 5148.2 – Before/After School Programs – First Reading**

On motion of Allen Rosen, seconded by Drew Hazelton, the Board of Education approved Adoption of Board Policy and Administrative Regulation 5148.2 – Before/After School Programs as First and Final Reading with the suggested changes. Motion carried Aye – Hazelton, Laifman, Rosen, Ross, No – 0. Absent – Helfstein

On motion of Barbara Laifman, seconded by Derek Ross, there being no further business before this Board, the Regular meeting is declared adjourned at 9:23 p.m.

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Date

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President of the Board

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Date

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Clerk or Secretary of the Board

**MINUTES OF SPECIAL BOARD RETREAT MEETING 7-22-18  
BOARD OF EDUCATION**

**#963**

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Mr. Derek Ross, called the special meeting to order at 8:30 a.m. at the Oak Park Unified School District, Conference Room, 5801 Conifer Street, Oak Park, California.

**BOARD PRESENT**

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

**STAFF PRESENT**

Dr. Tony Knight, Superintendent, Dr. Leslie Heilbron Assistant Superintendent HR, Martin Klauss, Assistant Superintendent, Business and Administrative Services, Dr. Jay Greenlinger, Director Curriculum and Instruction, and Mr. Stew McGugan, Director Student Support and School Safety

**FLAG SALUTE**

Dr. Knight led the Pledge of Allegiance to the Flag

**PUBLIC SPEAKERS**

None

**DISCUSSION**

The Board reviewed and amended the Moral Imperatives and Goals for 2018-19.  
The Board reviewed and amended the Board Goals for 2018-19.

There being no further business before this Board, the Board adjourned the meeting at 12:34 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

**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: AUGUST 21, 2018**  
**Subject APPROVE CLASSIFIED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT**

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

**CONSENT**

**AUTHORIZATION TO HIRE**

Number	Name	Position	Start Date	Fund	Salary	Site
CL23796	Erica Kim	Walk-On-Coach - Girls Soccer JV Not to Exceed \$3,500.00	5/29/2018	Coaches, Athletics	TBD	OPHS
CL23797	Aviv Maish	Student Intern IT Department	6/6/2018	General	\$11.00	DO
CL23798	Katina Snyder	Department Clerk	7/30/2018	General	\$17.00	MCMS
CL23799	Sandy Metzger	Instructional Assistant II Sp Ed SUBSTITUTE	5/29/2018	Special Education	\$18.69	ESY
CL23800	Emily Gnotowsky	Instructional Assistant II Sp Ed SUBSTITUTE	5/29/2018	Special Education	\$18.69	ESY
CL23801	Rachel Oaks	Instructional Assistant II Sp Ed SUBSTITUTE	5/29/2018	Special Education	\$18.69	ESY
CL23802	Lisa Solny	Instructional Assistant II Sp Ed	5/29/2018	Special Education	\$18.69	ESY
CL23803	Morgan Stock	Instructional Assistant II Sp Ed	5/29/2018	Special Education	\$18.69	ESY
CL23804	Michelle Weilbacher	Social Emotional Specialist	8/2/2018	Special Education	\$31.92	DO
CL23805	David Gold	Walk-On-Coach - Football Not to Exceed \$3,500.00	7/9/2018	Coaches, Athletics	TBD	OPHS
CL23806	Magdalena (Maggie) Rojas	Department Secretary Bond Facility Program	7/23/2018	Measure S	\$25.02	DO
CL23807	Andrea Johnson	Club Oak Park Extended Site Leader	8/6/2018	Club Oak Park	\$22.37	BES
CL23808	Laura Moser	Club Oak Park Extended Site Leader	8/6/2018	Club Oak Park	\$25.02	ROES
CL23809	Kelsea Parmelee	Club Oak Park Extended Site Leader	8/6/2018	Club Oak Park	\$21.16	MCMS
CL23810	Raina Cote	Club Oak Park Extended Site Leader	8/6/2018	Club Oak Park	\$23.67	OHES
CL23811	Jaclyn Capie	Instructional Assistant I - DK	8/27/2018	General	\$15.72	ROES
CL23812	Jerry Frizell	Campus Supervisor	8/7/2018	General	\$17.12	OPHS
CL23813	Daria Sysoeva	Student Intern Extended Care	8/13/2018	Club Oak Park	\$11.00	Club OP
CL23814	Ben Zhang	Student Intern Extended Care	8/13/2018	Club Oak Park	\$11.00	Club OP
CL23815	Alyssen Wong	Student Intern Extended Care	8/13/2018	Club Oak Park	\$11.00	Club OP
CL23816	Shirin Dravid	Student Intern Extended Care	8/13/2018	Club Oak Park	\$11.00	Club OP
CL23817	Tyler Aparicio	Student Intern Extended Care	8/13/2018	Club Oak Park	\$11.00	Club OP
CL23818	Amanda Lurey	Student Intern Extended Care	8/13/2018	Club Oak Park	\$11.00	Club OP
CL23819	Abigail Dermott	Student Intern Extended Care	8/13/2018	Club Oak Park	\$11.00	Club OP
CL23820	Lou Perini	Student Intern Extended Care	8/13/2018	Club Oak Park	\$11.00	Club OP
CL23821	Ruthie Carmeli	Student Intern Extended Care	8/13/2018	Club Oak Park	\$11.00	Club OP
CL23822	Annamaria Borrero	Student Intern Extended Care	8/13/2018	Club Oak Park	\$11.00	Club OP
CL23823	Megan Johnson	Student Intern Extended Care	8/13/2018	Club Oak Park	\$11.00	Club OP
CL23824	Evan Kong	Student Intern Extended Care	8/13/2018	Club Oak Park	\$11.00	Club OP
CL23825	Lily Lerner	Student Intern Extended Care	8/13/2018	Club Oak Park	\$11.00	Club OP
CL23826	Eric Primack	Student Intern Extended Care	8/13/2018	Club Oak Park	\$11.00	Club OP
CL23827	Katie Crumpley	Student Intern Extended Care	8/13/2018	Club Oak Park	\$11.00	Club OP
CL23828	Emma Williams	Student Intern Extended Care	8/13/2018	Club Oak Park	\$11.00	Club OP
CL23829	Joshua Shneyder	Student Intern Extended Care	8/13/2018	Club Oak Park	\$11.00	Club OP
CL23830	GaYoung Park	Student Intern Extended Care	8/13/2018	Club Oak Park	\$11.00	Club OP
CL23831	Logan Prince	Student Intern Extended Care	8/13/2018	Club Oak Park	\$11.00	Club OP
CL23832	Mariah Ghodrat	Student Intern Extended Care	8/13/2018	Club Oak Park	\$11.00	Club OP
CL23833	Sarah Perez	Instructional Assistant II - Extended Care	8/8/2018	Club Oak Park	\$19.15	Club OP

**AUTHORIZATION TO PAY STIPEND**

Number	Name	Position	Start Date	Fund	Salary	Site
CL23834	Marty Freel	Summer Conditioning Football Assistant Coach	5/28/2018	Coaches, OPHS ASB Donation	\$ 1,000.00	OPHS
CL23835	Sean Ryan	Summer Conditioning Football Assistant Coach	5/28/2018	Coaches, OPHS ASB Donation	\$ 1,000.00	OPHS
CL23836	Lance Mocny	Summer Conditioning Football Assistant Coach	5/28/2018	Coaches, OPHS ASB Donation	\$ 1,000.00	OPHS
CL23837	Brandon Bennett	Summer Conditioning Football Assistant Coach	5/28/2018	Coaches, OPHS ASB Donation	\$ 1,000.00	OPHS
CL23838	Kyle Dugandzic	Summer Conditioning Football Assistant Coach	5/28/2018	Coaches, OPHS ASB Donation	\$ 1,000.00	OPHS
CL23839	Mike Puopolo	Summer Conditioning Football Assistant Coach	5/28/2018	Coaches, OPHS ASB Donation	\$ 1,200.00	OPHS
CL23840	Michael Thompson	Summer Conditioning Football Assistant Coach	5/28/2018	Coaches, OPHS ASB Donation	\$ 500.00	OPHS
CL23841	Elijah Lott	Summer Conditioning Football Assistant Coach	5/28/2018	Coaches, OPHS ASB Donation	\$ 800.00	OPHS
CL23842	Kevin Mosley	Summer Conditioning Football Assistant Coach	5/28/2018	Coaches, OPHS ASB Donation	\$ 2,500.00	OPHS
CL23843	Erica Kim	Summer Conditioning Girls Soccer Coach	5/28/2018	Coaches, OPHS ASB Donation	\$ 1,000.00	OPHS
CL23844	Donn James	Summer Conditioning Girls Soccer Coach	5/28/2018	Coaches, OPHS ASB Donation	\$ 1,000.00	OPHS
CL23845	Mark Zeolla	Summer Conditioning Girls Soccer Head Coach	5/28/2018	Coaches, OPHS ASB Donation	\$ 1,500.00	OPHS
CL23846	Mhia Vickers	Summer Conditioning Girls Basketball Assistant Coach	6/4/2018	Coaches, OPHS ASB Donation	\$ 800.00	OPHS
CL23847	Doris Park	Summer Conditioning Girls Basketball Head Coach	6/4/2018	Coaches, OPHS ASB Donation	\$ 1,600.00	OPHS
CL23848	Ryan Yeager	Summer Conditioning Boys Basketball Assistant Coach	6/11/2018	Coaches, OPHS ASB Donation	\$ 1,500.00	OPHS
CL23849	Chris McCarthy	Summer Conditioning Boys Basketball Assistant Coach	6/11/2018	Coaches, OPHS ASB Donation	\$ 2,000.00	OPHS
CL23850	A.J. Moye	Summer Conditioning Boys Basketball Assistant Coach	6/11/2018	Coaches, OPHS ASB Donation	\$ 1,500.00	OPHS
CL23851	Harold Hale	Summer Conditioning Boys Basketball Assistant Coach	6/11/2018	Coaches, OPHS ASB Donation	\$ 1,000.00	OPHS
CL23852	Jasmine Acevado	Summer Conditioning Cheer Assistant Coach	6/18/2018	Coaches, OPHS ASB Donation	\$ 750.00	OPHS
CL23853	Kathleen McCormick	Summer Conditioning Cheer Assistant Coach	6/18/2018	Coaches, OPHS ASB Donation	\$ 750.00	OPHS
CL23854	John Lopez	Summer Conditioning Cheer Head Coach	6/18/2018	Coaches, OPHS ASB Donation	\$ 2,500.00	OPHS

**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: AUGUST 21, 2018**  
**Subject: APPROVE CLASSIFIED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT**

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

CL23855	Carin Chapin	Summer Conditioning Cross Country Coach	6/20/2018	Coaches, OPHS ASB Donation	\$ 1,500.00	OPHS
CL23856	Susanne Scrimenti	Summer Conditioning Cross Country Coach	6/20/2018	Coaches, OPHS ASB Donation	\$ 500.00	OPHS
CL23857	Larry O'Shea	Summer Conditioning Cross Country Coach	6/20/2018	Coaches, OPHS ASB Donation	\$ 700.00	OPHS
CL23858	Greg Parrone	Summer Conditioning Cross Country Coach	6/20/2018	Coaches, OPHS ASB Donation	\$ 2,000.00	OPHS
CL23859	Elizabeth Gentile	Summer Conditioning Dance Coach	7/30/2018	Coaches, OPHS ASB Donation	\$ 800.00	OPHS

**IN-SERVICE CHANGE**

Number	Name	Change	Effective Date	Fund	Salary	Site
CL23860	Ritu Mehta	Instructional Assistant III Behavior Site Change	8/1/2018	Special Education	24.01	BES
CL23861	Melanie Mecchella	Instructional Assistant III Behavior Site Change	8/1/2018	Special Education	24.01	OHES
CL23862	Monica Kalember	Instructional Assistant III Behavior Site Change	8/1/2018	Special Education	24.01	OHES
CL23863	Elya Fletcher	Instructional Assistant III Behavior Site Change	8/1/2018	Special Education	24.01	ROES
CL23864	Zachary Taylor	Instructional Assistant III Behavior Site Change + Inc Hrs	8/1/2018	Special Education	24.01	ROES
CL23865	Anthony Grijalva	Instructional Assistant III Behavior Site Change	8/1/2018	Special Education	24.01	MCMS
CL23866	Julia Meyers	Instructional Assistant III Behavior Site Change	8/1/2018	Special Education	24.01	OPNS/TBD
CL23867	Jessica Talpai	Instructional Assistant III Behavior Site Change	8/1/2018	Special Education	24.01	OHES/BES
CL23868	Sandra Waite	Instructional Assistant III Behavior Site Change	8/1/2018	Special Education	24.01	BES
CL23869	Shannon Curtis	Instructional Assistant II SpEd Site Change	8/1/2018	Special Education	\$20.54	MCMS
CL23870	Debra Field	Instructional Assistant II SpEd Site Change	8/1/2018	Special Education	\$20.54	BES/MCMS
CL23871	Adolfo Morales	Custodian Sub to Custodian Part Time	7/16/2018	Fund 120 The Club	\$20.30	MCMS/BES
CL23872	Nicolas Espinoza	Custodian Sub to Custodian Part Time	7/16/2018	Fund 120 The Club	\$20.30	OHES/ROES
CL23873	Jan Campanile	From Campus Supervisor to Instructional Assist I	8/7/2018	General	\$18.77	OHES

**SEPARATION**

Number	Name	Position	Effective Date	Separation Type	Salary	Site
CL23874	Tausif Majed	Department Secretary Bond Facilities Program	6/7/2018	Resignation	\$19.91	DO
CL23875	Nikki Osborne	Food Service Worker I	6/12/2018	Resignation	\$18.57	MCMS
CL23876	Andrea Hunt	Instructional Assistant III Reading	8/7/2018	LOA Medical	\$24.13	OHES
CL23877	Bonnie Chasin	Student Services Assistant I	8/31/2018	Resignation	\$21.52	OHES
CL23878	Maureen Winter	Student Services Assistant I	7/30/2018	LOA Medical	\$21.52	BES
CL23879	Morgan Stock	Instructional Assistant II Sp Ed	7/23/2018	Resignation	\$18.09	OPNS
CL23880	Kristina Fike	Instructional Assistant II Sp Ed	7/26/2018	Resignation	\$18.09	OPNS
CL23881	Michelle Cass	Instructional Assistant I Grade Level	7/27/2018	Resignation	\$17.69	ROES
CL23882	Megan Hellerstein	Instructional Assistant II Sp Ed	8/7/2018?	Resignation	\$21.52	BES
CL23883	Rogelia Soto	Food Services Assistant I - Cook	8/29/2018	Resignation	\$19.36	OPHS

Prepared by:  
 Leslie Heilbron Assistant Superintendent /Human Resources

Respectfully Submitted,

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 Anthony W. Knight, Ed.D.  
 Superintendent



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: AUGUST 21, 2018**  
**SUBJECT: B.1.b. APPROVE CERTIFICATED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT**

**CONSENT**

**AUTHORIZATION TO EMPLOY**

Number	Name	Classification	Start Date	Fund	Site/Grade
01CE08865	Theresa Isaguirre	Special Ed Teacher	8/6/2018	General	BES
01CE08866	Danielle McFadden	Math Science Temp Teacher	8/6/2018	General	MCMS
01CE08867	Christine Lockery	Elementary Temp Teacher	8/6/2018	General	OHES
01CE08868	Jared Weintraub	Math Teacher	8/6/2018	General	OPHS
01CE08869	Michelle Cass	.5 Elementary Temp Teacher	8/6/2018	General	OHES
01CE08870	Gracie Jerrems	ESY Preschool	5/29-6/22/18	General	OPNS
01CE08871	Carrie Jones	ESY Elementary	5/29-6/22/18	General	MCMS
01CE08872	Tim Chevalier	Admin ESY Program	5/29-6/22/18	General	OPHS
01CE08873	Kellie Gross	ESY Secondary	5/29-6/22/18	General	OPHS

**AUTHORIZATION TO PAY STIPEND**

Number	Name	Assignment	Effective	Fund	Amount	Site
01CE08874	Beth Ruben	Curriculum Council	2017-2018	LACP 1.6	370.00	OHES
01CE08875	Diane Farlow	Curriculum Council	2017-2018	LACP 1.6	370.00	BES
01CE08876	Kathie Rohlf	Curriculum Council	2017-2018	LACP 1.6	370.00	OPHS
01CE08877	Marjorie Cohen	Curriculum Council	2017-2018	LACP 1.6	370.00	ROES
01CE08878	Susan Allen	Curriculum Council	2017-2018	LACP 1.6	370.00	OVHS
01CE08879	Tim Roesner	Curriculum Council	2017-2018	LACP 1.6	370.00	MCMS
01CE08880	Ty De Long	Curriculum Council	2017-2018	LACP 1.6	370.00	OPIS
01CE08881	Cindy Stephens	Class Size Overages	1/8-5/25/18	General	295.00	BES
01CE08882	Stacey Reisman	Class Size Overages	1/8-5/25/18	General	930.00	BES
01CE08883	Lisa Ortiz	Class Size Overages	1/8-5/25/18	General	138.00	BES
01CE08884	Angela Folendorf	Class Size Overages	1/8-5/25/18	General	920.00	OHES
01CE08885	Katelyn Loe Bailey	Class Size Overages	1/8-5/25/18	General	460.00	OHES
01CE08886	Enid Miller	Class Size Overages	1/8-5/25/18	General	225.00	OHES
01CE08887	Christine Lockrey	Class Size Overages	1/8-5/25/18	General	220.00	OHES
01CE08888	Elisa Duffy	Class Size Overages	1/8-5/25/18	General	680.00	ROES
01CE08889	Julie Matthews	Class Size Overages	1/8-5/25/18	General	475.00	ROES
01CE08890	Erica White	Class Size Overages	1/8-5/25/18	General	920.00	ROES
01CE08891	Marjorie Cohen	Class Size Overages	1/8-5/25/18	General	460.00	ROES
01CE08892	Ryan Bodily	Class Size Overages	1/8-5/25/18	General	815.00	ROES
01CE08893	Kim Johnson	Class Size Overages	1/8-5/25/18	General	80.00	MCMS
01CE08894	Steve White	Summer Cond. XCountry	6/20-8/3/18	ASB	2500.00	OPHS
01CE08895	Al Calce	Summer Cond. XCountry	6/20-8/3/18	ASB	2300.00	OPHS
01CE08896	Katherine Klamecki	Summer Cond. XCountry	6/20-8/3/18	ASB	1200.00	OPHS
01CE08897	Casey Webb	Summer Cond. Football	5/28-8/3/18	ASB	1800.00	OPHS
01CE08898	Barbara Wechter	Skoolcade Video Club	2017-2018	Donations	100.00	MCMS
01CE08899	Anna Bojorquez	Class Size Overage	1/8-5/252/18	General	470.00	OPHS
01CE08900	Kathy Bowman	Class Size Overage	1/8-5/252/18	General	198.00	OPHS
01CE08901	Cathy Lory	Class Size Overage	1/8-5/252/18	General	700.00	OPHS
01CE08902	Russ Peters	Class Size Overage	1/8-5/252/18	General	45.00	OPHS
01CE08903	Leslie Miller	Class Size Overage	1/8-5/252/18	General	137.00	OPHS
01CE08904	Brenda Pasqua	Summer Cond. Soccer	6/5-8/1/2018	ASB	3000.00	OPHS
01CE08905	Kathryn Klamecki	Summer Cond. Soccer	6/1/-7/12/18	ASB	1500.00	OPHS
01CE08906	Aaron Shaw	Summer BBB Cond.	6/11-7/12/18	ASB	900.00	OPHS
01CE08907	Tim Chevalier	Summer BBB Cond.	6/11-7/12/18	ASB	600.00	OPHS
01CE08908	Tim Chevalier	Summer BBB Cond.	6/11-7/12/18	Boosters	900.00	OPHS
01CE08909	Susan Allen	English CP Curriculum	1/25-5/25/18	Disc	2500.00	OVHS
01CE08910	Lori Glazer	Class size overages	3/26-5/25/18	General	520.00	OPIS
01CE08911	Jo Ann Housman	Nurse Consultant ESY	5/26-5/30/18	General	507.75	DO

**IN-SERVICE CHANGE**

Number	Name	Change	Effective	Fund	Site
01CE08912	Sara Lipkin	Reduce 1.0 to .5 Job Share (.5LOA)	8/6/2018	General	BES
01CE08913	Allison Gerin	Reduce 1.0 to .5 Job Share (.5LOA)	8/6/2018	General	BES
01CE08914	Casey Jo Webb	Temp Teacher to Prob 2	8/6/2018	General	BES
01CE08915	Amanda Farwell	LOA	2018-2019	General	OHES
01CE08916	Becky Koch	Medical Leave	8/6-10/31/18	General	BES
01CE08917	Catherine Steiner	.8 FTE to .6 FTE	2018-2019	General	MCMS
01CE08918	Kathryn Klamecki	.6 FTE MCMS/.4 FTE OPHS	2018-2019	General	MCMS
01CE08919	Chris Henderson	.8 FTE to .6 FTE 2018-2019	2018-2019	General	OPHS
01CE08920	Jim Barnett	1.2 FTE to 1.0 FTE	2018-2019	General	OPHS
01CE08921	Jennifer Wilkerson	.5 FTE to .7 FTE	2018-2019	General	DO
01CE08922	Danielle Stomel	.5 FTE to .6 FTE	2018-2019	General	DO
01CE08923	Ellen Chevalier	1.2 FTE + 20 summer days Tech TOSA	2018-2019	General	DO
01CE08924	Kim Connelly	Remains 1.2 FTE	2018-19	General	MCMS
01CE08925	Kim Sonnabend	Remains 1.2 FTE	2018-19	General	MCMS
01CE08926	Kathy Mosley	Remains 1.2 FTE	2018-19	General	MCMS
01CE08927	Elayne Roesner	Remains .6 FTE	2018-19	General	MCMS
01CE08928	Marta Grave	1.2 FTE back to 1.0 FTE	2018-19	General	MCMS
01CE08929	Rebecca Goldman	1.1 FTE back to 1.0 FTE	2018-19	General	MCMS
01CE08930	Kim Johnson	1.0 FTE to 1.2 FTE	2018-19	General	MCMS
01CE08931	Michael O'Hagan	1.0 FTE to 1.2 FTE	2018-19	General	MCMS
01CE08932	Steve Peterson	1.0 FTE to 1.2 FTE	2018-19	General	MCMS
01CE08933	Brian Winsick	1.0 FTE to 1.2 FTE	2018-19	General	MCMS
01CE08934	Erik Amerikaner	1.2 FTE to 1.0 FTE	2018-19	General	OPHS
01CE08935	Lauren Heinrich	1.1 FTE back to 1.0 FTE	2018-19	General	OPHS
01CE08936	Roland Herberg	1.2 FTE back to 1.0 FTE	2018-19	General	OPHS
01CE08937	Jacquelyn Lac	1.1 FTE back to 1.0 FTE	2018-19	General	OPHS
01CE08938	Cathy Lory	1.1 FTE back to 1.0 FTE	2018-19	General	OPHS
01CE08939	Tony Peluce	1.2 FTE back to 1.0 FTE	2018-19	General	OPHS
01CE08940	Allan Prescott	1.2 FTE back to 1.0 FTE	2018-19	General	OPHS
01CE08941	Michael Winkler	1.1 FTE back to 1.0 FTE	2018-19	General	OPHS
01CE08942	Leslie Miller	1.0 FTE to 1.2 FTE	2018-19	General	OPHS
01CE08943	Jan Willis	1.0 FTE to 1.2 FTE	2018-19	General	OPHS
01CE08944	Zaloa Goiri-Virto	1.0 FTE to 1.2 FTE	2018-19	General	OPHS
01CE08945	Troy Labnow	1.0 FTE to 1.2 FTE	2018-19	General	OPHS
01CE08946	Winnie Litten	1.0 FTE to 1.2 FTE	2018-19	General	OPHS
01CE08947	Yukako Kawakatsu	1.0 FTE to 1.2 FTE	2018-19	General	OPHS
01CE08948	Ken Jones	1.0 FTE to 1.2 FTE	2018-19	General	OPHS
01CE08949	Dave Sloan	1.0 FTE to 1.2 FTE	2018-19	General	OPHS
01CE08950	Sharon Stutz	1.0 FTE to 1.2 FTE	2018-19	General	OPHS
01CE08951	Ian Fullmer	1.0 FTE to 1.2 FTE	2018-19	General	OPHS
01CE08952	Anna Bojorquez	1.0 FTE to 1.2 FTE	2018-19	General	OPHS
01CE08953	Zach Borquez	1.0 FTE to 1.2 FTE	2018-19	General	OPHS
01CE08954	Chris Meyer	1.0 FTE to 1.2 FTE	2018-19	General	OPHS
01CE08955	Todd Creason	1.0 FTE to 1.2 FTE	2018-19	General	OPHS
01CE08956	Rob Hall	1.0 FTE to 1.2 FTE	2018-19	General	OPHS
01CE08957	DJ Cook	1.0 FTE to 1.2 FTE	2018-19	General	OPHS
01CE08958	Tim Chevalier	1.0 FTE to 1.1 FTE	2018-19	General	OPHS
01CE08959	Russ Peters	1.0 FTE to 1.1 FTE	2018-19	General	OPHS
01CE08960	Kim Galbreath	1.0 FTE to 1.1 FTE	2018-19	General	OPHS
01CE08961	Tris Wenker	1.0 FTE to 1.1 FTE	2018-19	General	OPHS
01CE08962	Eric Pryor	1.0 FTE to 1.1 FTE	2018-19	General	OPHS
01CE08963	Jackson Hall	1.0 FTE to 1.1 FTE	2018-19	General	OPHS
01CE08964	Kathy Bowman	1.0 FTE to 1.2 FTE	2018-19	General	OPHS
01CE08965	Kathy Rohlf	1.0 FTE to 1.2 FTE	2018-19	General	OPHS

Prepared by:

Respectfully Submitted,

Leslie Heilbron, Ed.D.  
Assistant Superintendent, HR

Anthony W. Knight, Ed.D.,

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: AUGUST 21, 2018**  
**SUBJECT: B.1.c. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL SPEECH AND DEBATE TEAM - Sep. 21-23, 2018**

CONSENT

**ISSUE:** Shall the Board approve an overnight field trip for the OPHS Speech and Debate Team to Cal State Long Beach?

**BACKGROUND:** Principal, Kevin Buchanan, requests approval for this tournament scheduled for Sept. 21-23, 2018 at Cal State Long Beach in Long Beach, CA. Approximately 25 debaters, team coach and four OPHS parent volunteers, and four judges will travel by district approved drivers in private and district vehicles. They will depart on Friday Sept. 21<sup>st</sup> at 3 p.m. and return the evening of Sept. 23<sup>rd</sup>. They will stay at the Marriott in Long Beach. The debaters will pay approximately \$160 to cover the cost of tournament, transportation and hotel. Each student will pay for his/her meals separately. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved Field Trip Planning Guide/Checklist have been met.

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

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

Respectfully submitted,

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

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: AUGUST 21, 2018**  
**SUBJECT: B.1.d. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL SPEECH AND DEBATE TEAM - October 12-13, 2018**

CONSENT

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

**BACKGROUND:** Principal, Kevin Buchanan, requests approval for this tournament scheduled for Oct 12-13 at Cal State Fullerton, in Fullerton CA. Approximately 25 debaters, team coach and four OPHS parent volunteers, and four judges will travel by district approved drivers in private and district vehicles. They will depart the morning of Friday Oct. 12<sup>th</sup> at 7:15 a.m. and return the evening of Saturday Oct. 13<sup>th</sup>. They will stay at the Marriott in Fullerton. Debaters will pay approximately \$160 to cover the cost of tournament, transportation and hotel. Each student will be responsible for his/her meals. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved *Field Trip Planning Guide/Checklist* have been met.

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

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

Respectfully submitted,

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

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: AUGUST 21, 2018**  
**SUBJECT: B.1.e. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL SENIOR LIFE SKILLS RETREATS – OCTOBER 24-27, 2018, JANUARY 23-27, 2019, AND APRIL 10-13, 2019**

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CONSENT

**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. 24-27, 2018, Jan 23-27 and April 10-13, 2019 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: AUGUST 21, 2018**  
**SUBJECT: B.1.f. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL CIF PLAY-OFFS COMPETITION – FALL SPORTS**

CONSENT

**ISSUE:** Shall the Board approve an overnight field trip for the OPHS Athletic Team(s) who qualify for Fall CIF Play-offs?

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

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

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

Respectfully submitted,

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

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: AUGUST 21, 2018**  
**SUBJECT: B.1.g. APPROVE OUT OF STATE TRAVEL FOR CLASSIFIED EMPLOYEE TO ATTEND THE JAMF NATION USER CONFERENCE, MINNESOTA- OCTOBER 22-26, 2018**

CONSENT

**ISSUE:** Shall the Board of Education approve the out of state travel for the Oak Park employee to attend the JAMF Nation User Conference in Minnesota?

**STATEMENT:** According to Board Policy 3350, the Board of Education must approve out of state travel for certificated and classified employees. Sara McCullar will be attending the JAMF Nation User Conference in Minnesota taking place October 23-25 so that she can get further training and collaboration on how to administer the JAMF Casper Suite desktop management system the district uses to control Macs and iPads around the district. This is the main venue where JAMF discusses the best practices, new techniques, and adjustments to management practices that are needed to maintain the district's Macintosh computers. Because Mac Hardware, Operating Systems, and software are constantly evolving, the Tech Department needs at least one staff member per year to attend this conference to bring back the valuable knowledge that will directly impact keeping the district's mission critical technology running.

**ALTERNATIVES:**

1. Approve the out of state travel for employee to attend the JAMF Nation User Conference in Minnesota.
2. Do not approve the out of state travel for employee to attend the the JAMF Nation User Conference in Minnesota.

**RECOMMENDATION:** Alternative #1

Respectfully submitted,

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

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

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



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: AUGUST 21, 2018**  
**SUBJECT: B.1.h. APPROVE OUT OF STATE TRAVEL FOR CERTIFICATED EMPLOYEES TO ATTEND THE TEACHERS COLLEGE AT COLUMBIA UNIVERSITY IN NEW YORK CITY, NY – October 14-16, 2018**

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CONSENT

**ISSUE:** Shall the Board of Education approve the out of state travel for the Oak Park certificated employees to attend the Teachers College at Columbia University's Support Foundational Reading Skills with Upper Grade Nonfiction Units of Study Institute, in New York?

**STATEMENT:** According to Board Policy 3350, the Board of Education must approve out of state travel for certificated and classified employees.  
*Elisa Duffy, Julie Matthews, and Kate Gregg* will be attending the Teachers College at Columbia University's Support Foundational Reading Skills with Upper Grade Nonfiction Units of Study Institute, October 14-16, 2018

This training is a speciality training for upper grade teachers, one that is unavailable as part of our Home Grown Institute or on site Staff Development. Entrance into this Institute is selective.

**ALTERNATIVES:** 1. Approve the out of state travel for employees to attend the Teachers College at Columbia University's Foundational Reading Skills with Upper Grade Nonfiction Units of Study Institute, in NY.  
2. Do not approve the out of state travel for employees.

**RECOMMENDATION:** Alternative No. 1

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: AUGUST 21, 2018**

**SUBJECT: B.1.i. APPROVE OUT OF STATE TRAVEL FOR CERTIFICATED EMPLOYEE TO ATTEND THE THE NCTE (NATIONAL COUNCIL OF TEACHERS OF ENGLISH), IN HOUSTON TEXAS – November 14-18, 2018**

CONSENT

**ISSUE:** Shall the Board of Education approve the out of state travel for the Oak Park certificated employee, to attend the NCTE Conference?

**STATEMENT:** According to Board Policy 3350, the Board of Education must approve out of state travel for certificated and classified employees.  
*Vanessa Heller* will be attending the NCTE Conference starting November 14th to November 18th, 2018. In addition to her attendance at this conference, Mrs. Heller has been selected to present her Inquiry Based Instruction.

**ALTERNATIVES:** 1. Approve the out of state travel for employee to attend the NCTE Conference in Houston, Texas.  
2. Do not approve the out of state travel for employee.

**RECOMMENDATION:** Alternative No. 1

Respectfully submitted,

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

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

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

**TO: BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: AUGUST 21, 2018**  
**SUBJECT B.1.j. APPROVE QUARTERLY REPORT ON WILLIAMS UNIFORM COMPLAINTS – JULY, 2018**

CONSENT

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

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

Education Code 35186 requires the Superintendent or designee report summarized 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 – July 2018  
2. Do not approve the Quarterly Report on Williams Uniform Complaints –July 2018

**RECOMMENDATION:** Alternative #1.

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

Respectfully submitted,

\_\_\_\_\_  
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	_____	_____	_____	_____

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

District: Oak Park Unified School District

Person completing this form: Dr. Jay Greenlinger

Title: Director of Curriculum and Instruction

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

Date for information to be reported publicly at governing board meeting: 8/21/2018

Please check the box that applies:

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

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

Anthony W. Knight  
Name of District Superintendent

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: AUGUST 21, 2018**  
**SUBJECT: B.1.k. CERTIFY 2017-18 ANNUAL ATTENDANCE REPORT**

CONSENT

**ISSUE:** Shall the Board receive and certify the 2017-18 Annual Attendance Report recording the District's Average Daily Attendance (ADA) ending with the tenth and final school month of the reporting period?

**BACKGROUND:** The District's Local Control Funding Formula (LCFF) funding is based on its ADA, which requires the governing board of each school district to certify actual student attendance to the State Superintendent of Instruction at three key times each school year. The First Period Attendance Report, commonly referred to as P-1, is certified and filed with the State at the end of the fourth school month. The Second Period Attendance Report, referred to as P-2, certifies the ADA through April 15 of the reporting year. The District's actual LCFF funding is based on the P-2 Report. The third and final report, the Annual Report, is certified and filed at the conclusion of the fiscal year. Lottery funding is based on the Annual ADA Report.

The third reporting period of the 2017-18 school year concluded at the end of May 2018, and the District's Annual ADA Report is now provided for the Board's review and certification.

**RECOMMENDATION:** Certify the 2017-18 Annual Attendance Report.

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

Respectfully submitted:

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

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

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

## Certification

County: Ventura

Fiscal Year: 2017-18

District: Oak Park Unified

Annual

CDS CODE 56 73874

0E243934

### Attendance School District

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

School District Superintendent: \_\_\_\_\_



Date: 07.06.18

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

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

Any inquiries concerning this report should be directed to:

CONTACT NAME Byron Jones

PHONE (818)735-3244 \* 0244

FAX \_\_\_\_\_

E-Mail bsjones@opusd.org

Attendance School District

County: Ventura

Fiscal Year: 2017-18

District: Oak Park Unified

Annual

CDS CODE 56 73874

Certificate Number: 0E243934

Regular ADA		TK/K-3	Grades 4-6	Grades 7-8	Grades 9-12	Total
Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	A-1	1,034.51	953.28	753.86	1,663.33	4,404.98
Extended Year Special Education [EC 56345 (b) (3)] (Divisor 175)	A-2	1.13	0.43	0.27	0.50	2.33
Special Education - Nonpublic, Nonsectarian Schools [EC 56366 (a) (7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions	A-3	0.65	0.15	1.94	0.68	3.42
Extended Year Special Education - Nonpublic, Nonsectarian Schools [EC 56366 (a) (7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions (Divisor 175)	A-4	0.11	0.06	0.23	0.13	0.53
Community Day School [EC 48660] (Divisor 70/135/180)	A-5	0.00	0.00	0.00	0.00	0.00
<b>ADA Totals (Sum of A-1 through A-5)</b>	<b>A-6</b>	<b>1,036.40</b>	<b>953.92</b>	<b>756.30</b>	<b>1,664.64</b>	<b>4,411.26</b>
<b>Other</b>						
Full-Time Traditional Independent Study ADA, pursuant to EC 51747, included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-1	4.12	21.80	35.96	141.09	202.97
Full-Time Traditional Independent Study ADA not eligible for general funding, pursuant to EC 51745.6, and not included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-2	0.00	0.00	0.00	0.00	0.00



Attendance School District

County: Ventura

Fiscal Year: 2017-18

District: Oak Park Unified

Annual

CDS CODE 56 73874

Certificate Number: 0E243934

Course Based Independent Study ADA, pursuant to EC 51749.5, included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-3	0.00	0.00	0.00	0.00	0.00
Course Based Independent Study ADA not eligible for general funding, pursuant to EC 51745.6, and not included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-4	0.00	0.00	0.00	0.00	0.00
ADA for Students in Transitional Kindergarten pursuant to EC 46300 included in Section A (Lines A-1 through A-5, TK/K-3 Column, First Year ADA Only)	B-5	68.90				68.90
ADA for Students in Continuation Education included in Section A (Line A-1, Grades 9-12 Column)	B-6				29.80	29.80
ADA for Students in Opportunity Classes included in Section A (Line A-1, Total Column)	B-7					0.00

Attendance School District

County: Ventura

Fiscal Year: 2017-18

District: Oak Park Unified

Annual

CDS CODE 56 73874

Certificate Number: 0E243934

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

Attendance School District

County: Ventura

Fiscal Year: 2017-18

District: Oak Park Unified

Annual

CDS CODE 56 73874

Certificate Number: 0E243934

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

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

Q SUMMARY REPORTS ADA/ADM Audit by Site, from August 8, 2017 thru 05/25/2018  
6/8/2017

GRADE:	DK	K	1	2	3	TOTAL GR DK-3	4	5	6	TOTAL GR 4-6	7	8	TOTAL GR 7-8	9	10	11	12	TOTAL GR 9-12	TOTAL ADA
<b>REGULAR ADA (Includes HH)</b>																			
<b>SDC Continuation)</b>																			
BROOKSIDE	24.06	70.49	78.02	72.88	94.61	340.06	114.31	96.76		211.07			0.00					0.00	551.13
OAK HILLS	21.65	75.12	74.89	76.43	75.59	323.68	94.34	96.83		191.17			0.00					0.00	514.85
RED OAK	23.02	71.53	76.28	96.37	99.28	366.48	95.87	97.08		192.95			0.00					0.00	559.43
MEDEA						0.00			336.02	336.02	355.57	362.08	717.65					0.00	1053.67
OAK PARK HS						0.00				0.00		0.05	0.05	393.35	372.98	369.99	353.69	1490.01	1490.06
OAK VIEW HS						0.00				0.00			0.00				29.80	29.80	29.80
OPIS	0.00	0.22	0.47	1.43	2.00	4.12	5.19	9.63	6.98	21.80	14.44	21.52	35.96	25.42	38.91	41.02	35.74	141.09	202.97
HOME/HOSPITAL	0.17	0.00	0.00	0.00	0.00	0.17	0.13	0.00	0.00	0.13	0.16	0.04	0.20	0.15	1.07	1.02	0.21	2.43	2.94
<b>TOTALS: Line A-1</b>	<b>68.90</b>	<b>217.36</b>	<b>229.66</b>	<b>247.11</b>	<b>271.48</b>	<b>1034.51</b>	<b>309.84</b>	<b>300.30</b>	<b>343.00</b>	<b>953.14</b>	<b>370.17</b>	<b>383.69</b>	<b>753.86</b>	<b>418.92</b>	<b>412.96</b>	<b>412.03</b>	<b>419.44</b>	<b>1663.33</b>	<b>4404.85</b>
<b>Extended Year Special Ed</b>																			
<b>Line A-2</b>																			
	0.40	0.00	0.22	0.51	0.00	1.13	0.23	0.10	0.09	0.43	0.22	0.05	0.27	0.01	0.34	0.15	0.00	0.50	2.33
<b>Special Ed NPS Line A-3</b>																			
	0.00	0.00	0.00	0.00	0.65	0.65	0.00	0.00	0.15	0.15	0.62	1.33	1.94	0.00	0.68	0.00	0.00	0.68	3.42
<b>Extended Year NPS Line A-4</b>																			
	0.00	0.00	0.00	0.00	0.11	0.11	0.00	0.00	0.06	0.06	0.10	0.13	0.23	0.00	0.13	0.00	0.00	0.13	0.53

	Hrs Claimed	ADA
Oak View	29.80	

6.28  
4411.13

Total P Annual 4411.13  
1st Interim 4438.01  
Over(Short) (26.88)  
0.52

HOME & HOSPITAL Note: H&H is calculated at 1 hr = 1 day attendance. Credit can be taken only up to the maximum number of days in each week of the time period. If there is a holiday, no credit can be taken for that day.

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: AUGUST 21, 2018**  
**SUBJECT: B.1.1. APPROVE CHANGE ORDER NO. 1 (DEDUCTIVE), PROJECT 17-08R, GYMNASIUM FLOOR REPLACEMENT AT MEDEA CREEK MIDDLE SCHOOL**

CONSENT

**ISSUE:** Shall the Board approve deductive (credit) Change Order No. 1 to the contract with Geary Flooring, Inc., for Project 17-08R, Gymnasium Floor Replacement at Medea Creek Middle School?

**BACKGROUND:** On April 18, 2017, the Board entered into a contract with Geary Flooring, Inc., for Project 17-08R, Gymnasium Floor Replacement at Medea Creek Middle School. The original contract provided a \$25,000 allowance for possible repairs to the concrete slab floor that were unforeseen and unknowable until the old flooring was removed. Once the flooring was removed, necessary repairs, totaling \$12,632, were made to the concrete slab floor, leaving an unused contract allowance amount of \$12,368 owed to the District.

Geary Flooring, Inc. and Construction Management staff have agreed to a deductive change order to the Geary contract, as itemized in the accompanying change order request. The total amount of deductive Change Order No. 1 is \$12,368, which when subtracted from the original contract amount of \$174,000, reduces the contract total to \$161,632. It is recommended by District staff that the Board approve deductive Change Order No. 1.

**ALTERNATIVES:**

1. Approve deductive Change Order No. 1 to the contract with Geary Flooring, Inc., in the credit amount of \$12,368, for Project 17-08R, Gymnasium Floor Replacement at Medea Creek Middle School, funded from the Measure R bond fund.
2. Do not approve deductive Change Order No. 1.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Keith Henderson, Construction Manager, Bond Program  
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 17-08R-1

07-02-18

PROJECT NUMBER: 17-08R

PROJECT NAME: GYMNASIUM FLOOR REPLACEMENT AT MEDEA CREEK MIDDLE SCHOOL

CONTRACTOR: GEARY FLOORS INC.

SCOPE OF WORK: CREDIT OWED FOR UNUSED PORTION OF CONTRACT ALLOWANCE (\$25,000)  
PROVIDED FOR POSSIBLE REPAIRS TO THE CONCRETE SLAB FLOOR UNFORESEEN  
AND UNKNOWNABLE AT THE TIME THE CONTRACT WAS EXECUTED.

