

OAK PARK UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION  
**AGENDA #972**

DATE: March 19, 2019

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

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

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

**BOARD OF EDUCATION**

**Denise Helfstein, President**

**Barbara Laifman, Vice President**

**Allen Rosen, Clerk**

**Drew Hazelton, Member**

**Derek Ross, 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**

**Brendan Callahan, Director Sustainability, Maintenance and Operations**

**COPY OF ENTIRE AGENDA ON WEB SITE**

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

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

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

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

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

All Board Actions and Discussions are electronically recorded and maintained for thirty days. Interested parties may review the recording upon request. Upon request by a student's parent/guardian, or by the student if age 18 or older, the minutes shall not include the student's or parent/guardian's address, telephone number, date of birth, or email address, or the student's name or other directory information as defined in Education Code 49061. The request to exclude such information shall be made in writing to the secretary or clerk of the Board. (Education Code 49073.2)

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

**NEXT REGULAR MEETING**

**Tuesday, April 23, 2019**

**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 #972  
March 19, 2019**

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

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

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

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

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

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

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

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

**B. PUBLIC EMPLOYEE EMPLOYMENT :** Custodian Subs, Food Service Assistant I Subs, Custodian Sub, Extended Care Program Assistant Site Leaders, Special Education Temp Contract .5 FTE

**C. CONFERENCE WITH LABOR NEGOTIATOR**

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. Presentation of Recognition to Oak Park High School Girls Basketball Team
2. Remarks from Board Members
3. Remarks from Student Board Member

4. Remarks from Superintendent
5. Report from School Site Councils
6. Report from Oak Park Education Foundation
7. Report from Oak Park Municipal Advisory Council
8. Presentation on Safe Kids Task Force Data and Social Emotional Wellness by Mr. Stewart McGugan
9. Report on BrightBytes Data and Technology Update, Dr. Jay Greenlinger and Ellen Chevalier

## **B. BUSINESS SESSION:**

### **1. CONSENT AGENDA**

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

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

**a. Approve Minutes of Regular Board Meeting February 19, 2019**

*Board Bylaw 9324 requires Board approval of minutes from previous meetings*

**b. Public Employee/Employment Changes 01CL24118-01CL24133 & 01CE09391-01CE09429**

*Board approval required for public employee employment and changes*

**c. Approve Purchase Orders – February 1 - February 28, 2019**

*Board Policy 3300 requires Board approval of Purchase Orders*

**d. Approve Overnight Trip for Oak Park High School Health Occupational Students of America (HOSA) Club Members State Leadership Conference - March 28-31, 2019, Sacramento, CA**

*Board Policy 6153 requires Board approval for student overnight trips*

**e. Approve Overnight Trip for Oak Park High School Journalism/Yearbook Students to Attend JEA/NSPA Spring National Journalism Convention – April 25-27, 2019, Anaheim, CA**

*Board Policy 6153 requires Board approval for student overnight trips*

**f. Approve Overnight Trip for Oak Park High School Future Business Leaders of America (FBLA) State Conference – April 25-28, 2019 – Sacramento, CA**

*Board Policy 6153 requires Board approval for student overnight trips*

**g. Approve Overnight Trip for Oak Park High School Athletic Teams to Attend Spring CIF Play-Offs**

*Board Policy 6153 requires Board approval for student overnight trips*

**h. Approve Renewal Agreement for Mandated Cost Program Advisory and Compliance Services**

*Board Policy 3312 requires Board approval for contract of services*

**i. Approve Notice of Completion, Measure S Project 19-01S, Multipurpose Room Structural Repairs at Red Oak Elementary School**

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

## **ACTION**

### **2. CURRICULUM AND INSTRUCTION**

**a. Approve 2018-19 School Plans for Student Achievement**

*Education Code 64001 requires Board approval for School Plans for Student Achievement*



**b. Approve the District Instructional Calendar for 2020-2021**

*Board Policy 6111 requires Board approval for school year calendar*

**c. Approve Updated Board Policy and New Administrative Regulation 6152.1 – Placement in Mathematics Courses, and Review Math Pathways**

*Board Policy updated to clarify which policy components are mandated and to expand program evaluation to include a report on the percentage of students who have successfully completed mathematics courses that satisfy the requirements for entrance to the University of California and California State University. New regulation includes material formerly in BP, including the appeals process, the requirement to post the policy on the district's web site, and circumstances under which staff recommendations may be considered in course placement. Regulation also includes examples of objective academic measures that may be used to place students in mathematics courses.*

**d. Approve Updated Board Policy 6142.92 – Mathematics Instruction**

*Board Policy is being updated to correspond with the revisions to Board Policy 6152.1*

**3. BUSINESS SERVICES**

**a. Approve Acceptance of Donation**

*Board approval required to accept donation made to the District or District Schools*

**b. Adopt Resolution #19-08, Calling for Full and Fair Funding of California's Public Schools**

*Board approval required to approve Resolution in support of Full and Fair funding of California Public Schools*

**c. Adopt Resolution #19-09, Calling for Special Education Funding for California's Public Schools**

*Board approval required to approve Resolution in support of Special Education Funding for California Public Schools*

**d. Discuss 2019 Measure S Bond Priority Projects Plan and Related Funding Issues**

*Board will discuss the plan for projects to be funded by Measure S Bond in 2019*

**e. Approve Award of Bid, Measure S Project 17-47S, DSA Certification of Administration Building at Brookside Elementary School**

*Board approval required for projects funded by Measure S Bond fund*

**f. Approve Agreement for DSA Inspection Services, Measure S Project 17-47S, DSA Certification of Administration Building at Brookside Elementary School**

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

**g. Approve Agreement for DSA Test and Inspection Services, Measure S Project 17-47S, DSA Certification of Administration Building at Brookside Elementary School**

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

**h. Adopt Resolution #19-10, Redeposit Payroll for Tax Deferral on Employee Contributions to California State Teachers' Retirement Systems(CalSTRS)**

*Board approval required to adopt a Resolution which enables CalSTRS' employees to purchase service credit on a pre-tax basis.*

**i. Approve Change Order 1, Measure R Project 18-41R, Relocatable Classroom Repairs at Multiple Sites**

*Board approval required for change orders, per Cal. Pub. Cont. Code §20118.4*

**j. Approve Notice of Completion, Measure R Project 18-41R, Relocatable Classroom Repairs at Multiple Sites**

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

**k. Approve Certification of 2018-19 Second Interim Financial Report and Budget Revisions**

*Board approval required for Certification of Second Interim Budget Revisions*

**1. Adopt Resolution #19-11, Participation in CSBA California School Cash Reserve Program**

*Board approval required to approve Resolution to participate in TRAN*

**4. HUMAN RESOURCES**

**a. Approve 2020-2021 Classified Employees Holiday Calendar**

*Board approval required for Classified Employees Holiday calendar*

**5. BOARD POLICIES**

**a. Approve Deletion of Board Policy 1020 – Youth Services – First Reading**

*Board Policy deleted and key concepts moved to BP 1400 – Relations Between Other Governmental Agencies and the Schools.*

**b. Approve Amendment to Board Policy 1400 – Relations Between Other Governmental Agencies and the Schools – First Reading**

*Board Policy revised to delete material regarding the use of school facilities as a polling place, now addressed in BP 1330 - Use of School Facilities. Policy adds material on collaboration with local government agencies, formerly in BP 1020 - Youth Services.*

**c. Approve Adoption of New Board Policy 3513.4 – Drug and Alcohol Free Schools – First Reading**

*New Board Policy prohibits the possession, use, or sale of drugs or alcohol by any person on district property and addresses enforcement and discipline for violations of this policy. Policy also reflects NEW LAW (Proposition 64, 2016) which prohibits any person from possessing, smoking, or ingesting cannabis on school grounds while children are present.*

**d. Approve Amendment to Board Policy 5146 – Married/Pregnant Parenting Students – First Reading**

*Board Policy updated to reflect NEW LAW (AB 2289) which requires notification to parents/guardians and to pregnant and parenting students of their rights under the law; authorizes an excused absence for a parenting student to care for a sick child without a physician's note; provides that a pregnant or parenting student is entitled to eight weeks of parental leave, or longer if deemed medically necessary by the student's physician; and authorizes the use of uniform complaint procedures for complaints alleging noncompliance with the law.*

**e. Approve Amendment to Board Policy and Administrative Regulation 6178 – Career Technical Education – First Reading**

*Board Policy updated to reflect NEW FEDERAL LAW (P.L. 115-224) which reauthorizes the Carl D. Perkins Career and Technical Education Act, retitled as the Strengthening Career and Technical Education for the 21st Century Act, and NEW LAW (AB 1808) which amends the California Career Technical Education Incentive Grant Program. Material regarding activities for special populations and consultation with private school representatives moved to AR. Material on program evaluation revised to add requirement to review measures of career technical education pathway completion as part of the annual review of progress toward the goals in the local control and accountability plan (LCAP). Regulation revises section on "Federal Grants for Career Technical Education (Perkins)" to reflect P.L. 115-224, including streamlining the uses of grant funds, adding a requirement for a needs assessment, and changing the definition of "special needs populations." Regulation also deletes section on "Tech Prep Programs" as those programs are no longer funded and are repealed by P.L. 115-224. Section on "Linked Learning Programs" deletes Note regarding linked learning pilot program which repealed on its own terms.*

## **VII INFORMATION ITEMS**

1. [Month 6 Enrollment and Attendance Report](#)
2. [Monthly Cash Flow Report](#)
3. [Monthly Measure S Status Report](#)
4. [Monthly General Fund Budget Report](#)

## **VIII. OPEN DISCUSSION**

## **IX. ADJOURNMENT:**

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

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

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

**MINUTES OF REGULAR BOARD MEETING      2-19-19      #971**  
**BOARD OF EDUCATION**

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Ms. Denise Helfstein, called the regular meeting to order at 5:00 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

**BOARD PRESENT**

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

**BOARD ABSENT**

None

**PUBLIC COMMENTS**

None

**ADJOURN TO CLOSED SESSION**

Board President, Denise Helfstein reported that in Closed Session the Board would be discussing:

- A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE** - (Government Code Section 54957(b))
- B. PUBLIC EMPLOYEE EMPLOYMENT:** Assistant Computer Support Technician, Instructional Assistants I – Literacy and Numeracy, Custodian Subs, Instructional Assistant II, Extended Care Program, Instructional Assistant III Behavior, Walk-on-Coaches, Guest Teachers
- C. CONFERENCE WITH LABOR NEGOTIATORS:** Government Code Section 54957.6  
Agency designated representative: Denise Helfstein, Board President  
Unrepresented employee: Dr. Anthony Knight, Superintendent

The Board adjourned to Closed Session at 5:02 p.m.

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Ms. Denise Helfstein, called the regular meeting to order at 6:10 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

**BOARD PRESENT**

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

**BOARD ABSENT**

None

**STAFF PRESENT**

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

## **FLAG SALUTE**

Kevin Buchanan led the Pledge of Allegiance to the Flag.

## **REPORT ON CLOSED SESSION**

Dr. Knight reported that in closed session the Board took action to issue a notice of non-reelection to a probationary certificated employee, identified by Resolution #19-03 pursuant to Education Code Sections 44929.21(b) and/or 44954, effective at the end of the 2018-2019 school year and directed the Superintendent or designee to send out appropriate legal notices. The roll call vote was Aye: 5. No: 0. The Board took no other action.

## **ADOPTION OF AGENDA**

Student Board Member, Gavin Cornick cast a preferential vote to approve the adoption of the Agenda. On motion of Derek Ross, seconded by Drew Hazelton, the Board of Education adopted the agenda as presented. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0.

## **PUBLIC SPEAKERS**

Chris Huber public speaker requested to address the Board on a non-agenda item regarding the decision to cancel the Riley's Farm fieldtrip for Oak Hills Elementary School.

## **PRESENTATIONS AND RECOGNITIONS**

The Board recognized the following:

***Mendel "Manny" Fischman*** with the Partners in Education Award. Manny is a Holocaust survivor and inspirational speaker. He has been coming to speak to MCMS seventh graders for years during their unit on the Holocaust.

***Oak Park High School Talon staff*** for their in-depth analysis and comprehensive coverage of the Woolsey Fire.

***Karen Gordon***, OPUSD guest teacher on her dedication and 18 years of service.

***Lisa Solny***, OPHS Educatus Star Coordinator on her passion and commitment to our international students and families.

## **REPORT FROM BOARD MEMBERS**

Board Member Allen Rosen reported that there was no MAC meeting this month.

Board Member Drew Hazelton reported that he attended the Safety and Security Task Force Meeting, Oak Park Recreation and Planning Committee Meeting, and a few of the OPHS Boys' basketball games. Drew thanked Stew McGugan for putting a great Mental Health and Wellness Day event– THRIVE.

Board Member Barbara Laifman reported that she attended the Community Engagement Committee Meeting, the EEAC meeting and has been invited to be a part of the Scholarship Committee for the Marie Panec Award.

Board Member Derek Ross reported that he attended the Community Engagement Committee Meeting and the Visual Arts Committee. Derek thanked the OPUSD grounds crew and commended Brendan Callahan on his great work for the district.

Board Member Denise Helfstein reported that she attended the PFA meeting of the High School, the OPHS “*Task Force to Discuss Outside Credits, Dual Enrollment, and Grad Requirements.*”, Calendar Committee Meeting, County Committee meeting on school district reorganization, the Curriculum Council Meeting, OPEF Meeting, and the Wellness Council Meeting. Denise also attended the Lunar New Year celebration at the high school and took a tour of Club Oak Park with Dr. Knight, and Allen Rosen lead by Sara Ahl, the Director of the program.

Student Board Member Gavin Cornick reported that this Friday is the Vice dance and the Fine arts Assembly is also coming up along with the rally planned for March 8. Gavin reported that students would be signing up for their classes next week.

Superintendent Tony Knight reported that he attended the Lunar New Year celebration at the High School. Dr. Knight acknowledged parent Tina Wang for organizing the Lunar New Year celebration. He also commended Stew McGugan for organizing a very successful Mental Health and Wellness Day Event – THRIVE. Dr Knight reported that he went for a visit to Carmel Valley to look at the gardening and the farm program at those schools.

### **REPORT FROM SCHOOL SITE COUNCILS**

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

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

There was no Report from the Oak Park Education Foundation

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

Jane Nye, the MAC liaison to the Oak Park Unified School District reported that there was no MAC meeting between the last OPUSD meeting and the February meeting.

### **PRESENTATIONS**

Dr. Jay Greenlinger provided a report on the Readers Writers Workshop and the 2017-18 Physical Fitness Test Data

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

Student Board Member, Gavin Cornick cast a preferential vote to approve the Consent Agenda.

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

- a. [Approve Minutes of Regular Board Meeting January 23, 2019](#)
- b. [Public Employee/Employment Changes 01CL24084-01CL24117 & 01CE09370-01CE09390](#)
- c. [Approve Purchase Orders – January 1 - December 31, 2019](#)
- d. [Approve Overnight Trip for Oak Park High School Mock Trial Team Members to Attend the Mock Trial State Finals – March 21-24, 2019, Sacramento, CA](#)
- e. [Approve Overnight Trip for Oak View High School Students for a Nature Based Program Through NatureBridge – April 1-5, 2019, Yosemite, CA](#)
- f. [Approve Out of State Travel for Employees to Attend the National Green Schools Conference & Expo – April 6-9, 2019, St. Paul, MN](#)
- g. [Approve Notice of Completion, Measure S Project 18-40S, Upgrade and Addition of Safety/Security Gates for Perimeter Fencing at Medea Creek Middle School](#)

### **B2. BUSINESS SERVICES**

**a. Discussion on Governor's January Budget Proposal for 2019-20 and LCAP Timeline**

The board and staff discussed the anticipated impact of the Governor's budget proposal on Oak Park schools in the upcoming year, as well as the timeline for the update and development of the District's 3-year Local Control Accountability Plan.

Student Board Member, Gavin Cornick left the meeting at 8:33 pm.

**b. Approval of 2018-19 Safe School Plans**

On motion of Derek Ross, seconded by Allen Rosen, the Board of Education approved the 2018-19 Safe School Plans. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.

**c. Accept 2017-18 Annual Audit Reports for Bond Measures C6, R, and S, and for Auxiliary Organizations**

On motion of Drew Hazelton, seconded by Barbara Laifman, the Board of Education accepted 2017-18 Annual Audit Reports for Bond Measures C6, R, and S, and for Auxiliary Organizations. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.

**d. Approve District Response to CalPERS Compliance Review**

On motion of Allen Rosen, seconded by Denise Helfstein, the Board of Education approved the District's Response to CalPERS Compliance Review. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.

**e. Approve Adjustment to Classified Salary Schedule for Specified Child Nutrition Services Staff**

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved the Adjustment to Classified Salary Schedule for Specified Child Nutrition Services Staff. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.

**f. Approve Architectural and Engineering Services Agreement with Adaptive Modular Solutions, Inc., for Measure S Project 18-19S, Classroom Replacement (6), at Oak Hills Elementary School**

On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education approved Architectural and Engineering Services Agreement with Adaptive Modular Solutions, Inc., for Measure S Project 18-19S, Classroom Replacement (6), at Oak Hills Elementary School. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.

**g. Approve Geotechnical Soils Testing Services Agreement with NV5 West, Inc., for Measure S Project 18-19S, Classroom Replacement (6), at Oak Hills Elementary School**

On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education approved Geotechnical Soils Testing Services Agreement with NV5 West, Inc., for Measure S Project 18-19S, Classroom Replacement (6), at Oak Hills Elementary School. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.

**h. Authorize Measure S Project 19-01S, Multipurpose Room Structural Repairs at Red Oak Elementary School and Ratify Associated Construction Contract**

On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education authorized Measure S Project 19-01S, Multipurpose Room Structural Repairs at Red Oak Elementary School and Ratify Associated Construction Contract. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.

**i. Authorize Measure S Project 19-02S, Area Drain Improvements at Oak Hills Elementary School and Ratify Associated Construction Contract**

On motion of Derek Ross, seconded by Allen Rosen, the Board of Education authorized Measure S Project 19-02S, Area Drain Improvements at Oak Hills Elementary School and

Ratify Associated Construction Contract. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.

**j. [Authorize Measure S Technology Project 19-03S, Purchase of Replacement Smartboard Projectors](#)**

On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education authorized Measure S Technology Project 19-03S, Purchase of Replacement Smartboard Projectors. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.

**k. [Authorize Measure S Technology Project 19-04S, Purchase of Planned Refresh and Spare Computer Equipment](#)**

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education authorized Measure S Technology Project 19-04S, Purchase of Planned Refresh and Spare Computer Equipment. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.

**l. [Approve Acceptance of Donations](#)**

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved acceptance of donations. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

**B3. CURRICULUM**

**a. [Approve Resolution #19-04 - 2019 Oak Park Education Foundation to Offer Fee Based Summer School Program](#)**

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved Resolution #19-04 - 2019 Oak Park Education Foundation to Offer Fee Based Summer School Program. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.

**b. [Approve OPUSD's Submission of Low Performing Students Block Grant for 2018-19 Fiscal Year](#)**

On motion of Allen Rosen, seconded by Drew Hazelton, the Board of Education approved OPUSD's Submission of Low Performing Students Block Grant for 2018-19 Fiscal Year. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.

**c. [Approve 2017-2018 School Accountability Report Cards \(SARCs\)](#)**

On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education approved 2017-2018 School Accountability Report Cards (SARCs). Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.

**B4. HUMAN RESOURCES**

**a. [Approve Resolution #19-05 – Release Temporary Certificated Employees #1 Through #13](#)**

On motion of Derek Ross, seconded by Drew Hazelton, the Board of Education approved Resolution #19-05 – Release Temporary Certificated Employees #1 Through #13. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.

**b. [Approve Resolution #19-06 - Reducing or Discontinuing Particular Kinds of Service for Certificated Employees](#)**

On motion of Derek Ross, seconded by Drew Hazelton, the Board of Education approved Resolution #19-06 - Reducing or Discontinuing Particular Kinds of Service for Certificated Employees. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.

**c. [Approve Resolution #19-07 – Determination of Seniority Among Employees with the Same Seniority Date \("Tie Breaker Resolution"\)](#)**

On motion of Drew Hazelton, seconded by Barbara Laifman, the Board of Education approved Resolution #19-07 – Determination of Seniority Among Employees with the Same



Seniority Date ("Tie Breaker Resolution"). Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.

**d. [Approve Provisional Internship Permit \(PIP\) Request for Certificated Employee](#)**

On motion of Barbara Laifman, seconded by Derek Ross, the Board of Education approved Provisional Internship Permit (PIP) Request for Certificated Employee. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.

**B5. BOARD**

**a. [Approve 2019 CSBA Delegate Assembly Election of Candidates](#)**

On motion of Denise Helfstein, seconded by Derek Ross, the Board of Education voted for two candidates Christina Urias (Santa Paula USD) and Sabrena Rodriguez (Ventura USD) 2019 CSBA Delegate Assembly ballot. Motion carried Aye – Hazelton, Helfstein, Rosen, Ross, No – 0. Board member Barbara Laifman recused herself due to a remote interest as she is an employee of CSBA.

**b. [Approve the Revised 2018-19 School Handbook/Discipline Plans for Oak Park Independent School](#)**

On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education approved the 2018-19 School Handbook/Discipline Plans for Oak Park Independent School. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.

**B6. BOARD POLICIES**

**a. [Approve Amendment to Board Policy and Administrative Regulation 0420 – School Plans/Site Councils – First Reading](#)**

On motion of Drew Hazelton, seconded by Derek Ross, the Board of Education approved the Amendment to Board Policy and Administrative Regulation 0420 – School Plans/Site Councils as First and Final Reading. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.

**b. [Approve Amendment to Board Policy and Administrative Regulation 0460 – Local Control and Accountability Plan – First Reading](#)**

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved Amendment to Board Policy and Administrative Regulation 0460 – Local Control and Accountability Plan as First Reading and Final reading. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.

**c. [Approve Amendment to Board Policy and Administrative Regulation 1330 – Use of School Facilities – Second Reading](#)**

On motion of Denise Helfstein, seconded by Derek Ross, the Board of Education approved Amendment to Board Policy and Administrative Regulation 1330 – Use of School Facilities with suggest edits as Second and Final Reading. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.

**d. [Approve Amendment to Board Policy and Administrative Regulation 5141.52 – Suicide Prevention – First Reading](#)**

On motion of Drew Hazelton, seconded by Barbara Laifman, the Board of Education approved Amendment to Board Policy and Administrative Regulation 5141.52 – Suicide Prevention as First and Final Reading. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.

**e. [Approve Amendment to Board Policy and Administrative Regulation 5144 – Discipline – First Reading](#)**

On motion of Derek Ross, seconded by Allen Rosen, the Board of Education approved Amendment to Board Policy and Administrative Regulation 5144 – Discipline as First and Final Reading. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.

f. Approve Amendment to Board Policy and Administrative Regulation 5144.1 – Suspension and Expulsion/Due Process – First Reading

On motion of Drew Hazelton, seconded by Derek Ross, the Board of Education approved Amendment to Board Policy and Administrative Regulation 5144.1 – Suspension and Expulsion/Due Process as First and Final Reading. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.

On motion of Barbara Laifman, seconded by Denise Helfstein, there being no further business before this Board, the Regular meeting is declared adjourned at 9:32 p.m.