COST:

Original Contract Amount	\$ 174,000
Previous Approved Change Orders	\$ 0
This Change Order	\$ (12,368)
Adjusted Contract Amount	\$ 161,632

TIME:

Original Contract Completion Date	September 30, 2017
Previous Approved Completion Extension Days	None
Completion days Extension this Change Order	0
Adjusted Contract Completion Date	September 30, 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: GEARY FLOORS, INC

By \_\_\_\_\_

By \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

OPUSD FACILITIES/CONSTRUCTION MANAGER

ARCHITECT/ENGINEER: **Not Applicable**

By \_\_\_\_\_

By \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: AUGUST 21, 2018**  
**SUBJECT: B.1.m. APPROVAL OF CONSULTANT AGREEMENT FOR FCC E-RATE PROGRAM APPLICATION AND AUDIT SERVICES**

CONSENT

**ISSUE:** Shall the Board approve an agreement with Infinity Communications & Consulting, Inc. for consultant services in connection with the Federal Communications Commission E-rate program application?

**BACKGROUND:** Staff is seeking to enter into an agreement with Infinity Communications & Consulting, Inc. for consulting services in connection with Category 1 E-rate program application. Under this federal program, the District receives deeply discounted rates (40%) on technology and telephone services. The proposed contract includes E-rate application management, Request for Proposal (RFP) management services, and E-rate program audit assistance. The amount of the proposed three-year contract is \$7,650 annually, which is included in the District's budget. A copy of the proposal from Infinity Communications & Consulting, Inc. follows for the Board's information and review.

**ALTERNATIVES:**

1. Approve a three-year agreement with Infinity Communications & Consulting, Inc., in the amount of \$7,650 annually, for consultant services in connection with the FCC E-rate program application.
2. Do not approve an agreement with Infinity Communications & Consulting, Inc.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted:

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

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

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



PROJECT ATTACHMENT #0403-18A

Master  
Agreement No: 0403

SERVICES: CATEGORY ONE E-RATE CONSULTING SERVICES

**INFINITY'S RESPONSIBILITIES**

Infinity shall perform the following tasks for our Category One E-rate Consulting Services:

**E-rate and California Teleconnect Fund (CTF) Consulting Service**

1. Client Access – Infinity will be available to the Client by phone, email, or in person to address Client related E-rate Funding issues. Client will provide Infinity with a minimum of 72 hours' notice of a request for onsite service.
2. Program Updates – Infinity will update the Client on changes in the E-rate and CTF process and help staff to take advantage of newly eligible products and services.
3. Program Compliance – Infinity will assist the Client to verify that USAC rules are being followed and, if necessary, provide guidance on new processes or procedures to ensure program compliance, in regards to Bid Evaluations, Procurement, Technology Plans, CIPA compliance, Technology Budget, and Document Retention.

**E-rate Application Management**

1. Needs Assessment and Strategic Planning – Infinity will assist the Client to determine a Filing Strategy that best meets the Client's needs to maximize the Client's E-rate funding opportunities.
2. Determination of Funding Request Amount – Infinity will prepare the required "Item 21 Attachment Sheet", by; review one (1) month of the Client's bills from eligible Service Providers to determine an estimated annual funding request, review of Client's current annual contract(s) for eligible services, and/or review of new contract(s) for eligible services.
3. File Forms – Infinity will prepare and file the following forms required by USAC's School and Library Division to receive E-rate Category One Telecommunications and Internet Access funding: Form 470, Form 471, and Form 486.
4. Administration of PIA Process – Infinity will assist the Client in responses to and delivery of the required documentation for USAC's "Program Integrity Assurance" (PIA) information requests.
5. Service Provider Collections – Infinity will prepare the Service Provider's required forms ("Discount Grids") to have the Client's eligible discounts added to the monthly Service Provider Bills (SPI Method), or prepare and file the Form 472 (BEAR Method) to have a reimbursement check issued for the eligible discount amount.
6. Application Status – Infinity will provide the Client with progress status on applications, reviews, and modifications, for the Client's open funding requests.

**Request for Proposal (RFP) Management Services**

1. Develop RFP Documents – Infinity will develop a Request for Proposal (RFP) for Category One Services in compliance with the Client's Local/State and the E-rate Program's procurement requirements. If newspaper publication is required, Infinity will assist the Client with compliance at least 20 days prior to receipt of responses to the Form 470.
2. RFP Tracking – Infinity will distribute and track, in electronic form only, the "RFP Documents" to prospective bidders thru Infinity's "Projects" website.
3. Administration of RFP Process – Infinity will prepare and distribute project clarification(s) and/or addenda(s) to address questions from prospective bidders.
4. Bid Opening – Infinity will conduct the opening of bid response(s). All bid openings will be held at Infinity's offices, unless otherwise agreed upon between the Client and Infinity.
5. Bid Evaluation – Infinity will evaluate the bid responses based on the E-rate Program's requirements for the "Evaluation of Bids", and provide the Client with recommendations for the award of contract(s).
6. Contract Administration – Infinity will collect the documents necessary for the award of contract from the successful bidder and coordinate the delivery to the Client for execution.

**Audit Assistance**

1. Document Retention – Infinity will maintain a copy of the documents required for E-rate Program's "Document Retention Policy", including; "Pre-bidding Process", "Bidding Process", "Award of Contracts", "Application Process", "Purchase and Delivery of Service", "Invoicing", "Inventory", and "Forms and Rules Compliance", for up to 10 years from the last date of service.
2. Document Assistance – Infinity will assist the Client in the preparation and delivery of the Auditor requested documentation.
3. Support Services – Infinity will represent the Client during all E-rate Audits.



# INFINITY

## COMMUNICATIONS AND CONSULTING

### **CLIENT'S RESPONSIBILITIES**

The Client's responsibilities, for the successful completion of our **Category One E-rate Consulting Services**, shall include:

1. Appointing a representative to act on their behalf, with respect to this agreement and the subsequent projects, who has the authority to render decisions and approve Requests from Infinity, in a timely manner as not to cause unreasonable delay in the progress of Infinity's service.
2. Provide Infinity with reasonable access to the site, if applicable, to allow Infinity the ability to perform the work detailed in this agreement.
3. Provide Infinity all information, required for the successful completion of the agreed service, within 10 days, after the receipt of a request from Infinity. This includes at a minimum, but not limited to; Copies of Monthly Service Provider Bills, Copies of Service Provider Contracts, Approved Free & Reduced Lunch numbers, Budget Information, Copy of Approved Technology Plan, Copy of CIPA Compliance, and "Authorized Contact" information.
4. Provide a Letter of Authorization (LOA), authorizing Infinity, to act on the Client's behalf to file E-rate forms and respond to the USAC's request for information.
5. Sign and certify the E-rate forms required for the Client's application for funding, in a timely manner, as not to cause a failure to comply with the E-rate Program's time sensitive deadlines.
6. For New Contracted Services or Month to Month Services, *only*
  - a. Conduct an "Open and Competitive" bid process, to comply with all applicable Local/State/Federal/E-rate Program procurement requirements, and bidding laws for all "new" requested services and contracts: including, but not limited to, publication of notice of the request for proposal in a newspaper of general circulation twice at least 10 days prior to receipt of the responses.
  - b. Conduct a non-bias bid evaluation, per the E-rate Program's "Evaluations of Bid" requirements, for all bid responses received as the result of posting a Form 470 (RFP).
  - c. Comply with all Local/State/Federal/E-rate Program requirements for the Award of Contract(s), including waiting a minimum of 28 days (after the filing of the Form 470 or RFP, whichever comes later) to execute contracts and/or to submit a Form 471 for the requested service.
  - d. Provide Infinity copies of all documents pertaining to an award of contract for each funding request, to comply with the E-rate Program's "Document Retention Policy", including but not limited to: Bidding Documents, Evaluation of responses, Board Meeting Minutes, Copies of the winning bidder's response, and Bidder's Item 21 Attachment Sheet.
7. Require the Service Provider, for the eligible services the Clients is entitled to receive California Teleconnect Fund (CTF) support, to invoice USAC by the SPI Method (Form 474).
8. Maintain and update an "Equipment Asset Register" (EAR). The EAR shall detail the make, model, serial number, and location of all equipment purchased with the support of the Universal Services Fund (E-rate Program). The Client will provide Infinity a copy of the EAR for compliance with the "Inventory" section of E-rate's "Document Retention Policy".
9. Maintain and update a "Service Provider Reimbursement Reconciliation" (SPRR) spread sheet. The SPRR shall include, by FRN(s), the total amount of funds associated with each reimbursement, and/or the total amount of discounts (in the form of discounted bills, checks, or credits) received from the Service Provider. The Client will provide Infinity a copy of the SPRR for compliance with the "Invoicing" section of E-rate's "Document Retention Policy".
10. Retain documents, for each funding request, related to the "Pre-bidding Process", "Bidding Process", "Award of Contracts", "Application Process", "Purchase and Delivery of Service", "Invoicing", "Inventory", and "Forms and Rules Compliance" for a period of at least 10 years from the last date of service.

**\* In the event, something unforeseen happens that is not covered under PROJECT ATTACHMENT #0403-18A with this contract, an additional fee will be negotiated before any additional services are provided.**

### **TERM OF CONTRACT:**

This Agreement is for a term of **3 years**, with an expiration date of **June 30, 2021**. This agreement may be extended for two (2) additional one (1) year terms with written acknowledgement from both parties.

Infinity's fee will be an annual flat rate fee of **\$7,650.00**, for existing services Category One services.

\* Existing services are for services currently being requested through the E-rate program.

\*\* Additional or new services may require an additional fee. This fee must be agreed to prior to billing.



For additional works that is required outside the scope of the original project, the hourly rates listed will be charged. Standard Hourly Rates are subject to review and adjustment. The hourly rates effective on the date of the Agreement are:

Principal	\$175.00/hour
Sr. Systems Designer	\$145.00/hour
Systems Designer	\$105.00/hour
CAD Operator	\$58.00/hour
Sr. Construction Manager	\$125.00/hour
Construction Manager	\$95.00/hour
Contracts Administrator	\$61.00/hour
Erate Consultant	\$140.00/hour
Erate Specialist, III	\$90.00/hour
Erate Specialist, II	\$72.00/hour
Erate Specialist, I	\$51.00/hour
Support Staff	\$48.00/hour

Reimbursable Expense rates are subject to annual review and adjustment. The rates effective on the date of the Agreement are:

Newspaper Advertisement	at cost + 15%
8"x11" Copies/Impression	\$0.05/sheet
Blue Print Copies	at cost + 15%
Reproducible Copies (Mylar)	at cost + 15%
Reproducible Copies (Paper)	at cost + 15%
Long Distance Phone Calls	at cost + 15%
Legal Counsel	at cost + 15%
Travel Expenses:	
Mileage (auto)	\$0.545/mile
Airfare	at cost + 15%
Meals	at cost + 15%
Lodging	at cost + 15%
Standard Labor Rate	See Hourly Rate Schedule Above

IN WITNESS THEREOF, the parties hereto have executed this Agreement on the date written below.

Federal Tax ID#

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: AUGUST 21, 2018**

**SUBJECT: B.1.n. APPROVE NOTICE OF COMPLETION, MEASURE R PROJECT 18-16R, DRAIN REPAIRS AT OAK HILLS ELEMENTARY SCHOOL AND OAK PARK HIGH SCHOOL**

CONSENT

**ISSUE:** Shall the Board approve the Notice of Completion for Measure R Project 18-16R, Drain Repairs at Oak Hills Elementary School and Oak Park High School, contracted with Precision Plumbing - Mechanical?

**BACKGROUND:** On March 20, 2018, the Board of Education authorized the award of a contract for Measure R Project 18-16R, Drain Repairs at Oak Hills Elementary School and Oak Park High School, contracted with Precision Plumbing - Mechanical, of Moorpark, California.

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

**ALTERNATIVES:**

1. Approve the Notice of Completion for Measure R Project 18-16R, Drain Repairs at Oak Hills Elementary School and Oak Park High School, contracted with Precision Plumbing - Mechanical, of Moorpark, California.
2. Do not approve the Notice of Completion.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted:

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

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

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

Notice of Completion

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

Description: Oak Hills Elementary School, 1010N. Kanan Road, Oak Park, CA 91377; Oak Park High School, 899 N. Kanan Road, Oak Park, CA 91377

That on or about February 14, 2018 the said Oak Park Unified School District of Ventura County entered into a contract with Precision Plumbing - Mechanical, of Moorpark, California, for Measure R Project 18-16R, Drain Repairs at Oak Hills Elementary School and Oak Park High School on certain real property hereinbefore described: that said building and improvements were actually completed on August 21, 2018; that the address of said Oak Park Unified School District is 5801 E. Conifer Street, Oak Park, CA 91377, Ventura County, California.

*OAK PARK UNIFIED SCHOOL DISTRICT*

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

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

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

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

STATE OF CALIFORNIA  
COUNTY OF VENTURA

Oak Park Unified School District

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

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

WITNESS my hand and official seal.

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

Oak Park Unified School  
Business and Administration Services

**PROJECT AND CONTRACT SUMMARY**

**MEASURE R PROJECT 18-16R DRAIN REPAIRS AT OAK HILLS  
ELEMENTARY SCHOOL AND OAK PARK HIGH SCHOOL**

---

**PROJECT NUMBER AND TITLE**

- **TITLE:** MEASURE R PROJECT 18-16R, DRAIN REPAIRS AT OAK HILLS ELEMENTARY SCHOOL AND OAK PARK HIGH SCHOOL
- **DESCRIPTION:** REPLACE FLOOR DRAINS AT OAK HILLS ELEMENTARY SCHOOL AND IN THE C BUILDING STAFF RESTROOM AT OAK PARK HIGH SCHOOL.
- **DATE OF AUTHORIZATION:** MARCH 20, 2018

**PROJECT BUDGET**

- **AMOUNT:** \$12,144
  - **DATE OF AUTHORIZATION:** MARCH 20, 2018
- 

**AWARD OF CONTRACT**

- **DATE OF BOARD AWARD:** MARCH 20, 2018

**CONTRACTOR INFORMATION**

- **COMPANY NAME:** PRECISION PLUMBING
- **LOCATION:** MOORPARK, CALIFORNIA

**CONTRACT AMOUNT**

- **ORIGINAL CONTRACT AMOUNT:** \$12,144

**CONTRACTORS CHANGE ORDERS (IF APPLICABLE)**

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

**NOTICE OF COMPLETION**

**DATE OF APPROVAL:** AUGUST 21, 2018  
**FINAL CONTRACT AMOUNT:** \$12,144

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: AUGUST 21, 2018**

**SUBJECT: B.1.o. APPROVE NOTICE OF COMPLETION, PROJECT 18-17F, PHASE 2  
DISTRICTWIDE EXTERIOR LIGHTING UPGRADE**

CONSENT

**ISSUE:** Shall the Board approve the Notice of Completion for Project 18-17F, Phase 2 Districtwide Exterior Lighting Upgrade, contracted with Taft Electric Company?

**BACKGROUND:** On March 20, 2018, the Board of Education authorized the award of a contract for Project 18-17F, Phase 2 Districtwide Exterior Lighting Upgrade, contracted with Taft Electric Company, of Ventura, California.

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

**ALTERNATIVES:**

1. Approve the Notice of Completion for Project 18-17F, Phase 2 Districtwide Exterior Lighting Upgrade, contracted with Taft Electric Company, of Ventura, California.
2. Do not approve the Notice of Completion.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted:

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

Notice of Completion

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

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

That on or about March 22, 2018 the said Oak Park Unified School District of Ventura County entered into a contract with Taft Electric Company, of Ventura, California, for Project 18-17F, Phase 2 Districtwide Exterior Lighting Upgrade on certain real property hereinbefore described: that said building and improvements were actually completed on August 21, 2018; that the address of said Oak Park Unified School District is 5801 E. Conifer Street, Oak Park, CA 91377, Ventura County, California.

*OAK PARK UNIFIED SCHOOL DISTRICT*

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

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

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

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

STATE OF CALIFORNIA  
COUNTY OF VENTURA

Oak Park Unified School District

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

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

WITNESS my hand and official seal.

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

Oak Park Unified School  
Business and Administration Services

**PROJECT AND CONTRACT SUMMARY**

**PROJECT 18-17F, PHASE 2 DISTRICTWIDE EXTERIOR LIGHTING  
UPGRADE**

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**PROJECT NUMBER AND TITLE**

- **TITLE:** 18-17F, PHASE 2 DISTRICTWIDE EXTERIOR LIGHTING UPGRADE
- **DESCRIPTION:** COMPLETION OF PHASE 1 ITEMS SUCH AS LIGHTING UPGRADE OF ALL DISTRICT SCHOOLS CONVERTING TO LED FIXTURES AND LAMPS. RETROFITTING ALL EXTERIOR FIXTURES NOT ADDRESSED IN PHASE 1 WHICH INCLUDES PARKING LOT, TENNIS AND BASKETBALL COURTS.
- **DATE OF AUTHORIZATION:** MARCH 20, 2018

**PROJECT BUDGET**

- **AMOUNT:** \$148,000
  - **DATE OF AUTHORIZATION:** MARCH 20, 2018
- 

**AWARD OF CONTRACT**

- **DATE OF BOARD AWARD:** MARCH 20, 2018

**CONTRACTOR INFORMATION**

- **COMPANY NAME:** TAFT ELECTRIC COMPANY
- **LOCATION:** VENTURA, CALIFORNIA

**CONTRACT AMOUNT**

- **ORIGINAL CONTRACT AMOUNT:** \$137,140

**CONTRACTORS CHANGE ORDERS (IF APPLICABLE)**

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

**NOTICE OF COMPLETION**

- **DATE OF APPROVAL:** AUGUST 21, 2018
- **FINAL CONTRACT AMOUNT:** \$137,140



**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: AUGUST 21, 2018**

**SUBJECT: B.1.p. APPROVE NOTICE OF COMPLETION, MEASURE S PROJECT 18-22S, DISTRICTWIDE SAFETY AND SECURITY UPGRADES TO SCHOOL PUBLIC ADDRESS SYSTEMS**

CONSENT

**ISSUE:** Shall the Board approve the Notice of Completion for Measure S Project 18-22S, Districtwide Safety and Security Upgrades to School Public Address Systems, contracted with Pacificom?

**BACKGROUND:** On April 17, 2018, the Board of Education authorized the award of a contract for Measure S Project 18-22S, Districtwide Safety and Security Upgrades to School Public Address Systems, contracted with Pacificom, of Camarillo, California.

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

**ALTERNATIVES:**

1. Approve the Notice of Completion for Measure S Project 18-22S, Districtwide Safety and Security Upgrades to School Public Address Systems, contracted with Pacificom, of Camarillo, California.
2. Do not approve the Notice of Completion.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted:

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

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

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

Notice of Completion

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

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

That on or about April 17, 2018 the said Oak Park Unified School District of Ventura County entered into a contract with Pacificom, of Camarillo, California, for Measure S Project 18-22S, Districtwide Safety and Security Upgrades to School Public Address Systems on certain real property hereinbefore described: that said building and improvements were actually completed on August 21, 2018; that the address of said Oak Park Unified School District is 5801 E. Conifer Street, Oak Park, CA 91377, Ventura County, California.

*OAK PARK UNIFIED SCHOOL DISTRICT*

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

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

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

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

STATE OF CALIFORNIA  
COUNTY OF VENTURA

Oak Park Unified School District

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

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

WITNESS my hand and official seal.

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

Oak Park Unified School  
Business and Administration Services

**PROJECT AND CONTRACT SUMMARY**

**MEASURE PROJECT 18-22S, DISTRICTWIDE SAFETY AND SECURITY  
UPGRADES TO SCHOOL PUBLIC ADDRESS SYSTEMS**

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**PROJECT NUMBER AND TITLE**

- **TITLE:** PROJECT 18-22S, DISTRICTWIDE SAFETY AND SECURITY UPGRADES TO SCHOOL PUBLIC ADDRESS SYSTEMS
- **DESCRIPTION:** REPAIR AND UPGRADE THE PUBLIC ADDRESS SYSTEMS AT EACH SCHOOL SITE TO ENSURE ALL-CALL ANNOUNCEMENTS CAN BE HEARD THROUGHOUT THE CAMPUS.
- **DATE OF AUTHORIZATION:** APRIL 17, 2018

**PROJECT BUDGET**

- **AMOUNT:** \$14,669.32
  - **DATE OF AUTHORIZATION:** APRIL 17, 2018
- 

**AWARD OF CONTRACT**

- **DATE OF BOARD AWARD:** APRIL 17, 2018

**CONTRACTOR INFORMATION**

- **COMPANY NAME:** PACIFICOM
- **LOCATION:** CAMARILLO, CALIFORNIA

**CONTRACT AMOUNT**

- **ORIGINAL CONTRACT AMOUNT:** \$14,669.32

**CONTRACTORS CHANGE ORDERS (IF APPLICABLE)**

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

**NOTICE OF COMPLETION**

- **DATE OF APPROVAL:** AUGUST 21, 2018
- **FINAL CONTRACT AMOUNT:** \$14,669.32

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: AUGUST 21, 2018**

**SUBJECT: B.1.q. APPROVE NOTICE OF COMPLETION, MEASURE S PROJECT 18-24S, SECURITY FENCING FOR SOUTHEAST CAMPUS PERIMETER AT OAK PARK HIGH SCHOOL**

CONSENT

**ISSUE:** Shall the Board approve the Notice of Completion for Measure S Project 18-24S, Security Fencing for Southeast Campus Perimeter at Oak Park High School, contracted with Fence Factory?

**BACKGROUND:** On May 17, 2018, the Board of Education authorized the award of a contract for Measure S Project 18-24S, Security Fencing for Southeast Campus Perimeter at Oak Park High School, contracted with Fence Factory, of Agoura Hills, California.

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

**ALTERNATIVES:**

1. Approve the Notice of Completion for Measure S Project 18-24S, Security Fencing for Southeast Campus Perimeter at Oak Park High School, contracted with Fence Factory, of Agoura Hills, California.
2. Do not approve the Notice of Completion.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted:

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

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

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

Notice of Completion

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

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

That on or about May 17, 2018 the said Oak Park Unified School District of Ventura County entered into a contract with Fence Factory, of Agoura Hills, California, for Measure S Project 18-24S, Security Fencing for Southeast Campus Perimeter at Oak Park High School on certain real property hereinbefore described: that said building and improvements were actually completed on August 21, 2018: that the address of said Oak Park Unified School District is 5801 E. Conifer Street, Oak Park, CA 91377, Ventura County, California.

*OAK PARK UNIFIED SCHOOL DISTRICT*

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

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

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

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

STATE OF CALIFORNIA  
COUNTY OF VENTURA

Oak Park Unified School District

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

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

WITNESS my hand and official seal.

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

Oak Park Unified School  
Business and Administration Services

**PROJECT AND CONTRACT SUMMARY**

**MEASURE S PROJECT 18-24S, SECURITY FENCING FOR SOUTHEAST  
CAMPUS PERIMETER AT OAK PARK HIGH SCHOOL**

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**PROJECT NUMBER AND TITLE**

- **TITLE:** MEASURE S PROJECT 18-24S, SECURITY FENCING FOR SOUTHEAST CAMPUS PERIMETER AT OAK PARK HIGH SCHOOL
- **DESCRIPTION:** SECURITY FENCING AT OAK PARK HIGH SCHOOL AT THE SOUTHEAST CAMPUS PERIMETER.
- **DATE OF AUTHORIZATION:** MAY 17, 2018

**PROJECT BUDGET**

- **AMOUNT:** \$58,200
  - **DATE OF AUTHORIZATION:** MAY 17, 2018
- 

**AWARD OF CONTRACT**

- **DATE OF BOARD AWARD** MAY 17, 2018

**CONTRACTOR INFORMATION**

- **COMPANY NAME:** FENCE FACTORY
- **LOCATION:** AGOURA HILLS, CALIFORNIA

**CONTRACT AMOUNT**

- **ORIGINAL CONTRACT AMOUNT:** \$49,870

**CONTRACTORS CHANGE ORDERS (IF APPLICABLE)**

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

**NOTICE OF COMPLETION**

- **DATE OF APPROVAL:** AUGUST 21, 2018
- **FINAL CONTRACT AMOUNT:** \$49,870

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: AUGUST 21, 2018**

**SUBJECT: B.1.r. APPROVE NOTICE OF COMPLETION, MEASURE S PROJECT 18-25S, REPLACEMENT OF GYMNASIUM/MULTIPURPOSE ROOM ROOF AT MEDEA CREEK MIDDLE SCHOOL**

CONSENT

**ISSUE:** Shall the Board approve the Notice of Completion for Measure S Project 18-25S, Replacement of Gymnasium/Multipurpose Room Roof at Medea Creek Middle School, contracted with Pacific Single Ply Roofing, Inc.?

**BACKGROUND:** On May 17, 2018, the Board of Education authorized the award of a contract for Measure S Project 18-25S, Replacement of Gymnasium/Multipurpose Room Roof at Medea Creek Middle School, contracted with Pacific Single Ply Roofing, Inc., of La Habra, California.

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

**ALTERNATIVES:**

1. Approve the Notice of Completion for Measure S Project 18-25S, Replacement of Gymnasium/Multipurpose Room Roof at Medea Creek Middle School, contracted with Pacific Single Ply Roofing, Inc., of La Habra, 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 May 24, 2018 the said Oak Park Unified School District of Ventura County entered into a contract with Pacific Single Ply Roofing, Inc., of La Habra, California, for Measure S Project 18-25S, Replacement of Gymnasium/Multipurpose Room Roof at Medea Creek Middle School on certain real property hereinbefore described: that said building and improvements were actually completed on August 21, 2018; that the address of said Oak Park Unified School District is 5801 E. Conifer Street, Oak Park, CA 91377, Ventura County, California.

*OAK PARK UNIFIED SCHOOL DISTRICT*

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

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

Anthony W. Knight, Ed.D., Superintendent

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

STATE OF CALIFORNIA  
COUNTY OF VENTURA

Oak Park Unified School District

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

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

WITNESS my hand and official seal.

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



Oak Park Unified School  
Business and Administration Services

**PROJECT AND CONTRACT SUMMARY**

**MEASURE S PROJECT 18-25S, REPLACEMENT OF  
GYMNASIUM/MULTIPURPOSE ROOM ROOF AT MEDEA CREEK  
MIDDLE SCHOOL**

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**PROJECT NUMBER AND TITLE**

- **TITLE:** MEASURE S PROJECT 18-25S, REPLACEMENT OF GYMNASIUM/MULTIPURPOSE ROOM ROOF AT MEDEA CREEK MIDDLE SCHOOL
- **DESCRIPTION:** REPLACEMENT OF GYMNASIUM/MULTIPURPOSE ROOM ROOF AT MEDIA CREEK MIDDLE SCHOOL.
- **DATE OF AUTHORIZATION:** MAY 17, 2018

**PROJECT BUDGET**

- **AMOUNT:** \$160,135
  - **DATE OF AUTHORIZATION:** MAY 17, 2018
- 

**AWARD OF CONTRACT**

- **DATE OF BOARD AWARD:** MAY 17, 2018

**CONTRACTOR INFORMATION**

- **COMPANY NAME:** PACIFIC SINGLE PLY ROOFING, INC.
- **LOCATION:** LA HABRA, CALIFORNIA

**CONTRACT AMOUNT**

- **ORIGINAL CONTRACT AMOUNT:** \$145,577

**CONTRACTORS CHANGE ORDERS (IF APPLICABLE)**

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

**NOTICE OF COMPLETION**

- **DATE OF APPROVAL:** AUGUST 21, 2018
- **FINAL CONTRACT AMOUNT:** \$145,577

**TO: BOARD OF EDUCATION**

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

**DATE: AUGUST 21, 2018**

**SUBJECT: B.1.s. APPROVE DISPOSAL OF OBSOLETE OR SURPLUS  
INSTRUCTIONAL MATERIALS, BOOKS, AND OR LIBRARY  
BOOKS**

**CONSENT**

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**ISSUE:** Should the Board of Education approve the disposal of obsolete or surplus instructional materials, books, and/or library books?

**BACKGROUND:** The District declares an inventory of library books, textbooks and/or instructional materials as obsolete, surplus, and no longer needed by teachers or students. Education Code requires the Board to declare that these books and/or materials are obsolete or surplus authorizing staff to sell, distribute, or otherwise dispose of them. This is one measure of ensuring that students have benefit of current quality materials that meet the specific rigorous criteria set by the Oak Park Unified School District. List of obsolete instructional materials is included.

**ALTERNATIVES:**

- 1) Approve a motion declaring the inventory of instructional materials and library books obsolete and/or surplus.
- 2) Do not approve a motion declaring the inventory of instructional materials and library books obsolete and / or surplus.

**RECOMMENDATION:** Alternative No. 1

Respectfully submitted,

---

Anthony W. Knight, Ed.D.  
Superintendent

---

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

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

OBSOLETE BOOKS - RED OAK ELEMENTARY SCHOOL				
Class / Department (ie: AP Math, or Special Ed)	Title of Item to be Retired	ISBN	Qty of EACH (we need a number here, can't be something like "teachers set")	Condition (good / scrap)
Special Ed	Language! Focus on English Learning	1-602-18-832-7	4	Good
Special Ed	SRA Specific Skills Series	0-02-688012-1	320 individual levelled readers	Good
OBSOLETE TEXTBOOKS - OAK PARK HIGH SCHOOL				
Class / Department (ie: AP Math, or Special Ed)	Title of Item to be Retired	ISBN	Qty of EACH (we need a number here, can't be something like "teachers set")	Condition (good / scrap)
P.E.	Arnheim's Principles of Athletic Training	0-07-297108-8	67	Good
Science	Earth Science (Winnie Litten said to be replaced)	0-03-092207-0	530	Good
Government	American Government	0-13-133579-0	247	Fair

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: AUGUST 21, 2018**  
**SUBJECT: B.2.a. UPDATE ON PROJECT 18-14F, GRADE 6 ONE-TO-ONE CHROMEBOOK PILOT PROGRAM**

INFORMATION

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**ISSUE:** Shall the Board receive an update on Project 18-14F, Grade 6 One-To-One Chromebook Pilot and the associated Lease-to-Own Program?

**BACKGROUND:** At its meeting on March 20, 2018, the Board of Education authorized Project 18-14F, Grade 6 One-To-One Chromebook Take Home Pilot. At this evening's meeting, District staff will provide the Board with a progress report on the rollout of Project 18-14F, Grade 6 One-To-One Chromebook Pilot and the associated Lease-to-Own Program.

**RECOMMENDATION:** None; information only.

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

Respectfully submitted,

---

Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: AUGUST 21, 2018**  
**SUBJECT: B.2.b. RATIFY AWARD OF MEASURE S PURCHASE CONTRACT,  
PROJECT 18-12S, DISTRICT NETWORK FILE SERVER REFRESH**

ACTION

**ISSUE:** Shall the Board ratify the award of a purchase contract to CDW Government LLC, under the provisions of piggybackable contract Monterey COE/CalSave Bid #527683, for Project 18-12S, District Network File Server Refresh, utilizing Measure S bond funds?

**BACKGROUND:** At its March 20, 2018 meeting, the Board of Education authorized Measure S Technology Project 18-12S, District Network File Server Refresh. OPUSD Technology staff subsequently requested proposals for this equipment from qualified bidders, receiving responses from four companies. A recap of the proposals received follows for the Board's information and review. In order to expedite the delivery and installation of the servers for the 2018-19 school year, a purchase contract was issued to CDW Government LLC for its Nutanix File Server system, in the amount of \$119,959, using the provisions of piggybackable contract Monterey COE/CalSave Bid #527683. It is respectfully requested that the Board ratify the award of the purchase contract at this evening's meeting.

**ALTERNATIVES:**

1. Ratify the award of a purchase contract to CDW Government LLC, in the amount of \$119,959, under the provisions of piggybackable contract Monterey COE/CalSave Bid #527683, for Project 18-12S, District Network File Server Refresh, utilizing Measure S bond funds.
2. Do not ratify the award of a purchase contract.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Enoch Kwok, Director,  
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	_____	_____	_____	_____

# RECAP OF PROPOSALS: OPUSD MEASURE S PROJECT 18-12S FILE SERVER REFRESH

Updated 2018-06-27	Cisco UCS / All Connectd	Lenovo SHI (SSD)	Dell VxRail	Nutanix CDW
<b>Nodes</b>	3	4	3	4
<b>Processor</b>	Dual 12 core 2.1GHz/4116	Single 16 core 2.6GHz 6142	Dual 8 core 2.1GHz 4110	Dual 10 core 2.2Ghz Skylake 4114
<b>Total cores</b>	72	64	48	80
<b>RAM node/Total</b>	192 GB / 576 GB	64 GB / 256 GB	192 GB / 576 GB	192 GB/ 768 GB
<b>HDD</b>	6 x 6TB (18) SAS 7.2Krpm [108 TB]	n/a	6 x 4TB (18x4TB) [72TB]	2 x 6 TB (8x6TB) [48 TB]
<b>Usable Storage</b>	40TB			36 TB
<b>SSD</b>	3.2 TB cache/node	6 x 2TB (24) SSD [48 TB]	2x800GB cache/node	1 x 2TB (4)
<b>Single Button Upgrade</b>	Yes, v3.5 upgrade in Sept/Oct	Yes	Yes	Yes
<b>Up Front Cost</b>	\$127,419.37	\$124,954.94	\$124,467.18	<b>\$119,958.38</b>
<b>Year 6 cost</b>	\$15,000	\$5,874.74	\$16,903.00	<b>\$8,595.19</b>
<b>Piggyback bid</b>	Yes - CMAS	IPA #2018011-02	VCOE #6500	CALSAVE Monterrey COE #527683
				OEM - SuperMicro
				Level3 support 24x7x365
				need 8 SFP+ ports

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: AUGUST 21, 2018**  
**SUBJECT: B.2.c. RATIFY AWARD OF MEASURE R CONSTRUCTION CONTRACTS, PROJECT 18-34R, PHASE 1- PURCHASE AND RENOVATION OF EXTENDED CARE PROGRAM CLASSROOM BUILDINGS**

ACTION

**ISSUE:** Shall the Board ratify construction contracts in connection with Project 18-34R, Phase 1- Purchase and Renovation of Extended Care Program Classroom Buildings?

**BACKGROUND:** At its meeting on June 12, 2018, the Board of Education authorized Project 18-34R, Phase 1- Purchase and Renovation of Extended Care Program Classroom Buildings, deeming it essential for completion of this project prior to the start of the 2018-19 school year. The Board is respectfully requested to ratify the award of contracts for this work to the following companies on the District's approved list of California Uniform Public Contract Cost Accounting Act (CUPCAA) contractor list, and authorize the use of the funding source identified below:

CONTRACTOR	SCOPE OF WORK	AMOUNT	FUNDING
Omega Construction Co.	Interior/Exterior Paint and Repair	\$ 33,218	Measure R
Premier Carpet	Remove/Replace Classroom Carpet	\$ 39,458	Measure R

**ALTERNATIVES:**

1. Ratify construction contracts in connection with Project 18-34R, Phase 1- Purchase and Renovation of Extended Care Program Classroom Buildings to Omega Construction Co., in the amount of \$33,218; and Premier Carpet, in the amount of \$39,458; and authorize the use of Measure R bond funds for this project.
2. Do not ratify the contracts.

**RECOMMENDATION:** Alternative 1.

Prepared by: Keith Henderson, Construction Manager, District Bond Program  
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	_____	_____	_____	_____



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

Attn: KEITH HENDERSON

From: ALAN COMINS

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

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

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

Date: 6/27/2018

Bid Due Date: 6/27/2018

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

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

# Proposal

## To

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

## Project

ROOMS: D55, D56, SIMI 1 & SIMI 18  
OAK PARK, CA 91377

### CARPET TILE & WALL BASE

Manufacturer Style	Color Name Color Number	Line Total
1 SUPPLY AND INSTALL - 24"x24" PHILADELPHIA/AREA TILE/MYSTICAL AZURE CARPET TILE AND FOUR-INCH BLUE BONNET WALL BASE IN RED OAK ROOM: D55, INCLUDES DEMO OF EXISTING FLOORING AND MINOR FLOOR PREP	-	8,925.25
2 SUPPLY AND INSTALL - 24"x24" PHILADELPHIA/AREA TILE/MYSTICAL AZURE CARPET TILE AND FOUR-INCH BLUE BONNET WALL BASE IN RED OAK ROOM: D56, INCLUDES DEMO OF EXISTING FLOORING AND MINOR FLOOR PREP	-	8,925.25
3 SUPPLY AND INSTALL - 24"x24" PHILADELPHIA/AREA TILE/MYSTICAL AZURE CARPET TILE AND FOUR-INCH BLUE BONNET WALL BASE IN RED OAK RANCHO SIMI ROOM: 1, INCLUDES DEMO OF EXISTING FLOORING AND MINOR FLOOR PREP	-	8,925.25
4 SUPPLY AND INSTALL - 24"x24" PHILADELPHIA/AREA TILE/MYSTICAL AZURE CARPET TILE AND FOUR-INCH BLUE BONNET WALL BASE IN OAK HILLS RANCHO SIMI ROOM: 18, INCLUDES DEMO OF EXISTING FLOORING AND MINOR FLOOR PREP	-	8,925.25

CA CRPT STEWARDSHIP ASSESSMENT \$107.00

TOTAL (APPLICABLE TAX INCLUDED) \$35,808.00

Plus Bond Cost @ 3%

### OPTION FOR RED OAK ROOM: D56

Manufacturer Style	Color Name Color Number	Line Total
1 FURNITURE MOVING - REMOVE AND REPLACE IN RED OAK ROOM: D56	-	2,500.00

TOTAL (APPLICABLE TAX INCLUDED) \$2,500.00

36,957 <sup>34</sup>/<sub>100</sub>  
TOTAL: \$39,457 <sup>34</sup>/<sub>100</sub>



**OPTION FOR OAK HILLS RANCHO SIMI ROOM: 18**

Manufacturer Style	Color Name Color Number	Line Total
1 FURNITURE MOVING - REMOVE AND REPLACE IN OAK HILLS RANCHO SIMI ROOM: 18	<i>DECLINED MK</i>	1,700.00
<b>TOTAL (APPLICABLE TAX INCLUDED)</b>		<b>\$1,700.00</b>

**NOTE: THIS BID INCLUDES DEMO OF EXISTING FLOORING, MINOR FLOOR PREP AND PREVAILING WAGE LABOR; EXCLUDES FURNITURE MOVING (EXCEPT AS NOTED IN THE OPTIONS).**

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

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

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

Los Angeles

OAK PARK UNIFIED SCHOOL DISTRICT

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

ALAN COMINS

Proposed Installation Start Date: \_\_\_\_\_

GENERAL BUILDING AND PAINTING CONTRACTORS  
P.O. BOX 7038 NORTHRIDGE CA 91327  
**CSLB B - C33 464910 DIR # 1000001443**  
ph. (818) 364-9421 fax (818) 364-9422

**Date :** July 3, 2018

**Proposal #** 18-70301

**Keith Henderson**

Construction Manager  
Oak Park Unified School District  
5801 Conifer Street, | Oak Park, CA 91377

**Project Location: Portable Building Repairs**

The undersigned agrees to furnish and provide necessary labor, materials, tools, implements, and appliances to do, perform and complete in a good workmanlike manner the following:

**I. Oak Hills Elementary**

**Interior**

- Prep, Prime and Paint interior FRP surfaces of one (1) Portable Building.
- Prep, Prime and Paint Door and Frame.
- Prep, Prime and Paint T-Bar Ceiling grid.
- Supply and install new 2' x 4' ceiling tile.
- Supply and install tackable wall surface on upper 5' of walls. **\$ 11,950.00**

**Exterior**

- Prep, Prime and Paint front elevation of Portable Building to include walls, trim and railings.
- Colors to match existing.
- Repair / Reattach Hand rail as needed.
- Apply one coat of non skid coating to ramp surfaces. **\$ 850.00**

**Oak Hills Elementary Total:** **\$ 12,800.00**

**II. Red Oak Elementary**

**Interior**

- Prep, Prime and Paint interior FRP surfaces of one (1) Portable Building.
- Prep, Prime and Paint Door and Frame.
- Prep, Prime and Paint T-Bar Ceiling grid.
- Supply and install new 2' x 4' ceiling tile.
- Supply and install tackable wall surface on upper 5' of walls. **\$ 11,950.00**

**Exterior**

- Prep, Prime and Paint exterior of two (2) Portable Buildings.
- Painting to include all walls, trim, railings and ramps.
- Repair / Reattach Hand rail as needed.
- Apply one coat of non skid coating to ramp surfaces. **\$ 4,800.00**

**Red Oak Elementary Total:** **\$16,750.00**

### **III. Brookside Elementary**

#### **Rooms 311 / 312 / 211**

- Prep, Prime and Paint interior and exterior side of doors.
- Remove all vinyl stickers.
- Apply one (1) coat of primer.
- Apply two (2) coats of 100% acrylic finish.
- Color to match existing. \$ 800.00

#### **Room 211**

- Prep, Prime and Paint interior of Room 211.
- Apply one (1) coat of primer.
- Apply two (2) coats of 100% acrylic finish. \$ 1,900.00
- 

Brookside Elementary Cost: **\$ 2,700.00**

**Subtotal All Sites:** **\$ 32,250.00**

**Bond Fee 3%:** **\$ 967.50**

### **III. General Items**

- All work to be done per current prevailing wage rates..
- Work to be scheduled in single mobilization and work to be complete during normal working hours.
- Water and power to be available for use by contractor.

**All the above work to be completed for the sum of Thirty Three Thousand Two Hundred Seventeen Dollars and 50 cents.**

**{ \$33,217.50 }**

#### **The above Proposal is based on the following Terms and Conditions:**

1. Architectural drawings of any kind are not included in this Proposal for the purpose of obtaining Building Permits or any reason. If Building and Safety requires drawings, a separate Proposal will be presented to the City for Acceptance.
2. If unforeseen conditions are discovered during the course of construction, These conditions will be presented to the Owner and any additional work required will be extra. A proposal will be provided by Omega Construction detailing extra work to be approved by the Owner. No extra work will be performed without written approval of Owner.
3. All work will be performed during normal business hours. Monday - Friday 7am to 4pm.

**Respectfully Submitted,**

**Acceptance:**

**Parasko Saroukos,  
Vice President, Omega Construction Co Inc.**

**By:  
Date:**

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: AUGUST 21, 2018**  
**SUBJECT: B.2.d. APPROVE NOTICE OF COMPLETION, MEASURE R PROJECT 18-34R, PHASE 1- PURCHASE AND RENOVATION OF EXTENDED CARE PROGRAM CLASSROOM BUILDINGS**

ACTION

**ISSUE:** Shall the Board approve the Notice of Completion for Measure R Project 18-34R, Phase 1- Purchase and Renovation of Extended Care Program Classroom Buildings, contracted with Omega Construction Company, Inc. and Premier Carpet?

**BACKGROUND:** On August 21, 2018, the Board of Education ratified construction contracts for Measure R Project 18-34R, Phase 1- Purchase and Renovation of Extended Care Program Classroom Buildings, with Omega Construction Company, Inc. of Northridge, California and with Premier Carpet, of Chatsworth, California.

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

**ALTERNATIVES:**

1. Approve the Notice of Completion for Measure R Project 18-34R, Phase 1- Purchase and Renovation of Extended Care Program Classroom Buildings, contracted with Omega Construction Company, Inc. and Premier Carpet.
2. Do not approve the Notice of Completion.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted:

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

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

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



Notice of Completion

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

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

That on or about July 23, 2018 the said Oak Park Unified School District of Ventura County entered into a contract with Omega Construction Company, Inc. of Northridge, California, and Premier Carpet, of Chatsworth, California, for Measure R Project 17-34R, Extended Care Classrooms on certain real property hereinbefore described: that said building and improvements were actually completed on August 21, 2018; that the address of said Oak Park Unified School District is 5801 E. Conifer Street, Oak Park, CA 91377, Ventura County, California.

*OAK PARK UNIFIED SCHOOL DISTRICT*

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

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

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

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

STATE OF CALIFORNIA  
COUNTY OF VENTURA

Oak Park Unified School District

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

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

WITNESS my hand and official seal.

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

Oak Park Unified School  
Business and Administration Services

**PROJECT AND CONTRACT SUMMARY**

**PROJECT 18-34R, PHASE 1- PURCHASE AND RENOVATION OF  
EXTENDED CARE PROGRAM CLASSROOM BUILDINGS**

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**PROJECT NUMBER AND TITLE**

- **TITLE:** PROJECT 18-34R, PHASE 1- PURCHASE AND RENOVATION OF EXTENDED CARE PROGRAM CLASSROOM BUILDINGS
- **DESCRIPTION:** PURCHASE AND REPAIR OF FOUR RANCHO SIMI RECREATION AND PARKS DISTRICT CLASSROOM BUILDINGS LOCATED ON OPUSD CAMPUSES (BES, OHES, ROES, AND MCMS), FOR USE BY OPUSD EXTENDED CARE PROGRAM BEGINNING IN AUGUST 2018
- **DATE OF AUTHORIZATION:** JUNE 16, 2018

**PROJECT BUDGET**

- **AMOUNT:** \$176,000 (\$110,00 FOR BUILDING ACQUISITION; \$66,000 FOR BUILDING REPAIRS)
  - **DATE OF AUTHORIZATION:** JUNE 16, 2018
- 

**AWARD OF CONTRACT**

- **DATE OF BOARD AWARD:** AUGUST 21, 2018 (RATIFICATION)

**CONTRACTOR INFORMATION**

- **COMPANY NAME, LOCATION:** OMEGA CONSTRUCTION CO., NORTHRIDGE, CALIFORNIA
- **COMPANY NAME, LOCATION:** PREMIER CARPET, CHATSWORTH, CALIFORNIA

**CONTRACT AMOUNT**

- **ORIGINAL CONTRACT AMOUNT:** OMEGA CONSTRUCTION CO., \$33,218
- **ORIGINAL CONTRACT AMOUNT:** PREMIER CARPET, \$39,458

**CONTRACTORS CHANGE ORDERS (IF APPLICABLE)**

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

**NOTICE OF COMPLETION**

- **DATE OF APPROVAL:** AUGUST 21, 2018
- **FINAL CONTRACT AMOUNT:** OMEGA CONSTRUCTION CO., \$33,218
- **FINAL CONTRACT AMOUNT:** PREMIER CARPET, \$39,458

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: AUGUST 21, 2018**  
**SUBJECT: B.2.e. RATIFY MEASURE R CONSTRUCTION CONTRACTS,  
PROJECT 17-03R – ART COURT FACILITY IMPROVEMENTS  
AT OAK PARK HIGH SCHOOL**

ACTION

**ISSUE:** Shall the Board ratify construction contracts in connection with Project 17-03R – Art Court Facility Improvements at Oak Park High School?

**BACKGROUND:** At its meeting on February 21, 2017, the Board of Education authorized Project 17-03R – Art Court Facility Improvements at Oak Park High School, establishing a budget of \$112,000 including related soft costs, to be funded from the Measure R bond fund. After lengthy revisions to the project scope, plan approval from the Division of the State Architect (DSA) was received on August 6, 2018. In order to minimize the impact on the educational program, and to take advantage of the summer break for construction, Administration and Construction Management found it essential to expedite contracts for this project.

The Board is respectfully requested to ratify the award of contracts for this work to the following design professionals and companies on the District's approved list of California Uniform Public Contract Cost Accounting Act (CUPCCAA) contractor list, and authorize the use of the funding source identified below:

CONTRACTOR	SCOPE OF WORK	AMOUNT	FUNDING
HED Architects	Architectural Services/DSA Submittal	\$ 12,300	Measure R
NSP3	Approved Shade Structure/Installation	\$ 50,074	Measure R
Aardvark Clay & Supplies	Cress Kilns (2)	\$ 7,987	Measure R
Hughes General Engineering	Concrete Removal/Disposal	\$ 8,450	Measure R
Kenco Construction Services	DSA Inspector of Record Services	\$ 3,900	Measure R
NV5 West, Inc.	Testing/Inspection Services	\$ 7,246	Measure R
<b>Total Project Cost</b>		<b>\$ 89,957</b>	

**ALTERNATIVES:**

1. Ratify construction contracts in connection with Project Ratify Award of Measure R Contracts, Project 17-03R – Art Court Facility Improvements at Oak Park High School to HED Architects, in the amount of \$12,300; NSP3, in the amount of \$50,074; Aardvark Clay & Supplies, in the amount of \$7,987; Hughes General Engineering, in the amount of \$8,450; Kenco Construction Services, in the amount of \$3,900; and NV5 West, Inc., in the amount of \$7,246, to be funded from Measure R bond funds.
2. Do not ratify the contracts.

**RECOMMENDATION:** Alternative 1.

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

Respectfully submitted,

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

**BOARD MEETING, AUGUST 21, 2018**

Ratify Measure R Construction Contracts, Project 17-03R  
Art Court Facility Improvements at Oak Park High 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	_____	_____	_____	_____





*Advancing your world*

WWW.HED.DESIGN

May 22, 2018

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

Subject: Proposal for Oak Park High School Shade Structure at Art Courtyard  
HED Project Number: 2018-04172-000

Dear Martin and Tony:

Thank you for the opportunity to submit this proposal for professional architecture and engineering services for Oak Park High School's new Shade Structure the Art Courtyard. We appreciate your confidence in our firm to serve your redevelopment needs and look forward to continuing to work with you.

### **Scope of Services**

This proposal is based upon our understanding of the scope of work as follows:

- 1) Code analysis
- 2) Select PC approved shade structure specification, attaining drawings and coordinating with vendor
- 3) Integrate shade structure into site plan and document set up
- 4) One site visit to assess ADA Path of Travel
- 5) Draw ADA Path of Travel from admin to art courtyard to parking
- 6) Redesign parking to comply with current ADA code, as needed.
- 7) Provide patch back details for concrete where shade structure columns will be installed into footings showing the connection from old to new concrete and drawing the saw cut locations
- 8) Submit to DSA over the counter (not a full submittal)
- 9) Provide Construction Administration with weekly site visits, answer RFI's, review submittals and site reports.
- 10) DSA close out



Martin Klauss  
Assistant Superintendent  
Business and Administrative Services  
May 22, 2018  
Page 2

## **Schedule**

The schedule to perform the work necessary to obtain the DSA approval is four weeks. Construction time is estimated to be four weeks.

## **Fee Proposal**

### *Basic Services Fee*

HED's fee for providing the above outlined services will be on a lump sum basis for **Eleven thousand eight hundred dollars (\$11,800.00)** excluding reimbursable expenses as outlined.

### *Reimbursable Expenses*

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

- Expenses related to traveling to client meetings or to project sites for parking and mileage
- Printing, reproduction and delivery-related expenses for documents requested by OPUSD for presentations

Reimbursable Expenses are not to exceed **Five hundred dollars (\$500.00)**.

### *Hourly Rates*

Hourly rates will be as outlined in the Master Agreement, consistent with billing rates applied to date this year.

*Note: Hourly rates are subject to change annually and are effective through December 31, 2018.*

## **Exclusions**

- 1) Structural engineering (this will be executed by the shade structure vendor in house)
- 2) Restroom ADA upgrades

## **General Conditions**

General Conditions shall be per pending Master Agreement.



Martin Klauss  
Assistant Superintendent  
Business and Administrative Services  
May 22, 2018  
Page 3

If this proposal meets with your approval and you choose to proceed, please contact me to begin the process for work authorization. This proposal will be considered valid for sixty (60) days from date of issue.

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

Very truly yours,

A handwritten signature in black ink, appearing to read "John R. Dale".

John R. Dale, FAIA  
Principal-in-Charge

JRD:jrd

# QUOTE



Corporate Office  
1555 Tahoe Court  
Redding, CA 96003  
Tax ID#: 72-1545106

Main#: (877) 473-7619  
Fax#: (530) 246-0518

## QUOTE TO:

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

DATE: 5/30/2018

QUOTE #: Q18-2166

REP: spencer@nsp3.com

Main #: 805-264-4133

PROJECT: Oak Park High School

Email: khenderson@opusd.org

TERMS: Net 30 of Completion

QTY	VENDOR	MODEL#	DESCRIPTION	RATE	TOTAL
1	Valley School Shelters	NPP-Msg  VSS DSA	National Purchasing Partners Contract #570 Vendor ID #: VQ10316  Issue Purchase Order to: NSP3 1555 Tahoe Ct. Redding, CA 96003  25' x 30' DSA VSS Single Slope Lunch Shelter 24 ga Mega Rib Metal Roof 26 ga 1-5/8" Cee Trim 11' - 3" Roof Height and Top of Post 9' - 5" Beams @ Posts 1/4 : 12 - Roof Pitch 20lb Framing 6 - Posts Includes: Fasteners & Brackets Factory Painted Roof & Trim All Powdercoated Posts Unpainted "C" channel galvanized beams All materials will come with Mill Certs, and Certificates of compliance to be submitted to the lab and Inspector of Record. (Does not include Install or Painting of Covers)  The VSS PC Plans are not to be used as the only construction documents supporting bidding or installation. Additional information is needed to properly install a VSS shelter or cover. For example, field drilling and field cutting of posts may be required by the installer, depending upon the site conditions, pitch and heights used. If customer hires their own installer, said installer needs to be familiar with the field labor requirements and nuances of installing a Valley School Shelters that are not shown in the PC Plans. Installation experience of at least 10 + shelters or walkway covers, or combination thereof, is recommended. NSP3 will not be responsible for additional field work required to erect/install the shelters when NSP3 is not hired to perform the installation.	28,318.00	28,318.00T
QUOTE GOOD FOR 30 DAYS			SUBTOTAL		
			SALES TAX (7.25%)		
			TOTAL		

Representative Authorized to Order: \_\_\_\_\_

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

SIGNED QUOTE REQUIRED TO ORDER

ORDER/DELIVERY INFORMATION: (Unless otherwise specified)

Offloading and installation are customer's responsibility. Please consult your sales representative for shipping and delivery time line. Time line will depend on equipment ordered. Please schedule delivery time with commercial freight company. NSP3 will provide name and phone number of freight company.

# QUOTE



Corporate Office  
1555 Tahoe Court  
Redding, CA 96003  
Tax ID#: 72-1545106  
Main#: (877) 473-7619  
Fax#: (530) 246-0518

## QUOTE TO:

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

DATE: 5/30/2018

QUOTE #: Q18-2166

Main #: 805-264-4133

Email: khenderson@opusd.org

REP: spencer@nsp3.com

PROJECT: Oak Park High School

TERMS: Net 30 of Completion

QTY	VENDOR	MODEL#	DESCRIPTION	RATE	TOTAL
		ENG	Standard Engineering (Expedited Option - \$750.00)	650.00	650.00
		RG	Rain Gutter - One Side w/Downspouts	662.00	662.00T
		ExtraHght	Extra Height - Up To 13'-10" Top of Post 12' Beams @ Post	882.00	882.00T
		NPP	NPP Discount Vendor ID: VQ1D316 *NPP Discount not valid unless customer is an NPP member	-2,090.00	-2,090.00
		VSSF	Valley School Shelters Freight	935.00	935.00
		Offloading	Offloading & storage of equipment is the customer's responsibility. For most products a forklift rated for 5000lbs or more AND also reach forks is recommended.		
		DSA-2	Site Drawings, Welding Inspection, Special Field Inspection Fees & Submission To DSA By Others		
		DSA-4	Fabrication cannot begin until customer has provided supplier with proof of DSA approval		
QUOTE GOOD FOR 30 DAYS				SUBTOTAL	
				SALES TAX (7.25%)	
				TOTAL	

Representative Authorized to Order: \_\_\_\_\_

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

**SIGNED QUOTE REQUIRED TO ORDER**

ORDER/DELIVERY INFORMATION: (Unless otherwise specified)

Offloading and installation are customer's responsibility. Please consult your sales representative for shipping and delivery time line. Time line will depend on equipment ordered. Please schedule delivery time with commercial freight company. NSP3 will provide name and phone number of freight company.



# QUOTE



Corporate Office  
1555 Tahoe Court  
Redding, CA 96003  
Tax ID#: 72-1545106

Main#: (877) 473-7619  
Fax#: (530) 246-0518

## QUOTE TO:

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

DATE: 5/30/2018

QUOTE #: Q18-2166

REP: spencer@nsp3.com

Main #: 805-264-4133

PROJECT: Oak Park High School

Email: khenderson@opusd.org

TERMS: Net 30 of Completion

QTY	VENDOR	MODEL#	DESCRIPTION	RATE	TOTAL
		Install PA	Installation by Park Associates Inc. CA - Lic# 959805 DIR# 1000003741  Installation of Valley School Shelter DSA PC Shade: 25'x30' VSS Single Slope Lunch Shelter Posts through concrete, includes sawcuts Removal/disposal of spoils included Includes concrete pump Bobcat & concrete truck access required Security fencing Footing Size: 18"W x 10'8"D Standard digging conditions w/ standard Bobcat equipment & auger  *Additional fees may apply if Bonding or Special Insurance required*  By signing below you acknowledge and agree to our Contract; Exclusions, Conditions & Payment Terms, which are to be included in, and supersede any additional contracts or sub-contract agreements made separately based on this "Estimate". Unless otherwise specified above we Exclude Responsibility for: material delivery &/or off-loading equipment, storing of equipment, removal of packaging accumulated by equipment supplied by others, project security, landscape & hardscape repair based on access route to site, delays or returns due to layout conflicts, missing or damaged components & hardware, locating underground utilities; utilities, pipes, obstructions in work area, conditions unforeseen and/or not disclosed at time of estimate, permits, engineering, material testing, soil samples. Conditions: Grades; stable, compacted, & workable (rough grade to be taken + or - one tenth of one inch), adequate access to work site provided for workmen, materials, tools & equipment. Payment Terms: Material balance due on delivery/installation balance due upon completion of installation.	18,700.00	18,700.00
QUOTE GOOD FOR 30 DAYS				SUBTOTAL	\$48,057.00
				SALES TAX (7.25%)	\$2,016.70
				TOTAL	\$50,073.70

Representative Authorized to Order: \_\_\_\_\_

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

SIGNED QUOTE REQUIRED TO ORDER

ORDER/DELIVERY INFORMATION: (Unless otherwise specified)

Offloading and installation are customer's responsibility. Please consult your sales representative for shipping and delivery time line. Time line will depend on equipment ordered. Please schedule delivery time with commercial freight company. NSP3 will provide name and phone number of freight company.

# AARDVARK

*Clay & Supplies*

1400 E. Pomona Street

Santa Ana, CA 92705-4812

Tel. (714) 541-4157 Fax. (714) 541-2021

Email: [contact@aardvarkclay.com](mailto:contact@aardvarkclay.com)

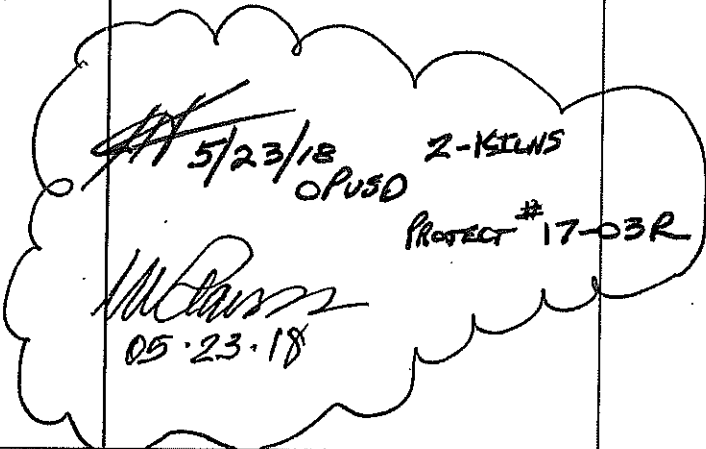
Website: [www.aardvarkclay.com](http://www.aardvarkclay.com)

## Quote

Date	Quote #
5/11/2018	QTE12758

Bill To:
Oak Park USD 5801E. Conifer Street Oak Park, CA 91377

Ship To	
Oak Park HS 899 Kanan Rd. Oak Park, Ca. 91377	
Customer Phone	(818) 735-3212

			Rep	Terms	F.O.B.
			KDR	Net 30	Santa Ana
Quantity	Item Code	Description	U/M	Unit Price	Total
2	ET2831208	Cress ET2831 Kiln 208v 3 phase	EA	3,676.00	7,352.00T
1	Delivery	Delivery via our truck	EA	95.00	95.00T
Lead Times vary from 6 to 8 weeks based on time of year					
 <p>5/23/18 2-KILNS OPUSD PROJECT # 17-03R 05.23.18</p>					
This quote is valid until for 30 days.				Subtotal	\$7,447.00
				Sales Tax (7.25%)	\$539.91
				Total	\$7,986.91

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  
**Attn:** Keith Henderson

**Date:** July 23, 2018  
**Phone:** (805) 264-4133  
**Email:** khenderson@opusd.org

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 - Demo Planter Wall - Remove Tree

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

**Description of Work:** Demo 10'x10x24" double planter wall 4" below existing flatwork grade. Demo includes breaking and haul off of concrete and any rebar.

Total Price: \$	<u>2,400.00</u>
-----------------	-----------------

Remove 18"-24" tree. Removal includes haul off of all material and removing tree 4"-12" below flatwork grade.

Total Price: \$	<u>2,500.00</u>
-----------------	-----------------

This Proposal is Based on Prevailing Wages.

<b>TOTAL PROPOSAL PER ATTACHED BREAKDOWN AND EXCLUSIONS:</b>	<b>\$</b>	<b><u>4,900.00</u></b>
--	-----------	------------------------

**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  
Email: hughesgeinc@gmail.com  
DIR Registration # 1000003556



17-032  
PROPOSAL AND CONTRACT  
Page 1 of 3

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

Date: August 8, 2018  
Phone: (805) 264-4133  
Email: khenderson@opusd.org

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 Rd</u>	<u>Oak Park</u>	<u>Ventura</u>
Street Address	City	County

Description of Work: Remove 72lf of (1) course 8"x8"x16" planter wall and chip 4" below sidewalk grade.

Remove existing vegetation and bushes in planter area.

Stump grind (1) 18" stump 6"-12" below existing concrete.

Remove approximately 300sf of existing soils 4" below sidewalk.

Work to be done on a Saturday.

This Proposal is Based on Prevailing Wages.

TOTAL PROPOSAL PER ATTACHED BREAKDOWN AND EXCLUSIONS: \$ 3,550.00

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: For MARTIN KLAUS

Date: 8/8/18

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 checked="" 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 checked="" type="checkbox"/>	No Rebar
<input checked="" type="checkbox"/>	No Over Excavation	<input checked="" 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 checked="" type="checkbox"/>	No Saw Cutting	<input checked="" type="checkbox"/>	No Dewatering	<input checked="" type="checkbox"/>	No Soil Testing	<input checked="" type="checkbox"/>	No Temporary Fencing
<input 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 checked="" type="checkbox"/>	No Hardscape	<input checked="" type="checkbox"/>	No Base	<input checked="" type="checkbox"/>	No Special Imbeds
<input type="checkbox"/>	No Clear & Grubbing	<input checked="" type="checkbox"/>	No Striping	<input checked="" type="checkbox"/>	No Signage	<input checked="" type="checkbox"/>	No Root Barrier
<input checked="" type="checkbox"/>	No Templates	<input checked="" type="checkbox"/>	No Concrete Sealant	<input checked="" type="checkbox"/>	No Irrigation	<input checked="" type="checkbox"/>	No Root Removal
<input checked="" type="checkbox"/>	No Plumbing Trenches	<input checked="" type="checkbox"/>	No Storm Drain	<input checked="" type="checkbox"/>	No Sewer	<input checked="" type="checkbox"/>	No Landscaping
<input checked="" type="checkbox"/>	No Electrical	<input checked="" type="checkbox"/>	No Light Standard	<input checked="" type="checkbox"/>	No Trash Enclosure	<input checked="" type="checkbox"/>	No Structural Steel
<input checked="" type="checkbox"/>	No Electrical Trenches	<input checked="" type="checkbox"/>	No French Drain	<input checked="" type="checkbox"/>	No Utility or Underground Concrete Patchback		
<input checked="" type="checkbox"/>	No Truncated Dome Tile	<input checked="" type="checkbox"/>	No Stucco	<input checked="" type="checkbox"/>	No Paint	<input checked="" type="checkbox"/>	No Sealed Concrete Flooring
<input checked="" type="checkbox"/>	No Trench Drain	<input checked="" type="checkbox"/>	No Drainage Inlets	<input checked="" type="checkbox"/>	No Catch Basins	<input checked="" type="checkbox"/>	No Special Concrete Sealing
<input checked="" type="checkbox"/>	No Fossil Filters	<input checked="" type="checkbox"/>	No Sprinklers	<input checked="" type="checkbox"/>	No Caulking Sealant	<input checked="" type="checkbox"/>	No Dowels of any kind

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.



EIN #27-2782038  
SOS Corp. # 3245180

## ***"Building Safer Schools"***

### **Proposal for DSA Inspection.**

**Date:** 06-01-18

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

**Proposed Projects:** **Oak Park High School Shade Structure:**  
899 Kanan RD, Oak Park, CA 91377

**DSA App. Number:** PC 02-103609 -DSA App# Pending

**Scope of Work:** Provide onsite DSA Class 2 inspection including oversight for the installation of 1 new 25' X 30' DSA -VSS single sided shade structure. Installed by NSP3.

**Project Duration:** Estimated project start date ..... **July 16th, 2018**  
Estimated project completion date ..... **August 1st, 2018**

**Estimated Cost:** DSA Class 2 Inspector @ \$75.00 per hour, Part time 4HR/Day.  
Estimated weekdays of inspection ..... (13 days @ 4 hrs a day) ..... **52 hrs.**  
Estimated cost for DSA inspection/oversite ..... **\$ 3,900.00**

**Total estimated cost for onsite inspection ..... \$ 3,900.00**

#### **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 **July 16<sup>th</sup>, 2018** 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.

Jeff M. Barnes

Digitally signed by Jeff M. Barnes  
V.P.  
Date: 2018.06.01 15:25:48 -07'00'

X V.P.

X

Jeff Barnes, Executive Vice President  
KENCO Construction Services, Inc.  
Date: 06-01-18

District Authorized Agent  
Oak Park Unified School District  
Date:

Pg. 2



17-03R

NV5

**Oak Park Unified School District**  
 5801 E. Conifer Street  
 Oak Park, CA 91377  
 Email: khenderson@opusd.org

June 4, 2018  
 Proposal No: 2018.06.0129

ATTENTION: Keith Henderson

**SUBJECT: Proposal for Materials Testing and Inspection Services for the Oak Park  
 High School Shade Structure at Art Courtyard, 899 Kanan Rd., Oak Park, CA**

NV5 is pleased to submit this proposal for the referenced project. Our estimated scope of services and estimated costs are detailed below.

**Scope of Work and Cost Estimate**

	Rate	Units	Total
Observation of Drilling (assume no utility connections)	\$ 104 hr	8	\$ 832
Concrete Batch Plant Inspection	\$ 104 hr	6	\$ 624
Concrete Technician - cast cylinders, slump & temperature	\$ 104 hr	6	\$ 624
Concrete compression tests (5 cys. per set / \$20. per cyl.)	\$ 22 ea	5	\$ 110
Concrete cylinder pickup (5 cys. per set / \$9.50 per cyl.)	\$ 9.50 ea	5	\$ 48
Reinforcing Steel Bend tests rebar	\$ 50 ea	1	\$ 50
Reinforcing Steel Tensile tests rebar	\$ 50 ea	1	\$ 50
Reinforcing Steel sampling (2 hr. min.)	\$ 104 ea	2	\$ 208
High Strength Bolting Inspection (if required)	\$ 104 hr	4	\$ 416
High Strength Bolt Testing, Nuts & Washers	\$ 335 set	1	\$ 335
Shop In-plant Fabrication Inspector - (including material ID) (Valley School Shelters, Tulare, CA)	\$ 88 hr	20	\$ 1,760
Mileage (estimate 320 miles roundtrip)	\$ 0.65 mi	960	\$ 624
Engineering	\$ 155 hr	5	\$ 775
DSA (LVR & GVR)	\$ 395 ea	2	\$ 790
<b>TOTAL:</b>			<b>\$ 7,246</b>

**Proposal Conditions:**

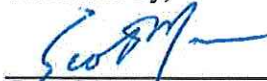
- 1 California Prevailing Wages apply.
- 2 Travel time and mileage to be included for shop inspection at Valley School Shelters, Tulare, CA.


NV5 West, Inc. appreciates the opportunity to be of service. If you have any questions, please do not hesitate to contact us.

Respectfully Submitted,  
 NV5 West, Inc.

  
 Carol Harrison  
 Client Service Manager

Reviewed By,

  
 Scott Moors  
 Vice President

  
 OPUSD 06.13.18

## 2018 GEOTECHNICAL / MATERIAL TESTING FEE SCHEDULE

### GENERAL CONDITIONS

- Testing Samples** - An hourly preparation charge will be added to all samples submitted that are not ready for testing.
- Turn-Around-Time** - Standard TAT indicated in superscript.
- RUSH**: 50% surcharge. Sample prioritized over other samples in que.
- PRIORITY**: 100% surcharge: Completed as fast as possible per method. See notes regarding TAT at bottom of page 3.
- Project Setup** - A \$165 fee applies for setup and administration of On-Call agreements and contracts less than \$3,000.
- Scheduling** - A minimum of 24-hour notice is required to schedule personnel (48-hour for DSA projects). For same-day scheduling, a 50% premium applies. Same-day cancellations will incur a 2-hour charge for technicians or a 4-hour charge for inspectors.
- Minimum Charges** - Special Inspections: A minimum charge of 4 hours applies to inspection call-out between 0 and 4 hours. Eight (8) hours will be charged for work performed over 4 hours up to 8 hours.
- Technicians: Minimum charge of 2 hours applies to technician call-out between 0 and 2 hours. Additional time charged in 2-hour increments.
- Travel** - Hourly travel is charged portal-to-portal for technicians. Travel charges are normally waived for special inspectors within 25 miles of our laboratory. Mileage/Trip Charges charged at rates listed below.
- Per Diem** - Per diem will be charged at 1.15 times the Federal (GSA) rate for all out-of-town assignments unless otherwise arranged.
- Equipment** - NV5 maintains a comprehensive inventory of calibrated field testing equipment. Daily equipment charges apply.
- Overtime Rates** - Rates are based on an 8-hour workday between the hours of 7:00 a.m. and 4:00 p.m., Monday through Friday. Work outside of these hours or in excess of 8 hours in one day or over 40

hours in one week will be charged at 1.5 times the listed rates. Work over 12 hours in one day or work on holidays will be charged at 2.0 times quoted rates.

**Holidays** - New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and the following Friday, and Christmas Day. For holidays falling on Saturday or Sunday, the closest previous or following regular workday will be observed.

**Project Management & Report Distribution** - All assignments are under the supervision of a Registered Professional Engineer. Engineering time of 0.1 hour per inspection day or 1/2-hour/week (min) will be included for scheduling, report review, and data evaluation. Up to 2 hard copies of reports are provided at no additional charge. Additional hard copies will be billed at \$2 per report.

**Outside Services / Drillers-CPT / Subcontractors** - Cost plus 15%.

**Prevailing Wage** - Client shall notify NV5, in writing, of any requirement for payment of California Prevailing Wage or other predetermined wage condition. Client agrees to indemnify NV5 against all costs related Client's failure to notify NV5 of predetermined wage requirements.

**Sample Disposition** - Unless previously arranged, all samples will be disposed of upon completion of testing. Any samples suspected of contamination will be returned to Client. If requested, retained samples may be archived for a specified period for an agreed monthly fee.

**Certified Payroll** - A \$45 per week, per project processing fee for Certified Payroll will be assessed on Prevailing Wage Projects.

**Escalation** - Listed rates are subject to annual escalation consistent with the Consumer Price Index (www.bls.gov). Prevailing Wage labor rates will be adjusted in accordance with DIR mandated increases plus 50%. (<http://www.dir.ca.gov/dlsr/DPreWageDetermination.htm>)

### I. PROFESSIONAL, TECHNICAL, & SUPPORT STAFF

(Hourly rates unless otherwise indicated. Charges are portal-to-portal from to NV5's lab)

A. Professional Staff		Standard
Principal Engineer/Geologist/Consultant		\$185
Senior Engineer/Geologist/Consultant (PE, CEG)		\$160
Project Engineer/Geologist/Consultant		\$135
Project Manager		\$120
Staff Engineer/Geologist/Consultant		\$110
B. Field Sampling, Inspection & Testing		Prevailing Wage / Standard
Special (Deputy) Inspector	\$104	\$88
(Concrete, P/T Concrete, Masonry, Structural Steel, Fireproofing, Pile Driving)		
Public Works Inspector	\$112	\$100
Roofing/Waterproofing Inspector	\$104	\$94
Concrete/Asphalt Batch Plant Inspection	\$104	\$90
Technician* (Soil/Asphalt/Special Testing)	\$104	\$90
Nondestructive Exam/Testing (UT/Mag Part/Dye Pen.)	\$108	\$92
C. DSA / OSHPD Inspection & Testing		Prevailing Wage / Standard
Project Inspector / IOR, DSA Class I		\$110
Project Inspector / IOR, DSA Class II/III		\$100
DSA Masonry / Shotcrete Inspection	\$104	\$92
DSA 5 S1 (Inspector Qualifications)		\$75 ea.
Special Inspection Verified Report (SIVR/VR)		\$225 (min.) ea.
Laboratory / Geotech. Verified Rpt (DSA 291/293 - Test Only)		\$395 (min.) ea.
Combined Lab Verified Report (DSA 291 - Tests & Inspections)		\$545 (min.) ea.
D. Sample Pickup, Delivery, & Mileage		Standard
Sample Pickup/Delivery (>25mi. radius of Lab) - plus applicable unit price		\$62/hr
Saturday Pickup (hourly, 4 hr minimum, plus mileage)		\$93/hr
Mileage - Field Vehicle (\$30/day minimum charge)		\$0.65/mi
Mileage - Coring Truck		\$0.75/mi
Vehicle - Field Truck		\$55/day
Trip Charge (within 25 radius of Lab; if >25 mi. hourly + mileage)		\$35/trip

### E. Support Staff & Special Services

	Prevailing Wage	Standard
Laboratory Technician		\$100/hr
File Search, Reissue of Report	\$45/hr (min.)	
Certified Payroll Admin. (0.5 hr min./wk)		\$70/hr
Court Appearance and Depositions (4 hr min)		\$295/hr
Drafting/CADD		\$70/hr
Clerical		\$60/hr

### II. MATERIALS AND EQUIPMENT

A. Equipment	Rate
1. Air Meter (Concrete)	\$45/dy
2. Calibrated Ram (Pull test)	\$95/dy
3. Ceiling Wire Dead-Weight Equip	\$160/dy
4. Coating Thickness Gauge	\$45/dy
5. Concrete Relative Humidity Meter	\$265/dy
6. Concrete Slab Moisture Emission Kit / RH Probe	\$55/ea
7. Floor Flatness (plus labor - 4hr min)	\$575/dy
8. Durometer Gauge (Shore A/D)	\$45/dy
9. Hardness Gauge (Brinell, Rockwell)	\$85/dy
10. Generator	\$70/dy
11. Ground Penetrating Radar (GPR) - (plus labor - 4 hr min)	\$400/dy
12. Magnetic Particle Equipment & Consumables	\$65/dy
13. Nuclear Gauge	\$35/dy
14. Pachometer (Rebar) Survey Equipment	\$95/dy
15. Schmidt Hammer	\$65/dy
16. Skidmore Wilhelm, per day	\$195/dy
17. Torque Wrench (Large, >100 ft-lb), per day	\$85/dy
18. Torque Wrench (Small), per day	\$20/dy
19. Ultrasonic Equipment & Consumables	\$75/dy
B. Diamond Coring (min. charge = field time w/travel + 1 hr. mob./demob.)	
1. Machine, truck & 1 operator (accessible flatwork only)	\$195/hr \$160/hr.
2. Machine, truck, operator and helper	\$290/hr 245/hr.
3. Coring Bit Charge	\$3/inch
4. Coring truck mileage (portal-to-portal)	\$0.75/mi

## III. LAB TESTS: AGGREGATE & SOIL

### A Soils - Geotechnical

1. Atterberg Limits (LL and PL) - ASTM D4318, CTM 204 <sup>B</sup>	\$ 150
2. Consolidation (up to 9 Load/Rebound Pts) - ASTM D2435 <sup>E</sup>	\$ 340
3. Collapse - ASTM D4546 <sup>B</sup>	\$ 165
4. additional Load Increment (Consol./Collapse) - per pt.	\$ 40
5. Direct Shear, remolded sample - ASTM D3080 <sup>D</sup>	\$ 285
6. Direct Shear, undisturbed (ring) sample - ASTM D3080 <sup>D</sup>	\$ 265
7. Expansion Index - ASTM D4829 <sup>B</sup>	\$ 160
8. Permeability, Constant Head - remolded - ASTM D2434, CT 220 <sup>D</sup>	\$ 445
9. pH (soil) - ASTM D4972 <sup>C</sup>	\$ 35
10. Resistivity - ASTM G57 <sup>C</sup>	\$ 60
11. Resistivity (Minimum), includes pH - CTM 643 <sup>C</sup>	\$ 155
12. Soil Cement - Moist.-Dens. or Sample Prep set of 3 - ASTM D558	\$ 240
13. Soil Cement - Wet-Dry Durability - ASTM D559	\$ 1100
14. Soil Cement - Compressive Strength - ASTM D1633	\$ 60
15. Soil Classification - ASTM D2488 - Visual-Manual <sup>A</sup>	\$ 45
16. Soluble Chloride (soils) <sup>C</sup>	\$ 80
17. Soluble Sulfate (soils) <sup>C</sup>	\$ 80
18. Unconfined compression on prepared specimens	\$ 120

### B Particle Size Analysis

1. Sand equivalent (ASTM 2419, CTM 217) <sup>A</sup>	\$ 115
2. Sieve #200 wash only (ASTM D1140, CTM 202) <sup>A</sup>	\$ 85
3. Sieve (coarse or fine only, no wash - ASTM C136, CTM 202) <sup>A</sup>	\$ 95
4. Sieve (coarse & fine w/ wash - ASTM C136, CTM 202) <sup>A</sup>	\$ 135
5. Hydrometer w/ Fine Sieve (ASTM D422, CTM 203) <sup>B</sup>	\$ 185
6. Hydrometer w/ Fine & Coarse Sieve (ASTM D422, CTM 203) <sup>B</sup>	\$ 210

### C Moisture Density Relationship

1. Max. Density-Opt. Moisture (4 in. mold) - ASTM D1557, D698 <sup>A</sup>	\$ 185
2. Max. Density-Opt. Moisture (6 in. mold) - ASTM D1557, D698 <sup>A</sup>	\$ 210
3. Max. Density-Opt. Moist. w/ Rock Corr. - ASTM D1557, D4718 <sup>A</sup>	\$ 295
4. Maximum Density Checkpoint (4 in. mold) <sup>A</sup>	\$ 75
5. Moisture & Dry Density (ring samples) <sup>A</sup>	\$ 22
6. Moisture determination (aggregate samples) <sup>A</sup>	\$ 35
7. Caltrans Relative Compaction (Wet Density) - CTM 216 <sup>A</sup>	\$ 225

### D Aggregate, Soil & Rock

1. Abrasion Resistance by LA Rattler - ASTM C131, CTM 211 <sup>B</sup>	\$ 185
2. Absorption, sand or gravel - ASTM C127, C128 <sup>B</sup>	\$ 60
3. California bearing ratio (CBR) with expansion - ASTM D1883 <sup>C</sup>	\$ 410
4. Cement Treated Base (CTB), compact, cure & test <sup>E</sup>	\$ 260
5. Cement Treated Base - compression (make, cure, test - 3 spec)	\$ 565
6. Cement Treated Base - stability	\$ 525
7. Clay lumps and friable particles, per primary size - ASTM C142 <sup>C</sup>	\$ 115
8. Cleaness Test - CTM 227 <sup>A</sup>	\$ 130
9. Crushed particles, per primary size <sup>C</sup>	\$ 165
10. Durability Index (\$120 per size fraction) - CTM 229 <sup>A</sup>	\$ 215
11. Flat & Elongated Particles (per bin size) - ASTM D4791 <sup>C</sup>	\$ 190
12. Lightweight pieces, per size fraction - ASTM C123 <sup>C</sup>	\$ 400
13. Lime content of treated materials (by titration)	
a. Lime content curve determination, for each material	\$ 495
b. Lime content, including untreated control sample	\$ 245
14. Mortar making properties of Sand ASTM C87 <sup>D</sup>	\$ 380
15. Relative Mortar Strength - CTM 515 <sup>D</sup>	\$ 410
16. Organic Impurities - ASTM C40, CTM 213 <sup>B</sup>	\$ 80
17. Petrographic Analysis of Gravel - ASTM C295 (single grading) <sup>E</sup>	\$ 450
18. Petrographic Analysis of WC Sand - ASTM C295 (pre-graded) <sup>E</sup>	\$ 850
19. Potential Reactivity Test ASTM C289 Chemical Method <sup>D</sup>	\$ 495
20. Potential Reactivity ASTM C227 Mortar Bar Method (3 month) <sup>E</sup>	\$ 785
Each additional month	\$ 118
21. Potential Reactivity Test ASTM C1260 Rapid Method <sup>E</sup>	\$ 625
22. Potential Reactivity ASTM C1293 Mortar Bar w/ Pozz (12 month) <sup>E</sup>	\$ 1600
Extend to 24-months add (\$1293 requires Sp Grav. & Unit Weight)	\$ 800
23. Potential Reactivity Test ASTM C1567 Rapid-Cement Combo <sup>E</sup>	\$ 760
24. 'R' Value - ASTM D2888, CT 301 (Treated material by quote) <sup>B</sup>	\$ 315
25. Rip Rap, Slope Protection, Quarry Stone Acceptance	Per Quote
26. Specific gravity w/ absorption - coarse (ASTM C127, CTM 206) <sup>B</sup>	\$ 110
27. Specific gravity w/ absorption - fine (ASTM C128, CTM 207) <sup>B</sup>	\$ 130
28. Sulfate Soundness, 5 cycle test per primary size - ASTM C88 <sup>D</sup>	\$ 365
29. Uncompacted Void Content of Fine Aggregate - AASHTO T304 <sup>B</sup>	\$ 175

30. Unit weight - ASTM C29

\$ 72

### E Dimensional Stone Tests

1. Compressive Strength - ASTM C170 <sup>D</sup>	\$ 95
2. Water Absorption & Density - ASTM C97 (3 required) <sup>D</sup>	\$ 65
3. Modulus of Rupture - ASTM C99 <sup>D</sup>	\$ 115
4. Flexural Strength - ASTM C880 <sup>D</sup>	\$ 130

(Comp., MOR & Flex Str. require 5 samples ea. in wet & dry conditions // & L to rft.)  
(All prices are for prepared samples. Cutting and machining charges are extra.)

## IV. LAB TESTS: CEMENT, CONCRETE, & MASONRY

### A Cement

1. Grab sample (CCR Title 24) includes 1 year storage	\$ 55
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### B Concrete

1. Concrete compression: 6x12 cylinders - ASTM C39 <sup>A</sup>	\$ 26
2. Concrete compression: 4x8 cylinders - ASTM C39 <sup>A</sup>	\$ 22
3. Concrete cylinder pickup: 6x12 (>25mi. radius of Lab add hourly pickup rate)	\$ 12.50
4. Concrete cylinder pickup: 4x8 (>25mi. radius of Lab add hourly pickup rate)	\$ 9.50
5. Concrete cylinder mold (w/ lid - spare)	\$ 6
6. Concrete core compression test - ASTM C42 <sup>C</sup>	\$ 45
7. Concrete Trial Batch (includes 6 compression tests)	\$765
8. Concrete Mix Design Review (excludes testing & revisions)	\$230
9. Concrete mix proportion revision	\$150
10. Density of concrete cylinder (unit weight) <sup>C</sup>	\$64
11. Drying shrinkage - ASTM C157 (set of 3, 5 ages) <sup>E</sup>	\$495
12. End preparation of cores, diamond sawing, per cut	\$15
13. Flexural beam pick-up (>25mi. radius of Lab add hourly pickup rate)	\$38 ea
14. Flexural strength, 6"x6" beam - ASTM C78 & C293 <sup>A</sup>	\$80
15. Shotcrete/Guniting core compression test (not including coring)	\$35
16. Coring of Shotcrete/Guniting panel in laboratory, each core	\$50
17. Shotcrete/Guniting panel pick-up (>25mi. radius of Lab add hourly pickup rate)	\$38
18. Lab trial batch, not including specimen tests - ASTM C192	Per Quote
19. Lightweight, insulating concrete compress, 4 req. - ASTM C495	\$50
20. Lightweight insulating concrete - unit weight (oven dry)	\$95
21. Modulus of elasticity, 4"x8" cylinder - ASTM C469 <sup>D</sup>	\$215
22. Petrographic analysis of hardened concrete - ASTM C856 (per core) <sup>E</sup>	\$950
23. Poisson's Ratio on 6"x12" cylinders - ASTM C469 <sup>D</sup>	Per Quote
24. Splitting tensile - ASTM C496 <sup>D</sup>	\$175
25. Non-Shrink (Dry-Pack) Grout - 2"x2"x2"; set of 3	\$96

### C Masonry

1. Absorption - brick, 5 required - ASTM C67 <sup>D</sup>	\$ 75
2. Absorption - masonry unit, 3 required - ASTM C140 <sup>D</sup>	\$ 54
3. Compressive strength, brick, 5 required - ASTM C67 <sup>D</sup>	\$ 45
4. Compression - masonry core <sup>C</sup>	\$ 45
5. Compression - masonry prisms 8"x8" - ASTM C1314 (other sizes by quote - may require cutting charge)	\$ 150
6. Compression - masonry unit, 3 required - ASTM C140 <sup>D</sup> (requires absorption/unit weight tests for Net Area)	\$ 80
7. Dimensions - masonry unit, 3 required <sup>D</sup>	\$ 42
8. Compression test, grout specimens	\$ 30
9. Compression test, mortar specimens	\$ 30
10. Diamond sawing of masonry specimens, if required (minimum)	\$ 30
11. Efflorescence, first unit @ \$125, each additional @	\$ 54
12. Linear shrinkage, masonry unit, 3 required - ASTM C426 <sup>E</sup>	\$ 98
13. Masonry Prism Pickup (ea.)	\$ 45
14. Masonry Unit Acceptance Test - ASTM C140 <sup>D</sup> (includes absorption, compression, dimensions, unit weight)	\$ 585
15. Mortar Aggregate Ratio - ASTM C780 (A4) <sup>B</sup>	\$ 245
16. Modulus of rupture, brick, 5 required - ASTM C67 <sup>D</sup>	\$ 42
17. Moisture content - masonry unit (as received), 3 req'd - ASTM C140 <sup>D</sup>	\$ 42
18. Shear test on masonry core - CBC 2105A.4 <sup>B</sup>	\$ 105
19. Tensile test on masonry block	\$ 190
20. Unit weight, masonry unit, 3 required - ASTM C140 <sup>D</sup>	\$ 45
21. Visual Examination & Photo-document Core - CBC 2105A.4 <sup>B</sup>	\$ 45

### Standard Turn-Around-Times (where applicable TAT indicated in superscript)

A - 3 working days      B - 5 working days      C - 7 working days  
D - 10 working days      E - >10 working days

TAT indicates testing time under typical conditions and is subject to change.