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Date

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President of the Board

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Date

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Clerk or Secretary of the Board

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 19, 2019**  
**SUBJECT: B.1.b. APPROVE CLASSIFIED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT**

**ISSUE: APPROVAL/RATIFICATION OF CLASSIFIED PERSONNEL ACTIONS**

**CONSENT**

**AUTHORIZATION TO HIRE**

Number	Name	Position	Start Date	Fund	Salary	Site
CL24118	Ashley Palmieri	Extended Care Assistant Leader	2/25/2019	Fund 120	\$19.84	OHES
CL24119	Janice Fagan	Campus Supervisore	2/20/2019	General	\$16.58	MCMS
CL24120	Steve Weiner	Food Service Assistant I Sub	3/1/2019	Fund 130	\$15.21	DO
CL24121	Doris Miles	Food Service Assistant I Sub	3/1/2019	Fund 130	\$15.21	DO
CL24122	Doris Miles	Custodian Sub	3/1/2019	General	\$19.63	DO
CL24123	Kyleigh Fontenot	Extended Care Assistant Site Leader	3/1/2019	Fund 120	\$17.62	ROES

**AUTHORIZATION TO PAY STIPEND**

Number	Name	Position	Start Date	Fund	Salary	Site
CL24124	Cameron Delic	Technologist Specialist 2 days December	12/18/2019	PTA	\$ 265.00	OHES
CL24125	Cameron Delic	Technologist Specialist Jan - May	12/18/2019	PTA	\$ 10,600	OHES

**IN-SERVICE CHANGE**

Number	Name	Change	Effective Date	Fund	Salary	Site
CL24126	Susan Jacobs	Instructional Assistant I - Literacy (Reading) - LOA Medical	1/31/2019	General	\$20.37	OHES
CL24127	Daiana Baez	Extended Care Site Leader - from Assistant Site Leader	3/1/2019	Fund 120	\$20.51	ROES
CL24128	Elya Fletcher	Instructional Assistant III - Behavior .5 FTE reduced of position	3/1/2019	Special Education	\$23.65	ROES
CL24129	Cameron Delic	Instructional Assistant I - Tech Lab SUB - Regular	3/1/2019	General	\$17.14	OHES
CL24130	Annette Segal	Business Department Assistant	3/20/2019	LOA Medical	\$28.34	DO

**SEPARATION**

Number	Name	Position	Effective Date	Separation Type	Salary	Site
CL24131	Misty Peoples	Extended Care Site Leader	2/28/2019	Resignation	\$24.26	MCMS
CL24132	Sylwia Domaradzka	Instructional Assistant I - Literacy & Numeracy	2/28/2019	Resignation	\$18.13	OHES
CL24133	Germyna Day	Accounting Assistant I	2/28/2019	Resignation	\$19.15	DO

Prepared by:  
 Leslie Heilbron Assistant Superintendent /Human Resources

Respectfully Submitted,

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 19, 2019**  
**SUBJECT: B.1.b. APPROVE CERTIFICATED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT**  
**ISSUE: APPROVAL/RATIFICATION OF CERTIFICATED PERSONNEL ACTIONS**

**CONSENT**

**AUTHORIZATION TO HIRE**

Number	Name	Position	Start Date	Fund	Site	
01CE09391	Elya Fletcher	.5 FTE Temp Contract Special Ed	3/1/2019	General	ROES	

**AUTHORIZATION TO PAY STIPEND**

Number	Name	Position	Start Date	Fund	Salary	Site
01CE09392	Eric Pryor	JA Ass't Coach Softball	2/9/2019	ASB	\$ 1,500.00	OPHS
01CE09393	Russ Peters	Game Mgmt. Boys Lacrosse	2/18/2019	ASB	\$ 1,088.00	OPHS
01CE09394	Russ Peters	Game Mgmt. Girls Lacrosse	2/18/2019	ASB	\$ 748.00	OPHS
01CE09395	Rob Hall	Game Mgmt. Boys Volleyball	2/18/2019	ASB	\$ 1,292.00	OPHS
01CE09396	Rob Hall	Game Mgmt. Stunt	2/18/2019	ASB	\$ 204.00	OPHS
01CE09397	Russ Peters	Game Mgmt. Girls BB post season	2/2/2019	ASB	\$ 200.00	OPHS
01CE09398	Rob Hall	Game Mgmt. Bos BB post season	2/2/2019	ASB	\$ 100.00	OPHS
01CE09399	Aaron Shaw	V Head Coach Boys BB post season	2/2/2019	Site	\$ 100.00	OPHS
01CE09400	Tawnya Watson	Class Size Overage - January	1/7-1/21/19	General	\$ 90.00	BES
01CE09401	Denise Keane	Class Size Overage - January	1/7-1/21/19	General	\$ 90.00	BES
01CE09402	Eva Novak	Class Size Overage - January	1/7-1/21/19	General	\$ 90.00	OHES
01CE09403	Angela Folendorf	Class Size Overage - January	1/7-1/21/19	General	\$ 90.00	OHES
01CE09404	Stephanie Love	Class Size Overage - January	1/7-1/21/19	General	\$ 90.00	OHES
01CE09405	Allison Shapiro	Class Size Overage - January	1/7-1/21/19	General	\$ 90.00	OHES
01CE09406	Cindy Lokitz	Class Size Overage - January	1/7-1/21/19	General	\$ 90.00	OHES
01CE09407	Qunicie Melville	Class Size Overage - January	1/7-1/21/19	General	\$ 90.00	OHES
01CE09408	Kristin Chobanian	Class Size Overage - January	1/7-1/21/19	General	\$ 70.00	OHES
01CE09409	Elisa Duffy	Class Size Overage - January	1/7-1/21/19	General	\$ 90.00	ROES
01CE09410	Kate Gregg	Class Size Overage - January	1/7-1/21/19	General	\$ 90.00	ROES
01CE09411	Patti Holland	Class Size Overage - January	1/7-1/21/19	General	\$ 90.00	ROES
01CE09412	Jan Sloane	Class Size Overage - January	1/7-1/21/19	General	\$ 90.00	ROES
01CE09413	Marjorie Cohen	Class Size Overage - January	1/7-1/21/19	General	\$ 90.00	ROES
01CE09414	Julie Matthews	Class Size Overage - January	1/7-1/21/19	General	\$ 90.00	ROES
01CE09415	Grace McKeegan	Class Size Overage - January	1/7-1/21/19	General	\$ 90.00	ROES
01CE09416	Sheri Merfeld	Class Size Overage - January	1/7-1/31/19	General	\$ 90.00	ROES

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 19, 2019**  
**SUBJECT: B.1.b. APPROVE CERTIFICATED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT**  
**ISSUE: APPROVAL/RATIFICATION OF CERTIFICATED PERSONNEL ACTIONS**

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**IN-SERVICE CHANGE**

Number	Name	Change	Effective Date	Fund	Site	
01CE09416	Casey Jo Webb	Maternity Leave	2/20/2019	General	BES	
01CE09417	Samantha Lyons	.4 Perm + .6 Temp = 1.0 FTE	2/14/2019	General	OPIS	
01CE09418	Buffy Quinn	LT Guest Teacher .5 FTE to 1.0 FTE	1/7/2019	General	BES	
01CE09419	Kathy Strong	Elementary Teacher - 1st yr LOA	5/24/2019	General	BES	
01CE09420	Jessica Kudlacek	Middle School Teacher - 2nd yr LOA	5/24/2019	General	MCMS	

**SEPARATION**

Number	Name	Position	Effective Date	Separation	Salary	Site
01CE09421	Rebecca Koch	Elementary Teacher	5/24/2019	Retirement		BES
01CE09422	Joyce Thomas	Elementary Teacher	5/24/2019	Retirement		BES
01CE09423	Cindy Lokitz	Elementary Teacher	5/24/2019	Retirement		OHES
01CE09424	Enid Miller	Elementary Teacher	5/24/2019	Retirement		OHES
01CE09425	Pennie Brown	Elementary Teacher	5/24/2019	Retirement		ROES
01CE09426	Dick Billingsley	High School PE Teacher	5/24/2019	Retirement		OPHS
01CE09427	Rachelle Crone	Middle School Teacher	5/24/2019	Resignation		MCMS
01CE09428	Amanda Farwell	Elementary Teacher	5/24/2019	Resignation		OHES
01CE09429	Barbara McPhillips	Elementary Teacher	5/24/2019	Resignation		OHES

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: MARCH 19, 2019**  
**SUBJECT: B.1.c. APPROVE PURCHASE ORDERS – FEBRUARY 1 THROUGH 28, 2019**  

CONSENT

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**ISSUE:** Shall the Board approve the attached purchase orders issued for the period February 1 through 28, 2019?

**BACKGROUND:** Attached is the Purchase Order Report listing all purchase orders issued during the reporting period.

**FISCAL IMPACT:** 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,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

## Includes Purchase Orders dated 02/01/2019 - 02/28/2019

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B19-00011	Document Systems	Open PO for supplies for all Ricoh Copiers	Medea Creek Middle School	010	3,200.00
B19-00032	Southwest School Supply	Open PO for Custodial supplies	Medea Creek Middle School	010	10,000.00
B19-00040	Document Systems	Staples, Color Copies and Maintenance for RICOH	Oak Hills Elementary School	010	4,000.00
B19-00056	VENTURA COUNTY STAR	2018-2019 Employment Ads	Human Resources	010	15,200.00
B19-00144	Cedar Valley Plumbing Supply	2018 - 2019 Plumbing Supplies & Tools	Business Administration	010	5,790.00
B19-00201	Pacific Coast Environmental	Waterless urinal supplies	Red Oak Elementary School	010	198.31
B19-00211	Brian Hou	Band Coach/Oth Exp/Site Stipends	Oak Park High School	010	5,500.00
B19-00220	Kylee Murray	Band Coach/Oth. Oper. Exp.	Oak Park High School	010	2,500.00
B19-00226	Christine Denise DeKlotz	Music Specialist/PFA/Other Exp.	Oak Park High School	010	975.00
B19-00253	Channel Islands Roofing	2018-19 Open PO for Roof/ Gutter Repairs	Business Administration	010	22,725.00
B19-00258	Sunbelt Rentals, Inc	2018/19 Equipment Rentals as Required	Business Administration	010	1,000.00
B19-00259	Crowder Backflow Services, Inc	2018- 2019 Backflow Services	Business Administration	010	500.00
B19-00260	West Coast Protection LLC dbal interquest Detection Canine	DON: Canine Detection	Medea Creek Middle School	010	500.00
P18-00255	Intermountain Children's Home	2017-18 - SpEd NPS School Services	District-wide	010	151,183.00
				010	5,982.00
P19-00040	NatureBridge	Yosemite FT April 1-5	Oak View High School	010	18,288.00
P19-00085	Document Systems	Toner, Staples & Color Copies - OVHS/OPIS	Oak View High School	010	2,600.00
P19-00196	Southwinds Transportation	Buses for K and 4th Field Trips	Oak Hills Elementary School	010	2,432.40
P19-00286	VCOE	Prof Develop Math Strategies for Strug Students	Curriculum	010	1,769.63
P19-00419	ORCA Digesters Inc	Proj 18-45S Equipment Food Waste Recycling MCMS	Business Administration	211	37,537.50
P19-00539	Tobi Jo Greene Girls Empowerment Workshop	Girls Empowerment Workshop	Oak View High School	010	1,312.50
P19-00549	Premier Carpet, Inc.	Floor repair at Brookside Elementary School	Business Administration	010	3,280.00
P19-00550	Goodheart-Wilcox publisher	2018/19 Financial Literacy Class OVHS	Curriculum	010	1,603.06
P19-00551	Ventura County Star	Prequal Ad for Modular Classroom Bids	Business Administration	211	851.26
P19-00552	Hughes General Engineering	Concrete demo and pour at MCMS Admin Bldg and BES	Business Administration	010	9,000.00
P19-00553	Hughes General Engineering	Proj 19-02S Area Drain Improvements OHES	Business Administration	211	12,400.00
P19-00554	Explore Learning, LLC	18/19 OPIS Gizmos Teacher License	Curriculum	010	1,246.88

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

ESCAPE ONLINE

Page 1

## Includes Purchase Orders dated 02/01/2019 - 02/28/2019

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P19-00555	Guided Discoveries Inc.	DON: Astro Camp Deposit 2019-20	Medea Creek Middle School	010	8,580.00
P19-00556	Guided Discoveries Inc.	DON: Cherry Cove 2019-20 Deposit	Medea Creek Middle School	010	8,745.00
P19-00557	Guided Discoveries Inc.	DON: Fox Landing 2019-20 Deposit	Medea Creek Middle School	010	7,425.00
P19-00558	Pasco Scientific	Science Suppl/Physics/PFA	Oak Park High School	010	267.05
P19-00559	Taft Electric Company	Proj 18-39S Light/Elect Work Counselor Office MCMS	Business Administration	211	1,957.45
P19-00560	Dunn-Edwards Corporation	Proj 18-41R Ext paint relocatable classrooms @MCMS	Business Administration	213	142.75
P19-00561	Ferguson Enterprises #1350	Proj 18-18S Irrigation main line relo at BES	Business Administration	211	1,025.06
P19-00562	HEINEMANN	18/19 BES RWW UOS 1st 2nd	Curriculum	010	2,500.54
P19-00563	Chumash Indian Museum	Donation 3rd grade field trip	Brookside School	010	648.00
P19-00565	City Of Ventura Parks & Rec. Department	Field trip--Olivas Adobe--4th gr.	Red Oak Elementary School	010	1,140.00
P19-00566	Pacific Platinum Services Inc.	Transportation for Yosemite 4/1 - 4/5	Oak View High School	010	3,875.00
P19-00567	Southwinds Transportation	Field trip--4th grade--Santa Barbara Mission	Red Oak Elementary School	010	1,943.75
P19-00568	Jones & Bartlett Learning LLC	District Nurse - Course completion certificates	District-wide	010	293.13
P19-00569	ORCA Digesters Inc	Proj 18-45S ORCA Monthly Service Fee Year 1 of 5	Business Administration	211	4,504.50
P19-00570	Clovis Unified School District	CSFC Contribution for Membership 2018-19	Business Administration	010	2,500.00
P19-00571	College Board Publications PSA T/NMSQT	PSAT/NMSQT Test Fees/Othr Suppl.	Oak Park High School	010	5,440.00
P19-00572	Taft Electric Company	Parking Lot Lights at Red Oak Elementary School	Business Administration	010	1,090.80
P19-00573	ARC Document Solutions, LLC	Proj 18-18S, 18-20S, 18-21S Reproduction of plans	Business Administration	211	977.67
P19-00574	A and S Fire Protection, Inc	Proj 18-19S Fire Hydrant Flow Test @OHES	Business Administration	211	1,200.00
P19-00575	Fence Factory	OPHS Remove/Replace Swing Gate Front BBall Courts	Business Administration	010	1,575.00
P19-00576	Hellas Construction Inc	OPHS Repair Turf	Business Administration	010	2,437.20
P19-00577	C.C. Imex dba Embi Tec	Science Genetic MiniLab/PFA	Oak Park High School	010	459.02
P19-00578	Herff Jones	OVHS Diplomas	Oak View High School	010	210.80
P19-00579	Herff Jones	OPIS Diplomas	Home Independent Study Program	010	640.68
P19-00580	Southwinds Transportation	Field trip, 2nd grade, Civic Arts Plaza	Red Oak Elementary School	010	881.20
P19-00581	Wildlife Experience	3rd Grade Wildlife Experience Program On-Campus	Oak Hills Elementary School	010	350.00
P19-00582	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	4th Field Trip to Channel Island Harbor Museum	Oak Hills Elementary 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

Page 2



## Includes Purchase Orders dated 02/01/2019 - 02/28/2019

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P19-00583	NIMCO INC DBA Mobile Lift Gate Service	Lift Gate Repair Ford Transit Van	Business Administration	010	387.30
P19-00584	Boston Tea Party A Revolutionary Experience	5th Grade Boston Tea Party Skpye Experience	Oak Hills Elementary School	010	500.00
P19-00585	Van Nuys Awning Co. Inc	Repair Awning at OHES	Business Administration	010	420.00
P19-00586	Southwest School Supply	Ergonomic Keyboard Platforms for Accounting Staff	Business Administration	010	373.06
P19-00587	Green Schools Natl Network Inc	GSNN Sustainability Leadership Summit	Curriculum	010	943.05
P19-00588	Balfour Beatty Construction	Const. Mgmt. Serv. for the period 1/1-1/31/2019	Business Administration	211	63,135.00
P19-00589	Document Systems	Pupil Services Printer supplies	District-wide	010	598.46
P19-00590	Elections Division	Governing Board Election Processing Cost 2018	Business Administration	010	518.77
P19-00591	COSTCO WHOLESALE	Business Membership Renewal 2019	Business Administration	010	120.00
P19-00592	Dale Scott & Company	SB1029 Annual Debt Transparency Reports YE 6/30/18	Business Administration	211	1,000.00
P19-00593	CITY OF VENTURA COMM SVCS DEPT INTERPRETIVE OUTREACH PROGRAM	Donation 4th grade field trip	Brookside School	010	1,120.00
P19-00594	Valerie Lines	ASL Interpreter for Deanne Bray	Human Resources	010	100.00
P19-00595	Southwinds Transportation	Field trip--Olivas Adobe--4th gr.	Red Oak Elementary School	010	1,401.20
T19-00026	Border LAN Security	BitDefender AntiVirus Software License	Technology Coordinator	010	4,000.00
<b>Total Number of POs</b>			<b>67</b>	<b>Total</b>	<b>459,000.98</b>

## Fund Recap

Fund	Description	PO Count	Amount
010	General Fund	1	151,183.00
		<b>Total Fiscal Year 2018</b>	<b>151,183.00</b>
010	General Fund	56	183,086.79
211	Measure S Facilities & Tech	10	124,588.44
213	Measure R FACILITIES Bond Fund	1	142.75
		<b>Total Fiscal Year 2019</b>	<b>307,817.98</b>
		<b>Total</b>	<b>459,000.98</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: MARCH 19, 2019**

**SUBJECT: B.1.d. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL  
HEALTH OCCUPATIONS STUDENTS OF AMERICA – March 28 – 31,  
2019.**

CONSENT

**ISSUE:** Shall the Board approve an overnight field trip for the OPHS Health Occupations Students of America (HOSA) to attend a the State Leadership Conference in Sacramento, CA?

**BACKGROUND:** Principal, Kevin Buchanan, requests approval for this invitational scheduled for March 28 – 31, 2019 in Sacramento, CA. Approximately 30 students, and 1 OPHS female advisor and 2 OPHS parents will travel by bus. They will depart on Thursday, March 28<sup>th</sup> at 4 a.m. and return Sunday, March 31<sup>st</sup> between 1 p.m. -2 p.m. Students and chaperones will stay at the Spring Hill Suites by Marriott in Sacramento, CA. 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.

**FISCAL IMPACT:** The cost is a \$475.04 per person (which includes transportation, food and lodging.) Funding source is the HOSA ASB Fund and is included in the 2018-19 ASB Budget.

**ALTERNATIVES:** 1. Approve overnight trip for Oak Park High School HOSA, CA.  
2. Do not approve the field trip as presented.

**RECOMMENDATION:** Alternative #1

Prepared by:  
Debbie Goodnough, Athletic Secretary, Oak Park High School  
Kevin Buchanan, Principal, Oak Park High School

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: MARCH 19, 2019**  
**SUBJECT: B.1.e. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL MEDIA (JOURNALISM/YEARBOOK) – APRIL 25 – 27, 2019.**

CONSENT

**ISSUE:** Shall the Board approve an overnight field trip for the OPHS Media (Journalism/Yearbook) to attend the JEA/NSPA Spring National High School Journalism Conference in Anaheim, CA?

**BACKGROUND:** Principal, Kevin Buchanan, requests approval for this invitational scheduled for April 25 - 27, 2019 in Anaheim, CA. Approximately 10 students, and 2 OPHS female teachers and 1 OPHS parent male chaperone will travel by district approved drivers in district or private vehicles. They will depart on Thursday, April 26<sup>th</sup> at 5:00 a.m. and return Saturday, April 27<sup>th</sup> at 7:30 p.m. Students and chaperones will stay at the Residence Inn, in Anaheim, CA. 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.

**FISCAL IMPACT:** The cost is \$232.00 per person(which includes transportation, food and lodging.) Funding source is the ASB Fund and is included in the 2018-19 ASB Budget.

**ALTERNATIVES:** 1. Approve overnight trip for Oak Park High School Media Journalism/Yearbook students to Anaheim, CA.  
2. Do not approve the field trip as presented.

**RECOMMENDATION:** Alternative #1

Prepared by:  
Debbie Goodnough, Athletic Secretary, Oak Park High School  
Kevin Buchanan, Principal, Oak Park High School

Respectfully submitted,

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

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

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

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MARCH 19, 2019**

**SUBJECT: B.1.f. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL  
FUTURE BUSINESS LEADERS OF AMERICA – APRIL 25-28, 2019.**

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CONSENT

**ISSUE:** Shall the Board approve an overnight field trip for the OPHS Future Business Leaders of America(FBLA) to Sacramento, CA?

**BACKGROUND:** Principal, Kevin Buchanan, requests approval for this invitational scheduled for April 25-28, 2019, in Sacramento, CA. Approximately 20 - 30 students, and 1 OPHS male advisor and 1 OPHS female teacher will travel by district approved drivers in district SUVs or planes. They will depart on Thursday, April 25<sup>th</sup> in the morning and return Sunday, April 28<sup>th</sup> in the afternoon. Students and chaperones will stay at a hotel TBD in Sacramento, CA. 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.

**FISCAL IMPACT:** The approximate cost is between \$150 - \$250 per person (which includes transportation, food and lodging.) Funding source is the FBLA ASB Fund and is included in the 2018-19 ASB Budget.

**ALTERNATIVES:** 1. Approve overnight trip for Oak Park High School FBLA to Sacramento, CA.  
2. Do not approve the field trip as presented.

**RECOMMENDATION:** Alternative #1

Prepared by:  
Debbie Goodnough, Athletic Secretary, Oak Park High School  
Kevin Buchanan, Principal, Oak Park High School

Respectfully submitted,

---

Anthony W. Knight Ed.D.,  
Superintendent

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 19, 2019**  
**SUBJECT: B.1.g. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL CIF PLAY-OFFS**

CONSENT

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

**BACKGROUND:** Principal, Kevin Buchanan, requests approval for any/all spring sports team(s) (Baseball, Boys' golf, Boys' Lacrosse, Girls' Lacrosse, Softball, Stunt, Boys' Tennis, Track & Field, and Boys' Volleyball) 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.

**FISCAL IMPACT:** Funding source is the ASB Fund and is included in the 2018-19 budget.

**ALTERNATIVES:** 1. Approve overnight trip for Oak Park High School Spring CIF Play-Offs – Oak Park High School, CA.  
2. Do not approve the field trip as presented.

**RECOMMENDATION:** Alternative #1

Prepared by:  
Debbie Goodnough, Athletic Secretary, Oak Park High School  
Kevin Buchanan, Principal, Oak Park High School

Respectfully submitted,

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

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

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

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MARCH 19, 2019**

**SUBJECT: B.1.h. APPROVE RENEWAL AGREEMENT FOR MANDATED COST PROGRAM ADVISORY AND COMPLIANCE SERVICES**

**CONSENT**

**ISSUE:** Shall the Board approve a renewal agreement for Mandated Cost Program Advisory and Compliance Services with School Innovations & Achievement(SI&A)?