### V. LAB TESTS: REINFORCING & STRUCTURAL STEEL

#### A. General Testing

1. Processing mill certification (each size & heat) \$20 ea.
2. Rockwell or Brinell Hardness, average of three readings \$35 ea.
3. Zinc coating, each item (includes Haz Mat Fee)<sup>C</sup> \$215

#### B. Reinforcing Steel

1. Deformation, reinforcing steel<sup>C</sup> \$60
2. Pre-stress, strand or wire, tensile & elongation<sup>D</sup> Per Quote
3. Proof test on post-tension assembly Per Quote
4. Bend Test (rebar)<sup>C</sup> \$50
5. Tensile test (rebar), up to & including #8<sup>C</sup> \$55
6. Tensile test (rebar) #9, #10, #11<sup>D</sup> \$95
7. Tensile test (rebar) #14, #18<sup>D</sup> \$215
8. Rebar Mechanical Coupler (Tension) Test (up to #11 bar)<sup>D</sup> \$215

#### C. Structural Steel

1. Cutting & machining charges cost + 15%
2. Bend test, structural, all sizes \$75
3. Tensile test, structural, <3/4" cross-section (cutting & machining extra)\* \$75
4. Tensile test, structural, >3/4" cross-section (cutting & machining extra)\* \$125
5. Flattening test of pipe \$65

\*Tensile and yield by percent offset, add \$85

#### D. High Strength Bolts

1. DSA-Certified High Strength Bolt Set ea. (Bolt, Nut, & Washer)<sup>D</sup> \$335
2. Bolts – proof load (non-DSA)<sup>D</sup> \$45
- Bolts – ultimate load<sup>D</sup> \$65
- Bolts – hardness<sup>D</sup> \$35
3. Nuts – proof load<sup>D</sup> \$45
- Nuts – hardness<sup>D</sup> \$35
4. Washers – hardness<sup>D</sup> \$35

#### E. Welding Procedure and Welder Qualification Tests

- | Coupon thickness (mild steel only) | to 3/8"  | over 3/8" |
|------------------------------------|----------|-----------|
| 1. Fracture bend (fillet)          |          | \$45      |
| 2. Macroetch                       | \$55 ea. |           |
| 3. Free bend                       |          | \$65      |
| 4. Nick break                      | \$45 ea. | \$35      |
| 5. Side, face or root bend         | \$28 ea. | \$35      |
| 6. Tensile                         | \$40 ea. | \$50      |
| 7. Welder Qualification Records    |          | \$115     |

Includes evaluation of test specimens and preparation of Stamped Welder/Procedure Qualification Records per applicable code.

\*Welder qualification examinations are given in our laboratory or at fabricator's shop with 4-hour minimum witnessing charge.

\*\*Fees listed are for tests only. Sample preparation, coupon machining, etc., will be charged at applicable hourly lab rates and cost plus 15% for Outside Direct Costs.

### VI. MISCELLANEOUS CONSTRUCTION MATERIALS TESTS

1. Calibration Certificates Per Quote
2. Density of Sprayed Fireproofing \$85
3. Roof Tile Strength \$95
4. Roof Tile Absorption \$75
5. Roof Cut Tests (total weight only) \$85
6. Jobsite Trailer or Mobile Laboratory Per Quote
7. Universal Testing Machine (Hourly) \$210
8. Ground Rod Test (plus travel) \$175

### VII. ASPHALT & ASPHALTIC CONCRETE

#### A. Emulsions And Slurry Seals

1. Consistency test – ASTM D3910<sup>A</sup> \$95
2. pH determination<sup>B</sup> \$75
3. Oven cook off (% residue)<sup>A</sup> \$100
4. Solids content by evaporation and ignition extraction (slurry)<sup>A</sup> \$225
5. Wet Track Abrasion – ASTM D3910 (prep. not included)<sup>A</sup> \$270

#### B. Asphaltic Concrete, Aggregate And Mixes

1. Bulk Specific Gravity (HVEEM – 3 pt. LTMD) CT308 / T166<sup>A</sup> \$220
2. Coring of asphaltic concrete – See Section E Diamond Coring
3. Extraction, % bitumen and sieve analysis
  - Ignition Oven Method – CTM 382, 202<sup>A</sup> \$235
  - Solvent Extraction Method – ASTM D2172<sup>B</sup> \$395
4. Extraction, % bitumen only
  - Ignition Oven Method – CTM 382<sup>A</sup> \$155
  - Solvent Extraction Method – ASTM 2172<sup>B</sup> \$305
5. Film stripping – CTM 302<sup>C</sup> \$165
6. Gyrotory Compaction, 6" specimen, Lab Mix\* – AASHTO T312<sup>D</sup> \$350
7. Gyrotory Compaction, 6" specimen, Plant Mix\* – AASHTO T312<sup>D</sup> \$300
  - \* Add \$110 for Asphalt Rubber
8. Hamburg Wheel Track – AASHTO T324<sup>B</sup> \$1,450
9. Ignition Oven Correction Factor – CTM 382<sup>B</sup> \$650
10. Marshall - Stability and flow (core) – ASTM D1559<sup>A</sup> \$125
11. Marshall - Stability and flow (bulk) – ASTM D1559<sup>B</sup> \$325
12. Marshall - Specific Gravity<sup>A</sup> \$225
13. Mix proportion - Marshall Method<sup>D</sup> \$2,900
- with R.A.P.<sup>E</sup> \$3,700
14. Mix proportion - HVEEM Method<sup>D</sup> \$2,700
- with R.A.P.<sup>E</sup> \$3,500
15. Theoretical Maximum Specific Gravity (RICE) – D-2041, CT 309<sup>A</sup> \$200
16. Moisture content – ASTM D-1461<sup>A</sup> \$115
17. Moisture Susceptibility – AASHTO T283<sup>D</sup> \$2,550
18. Recovery of Extracted Asphalt (extraction only) - ASTM D5404<sup>D</sup> \$250
19. Recovery of rubber from ARHM extraction<sup>D</sup> \$315
20. Specific gravity of core – ASTM D2726<sup>A</sup> \$60
21. HVEEM Stabilometer test on premixed sample – CTM 366<sup>A</sup> \$185
- Stabilometer test and mixing of sample<sup>D</sup> \$400
22. Surface Abrasion – CTM 360<sup>C</sup> \$525
23. Resistance to Moisture Induced Damage (untreated) – T-283, CT 371<sup>D</sup> \$2,650
24. Resistance to Moisture Induced Damage (lime) – T-283, CT 371<sup>D</sup> \$1,850

NOTE: Where prices are listed for mix proportions, the necessary specific gravity tests and sieve analyses are included; however, aggregate and asphalt qualification tests are not.

**Standard Turn-Around-Times:** (where applicable TAT indicated in superscript following method):

A – 3 working days; B – 5 working days; C – 7 working days;  
D – 10 working days; E – >10 working days

Standard TAT indicates anticipated testing time under typical conditions and is subject to change. RUSH TAT prioritizes testing over other samples. PRIORITY TAT dedicates technician to complete test as quickly as possible per the method specifications – hourly charges will apply for weekend or holiday work

**ADDITIONAL TESTS:** NV5 performs a broad spectrum of field and laboratory testing. This Fee Schedule lists only the most common tests performed. For information regarding additional testing services, please contact our laboratory.

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: AUGUST 21, 2018**

**SUBJECT: B.2.f. APPROVE USE OF MEASURE S BOND FUNDS: PURCHASE OF BIDDER PREQUALIFICATION SOFTWARE FOR COMPLIANCE WITH STATE SCHOOL FACILITY PROGRAM MODERNIZATION MATCHING FUND REQUIREMENTS**

ACTION

**ISSUE:** Shall the Board approve the purchase of bidder prequalification software for compliance with State School Facility Program Modernization matching fund requirements utilizing Measure S bond funds?

**BACKGROUND:** The State School Facility Program Modernization matching fund program requires that districts prequalify general contractors and M/E/P subcontractors bidding on projects receiving State bond funds. In order to comply with this provision, at staff request, construction management consultant Balfour Beatty Construction (BBC) has requested proposals from Quality Bidders and PQ Bidders. After repeated requests, only Quality Bidders provided a proposal. Quality Bidders provides an online automated contractor prequalification tool built specifically for California school districts. It is fully compliant with requirements to prequalify general contractors and M/E/P subcontractors bidding on projects receiving State bond funds, and maintains a CUPCCAA list of contractors registered for informal bidding. Quality Bidders' proposal, with a \$2,500 implementation fee and Annual Software Services fee of \$5,000, is attached for the Board's information and review. It is recommended by staff and the construction management team that the Board approve this purchase.

**ALTERNATIVES:**

1. Approve the purchase of bidder prequalification software from Quality Bidders as outlined in the accompanying proposal, to be funded from Measure S Bond Fund.
2. Do not approve the software purchase

**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	_____	_____	_____	_____

**Oak Park Unified School District****July 30, 2018**

It is our pleasure to provide this proposal summarizing the Quality Bidders<sup>SM</sup> product and services Colbi Technologies would be providing to Oak Park Unified School District for management of their contractor prequalification process. This proposal is valid for 90-days.

**Quality Bidders<sup>SM</sup>**  
**Implementation Fee**  
\$2,500

**Quality Bidders** an online automated contractor prequalification tool built specifically for California school districts. Quality Bidders is fully compliant with requirements to prequalify general contractors and M/E/P subcontractors bidding on projects receiving State bond funds, and maintain a CUPCCAA list of contractors registered for informal bidding.

Contractors may create their own accounts, fill out a standardized questionnaire and may submit only complete and validated applications for prequalification or informal bid registration. Software algorithms score their applications, allowing the district administrator to easily determine approval or rejection before emails are automatically sent to contractors.

Quality Bidders is paperless, reduces the time it takes to prequalify contractors, simplifies contractor outreach, tracks status of applications, approved prequalification and informal bid registration, and produces automatic reports and notifications.

**Annual Software**  
**Services Fee**  
\$5,000

The Annual Software Services fee covers the License to use Quality Bidders software, Managed Services, and Support Services. There is no restriction on the number of users the District authorizes to use the software.

**Managed Services**

Colbi Technologies will provide access to Quality Bidders software when security login requirements are met, host collection and storage of prequalification applications and supporting documents, provide data backup and recovery, and will monitor, manage and remediate the servers and network infrastructure that support Quality Bidders software services.

**Support Services**

Colbi Technologies will provide live phone support for district and contractor users during normal business hours, provide 24/7 online support, provide Best Practice Advisories and Alerts, and provide automated Quality Bidders application updates. In addition, Colbi Technologies will provide a template for your website instructing contractors how to use the system.

**Prequalification  
Review Services**

*Optional  
\$85/hour*

As an optional service, Colbi Technologies will do all the work. We will review all submitted documents and financial statements, and conduct reference checks for two recently completed projects using a standard questionnaire. The District will be notified when each application is ready for final determination based on the score.

The District will receive monthly invoices for work performed.

**CUPCCAA  
Registration Review  
Services**

*Optional  
\$5,000 per year*

As an optional service, Colbi Technologies will provide daily monitoring of CUPCCAA registration applications. Colbi Technologies will register contractors for District informal bidding based on our ability to verify Contractor License and DIR registration. During the month of November, Colbi Technologies will mail out a written notice on behalf of the District, to construction trade journals designated by DIR for the District, inviting all licensed contractors to submit registration applications for inclusion on the District's CUPCCAA informal bidding list for the next year.

**Import of Historical  
Prequalification Data**

*Price to be Determined*

If you already have a list of prequalified contractors we can upload your current contractor applications, status, and approval dates so all contractor information is in one database.

Cost will vary based on the integrity and amount of data. Colbi Technologies will provide a not-to-exceed estimate after review of sample data. After acceptance of completed work, the District will be billed based on actual cost, but not for more than the agreed to not-to-exceed cost.

**We appreciate this opportunity to be of service to the Oak Park Unified School District.**

Date: July 30, 2018

Signed: \_\_\_\_\_

Larry Goshorn  
President, Colbi Technologies

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: AUGUST 21, 2018**  
**SUBJECT: B.2.g. APPROVE AMENDMENT TO ARCHITECTURAL SERVICES AGREEMENT FOR PROJECT 17-47S, DSA CERTIFICATION OF ADMINISTRATION BUILDING AT BROOKSIDE ELEMENTARY SCHOOL**

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ACTION

**ISSUE:** Shall the Board of Education approve an amendment to the architectural services agreements with BCA Architects for Project 17-47S, DSA Certification of Administration Building at Brookside Elementary School?

**BACKGROUND:** At its meeting on October 17, 2017, the Board of Education approved an architectural services agreement for Project 17-47S, DSA Certification of Administration Building at Brookside Elementary School with BCA Architects, which was amended in April 2018, in the total amount of \$63,000. BCA prepared and submitted plans for the Administration Building to the Division of the State Architect (DSA). DSA subsequently returned the plans, indicating that the building's fire alarm system, upgraded to 2010 building code in 2010, must now be upgraded to the 2016 building code. This change will increase the original scope of construction and require additional architectural design services. BCA Architects has submitted the following proposal for these services, in the amount of \$16,495, which includes \$1,000 for reimbursable expenses. After review by the Construction Management team, it is recommended that the Board approve the amendment to the architectural services agreement with BCA Architects for this project.

**ALTERNATIVES:**

1. Approve the amendment to the architectural services agreements with BCA Architects for Project 17-47S, DSA Certification of Administration Building at Brookside Elementary School, in the total amount of \$16,495.
2. Do not approve the amendment.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Keith Henderson, Construction Manager, District Bond Program  
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	_____	_____	_____	_____

# AIA® Document G802™ – 2007

## ***Amendment to the Professional Services Agreement***

Amendment Number: 002

**TO:** Anthony Knight, ED.D, Superintendent  
(Owner or Owner's Representative)

In accordance with the Agreement dated: September 28, 2017

**BETWEEN** the Owner:

(Name and address)

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

and the Architect:

(Name and address)

Bunton Clifford Associates, Inc. dba BCA Architects, Inc.  
Corporate Office:  
505 South Market Street  
San Jose, CA 95113

for the Project:

(Name and address)

Brookside ES - Document and gain DSA approval on Existing Administration Building  
165 North Satinwood Avenue, Oak Park, CA 91377

Authorization is requested

- ☒ to proceed with Additional Services.
- ☒ to incur additional Reimbursable Expenses.

As follows:

Add the following services, not included within original scope of work:

Engineering Services for Fire Alarm System Plans required by DSA per enclosed FBA Engineering proposal dated 7/16/18, to include construction documents, DSA approval and DSA certification, plus (1) site visit by FBA. Includes BCA's time during initial DSA back check to review existing fire alarm system and confirm DSA's requirements for fire alarm system plans, plus coordination with electrical engineer, incorporation of fire alarm plans into original DSA submittal, an additional back check meeting, and assistance related to fire alarm scope during bid and construction.

The following adjustments shall be made to compensation and time.

(Insert provisions in accordance with the Agreement, or as otherwise agreed by the parties.)

Compensation:

Refer to enclosed fee worksheet dated 7/27/18.

Increase hourly not to exceed fee limit by \$15,495, from \$63,000 to \$78,495.

Increase the reimbursable expense budget by \$1,000, from \$4,220 to \$5,220.

Time:

Commence fire alarm related work upon District approval of this additional service

**SUBMITTED BY:**



*(Signature)*

Brian P. Whitmore, AIA, LEED AP, President

*(Printed name and title)*

7/27/18

*(Date)*

**AGREED TO:**

*(Signature)*

Anthony Knight, ED.D, Superintendent

*(Printed name and title)*

*(Date)*

FEE

**Oak Park USD - Brookside ES Administration Building**

165 North Satinwood Avenue, Oak Park, CA 91377

**Additional Scope of Work:** Coordination with DSA on existing fire alarm system and to confirm DSA requirements for fire alarm system plans to gain DSA approval for the project. BCA to subcontract with electrical engineer. Incorporate fire alarm plans into original DSA submittal, additional back check at DSA, plus bidding, construction and DSA certification services for the fire alarm system.

**Project Status through 7/27/18:** DSA review and approval plans is complete, except for fire alarm system.

**Estimated Architectural Fees:** Individual line item and subtotal estimates of hours and costs are estimates only and may change depending on the actual services provided, but shall not exceed the TOTAL.

TASK	Principal Owner Architect		Associate Principal Architect		Project Admin I & II		CAD Drafter		Project Consultants		TOTAL
	\$ 250.00 /hr		\$ 195.00 /hr		\$ 75.00 /hr		\$ 50.00 /hr		Actual Fee + 15%		
	NO. HOURS	TOTAL	NO. HOURS	TOTAL	NO. HOURS	TOTAL	NO. HOURS	TOTAL	PROPOSAL	TOTAL	
Project Administration	1	\$ 250.00	1	\$ 195.00	2	\$ 150.00		\$ -			\$595
Agency Approval											
Coordinate with DSA during initial back check to determine and confirm DSA requirements for existing fire alarm system		\$ -	8	\$ 1,560.00		\$ -		\$ -			\$1,560
Coordinate with Electrical engineer to incorporate fire alarm plans into the plan set and submit to DSA		\$ -	4	\$ 780.00	1	\$ 75.00	8	\$ 400.00			\$1,255
Respond to DSA comments		\$ -	2	\$ 390.00	0	\$ -	2	\$ 100.00			\$490
Additional DSA back check		\$ -	8	\$ 1,560.00	0	\$ -		\$ -			\$1,560
DSA approved plan scans		\$ -		\$ -	1	\$ 75.00		\$ -			\$75
Bidding fire alarm system plans		\$ -	4	\$ 780.00	4	\$ 300.00		\$ -			\$1,080
Construction Administration for fire alarm system		\$ -		\$ -		\$ -		\$ -			\$0
No additional Site Visits: original (5) site visits remain		\$ -		\$ -		\$ -		\$ -			\$0
Fire Alarm related Submittals / RFI / CCD's		\$ -	8	\$ 1,560.00	2	\$ 150.00		\$ -			\$1,710
DSA certification for fire alarm system		\$ -	1	\$ 195.00	1	\$ 75.00		\$ -			\$270
ESTIMATED CONSULTANT FEES											
No Consultants within BCA scope of work or fee									\$ -	\$ -	\$0
FBA Engineering: Fire Alarm System: Construction Documents, DSA approval and DSA certification (lump sum fee proposal dated 7/16/18)									\$ 5,000.00	\$ 5,750.00	\$5,750
FBA Engineering: (1) site visit per FBA email dated 7/26/18									\$ 1,000.00	\$ 1,150.00	\$1,150
SUBTOTAL OF PROFESSIONAL FEES											
1	\$ 250.00	36	\$ 7,020.00	11	\$ 825.00	10	\$ 500.00	\$ 6,000.00	\$ 6,900.00	\$15,495	
Additional Reimbursable Expense Budget											\$1,000
TOTAL Additional Fee + Additional Expenses											\$16,495



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: AUGUST 21, 2018**  
**SUBJECT: B.2.h. APPROVE ARCHITECTURAL SERVICE ORDER (ASO) 1 WITH HED ARCHITECTS FOR MEASURE S PROJECT PHOTO-REALISTIC RENDERINGS**

ACTION

**ISSUE:** Shall the Board of Education approve Architectural Service Order (ASO) 1 with HED Architects for Measure S Project Photo-Realistic Renderings?

**BACKGROUND:** At this evening's meeting, the Board is asked to ratify the approval of Architectural Service Order (ASO) 1 with HED Architects for photo-realistic renderings of Measure S projects at Brookside Elementary School and Medea Creek Middle School. These renderings were requested by Administration for inclusion in the School watch back-to-school edition in August. A copy of HED's proposal for these services, in the amount of \$2,400, follows for the Board's review and information.

**ALTERNATIVES:**

1. Ratify the approve of Architectural Service Order (ASO) 1 with HED Architects for Measure S Project Photo-Realistic Renderings, in the total amount of \$2,400.
2. Do not approve the Architectural Service Order.

**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	_____	_____	_____	_____



## Design Service Request #1

**Date:** July 19, 2018

**New Project:**

**Client:** Oak Park Unified  
School District

**Existing Project:** BES and MCMC Modular  
Classrooms

**Project Name:** BES and  
MCMS Modular Classrooms

**Project No:** 2018-03777 and 03780

**Distribution:** HED file

**Person Requesting Design Service:**

Martin Klauss  
Assistant Superintendent  
Business and Administrative Services

**Description of Design Service:**

Provide 1 eye-level colored perspective rendering each for Brookside Elementary and Medea Creek Middle School.

**Design Service Fee:**

\$1,200 each for a total of \$2,400

**Design Service Schedule**

Complete the work for submission to the District on or before July 27, 2018.

Please acknowledge Client's acceptance by signing in the space set forth below and return one signed original to our office. Harley Ellis Devereaux will proceed with this Design Service Request upon receipt of this signed document. Upon your approval, this request will be followed up with a formal Contract, Supplemental Agreement and or a Contract Modification.

**Architect:** Harley Ellis Devereaux

**Client:**

Signature

Jonathan Tudan – Project Manager

Printed Name and Title

July 19, 2018

Date

Signature

Printed Name and Title

Date

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: AUGUST 21, 2018

SUBJECT: B.2.i. APPROVE UPDATED 2018-19 GENERAL FUND OPERATING BUDGET

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DISCUSSION/ACTION

**ISSUE:** Shall the Board of Education receive and discuss updated information pertaining to the District's 2018-19 budget, and as appropriate, approve changes to the Adopted Budget as recommended by Administration?

**BACKGROUND:** At this evening's meeting, Business and Administrative Services will provide the most current information pertaining to the 2018-19 operating budget. Included in this discussion will be the Administration's recommendation for modification of the District's Adopted Budget to reflect the State's adopted budget, as well as actual OPUSD student enrollment and personnel staffing, and revised projected revenues, expenses, and reserves. The proposed budget revision can be accessed at the following link: <https://goo.gl/43y7Te>. The proposed revision also includes all stipends. A list of those stipends, which require approval by the Board, can be accessed at the following link: <https://goo.gl/nfzfqN>.

**ALTERNATIVES:**

1. Approve revisions to the District's 2018-19 Adopted Budget, including the list of stipends, as recommended by the Administration.
2. After discussion, provide direction to staff to incorporate specified budget priorities and revisions to the 2018-19 Adopted Budget, including any revisions to the proposed stipend list for the Board's action at its September 2018 meeting.
3. Do not approve the recommended changes to the 2018-19 District budget.

**RECOMMENDATION:** Alternative No. 1

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

---

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: AUGUST 21, 2018**  
**SUBJECT: B.2.j. APPROVE SPENDING PLAN FOR 2018-19 EDUCATION PROTECTION ACCOUNT FUNDS**

ACTION

**ISSUE:** Shall the Board review and discuss the proposed spending plan for the 2018-19 Education Protection Account funds as required by Propositions 30 and 55?

**BACKGROUND:** In November 2012, California voters approved Proposition 30, which established the Education Protection Account (EPA). All temporary tax revenues collected from Proposition 30 over the next 7 years for income tax and 4 years for sales tax, are collected into the Education Protection Account and distributed to K-12 and Higher Education. Proposition 55, approved by California voters in 2016, continued the tax rates for this purpose through 2030.

There are several requirements for local spending determination, disclosure, and reporting on the use of the EPA funds. The governing board must determine the use of the EPA funds in an open session of a public meeting. The EPA funds must be accounted for separately and not used for administrative costs. Additionally, Districts are required to annually report on their website an accounting of the EPA funds received and how those funds were spent.

The proposed OPUSD spending plan for the 2018-19 Education Protection Account accompanies this report for the Board's information and review.

**ALTERNATIVES:**

1. Approve the proposed 2018-19 EPA Spending Plan as presented.
2. After discussion, direct the Administration to make specified revisions to the proposed 2018-19 EPA Spending Plan.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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

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

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

## Model OB19-01 Projected Budget 2018-19

Fiscal Year 2018/19

## Fund 010 General Fund

Revenue	Description	Amount	Percentage of Sources
8000	Revenue	5,633,009	100.00%
Total Revenue		5,633,009	100.00%

Expenditure	Description	Amount	Percentage of Sources
<b>1000 Certificated Salaries</b>			
1100	Teachers' Salaries	4,722,113	83.83%
Total 1000		4,722,113	83.83%

<b>3000 Employee Benefits</b>			
3100	STRS	768,760	13.65%
3300	OASDI/Medicare/Alternative	68,471	1.22%
3500	State Unemployment Insurance	2,361	.04%
3600	Workers' Compensation Insuranc	71,304	1.27%
Total 3000		910,896	16.17%
Total Expenditure		5,633,009	100.00%

Starting Balance	0
+ Revenues	5,633,009
- Expenditures	5,633,009
- Budgeted Reserves & Fund Bal	0
= Unappropriated Balance	0

Starting Balance	0
+ Total Revenues	5,633,009
= Total Sources	5,633,009

Expenditure	Description	Amount	Percentage of Sources
1000	Certificated Salaries	4,722,113	83.83%
2000			%
3000	Employee Benefits	910,896	16.17%
4000			%
5000			%
6000			%
7000			%
- Total Expenditures		5,633,009	100.00%
- Total Budgeted Reserves and Fund Balance		0	.00%
= Unappropriated Balance		0	.00%

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: AUGUST 21, 2018**  
**SUBJECT: B.2.k. RATIFY AWARD OF MEASURE S CONSTRUCTION CONTRACT, PROJECT 17-35S, KITCHEN IMPROVEMENTS AT MEDEA CREEK MIDDLE SCHOOL**

ACTION

**ISSUE:** Shall the Board ratify the award of Measure S Construction Contract, Project 17-35S, Kitchen Improvements at Medea Creek Middle School?

**BACKGROUND:** At its May 17, 2018 meeting, the Board of Education authorized the Superintendent to award Measure S Construction Contract, Project 17-35S, Kitchen Improvements at Medea Creek Middle School to the lowest responsive and responsible bidder, subject to the Board's subsequent ratification.

The budget established for this work for direct construction and relate soft costs (30%) and contingency (10%) is \$1,029,000. Five construction companies participated on the May 23, 2018 mandatory job walk for this project, and one bid was received on June 8, 2018 in response to the District's call for bids. The following is a recap of the bid received from Waisman Construction Company:

<u>Bidder</u>	<u>Base Bid</u>	<u>Add Alternate Bid</u>
Waisman Construction Company	\$1,105,000	\$48,000

The bid received was thoroughly reviewed and analyzed. After discussion, and based on the recommendation of District staff, Balfour Beatty Construction (BBC), the Superintendent awarded Project 17-35S, Kitchen Improvements at Medea Creek Middle School, Base Bid only, to Waisman Construction Company of Canoga Park, California, in the amount of \$1,105,000, as the lowest responsive and responsible bidder. The bid recap, analysis, and recommendation prepared by BBC follows for the Board's information.

**ALTERNATIVES:**

1. Ratify the award of Measure S Construction Contract, Project 17-35S, Kitchen Improvements at Medea Creek Middle Base Bid only, to Waisman Construction Company of Canoga Park, California, in the amount of \$1,105,000, as the lowest responsive and responsible bidder.
2. Do not ratify the award.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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

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

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



Oak Park Unified School District  
5801 East Conifer Street  
Oak Park, CA 91377  
Attn: Martin Klauss, Assistant Superintendent Business Services

June 11, 2018

Subject: Measure "S"  
Oak Park Unified School District  
Oak Park, CA

Re: Project 17-35S Medea Creek Middle School Kitchen Improvement  
Recommendation to Award to the Lowest Responsive Bidder

Dear Mr. Klauss,

The District received bids for 17-35S Medea Creek Middle School Kitchen Improvement) on June 8, 2018. The following company's submitted bids in the order listed (bid opening sheet is attached). This Project is indicated in the updated Master Plan update approved by the Board on March 20, 2018 and is scheduled to be completed by September 20, 2018.

CONTRACTOR	BASE BID	Add Alternate (Not accepted)	Total Bid
Waisman Construction, Inc.	\$1,105,000.00	\$48,000	\$1,105,000.00

The preliminary project budget for the Kitchen Improvements including DSA required miscellaneous campus ADA and Restroom Upgrades was \$1,029,000.00.

Contributing to the budget over-run was a result of a late-summer bid window, three significant milestones that must be completed prior to school opening in Aug. 2018, and lastly, the complexity of the project due to ADA upgrades. The attempt to garner interested parties was wide with advertisements occurring in the Ventura County Star, Dodge Data, and the Ventura County Contractor's Association. That advertising generated ten General Contractor leads, which was reduced to five at the mandatory job-walk, falling to only three after two potential bidders withdrew due to being booked up for the Summer. Of the three potential bidders remaining only Waisman Construction, Inc. submitted a bid.

Balfour Beatty Construction has reviewed the bid result and confirmed the submitted proposal is responsive and no bid protests have been received by the District.

It is our recommendation that the Superintendent, per the Board's approval May 17, 2018, to authorize the District staff to proceed with issuance of a Notice of Award and agreement to Waisman Construction, Inc. for a total Project Budget of \$1,506,398.00, which includes a Contingency of \$58,609.20 and committed soft costs of \$342,789.00.

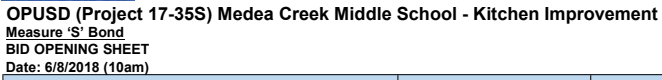
Should you have any questions or require any additional information, please contact me at anytime.

Respectfully,

Dennis Kuykendall  
Senior Project Executive, Balfour Beatty Construction

Attachments: Bid Sheet Tabulation  
Project Budget

cc. Keith Henderson, OPUSD  
dd. Leon Cavallo, BBC

[illegible]



17-35 Medea Creek Kitchen Bid Budget					Variance	Construction Budget		
	Planning Costs	Construction Hard Cost	%	Cost		%	Cost	Budget Scope
6240	Preliminary Testing		0.00%	\$ -	\$ (23,442.28)	4.00%	\$ 23,442.28	
6250	A/E- (HED/D&D <b>Committed</b> )		15.99%	\$ 176,637.57	\$ 112,171.30	11.00%	\$ 64,466.27	
6251	DSA Fees	\$16,018.64 committed to date	2.50%	\$ 27,625.00	\$ 12,973.58	2.50%	\$ 14,651.43	
6251	CDE Fee's		0.00%	\$ -	\$ -	0.00%	\$ -	
6259	Health Department Permitting	\$1,217 committed to date	0.20%	\$ 2,210.00	\$ 1,037.89	0.20%	\$ 1,172.11	
					\$ -			
	Construction Costs				\$ -			
6209	Waisman Construction, Inc.	\$ 1,105,000.00	0.00%		\$ 310,423.00		\$ 794,577.00	<b>Grand Total</b>
							\$ 365,343.00	Kitchen Construction
							\$ 24,000.00	Kitchen Cost Escalation
							\$ 380,234.00	ADA Upgrades Construction
							\$ 25,000.00	ADA Cost Escalation
6272	CM Fees	\$41,024 per Orig. Est.	3.71%	\$ 41,024.23	\$ 0.24	7.00%	\$ 41,023.99	
6274	Temp Food Service Equipment Expenses		4.52%	\$ 50,000.03	\$ 45,311.58	0.80%	\$ 4,688.46	
					\$ -			
	Construction Testing				\$ -			
6280	Construction Tests (NV5- <b>Committed</b> )	\$ 5,680.00	0.52%	\$ 5,690.75	\$ (6,030.39)	2.00%	\$ 11,721.14	
					\$ -			
	Construction Inspection				\$ -			
6290	Construction Inspection (Kenco- <b>Committed</b> )	\$ 39,600.00	3.58%	\$ 39,600.99	\$ 24,949.57	2.50%	\$ 14,651.43	
					\$ -			
	Furniture & Equipment				\$ -			
4300	Material & Supplies		0.00%	\$ -	\$ -	0.00%	\$ -	
					\$ -			
	Total Soft Cost		31.02%	\$ 342,788.57	\$ 166,971.47	30.00%	\$ 175,817.10	
	Project Contingency				\$ -			
6299	Project Contingency		5.30%	\$ 58,605.71	\$ 0.01	10.00%	\$ 58,605.70	

<b>Design Services</b>		Construction Bid	\$ 1,105,000.00
HED Base Contract	\$ 120,300.00	Soft Cost	\$ 342,788.57
HED ADA Changes	\$ 31,250.00	Contingency	\$ 58,605.71
HED Kitchen Changes	\$ 14,000.00	Total Project - Kitchen	\$ 1,506,394.28
HED PO Agreement/Total	\$ 165,550.00		
D&D Architects	\$ 11,087.39		
<b>Design Services - Committed</b>	\$ 176,637.39		

\$ 310,423.00
\$ 166,971.47
\$ 0.01
\$ 477,394.48

Construction Estimate	\$ 794,577.00
Soft Cost	\$ 175,817.10
Contingency	\$ 58,605.70
Total Project - Kitchen	\$ 1,028,999.80

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: AUGUST 21, 2018**  
**SUBJECT: B.2.1. APPROVE TRANSPORTATION AGREEMENT WITH STUDENT  
TRANSPORTATION OF AMERICA**

ACTION

**ISSUE:** Shall the Board of Education approve an agreement with Student Transportation of America for student transportation during the 2018-19 school year?

**BACKGROUND:** This Board Action Report recommends approval of the accompanying contract with Student Transportation of America the 2018-19 school year. This contract provides for point-to-point yellow bus transportation services to and from school for general education students, and will be funded from fees paid by participating families for each student rider.

After thorough review, the District staff has determined that these services will be beneficial to the students who are commuting from a distance to Oak Park schools. It is also expected to help in reducing traffic during peak commuting periods. Accordingly, staff is recommending the approval of this agreement.

**ALTERNATIVES:**

1. Approve the service agreement with Student Transportation of America for transportation of general education students for the 2018-19 school year.
2. Do not approve the agreement.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Stew McGugan, Director, Student Support and School Safety  
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	_____	_____	_____	_____

# TRANSPORTATION SERVICES AGREEMENT

Between

**SANTA BARBARA TRANSPORTATION CORP, doing business as  
STUDENT TRANSPORTATION OF AMERICA**

And

**OAK PARK UNIFIED SCHOOL DISTRICT**

This agreement ("Agreement") is entered into effective this \_\_\_\_ day of August, 2018, by and between Santa Barbara Transportation Corp, doing business as Student Transportation of America, a California Corporation ("Contractor"), with offices at 12560 Raymer Street, North Hollywood, CA 91605, and the Oak Park Unified School District located at 5801 Conifer Street, Oak Park, CA 91377 ("Customer").

The undersigned parties hereby agree as follows:

1. Scope of Agreement:

Contractor will furnish, operate and maintain school buses for student trips and home to school transportation as mutually agreed upon by the Parties and subject to availability, duly licensed and inspected as required by the State of California to transport students and other persons between points designated by Customer.

2. Term of Agreement:

This Agreement shall be for the period commencing August 15, 2018 and terminating on July 31, 2019.

3. Cancellation:

Either Party may terminate this Agreement without cause and without penalty by providing the other party sixty days prior written notice as outlined in Section 15. In addition, either party may immediately terminate this Agreement by written notice due to breach by the other party. Termination of this Agreement shall not constitute breach of the Agreement, provided that Customer pay in full all sums due to Contractor for services rendered prior to the date of termination of this Agreement.

4. Assignment:

Neither party shall assign this Agreement or any portion of its obligations hereunder without the prior written consent of the other party.

5. Contractor Representative:

Contractor shall further provide a non-dedicated Transportation Contract Coordinator to act as a supervisor of operations in connection with the services being provided to Customer.

6. Compensation:

Customer shall pay Contractor for the services it requests of Contractor and services provided by Contractor under this Agreement according to the rate schedule below. Customer shall be billed only for school days that bus service is provided.

<u>Service</u>	<u>August 1, 2018 through July 31, 2019</u> <u>3.0 Hour Live Time**</u>
40 passenger (AM & PM routes)	\$433.00 per bus per day
60 passenger (AM & PM routes)	\$452.00 per bus per day
Late Bus route	\$100.00 per bus per day
Excess Hourly rate – after 3 hours of live time	\$ 75.00 per hour
Special midday charter rate	\$ 75.00 per hour
Conflicting time charter rate for 5 hours	\$430.00 per bus
Excess Hourly charter rate – after 5 hours	\$ 75.00 per hour

SafeStop smart phone app for parents is included in the AM & PM pricing

\*\*Live Time is defined as the cumulative time that students are on board the bus during the morning trip to school and the afternoon trip home from school.

7. Invoicing and Payments

Contractor shall invoice Customer monthly for services rendered hereunder, and customer shall pay each such invoice within 30 days of receipt. Any invoice that is not paid within the time set forth herein shall be subject to late fees at the rate of 1.5% per month or at the maximum rate permitted by law. The provision for late fees shall not constitute a waiver of Contractor's right to demand timely payment or of any of Contractor's rights or remedies in connection therewith. Contractor's failure to declare any late payment a breach under section 22 hereof shall not constitute a waiver of Contractor's rights hereunder to declare any subsequent late payment a breach.

8. Independent Contractor:

No provision of this Agreement or the performance by Contractor of any services hereunder shall be deemed to make Contractor an officer, agent or employee of Customer. Contractor is not granted any right or authority to assume or create any obligation or responsibility, express or implied, on behalf of or in the name of Customer or to bind the Customer in any manner. Except for any materials, procedures, or subject matter agreed upon between Contractor and Customer, Contractor shall have complete control over the manner and method of performing the services.

Contractor understands and agrees to independent contractor status. Contractor understands and agrees that the filing and acceptance of this Agreement creates a rebuttable presumption and that the Contractor, officers, agents, or employees of Contractor are not entitled to coverage under the California Workers' Compensation Insurance laws, Unemployment Insurance, Health Insurance, Pension Plans, or any other benefits normally offered or conveyed to Customer employees. Contractor will be responsible for payment of all Contractor employee wages, payroll taxes, employee benefits, and any amounts due for Federal and State income taxes and Social Security taxes. These taxes will not be withheld from payments under this agreement.

9. Non-Exclusivity:

- A. During the term of this agreement Contractor may, independent of Contractor's relationship with the Customer, without breaching this Agreement or any duty owed to the Customer, act in any capacity, and may render services for any other entity.
- B. During the term of this agreement the Customer may, independent of its relationship with the Contractor, without breaching this Agreement or any duty owed to the Contractor contract with other individuals and entities to render similar services to the Customer.

10. Non-Discrimination and Equal Employment Opportunity:

Contractor represents and agrees that it does not and shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin.

11. Contractor Not Responsible:

Contractor shall be excused from performance, without penalty, during such time and to the extent it is prevented from performing by any act constituting force majeure, including acts of nature, acts of government not related to breach of any legal or regulatory obligation by Contractor, fire earthquake, strike, lockout, civil disorder, war or commandeering by any agency of government.

12. Equipment Requirements:

All vehicles operated by Contractor pursuant to this Agreement shall be duly licensed and inspected as required by the California Highway Patrol and California law, and shall comply with all applicable laws and regulations. Customer shall, upon reasonable request, have the right to inspect Contractor's buses. In the event Customer finds any bus operated by Contractor to be factually unsafe or not in compliance with any applicable law or regulation, Contractor shall make all necessary repairs or provide a replacement bus. All buses operated hereunder shall be equipped with all required emergency/safety equipment as provided by law, seat belts and a two-way radio system. Buses are not equipped with air conditioning.

13. Hold Harmless:

Contractor agrees to defend, indemnify, and hold harmless the Customer, its governing board, officers, agents, employees, and/or volunteers from any and all claims, demands, losses, damages and expenses, including legal fees and costs, or other obligations or claims arising out of any liability or damage to person or property, or any other loss, sustained or claimed to have been sustained arising out of activities of the Contractor or those of any of its officers, agents, or employees of Contractor, whether such act or omission is authorized by this Agreement or not. Contractor shall also pay for any and all damage to their Real and Personal Property of the Customer, or the loss or theft of such Property, done or caused by such persons. Customer assumes no responsibility whatsoever for any property placed on Customer premises by Contractor, Contractor's agents, or employees. Contractor further hereby waives any and all rights of subrogation that it may have against the Customer. The provisions of this Indemnification do not apply to any damage or losses caused solely by the negligence of the Customer or any of its officers, agents, employees, and/or volunteers.

14. Driver Requirements:

All drivers providing services hereunder shall be licensed and certified as required by California law. Drivers shall be neat in appearance, in good health, and of the highest moral character. Drivers shall at all times be in uniform and in possession of all documents required to operate a school bus under

Federal and California State law, including the School Bus Driver Certificate authorized by the California Highway Patrol/State of California, pre-employment and random drug testing, California Department of Justice and/or the FBI clearance and Tuberculosis testing during the pre-employment process and every two (2) years thereafter during their mandated medical renewal examination. All prospective drivers shall be fingerprinted and interviewed by the California Highway Patrol, and driver fingerprints shall be submitted to the California Department of Justice and/or the FBI for a background check. Drivers shall not drive buses hereunder until the School Bus Drivers Certificate has been authorized. Company shall be responsible for conducting an interview and previous employment reference checks.