**BACKGROUND:** The District has historically contracted with SI&A for consulting services for the preparation and filing of claims for reimbursement of mandated costs. The District is currently in the third year of a three-year contract with SI&A for these services. The proposed three-year renewal agreement provides for the consultant's assistance to advise and assist each school and its personnel to develop a more in-depth understanding of reimbursable costs under the State's mandates. The consultant also assists in determining the documentation required to substantiate such costs, meeting documentation completion deadlines, enabling SI&A to prepare claims for timely submission to the State Controller's Office on behalf of the schools and the District.

**FISCAL IMPACT:** Cost of the proposed services are included in the current budget; and if approved, will continue forward in the 2019-20 through 2021-22 fiscal years.

**ALTERNATIVES:**

1. Approve the three-year renewal agreement for Mandated Cost Program Advisory and Compliance Services, in the annual amount of \$17,700, with SI&A.
2. Do not approve the renewal agreement.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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

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

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



**MULTIPLE SERVICES AGREEMENT**  
**Between**  
**SCHOOL INNOVATIONS & ACHIEVEMENT**  
**And**  
**OAK PARK UNIFIED SCHOOL DISTRICT**

THIS AGREEMENT, dated March 19, 2019, (the “Agreement”) is made by and between Oak Park Unified School District (“District”), and School Innovations & Achievement, a California corporation (“SI&A”), each being a “Party” and collectively the “Parties.”

**RECITALS**

WHEREAS, District is authorized to retain consulting services to assist District in the preparation and filing of reimbursement claims for the costs of the Mandate Reimbursement Process Program, legislatively mandated by the State of California (“State”), as well as an assessment of compliance practices in place as it relates to the Mandated Block Grant Program, and SI&A is qualified to perform such services; and

WHEREAS, it is necessary and desirable that SI&A be retained by District for the purpose of performing consulting services;

**AGREEMENT**

NOW, THEREFORE, the Parties agree as follows:

1. **Agreement Term.** This Agreement begins July 1, 2019 (the “Effective Date”) and extends through June 30, 2020. Each subsequent year will begin on July 1st and end on June 30th. The initial term of this Agreement (the “Initial Term”) shall be three (3) years and shall automatically renew for successive three (3) year terms (each a “Successive Term” and together with the Initial Term, the “Term”) unless either Party provides written notice at least 60 days prior to the end of such Initial or Successive Term or this Agreement is terminated sooner pursuant to Exhibit A, Section 3. Notwithstanding the foregoing, the Term shall be automatically extended for three (3) years from the effective date of any Addendum to this Agreement and all terms and conditions of this Agreement shall remain in effect for the duration thereof.

2. **Services.** SI&A agrees to provide District consulting services (“Services”) as outlined in Exhibits B and C during the Agreement Term.

3. **District’s Obligations.**

3.1 **District Responsibilities and Obligations.** District shall be responsible for the following: (a) ensuring

District has record retention policies sufficient to maintain original documentation used in support of claims (for audit or examination by any State or regulatory agency); and (b) maintaining original

supporting documents for a period of four (4) years after the State's first payment of the claim; and (c) District shall provide SI&A all records and information relevant to any claim in a timely manner and contact information for District's personnel to whom SI&A may direct inquiries. District understands and agrees that the results of SI&A's inquiries, the documentation obtained from District and other corroborating information may be used by SI&A for filing and/or supporting the reimbursement claims, or responding to audits or investigations.

3.2 Claim Approval. Upon presentation of a claim for District's approval, District agrees to review the claim and respond to SI&A by either: (a) certifying to SI&A, under penalties of perjury, that the time, costs and other data collected by District and furnished to SI&A in support of the claim are true and correct; or (b) provide SI&A with notice specifying why the foregoing certification may not be true. All notices and certifications must comply with the requirements of Section 4 of the Standard Terms and Conditions.

3.3 For Districts that Elect the Mandate Block Grant. The District acknowledges and agrees that the Good Governance and Program Advisory Services, provided by SI&A, in connection with potential audit matters, consists of providing recommendations and support with forms and back-up documentation collected. It is the District's responsibility to ensure the District's compliance with all mandate block grant requirements.

4. California False Claims Act. District acknowledges that reimbursement claims filed under this Agreement constitute "claims" under the California False Claims Act (California Government Code Section 12650, et seq.) ("False Claims Act") and consequently, District, its employees, contractors and other persons acting on its behalf, may be subject to the provisions of the False Claims Act. Among other things, the False Claims Act imposes liability for treble damages, penalties and costs of civil recovery actions upon persons who "knowingly" present or cause to be presented false claims, or who "knowingly" make or cause to be made false records or statements in support of a claim. Under the False Claims Act, "knowingly" means that a person, with respect to information, has actual knowledge of the information or acts in deliberate ignorance or reckless disregard of the truth or falsity of the information.

## 5. Payment of Fees.

5.1 Fees. For Services provided pursuant to the terms of this Agreement, as outlined in Section 2, above, District agrees to pay SI&A:

- **\$17,700** annually (see chart below) ("Discounted Annual Fee") if Agreement is received on or before March 31, 2019, or
- **\$18,400** annually (see chart below) ("Standard Annual Fee") if Agreement is received after March 31, 2019.

Services	Discounted Annual Fee	Standard Annual Fee
Good Governance and Program Advisory Services	10,500	10,900
SiteServ <sup>SM</sup> Services	7,200	7,500
<b>Total Annual Fee</b>	<b>\$17,700</b>	<b>\$18,400</b>



5.2 Payment Plan. The Annual Fee is payable as follows:

	<b>Agreement Received By Date</b>	<b><u>Year 1</u> <u>07/01/19 - 06/30/20</u>  Due 07/01/19</b>	<b><u>Years 2 and beyond</u> <u>July 1st to June 30th</u> <u>for fiscal years 20/21 and beyond</u>  Due July 1st of years 2020 and beyond</b>
<b>Discounted Annual Fee</b>	<b>On or Before March 31, 2019</b>	<b>\$17,700</b>	<b>\$17,700</b>
<b>Standard Annual Fee</b>	<b>After March 31, 2019</b>	<b>\$18,400</b>	<b>\$18,400</b>

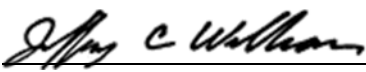
5.3 Travel; Lodging Expenses. If SI&A reasonably determines that travel to District's site is necessary, SI&A and District shall schedule mutually convenient dates and times for such meetings. All travel and lodging expenses incurred by SI&A in connection with the Initial Scope of Services are included in the Fee.

6. **Entire Agreement**. This Agreement, including, without limitation, the Standard Terms and Conditions attached hereto as Exhibit A is the final expression of, and contains the entire agreement between the Parties with respect to the subject matter hereof and supersedes all prior understandings with respect thereto.
7. **Exhibits**. All exhibits referred to in this Agreement are attached and incorporated herein by this reference.
8. **Counterparts**. This Agreement may be executed in counterparts, each of which shall be deemed an original, including copies sent to a party by facsimile transmission or in portable document format (pdf), as against the party signing such counterpart, but which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the District and SI&A have made and executed this Agreement as set forth below.

**SI&A:**

**SCHOOL INNOVATIONS  
& ACHIEVEMENT**

Signature:   
Date Signed: 1/30/2019  
Print Name: Jeffrey C. Williams  
Title: Chief Executive Officer  
Company: School Innovations & Achievement  
Address: 5200 Golden Foothill Parkway  
El Dorado Hills, CA 95762  
Phone: (800) 487-9234  
Fax: (888) 487-6441

**DISTRICT:**

**OAK PARK UNIFIED SCHOOL  
DISTRICT**

Signature: \_\_\_\_\_  
Date Signed: March 20, 2019  
Print Name: Martin Klauss  
Title: Assistant Superintendent, Business Services  
Address: 5801 Conifer Street  
Oak Park, CA 91377  
Phone: (818) 735-3254  
Fax: (818) 865-6784  
Email: mklauss@opusd.org

## **EXHIBIT A - STANDARD TERMS AND CONDITIONS**

1. **Scope of Services; Independent Contractor.** SI&A's services described in the Agreement (the "Services") detail the initial scope of services anticipated by SI&A as of the effective date of the Agreement ("Initial Scope of Services"). District acknowledges that the Fee is based on this Initial Scope of Services. If SI&A determines that the Initial Scope of Services may be or has been increased anytime during the Agreement Term, SI&A reserves the right to increase the Fee to compensate for the unanticipated or additional services as mutually agreed upon in writing by both Parties. This Agreement is not for lobbying services and SI&A is not being retained to provide lobbying services to District. The Parties agree that School Innovations & Achievement is an independent contractor and the Agreement shall not be construed to create a relationship of agent, servant, employee, partnership, joint venture, association or any other relationship.
2. **Termination.** Either Party may terminate the Agreement, with or without cause, by delivering written notice of termination to the other Party not later than sixty (60) days prior to expiration of the current Term (Initial or Successive) within the Agreement Term. The effective date of termination shall be the expiration of such current Term of the Agreement. Upon termination, SI&A will invoice District for any Fees owing and District shall pay the full invoice amount within thirty (30) days after receipt of SI&A's invoice. Except as set forth in this Section 2, neither Party shall have any liability to the other for damages resulting solely from a Party's termination of this Agreement in accordance with this Section 2.
3. **Termination Due to Changes in State Law.** If Legislation is enacted that eliminates or suspends K-12 education mandates, thereby making the filing of mandate reimbursement claims impossible or futile, District may immediately terminate this Agreement. Upon termination, SI&A will invoice District for any Fees owing and District shall pay the full invoice amount within thirty (30) days after receipt of SI&A's invoice. All other terminations shall be subject to the terms and conditions set forth in Section 2, above.
4. **Notice.** All Agreement notices must be in writing, directed to the Party's address set forth below such Party's signature in the Agreement and shall be deemed to be received in accordance with the following: (a) in the case of personal delivery, on the date of such delivery; (b) in the case of facsimile transmission, on the date upon which the sender receives confirmation by facsimile transmission that such notice was received by the addressee, provided that a copy of such transmission is additionally sent by mail as set forth in (d) below; (c) in the case of overnight courier, on the second business day following the day such notice was sent, with receipt confirmed by the courier; and (d) in the case of mailing by first class certified mail, postage prepaid, return receipt requested, on the fifth business day following such mailing. A Party may change the address stated in the Agreement by giving notice to the other Party.
5. **District's General Responsibilities; District Acknowledgment.** During the Agreement Term, in addition to the obligations set forth in the Agreement, District is responsible for the following: (a) ensuring that District, its employees and contractors properly identify and comply with laws and regulations applicable to District's activities; (b) completing any documents required by SI&A for any service obtained by District; (c) importing only data that reflects student performance to the grade level into the school site plan to ensure confidentiality and consistency with FERPA guidelines; and (d) monitoring assignments of login and passwords to assure FERPA compliance. District acknowledges that SI&A's full, accurate and timely performance under this Agreement is materially dependent upon District's reasonable cooperation and assistance. District further acknowledges that SI&A's Initial Scope of Services and Fee presume a reasonable amount of cooperation and assistance from District, such as District's timely provision of certain information, documentation and personnel. SI&A has explained its requirements in this regard to District and District agrees to meet these requirements.
6. **Further Assistances.** Upon request of the other Party, SI&A or District shall execute and deliver additional instruments and take additional actions as may be necessary or appropriate to perform the Agreement.
7. **Assignment Prohibited.** Neither Party may assign any rights or obligations under this Agreement without the prior written consent of the other Party. Any purported assignment in violation of the provisions of this Section 7 shall be null and void.
8. **Family Educational Rights and Privacy Act ("FERPA"); California Education Code.** SI&A may have limited access to student information only for purposes of providing the legally required notification services, if any, specified in this Agreement. SI&A performs the Services as an agent of District and has no right to access or utilize student information for any other purpose. SI&A, its officers and employees, shall comply with the Family Educational Rights and Privacy Act and California Education Code sections 49073 et seq. and/or sections 76240 et seq. at all times.
9. **Confidential and Proprietary Materials of SI&A.** During performance of the Agreement, SI&A may provide materials or disclose information to District that SI&A considers proprietary or confidential including, but not limited to SI&A's training handbooks, policy manuals, instructions, copyrighted checklists and forms ("SI&A's Materials"). District agrees that District acquires no interest of any kind in SI&A's Materials. At all times during and after the Agreement Term, District agrees (a) to keep SI&A's Materials in confidence and trust for SI&A; (b) not to disclose, duplicate or otherwise use SI&A's Materials, except in furtherance of SI&A's performance per the Agreement; (c) to limit access to SI&A's Materials to District's employees and/or contractors who have a "need to know;" and (d) to promptly return all copies of SI&A's Materials to SI&A after a request is made.
10. **Limitation of Liability; Indemnification.** In no event shall SI&A's liability to District, for any reason arising out of this Agreement, exceed the amount of the Fee actually received by SI&A under this Agreement. SI&A shall not be liable for any consequential damages. Each Party agrees to defend, hold harmless, and indemnify the other Party (and its officers, employees, trustees, agents, successors, and assigns) against all claims, suits, expenses (including reasonable attorney's fees), losses, penalties, fines, costs, and liability whether in contract, tort, or strict liability (including but not limited to personal injury, death at any time, and property damage) arising out of or made necessary by the indemnifying Party's breach of the terms of this Agreement. In the event that any action or proceeding is brought against a Party by reason of any claim or demand discussed in this Section 10, upon notice from the Party, the indemnifying Party shall defend the action or proceeding at the indemnifying Party's expense, through counsel reasonably satisfactory to the other Party. The obligations to indemnify set forth in this Section 10 shall include reasonable attorney's fees and investigation costs and all other reasonable costs, expenses, and liabilities from the time of giving the first notice of any claim or demand. The indemnifying Party's obligations under this Section 10 shall apply regardless of whether the other Party (or any of its officers, employees, trustees, or agents) is actively or passively negligent, but shall not apply to any loss, liability, fine, penalty, forfeiture, cost, or damage caused solely by the active negligence or by the willful misconduct of the other Party.
11. **Governing Law; Enforcement Costs.** The Agreement shall be governed by and construed in accordance with the substantive laws of California. If any legal action (including arbitration) is commenced to enforce the Agreement's terms or a Party's rights or obligations under this Agreement, then the prevailing Party shall be entitled to recover all fees and costs incurred by the action, including reasonable attorneys' fees and arbitrators' fees, in addition to any other relief to which the Party may be entitled.
12. **Judicial Reference.** In the event a dispute is not resolved through discussions and negotiations among the Parties, the dispute shall be decided by general reference procedures pursuant to Code of Civil Procedure Section 638 et seq., as modified by the provisions of this Section 12, and any subsequent provisions mutually agreed upon in writing by the Parties. The reference shall be conducted in accordance with California law, including, but not limited to, the Code of Civil Procedure and the Evidence Code. The Parties shall be allowed to conduct discovery in the manner provided by Code of Civil Procedure Section 2017 et seq. BOTH PARTIES HEREBY WAIVE A JURY TRIAL OR PROCEEDING IN CONNECTION WITH ANY DISPUTE ARISING OUT OF THIS AGREEMENT. All general reference proceedings hereunder shall, unless all Parties hereto otherwise agree, be conducted in a mutually agreeable location in the County of Sacramento, State of California.
13. **Modification; Interpretation; Severability; Construction.** No modification or supplement to any provision of the Agreement shall be valid, unless executed in writing by both Parties. No provision of the Agreement shall be construed to require the commission of any act contrary to law. If any term, provision, covenant or condition of the Agreement is held to be invalid or otherwise unenforceable, the rest of the Agreement shall remain in full force and effect and shall in no way be affected, impaired or invalidated. The headings preceding each Section and subsection of this Agreement are solely for convenience of reference only, are not part of the Agreement, and shall be disregarded in the interpretation of any portion of the Agreement. Whenever required by the context of the Agreement, the singular shall include the plural and the masculine shall include the feminine and vice versa. The Agreement shall not be construed as if it had been prepared by one of the Parties, but rather as if both Parties had prepared the same. Unless otherwise indicated, all references to paragraphs, Sections, subparagraphs and subsections are to the Agreement.
14. **Waiver.** Either Party's failure at any time to enforce any default or right reserved to it, or to require performance of any of the Agreement's terms, covenants, provisions by the other Party at the time designated, shall not be a waiver of any such default or right to which the Party is entitled, nor shall it in any way affect the right of the Party to enforce such provisions thereafter.
15. **Force Majeure.** A Party shall not be liable under the Agreement as a result of any delay, failure or interruption caused by the other Party or third parties, an act of God, acts or orders of governmental authorities, acts of civil or military authorities, catastrophes or other cause (other than financial) beyond the Party's reasonable control, and such nonperformance will not be a default hereunder or a ground for termination of the Agreement.

## **EXHIBIT B**

### **GOOD GOVERNANCE AND PROGRAM ADVISORY SERVICES**

During the Agreement Term, SI&A agrees to provide District the following Good Governance and Program Advisory services:

- (a) Prepare and file (based on the District's Participation Status in the Mandate Block Grant Program, with information provided by the District):
  - (1) Any applicable prior year reimbursement claims based on program participation;
  - (2) Late and amended reimbursement claims, based on program participation; and
  - (3) Newly claimable programs approved by the Commission on State Mandates ("Commission") if the filing deadline is within the Agreement Term.
- (b) Hold training sessions for District's staff during the Agreement Term, as necessary or appropriate (as reasonably determined by SI&A);
- (c) Conduct interviews with District staff and document processes regarding mandate programs;
- (d) Conduct a review of the District's Comprehensive School Safety Plan to determine areas of deficiency and training needs;
- (e) Provide interim and annual reports on:
  - (1) Program performance;
  - (2) Claim performance for all applicable claims; and
  - (3) Analysis comparing Mandated Program options in preparation for the Districts yearly program election decision.
- (f) Monitor District's mandated cost tracking systems;
- (g) Research and assist District with data collection for test claims approved by the Commission during the Agreement Term;
- (h) Serve as a liaison with the State Controller's Office and Commission regarding (i) statewide cost estimate request responses, and (ii) general questions from the State Controller's Office;
- (i) Provide representation of District with respect to any State audit of mandate reimbursement claims that were prepared and submitted with SI&A's assistance pursuant to this Agreement, unless prior to claim submission SI&A advised District that SI&A would not provide audit assistance, due to potentially unresolved audit issues (such as documentation or data problems) or claim rejection concerns; and
- (j) Free access to K-12 Daily. K-12 Daily is an online trusted source for what's News in Education. Reporting is aimed at an audience of educators, school administrators and policy-makers.

## **EXHIBIT C**

### **SITESERV<sup>SM</sup> SERVICES (SiteServ)**

During the Agreement Term, SiteServ include the development of a site service plan for **Six (6)** school sites (Sites) (as listed on Attachment C-1) and SI&A agrees to provide District the following services:

- (a) Two (2) on-site visits for training and advisory sessions at each Site each Agreement Year;
- (b) Coordinate between District and Sites for data collection;
- (c) Advise and assist each Site and its personnel to (1) develop a more in-depth understanding of reimbursable costs under the State's mandates, (2) determine the documentation required to substantiate such costs, and (3) meet the school's documentation completion deadlines to enable SI&A to prepare claims for timely submission to the State Controller's Office;
- (d) Expanded training sessions with SI&A and District which may be held concurrently with District or other Site training sessions. A mutually acceptable schedule will be developed specifying the dates when the training sessions will occur. Since new State mandates not in effect on the Effective Date ("New Mandates") may be authorized during an Agreement Year, SI&A shall incorporate training for New Mandates into SiteServ services if the New Mandates are approved by the State Controller's Office and the filing deadline falls within the Agreement Term; and
- (e) Include milestones to be achieved by each Site in the site service plan and prepare a district level summary status report showing each Site's progress regarding its ability to remain current on documentation requirements for site based claims at the end of each milestone. SI&A's resources for addressing issues identified in the summary status report are beyond the Initial Scope of Services.

## **ATTACHMENT C-1**

### **Designated Site(s)**

Brookside Elementary  
Medea Creek Middle  
Oak Hills Elementary  
Oak Park High  
Oak View High/Oak Park Independent Study  
Red Oak Elementary

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 19, 2019**  
**SUBJECT: B.1.i. APPROVE NOTICE OF COMPLETION, PROJECT 19-01S, MULTIPURPOSE ROOM STRUCTURAL REPAIRS AT RED OAK ELEMENTARY SCHOOL**

CONSENT

**ISSUE:** Shall the Board approve the Notice of Completion for Project 19-01S, Multipurpose Room Structural Repairs at Red Oak Elementary School, contracted with Omega Construction Company, Inc.?

**BACKGROUND:** On October 16, 2018, the Board of Education authorized the award of a contract for Project 19-01S, Multipurpose Room Structural Repairs at Red Oak Elementary School, contracted with Omega Construction Company, Inc. of Northridge, 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.

**FISCAL IMPACT:** No direct impact; a Notice of Completion limits the period that prime contractors, subcontractors and suppliers may record liens or file stop payment notices.

**ALTERNATIVES:**

1. Approve the Notice of Completion for Project 19-01S, Multipurpose Room Structural Repairs at Red Oak Elementary School, contracted with Omega Construction Company, Inc. of Northridge, California.
2. Do not approve the Notice of Completion.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Keith Henderson, Bond Program Construction Manager  
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: Red Oak Elementary School, 4857 Rockfield Street, Oak Park, CA 91377

That on or about February 19, 2019 the said Oak Park Unified School District of Ventura County entered into a contract with Omega Construction Company, Inc., of Northridge, California, for Project 19-01S, Multipurpose Room Structural Repairs at Red Oak Elementary School, on certain real property hereinbefore described: that said building and improvements were actually completed on March 19, 2019; 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**

**NOTICE OF COMPLETION, PROJECT 19-01S, MULTIPURPOSE ROOM  
STRUCTURAL REPAIRS AT RED OAK ELEMENTARY SCHOOL**

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**PROJECT NUMBER AND TITLE**

**TITLE:** PROJECT 19-01S, MULTIPURPOSE ROOM STRUCTURAL REPAIRS AT RED OAK ELEMENTARY SCHOOL

**DESCRIPTION:** REPAIR IDENTIFIED STRUCTURAL DETERIORATION IN AN 8-FOOT SECTION OF THE SOUTH WALL OF THE RED OAK ELEMENTARY SCHOOL MULTIPURPOSE ROOM

**DATE OF AUTHORIZATION:** FEBRUARY 19, 2019

**PROJECT BUDGET**

**AMOUNT:** \$34,408

**DATE OF AUTHORIZATION:** FEBRUARY 19, 2019

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**AWARD OF CONTRACT**

**DATE OF BOARD AWARD:** FEBRUARY 19, 2019

**CONTRACTOR INFORMATION**

**COMPANY NAME:** OMEGA CONSTRUCTION COMPANY, INC.

**LOCATION:** NORTHRIDGE, CA

**CONTRACT AMOUNT**

**ORIGINAL CONTRACT AMOUNT:** \$34,408

**CONTRACTORS CHANGE ORDERS (IF APPLICABLE)**

**NUMBER OF CHANGE ORDERS:** None

**TOTAL COST OF ALL CHANGE ORDERS:** \$0.00

**REVISED CONTRACT AMOUNT:** \$34,408

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**NOTICE OF COMPLETION**

**DATE OF APPROVAL:** MARCH 19, 2019

**FINAL CONTRACT AMOUNT:** \$34,408



**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MARCH 19, 2019**

**SUBJECT: B.2.a. APPROVE 2018-19 SCHOOL PLAN FOR STUDENT ACHIEVEMENT**  
**ACTION**

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**ISSUE:** Shall the Board approve each site's School Plan for Student Achievement?