15. Insurance:

Contractor, at its own cost and expense, shall procure and maintain during the term of this Agreement, policies of insurance for the following types of coverage:

- A. Workers' Compensation Insurance. Contractor shall procure and maintain, during the term of this Agreement, Workers' Compensation Insurance, as required by California law, on all of its employees engaged in work related to the performance of this Agreement. Contractor shall procure and maintain Employers' Liability insurance coverage of \$1,000,000.
- B. Commercial General Liability Insurance. Contractor shall procure and maintain, during the term of this Agreement, not less than the following General Liability Insurance coverage:

	Each Occurrence	Aggregate
Student Transportation	\$5,000,000	\$10,000,000

Commercial General Liability insurance shall include products/completed operations, broad form property damage, and personal and advertising injury coverage.

- C. Automobile Liability. Contractor shall procure and maintain, during the full term of this Agreement, Automobile Liability Insurance, including non-owned automobiles, with the following coverage limits:

Student Transportation	\$25,000,000 combined single limit
------------------------	------------------------------------

Contractor's Commercial Automobile Liability Insurance shall name the Contractor, its employees, and school board members as additional insureds.

- D. Other coverage as Dictated by the Customer. Contractor shall procure and maintain, during the term of this Agreement, the following other Insurance coverage:

	Each Occurrence	Aggregate
Abuse and Molestation	\$1,000,000	\$5,000,000

Certificate of Insurance. Contractor shall provide certificates of insurance to the customer as evidence of the insurance coverage required herein, not less than Fifteen (15) days prior to commencing work for the Customer, and at any other time upon the request of the Customer. Certificates of such insurance shall be filed with the Customer on or before commencement of the services under this Agreement.

Contractor's Commercial General Liability insurance and Abuse and Molestation coverage shall name the Customer, its employees, and school board members as additional insureds. All endorsements specifying additional insureds for any of the Insurance Policies shall be as indicated below or an equivalent endorsement reasonably acceptable to the Customer. All endorsements specifying additional insureds for any of the Insurance Policies shall be ISO Form CG20 26 10 01, or an equivalent endorsement reasonably acceptable to the Customer.

Contractor's Commercial General Liability insurance shall provide a list of endorsements and exclusions.

If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, the Customer requires and shall be entitled to the broader coverage and/or higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Customer.

Insurance written on a "claims made" basis is to be renewed by the Contractor for a period of five (5) years following the termination of this Agreement. Such insurance must have the same coverage and limits as the policy that was in effect during the term of this agreement and will cover the Contractor for all claims made.

Failure to Procure Insurance. Failure on the part of the Contractor to procure or maintain required insurance shall constitute a material breach of contract under which the Customer may immediately terminate this agreement.

16. Dispute Resolution:

- A. The parties agree that, in the event of any dispute under the agreement in which the amount sought is \$5,000 or less, any litigation to resolve the dispute shall be brought in the Ventura County Small Claims Court.
- B. If the amount in dispute exceeds \$5,000, the parties agree that they will first submit the matter to a mutually agreed upon mediator. Notwithstanding the next section, Attorney Fees, the cost of the mediator shall be borne equally by the parties.
- C. If the mediator is unable to resolve the dispute, then the parties shall submit the matter to binding arbitration in Ventura County pursuant to the rules of the American Arbitration Association (AAA), as amended or as augmented in this Agreement (the Rules). The parties acknowledge that one of the purposes of utilizing arbitration is to avoid lengthy and expensive discovery and allow for prompt resolution of the dispute.

Arbitration shall be initiated as provided by the Rules, although the written notice to the other party initiating arbitration shall also include a description of the claim(s) asserted and the facts upon which the claim(s) are based. Arbitration shall be final and binding upon the parties and shall be the exclusive remedy for all claims subject hereto, including any award of attorney's fees and costs. Either party may bring an action in court or compel arbitration under this Agreement and to enforce an arbitration award.

All disputes shall be decided by a single arbitrator. The arbitrator shall be selected by mutual agreement of the parties within 30 days of the effective date of the notice initiating the arbitration. If the parties cannot agree on an arbitrator, then the complaining party shall notify the AAA and request selection of an arbitrator in accordance with the Rules. The arbitrator shall only have such authority to award equitable relief, damages, costs, and fees as a court would have for the particular claim(s) asserted. In no event shall the arbitrator award punitive damages of any kind.

The arbitrator shall have the power to limit or deny a request for documents or a deposition if the arbitrator determines that the request exceeds those matters, which are directly relevant to the claims in controversy. The document demand and response shall conform to Code of Civil Procedure section 2031. The deposition notice shall conform to Code of Civil Procedure section 2025. The parties may make a motion for protective order or motion to compel before the arbitrator with regard to the discovery, as provided in Code of Civil Procedure sections 2025 and 2031.

17. Attorney Fees:

In the even of any action or proceeding to interpret or enforce the terms of this Agreement, the prevailing party, as determined by the court or arbitrator, shall be entitled to recover its reasonable attorney fees and costs incurred in connection with such actions or proceeding.

18. Nature of Agreement:

This Agreement constitutes a binding expression of the understanding of the parties with respect to the services to be provided hereunder and is the sole contract between the parties with respect to the subject matter thereof. There are no collateral understanding or representation or agreements other than those contained herein. This Agreement represents the entire agreement between the parties hereto with respect to the subject matter hereof and supersedes an and all other agreements and communications however characterized, written or oral, between or on behalf of the parties hereto with respect to the subject matter hereof. This agreement may only be modified by a written instrument signed by authorized representative of each of the parties hereto.

19. Severability:

It is intended that each paragraph of this Agreement shall be treated as separate and divisible, and in the event that any paragraphs are deemed unenforceable, the remainder shall continue to be in full force and effect so long as the primary purpose of this Agreement is unaffected.

20. Authority:

Contractor represents and warrants that Contractor has all requisite power and authority to conduct its business and execute, deliver, and perform this Agreement. Each party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and to bind each respective party.

21. Breach by Customer:

Notwithstanding any other provision of this Agreement, the failure of Customer to pay Contractor the compensation due hereunder in the amounts and at the times required by this Agreement shall constitute a material breach of this Agreement, and Contractor shall have the right, without waiving any of its other rights and remedies for said breach, to immediately cease providing services hereunder.



22. Notices:

All notices to be given hereunder shall be given sufficiently if deposited in United States Mail, first class, postage paid, addressed as follows, or if personally delivered to:

For Contactor:

Santa Barbara Transportation Corp, dba  
Student Transportation of America  
6414 Hollister Avenue  
Goleta, CA 93117  
Attn: Donald D. Kissell  
Sr. Vice President

For Customer:

Oak Park Unified School District  
5801 Conifer Street  
Oak Park, CA 91377  
Attn: Martin Klauss, Assistant Superintendent

23. Other:

This Agreement may be signed in multiple counterpart copies and/or by facsimile signature, each of which shall be deemed an original. This Agreement is made and is intended to be performed in the State of California, and the rights and obligations of the parties hereto shall be construed and enforced in accordance with and governed by the laws of the State of California (without reference to California law regarding choice of law).

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed effective the date first above written:

CONTRACTOR:

SANTA BARBARA TRANSPORTATION CORP  
Dba STUDENT TRANSPORTATION OF AMERICA

By: \_\_\_\_\_  
Donald D. Kissell

Its: Senior Vice President

CUSTOMER:

OAK PARK UNIFIED  
SCHOOL DISTRICT

By: \_\_\_\_\_  
Anthony W. Knight, Ed. D

Its: Superintendent of Schools

I

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: AUGUST 21, 2018**  
**SUBJECT: B.2.m. APPROVE BUS TRANSPORTATION FEES SCHEDULE FOR 2018-19**

ACTION

**ISSUE:** Shall the Board of Education approve the proposed fee schedule for student bus transportation for the 2018-19 school year?

**BACKGROUND:** The proposed fee for students utilizing the bus transportation service is in the range of \$290 - \$315 per month/per student depending on the number of signups.

Students eligible for the Free and Reduced Price Lunch Program shall have their transportation fees be waived as provided by Board Policy 3553 Free and Reduced Price Meals.

**ALTERNATIVES:**

1. Approve the proposed fee schedule for student bus transportation for the 2018-19 school year.
2. Do not approve the proposed fee schedule.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Stew McGugan, Director, Student Support and School Safety  
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: AUGUST 21, 2018**  
**SUBJECT: B.1.c. APPROVE PURCHASE ORDERS – JUNE 1 THROUGH JULY 31, 2018**

ACTION

**ISSUE:** Shall the Board approve the attached purchase orders issued for the period June 1 through July 31, 2018?

**BACKGROUND:** Attached is the Purchase Order Report listing all purchase orders issued during the reporting period. All purchase orders have been approved by an administrator as a necessary expense and are budgeted for and within the budget authorization of the account.

**ALTERNATIVES:**

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

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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

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

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

## Includes Purchase Orders dated 06/01/2018 - 07/31/2018

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B18-00020	Pitney Bowes Reserve Account	Open PO for postage & power purchase	Medea Creek Middle School	010	1,039.27
B18-00025	Southwest School Supply	Open PO for Custodial supplies	Medea Creek Middle School	010	7,500.00
B18-00147	Office Depot Customer Service Center	2017-2018 Office Supplies for District Office	Business Administration	010	3,800.00
B18-00251	John Trudeau dba Trudeau Creative	Design Services for 2017-18	Superintendent	010	12,034.88
B18-00278	Gibson Transportation Consulting Inc.	Kanan Road Traffic Count Program	Business Administration	010	2,107.50
B19-00001	VCOE	VCOE BLANKET TRAINING PO 2018-19	Curriculum	010	5,000.00
B19-00002	Premier - A School Speciality	DON: Student Agenda Books	Medea Creek Middle School	010	9,134.00
B19-00003	Joy Products of California Coastal Enterprises	DON: Open PO for PE Clothes & Locks	Medea Creek Middle School	010	12,325.71
B19-00004	Agoura Lock Technologies, Inc.	Open PO for locks & keys for site	Medea Creek Middle School	010	200.00
B19-00005	Carlson's Building Materials	PFA: Site Improvement Projects	Medea Creek Middle School	010	1,000.00
B19-00006	Compuwave Inc.	Open PO for computer/printer supplies	Medea Creek Middle School	010	2,000.00
B19-00007	Conejo Awards	Open PO for Engraving, Placques & Signs	Medea Creek Middle School	010	150.00
B19-00008	COSTCO WHOLESALE	Open PO for various supplies	Medea Creek Middle School	010	1,500.00
B19-00009	Demco	Open PO for Library and School Supplies	Medea Creek Middle School	010	125.00
B19-00010	Do-It Center	DISC: Custodial /maintenance supplies	Medea Creek Middle School	010	200.00
B19-00011	Document Systems	Open PO for supplies for all Ricoh Copiers	Medea Creek Middle School	010	2,000.00
B19-00012	Follett School Solutions, Inc.	OPEN PO for library supplies	Medea Creek Middle School	010	300.00
B19-00013	The Prophet Corp. Db a Gopher	Open PO for PE equipment	Medea Creek Middle School	010	1,000.00
B19-00014	Jaime Alvarez JJER Fitness	PFA: Spin Bike Service	Medea Creek Middle School	010	1,520.00
B19-00015	Jones School Supply Co. Inc.	Open PO for Quarterly Awards	Medea Creek Middle School	010	300.00
B19-00016	Graphaids	PFA: Art Supplies	Medea Creek Middle School	010	400.00
B19-00017	Home Depot	Open PO-misc hardware, mainten.supp. needs	Medea Creek Middle School	010	500.00
B19-00018	J.W. Pepper & Son Inc.	PFA: Band and Chorus Music	Medea Creek Middle School	010	2,000.00
B19-00019	NICK RAIL MUSIC	PFA: Open PO for Instrument Repairs	Medea Creek Middle School	010	1,000.00
B19-00020	Office Depot Customer Service Center	Open PO for office supplies	Medea Creek Middle School	010	15,000.00
B19-00021	Offbeat Productions Inc.	Open PO for Awards and Banners	Medea Creek Middle School	010	225.31
B19-00022	Pacific Coast Environmental	DISC: Custodial Supplies	Medea Creek Middle School	010	800.00
B19-00023	Perma-Bound	PFA: Open PO for Book Orders 2018-19	Medea Creek Middle School	010	2,000.00

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

ESCAPE ONLINE

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## Includes Purchase Orders dated 06/01/2018 - 07/31/2018

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B19-00024	Pitney Bowes Reserve Account	Open PO for postage & power purchase	Medea Creek Middle School	010	700.00
B19-00025	Pitney Bowes Lease Global	Open PO for postage machine lease	Medea Creek Middle School	010	1,000.00
B19-00026	Regency Enterprises, Inc	Open PO for lamp/battery recycling	Medea Creek Middle School	010	200.00
B19-00027	Scantron Corporation	DON: Open PO for Scantron Forms	Medea Creek Middle School	010	1,500.00
B19-00028	SCHOOL NURSE SUPPLY INC	Open PO for Health Office Supplies	Medea Creek Middle School	010	500.00
B19-00029	School Specialty	Open PO for Art Class Supplies	Medea Creek Middle School	010	450.00
B19-00030	SOS Survival Products	DON: Earthquake/Emergency Supplies	Medea Creek Middle School	010	4,000.00
B19-00031	Southwest School Supply	PFA: Open PO for supplies	Medea Creek Middle School	010	1,000.00
B19-00032	Southwest School Supply	Open PO for Custodial supplies	Medea Creek Middle School	010	7,500.00
B19-00033	Town & Country Printing	Open PO for printing	Medea Creek Middle School	010	1,500.00
B19-00034	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	DON: Open PO for bus transportation	Medea Creek Middle School	010	500.00
B19-00035	Ward's Natural Science	Open PO for consumable Science supplies	Medea Creek Middle School	010	500.00
B19-00036	School Health Corporation	Red Oak Health Office Supplies for 2018-2019	Red Oak Elementary School	010	400.00
B19-00037	Southwest School Supply	Red Oak Classroom Supplies for 2018-2019	Red Oak Elementary School	010	5,000.00
B19-00038	Ready Refresh by Nestle	Water for portable classrooms D53 and D54	Red Oak Elementary School	010	600.00
B19-00039	UNITED STATES POSTAL SERVICE	Red Oak postage stamps for 2018-2019	Red Oak Elementary School	010	400.00
B19-00040	Document Systems	Staples, Color Copies and Maintenance for RICOH	Oak Hills Elementary School	010	1,500.00
B19-00041	KYOCERA Document Solutions West LLC	Maintenance and Supplies for RISO Machine	Oak Hills Elementary School	010	1,200.00
B19-00042	Southwest School Supply	School Supplies for 2018-2019 School Year	Oak Hills Elementary School	010	6,500.00
B19-00043	Office Depot Customer Service Center	School Supplies for 2018-2019 School Year	Oak Hills Elementary School	010	500.00
B19-00044	Document Systems	Red Oak color copies and staples for 2018-2019	Red Oak Elementary School	010	1,600.00
B19-00045	Southwest School Supply	Red Oak Custodial Supplies for 2018-2019	Red Oak Elementary School	010	4,000.00
B19-00046	Brian Hoover	Maintenance and Supplies for Fish Tank	Oak Hills Elementary School	010	1,200.00
B19-00047	DIY Home Center	Red Oak Custodial Supplies for 2018-2019	Red Oak Elementary School	010	500.00
B19-00048	Southwest School Supply	Custodial Supplies for 2018-2019 School Year	Oak Hills Elementary School	010	5,362.50

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

ESCAPE ONLINE

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## Includes Purchase Orders dated 06/01/2018 - 07/31/2018

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B19-00049	Do-It Center	Custodial Supplies for 2018-2019 School Year	Oak Hills Elementary School	010	400.00
B19-00050	Regency Enterprises, Inc	Light Bulbs for 2018-2019 School Year	Oak Hills Elementary School	010	250.00
B19-00051	Pacific Coast Environmental	Custodial Supplies for 2018-2019 School Year	Oak Hills Elementary School	010	1,000.00
B19-00052	AT&T-CalNet 3	Phone Lines	Oak Hills Elementary School	010	750.00
B19-00053	VCOE	LCAP GOAL 2 VCOE BLANKET TRAINING PO 2018-19	Curriculum	010	2,500.00
B19-00054	Department Of Justice Bur. of Criminal Investigation	2018-2019 Fingerprinting Services	Human Resources	010	11,000.00
B19-00055	Westlake Village Urgent Care	2018-2019 TB Tests	Human Resources	010	5,000.00
B19-00056	VENTURA COUNTY STAR	2018-2019 Employment Ads	Human Resources	010	10,000.00
B19-00057	Acorn Press	Ads for 2018-2019	Human Resources	010	8,000.00
B19-00058	M & L Partnership DBA Accu-Prints	Fingerprinting Services 2018-2019	Human Resources	010	2,000.00
B19-00059	VCOE	Classified VCOE trainings 2018-2019	Human Resources	010	500.00
B19-00060	Office Depot Customer Service Center	Supplies for Extended Care DO	Extended Care Program	120	2,000.00
B19-00061	The Frame Gallery	Open PO for framing	Medea Creek Middle School	010	150.00
B19-00062	Do-It Center	Blanket PO for custodial supplies	Brookside School	010	300.00
B19-00063	Regency Enterprises, Inc	Open Purchase order for light bulbs and recycling	Brookside School	010	500.00
B19-00064	Moore Medical Corp.	Health supplies	Brookside School	010	500.00
B19-00065	AT&T-CalNet 3	telephone services BAN# 9391028379	Brookside School	010	1,000.00
B19-00066	Office Depot Customer Service Center	office supplies	Brookside School	010	2,000.00
B19-00067	Document Systems	Open purchase order for color copies	Brookside School	010	1,600.00
B19-00068	Southwest School Supply	school supplies	Brookside School	010	4,500.00
B19-00069	Southwest School Supply	Open order -- custodial supplies	Brookside School	010	5,000.00
B19-00070	UNITED STATES POSTAL SERVICE	postal supplies	Brookside School	010	200.00
B19-00071	Agoura Lock Technologies, Inc.	keys/locks	Brookside School	010	100.00
B19-00072	SOS Survival Products	2018-2019 Emergency Supplies	Business Administration	010	2,500.00
B19-00073	Pyro-Comm Systems, Inc.	2018-2019 Fire Alarm Monitoring Service	Business Administration	010	2,880.00
B19-00074	Pyro-Comm Systems, Inc.	2018--2019 Fire Alarm Maintenance Service	Business Administration	010	3,000.00
B19-00075	Hollywood Fire Protection, LLC	2018-2019 Annual Fire Exting. Svs District-Wide	Business Administration	010	1,500.00
B19-00076	Agoura Lock Technologies, Inc.	Keys/Custodial/mat & supp	Oak Park High School	010	750.00

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## Includes Purchase Orders dated 06/01/2018 - 07/31/2018

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B19-00077	COSTCO WHOLESALE	Admin/mat & supp	Oak Park High School	010	5,300.00
B19-00078	Dan Amihud dba Dan's Piano Service	Piano/rnt lse rpr	Oak Park High School	010	1,500.00
B19-00079	Document Systems	Copying/Lott/mat & supp	Oak Park High School	010	7,000.00
B19-00080	Do-It Center	Custodial/mat & supp	Oak Park High School	010	700.00
B19-00081	Grainger Industrial Supply	Supplies/Wood Shop and Misc.	Oak Park High School	010	750.00
B19-00082	Harland Technology	Scantron/Lott/rnt lse rpr	Oak Park High School	010	2,800.00
B19-00083	Herff Jones	Grad/mat & supp	Oak Park High School	010	5,300.00
B19-00084	Mrs. Nelson's Library Services	Rebinding/Dics/repair	Oak Park High School	010	5,000.00
B19-00085	Office Depot Customer Service Center	Office & Classroom/mat & supp	Oak Park High School	010	7,000.00
B19-00086	Precision Data Products	Scantrons, etc/mat & supp	Oak Park High School	010	3,000.00
B19-00087	Ryan Communications	Oth/Lott/Walkie Repair/Purchase	Oak Park High School	010	600.00
B19-00088	Southwest School Supply	Custodial/mat & supp	Oak Park High School	010	20,000.00
B19-00089	Southwest School Supply	Gen Ed supplies/mat & supp	Oak Park High School	010	8,000.00
B19-00090	Top Quality Printing	Printing/non-instrut supp	Oak Park High School	010	3,000.00
B19-00091	Tri-Valley Supply	Custodial/rnt lse rpr	Oak Park High School	010	800.00
B19-00092	Western Industrial Machine Rep	Gen Ed/rnts lse rpar	Oak Park High School	010	1,000.00
B19-00093	Regency Enterprises, Inc	Lighting/Custodial/mat & supp	Oak Park High School	010	700.00
B19-00094	Pitney Bowes Lease Global	Postage Meter Lease/Rent	Oak Park High School	010	2,200.00
B19-00095	Office Depot Customer Service Center	Supplies for Extended Care-Brookside	Extended Care Program	120	2,000.00
B19-00096	Office Depot Customer Service Center	Supplies for Extended Care-Oak Hills	Extended Care Program	120	2,000.00
B19-00097	Office Depot Customer Service Center	Supplies for Extended Care-Medea Creek	Extended Care Program	120	2,000.00
B19-00098	Office Depot Customer Service Center	Supplies for Extended Care-Red Oak	Extended Care Program	120	2,000.00
B19-00099	Office Depot Customer Service Center	2018-2019 Office Supplies for District Office	Business Administration	010	2,000.00
B19-00100	AARDVARK CLAY & SUPPLIES	Don/Art/mat & supp	Oak Park High School	010	5,400.00
B19-00101	Do-It Center	OPPA/Don/mat & supp	Oak Park High School	010	1,000.00
B19-00102	Graphaids	Art/SiteDon/mat & supp	Oak Park High School	010	7,000.00
B19-00103	Modern School Supplies, Inc.	CEC/ROP Architectural Supplies	Oak Park High School	010	1,500.00
B19-00105	School Speciality	Art/Don/mat & supp	Oak Park High School	010	1,000.00
B19-00106	Woodcraft Supply, LLC	ROP/Wood Shop/	Oak Park High School	010	1,500.00
B19-00107	Conejo Hardwoods	Woodshop/ROP/Mat & Supplies	Oak Park High School	010	4,000.00
B19-00108	Pitney Bowes Lease Global	Meter Refill/Pitney Bowes	Oak Park High School	010	3,650.00
B19-00109	PRECISION BUSINESS MACHINES	Fax mach repair	Oak Park High School	010	200.00
B19-00110	Southwest School Supply	Supplies for Extended Care-Brookside	Extended Care Program	120	3,000.00

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## Includes Purchase Orders dated 06/01/2018 - 07/31/2018

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B19-00111	Pacwest Air Filter, LLC	2018-2019 HVAC Parts/Supplies	Business Administration	010	4,000.00
B19-00112	Document Systems	2018-2019 Copier Maintenance Agreement	Business Administration	010	64,676.37
B19-00113	Southwest School Supply	Supplies for Extended Care-Oak Hills	Extended Care Program	120	3,000.00
B19-00114	Southwest School Supply	Supplies for Extended Care-Medea	Extended Care Program	120	2,000.00
B19-00115	Southwest School Supply	Supplies for Extended Care-Red Oak	Extended Care Program	120	3,000.00
B19-00116	Graphaids	VCI/Design Visual Artst/mat & supp	Oak Park High School	010	1,000.00
B19-00117	Conejo Hardwoods	CTEIG Mat & Supplies	Oak Park High School	010	6,000.00
B19-00118	O'Linn Security	2018-2019 Patrol Services	Business Administration	010	3,600.00
B19-00119	Agoura Lock Technologies, Inc.	2018-19 Locksmith Services	Business Administration	010	1,000.00
B19-00120	Southwest School Supply	2018/19 PO for Custodial Supplies at DO	Business Administration	010	2,500.00
B19-00121	C. Financial Investments DBA KeyAnalytics	Consultant Specializd Planning/Eligibility/Funding	Business Administration	211	11,500.00
B19-00122	Sales Media Inc.	Open PO for WEB supplies	Medea Creek Middle School	010	500.00
B19-00123	KYOCERA Document Solutions West LLC	Open PO for Riso Service & Supplies	Medea Creek Middle School	010	1,000.00
B19-00124	Nasco	DON: Open PO Science Lab Supplies	Medea Creek Middle School	010	1,200.00
B19-00125	Southwest School Supply	2018/19 PO for Office Supplies at DO	Business Administration	010	2,500.00
B19-00126	Home Depot	2018-2019 Maintenance Supplies and Tools	Business Administration	010	10,000.00
B19-00127	Pacific Coast Environmental	Bio Ball Supplies for Waterless Urinals at DO	Business Administration	010	500.00
B19-00128	Do-It Center	2018-2019 Supplies for Maintenance & Op	Business Administration	010	5,000.00
B19-00129	Time Warner Cable	2018-2019 Open PO for High-speed Data (HSD) Svs.	Business Administration	010	1,200.00
B19-00130	US Air Conditioning	2018/19 HVAC Service & Parts	Business Administration	010	750.00
B19-00131	Coast Door & Hardware	Open PO for 2018/19 Door Materials/Supplies	Business Administration	010	3,000.00
B19-00132	Tri-Valley Supply	Open PO for Custodial Equipment Repair	Business Administration	010	300.00
B19-00133	Village Automotaive Ctr, Inc.	2018 - 2019 District Vehicle Repairs	Business Administration	010	2,000.00
B19-00134	Southern California Gas Co.	2018 - 2019 for Gas Utility Svs District-Wide	Business Administration	010	23,000.00
B19-00135	SMITH PIPE & SUPPLY	2018- 2019 Grounds/Maintenance Pipe Supplies	Business Administration	010	3,000.00
B19-00136	Grainger Industrial Supply	2018-2019 M&O Supplies	Business Administration	010	7,500.00
B19-00137	Agoura Lock Technologies, Inc.	2018-19 Extended Care Locksmith Services	Business Administration	120	300.00

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## Includes Purchase Orders dated 06/01/2018 - 07/31/2018

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B19-00138	Better World Club	2018-19 Renewal of Vehicle Roadside Assistance	Business Administration	010	640.00
B19-00139	Venco Western Inc.	2018-2019 for All Sites Mowing/Fertilization	Business Administration	010	81,900.00
B19-00140	So Cal Edison	2018- 2019 Electrical Utility Svs District-Wide	Business Administration	010	175,000.00
B19-00141	Frontline Technologies Grp LLC	AESOP - Guest Teacher	Human Resources	010	11,917.09
B19-00142	Johnstone Supply	2018 - 2019 for Plumbing Supplies	Business Administration	010	7,000.00
B19-00143	Russell Sigler Inc	2018 - 2019 HVAC Parts/Supplies	Business Administration	010	1,000.00
B19-00144	Cedar Valley Plumbing Supply	2018 - 2019 Plumbing Supplies & Tools	Business Administration	010	1,500.00
B19-00145	Trane Glendale Parts Center	2018-2019 for HVAC Parts	Business Administration	010	1,000.00
B19-00146	A-1 Lawnmower	2018 -19 Grounds Equipment Repair & Supplies	Business Administration	010	750.00
B19-00147	Advanced Water Solutions, INC	2018-19 Water Equipment Rental	Business Administration	010	2,000.00
B19-00148	Agoura Wholesale Electric Corp	2018-2019 Electrical Supplies	Business Administration	010	1,000.00
B19-00149	Agromin Horticulture Soils	2018/19 Horticulture Soils - School Garden Prog	Business Administration	010	500.00
B19-00150	Cell Energy Inc Powerline Battery Specialist	2018/19 Batteries for M&O	Business Administration	010	400.00
B19-00151	Intermountain Lock & Security	2018-19 M&O Supplies and Equipment	Business Administration	010	1,000.00
B19-00152	Ferguson Enterprises #1350	2018/19 PO for Parts & Supplies	Business Administration	010	300.00
B19-00153	Coast Door & Hardware	Open PO for 2018/19 Door Materials/Supplies	Business Administration	010	3,000.00
B19-00154	SOS Survival Products	2018-2019 Emergency Supplies	Business Administration	010	1,500.00
B19-00155	Walnut Investment,LLC dba Acoustical Material Supply	2018/19 for Accoustical Tiles	Business Administration	010	800.00
B19-00156	Roadside Lumber & Hardware	Open PO 2018 - 2019 for Lumber and Supplies	Business Administration	010	1,000.00
B19-00157	Regency Enterprises, Inc	2018 -2019 for Lighting Supplies	Business Administration	010	1,000.00
B19-00158	Sunrise Produce Company	Food/Produce supplies for Extended Care-Brookside	Extended Care Program	120	1,500.00
B19-00159	Sunrise Produce Company	Food/Produce supplies for Extended Care-Oak Hills	Extended Care Program	120	1,500.00
B19-00160	Sunrise Produce Company	Food/Produce supplies for Extended Care-Red Oak	Extended Care Program	120	1,500.00
B19-00161	Sunrise Produce Company	Food/Produce supplies for Extended Care-Medea	Extended Care Program	120	1,500.00
B19-00162	Shell Oil Co	2018 - 2019 Gas for District Vehicles	Business Administration	010	12,500.00
B19-00163	Oak Park Water Service	2018-2019 Water Utility	Business Administration	010	200,000.00

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## Includes Purchase Orders dated 06/01/2018 - 07/31/2018

PO Number	Vendor Name	Description	Location	Fund	Account Amount
DIR18-00095	ARC Document Solutions, LLC	Pro 17-35S - Kitchen Remodel - Covers Future Cost	Business Administration	211	1,195.91
DIR18-00096	KENCO Construction Srvc Inc	Pro 17-35S - DSA Inspection - MPR & Kitchen	Business Administration	211	5,850.00
				211	33,750.00
DIR18-00097	NV5 West, Inc.	Pro 17-35S - DSA Testing & Inspection Service	Business Administration	211	5,680.00
DIR18-00098	AE Group Mech. Engineers Inc	Pro 18-11S - HVAC Consulting Service	Business Administration	211	3,400.00
				211	3,400.00
DIR18-00099	Office Depot Customer Service Center	Pro 17-35S - MCMS Kitchen - Supplies	Business Administration	211	242.89
DIR18-00100	Skyline Painting Inc	Pro 18-23S - Railing Painting - OPHS	Business Administration	211	19,940.00
DIR18-00101	Cornerstone Construction	Pro 17-43R - Office Build-out R5 Opis - OVHS	Business Administration	213	5,940.00
DIR18-00102	Turf Team, Inc	Pro 18-10R - Girls JV Softball Field - OPHS	Business Administration	213	21,280.00
				213	1,120.00
DIR18-00103	Pacwest Air Filter, LLC	PacWest Air Filter - Brookside Elementary	Business Administration	010	642.23
DIR18-00104	Pacwest Air Filter, LLC	PacWest Air Filter - Medea Creek Middle School	Business Administration	010	1,207.60
DIR18-00105	Pacwest Air Filter, LLC	PacWest Air Filter - Oak Hills Elementary	Business Administration	010	655.35
DIR18-00106	Pacwest Air Filter, LLC	PacWest Air Filter - Oak Park High School	Business Administration	010	1,552.36
DIR18-00107	Hughes General Engineering	Pro 18-27R - V Swale Repairs OPHS	Business Administration	213	13,600.00
DIR18-00108	Pacwest Air Filter, LLC	PacWest Air Filter - Red Oak Elementary	Business Administration	010	595.91
DIR18-00109	Pacwest Air Filter, LLC	PacWest Air Filter - District Office	Business Administration	010	247.31
DIR19-00001	REC Solar Commercial Corp	Pro 18-33S - Solar Installation Maintenance	Business Administration	211	51,211.00
DIR19-00002	Education At Play, Inc. DBA Developing Outdoors	Advertisement for Extended Care Program	Extended Care Program	120	4,500.00
DIR19-00003	Premier Carpet, Inc.	Pro 18-34R Renovate Extended Care Classroom Carpet	Business Administration	213	39,686.06
DIR19-00004	Omega Construction Company	Pro 18-34R Renovate Extended Care Bldgs.	Business Administration	213	33,217.50
DIR19-00005	Education At Play, Inc. DBA Developing Outdoors	Advertisement for Extended Care Program	Extended Care Program	120	4,500.00
FS19-00001	Controlled Elements HVAC	Repairs: Freezer/Refrigerator	Food Services	130	5,000.00
FS19-00002	Daniel Fowler Dba Acorn Appliance Service LLC	Repairs: Oven/Range	Food Services	130	1,000.00
FS19-00003	Marx Bros. Fire Extinguisher	Maintenance: Fire System	Food Services	130	750.00
FS19-00004	Gold Star Foods	Fees: Brown Box/Processed Commodity	Food Services	130	300.00

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## Includes Purchase Orders dated 06/01/2018 - 07/31/2018

PO Number	Vendor Name	Description	Location	Fund	Account Amount
FS19-00005	Advanced Sanitation	Maintenance: Grease Traps	Food Services	130	1,110.00
FS19-00006	Johnstone Supply	Parts: Refrigerator/Freezer	Food Services	130	200.00
FS19-00007	SCVSFSA-SUPER Co-Op	Fees: Co-Op Annual Membership	Food Services	130	100.00
FS19-00008	Do-It Center	Parts: Equipment Repairs	Food Services	130	200.00
FS19-00009	Wildflour Bakery & Cafe, LLC	Fresh Bread	Food Services	130	18,000.00
FS19-00010	P&R Paper Supply Company, Inc.	Paper Goods	Food Services	130	25,000.00
FS19-00011	The Berry Man, Inc.	Fresh Produce	Food Services	130	5,000.00
FS19-00012	D'Amore's Pizza Connection	Pizza Crusts	Food Services	130	20,000.00
FS19-00013	Sunrise Produce Company	Fresh Produce	Food Services	130	10,000.00
FS19-00014	Challenge Dairy Products, Inc.	Dairy, Eggs & Juice	Food Services	130	40,000.00
FS19-00015	Tony's Fine Foods	Natural/Poultry	Food Services	130	29,000.00
FS19-00016	Gold Star Foods	Groceries	Food Services	130	36,000.00
FS19-00017	United Natural Foods, Inc	Natural Foods	Food Services	130	15,000.00
FS19-00018	Jordanos	Groceries	Food Services	130	30,000.00
FS19-00019	Water Walkers Inc	Nutrient Analysis Software	Food Services	130	2,000.00
FS19-00020	Southwest School Supply	Paper Goods	Food Services	130	1,000.00
FS19-00021	Sysco Ventura, Inc.	Groceries	Food Services	130	24,000.00
FS19-00022	Sysco Ventura, Inc.	Cleaning Products	Food Services	130	2,500.00
FS19-00023	Ventura County Environmental Health Division	Annual Health Permit Fee	Food Services	130	3,200.00
FS19-00024	Four Seasons Hotel Westlake	Training: Knife Skills & Nutrition	Food Services	130	2,805.54
FS19-00025	Action Sales	Equipment: Refrigerated Merchandiser	Food Services	211	1,750.96
P18-00530	Harley Ellis Devereaux	Pro 17-35S - KIT Renovation - Scoping & Program	Business Administration	211	117,518.22
P18-00554	Harley Ellis Devereaux	Pro 18-18S - Modular Classroom Replacement - BES	Business Administration	211	33,881.78
P18-00555	Harley Ellis Devereaux	Pro 18-19S - Modular Classroom Replacement - OHES	Business Administration	211	80,500.00
P18-00556	Harley Ellis Devereaux	Pro 18-20S - Modular Classroom Replacement - ROES	Business Administration	211	161,000.00
P18-00557	Harley Ellis Devereaux	Pro 18-21S - Modular Classroom Replacement - MCMS	Business Administration	211	2,394.00
P18-00558	Agoura Lock Technologies, Inc.	Pro 17-32S - Fence Lock - OPHS	Business Administration	211	315,306.00
				211	4,303.50
				211	296,946.50
				211	91,903.56
				211	183,496.44
				211	409.81

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PO Number	Vendor Name	Description	Location	Fund	Account Amount
P18-00606	Hedron Data LLC dba Asbuilt Services	Pro 18-19S - Modernize Admin & Facilities	Business Administration	211	9,810.00
P18-00637	National Pen Co LLC	PENS for Employee Orientations	Human Resources	010	162.75
P18-00676	County of Ventura-Public Works	Kanan Shuttle Annual Transit Costs 2017-18	Business Administration	010	25,000.00
P18-00677	Wested	CA Healthy Kids Survey Admin Costs	Oak View High School	010	3,050.00
P18-00678	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	Donation - K field trip	Brookside School	010	838.00
P18-00679	The Frame Gallery	DON: Class Gift Framing	Medea Creek Middle School	010	144.75
P18-00680	Sales Media Inc.	DON: WEB Backpacks	Medea Creek Middle School	010	2,012.68
P18-00681	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	Donation - K, 3rd and 1st field trips - buses	Brookside School	010	3,424.00
P18-00682	School Specialty	SpEd Classroom supplies - BES	District-wide	010	35.13
P18-00683	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	donation -4th grade bus - Olivas Adobe	Brookside School	010	1,917.00
P18-00684	Journeyworks Publishing	TUPE for OPHS	Curriculum	010	126.56
P18-00685	Wrs Group, Inc.	TUPE for OPHS	Curriculum	010	169.88
P18-00686	Wrs Group, Inc.	TUPE OPHS Program	Curriculum	010	169.88
P18-00687	Airport Connection, Inc	Shuttle for special transportation	Business Administration	010	354.00
P18-00689	Salinas & Sons Rooter Service	Camera Inspect Sewer Mains/Storm Drains at BES	Business Administration	010	8,900.00
P18-00690	HEINEMANN	Writing & Reading Strategies books for RWW Coaches	Curriculum	010	1,054.70
P18-00692	2Eden Design Studio	2017-2018 School Garden Program Supplies	Curriculum	010	568.21
P18-00693	A and S Fire Protection, Inc	Pro 18-20S Fire Hydrant Flow Test at ROES	Business Administration	211	900.00
P18-00694	A and S Fire Protection, Inc	Pro 18-21S Fire Hydrant Flow Test at MCMS	Business Administration	211	900.00
P18-00695	CR Print	2017/2018 CAASPP / CAST letters	Curriculum	010	422.57
P18-00696	Benner & Carpenter, Inc	Pro 18-21S Surveying Services	Business Administration	211	1,530.00
P18-00697	Benner & Carpenter, Inc	Pro 18-18S Surveying Services	Business Administration	211	1,530.00
P18-00698	Fence Factory	Pro 18-32R Fence at Cul-De-Sac near OPHS	Business Administration	213	15,214.61
				213	801.39
P18-00699	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	Parent funded field trip	Red Oak Elementary School	010	419.00
P18-00700	Carter Fence Co., Inc.	Install High Chain Link Gate to Access Valves	Business Administration	010	690.00
P18-00701	C. Financial Investments DBA KeyAnalytics	Consultant Specializd Planning/Eligibility/Funding	Business Administration	211	4,000.00

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PO Number	Vendor Name	Description	Location	Fund	Account Amount
P18-00702	Agoura Lock Technologies, Inc.	Proj 17-32S Fence locks-OPHS	Business Administration	211	409.81
P19-00003	Krueger International, Inc.	Project 18-26S, BES Collaborative Furniture	Curriculum	211	3,184.19
P19-00004	Krueger International, Inc.	Project 18-26S, OHES Collaborative Furniture	Curriculum	211	2,032.95
P19-00005	Smith System Manufacturing Co	Project 18-26S, BES Collaborative Furniture	Curriculum	211	14,699.95
P19-00006	Smith System Manufacturing Co	Project 18-26S, MCMS Collaborative Furniture	Curriculum	211	26,003.84
P19-00007	Smith System Manufacturing Co	Project 18-26S, ROES Collaborative Furniture	Curriculum	211	13,235.19
P19-00008	Smith System Manufacturing Co	Project 18-26S, OHES Collaborative Furniture	Curriculum	211	8,935.00
P19-00010	Smith System Manufacturing Co	Project 18-26S, OPHS Collaborative Furniture	Curriculum	211	65,730.31
P19-00028	Pearson Customer Support	OVHS TE Test Banks Science	Oak View High School	010	184.05
P19-00031	Accelerate Learning Inc.	BES 2018-19 Stemsopes consumables	Curriculum	010	2,604.65
P19-00032	Textbook Warehouse Inc.	OVHS Novel orders 2018-19	Curriculum	010	388.89
P19-00033	AP Exams	Don/AP Exams/mat & supp	Oak Park High School	010	75,511.00
P19-00034	Amplify	Amplify 3rd gd BES 2018-19	Curriculum	010	75.00
P19-00035	Amplify	Amplify 5th gd ROES 2018-19	Curriculum	010	300.00
P19-00036	Amplify	Amplify 4/5th gdOHES 2018-19	Curriculum	010	1,493.76
P19-00037	Pearson Learning Group	OPHS Magruder American Gvt 2019 Edition	Curriculum	010	39,052.67
P19-00038	Wenger Corporation	Project 17-51 C/R Storage Cabinets	Medea Creek Middle School	212	7,298.78
P19-00039	WENGER CORPORATION	Measure C-1/Project 17-51/C/R/Equipment	Oak Park High School	212	8,222.84
P19-00040	NatureBridge	Yosemite FT April 1-5	Oak View High School	010	17,000.00
P19-00041	California School Boards Assn	GAMUT Online 2018-19	Board of Education	010	2,555.00
P19-00042	California School Boards Assn	CSBA Membership Dues 18-19 Education Alliance	Board of Education	010	10,646.00
P19-00043	Textbook Warehouse Inc.	OPIS 2018/2019 TEXT BOOKS	Curriculum	010	12,367.25
P19-00044	Barnes And Noble Bookstores	K "ABC" Books for all three schools	Curriculum	010	1,251.61
P19-00045	HEINEMANN	New libraries for BES K & 5th	Curriculum	010	11,922.25
P19-00046	Houghton Mifflin Harcourt	OHES Go Math 4/5th grades	Curriculum	010	15,733.77
P19-00047	Studies Weekly, Inc dba Americ an Legacy Publishing	S/S 4th/5th all three elementary	Curriculum	010	4,430.50
P19-00048	Houghton Mifflin Harcourt	OPIS 2018/19 text books	Curriculum	010	1,333.61
P19-00049	Houghton Mifflin Harcourt	ROES Go Math K-5 & SS Grade 4	Curriculum	010	33,211.88
P19-00050	HEINEMANN	OHES 18/19 RWW 1st Grade	Curriculum	010	93.31
P19-00051	Delta Education, LLC	BES 18/19 FOSS 2nd/3rd	Curriculum	010	4,566.18
P19-00052	Delta Education, LLC	OHES 18/19 FOSS for K & 1st	Curriculum	010	12,183.78

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## Includes Purchase Orders dated 06/01/2018 - 07/31/2018