**BACKGROUND:** The School Plan for Student Achievement (SPSA) is meant to consolidate all school-level planning efforts into one plan for programs funded through the consolidated application (ConApp), pursuant to the California Education Code (EC) Section 64001 and the Elementary and Secondary Education Act as amended by the Every Student Succeeds Act (ESSA).

The School Site Council (SSC) is required to develop and annually review the SPSA, establish an annual budget, and make modifications in the plan to reflect changing needs and priorities, as applicable, pursuant to EC 52853(b) and 52855.

The implementation of ESSA in California presents an opportunity for schools to innovate with their federally-funded programs and align them with the priority goals of the school and the LEA that are being realized under the state's Local Control Funding Formula (LCFF). LCFF provides schools and LEAs flexibility to design programs and provide services that meet the needs of students in order to achieve readiness for college, career, and lifelong learning. The SPSA planning process supports continuous cycles of action, reflection, and improvement. The School Plans for Student Achievement for all schools are available at this link: <https://goo.gl/ZPtsYZ>

**FISCAL IMPACT:** None

**ALTERNATIVES:**

1. Approve the School Plan for Student Achievement for each site.
2. Do not approve the School Plan for Student Achievement for each site.

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 19, 2019**  
**SUBJECT: B.2.b. APPROVE DISTRICT INSTRUCTIONAL CALENDAR FOR SCHOOL YEAR 2020-2021**

ACTION

**ISSUE:** Shall the Board of Education approve the instructional calendar of 2020-2021?

**BACKGROUND:** At the direction provided to staff by the Board at their December 11, 2018 meeting the District Calendar Committee reconvened on January 28, 2019, and sent two draft calendars to the Oak Park Teacher's Association and Oak Park Classified Association for them to conduct an advisory vote. The accompanying calendar received the greatest number of votes and staff recommends the Board approve this calendar.

**FISCAL IMPACT:** None

**ALTERNATIVES:** 1. Approve the 2020-2021 school year calendar.  
2. Do not approve 2020-2021 school year calendar.

**RECOMMENDATION:** Alternative #1.

Respectfully submitted,

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

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT - **DRAFT - 3-19-2019**

## JULY 2020- JUNE 2021 - STUDENT/TEACHER CALENDAR

JULY 2020							JANUARY 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2
5	6	7	8	9	10	11		3	4	5	6	7	8
12	13	14	15	16	17	18		10	11	12	13	14	15
19	20	21	22	23	24	25		17	18	19	20	21	22
26	27	28	29	30	31			24	25	26	27	28	29
								31					
AUGUST 2020							FEBRUARY 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1		1	2	3	4	5	6
2	3	4	5	6	7	8		7	8	9	10	11	12
9	10	11	12	13	14	15		14	15	16	17	18	19
16	17	18	19	20	21	22		21	22	23	24	25	26
23	24	25	26	27	28	29		28					
30	31												
SEPTEMBER 2020							MARCH 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5		1	2	3	4	5	6
6	7	8	9	10	11	12		7	8	9	10	11	12
13	14	15	16	17	18	19		14	15	16	17	18	19
20	21	22	23	24	25	26		21	22	23	24	25	26
27	28	29	30					28	29	30	31		
OCTOBER 2020							APRIL 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3					1	2	3
4	5	6	7	8	9	10		4	5	6	7	8	9
11	12	13	14	15	16	17		11	12	13	14	15	16
18	19	20	21	22	23	24		18	19	20	21	22	23
25	26	27	28	29	30	31		25	26	27	28	29	30
NOVEMBER 2020							MAY 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7							1
8	9	10	11	12	13	14		2	3	4	5	6	7
15	16	17	18	19	20	21		9	10	11	12	13	14
22	23	24	25	26	27	28		16	17	18	19	20	21
29	30							23	24	25	26	27	28
								30	31				
DECEMBER 2020							JUNE 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5			1	2	3	4	5
6	7	8	9	10	11	12		6	7	8	9	10	11
13	14	15	16	17	18	19		13	14	15	16	17	18
20	21	22	23	24	25	26		20	21	22	23	24	25
27	28	29	30	31				27	28	29	30		

# Denotes School Holiday

# Denotes Beginning and End of school

# Denotes Teacher Prep Day (Some Students in School/Some Students Out of School)

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MARCH 19, 2019**

**SUBJECT: B.2.c. APPROVE UPDATED BOARD POLICY AND NEW ADMINISTRATIVE REGULATION 6152.1 – PLACEMENT IN MATHEMATICS COURSES- AND REVIEW MATH PATHWAYS**

**ACTION**

**ISSUE:** Shall the Board of Education approve the proposed amendment to Board Policy 6152.1 – Placement in Mathematics Courses and review the Math pathways for Middle and High School. ?

**BACKGROUND:** Board Policy 6152.1 is being updated to clarify which policy components are mandated and to expand program evaluation to include a report on the percentage of students who have successfully completed mathematics courses that satisfy the requirements for entrance to the University of California and California State University. New regulation includes material formerly in BP, including the appeals process, the requirement to post the policy on the district's website, and circumstances under which staff recommendations may be considered in course placement. Regulation also includes examples of objective academic measures that may be used to place students in mathematics courses.

Staff will also be sharing the updated math pathways for the board's review.

**FISCAL IMPACT:** None

**ALTERNATIVES:**

1. Approve the amendment to Board Policy 6152.1 – Placement in Mathematics Courses as First and Final Reading
2. Do not approve the adoption Board Policy 6152.1 – Placement in Mathematics Courses.

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

Respectfully submitted,

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

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6152.1(a)

## Placement in Mathematics Courses

The Governing Board believes that a student's placement in an academic course should be primarily based on the student's current academic needs and abilities. A sound educational program must include the study of subjects that prepare students for admission to higher education and/or a fulfilling careers. To the extent possible, district students shall be provided an opportunity to complete a sequence of mathematics courses recommended for admission into the University of California and California State University systems.

(cf. 6141.5 - Advanced Placement)

(cf. 6142.92 - Mathematics Instruction)

(cf. 6143 - Courses of Study)

(cf. 6146.1 - High School Graduation Requirements)

The Superintendent or designee shall work with district teachers, counselors, and administrators and the representatives of feeder schools to develop a well-articulated sequence of mathematics courses and consistent protocols for placing students in mathematics courses offered at district high schools.

Such placement protocols shall systematically take into consideration multiple objective academic measures that may include, but are not limited to, statewide mathematics assessments, including state interim and summative assessments; placement tests that are aligned to state-adopted content standards in mathematics; classroom assignment and grades; and report cards. (Education Code 51224.7)

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 6011 - Academic Standards)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - State Academic Achievement Tests)

~~Students shall be enrolled in mathematics courses based on the placement protocols. No student shall repeat a mathematics course which he/she has successfully completed based on the district's placement protocols.~~

~~When a student does not qualify to be enrolled in a higher level mathematics course based on a consideration of the objective measures specified in the placement protocols, he/she may nevertheless be admitted to the course based on the recommendation of a teacher or counselor who has personal knowledge of the student's academic ability.~~

~~The placement protocols shall specify a time within the first month of the school year when students shall be reevaluated to ensure that they are appropriately placed in mathematics courses and shall specify the criteria the district will use to make this determination. Any student found to be misplaced shall be promptly placed in the appropriate mathematics course. Within 10 school days of an initial placement decision or a placement decision upon reevaluation, a student and his/her parent/guardian who disagree with the placement of the~~

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6152.1(b)

~~student may appeal the decision to the Superintendent or designee. The Superintendent or designee shall decide whether or not to overrule the placement determination within 10 school days of receiving the appeal. The decision of the Superintendent or designee shall be final.~~

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

District staff shall implement the placement protocols uniformly and without regard to students' ~~race, sex, gender, nationality, ethnicity,~~ socioeconomic background, or any characteristic specified in BP 0410 – Nondiscrimination in District Programs and Activities, including, but not limited to, race, sex, gender, nationality, and ethnicity. ~~other subjective or discriminatory consideration in making placement decisions.~~

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

*(cf. 0415 – Equity)*

*(cf. 6174 – Education for English Learners)*

The placement protocols shall provide for at least one reevaluation within the first 5-weeks month of the school year to ensure that students are appropriately placed in mathematics courses and shall specify the criteria the district will use to make this determination. Any student found to be misplaced shall be promptly placed in the appropriate mathematics course.

If a student or parent/guardian questions the student's placement, they may appeal the decision to the site administrator. The student or parent/guardian may appeal the site administrator's decision to the Superintendent or designee. The decision of the Superintendent or designee shall be final.

The Superintendent or designee shall ensure that all teachers, counselors, and other district staff responsible for determining students' placement in mathematics courses receive training on the placement protocols.

*(cf. 4131 - Staff Development)*

~~Prior to the beginning of each school year, the Superintendent or designee shall communicate the district's commitment to providing students with the opportunity to complete mathematics courses recommended for college admission, including approved placement protocols and the appeal process, to parents/guardians, students, teachers, school counselors, and administrators.~~

~~This policy and the district's mathematics placement protocols shall be posted on the district's web site. (Education Code 51224.7)~~

~~(cf. 1113 – District and School Websites)~~

~~Annually,~~ The Board and the Superintendent or designee shall annually review student data related to placement and advancement in the mathematics courses offered at district high schools

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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Instruction

BP 6152.1(c)

to ensure that students who are qualified to progress in mathematics courses based on their performance on objective academic measures are not **being** held back in a disproportionate manner on the basis of **any subjective or discriminatory basis**, and shall develop strategies for **removing any identified barriers to students' access to mathematics courses**. ~~their race, ethnicity, gender, or socioeconomic background.~~ The ~~Board and~~ Superintendent or designee shall also report on the percentage of district students who have successfully completed mathematics courses that satisfy the requirements for entrance to the University of California and the California State University. ~~consider appropriate recommendations for removing any identified barriers to students' access to mathematics courses.~~

(cf. 0460 – Local Control and Accountability Plan)

(cf. 0500 - Accountability)

## **Legal Reference:**

### EDUCATION CODE

200-262.4 Prohibition of discrimination

48070.5 Promotion and retention; required policy

51220 Areas of study, grades 7-12

51224.5 Completion of Algebra I or Mathematics I

51224.7 California Mathematics Placement Act of 2015

51225.3 High school graduation requirements

51284 Financial literacy

52060-52077 Local control and accountability plan

60605 State-adopted content and performance standards in core curricular areas

60605.8 Common Core standards

60640-60649 California Assessment of Student Performance and Progress

## **Management Resources:**

### CSBA PUBLICATIONS

Math Misplacement, Governance Brief, September 2015

~~Governing to the Core, Governance Briefs~~

### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Mathematics Framework for California Public Schools: Kindergarten Through Grade Twelve, 2013

California Common Core State Standards: Mathematics, January 2013

### COMMON CORE STATE STANDARDS INITIATIVE PUBLICATIONS

Appendix A: Designing High School Mathematics Courses Based on the Common Core State Standards

### LAWYERS' COMMITTEE FOR CIVIL RIGHTS OF THE SAN FRANCISCO BAY AREA (LCCR)

Held Back - Addressing Misplacement of 9th Grade Students in Bay Area School Math Classes

### WEB SITES

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

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

Common Core State Standards Initiative: <http://www.corestandards.org/math>

Lawyers' Committee for Civil Rights of the San Francisco Bay Area (LCCR): <http://www.lccr.com>

Northwest Evaluation Association, Measures of Academic Progress: <http://www.nwea.org>

University of California, Mathematics Diagnostic Testing Project: <http://mdtp.ucsd.edu>

Adopted: 4-19-2016

Amended: 4-17-2018, 3-19-19

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

*Series 6000*

*Instruction*

*AR 6152.1(a)*

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## **Placement In Mathematics Courses**

### **Placement Protocols**

In determining student placement in mathematics courses for students entering grade 9, the Superintendent or designee shall assess whether each student has the prerequisite skills for success in the course and consider student and parent/guardian requests. Such determinations shall be based on multiple measures, including, but not limited to, the following:

1. The mathematics grades earned in eighth grade.
2. The student's grades in their previous mathematics courses.
3. Interim and Summative grade 8 mathematics assessments from California Assessment of Student Performance and Progress (CAASPP).
4. Other assessments such as University of California's Mathematics Diagnosis Testing Project (MDTP) and/or district benchmark assessments.
5. For students with disabilities, an alternate test or other measures when designated in a student's individualized education program (IEP).