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P19-00053	HEINEMANN	BES 18/19 New K & 5TH Class Library	Curriculum	010	11,985.72
P19-00054	Textbook Warehouse Inc.	MCMS 18/19 Algebra Book	Curriculum	010	466.54
P19-00055	HEINEMANN	BES 18/19 RRW K & 5th Gd	Curriculum	010	1,248.26
P19-00056	Houghton Mifflin Harcourt	BES Go Math 1ST-5TH	Curriculum	010	27,344.52
P19-00057	Houghton Mifflin Harcourt	OHES Go Math 2/3rd grades	Curriculum	010	8,901.15
P19-00058	Learning Without Tears	OHES DK Handwriting w/out tears	Curriculum	010	316.46
P19-00059	Learning Without Tears	BES DK Handwriting w/out Tears	Curriculum	010	521.92
P19-00060	McGraw-Hill	OPIS 18/19 Accelerated Math	Curriculum	010	137.68
P19-00061	Barnes And Noble Bookstores	OPHS 2018/19 Textbook+Novels	Curriculum	010	2,985.41
P19-00062	Pearson Learning Group	OPHS 2018/19 Chemistry Book	Curriculum	010	1,945.60
P19-00063	Barnes And Noble Bookstores	OPIS 2018/19 Biology Book	Curriculum	010	179.88
P19-00064	Learning Without Tears	ROES 2018/19 DK Learning w/out Tears	Curriculum	010	674.28
P19-00065	Dramatists Play Service Inc.	OPHS 2018/19 "The Interference" Play	Curriculum	010	879.45
P19-00066	Amplify	BES 18/19 3rd Grade Life Science	Curriculum	010	128.38
P19-00067	Amplify	ROES Science 5th grade workbooks	Curriculum	010	2,093.56
P19-00068	Hayden-Mcneil Publishing, Inc.	Sci Wkbks/Don/Mat & Suppl	Oak Park High School	010	9,080.00
P19-00069	US Green Building Council	U.S. Green Building Learning Lab Module	Curriculum	010	500.00
P19-00070	Delta Education, LLC	ROES 1ST grade 18/19 Foss Science Consumables	Curriculum	010	2,045.68
P19-00071	Charles E Cook dba Blue Pelican Book Co	OPHS 18/19 AP Comp Science	Curriculum	010	1,863.16
P19-00072	Southwest School Supply	Office Furniture for Business Department	Business Administration	010	1,352.62
P19-00073	Southwest School Supply	Furniture for Student Support/Safety Director	Business Administration	010	2,632.12
P19-00074	San Joaquin County Office of Education	Employment Opportunities via EdJoin 18-19	Human Resources	010	663.75
P19-00075	Southwest School Supply	ROES 18/19 Chairs, New K Class	Curriculum	211	1,471.47
P19-00076	Southwest School Supply	OPHS 18/19 Chairs, New 18" Chair	Curriculum	211	2,007.72
P19-00077	Smith System Manufacturing Co	MCMS 18/19 Science lab tables	Curriculum	211	7,806.67
P19-00078	Barnes And Noble Bookstores	BES 2018/19 Westward Expansion books	Curriculum	010	550.90
P19-00079	Barnes And Noble Bookstores	OHES 2018/19 Westward Expansion books	Curriculum	010	550.90

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## Includes Purchase Orders dated 06/01/2018 - 07/31/2018

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P19-00080	MPS	OPIS 18/19 America Now Book / Ty De Long	Curriculum	010	2,570.16
P19-00081	Parent Settlement	2018/19 Parent Reimbursement - Settlement	District-wide	010	37,183.00
P19-00082	Parent Settlement	SpEd NPS Residential/Parent Reimbursement 18/19	District-wide	010	3,125.00
P19-00083	Fast Bridge Learning	2018/2019 FASTBRIDGE ROES/BES/OHES	Curriculum	010	11,700.00
P19-00084	Office Depot Customer Service Center	Blanket PO for Office Supplies	Oak View High School	010	2,000.00
P19-00085	Document Systems	Toner, Staples & Color Copies - OVHS/OPIS	Oak View High School	010	1,300.00
P19-00086	AT&T-CalNet 3	OVHS/OPIS Fax Line	Oak View High School	010	500.00
P19-00087	Scholastic, Inc.	Scholastic Magazine 2018-2019	Oak View High School	010	252.83
P19-00088	Office Depot Customer Service Center	OPIS Blanket PO for Office Supplies	Home Independent Study Program	010	2,000.00
P19-00089	Barnes And Noble Bookstores	ROES 2018/19 Westward Expansion books	Curriculum	010	550.90
P19-00090	Island Packers Cruises	Parent funded field trip	Red Oak Elementary School	010	6,020.00
P19-00091	Compuwave Inc.	Printer Scanners for Extended Care for 4 Sites	Extended Care Program	120	2,398.11
P19-00092	Jones School Supply Co. Inc.	Gold Seals Diploma/oth supp/Disc	Oak Park High School	010	35.25
P19-00093	All American Air Compressor Co	Woodshop/DISC/Rent Repair	Oak Park High School	010	858.00
P19-00094	CR Print	Printing/mat & supp	Oak Park High School	010	3,500.00
P19-00095	Moore Medical Corp.	Supplies for Health Office	Oak Park High School	010	500.00
P19-00096	Pacific Coast Environmental	Maintenance/Mat & Supp	Oak Park High School	010	3,000.00
P19-00097	Speed Stacks Inc	Sports/Activity supplies for Ext. Care-Brookside	Extended Care Program	120	482.63
P19-00098	Speed Stacks Inc	Sports/Activity supplies for Ext. Care-Oak Hills	Extended Care Program	120	482.63
P19-00099	Speed Stacks Inc	Sports/Activity supplies for Ext. Care-Medea	Extended Care Program	120	482.63
P19-00100	Speed Stacks Inc	Sports/Activity supplies for Ext. Care-Red Oak	Extended Care Program	120	482.63
P19-00101	DSA-LA Regional Office ATTN: CARLOS ARAUJO	Proj 17-03R DSA Fees-OPHS Art Court Shade	Business Administration	213	1,426.25
P19-00102	Pearson AGS Globe	AP French Wkbks/Don/mat & supp	Oak Park High School	010	1,076.71
P19-00103	Vista Higher Learning	AP Span Wkbk/Don/mat & supp	Oak Park High School	010	4,895.00
P19-00104	Douglas and Sturgess, Inc.	Art Donation/Mat & Supp	Oak Park High School	010	2,000.00
P19-00105	Home Depot	ROP/Woodshop/mat & supp	Oak Park High School	010	3,000.00
P19-00106	Cpm Educational Program	MCMS 18/19 Math 8th Grade	Curriculum	010	62,877.46
P19-00107	California Science Teachers	CSTA Conference Registration Fall 2018	Curriculum	010	1,550.00

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## Includes Purchase Orders dated 06/01/2018 - 07/31/2018

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P19-00108	HEINEMANN	OHES 2018/19 Book Shelves Grade K-5	Curriculum	010	14,778.51
P19-00109	HEINEMANN	ROES 2018/19 Book Shelves K-5	Curriculum	010	13,766.13
P19-00110	Studies Weekly, Inc dba American Legacy Publishing	OHES 2018/19 5th Social Studies	Curriculum	010	861.49
P19-00111	Southwest School Supply	Furniture for Student Support/Safety Director	Business Administration	010	193.05
P19-00112	Document Systems	2017-18 Copy Overages Districtwide	Business Administration	010	6,918.13
P19-00113	Rose Brand Wipers Inc dba Rose Brand	Drapes/MPR/District Paid	Oak Park High School	213	2,638.35
P19-00114	Ventura County Graphic Service	Health and Cumulative Folders	Red Oak Elementary School	010	80.44
P19-00115	Accelerate Learning Inc.	BES 2018-19 Stemsscopes On-line Textbook 4/5th	Curriculum	010	1,374.45
P19-00116	Cornerstone Construction	Pro 18-36S MCMS Wall Removal	Business Administration	211	3,500.00
P19-00118	NV5 West, Inc.	Pro 18-21S Supplemental Soil Testing Fire Lane	Business Administration	211	6,650.00
P19-00119	HEINEMANN	BES 18/19 Book Shelves K-5	Curriculum	010	22,109.59
P19-00120	Pacific Single Ply Roofing	Pro 18-25S MPR High Roof Replacement at MCMS	Business Administration	211	145,577.00
P19-00121	US Bank Trust Nat'l Assn.	Admin Fees 2016 GOB Refunding Bonds	Business Administration	010	1,800.00
P19-00122	US Bank Trust Nat'l Assn.	Admin Fees 2008 GOB Election 2011A & 2011B Series	Business Administration	010	1,996.50
P19-00123	Southwest School Supply	Project 18-26S, ROES Collaborative Furniture	Curriculum	211	1,771.77
P19-00124	Southwest School Supply	Project 18-26S, ROES Collaborative Furniture	Curriculum	211	572.72
P19-00125	Southwest School Supply	Sit/Stand Desk J.St Amand Curriculum & Instruction	Curriculum	010	417.20
P19-00126	SOAR Learning, Inc.	DON: SOAR Curr - SpEd	Medea Creek Middle School	010	1,148.00
P19-00127	Pali Institute Attn: Business Manager	DON: Pali Institute	Medea Creek Middle School	010	85,920.00
P19-00128	Smart School Systems	OPHS 18/19 SmartMicro Scopes	Curriculum	010	4,616.04
P19-00129	Smart School Systems	MCMS 18/19 SmartMicro Scopes	Curriculum	010	4,616.04
P19-00130	US Bank Trust Nat'l Assn.	Admin Fees GOB Election of 2006 Series 2013A	Business Administration	212	880.00
P19-00131	Therapro	SpEd Protocol Order - Psychs	District-wide	010	704.67
P19-00132	Hughes General Engineering	Pro 17-03R Demo Planter Wall/Remove Tree at OPHS	Business Administration	213	4,900.00
P19-00133	Marx Bros. Fire Extinguisher	Demo fire suppression system in MCMS kitchen	Business Administration	211	170.00
P19-00134	Audrey Walzer dba Camarillo Yoga Center	Mindfulness Prof Dev 1/2 Day	Curriculum	010	500.00

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## Includes Purchase Orders dated 06/01/2018 - 07/31/2018

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P19-00135	Audrey Walzer dba Camarillo Yoga Center	Mindfulness Admin Retreat	Curriculum	010	300.00
P19-00136	Lennox Industries, Inc	2018-2019 Open PO for HVAC Parts	Business Administration	010	800.00
P19-00137	Southwinds Transportation	PFA: Transportation - King Tut	Medea Creek Middle School	010	6,147.90
P19-00138	Pacific Building Maintenance	Summer Deep Cleaning Svs. at OPHS	Business Administration	010	14,497.00
P19-00139	Southwest School Supply	Replacement Teacher Desk for OVHS	Business Administration	010	476.19
T18-00042	B&H	Misc. photo-equip./ VC1A Design/Vis/Media Arts	Oak Park High School	010	10,094.72
T18-00043	Document Systems	Color Drums for Workroom small printer	Human Resources	010	476.19
T19-00001	SHI International	Microsoft Licensing CAMSA Agmt	Technology Coordinator	010	11,028.77
T19-00002	SHI International	Adobe Creative Cloud District License CETLA Agmt	Technology Coordinator	010	5,000.00
T19-00003	HelpSystems LLC	Intermapper network Software License Renewal	Technology Coordinator	010	1,280.29
T19-00004	Compuwave Inc.	Proj 18-28S District Chromebook Refresh (qty428)	Technology Coordinator	211	184,104.41
T19-00005	Compuwave Inc.	Proj 18-14S MCMS 1:1 Chromebook Pilot (qty132)	Technology Coordinator	211	56,779.87
T19-00006	Compuwave Inc.	Proj 18-35S BES Chromebooks for Gr5 (qty40)	Technology Coordinator	211	17,206.02
T19-00007	Compuwave Inc.	Proj 18-30S MCMS Library Computer Lab (qty40)	Technology Coordinator	211	18,362.18
T19-00008	Polar 3D LLC	Proj 18-31F 3D Printers for Innovation Makerspaces	Technology Coordinator	010	12,000.00
				211	17,145.98
T19-00009	Alpha Solutions Inc	Proj 18-29S Flat Panel Screens for MCMS and OPHS	Technology Coordinator	211	30,439.72
T19-00010	The Padcaster	Proj 18-31F Creativity and Innovation Space Equip	Technology Coordinator	211	8,056.87
T19-00011	ISSSQUARED Inc	District Firewall (PaloAlto) HW Maintenance 1yr	Technology Coordinator	010	4,000.00
T19-00012	CDW GOVERNMENT INC	Proj 18-12S Network File Server Refresh	Technology Coordinator	211	119,393.89
T19-00013	PDQ.com Corporation	PDQ Enterprise License (Windows Imaging)	Technology Coordinator	010	539.10
T19-00014	GoGuardian	Proj 18-28S Chromebook Management - GoGuardian	Technology Coordinator	211	24,640.00
T19-00015	Blackboard Inc	District Web Site Hosting	Technology Coordinator	010	14,357.39
T19-00016	Amplified IT LLC	Google Admin Services (Syscloud Backup)	Technology Coordinator	010	4,600.00
T19-00017	Apple Computer, Inc. Ms:198-3E D	Proj 18-30S MCMS Library iMac Lab Refresh	Technology Coordinator	211	18,743.35
T19-00018	International Teaching Systems , Inc.	OP Library Lang Lab/ Software Upgrade/	Oak Park High School	010	7,610.00

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**Includes Purchase Orders dated 06/01/2018 - 07/31/2018**

<b>PO Number</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Location</b>	<b>Fund</b>	<b>Account Amount</b>
TB19-00001	CDW GOVERNMENT INC	Blanket PO Equipment & Supplies <\$500	Technology Coordinator	010	8,000.00
TB19-00002	Monoprice	Blanket PO Equipment & Supplies <\$500	Technology Coordinator	010	4,000.00
TB19-00003	Compuwave Inc.	Blanket PO Equipment & Supplies <\$500	Technology Coordinator	010	7,000.00
TB19-00004	Pacificom	Blanket Purchase Order for ad hoc network cabling	Technology Coordinator	010	5,000.00
TB19-00005	Office Depot Customer Service Center	Blanket PO office supplies	Technology Coordinator	010	500.00
TB19-00006	Scott Electric	Replacement Projector Bulbs (Blanket PO)	Technology Coordinator	010	7,000.00
TB19-00007	All Connected Inc	Network Support, Monitoring, Consulting	Technology Coordinator	010	35,000.00
TB19-00008	Compuwave Inc.	HR printer supplies 2018-2019	Human Resources	010	1,608.75
TB19-00009	Apple Computer, Inc. Ms:198-3E D	Blanket PO for Computer Equip & Repairs	Technology Coordinator	010	15,000.00
<b>Total Number of POs</b>			<b>390</b>	<b>Total</b>	<b>4,533,812.85</b>

**Fund Recap**

<b>Fund</b>	<b>Description</b>	<b>PO Count</b>	<b>Amount</b>
010	General Fund	29	89,900.03
211	Measure S Facilities & Tech	16	342,327.89
213	Measure R FACILITIES Bond Fund	3	42,434.61
<b>Total Fiscal Year 2018</b>			<b>474,662.53</b>
010	General Fund	257	1,732,011.42
120	Child Development Fund	21	40,628.63
130	Cafeteria Fund	24	272,165.54
211	Measure S Facilities & Tech	39	1,900,553.56
212	Measure C6 Technology Bond Fun	3	16,401.62
213	Measure R FACILITIES Bond Fund	8	97,389.55
<b>Total Fiscal Year 2019</b>			<b>4,059,150.32</b>
<b>Total</b>			<b>4,533,812.85</b>

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

ESCAPE ONLINE

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: AUGUST 21, 2018**  
**SUBJECT: B.3.a. APPROVE AUTHORIZATION TO EMPLOY AN ADMINISTRATIVE CONSULTANT**

ACTION

**ISSUE:** Shall the Board authorize the employment of an administrative consultant?

**BACKGROUND:** Over the past few years the district has been able to expand programs and to hire additional administrative staff to support the increased responsibilities in curriculum, student support and school safety. In addition, the renewal of the District of Choice program this past year has required increased time and resources from district staff to address changes in the legislation as well as new reporting requirements to the State and neighboring districts. For the past few years much of this work has been accomplished using the services of a part-time consultant. The recommendation from staff is to continue this part-time consultant position for approximately 35 work days (Between July and November) to help train and transition areas of responsibility to new district staff members.

**ALTERNATIVES:** 1. Approve the authorization to employ an administrative consultant.  
2. Do not approve the authorization to employ an administrative consultant.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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

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

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

Oak Park Unified School District  
Human Resources Department  
5801 East Conifer Street, Oak Park, CA 91377

Employment Agreement  
Between Clifford Moore and the Oak Park Unified School District  
For Administrative Consulting Services

This employment Agreement between Clifford Moore, retired administrator, and the Oak Park Unified School District will support the transition of staff into new positions within the district and provide training and support in fulfilling the new reporting requirements of the District of Choice program. This agreement will renew the services provided by Mr. Moore to the district during the 2017-2018 school year under the conditions outlined below.

Mr. Moore has agreed to continue to provide services to the District for the 2018-2019 school year in support of the administrative functions of the District Office. Under this agreement, Mr. Moore will receive a daily per diem rate of \$400 for the number of days worked subject to the limitations of this agreement. No additional benefits will be paid as a result of this contract.

Mr. Moore will develop with the Superintendent a calendar of scheduled work days that will support the District's mission and goals while providing maximum benefit to support the transition of staff taking on new responsibilities. Based on the needs of the District this work schedule will include approximately 7 days of work a month for calendar months July through November, 2018. In the event of budget cutbacks, it is acknowledged that the work days may be subject to a reduction and the consultant will work with the Superintendent to reduce days as may be necessary.

Mr. Moore shall be deemed a consultant of the District serving under a temporary contract for purposes of employment and shall receive no health benefits. Contracted days will be submitted monthly to the business department on a soft time card and monitored by the Superintendent's Office.

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Clifford E. Moore, Consultant

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Date

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Anthony W. Knight, Ed.D.,  
Superintendent

---

Date

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: AUGUST 21, 2018**  
**SUBJECT: B.3.b. APPROVE RESOLUTION # 18-19 REDUCING OR  
DISCONTINUING PARTICULAR KINDS OF SERVICE FOR  
CLASSIFIED EMPLOYEES**

---

**ACTION**

**ISSUE:** Should the Board of Education approve Resolution #18-19 Reducing or Discontinuing Particular Kinds of Service for Classified Employees?

**BACKGROUND:** In considering needs for the 2018-2019 school year, it has been determined that, at this time, staffing must be reduced.

**ALTERNATIVES:** 1. Approve Resolution #18-19 Reducing or Discontinuing Particular Kinds of Service for Classified Employees.  
2. Do not approve Resolution #18-19 Reducing or Discontinuing Particular Kinds of Service for Classified Employees.

**RECOMMENDATION:** Alternative #1

Respectfully Submitted:

---

Anthony W. Knight, Ed.D.  
Superintendent

---

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

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

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

**RESOLUTION # 18-19**

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

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

**0.1 FTE Instructional Assistant 1 – Grade Level  
(4 hours)**

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

1. That due to lack of funds and/or lack of work, the number of classified employees and the amount of service rendered shall be reduced by layoff as specified above, pursuant to Education Code 45308.
2. That the Superintendent is directed to give notice of layoff to the affected classified employees pursuant to the requirements of law, and notify each such employees of any displacement rights.
3. That said layoff shall become effective on October 8, 2018, subject to negotiations to the extent required by law.
4. That the employees laid off pursuant to this Resolution shall be eligible for reemployment pursuant to Education Code Section 45298.

**PASSED AND ADOPTED** at a regular meeting of the Governing Board of the Oak Park Unified School District held on August 21, 2018 by the following vote:

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

\_\_\_\_\_  
President, Governing Board

I, Barbara Laifman, Clerk of the Governing Board of the Oak Park Unified School District, do certify that the foregoing Resolution was regularly introduced, passed and adopted by the Governing Board at its meeting held on August 21, 2018.

\_\_\_\_\_  
Clerk, Governing Board

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: AUGUST 21, 2018**

**SUBJECT: B.3.c. APPROVE THE DISTRICT'S INITIAL PROPOSAL FOR COLLECTIVE BARGAINING NEGOTIATIONS WITH THE OAK PARK TEACHERS ASSOCIATION**

**PUBLIC HEARING/ACTION**

**ISSUE:** Should the Board receive and adopt the Oak Park Unified School District's initial proposal for collective bargaining for the 2018-2019 school year and authorize the Superintendent to initiate negotiations on behalf of the Board?

**BACKGROUND:** The current Contract of Agreement between the Oak Park Unified School District and the Oak Park Teachers Association expired on June 30, 2018.

Each side is required to sunshine the articles that it proposes to open for discussion.

**RATIONALE:** A copy of the Oak Park Unified School District's initial proposal for collective bargaining negotiations is attached. Following the public hearing, the Board will be asked to adopt, or revise, and approve the District's initial proposal, and authorize the Superintendent to initiate negotiations on behalf of the Board.

**ALTERNATIVES:**

1. Receive and adopt the District's initial proposal authorizing the Superintendent to initiate negotiations with OPTA.
2. Receive, revise and adopt the District's initial proposal authorizing the Superintendent to initiate negotiations with OPTA.
3. Do not adopt the District's initial proposal.

**RECOMMENDATION:** Alternative #1.

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	_____	_____	_____	_____

OAK PARK UNIFIED SCHOOL DISTRICT  
OFFICE OF HUMAN RESOURCES

To: Oak Park Teacher's Association and the Oak Park Unified Board of Education

From: Dr. Leslie Heilbron, Assistant Superintendent

Subject: OPUSD Proposal for 2018-2019 Negotiations

Date: August 15, 2018

The District proposes to discuss the following articles during the 2018- 2019 negotiations with the Oak Park Teacher's Association.

Article 9 – Salaries and Compensation Regulations

Article 10 – Health and Welfare Benefits

Article 14 - Leaves of Absence





President Russ Peters

[rpeter@opusd.org](mailto:rpeter@opusd.org)

To: Oak Park Unified School District and Leslie Heilbron

From: Russ Peters, OPTA President  
Tim Roesner, Bargaining Chair

Date: Aug. 15, 2018

Oak Park Teachers Association Sunshine Proposal for 2017-2018  
Negotiations

Article 9 - Salaries and Compensation Regulations.

Article 10 - Health and Welfare Benefits

Article 12 - Class Size

Article 19 - Transfers and Reassignments

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: AUGUST 21, 2018**

**SUBJECT: B.3.d. APPROVE THE DISTRICT'S INITIAL PROPOSAL FOR COLLECTIVE BARGAINING NEGOTIATIONS WITH THE OAK PARK CLASSIFIED ASSOCIATION**

**PUBLIC HEARING/ACTION**

**ISSUE:** Should the Board receive and adopt the Oak Park Unified School District's initial proposal for collective bargaining for the 2018-2019 school year and authorize the Superintendent to initiate negotiations on behalf of the Board?

**BACKGROUND:** The current Contract of Agreement between the Oak Park Unified School District and the Oak Park Classified Association expired on June 30, 2018.

Each side is required to sunshine the articles that it proposes to open for discussion.

**RATIONALE:** A copy of the Oak Park Unified School District's initial proposal for collective bargaining negotiations is attached. Following the public hearing, the Board will be asked to adopt, or revise, and approve the District's initial proposal, and authorize the Superintendent to initiate negotiations on behalf of the Board.

**ALTERNATIVES:**

1. Receive and adopt the District's initial proposal authorizing the Superintendent to initiate negotiations with OPCA.
2. Receive, revise and adopt the District's initial proposal authorizing the Superintendent to initiate negotiations with OPCA.
3. Do not adopt the District's initial proposal.

**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	_____	_____	_____	_____

OAK PARK UNIFIED SCHOOL DISTRICT  
OFFICE OF HUMAN RESOURCES

To: Oak Park Classified Association and the Oak Park Unified Board of Education

From: Dr. Leslie Heilbron, Assistant Superintendent

Subject: OPUSD Proposal for 2018-2019 Negotiations

Date: August 15, 2018

The District proposes to discuss the following articles during the 2018-2019 negotiations with the Oak Park Classified Association.

Article 11 – Salaries, Pay and Allowances

Article 12 – Health and Welfare Benefits

Article 13 – Leaves of Absence



# Oak Park Classified Association

President Virginia Standring

Oak Park Classified Association for Sunshine Proposal for Successor Agreement to the Current Contract that will expire on June 30, 2020.

1. Article 11 –Salaries, Pay and Allowances
2. Article 12 – Health and Welfare Benefits
3. Article 13 -- Leaves of Absence
4. Article 19 -- Classified Personnel Performance Evaluation
5. Article 4 -- Dues Deduction

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: AUGUST 21, 2018**  
**SUBJECT: B.3.e. APPROVE 2018-2019 DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS**

ACTION

**ISSUE:** Shall the Board of Education approve the Declaration of Need for Fully Qualified Educators form CL-500 for the 2018/2019 denoting our potential need for use of emergency credentials?

**BACKGROUND:** In compliance with the new California requirement to submit annual declaration of need in anticipation of need for emergency credentialed staff, the Commission on Teacher Credentialing now requires each Board of Education to approve in public session, a declaration of anticipated needs in terms of staffing vacancies where emergency credentials may be needed.

**ALTERNATIVES:**

1. Approve the accompanying form CL-500 denoting a revision for our potential need for the use of emergency credentials.
2. Do not approve this Declaration of Need.

**RECOMMENDATION:** Alternative #1

**RATIONALE:** While we rarely have need to use other than a fully credentialed teacher, the “declaration of need” process allows us the option to retain the services of a partially credentialed teacher in hard to fill teaching areas, if needed.

Respectfully submitted,

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

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

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

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



State of California  
Commission on Teacher Credentialing  
Certification Division  
1900 Capitol Avenue  
Sacramento, CA 95811-4213

Email: [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov)  
Website: [www.ctc.ca.gov](http://www.ctc.ca.gov)

## DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 2018-2019

Revised Declaration of Need for year: \_\_\_\_\_

### FOR SERVICE IN A SCHOOL DISTRICT

Name of District: Oak Park USD District CDS Code: 56

Name of County: Ventura County CDS Code: 73874

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on 08 / 21 / 2018 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2019.

Submitted by (Superintendent, Board Secretary, or Designee):

Leslie Heilbron, Ed.D.

Name

Leslie Heilbron

Signature

Assistant Superintendent HR

Title

818-879-0372

Fax Number

818-735-3226

Telephone Number

08/09/2018

Date

5801 Conifer Street Oak Park CA 91377

Mailing Address

lheilbron@opusd.org

E-Mail Address

### FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL OR AGENCY

Name of County \_\_\_\_\_ County CDS Code \_\_\_\_\_

Name of State Agency \_\_\_\_\_

Name of NPS/NPA \_\_\_\_\_ County of Location \_\_\_\_\_

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on \_\_\_\_/\_\_\_\_/\_\_\_\_, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, 2019.

► ***Enclose a copy of the public announcement***

Submitted by Superintendent, Director, or Designee:

_____ <i>Name</i>	_____ <i>Signature</i>	_____ <i>Title</i>
_____ <i>Fax Number</i>	_____ <i>Telephone Number</i>	_____ <i>Date</i>
_____ <i>Mailing Address</i>		
_____ <i>E-Mail Address</i>		

- ***This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency***

**AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS**

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	Estimated Number Needed
CLAD/English Learner Authorization (applicant already holds teaching credential)	4 _____
Bilingual Authorization (applicant already holds teaching credential)	_____ _____
List target language(s) for bilingual authorization: _____	
Resource Specialist	_____ _____
Teacher Librarian Services	_____ _____

**LIMITED ASSIGNMENT PERMITS**

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	6th Math/Science
Single Subject	6th Math/Science
Special Education	Early Childhood
TOTAL	

#### EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to [www.cde.ca.gov](http://www.cde.ca.gov) for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

#### EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program? Yes ☐ No ☒

If no, explain. If needed we contract through University

Does your agency participate in a Commission-approved college or university internship program? Yes ☒ No ☐

If yes, how many interns do you expect to have this year? none

If yes, list each college or university with which you participate in an internship program.

CSUN, CLU, CSUCI

\_\_\_\_\_

\_\_\_\_\_

If no, explain why you do not participate in an internship program.

\_\_\_\_\_

\_\_\_\_\_



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: AUGUST 21, 2018**  
**SUBJECT: B.3.f. APPROVE ACCOUNTING ASSISTANT I POSITION AND UPDATED JOB DESCRIPTION**

ACTION

**ISSUE:** Shall the Board approve the classified position of Accounting Assistant I and the updated job description for the position?

**BACKGROUND:** The establishment of the new Extended Care program and Chromebook 1:1 Take Home Lease-to -Own program, has significantly increased the number of cash transactions that must be managed and accounted for by the District's Fiscal Services department. Included in the Board's approval of the Extended Care program budget provided for the addition of an Accounting Assistant I position to assist the Fiscal Services department. Under the direction of the Director of Fiscal Services, the Accounting Assistant I will perform a variety of routine and responsible accounting clerical duties in support of District business office operations, allowing more senior Fiscal Services employees to address the receipt, management, accounting, and audit of cash transactions. Staff is recommending that the Board Approve the classified position of Accounting Assistant I and the updated job description for the position, which follows for the Board's review.

**ALTERNATIVES:**

1. Approve the classified position of Accounting Assistant I and the updated job description for the position.
2. Do not approve the classified position and job description.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Martin Klauss, Assistant Superintendent, Business and Administrative Services  
Leslie Heilbron, Ed.D., Assistant Superintendent, Human Resources

Respectfully submitted,

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

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

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

## OAK PARK UNIFIED SCHOOL DISTRICT

### ACCOUNTING ASSISTANT I

#### DEFINITION

*This is a twelve (12) month, eight (8) hour per day position.  
Salary Range: 14.5 on Classified Salary Schedule (CC/CH)*

Under direction of the Director of Fiscal Services, perform a variety of routine and responsible accounting clerical duties in support of District purchasing and other business office operations; maintain a variety of records, reports and files as required.

#### DISTINGUISHING CHARACTERISTICS

The Accounting Assistant I classification is the entry-level classification in the Accounting Assistant series. Incumbents perform a variety of routine and responsible accounting clerical duties in support of District purchasing and other business office operations. The Accounting Assistant II classification is the mid-level classification in the Accounting Assistant series. Incumbents perform a variety of complex accounting clerical duties independently in support of District purchasing and other business office operations. The Accounting Assistant III classification is the most experienced level classification in the Accounting Assistant series. Incumbents serve as a resource to provide coordination and assistance at peak work times. They exercise responsibility for the accurate and timely performance of technical and specialized functions and support activities. Employees in this classification receive limited supervision within a broad framework of policies and procedures; they provide training and work direction to departmental staff and trouble-shoot problems in payroll, accounts payable, purchasing, accounting, food services, and employee benefits.

#### EXAMPLES OF DUTIES

Accurately prepare and input payroll information in financial computer system to assure employee paychecks are accurate and issued according to scheduled payroll deadlines; prepare and input accounts payable financial records in financial computer system; process documents such as invoices, purchase orders and warrants; audit invoices for correct extensions; assist District personnel with purchasing needs including mailing purchase orders to vendors, notification of price changes, or researching files to locate particular purchase orders; prepare and maintain a variety of financial records, files, logs and reports and make arithmetic calculations; assure compliance with State laws and legal requirements related to the payroll, purchasing, and accounts payable functions; operate office machines including calculator, copiers and computer terminal; perform a variety of clerical duties including answering phones, word processing, filing and duplicating; open, sort and distribute department mail; order and maintain adequate inventory of District office supplies; perform related duties as assigned.

#### EMPLOYMENT STANDARDS

Knowledge of: Basic accounting and bookkeeping principles, practices and procedures; financial and statistical record-keeping; applicable legal and District guidelines that affect work; modern office practices, procedures and equipment; interpersonal skills including tact, patience and courtesy.

Ability to: Perform variety of routine and responsible accounting clerical duties in support of District purchasing and business office operations; assure compliance with a variety of rules, regulations and established procedures; perform a variety of clerical duties including answering phones, typing, filing and duplicating; communicate and work effectively with others; perform arithmetic computations quickly and accurately; operate office machines.

Education and Experience: Any combination equivalent to graduation from high school supplemented by course work in accounting, bookkeeping or related field and two years of responsible clerical accounting experience.

#### WORKING CONDITIONS

District Office environment; subject to frequent interruptions, demanding time lines and contact with District employees and the public.

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: AUGUST 21, 2018**  
**SUBJECT: B.3.g. APPROVE DEPARTMENT SECRETARY – STUDENT SUPPORT AND SCHOOL SAFETY**

ACTION

**ISSUE:** Shall the Board approve Department Secretary – Student Support and School Safety?

**BACKGROUND:** In establishing the new Department of Student Support and School Safety, staff is recommending the approval of the position of Department Secretary – Department Secretary – Student Support and School Safety. Under the direction of the Director of Student Support and School Safety, the Department Secretary will organize, coordinate, and oversee the office activities of the Director. A copy of the proposed job description is included for the Board's review.

**ALTERNATIVES:** 1. Approve the position of Department Secretary - Student Support and School Safety  
2. Do not approve Department Secretary - Student Support and School Safety

**RECOMMENDATION:** Alternative 1.

Prepared by: Leslie Heilbron, Assistant Superintendent, Human Resources

Respectfully submitted,

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

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

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

OAK PARK UNIFIED SCHOOL DISTRICT  
CLASS TITLE: DEPARTMENT SECRETARY

DEFINITION

This is an 11-month position, 8 hours per day

Salary: Range 16

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

DISTINGUISHING CHARACTERISTICS:

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

EXAMPLES OF DUTIES:

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

EMPLOYMENT STANDARDS:

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

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

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

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

#### WORKING CONDITIONS:

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: AUGUST 21, 2018**  
**SUBJECT: B.3.h. ESTABLISH NEW POSITION OF ASSISTANT SITE LEADER –  
EXTENDED CARE PROGRAM, AND APPROVE THE ASSOCIATED JOB  
DESCRIPTION AND SALARY SCHEDULE**

ACTION

**ISSUE:** Shall the Board establish new position of Assistant Site Leader for the Extended Care Program and approve the associated job description and salary schedule?

**BACKGROUND:** In establishing the new Childcare Program, staff is recommending the approval of the position and job description of Site Leader – Extended Care Program. Under the direction of the Director of Extended Care, each Site Leader will oversee all aspects of the before and after-school program for his/her given site. The Site Leader will serve as the point person for parents, school staff, and district staff and will be responsible for the daily operations of the program. A copy of the proposed job description and salary schedule is attached for the Board's review.

**ALTERNATIVES:**

1. Approve the position, job description of Assistant Site Leader- Extended Care Program and the salary schedules
2. Do not approve the position and job description and salary schedule of Assistant Site Leader - Extended Care Program

**RECOMMENDATION:** Alternative 1.

Prepared by: Leslie Heilbron, Assistant Superintendent, Human Resources

Respectfully submitted,

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

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

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

**OAK PARK UNIFIED SCHOOL DISTRICT  
EXTENDED CARE ASSISTANT SITE LEADER**

**DEFINITION**

This is an 8 hour day, 11 Month Position

Salary: Range 12 Classified salary schedule CC & CH & CB2

Under general supervision of the Director Extended Care Program and the Site Leader, the Assistant Site Leader helps in the management of all functions related to the operation of the before and after school program.

**ESSENTIAL DUTIES**

- Assists in supervising, organizing, scheduling activities for students
- Monitors and attends to the individual and developmental needs of students
- Assumes responsibility for the safety of children while establishing and maintaining a safe and healthy environment
- Attend occasional events outside of normal work hours
- Models use of a variety of techniques and strategies that enhance and develop the social, emotional, physical, and cognitive development of children while treating them with dignity and respect; utilizing a patient, sensible and respectful tone and demeanor
- Models management strategies that provide a warm, caring, and stimulating environment for children that will help children learn to think creatively, solve problems independently, and to respect themselves and others
- Communicates concerns and issues regarding individual students with parents and Program Director
- Assists the Site Leader as needed to regularly communicate with parents via phone and eMail and sends newsletters
- Communicates regularly with school site staff
- Models and mentors staff with appropriate student interaction for control and discipline strategies
- Supervises and maintains use of program equipment
- Establishes, promotes, maintains and encourages good working relationships and ongoing communication with school administration, staff, assistants, children, parents and community
- Assists with planning, staffing, and scheduling
- Models good stewardship for school facilities, playground equipment, and program supplies



- Prevents and handles emergencies, accidents, and injuries, appropriately when they occur as well as, administering authorized medication and completing necessary paperwork
- Performs CPR and First Aid as necessary
- Safely and properly administers medication to students
- Performs related duties as assigned by district personnel
- Maintains confidentiality at all times

## **EMPLOYMENT STANDARDS**

### **KNOWLEDGE OF:**

- Essential attributes of a well-rounded extended care program
- Instructional, social, emotional and behavioral needs of children
- Program procedures and policies
- Management techniques
- Correct use of the English language both verbally and in writing
- Knowledge of current technology necessary to complete the tasks of the assignment

### **ABILITY TO:**

- Establish and maintain a nurturing, safe, engaging, and caring environment for children
- Effectively communicate with parents and staff
- Effectively organize and coordinate various activities
- Demonstrate good judgment in situations responding to parent, staff, and community concerns and in dealing with disciplinary situations
- Establish and maintain cooperative working relationships
- Provide leadership
- Physically and mentally react appropriately and immediately to unexpected circumstances
- Perform non-violent crisis intervention procedures, when appropriate (with training)
- Work both morning and afternoon hours each day (equivalent of full-time; 40 hours) Monday through Friday
- Work full time late-July through mid-June (211 days) including school breaks
- Ability to fill in during early morning program if needed.
- Program Hours of Operation: 6:45 AM – 6:30 PM
- Sample daily work schedule: 10:00 AM - 6:30 PM (possible morning hours as well)

### **TRAINING/EDUCATION/EXPERIENCE**

- AA Degree or Higher.
- Valid First-Aid and CPR (cardiopulmonary resuscitation) Certificates shall be obtained for permanency in this classification (within 6 months of employment) and must be renewed as necessary during employment.

### **DESIRABLE (NOT REQUIRED) TRAINING/EDUCATION/EXPERIENCE**

- AA or Higher in Early Childhood Education / Child Development
- Recent experience in a structured child care / extended care / early childhood program

### **WORKING CONDITIONS**

Work is performed in a school environment at various locations throughout the district with demanding timelines and subject to frequent interruptions.

**OAK PARK UNIFIED SCHOOL DISTRICT**  
**CLASSIFIED SALARY SCHEDULE CL (HOURLY)**  
**EMPLOYEES WORKING LESS THAN 20 HOURS PER WEEK**

**2018-19 SCHOOL YEAR**

**Board Approved: August 21, 2018**

**Effective: July 1, 2018**

JOB CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	WORK YEAR
<b><u>CLERICAL SUPPORT</u></b>							
Health Services Technician	10	17.09	18.09	19.15	20.30	21.52	10 Month
Student Services Assistant I	10	17.09	18.09	19.15	20.30	21.52	10 Month
Department Clerk	10	17.09	18.09	19.15	20.30	21.52	10 Month
Student Services Assistant II	12	18.09	19.15	20.30	21.52	22.81	10.5 Month
Guest Teacher Coordinator	12	18.09	19.15	20.30	21.52	22.81	180 Day
Student Services Assistant III	14	19.15	20.30	21.52	22.81	24.13	10.5 Month
<b><u>CUSTODIAL/MAINTENANCE/GROUNDS</u></b>							
Custodian	14	19.15	20.30	21.52	22.81	24.13	12 Month
Warehouse Worker/Delivery	18	20.90	22.15	23.45	24.80	26.29	12 Month
<b><u>CHILD NUTRITION SERVICES</u></b>							
Child Nutrition Services Assistant I	05	14.84	15.68	16.60	17.58	18.66	180 Day
Child Nutrition Services Assistant II	07	15.68	16.60	17.58	18.66	19.77	180 Day
Child Nutrition Services Cook	08	16.06	17.02	18.04	19.18	20.32	180 Day
Child Nutrition Services Bookkeeper	12	18.09	19.15	20.30	21.52	22.81	10 Month
Child Nutrition Services Assistant/Delivery	12	18.09	19.15	20.30	21.52	22.81	180 Day
<b><u>OTHER CLASSIFIED SUPPORT</u></b>							
Campus Supervisor	06	15.29	16.18	17.12	18.15	19.24	180 Day
Instructional Assistant I	7.5	15.80	16.72	17.69	18.77	19.87	180 Day
Instructional Assistant II	10	17.09	18.09	19.15	20.30	21.52	180 Day
Instructional Assistant II - Ext. Care Pgm	10	17.09	18.09	19.15	20.30	21.52	196 Day
Technology Assistant	10	17.09	18.09	19.15	20.30	21.52	180 Day
Library/Media Technician	13	18.78	19.89	21.07	22.27	23.60	10 Month
College/Career Center Technician	13.5	18.90	20.02	21.19	22.38	23.73	10.5 Month
Instructional Assistant III	14	19.15	20.30	21.52	22.81	24.13	180 Day
Social Emotional Services Specialist	27	29.89	31.41	33.00	34.69	36.45	192 Day
Occupational Therapist	30	36.76	38.96	41.31	43.79	46.42	10 Month
<b><u>EXEMPT POSITIONS</u></b>							
Student/Casual Worker*	X01	11.00					As Assigned
Campus Supervisor Substitute	X03	15.29					As Assigned
Child Nutrition Services Substitute	X04	14.84					As Assigned
Clerical Substitute	X02	17.09					As Assigned
Custodial Substitute	X05	19.15					As Assigned
IA I SUB	X06	15.80					As Assigned
IA II SUB	X07	17.09					As Assigned
IA III SUB	X09	19.15					As Assigned
<b><u>SUMMER SCHOOL</u></b>							
ESY Instructional Assistant II	X10	18.69					As Assigned
ESY Instructional Assistant III	X11	21.65					As Assigned

**OAK PARK UNIFIED SCHOOL DISTRICT**  
**CLASSIFIED SALARY SCHEDULES CC & CH & CB2**  
EMPLOYEES WORKING 20 HOURS OR MORE PER WEEK

**2018-19 SCHOOL YEAR**

Board Approved: August 21, 2018

Effective: July 1, 2018

JOB CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	WORK YEAR
<b><u>CLERICAL SUPPORT</u></b>							
Health Services Technician	10	16.21	17.19	18.25	19.36	20.54	10 Month
Student Services Assistant I	10	2810.20	2979.13	3164.30	3356.02	3560.65	10 Month
Department Clerk	10						10 Month
Guest Teacher/Interdistrict Permit Coordin	12	17.19	18.25	19.36	20.54	21.76	11 Month
Student Services Assistant II	12	2979.13	3164.30	3356.02	3560.65	3771.64	10.5 Month
Support Services Coordinator	12						12 Month
Extended Care Assistant Site Leader	12						11 Month
ASB Bookkeeper/Athletics Secretary	14	18.25	19.36	20.54	21.76	23.07	10.5 Month
Student Services Assistant III	14	3164.30	3356.02	3560.65	3771.64	3999.26	11.5 Month
Student Services Bookkeeper	14						10.5 Month
Support Services Coordinator	14						12 Month
Accounting Assistant I	14.5	18.68	19.76	20.92	22.13	23.42	12 Month
		3238.59	3245.33	3626.01	3835.07	4058.11	
Department Secretary	16	20.01	21.16	22.37	23.67	25.02	11 Month
School Office Manager I	16	3467.76	3668.48	3877.50	4103.28	4337.45	10.5 Month
Credentials Technician	16						12 Month
Extended Care Site Leader	16						11 Month
Accounting Assistant II	16.5	20.76	21.96	23.23	24.55	25.98	12 Month
		3600.68	3806.98	4027.20	4255.75	4503.85	
School Office Manager II	17.5	20.94	22.20	23.53	24.93	26.42	11 Month
		3630.26	3848.60	4079.10	4321.70	4579.51	
School Office Manager III	18.5	21.45	22.74	24.11	25.56	27.10	11.5 Month
		3718.23	3942.59	4179.17	4430.90	4697.81	
Business Department Assistant	20	22.44	23.80	25.23	26.74	28.34	12 Month
		3891.42	4124.90	4372.37	4634.73	4912.82	
Accounting Assistant III	23	25.99	27.55	29.21	30.95	32.81	12 Month
		4504.74	4775.02	5061.53	5365.22	5687.13	
Senior Accountant	28	31.42	33.32	35.34	37.47	39.74	12 Month
		5446.05	5775.53	6124.97	6495.60	6888.73	
<b><u>CUSTODIAL/MAINTENANCE/GROUNDS</u></b>							
Custodian	14	18.25	19.36	20.54	21.76	23.07	12 Month
		3164.30	3356.02	3560.65	3771.64	3999.26	
Grounds Maintenance Worker	15	18.78	19.94	21.14	22.46	23.81	12 Month
		3255.29	3456.72	3664.64	3892.03	4125.97	
Head Custodian I	15.5	19.36	20.54	21.76	23.07	24.45	12 Month
		3356.02	3560.65	3771.64	3999.26	4239.21	
Head Custodian II	17	20.74	21.99	23.31	24.70	26.20	12 Month
		3596.87	3812.20	4039.65	4282.32	4540.08	
General Maintenance Worker	18	21.06	22.32	23.65	25.07	26.58	12 Month
		3651.47	3869.83	4100.34	4345.99	4606.80	
Head Custodian III	18.5	21.45	22.74	24.11	25.56	27.10	12 Month
		3718.23	3942.59	4179.17	4430.90	4697.81	
Maintenance Engineer	20	22.44	23.80	25.23	26.74	28.34	12 Month
		3891.42	4124.90	4372.37	4634.73	4912.82	
Grounds Maintenance Supervisor	21	23.80	25.23	26.74	28.34	30.10	12 Month
		4124.90	4372.37	4634.73	4912.82	5217.54	

**OAK PARK UNIFIED SCHOOL DISTRICT**  
**CLASSIFIED SALARY SCHEDULES CC & CH & CB2**  
EMPLOYEES WORKING 20 HOURS OR MORE PER WEEK

**2018-19 SCHOOL YEAR**

Board Approved: August 21, 2018

Effective: July 1, 2018

JOB CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	WORK YEAR
<b><u>CHILD NUTRITION SERVICES</u></b>							
Child Nutrition Services Assistant I	5	14.06	14.87	15.78	16.74	17.76	180 Days
Child Nutrition Services Assistant II	7	14.87	15.78	16.74	17.76	18.80	180 Days
Child Nutrition Services Cook	8	15.30	16.21	17.19	18.25	19.36	180 Days
Child Nutrition Services Manager	10	16.21 2810.20	17.19 2979.13	18.25 3164.30	19.36 3356.02	20.54 3560.65	180 Days
Child Nutrition Services Assistant/Delivery	12	17.19 2979.13	18.25 3164.30	19.36 3356.02	20.54 3560.65	21.76 3771.64	180 Days
<b><u>OTHER CLASSIFIED SUPPORT</u></b>							
Assistant Computer Support Technician	7.0	14.87 2578.44	15.78 2735.57	16.74 2901.64	17.76 3078.41	18.80 3258.76	12 Month
Instructional Assistant I	7.5	14.97 2596.78	15.89 2753.19	16.84 2920.15	17.86 3095.56	18.92 3279.43	180 Days
Instructional Assistant II	10	16.21 2810.20	17.19 2979.13	18.25 3164.30	19.36 3356.02	20.54 3560.65	180 Days
Library/Media Technician	13	17.87 3097.79	18.94 3283.64	20.10 3484.36	21.31 3693.42	22.61 3919.23	10 Month
College/Career Center Technician	13.5	17.99 3118.25	19.05 3304.12	20.22 3504.82	21.43 3713.87	22.72 3939.68	10.5 Month
Instructional Assistant III	14	18.25 3164.30	19.36 3356.02	20.54 3560.65	21.76 3771.64	23.07 3999.26	180 Days
Computer Technician	18	21.06 3651.47	22.32 3869.83	23.65 4100.34	25.07 4345.99	26.58 4606.80	12 Month
Certified Sign Language Interpreter Technology Department Assistant	20 20	22.44 3891.42	23.80 4124.90	25.23 4372.37	26.74 4634.73	28.34 4912.82	180 Days 12 Month
Technology Assistant Lead Certified Repair Technician	23 23	25.99 4504.74	27.55 4775.02	29.21 5061.53	30.95 5365.22	32.81 5687.13	12 Month 12 Month
Construction Management Technician	25	28.11 4872.33	29.79 5164.66	31.58 5474.55	33.48 5803.02	35.49 6151.20	12 Month
Network Administrator	26	29.18 5058.26	30.95 5364.02	32.82 5688.26	34.80 6032.07	36.90 6396.69	12 Month
Social Emotional Services Specialist	27	28.80 4991.90	30.33 5257.10	31.92 5532.69	33.62 5827.35	35.38 6132.42	192 Days
Occupational Therapist	30	35.03 6073.14	37.13 6437.52	39.38 6823.74	41.73 7233.19	44.23 7667.17	10 Month
Behavior Specialist* CB2	G*	406.02 82016.04	418.58 845531.60	431.53 87169.06	444.87 89863.74	458.63 92643.26	202 Days

**OAK PARK UNIFIED SCHOOL DISTRICT**  
**ADMINISTRATIVE AND CONFIDENTIAL SALARY SCHEDULE**  
**2018-19 SCHOOL YEAR**

Board Approved: August 21, 2018

Effective: July 1, 2017

JOB CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	DAYS
<b><u>CONFIDENTIAL</u></b>							
Administrative Secretary	A	4,418.33 53,019.96	4,683.44 56,201.28	4,964.44 59,573.28	5,262.31 63,147.72	5,578.05 66,936.60	12 Month
Executive Assistant	B	5,084.45 61,013.40	5,391.14 64,693.68	5,714.27 68,571.24	6,057.39 72,688.68	6,422.82 77,073.84	12 Month
<b><u>ADMINISTRATION</u></b>							
Director Child Nutrition Services	C	363.47 80,690.34	374.37 83,110.14	385.61 85,605.42	397.19 88,176.18	409.11 90,822.42	222
Director Sustainability, Maintenance, and Operations***	D	457.05 101,465.10	470.76 104,508.72	484.89 107,645.58	499.43 110,873.46	514.42 114,201.24	222
Director Fiscal Services	E	494.78 109,841.16	509.63 113,137.86	524.91 116,530.02	540.67 120,028.74	556.88 123,627.36	222
Middle School Dean	F	449.03 87,560.85	466.47 90,961.65	482.76 94,138.20	498.95 97,295.25	515.29 100,481.55	195
Program Specialist	G.1	478.38 95,676.00	492.89 98,578.00	507.31 101,462.00	522.17 104,434.00	537.45 107,490.00	200
Middle School Assistant Principal	G.2	484.75 96,950.00	499.29 99,858.00	514.27 102,854.00	529.70 105,940.00	545.60 109,120.00	200
High School Assistant Principal Principal OVHS/OPIS***	H	511.37 104,830.85	526.69 107,971.45	542.46 111,204.30	558.75 114,543.75	575.53 117,983.65	205
Director Extended Care*	I	501.17 110,258.40	515.57 113,425.20	530.36 116,680.20	545.63 120,038.10	561.34 123,494.70	220
Elementary School Principal Director Student Support & School Safety**	J	525.04 110,258.40	540.12 113,425.20	555.62 116,680.20	571.61 120,038.10	588.07 123,494.70	210
Middle School Principal	K	533.37 112,007.70	548.69 115,224.90	564.45 118,534.50	580.65 121,936.50	597.39 125,451.90	210
Director Pupil Services	L	572.99 120,327.90	590.17 123,935.70	607.89 127,656.90	626.12 131,485.20	644.90 135,429.00	210
Director Curriculum and Instruction	L	572.99 120,327.90	590.17 123,935.70	607.89 127,656.90	626.12 131,485.20	644.90 135,429.00	210
Director Educational Technology and Information Systems	L	572.99 127,203.78	590.17 131,017.74	607.89 134,951.58	626.12 138,998.64	644.90 143,167.80	222
High School Principal	M	594.78 132,041.16	611.55 135,764.10	628.30 139,482.60	645.18 143,229.96	661.92 146,946.24	222
Bond Construction Manager	N	635.86 141,160.92	654.92 145,392.24	674.57 149,754.54	694.81 154,247.82	715.66 158,876.52	222
Assistant Superintendent HR, and Business & Admin Services	O	659.95 146,508.90	679.75 150,904.50	700.14 155,431.08	721.14 160,093.08	742.78 164,897.16	222

**Annual stipend of \$1,000 for doctorate.**

\*New Position - Director Extended Care - Board Approved 1/16/18

\*\*New Position - Director of Student Support & School Safety - Board Approved 3/20/18

\*\*\*Re-designate position of Director of Alternative Education to Principal of OVHS & OPIS and position of Director of Business Operations to Director of Sustainability, Maintenance & Operation - Board Approved 4/17/18

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: AUGUST 21, 2018**  
**SUBJECT: B.3.i. AUTHORIZATION TO ESTABLISH A CLASSIFIED POSITION OF INSTRUCTIONAL ASSISTANT I – LITERACY AND NUMERACY SUPPORT AND JOB DESCRIPTION**

ACTION

**ISSUE:** Shall the Board authorize the establishment of a classified position, Instructional Assistant 1 – Literacy and Numeracy Support?

**BACKGROUND:** Staff is recommending that the Board establish a new position, Instructional Assistant 1 – Literacy and Numeracy Support. Under the direction of the site principal and certificated staff, these classified employees will help to coordinate and implement the literacy and math instructional programs at the elementary sites. A copy of the proposed job description is included for the Board’s review.

**ALTERNATIVES:**

1. Approve the establishment of a new classified service position and job description for Instructional Assistant 1 – Literacy and Numeracy Support
2. Do not approve the establishment of a new classified position and job description for Instructional Assistant 1 – Literacy and Numeracy Support

**RECOMMENDATION:** Alternative 1.

Prepared by: Leslie Heilbron, Assistant Superintendent, Human Resources

Respectfully submitted,

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

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

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

## OAK PARK UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT I –Literacy and Numeracy Support

*This is a part time, school session position — 180 days*

*SALARY: Range 7.5 on the Classified Hourly (CL) salary schedule*

### DEFINITION

Under direction of the Principal and certificated staff, help to coordinate and implement the literacy and math programs at the elementary sites.

### EXAMPLES OF DUTIES

Under the direction of the Principal and certificated staff, help to coordinate and implement the reading, writing and math programs in the classroom; monitor student activities; assess student progress; operate classroom technology and other instructional equipment; attend meetings and participate in in-service training as assigned; assist students by providing proper examples, emotional support and general guidance; maintain classroom order; maintain a neat and orderly learning environment; perform related duties as assigned.

Presence in the classroom is required on all student/teacher contact days.

The school work year will consist of one hundred and eighty (180) working days.

### EMPLOYMENT STANDARDS

Knowledge of: Correct English usage, spelling, vocabulary and grammar; mathematical principles included in the K-5 curriculum; child guidance principles and practices; basic subjects taught in District schools; effective interpersonal communication skills; record-keeping techniques. Knowledge of the use of technology including computers, SmartBoards, iPads and other tech devices used within the school

Ability to: Learn District guidelines and processes and apply them in a variety of situations; implement lesson plans and effectively use instructional materials; coordinate and implement reading, writing and math assistance for elementary students; communicate effectively orally and in writing; reinforce instruction; maintain records and prepare reports; perform routine clerical work; establish and maintain cooperative and effective working relationships with students, parents and staff.

Education and Experience: Any combination equivalent to completion of two years of college with major course work in child guidance, reading development, mathematics or related field.

### WORKING CONDITIONS

Classroom environment.



**TO: BOARD OF EDUCATION**

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

**DATE: AUGUST 21, 2018**

**SUBJECT: B.4.a. APPROVE PROPOSED BOARD MEETING SCHEDULE FOR THE 2018-2019 SCHOOL YEAR**

**ACTION**

**ISSUE:** Should the Board of Education approve the proposed Board Meeting schedule for the 2018-19 School Year.

**BACKGROUND:** The Board approved the 2018 meeting schedule through December 2018 at the December 5, 2017 Board Meeting. For planning purposes, the meetings for the entire 2018-2019 school year need to be scheduled. The Board has not approved the dates listed below beginning with January 2019 and we are asking the Board to consider the recommended dates at this time:

August 21, 2018	Single Regular Meeting in August
*September 17, 2018	Single Regular Meeting in September
October 16, 2018	Single Regular Meeting in October
*November 13, 2018	Single Regular Meeting in November
**December 11, 2018	Annual Organizational Meeting
<b>January 15, 2019</b>	<b>Single Regular Meeting in January</b>
<b>February 19, 2019</b>	<b>Single Regular Meeting in February</b>
<b>March 19, 2019</b>	<b>Single Regular Meeting in March</b>
*April 23, 2019	<b>Single Regular Meeting in April</b>
*May 14, 2019	<b>Single Regular Meeting in May</b>
<b>June 4, 2019</b>	<b>Budget Study Session Meeting</b>
<b>June 18, 2019</b>	<b>Single Regular Meeting in June</b>
<b>TBD</b>	<b>Board Retreat</b>

\* Please note change from 3<sup>rd</sup> Tuesday of the month

\*\* First Tuesday of the month (Falls within 15 days after 1<sup>st</sup> Friday)

Respectfully submitted,

Anthony W. Knight, Ed.D.  
Superintendent

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

**VOTE: AYES NOES ABSTAIN ABSENT**

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

**TO: BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: AUGUST 21, 2018**  
**SUBJECT: B.4.b. APPROVE 2018-2019 BOARD GOALS**

ACTION

**ISSUE:** Shall the Board approve 2018-2019 Board Goals?

**BACKGROUND:** The Board held a Board Retreat on July 22, 2018 and reviewed and revised the Board Goals from 2017-2018 to create new Goals for 2018-19.

**ALTERNATIVES:** 1. Approve the 2018-19 Board Goals.  
2. Do not approve the 2018-19 Board Goals

**RECOMMENDATION:** Alternative #1

Respectfully submitted,

Anthony W. Knight, Ed.D.  
Superintendent

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

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

# **OAK PARK UNIFIED SCHOOL DISTRICT**

## **BOARD OF EDUCATION GOALS**

**2018-2019**

1. The Board will provide a monthly report of Board meetings, developed by the Board President and/or Superintendent, which shall be widely distributed consistent with the District's communication plan.
2. The Board, in conjunction with the Superintendent, will solicit staff for feedback on the development of the District's Moral Imperatives and Goals, Local Control and Accountability Plan, and Annual Budget.
3. The Board, in conjunction with the Superintendent, will maintain and continue to develop relationships with local, state and Federal representatives.
4. The Board will ensure that the governance handbook is reviewed and updated, as needed, and used as a tool to train new Board members.
5. The Board will conduct a Board self-evaluation at least every other year.
6. The Board will regularly honor students, staff, parents, and community members at monthly Board meetings.
7. The Board will create opportunities to attain direct feedback from students, staff, parents, PTOs, OPEF, and community members.
8. The Board will visit District and school sites regularly.

**TO: BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: AUGUST 21, 2018**  
**SUBJECT: B.4.c. REVIEW, AMEND, APPROVE GOVERNANCE HANDBOOK**

ACTION

**ISSUE:** Shall the Board of Education review, amend and approve the 2018 Governance Handbook?

**BACKGROUND:** The Board will review and amend the Governance Handbooks as necessary

**ALTERNATIVES:** 1. Approve the amended 2018 Governance Handbook  
2. Do not approve the amended 2018 Governance Handbook

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

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 of Education**

## **GOVERNANCE HANDBOOK**

### **Board of Trustees**

~~Drew Hazelton, President~~

~~Derek Ross, Vice President~~

~~Denise Helfstein, Clerk~~

~~Barbara Laifman, Member~~

Derek Ross, President

Denise Helfstein, Vice President

Barbara Laifman, Clerk

Allen Rosen, Member

Drew Hazelton, Member

### **Superintendent**

**Dr. Anthony Knight**

**Approved October 16, 2012**

Amended 7-21-14, 8-18-15, 8-15-17, 8-21-18

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## SCHOOLS

### **Oak Park Neighborhood School**

Director: Kim Gregorchuk ([kgregorchuk@opusd.org](mailto:kgregorchuk@opusd.org))  
Office Manager: Jane Straughan ([JStraughan@opusd.org](mailto:JStraughan@opusd.org))  
1010 North Kanan Road  
Oak Park, CA 91377  
(818) 707-7742  
Enrollment: 51

### **Brookside Elementary School**

Principal: ~~Sara Ahl~~ ([sahl@opusd.org](mailto:sahl@opusd.org)) Erin Vranesh ([evranesh@opusd.org](mailto:evranesh@opusd.org))  
Office Manager: Virginia Standing ([vstanding@opusd.org](mailto:vstanding@opusd.org))  
165 North Satinwood Ave  
Oak Park, CA 91377  
(818) 597-4200  
Enrollment: 572

### **Oak Hills Elementary School**

Principal: Erik Warren ([ewarren@opusd.org](mailto:ewarren@opusd.org))  
Office Manager: Maureen Frey ([MFrey@opusd.org](mailto:MFrey@opusd.org))  
1010 North Kanan Road  
Oak Park, CA 91377  
(818) 707-4224  
Enrollment: 531

### **Red Oak Elementary School**

Principal: ~~Jon Duim~~ ([jduim@opusd.org](mailto:jduim@opusd.org)) Stacy LaFrenz ([slafrenz@opusd.org](mailto:slafrenz@opusd.org))  
Office Manager: Susan Crumpley ([SCrumpley@opusd.org](mailto:SCrumpley@opusd.org))  
4857 Rockfield Street  
Oak Park, CA 91377  
(818) 707-7972  
Enrollment: 583

### **Medea Creek Middle School**

Principal: Brad Benioff ([bbenioff@opusd.org](mailto:bbenioff@opusd.org))  
Office Manager: Debbie Church ([DChurch@opusd.org](mailto:DChurch@opusd.org))  
1002 Doubletree Road  
Oak Park, CA 91377  
(818) 707-7922  
Enrollment: 1082

### **Oak Park High School**

Principal: Kevin Buchanan ([kbuchanan@opusd.org](mailto:kbuchanan@opusd.org))

Office Manager: Michelle DiCamillo([MDicamillo@opusd.org](mailto:MDicamillo@opusd.org))

899 North Kanan Road

Oak Park, CA 91377

(818) 735-3300

Enrollment: 1554

### **Oak View High School**

Principal: ~~Stew McGugan~~ (~~[imegugan@opusd.org](mailto:imegugan@opusd.org)~~) [Kent Cromwell kcromwell@opusd.org](mailto:kcromwell@opusd.org)

Office Manager: Linda Roberts ([LRoberts@opusd.org](mailto:LRoberts@opusd.org))

5701 Conifer Street

Oak Park, CA 91377

(818) 735-3217

Enrollment: 35

### **Oak Park Independent School**

Principal: ~~Stew McGugan~~ (~~[imegugan@opusd.org](mailto:imegugan@opusd.org)~~) [Kent Cromwell kcromwell@opusd.org](mailto:kcromwell@opusd.org)

Office Manager: Susan Meskis ([SMeskis@opusd.org](mailto:SMeskis@opusd.org))

5701 Conifer Street

Oak Park, CA 91377

(818) 735-3200

Enrollment: 209



## DISTRICT AT A GLANCE

### District Motto

*"Educating Compassionate and Creative Global Citizens"*

When we talk about **compassion**, we understand the literal meaning of the word, which is co-suffering. Compassionate people understand the plight and difficulties of others and work to alleviate suffering wherever it exists. We can demonstrate and practice compassion to others, to animals, to the environment. Children learn about compassion by observing adults practice it and by what they hear adults say. Schools can teach students about compassion in many ways, through literature, history, discussion, and by providing opportunities to do good.

**Creativity** is the spark that makes life interesting. We all possess it and it is important that a school system help students to discover it within themselves and nurture it. Creative people are interesting, solve problems, have open minds, and see the world in new ways. Creativity is probably the most important '21st century skill.'

We are **citizens** of our locality, of our state, and of our nation. We are also citizens of the world. When we look at the Earth from space we do not see borders and boundaries. We are part of a web of people who share this place. Being a good global citizen means participating in our own democracy, having a sense of social responsibility for the people around us, of our nation, and of the world, and caring for the environment we all share and will pass on to our posterity.

## DISTRICT HISTORY

The Oak Park Unified School District is located in the southeast corner of Ventura County, immediately adjacent to the Los Angeles County line. Prior to 1977, the area served by the District had been included in the Simi Valley Unified School District, which was formed in 1936.

Although the first school was built in Simi Valley in 1890, the Oak Park area experienced no growth until 1967 when 160 homes were built. Additional homes were constructed subsequent to 1967, and in 1968, Brookside Elementary School was completed to house the elementary students living in those homes.

Beginning in 1970, Oak Park residents made a formal request to the Las Virgenes Unified School District Governing Board for annexation to that District. Three denials of this request prompted District residents to begin the process of forming their own school district.

On January 13, 1977, the State Board of Education approved the proposed Oak Park Unified School District, and an election was held in Oak Park on May 31, 1977. Seventy-seven percent of the eligible Oak Park electorate voted in that election and unification was approved with a ninety-three percent affirmative vote. A five-member Board of Education was elected at the same time, and their first business meeting was held on June 14, 1977.

In the year of 1998, there were approximately 4,700 residential addresses in Oak Park based on Oak Park Water Service hook-ups. Based on housing units completed, as of 12/01/98 there were homes built for a population of 17,500. According to the 2010 census the community of Oak Park has approximately 13,811 residents living in over 5,000 homes, apartments, and condominiums. The book *Images of America – Oak Park* is a great resource for learning more about the history of Oak Park.

<b>Oak Park, California - Overview</b>	<b>2010 Census</b>		<b>2000 Census</b>	
	Counts	Percentages	Counts	Percentages
<b>Total Population</b>	13,811	100.00%	14,215	100.00%
<b>Population by Gender</b>				
Female	7,170	51.92%	7,319	51.49%
Male	6,641	48.08%	6,896	48.51%
<b>Population by Age</b>				
Persons 0 to 4 years	604	4.37%	1,040	7.32%
Persons 5 to 17 years	3,018	21.85%	3,688	25.94%
Persons 18 to 64 years	9,016	65.28%	8,759	61.62%
Persons 65 years and over	1,173	8.49%	728	5.12%

In 1991, the Agoura Hills Postmaster gave the community of Oak Park permission to use Oak Park, CA 91301 instead of using the previously assigned Agoura zip code. And as of January 1, 1999, Oak Park now has its own Zip Code – 91377. Residents are happy with this, as it is one more step in identifying this unique community.

## DISTRICT STAFF

Staff	2018	2017	2015
Certificated Teachers	246	241	193
School Psychologists	6	6	6
Certificated Management	#18 6 Principals 3 Assistant Principals 1 Dean of Students 1 Superintendent 1 Assistant Superintendent 5 Directors 1 Program Specialist	# 16 5 Principals 3 Assistant Principals 1 Dean of Students 1 Superintendent 1 Assistant Superintendent 4 Directors 1 Program Specialist	# 15 6 Principals 3 Assistant Principals 1 Dean of Students 1 Superintendent 1 Assistant Superintendent 2 Directors 1 Program Specialist
Classified Staff	272	248	218
Classified Management	# 9 1 Assistant Superintendent 4 Directors 1 Construction Manager 3 Confidential	# 9 1 Assistant Superintendent 4 Directors 1 Construction Manager 3 Confidential	# 7 1 Assistant Superintendent 3 Directors 3 Confidential
English Language Learners	5.84% (CALPADS - October 2017)	5.01% (CALPADS - October 2016)	7.63%
Students Receiving Free and Reduced Lunch	7.35%	6.7%	<6.7%
Primary Languages spoken at home other than English	Hebrew, Mandarin, Spanish, Russian, Hindi and Farsi, as well as more than 29 other languages	Hebrew, Mandarin, Spanish, Russian, Hindi and Farsi, as well as more than 29 other languages	Hebrew, Mandarin, Spanish, Russian, Hindi and Farsi, as well as more than 29 other languages

## WHO'S WHO IN OPUSD

Superintendent	Anthony W. Knight, Ed.D.
Executive Assistant	Ragini Aggarwal
Assistant Superintendent - Business Services	Martin Klauss
Assistant Superintendent - Human Resources	Leslie Heilbron, Ed.D.
Director, Educational Technology	Enoch Kwok
Director, Curriculum & Instruction	Jay Greenlinger, Ed.D.
Director, Child Nutrition	Carole Ly
Director, Student Support & School Safety	Stew McGugan
Director, Extended Care Programs	Sara Ahl
Director, Sustainability Maintenance & Operations	TBD
Director, Fiscal Services	<del>Barbara Dickerson</del> Lisa Nilles
Director, Pupil Services	Susan Roberts
<del>Director, Alternative Education</del>	<del>Stew McGugan</del>
Director, Preschool Education	Kim Gregorchuk
Program Specialist	Jennifer Golden, Ed.S.
Lead Tech TOSA (Teacher on Special Assignment)	Ellen Chevalier
TOSA (Teacher on Special Assignment)	Keenan Kibrick
Senior Accountant	<del>Shannon Kaesberg</del> Byron Jones
Educational Consultant	Cliff Moore
High School Counselors	Randy McLelland
	Janet Svoboda
	Julie Ross
	Jenny Charrett
	Suzanne Stasiefski
Middle School Counselors	Dianne Large
	Carol Gallivan
	Robert Sitomer
OVHS, OPIS Counselor	Jeremy Rogers
Elementary Counselors	Holly Baxter
	Samantha King Eglit
District Nurse	JoAnn Housman
Legal Counsel	Fagen Friedman & Fulfroost
	6300 Wilshire Boulevard, Suite 1700
	Los Angeles, CA 90048
	(323) 330-6300
	James Fernow, Partner
Auditor	Christy White Accountancy
	2727 Camino Del Rio South, Suite 219
	San Diego, CA 92108
	(619) 270-8222
	Christy White, CPA, President

# WHO'S WHO IN OAK PARK AND VENTURA COUNTY

## **Supervisor Linda Parks**

Ventura County District 2  
625 W. Hillcrest Drive, Thousand Oaks, CA 91360,  
805-214-2510  
linda.parks@ventura.org

## **Assemblywoman Jacqui Irwin**

44<sup>th</sup> Assembly District  
2301 E. Daily Drive, Suite 200, Camarillo, CA 93010  
805-482-1904  
assemblymember.irwin@assembly.ca.gov

## **Senator Henry Stern**

27<sup>th</sup> Senate District  
5016 N. Parkway Calabasas, Suite 222, Calabasas, CA 91302  
818-876-3352

## **U.S. Representative Julia Brownley**

26<sup>th</sup> Congressional District  
223 E. Thousand Oaks Boulevard, Suite 411, Thousand Oaks, CA 91360  
805-379-1799

## **Rancho Simi Recreation and Park District**

1692 Sycamore Drive, Simi Valley, CA 93065  
818-865-9304  
Renee Peace, Oak Park Community Center  
~~Larry Peterson~~ Dan Paranick, General Manager

## **Oak Park Municipal Advisory Council**

~~Alon Glickstein~~ Drew Fountaine, Chair, Chris Chapman, Vice Chair  
Contact through Linda Parks office

## **Oak Park Education Foundation**

~~Ryan Rosen~~ Brandon McFadden, Chair  
~~Andy Goldbeck~~ TBD, Vice Chair  
info@oakparkeducationfoundation.org

## **Community Foundation of Oak Park**

Alon Glickstein, Chair  
Jerry Clebanoff, Vice-Chair  
info@OakParkFoundation.org

## **CURRENT SCHOOL BONDS**

### **Measure S**

Measure S was passed in November 2016 and is a \$60 million bond limited in scope to pay for facilities, technology, and equipment. The tax rate is projected as \$60 per \$100K of assessed valuation.

### **Measure R**

Measure R was passed by Oak Park voters in 2008 and is a \$29.5 million facilities repair and modernization program. The proceeds from this bond are being used to replace roofs, paint, repair, and generally upgrade the existing facilities to ensure that they are safe and modern. The tax is \$52.90 per \$100K of assessed valuation.

### **Measure C6**

Measure C6 was passed in 2006 and is a \$17.5 million bond limited in scope to pay for technology and equipment. It funds one of the most comprehensive programs in educational technology innovation in any California school system. The tax is \$20.30 per \$100K of assessed valuation.

## **EFFECTIVE GOVERNANCE**

*School district governance creates and maintains the framework through which high-quality leadership can be exercised throughout the educational system. An effective governance team is one that transforms the beliefs and values of the community into goals and policies that direct the community's schools.*

The board and superintendent working together as a governance team, serve to lead the district to achieve the desired goals. Their actions embody the basic characteristics and behaviors that enable each governance team member to work with the others to effectively create a climate for excellence in the school district and maintain a focus on student learning and achievement. This is accomplished by:

- Maintaining a unity of purpose
- Agreeing upon and governing within appropriate roles
- Creating and sustaining a positive governance culture
- Creating a supportive structure for effective governance
- Ensuring accountability to the students, parents, teachers, staff and community

### **Responsibilities of the Board**

#### **Set the direction for the community's schools**

- Keep the District focused on learning, achievement and well being for all students

- Generate, review and revise direction setting documents (moral imperatives, vision, priorities, strategic goals, success indicators, budget and LCAP)
- Ensure that the established direction and goals are the driving force for all district efforts

### **Establish an effective and efficient structure for the school district**

- Employ, support and work collaboratively with the Superintendent and recognize the distinct roles of each
- Establish a human resources framework that includes policies for hiring and evaluating personnel
- Establish a framework for the district's collective bargaining process and adopt responsible agreements
- Oversee the development of and adopt district policies and keep them up to date
- Set the direction for and adopt the curriculum
- Establish budget priorities that reflect the district's vision and goals, adopt a fiscally responsible annual budget that supports the LCAP, and regularly monitor the fiscal health of the District
- Oversee facilities issues and ensure that a safe and appropriate educational environment is provided to all students

### **Provide support through our behavior and actions**

- Operate openly, with trust and integrity
- Govern within Board adopted policies, procedures and norms
- Act with professional demeanor that models the district's beliefs and vision, treating everyone with civility and respect
- Support staff implementation of Board direction and policy
- Ensure a positive working climate exists
- Be knowledgeable about district efforts and issues
- Keep private information private, and stay within accordance of the Brown Act
- Conduct announced school site visits and attend special events

### **Ensure accountability**

- Hire, support and collaborate with the superintendent so that the vision, goals, and policies of the district can be implemented.
- Conduct regular and timely evaluations of the superintendent based on the vision, goals, and performance of the district, and ensure that the superintendent holds district personnel accountable
- Monitor, review and revise policies to ensure consistency with the law and the District's vision and goals
- Serve as a judicial and appeals body or appoint others to serve in that capacity
- Monitor student achievement and program effectiveness
- Monitor and adjust district finances
- Monitor the collective bargaining process
- Take collective responsibility for the Board's performance and periodically evaluate its own effectiveness

- Take collective responsibility for all board actions

### **Act as community leaders**

- Speak with a common voice about the district vision, direction, priorities, goals and issues
- Engage and involve the community in district schools and activities
- Ensure opportunities for the diverse range of views in the community to inform board deliberations.
- Communicate clear information about policies, programs and fiscal condition of the district
- Work with individuals and groups within our community to maintain the common good
- Educate the community and the media about the issues facing students, the district and public education
- Advocate for children, district programs and public education to the general public, key community members and local, state and national leaders

### **Responsibilities of Individual Trustees**

Authority is granted to the board as a whole, not each trustee individually; therefore, the board along with the superintendent must work together to make decisions that best serve all students. As such, each Trustee must:

- Keep learning and achievement for all students as the primary focus
- Value, support and advocate for public education
- Recognize and respect differences of perspective and style on the board and among staff, students, parents, and community
- Act with dignity, and understand the implications of demeanor and behavior
- Keep confidential matters confidential
- Commit the time and energy necessary to be an informed and effective leader.
- Understand the role and responsibility of the Board
- Understand that authority rests with the board as a whole and not with individual Trustees
- Work to build and sustain an effective governance team

### **Structure, Protocols and Norms**

The Board's effectiveness is enhanced through the establishment of structure, protocols and norms that define how board members and the Superintendent will operate within the governance team. This section will explicitly define governance principles, mutually agreed upon expectations, and specific processes under which the team will operate.



## **BOARD MEETING AGENDAS**

Agendas for all regularly scheduled board meetings will be available to the board 10 days prior to the board meeting and to the public 72 hours before a meeting (as required by law).

Agendas for other meetings will be distributed as required by law and board policy.

Supporting materials should be distributed in conjunction with the agenda, or as soon as practical.

### **Trustee Requests for Agenda Items**

Trustees should send requests for agenda items to the Board President and copy the Superintendent.

### **Trustee Requests for Information**

All requests for information should be directed to the Superintendent. (S)He will then forward that request to the appropriate staff member. The staff member will then respond to the Superintendent, and the Superintendent will determine whether the response (and the initial request) should be sent out to all Trustees.

If the request is overly time consuming or inappropriate, the Superintendent and Board President will discuss the issue with the requesting Trustee and they will jointly determine whether to move forward with the request.

If a Trustee contacts a staff member directly, the staff has been instructed to route all such requests back to the Superintendent.

If a Trustee is working directly with a staff member as part of a committee or special project, then requests for information pertaining to the committee or project can be sent directly to the staff member, with notification to the superintendent, taking special care to stay within the bounds of an individual trustee.

## **SCHOOL VISITS**

Visiting schools is a reminder to trustees that students and their learning are the primary focus of a trustee's work. These visits provide invaluable insight into how Board policy is implemented at the school site level. Each trustee should have knowledge of each school site and its programs through visits and other forms of communication to ensure that progress towards district goals is being made. School visits also show appreciation and support for the staff's work.

To visit a school, Trustees should contact the individual school's principal, and give notice to the Superintendent, ahead of time to arrange a visit. If possible, trustees will visit sites together to reduce the amount of disruption in the classroom. Trustees should always be cautious about interrupting the learning environment. Teachers will understand that they do not need to interrupt a lesson when a trustee visits a classroom.

Trustees should avoid showing up at a school site unplanned and unannounced.

## **Attending School Events and District Functions**

Trustees should strive to attend school events and district functions whenever possible. Being present at events is an easy way to lend support to the district, administrators, staff and students. It also allows a Trustee to see first-hand what is happening at the schools and to observe how the programs that have been implemented are supporting district goals. Finally, it is a great way to keep in touch with the Oak Park community.

## **Badges**

- Badges should be worn whenever visiting a school site in the capacity of a Trustee or when attending a district or school function
- Security badges should be worn by school board members whenever on school site campuses and should at all times be readily available to school board members, as this will provide access to school sites in the event of an emergency

## **Responding to Community Concerns**

Whether responding to a complaint from a parent, a concern from a community member or an issue from a teacher or student, it is critically important that a Trustee keep these items in mind:

- An individual trustee has no authority. All decision-making authority rests with the board as a whole.
- A Trustee has no operational role in the school district
- Confidential matters must be kept confidential (by law)

With these three items in mind, a Trustee must respond to questions from the community with understanding, honesty and integrity.

When someone brings a concern to the Board, we will listen carefully without jumping to any conclusion, and will then direct that individual to the employee in the district most appropriate and able to help them resolve their concern. We will make sure they understand the appropriate order of who to contact (i.e., teacher, then principal, then district staff) and are aware of any formal forms or policies that might assist them. The Superintendent and principal(s) will be copied on correspondence.

This will ensure everyone is treated fairly, equally and expeditiously and that the processes and procedures of the district are upheld. It will also clarify that one Board member has no individual

authority to fix a problem. As a representative of the public, it is important that the Board member invite the person with the complaint to ultimately get back to him or her if the issue is not resolved.

## **Responding to Email**

If an email is sent to all board members and the superintendent, the Superintendent or Board President will respond to the sender within 24 hours, when possible

If an email is sent to all board members and not the superintendent, the board president will forward to the superintendent and notify the sender that this has been done. The Superintendent or Board President will then respond to the email within 24 hours, when possible

If an email is sent to some board members but not all, the superintendent will forward the email to the missing trustee(s).

## **Serving on Committees**

Each Trustee is required to sit as a member (or act as an alternate) on any number of school or community committees. The assignment to these committees will occur at the annual organizational meeting in December. Serving on committees shall always comply with Board Policy BB-9130.

# **BOARD MEETING MANAGEMENT**

We understand that Board meetings are meetings of the Board held in public, not open forum town hall meetings. We will keep this in mind as we conduct our meetings, allowing the public to provide input at the time allotted to ensure the multiple voices of the community inform Board deliberations.

However, when the Board deliberates, it will be a time for the Board to listen and learn from each other, taking the public input into consideration, not a time to re-engage with the public.

We will consistently abide by our formal processes relating to this issue so that all persons are treated fairly and equally. We will review our policies, bylaws and protocols relating to Board meeting management (e.g., time limits on input from members of the public), revising or reaffirming them as appropriate.

# **BOARD ROLES**

## **Board President**

- Fosters an environment of communication by promoting a culture of open, transparent communication.
- Prepares the Board agendas with the Superintendent.
- Chairs the Board meetings ensuring that the community members as well as all board members have opportunities to participate, and facilitates effective deliberation.

- Serves, in collaboration with the superintendent, as the official media contact for the Board.
- Serves as negotiator for the Superintendent contract.

### **Board Vice-President**

- Chairs the Board Meeting if the President is not available.
- Will assume the role of President should the Board President not be able to continue his/her term.

### **The Board Clerk**

- When required by law:
  - o Certifies actions taken by the Board
  - o Signs approved Board meeting minutes
  - o Signs documents on behalf of the Board

### **All Trustees**

- Make a concerted effort to attend and be prepared for all regular and special board meetings
- Understand and provide support for district goals
- Maintain a working knowledge of board policies
- Strive to keep current with
  - o Local, State and Federal issues dealing with Public Education
  - o Issues, processes and legislation relating to the education system
  - o The processes of funding for Public Schools
- Attend and/or Complete the following (when applicable and funding allows)
  - o New Board Member Workshop
  - o CSBA's Masters in Governance Program
  - o Board President's Workshop
  - o Annual CSBA/NSBA conferences
  - o Take advantage of any free seminars or webinars that are offered

## **GOVERNANCE CALENDAR**

### **July**

- Board Retreat (Review Moral Imperatives and Goals, Governance Handbook or Board Self Evaluation, Board Goals) (Held in either June or July)

### **August**

- School Begins
- Student Board Representative starts
- Report from Technology – Summer Work Update

- Approve Board Meeting Schedule for School Year
- Approve Quarterly Williams Report
- Deadline to file for School Board candidacy (even years only)
- Approve Moral Imperatives, Goals & Action Plans
- Approve Board Governance Handbook and Board Goals
- [Set/Review Superintendent goals](#)

## September

- Report from Facilities - Summer Work Update
- Receive and approve Special Education NPS/NPA contracts
- Approve resolution regarding sufficiency of textbooks
- Approve District of Choice Annual Report (~~Beginning September 2018~~)
- [Extended Care Presentation](#)

## October

- Food Service Presentation
- Receive SBAC Testing Results
- Receive Summer School Report
- ~~Set/Review Superintendent goals~~
- Approve School Calendar
- Approve Classified Holiday Calendar

## November

- Preliminary enrollment & vacancy projections
- Approve Quarterly Williams Report
- [Facilities Status Report](#)

## December

- Board Organizational Meeting (must be held within 15 days after the first Friday)
- Approve Board Meeting schedule for fiscal year
- Approve certification of signatures
- First Interim Financial Report & Budget Update
- District of Choice applications due by December 31
- Approve District of Choice Enrollment Capacity

## January

- District of Choice Lottery
- Approve External Auditors Reports
- Approve Quarterly Williams Report

## February

- Physical Fitness Results
- Approve Single Plan for Student Achievement

- Approve SARCs
- Mid-year review of Moral Imperatives and Goals & Superintendent goals
- Nominate CSBA Delegate Assembly candidates
- RWW Presentation

## March

- Second Interim Financial Report & Budget Update
- Reduction or Discontinuing Particular Kinds of Services (RIF) Notices due by March 15
- Food Service Presentation

## April

- Superintendent Evaluation - Board Discussion
- Approve Safe School Plans
- Approve Quarterly Williams Report
- [Extended Care Presentation](#)

## May

- Present Superintendent Evaluation
- Approve Instructional Minutes / Bell Schedule
- Approve School Handbooks & Disciplinary Plans
- Approve CSBA Delegate Assembly elections
- Receive LCAP for next school year
- School Ends/Graduations

## June

- Budget and LCAP Study Session and Hearings
- Adopt the budget and LCAP (prior to June 30)
- Rescind RIFs [if appropriate](#)
- Receive OPCOC Report
- Renew Superintendent's contract (if needed)
- Approve Certification of Signatures
- Approve Out of State Travel
- Approve CSBA Membership

**TO: BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: AUGUST 21, 2018**  
**SUBJECT: B.4.d. REVIEW, AMEND, AND APPROVE 2018-2019 MORAL IMPERATIVES, GOALS AND ACTION PLANS**

ACTION

**ISSUE:** Shall the Board of Education review, amend and approve the 2018-2019 Moral Imperatives, Goals and Action Plans?

**BACKGROUND:** On July 22, 2018 at the Board Retreat, the Board of Education reviewed and amended the 2018-2018 Moral Imperatives and Goals. The Leadership Team reviewed and added actions plans for each goal. At this time, the Board will review those changes. The Moral Imperatives, Goals and Action Plans can be accessible at the following links.

- [www.oakparkusd.org/moralimperatives](http://www.oakparkusd.org/moralimperatives) - Moral Imperatives
- [www.oakparkusd.org/goals](http://www.oakparkusd.org/goals) - Goals and Action Plans

**ALTERNATIVES:** 1. Approve the amended 2018-2019 Moral Imperatives, Goals and Action Plans.  
2. Do not approve the amended 2018-2019 Moral Imperatives, Goals and Action Plans.

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

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: AUGUST 21, 2018**

**SUBJECT: B.5.a. APPROVE ADOPTION OF BOARD POLICY 3250– Transportation Fees  
– First Reading**

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**ACTION**

**ISSUE:** Should the Board of Education approve the proposed adoption of Board Policy 3250 – Transportation Fees?

**BACKGROUND:** Board Policy and Regulation are being recommended for adoption due to the establishment of a bus transportation program.

**ALTERNATIVES:** 1. Approve the adoption of Board Policy 3250 – Transportation Fees.  
2. Do not approve adoption of Board Policy 3250 – Transportation Fees.

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

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	_____	_____	_____	_____



# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3250(a)

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## **Transportation Fees**

Because the cost of providing student transportation exceeds funding provided by the state, the Governing Board finds it necessary to charge fees for home-to-school student transportation.

The Superintendent or designee shall annually submit proposed transportation fee schedules for Board approval. Fees shall be determined on the basis of operating costs in accordance with law.

No charge shall be made for any transportation of students whose individualized education program require transportation or whose parents/guardians are determined indigent pursuant to administrative regulations.

(cf. 3540 - Transportation)

(cf. 3541.2 - Transportation for Students with Disabilities)

## **Legal Reference:**

### EDUCATION CODE

10913 Fees for uses of school buses for community recreation purposes

35330 Excursions or field trips

39800-39860 Transportation, especially:

39801.5 Transportation fees for adults

39807.5 Payment of transportation cost; amount of payment

39809.5 Excess fees; adjustments

39837 Fees for summer employment transportation

41850 Home-to-school and special education transportation

49557 Applications for free and reduced price meals

49558 Confidentiality of applications and records

56026 Individuals with exceptional needs

### CODE OF REGULATIONS, TITLE 5

350 Fees not permitted

### CODE OF FEDERAL REGULATIONS, TITLE 7

245.8 (a) Nondiscrimination practices for children eligible to receive free and reduced price meals and free milk

### COURT DECISIONS

*Arcadia Unified School District et al v. State Department of Education*, 2 Cal. 4th 251 (1992) *Hartzell v. Connell*, 35 Cal.3d 899 (1984)

## **Management Resources:**

### CDE MANAGEMENT ADVISORIES

0619.92 Fees for Pupil Transportation (#92-05)

### CDE PROGRAM ADVISORIES

0609.95 School transportation fee exemption for handicapped children and pupils whose parents or guardians are indigent (LO: 2-95)

Adopted: 8-21-18

# **OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY**

*Series 3000*

*Business and Non-Instructional Operations*

*AR 3250(a)*

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## **Transportation Fees**

### **Fee Schedule and Collection**

Transportation fees charged by the district shall not exceed the statewide average nonsubsidized cost of providing such transportation to a student on a publicly owned or operated transit system, as determined by the Superintendent of Public Instruction. (Education Code 39807.5)

The total amount received by the district from the state and parent/guardian fees shall not exceed the actual operating cost of home-to-school transportation during the fiscal year. If excess fees are collected due to errors in estimated costs, fees shall be reduced in succeeding years. (Education Code 39809.5)

The Governing Board shall certify to the County Superintendent of Schools that the district has levied fees in accordance with law and that, in the event that excess fees have been charged, the fees have been reduced and excess fee revenue eliminated. (Education Code 39809.5)

Bus passes and tickets shall be sold at all district schools and at the district office. No money shall be collected on school buses.

### **Exemption from Fees**

Eligibility for free transportation based on indigency shall be based on the income eligibility scales used for the free and reduced-price lunch program and/or proof of receipt of Temporary Assistance to Needy Families (TANF).

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

At the beginning of the school year and whenever a new student is enrolled, parents/guardians shall receive information about free transportation eligibility standards, application procedures and appeal procedures.

*(cf. 5145.6 - Parental Notifications)*

All applications and records related to eligibility for free transportation shall be confidential and used only for purposes directly connected with the free transportation program.

*(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)*

*(cf. 5125 - Student Records)*

# **OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY**

*Series 3000*

*Business and Non-Instructional Operations*

*AR 3250(b)*

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Students receiving free transportation shall not be identified by the use of special bus passes, tickets, lines, seats or any other means. They shall in no way be treated differently from other students, nor shall their names be published, posted or announced in any manner or used for any purpose other than the transportation program.

Adopted: 8-21-18

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: AUGUST 21, 2018**

**SUBJECT: B.5.b. APPROVE ADOPTION OF BOARD POLICY 3540– Transportation –  
First Reading**

---

**ISSUE:** Should the Board of Education approve the proposed adoption of Board Policy 3540 – Transportation?

**BACKGROUND:** Board Policy and Regulation are being recommended for adoption due to the establishment of a bus transportation program.

**ALTERNATIVES:** 1. Approve the adoption of Board Policy 3540 – Transportation.  
2. Do not approve adoption of Board Policy 3540 – Transportation.

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

Respectfully submitted,

---

Anthony W. Knight, Ed.D.  
Superintendent

---

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3540(a)

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## **Transportation**

The Governing Board desires to provide for the safe and efficient transportation of students to and from school as necessary to ensure student access to the educational program, promote regular attendance and reduce tardiness. The extent to which the district provides for transportation services shall depend upon student and community needs and a continuing assessment of financial resources.

*(cf. 3100 - Budget)*

*(cf. 3250 - Transportation Fees)*

*(cf. 3541 - Transportation Routes and Services)*

*(cf. 3541.1 - Transportation for School-Related Trips)*

*(cf. 3541.2 - Transportation for Students with Disabilities)*

*(cf. 5116.1- Intradistrict Open Enrollment)*

*(cf. 5117 - Interdistrict Agreements)*

The Superintendent or designee shall recommend to the Board the most economical and appropriate means of providing transportation services.

The Superintendent or designee shall develop procedures to promote safety for students traveling on school buses.

*(cf. 3543 - Transportation Safety and Emergencies)*

*(cf. 5131.1 - Bus Conduct)*

## **Legal Reference:**

### **EDUCATION CODE**

35330 Excursions and field trips

35350 Authority to transport pupils

39800-39860 Transportation, especially:

39800 Powers of governing board to provide transportation for pupils to and from school; definition of "municipally owned transit system"

39801 Contract with County Superintendent of Schools to provide transportation

39802-39803 Bids and contracts for transportation services

39806 Payments to parents in lieu of transportation

39807 Food and lodging payments in lieu of transportation

39807.5 Transportation fees

39808 District transportation of private school students

41850-41854 Allowances for transportation

41860-41862 Supplemental allowances for transportation

45125.1 Criminal background checks for contractors

### **GOVERNMENT CODE**

3540-3549.3 Educational Employment Relations Act

### **CODE OF REGULATIONS, TITLE 5**

14100-14103 Use of school buses and school pupil activity buses

15240-15343 Allowances for student transportation, especially:

# **OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY**

*Series 3000*

*Business and Non-Instructional Operations*

*BP 3540(b)*

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*15253-15272 District records related to transportation*

*VEHICLE CODE*

*2807 School bus inspection*

*COURT DECISIONS*

*Arcadia Unified School District et. al. v. State Department of Education, 2 Cal. 4th 251 (1992)*

Adopted: 8-21-18

# **OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY**

*Series 3000*

*Business and Non-Instructional Operations*

*AR 3540(a)*

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## **Transportation**

No student shall be required to be transported for any reason without the written permission of the student's parent/guardian, except in emergency situations involving illness or injury to the student. (Education Code 35350)

## **Means of Transportation**

To provide transportation services, the Governing Board may purchase, rent or lease vehicles; contract with a common carrier or municipally owned transit system; contract with responsible private parties including the parent/guardian of the student being transported; and/or contract with the County Superintendent of Schools. (Education Code 35330, 39800, 39801)

In contracting for transportation services, the district shall comply with all applicable laws related to bids and contracts. (Education Code 39802-39803)

*(cf. 3311 - Bids)*

*(cf. 3312 - Contracts)*

Adopted: 8-21-18

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: AUGUST 21, 2018**

**SUBJECT: B.5.c. APPROVE AMENDMENT TO BOARD POLICY 4111/4211/4311 –  
Recruitment and Selection – First Reading**

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**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 4111/4211/4311 – Recruitment and Selection?

**BACKGROUND:** Board Policy updated to expand discussion of possible recruitment incentives, including subsidized housing programs for teachers and other employees and NEW LAW (AB 99) which establishes the California Educator Development grant program to assist districts with attracting and supporting the preparation and continued learning of teachers, principals, and other school leaders. Policy also reflects NEW LAW (AB 168) which prohibits districts from seeking salary history information about an applicant and from relying on salary history information as a factor in determining whether to offer employment or the salary to offer an applicant, unless the salary information is disclosable under state or federal law or the applicant voluntarily discloses the information without prompting. Board Policy 4111/4211/4311 is being submitted with recommended changes from CSBA.

**ALTERNATIVES:**

1. Approve the amendment of Board Policy 4111/4211/4311 – Recruitment and Selection.
2. Do not approve amendment of Board Policy 4111/4211/4311 – Recruitment and Selection.

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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



# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4111/4211/4311(a)

## Recruitment And Selection

The Governing Board is committed to employing suitable, qualified individuals to **effectively** carry out the district's **vision, mission, and goals**. ~~to provide high quality education to its students and to ensure the efficiency of district operations~~

*(cf. 0000 – Vision)*

*(cf. 0100 – Goals for the School District)*

*(cf. 4000 - Concepts and Roles)*

*(cf. 4100 - Certificated Personnel)*

*(cf. 4200 - Classified Personnel)*

*(cf. 4300 - Administrative and Supervisory Personnel)*

The Superintendent or designee shall develop **equitable**, fair, ~~open~~, and transparent recruitment and selection processes and procedures ~~which~~ **that** ensure that ~~employees~~ **individuals** are selected based on demonstrated knowledge, skills, and competence and not on any bias, personal preference, or unlawful discrimination.

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

*(cf. 4030 - Nondiscrimination in Employment)*

~~*(cf. 4031 – Complaints Concerning Discrimination in Employment)*~~

*(cf. 4032 - Reasonable Accommodation)*

*(cf. 4111.2/4211.2/4311.2 - Legal Status Requirement)*

When a vacancy occurs, the Superintendent or designee shall review the job description for the position to ensure that it accurately describes the major functions and duties of the position. He/she shall disseminate job announcements to ensure a wide range of candidates.

The district's selection procedures shall include screening processes, interviews, ~~observations~~ **and** recommendations from previous employers, **and observations when appropriate**, -as necessary to identify the best possible candidate for a position.

*(cf. 4112.61/4212.61/4312.61 - Employment References)*

The Superintendent or designee may establish an interview committee, ~~as appropriate~~, to rank candidates and recommend finalists. ~~All discussions and recommendations shall be confidential in accordance with law~~. During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job. **All discussions and recommendations shall be confidential in accordance with law.**

*(cf. 2230 - Representative and Deliberative Groups)*

No inquiry shall be made with regard to any ~~category of discrimination~~ **information** prohibited by state or federal **nondiscrimination** laws.

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

*Series 4000*

*Personnel*

*BP 4111/4211/4311(b)*

The Superintendent or designee shall not inquire, orally or in writing, in regard to an applicant's salary history information, including compensation and benefits. He/she shall also not rely on salary history information as a factor in determining whether to offer employment to an applicant or the salary to offer. However, the Superintendent or designee may consider salary information that is disclosable under state or federal law or that the applicant discloses voluntarily and without prompting. Upon request, the Superintendent or designee shall provide the applicant the pay scale for the position to which he/she is applying. (Labor Code 432.3)

For each position, the Superintendent or designee shall present to the Board one candidate who meets all qualifications established by law and the Board for the position. No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee.

*(cf. 4112 - Appointment and Conditions of Employment)*

*(cf. 4112.2 - Certification)*

*(cf. 4112.22 – Staff Teaching English Language Learners)*

*(cf. 4112.23 – Special Education Staff)*

~~*(cf. 4112.24 – Teacher Qualification Under the No Child Left Behind Act)*~~

*(cf. 4112.8/4212.8/4312.8 – Employment of Relatives)*

*(cf. 4212 - Appointment and Conditions of Employment)*

*(cf. 4312.1 - Contracts)*

## Incentives

With Board approval and in accordance with district needs, the district may provide incentives to recruit teachers, administrators, or other employees, such as signing bonuses, assistance with beginning teacher induction and/or credential costs, mentoring, additional compensation, and/or subsidized housing.

## Legal Reference:

### EDUCATION CODE

200-262.4 Prohibition of discrimination ~~on the basis of sex~~

~~41530-41533 Professional Development Block Grant~~

35035 Responsibilities of superintendent

44066 Limitations on certification requirement

44259 Teaching credential; exception; designated subjects; minimum requirements

44735 Teaching as a Priority block grant

~~44740-44741 Personnel management assistance teams~~

~~44750 Teacher recruitment resource centers~~

44830-44831 Employment of certificated persons

44858 Age or marital status in certificated positions

44859 Prohibition against certain rules and regulations re residency

45103-45139 Employment (classified employees)

49406 Examination for tuberculosis

52051 Academic Performance Index

### GOVERNMENT CODE

815.2 Liability of public entities and public employees

6250-6276.48 Public Records Act

12900-12996 Fair Employment and Housing Act, including:

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4111/4211/4311(c)

*12940-12956 Discrimination prohibited; unlawful practices*

[HEALTH AND SAFETY CODE](#)

*53570-53574 Teacher Housing Act of 2016*

[LABOR CODE](#)

*432.3 Salary information*

[UNITED STATES CODE, TITLE 5](#)

*552 Freedom of Information Act*

[UNITED STATES CODE, TITLE 8](#)

*1324a Unlawful employment of aliens*

*1324b Unfair immigration related practices*

[UNITED STATES CODE, TITLE 20](#)

*1681-1688 Title IX prohibition against discrimination*

[UNITED STATES CODE, TITLE 42](#)

*2000d-2000d-7 Title VI, Civil Rights Act of 1964*

*2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended*

~~*2000h-2-2000h-6 Title IX, 1972 Education Act Amendments*~~

*12101-12213 Americans with Disabilities Act*

[CODE OF FEDERAL REGULATIONS, TITLE 28](#)

*35.101-35.190 Americans with Disabilities Act*

[CODE OF FEDERAL REGULATIONS, TITLE 34](#)

*106.51-106.61 Nondiscrimination on the basis of sex in employment in education program or activities*

[COURT DECISIONS](#)

*C.A. v. William S. Hart Union High School District et al., (2012) 138 Cal.Rptr.3d 1*

## **Management Resources:**

[CALIFORNIA COUNTY SUPERINTENDENTS EDUCATIONAL SERVICES ASSOCIATION PUBLICATIONS](#)

*Teacher Recruitment in California: An Analysis of Effective Strategies, Research Brief, Veritas Research and Evaluation Group, October 2017*

[WEB SITES](#)

*California County Superintendents Educational Services Association: <http://ccsesa.org/recruit>*

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

*California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>*

*Commission on Teacher Credentialing: <http://www.ctc.ca.gov>*

*Education Job Opportunities Information Network: <http://www.edjoin.org>*

*Teach USA: ~~<http://www.calteach.org>~~ <http://culturalvistas.org/programs/us/teach-usa>*

*U.S. Equal Employment Opportunity Commission: <http://www.eeoc.gov>*

Adopted: 11-17-82

Amended: 3-6-84, 7-23-85, 1-21-92, 9-17-02, 10-16-12, 12-13, 8-21-18

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: AUGUST 21, 2018**

**SUBJECT: B.5.d. APPROVE AMENDMENT TO BOARD POLICY 4200 – Classified Personnel – First Reading**

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**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 4200 – Classified Personnel?

**BACKGROUND:** Board Policy updated to add material formerly in AR regarding the employment of substitute or short-term employees and to clarify that the length of service of a short-term employee must be no longer than 195 days per year. Regulation updated to reflect NEW LAW (AB 670) which makes playground aide positions part of the classified service in non-merit system districts. Board Policy 4200 is being submitted with recommended changes from CSBA.

**ALTERNATIVES:** 1. Approve the amendment of Board Policy 4200 – Classified Personnel.  
2. Do not approve amendment of Board Policy 4200 – Classified Personnel.

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4200(a)

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## Classified Personnel

The Governing Board recognizes that classified personnel provide essential services that support and enhance the district's educational program. The Governing Board shall fill each of its classified positions with qualified persons, consistent with position requirements. ~~The primary role of classified personnel is to provide services that support and enhance the district's educational program.~~

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

*(cf. 4211 - Recruitment and Selection)*

The Board shall classify all employees and positions not requiring certification qualifications as the classified service, except for those employees and positions specifically exempt from classified service. (Education Code 45103)

Individuals who possess certification qualifications shall not be prohibited from being employed in a classified position. (Education Code 45104)

*(cf. 4211 - Recruitment and Selection)*

*(cf. 4212 - Appointment and Conditions of Employment)*

Each classified position shall have a designated title and regular minimum number of assigned hours per day, days per week, and months per year.

Classified employees shall be assigned by their immediate supervisors with the approval of the Superintendent or designee. They shall be required to perform those duties prescribed by the Board for the position the employee holds, in accordance with applicable job descriptions and collective bargaining agreements.

*(cf. 4141/4241 - Collective Bargaining Agreement)*

Each classified ~~staff member~~ employee shall be held accountable for duties assigned to him/her and shall undergo regular performance evaluations in accordance with collective bargaining agreements.

*(cf. 4215 - Evaluation/Supervision)*

## Classification of Employees

~~The Board shall classify all employees and positions not requiring certification qualifications as the classified service, except for those employees and positions specifically exempt from~~

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4200(b)

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~~classified service. (Education Code 45103)~~

~~Individuals who possess certification qualifications shall not be prohibited from being employed in a classified position. (Education Code 45104)~~

~~(cf. 4211—Recruitment and Selection)~~

~~(cf. 4212—Appointment and Conditions of Employment)~~

## Substitute and Short-Term Employees

The district may employ a substitute employee to replace a classified employee who is temporarily absent from duty. (Education Code 45103)

If the district is in the process of hiring a permanent employee to fill a classified position, the Board may fill the vacancy with one or more substitute employees for no more than 60 calendar days, unless the applicable collective bargaining agreement provides for a different period of time. (Education Code 45103)

The district may employ a short-term employee to perform a service for the district when that service or similar services will not be extended or needed on a continuing basis. Before employing a short-term classified employee, the Board, at a regularly scheduled meeting, shall specify the service required to be performed by the employee and shall certify the ending date of the service. The Board may shorten or extend the ending date, but the date shall not be extended beyond ~~75 percent of the school year, as defined~~ 195 work days per year, including holidays, sick leave, vacation, and other leaves of absence, irrespective of the number of hours worked per day. (Education Code 45103)

~~Each position shall have a designated title and regular minimum number of assigned hours per day, days per week and months per year. A job description shall be established for each position.~~

## Assignment

~~Classified employees shall be assigned by their immediate supervisors with the approval of the Superintendent or designee. They shall be required to perform those duties prescribed by the Board for the position the employee holds, in accordance with applicable job descriptions and collective bargaining agreements.~~

~~(cf. 4141/4241—Collective Bargaining Agreement)~~

## Legal Reference:

EDUCATION CODE

45100-45139 Employment of classified staff

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

*Series 4000*

*Personnel*

*BP 4200(c)*

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*45160-45169 Salaries and differential compensation  
45190-45210 Resignation and leaves of absence  
45220-45320 Merit system  
49406 Examination for tuberculosis  
51760-51769.5 Work experience education*

**Management Resources:**

*WEB SITES*

*California School Employees Association: <http://www.csea.com>*

Adopted: 7-23-85

Amended: 1-21-92, 9-17-02, 8-21-2018

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

*Series 4000*

*Personnel*

*AR 4200(a)*

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## Classified Personnel

### Exemption from Classified Service

#### Districts Not Incorporating the Merit System

Individuals hired solely for the following purposes are exempt from the classified service: (Education Code 45103)

1. Substitute or short-term employees who are employed and paid for fewer than 195 work days per year, including holidays, sick leave, vacation, and other leaves of absences, irrespective of the number of hours worked per day
2. Apprentices and professional experts employed on a temporary basis for a specific project regardless of length of employment
3. Full-time students employed part time
4. Part-time students employed part time in any college work study program, or in a work experience education program conducted by a community college district, and which is financed by state or federal funds

Persons hired solely for purposes which are exempted from the classified service shall nevertheless fulfill the obligations of classified employees related to physical examinations pursuant to Education Code 45122, fingerprinting pursuant to Education Code 45125, and tuberculosis tests pursuant to Education Code 49406. (Education Code 45106)

*(cf. 4112.4/4212.4/4312.4 - Health Examinations)*

*(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)*

*(cf. 4212 - Appointment and Conditions of Employment)*

*(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*

## Restricted Positions

Persons employed in restricted positions shall be classified employees for all purposes except that they shall not be subject to the provisions of Education Code 45272 and 45273 related to promotional examinations and the filling of vacancies, and shall not acquire permanent status or seniority credit. They shall be eligible for promotion into the regular classified service only after completing six months of satisfactory service, and only upon the subsequent satisfactory completion of the qualifying examinations required of all other persons serving in the same class in the regular classified service. (Education Code 45105, 45108)

Adopted: 8-21-2018



**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: AUGUST 21, 2018**

**SUBJECT: B.5.e. APPROVE ADOPTION OF BOARD POLICY 5131.1– Bus Conduct –  
First Reading**

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**ISSUE:** Should the Board of Education approve the proposed adoption of Board Policy 5131.1 – Bus Conduct?

**BACKGROUND:** Board Policy and Regulation are being recommended for adoption due to the establishment of a bus transportation program.

**ALTERNATIVES:** 1. Approve the adoption of Board Policy 5131.1 – Bus Conduct.  
2. Do not approve adoption of Board Policy 5131.1 – Bus Conduct.

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT

## ADMINISTRATIVE REGULATION

*Series 5000*

*Students*

*BP 5131(a)*

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### **Bus Conduct**

In order to help ensure the safety and well-being of students, bus drivers, and others, the Governing Board expects students to exhibit appropriate and orderly conduct at all times when using school transportation, including while preparing to ride, riding, or leaving the bus.

*(cf. 0450 - Comprehensive Safety Plan)*  
*(cf. 3516 - Emergencies and Disaster Preparedness Plan)*  
*(cf. 3540 - Transportation)*  
*(cf. 3541.2 - Transportation for Students with Disabilities)*  
*(cf. 3543 - Transportation Safety and Emergencies)*  
*(cf. 5131 - Conduct)*

The Superintendent or designee shall establish regulations related to student conduct on buses, bus driver authority, and the suspension of riding privileges. He/she shall make these rules available to parents/guardians, students, and other interested parties. (5 CCR 14103)

*(cf. 3452 - School Bus Drivers)*

Students found to be in violation of the district's bus conduct rules shall be subject to discipline in accordance with Board policy and administrative regulation.

*(cf. 5144 - Discipline)*  
*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

The Superintendent or designee may deny a student the privilege of using school transportation upon the student's continued disorderly conduct or his/her persistent refusal to submit to the authority of the driver. (5 CCR 14103)

### **Bus Surveillance Systems**

The Board believes that the use of surveillance systems on school buses will help to deter misconduct and improve discipline, ensure the safety of students and bus drivers, and prevent vandalism. Therefore, surveillance systems may be installed and used on school buses to monitor student behavior while traveling to and from school and school activities.

*(cf. 3515 - Campus Security)*

The Superintendent or designee shall notify students, parents/guardians, and staff that surveillance may occur on any school bus and that the contents of a recording may be a student record and, as such, may be used in student disciplinary proceedings or referred to local law enforcement, as appropriate. In addition, a prominent notice shall be placed in each bus stating that the bus is equipped with a surveillance monitoring system.

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

BP 5131(b)

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(cf. 5125 - Student Records)

## **Legal Reference:**

### EDUCATION CODE

35160 Authority of governing boards

39800 Transportation

39839 Transportation of guide dogs, signal dogs, service dogs

44808 Duty to supervise conduct of students

48900 Grounds for suspension and expulsion

48918 Expulsion procedures

49060-49079 Student records

49073-49079 Privacy of student records

### GOVERNMENT CODE

6253-6270 California Public Records Act

### CODE OF REGULATIONS, TITLE 5

14103 Authority of the driver

### CODE OF REGULATIONS, TITLE 13

1200-1228 General provisions, school bus regulations

### UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

### CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

## **Management Resources:**

### NATIONAL INSTITUTE OF JUSTICE PUBLICATIONS

*The Appropriate and Effective Use of Security Technologies in U.S. Schools: A Guide for Schools and Law Enforcement Agencies*, 1999

### WEB SITES

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

California Department of Education, Office of School Transportation: <http://www.cde.ca.gov/ls/tn>

U.S. Department of Education, Family Policy Compliance Office: <http://www.ed.gov/policy/gen/guid/fpco>

Adopted: 8-21-18

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

*Series 5000*

*Students*

*AR 5131(a)*

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## **Bus Conduct**

The Oak Park Unified School District requires the parents/guardians of students participating in its school-bus program to assist in ensuring students' safe use of the school-bus transportation system. We hope that you will help your child to understand the District's bus conduct rules and expectations. Students participating in the school-bus transportation program will be provided a list of the nearest school-bus stops.<sup>1</sup>

## **Walking to and from Bus Stops**

- Students are to travel directly from home to the bus stop and from the bus stop to their homes.
- Families are encouraged to plan the safest route to bus stops containing the fewest streets to cross.
- Use cross streets and corners when available. Look in all directions before crossing. Always obey all traffic signals.
- Never accept a ride from strangers.
- If walking on roads without sidewalks, face traffic and always use caution.
- Proceed with extra caution during times of sunrise and sunset and bad weather.

## **Boarding the Bus**

- Students are to arrive a minimum of ten (10) minutes before the scheduled pick up time.
- Students are to line up in an orderly manner to board the bus. Pushing, shoving, or fighting while boarding, un-boarding, or while on the bus is prohibited.
- Students must present a physical bus pass every time upon boarding the bus or they will be denied transportation. Screen shots of bus passes on phones/electronic devices are not acceptable.
- Parents/guardians of students in grades K-3 must accompany their children to and from the designated bus stop and must wait with their children until the bus arrives. The bus driver will not release a student in grades K-3 without a parent/guardian present.
- Students are to stay out of the bus "Danger Zone," any area within twelve (12) feet from the bus.<sup>2</sup> In an effort to keep students out of the "Danger Zone," students are not to retrieve anything left on the bus once they have exited or pick up anything that may fall underneath the bus.
- Buses will approach the bus stop and activate the flashing amber warning lights system (if so equipped) 200 feet before the bus stop.<sup>3</sup> Once the bus has approached the bus stop the bus driver shall deactivate the amber warning light system.

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<sup>1</sup> Ed. Code, § 38931.5, subd. (a)(1).

<sup>2</sup> <https://www.cde.ca.gov/ls/tn/or/bulletin0825.asp>

<sup>3</sup> Veh. Code, § 22112, subd. (a).

# OAK PARK UNIFIED SCHOOL DISTRICT

## ADMINISTRATIVE REGULATION

*Series 5000*

*Students*

*AR 5131(b)*

- The bus driver shall then activate the flashing red signal lights and stop arm (if so equipped) and ensure it is safe to exit the bus.
- In the event students in grades K – 8 need to cross the roadway upon which the bus is stopped, where there is no traffic officer present, the driver shall escort them across the roadway using a "STOP" sign while escorting all students.<sup>4</sup>
- The bus driver shall require all students to walk in front of the bus as they cross the street and ensure that all students cross the roadway safely.
- Students are to be alert to traffic, look both ways before crossing, and always walk in front of the bus.

### **Un-boarding the Bus**

- Upon reaching their destination, students shall remain seated until the bus comes to a complete stop and upon the signal from the bus driver, unfasten their seatbelts, enter the aisle and go directly to the exit.
- Students are always to exit through the front door of the bus and never through the emergency doors or windows, except in an emergency.
- Buses will approach the bus stop and activate the flashing amber warning lights system (if so equipped) 200 feet before the bus stop.<sup>5</sup> Once the bus has approached the bus stop the bus driver shall deactivate the amber warning light system.
- The bus driver shall then activate the flashing red signal lights and stop arm (if so equipped) and ensure it is safe to exit the bus.
- In the event a student in grades K– 8 needs to cross the roadway upon which the bus is stopped, where there is no traffic officer present, the driver shall escort them across the roadway using a "STOP" sign while escorting all students.<sup>6</sup>
- The bus driver shall require all students to walk in front of the bus as they cross the street and ensure that all students cross the roadway safely.
- Students are to be alert to traffic, look both ways before crossing, and always walk in front of the bus.

### **Bus Conduct**

- Fighting, creating excessive noise, littering, tampering with equipment, or defacing property while on the bus is prohibited (e.g., cut seats, tag on seats or walls of the bus, or other vandalism). Students are to refrain from this and any other destructive behavior.
- Students are to be courteous, take direction, and cooperate with the bus driver at all times.
- Students are to be courteous to all other staff and passengers.
- Students are to wear seatbelts and remain seated at all times while the bus is in motion.

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<sup>4</sup> Veh. Code, § 22112, subd. (d).

<sup>5</sup> Veh. Code, § 22112, subd. (a).

<sup>6</sup> Veh. Code, § 22112, subd. (d).

## OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

*Series 5000*

*Students*

*AR 5131(c)*

- Students are to keep their heads, hands, and feet inside the bus.
- Students are not permitted to block the aisle or emergency exit with their body or personal belongings. Students may bring large or bulky items, such as class projects or musical instruments, on the bus only if the item does not displace any other student, obstruct the driver's vision, or create a safety hazard.
- Students are prohibited from throwing objects inside the bus or outside the bus through the windows.
- Students are expected to do their part to keep the bus clean. Students may not drink liquid on the bus other than water. Students may not eat on the bus, unless there is a medical necessity for which advance permission is secured from the bus driver. Students are not permitted to possess lighting devices, alcoholic beverages, vaping or tobacco products, drugs, glass containers, explosive devices, or weapons.
- Animals are prohibited from riding the bus, except for trained service animals.<sup>7</sup>
- Students may not share bus passes. Use of another student's bus pass will result in suspension of bus privileges for the owner of the bus pass and the student who attempts to improperly use the bus pass.
- A \$15 replacement fee will be charged for lost or misplaced bus passes.
- Students may bring electronic devices onto the bus only if such devices are permitted at school. Students are responsible for the use of any personal electronic devices and use devices at their own risk. If the use of electronic devices disrupts the safe operation of the school-bus, the bus driver may prohibit the continued use of the device on the bus.

The following behavior will result in the immediate revocation of transportation privileges and may result in suspension from school:

- Fighting at a bus stop or while on the bus.
- Persistent failure or refusal to adhere to the bus conduct outlined above.
- Actions which endanger the safety of any person either at a bus stop or on the bus.
- Damage to property at a bus stop or to the bus and/or its equipment.
- Tampering with driver controls or emergency equipment.

Students whose failure or refusal to adhere to the bus conduct rules results in three or more written conduct/incident reports may face transportation revocation privileges.

### **Bus Surveillance Systems**

Surveillance systems may be installed and used on school-buses to monitor student behavior while traveling to and from school and school activities. The contents of a recording may be a

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<sup>7</sup> Ed. Code, § 39839.

**OAK PARK UNIFIED SCHOOL DISTRICT  
ADMINISTRATIVE REGULATION**

*Series 5000*

*Students*

*AR 5131(d)*

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student record and may be used in student disciplinary proceedings or referred to local law enforcement, as appropriate.

Adopted: 8-21-18

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: AUGUST 21, 2018**  
**SUBJECT: VII.1. MONTHLY MEASURE S BOND PROJECT STATUS REPORT**

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INFORMATION

**ISSUE:** Shall the Board receive and review a status report on the progress of authorized Measure S bond projects through August 9, 2018?

**BACKGROUND:** As an ongoing tool to assist the Administration and Board in implementing and managing the District's Measure S bond program and master plan, the Business Office has produced a monthly status report on the progress of authorized Measure S bond projects. This month's report follows for the Board's information and review.

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

Prepared by: Keith Henderson, Bond Construction Manager  
Enoch Kwok, Director, Educational Technology and Information Systems  
Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent





**Consolidated Budget Status Report**  
Budgets versus Commitments and Expenditures for multiple Projects

**Budget vs. Commitments and Expenditures**  
thru 7-31-18

School/Project Name	Budget			Commitments		Expenditures		Current Status	Project Comments (current only)
	Initial Budget	Approved Budget Changes	Total Budget	Total Commitments	Remaining Against Budget	Total Expenditures	Remaining Against Committed		
<b>Measure S Management</b>				-		-			
Measure S General Planning Services	250,734	-	250,734	157,983	92,751	152,983	5,000	In Planning	IN PROGRESS
Measure S- PM/CM Software, Equipment & Supplies	115,000	-	115,000	108,872	6,128	108,872	-	In Planning	IN PROGRESS
Measure S PM/CM Salaries	527,877	-	527,877	527,877	-	378,684	149,193	In Planning	IN PROGRESS
	<b>893,611</b>	-	<b>893,611</b>	<b>794,732</b>	<b>98,879</b>	<b>640,539</b>	<b>154,193</b>		
				-		-			
<b>District Wide</b>				-		-			
17-49S Security Badge System Upgrade	5,058	-	5,058	-	5,058	-	-	Complete	NOC APPROVED 11/21/17
17-01S Solar Project	7,000,000	92,900	7,092,900	7,094,871	(1,971)	7,092,900	1,971	Complete	NOC APPROVED 11/14/17
17-33S Ext. Campus Surveillance Cameras @ 6 Sites	344,563	5,058	349,621	374,597	(24,976)	374,597	-	Complete	NOC APPROVED 11/14/17
17-39S Landscp Improvements	19,000	1,417	20,417	19,000	1,417	19,000	-	Complete	NOC APPROVED 09/15/17
18-12S Network File Server Refresh	125,000	-	125,000	-	125,000	-	-	Out to Bid	IN PROGRESS
18-13S Purchase Staff Computers & Spare Device	55,000	-	55,000	53,817	1,183	-	53,817	Out to Bid	IN PROGRESS
18-14S Chromebook 1-to-1 Take Home Pilot	365,000	-	365,000	56,780	308,220	-	56,780	Out to Bid	IN PROGRESS
17-58S: Master Planning & Services	90,821	-	90,821	90,821	-	90,821	-	Complete	Plan Completed
	<b>8,004,442</b>	<b>99,375</b>	<b>8,103,817</b>	<b>7,689,886</b>	<b>413,931</b>	<b>7,577,318</b>	<b>112,568</b>		
				-		-			
<b>Brookside Elementary School</b>				-		-			
17-32S Security Fencing	87,750	(41,450)	46,300	58,490	(12,190)	58,490	-	In Planning	Phase-1 Complete/Phase-2 Future
17-42S Modernization Campus Wide	10,000	-	10,000	10,000	-	10,000	-	Complete	NOC APPROVED 09/15/17
17-47S Administration Building DSA Cert.	748,857	35,220	784,077	65,787	718,290	67,111	(1,324)	In Design	IN PROGRESS
18-08S Emergency Water Line Repairs	15,000	-	15,000	10,447	4,553	-	10,447	Complete	NOC APPROVED 01/05/18
18-11S HVAC System Upgrade, BLDG 200 & 300	6,800	-	6,800	6,800	-	-	6,800	In Planning	IN PROGRESS
18-18S Classroom Replacement(4) Phase 1	3,654,000	-	3,654,000	247,750	3,406,250	80,500	167,250	In Design	IN PROGRESS
18-35S BES Chromebooks for Gr5	18,000	-	18,000	17,206	794	-	17,206	Out to Bid	IN PROGRESS
	<b>4,540,407</b>	<b>(6,230)</b>	<b>4,534,177</b>	<b>416,480</b>	<b>4,117,696</b>	<b>216,101</b>	<b>200,379</b>		
				-		-			
<b>Medea Creek Middle School</b>				-		-			
17-23S Roof Replacement	83,000	(22,684)	60,316	60,316	-	60,316	-	Complete	NOC APPROVED 08/15/17
17-24S HVAC Replacement	276,810	61,435	338,245	334,160	4,085	334,160	-	Complete	NOC APPROVED 08/15/17
17-36S Modernization Campus Wide	5,058	4,942	10,000	10,000	-	10,000	-	Complete	NOC APPROVED 09/15/17
17-35S Kitchen Improvements	1,506,394	-	1,506,394	173,079	1,333,315	139,048	34,032	Construction	Waisman Construction Awarded 6-11-18
18-03S Security Fencing Parking Lot	42,630	-	42,630	42,630	-	42,630	-	Close-Out	NOC APPROVED 05/17/18
18-07S Sidewalk and Handrail Installation, Buildin	26,937	-	26,937	26,937	-	26,937	-	Complete	NOC APPROVED 02/20/18
18-21S Classroom Replacement	4,373,250	-	4,373,250	281,650	4,091,600	91,904	189,746	In Design	IN PROGRESS
18-25S MPR High Roof Replacement	160,135	-	160,135	145,577	14,558	102,522	43,055	In Close-Out	ontractor Pacific Single Ply
18-30S MCMS Library Computer Lab	47,000	-	47,000	18,362	28,638	-	18,362	Out to Bid	IN PROGRESS
	<b>6,521,214</b>	<b>43,693</b>	<b>6,564,907</b>	<b>1,092,712</b>	<b>5,472,196</b>	<b>807,516</b>	<b>285,195</b>		
				-		-			
<b>Medea Creek Middle School</b>				-		-			
18-36S Library Wall Removal	3,500	-	3,500	3,500	-	3,500	-	In Close-Out	Work Complete
	<b>3,500</b>	-	<b>3,500</b>	<b>3,500</b>	-	<b>3,500</b>	-		
				-		-			
<b>Medea Creek Middle School &amp; Oak Park High School</b>				-		-			
18-29S Flat Panel Screens at MCMS/OPHS	36,100	-	36,100	30,440	5,660	-	30,440	Out to Bid	IN PROGRESS
	<b>36,100</b>	-	<b>36,100</b>	<b>30,440</b>	<b>5,660</b>	-	<b>30,440</b>		
				-		-			
<b>Multiple Sites</b>				-		-			
17-50S Next Gen CR/Flat Panel SMRT Display Pilot	35,000	1,532	36,532	48,120	(11,588)	46,257	1,863	Complete	NOC APPROVED 02/01/18
18-22S Security Upgrades - PA System	14,669	-	14,669	14,669	-	13,473	1,197	In Close-Out	CLOSEOUT



Consolidated Budget Status Report  
Budgets versus Commitments and Expenditures for multiple Projects

Budget vs. Commitments and Expenditures  
thru 7-31-18

School/Project Name	Budget			Commitments		Expenditures		Current Status	Project Comments (current only)
	Initial Budget	Approved Budget Changes	Total Budget	Total Commitments	Remaining Against Budget	Total Expenditures	Remaining Against Committed		
18-26S Collaborative Furniture	200,000	-	200,000	167,620	32,380	-	167,620	Out to Bid	IN PROGRESS
	249,669	1,532	251,201	230,409	20,792	59,730	170,680		
					-		-		
Oak Hills Elementary School					-		-		
17-25S HVAC Replacement	143,189	(3,352)	139,837	133,859	5,978	133,859	-	Complete	NOC APPROVED 08/15/17
17-38S Modernization Campus Wide	15,000	-	15,000	15,000	-	15,000	-	Complete	NOC APPROVED 09/15/17
17-32S Security Fencing	50,000	(1,155)	48,845	48,845	-	48,845	-	Complete	NOC APPROVED 10/17/17
18-19S Modernize Admin & Core Support Facilities	2,873,122	-	2,873,122	325,690	2,547,432	12,204	313,486	In Design	IN PROGRESS
	3,081,311	(4,507)	3,076,803	523,394	2,553,410	209,908	313,486		
					-		-		
Oak Park High School					-		-		
17-34S Security Lighting at Cul De Sac	375,000	(93,728)	281,272	283,134	(1,862)	283,134	-	Complete	NOC APPROVED 09/19/17
17-28S Roof Replacement	125,000	(70,295)	54,705	54,705	0	54,705	-	Complete	NOC APPROVED 08/15/17
17-27S HVAC Replacement	96,219	1,011	97,230	97,230	0	97,230	-	Complete	NOC APPROVED 08/15/17
17-32S Security Fencing	249,060	(50,226)	198,834	198,834	(0)	175,026	23,808	Complete	NOC APPROVED 5/17/18
17-57S Safety Lighting	30,000	(5,109)	24,891	-	24,891	-	-	Complete	NOC APPROVED 02/20/18
18-01S Football Field Fencing	56,370	-	56,370	56,370	-	53,552	2,819	Complete	NOC APPROVED 03/20/18
18-02S Fencing Girls Varsity Softball Field	42,885	-	42,885	42,885	-	40,713	2,173	Complete	NOC APPROVED 5/17/18
18-24S Safety Security Fencing	52,800	-	52,800	49,870	2,930	-	49,870	In Close-Out	Contractor Fence Factory
18-23S OPHS Stadium Safety Rail Repair	20,650	-	20,650	20,650	-	20,650	-	In Close-Out	Contractor Skyline Painting
18-31F 3-D Printers	31,500	-	31,500	25,203	6,297	-	25,203	Out to Bid	IN PROGRESS
	1,079,484	(218,347)	861,137	828,881	32,257	725,009	103,872		
					-		-		
Red Oak Elementary School					-		-		
17-37S Modernization Campus Wide	10,000	-	10,000	10,000	-	10,000	-	Complete	NOC APPROVED 09/15/17
17-32S Security Fencing	5,400	(1,540)	3,860	3,860	-	3,860	-	Complete	NOC APPROVED 08/15/17
18-09S Emergency Fire Line Repairs	15,000	-	15,000	15,191	(191)	15,191	-	Complete	NOC APPROVED 01/05/18
18-20S Modular Classroom Replacement	4,831,782	-	4,831,782	308,600	4,523,182	2,152	306,448	In Design	IN PROGRESS
	4,862,182	(1,540)	4,860,642	337,651	4,522,991	31,203	306,448		
					-		-		
Totals	29,271,920	(86,024)	29,185,896	11,948,084	17,237,811	10,270,823	1,677,261		