*(cf. 5121 - Grades/Evaluation of Student Achievement)*

*(cf. 6142.92 - Mathematics Instruction)*

*(cf. 6143 - Courses of Study)*

*(cf. 6162.5 - Student Assessment)*

*(cf. 6162.51 - State Academic Achievement Tests)*

Individual student performance data shall be analyzed each spring prior to scheduling and placing students into secondary mathematics courses. Students and parents/guardians shall be notified in writing by the end of the school year as to the mathematics course in which the student has been placed.

No student shall be required to repeat a mathematics course which he/she has successfully completed in accordance with district's placement protocols.

When a student does not qualify to be enrolled in a particular mathematics course based on a consideration of the objective measures specified in the placement protocol, they may nevertheless be admitted to the course based on the recommendation of a teacher or counselor who has personal knowledge of the student's academic ability.

Students who exhibit deficits in knowledge and skills needed to advance to a higher level mathematics course may receive supplemental instruction to improve achievement of mathematic content standards.

*(cf. 6011 - Academic Standards)*



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*AR 6152.1(b)*

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*(cf. 6179 - Supplemental Instruction)*

## Reevaluation

Within the first ~~progress report marking period (5 Weeks)~~ month of the school year, mathematics course placements shall be individually reevaluated to ensure placement in the most rigorous mathematics course for which the student has the potential for success.

Criteria for reevaluating each student's placement shall include, but are not limited to, course preassessment results, attendance, and student performance in the first month ~~5 weeks~~ of the school year as determined by teacher observation and grades on assignments, tests, and other assessments. Student and parent/guardian request for course placement may also be considered.

## Notification of Placement Protocol

The district's policy and protocols related to student placement in mathematics courses shall be posted on the district's web site. (Education Code 51224.7)

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

The Superintendent or designee shall also make the district's placement policy, protocols, and course sequence readily accessible to students, parents/guardians, and staff at school sites and/or in student handbooks.

## Appeals

Within 10 school days of an initial placement decision or a placement decision upon reevaluation, a student and their parent/guardian who disagree with the placement may appeal the decision to the site administrator. A student or their parent/guardian may appeal the site administrator's decision to the Superintendent or designee. The Superintendent or designee shall decide whether or not to overrule the placement determination within 10 school days of receiving the appeal.

Adopted: 3-19-19

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MARCH 19, 2019**

**SUBJECT: B.2.d. APPROVE UPDATED BOARD POLICY 6142.92 – MATHEMATICS INSTRUCTION**

**ACTION**

**ISSUE:** Shall the Board of Education approve the proposed amendment to Board Policy 6142.92 – Mathematics Instruction?

**BACKGROUND:** Board Policy 6142.92 is being updated to be consistent with the revisions made to Board Policy 6152.1 Placement in Mathematics Courses.

**FISCAL IMPACT:** None

**ALTERNATIVES:**

1. Approve the amendment to Board Policy 6142.92 – Mathematics Instruction as First and Final Reading.
2. Do not approve the adoption 6142.92 – Mathematics Instruction.

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

Respectfully submitted,

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

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT

## BOARD POLICY

Series 6000

Instruction

BP 6142.92(a)

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### Mathematics Instruction

The Governing Board desires to offer a rigorous mathematics program that progressively develops the knowledge and skills students will need to succeed in college and career. The district's mathematics program shall be designed to teach mathematical concepts in the context of real-world situations and to help students gain a strong conceptual understanding, a high degree of procedural skill and fluency, and ability to apply mathematics to solve problems.

*(cf. 6143 – Course of Study)*

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

For each grade level, the Board shall adopt academic standards for mathematics that meet or exceed the Common Core State Standards. The Superintendent or designee shall develop or select curricula that are aligned with these standards and the state curriculum framework.

*(cf. 6011 – Academic Standards)*

*(cf. 6141 – Curriculum Development and Evaluation)*

The district's mathematics program shall address the following standards for mathematical practices which are the basis for mathematics instruction and learning:

1. Overarching habits of mind of a productive mathematical thinker: Making sense of problems and persevering in solving them; attending to precision
2. Reasoning and explaining: Reasoning abstractly and quantitatively; constructing viable arguments and critiquing the reasoning of others
3. Modeling and using tools: Modeling with mathematics; using appropriate tools strategically
4. Seeing structure and generalizing: Looking for and making use of structure; looking for and expressing regularity in repeated reasoning

In addition, the program shall be aligned with grade-level standards for mathematics content.

For grades K-8, content shall address, at appropriate grade levels, counting and cardinality, operations and algebraic thinking, number and operations in base ten, fractions, measurement and data, geometry, ratios and proportional relationships, functions, expression and equations, the number system, and statistics and probability. Students shall learn the concepts and skills that prepare them for the rigor of high mathematics.

For higher mathematics, the district shall offer a pathway of courses through which students shall be taught concepts that address number and quantity, algebra, functions, modeling, geometry, and statistics and probability.

# OAK PARK UNIFIED SCHOOL DISTRICT

## BOARD POLICY

Series 6000

Instruction

BP 6142.92(b)

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The Superintendent or designee shall ~~develop protocols to~~ ensure that students are appropriately placed in mathematics courses and are not ~~unnecessarily~~ required to repeat a course that they have successfully completed in an earlier grade level. [Placement decisions shall be based on consistent protocols and multiple academic measures.](#)

*(cf. 6152.1 – Placement in Mathematics Courses)*

~~For higher mathematics, the district shall offer a pathway of courses through which students shall be taught concepts that address number and quantity, algebra, functions, modeling, geometry, and statistics and probability.~~

The Superintendent or designee shall ensure that certificated staff have opportunities to participate in professional development activities designed to increase their knowledge and skills in effective mathematics teaching practices.

*(cf. 4131 - Staff Development)*

*(cf. 4331 – Staff Development)*

The Superintendent or designee shall ensure that students have access to sufficient instructional materials, including manipulatives and technology, to support a balanced, standards-aligned mathematics program.

*(cf. 0440 – District Technology Plan)*

*(cf. 1312.2 – Complaints Concerning Instructional Materials)*

*(cf. 1312.4 – Williams Uniform Complaint Procedures)*

*(cf. 6161.1 - Selection and Evaluation of Instructional Materials)*

*(cf. 6161.11 - Supplementary Instructional Materials)*

*(cf. 6163.1 – Library Media Centers)*

The Superintendent or designee shall provide the Board with data from state and district mathematics assessments and program evaluation to enable the Board to monitor program effectiveness.

*(cf. 0460 – Local Control and Accountability Plan)*

*(cf. 0500 – Accountability)*

*(cf. 6162.5 – Student Assessment)*

*(cf. 6162.51 – State Academic Achievement Tests)*

*(cf. 6162.52 – High School Exit Examination)*

*(cf. 6190 – Evaluation of the Instructional Program)*

### **Legal Reference:**

#### **EDUCATION CODE**

51210 Areas of study, grades 1- ~~through~~ 6

51220 Areas of study, grades 7- ~~through~~ 12

51224.5 Algebra in course of study for grades 7-12

[51224.7 California Mathematics Placement Act of 2015](#)

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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Instruction

BP 6142.92(c)

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51225.3 High school graduation requirements

51284 Financial literacy

60605 State-adopted content and performance standards in core curricular areas

60605.8 Common Core standards

## **Management Resources:**

### CSBA PUBLICATIONS

*Governing to the Core, Governance Briefs*

### California Department of Education PUBLICATIONS

*Mathematics Framework for California Public Schools: Kindergarten Through Grade Twelve, 2013*

*California Common Core State Standards: Mathematics, rev. January 2013*

### COMMON CORE STATE STANDARDS INITIATIVE PUBLICATIONS

*Appendix A: Designing High School Mathematics Courses Based on the Common Core State Standards*

### Web Sites

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

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

Common Core State Standards Initiative: <http://www.corestandards.org/math>

Adopted: 9-17-02

Amended: 6-15-04, 9-16-14, 3-19-2019

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 19, 2019**  
**SUBJECT: B.3.a. APPROVE ACCEPTANCE OF DONATION**

ACTION

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

**BACKGROUND:** The following donation has been made to the District:

Site/Program	Gift/Donor	Gift
Oak Park High School – Rocket Team	Aerojet Rocketdyne Foundation	\$1,000

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

Respectfully submitted,

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

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 19, 2019**  
**SUBJECT: B.3.b. APPROVE RESOLUTION #19-08, CALLING FOR FULL AND FAIR FUNDING OF CALIFORNIA'S PUBLIC SCHOOLS**

ACTION

**ISSUE:** Shall the Board approve Resolution #19-08, Calling for Full and Fair Funding of California's Public Schools?

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

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

To that end, it is the recommendation of staff that the Board approve the accompanying resolution urging the State Legislature to fund California's public schools at the national average or higher by the year 2020, and at a level equal to or above the average of the top 10 states by 2025.

**FISCAL IMPACT:** There is no immediate impact in the approval of this resolution. If the stated goals are enacted into law it is anticipated that it will provide the resources needed to offer all California students a high-quality education.

**ALTERNATIVES:**

1. Approve Resolution #19-08, Calling for Full and Fair Funding of California's Public Schools.
2. Do not approve Resolution #19-08.

**RECOMMENDATION:** Alternative No. 1

Respectfully submitted,

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

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

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

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

**RESOLUTION # 19-08**  
**BEFORE THE GOVERNING BOARD**  
**OF THE OAK PARK UNIFIED SCHOOL DISTRICT**

**CALLING FOR FULL AND FAIR FUNDING OF CALIFORNIA’S PUBLIC SCHOOLS**

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

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

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

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

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

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

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

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

**WHEREAS**, to close opportunity and achievement gaps and create a public school system that offers consistently high levels of education, the State must provide appropriate resources to meet student need

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

The foregoing Resolution was adopted by the Governing Board of the Oak Park Unified School District on the 19th day of March, 2019 by the following vote:

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSENT: \_\_\_\_\_  
ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
President, Governing Board of the  
Oak Park Unified School District

I, Allen Rosen, 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 March 19, 2019.

\_\_\_\_\_  
Clerk, Governing Board of the  
Oak Park Unified School District



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 19, 2019**  
**SUBJECT: B.3.c. APPROVE RESOLUTION #19-09, CALLING FOR SPECIAL EDUCATION FUNDING**

ACTION

**ISSUE:** Shall the Board approve Resolution #19-09, Calling for Special Education Funding for California's Public Schools?

**BACKGROUND:** California provides educational services to more than 700,000 children with identified disabilities. While the current amount of funding for students with significant disabilities, such as autism, blindness, deafness or severe orthopedic impairments, is far below amounts necessary to support their education the cost of materials, equipment, technology, and/or specialized services necessary for these students far exceed the per-ADA amount provided, with the average costs estimated at \$17,600 and can be as high as \$40,000.

The passage of AB 428 (Medina, D-Riverside) would increase and equalize AB 602 base funding rates, establish a funding mechanism for preschool programs for children with disabilities, provide additional funding for students with the most intensive needs, and address declining enrollment SELPAs. We urge the Governor and California State Legislature to support and fund AB 428 (Medina)

**FISCAL IMPACT:** There is no immediate impact in the approval of this resolution. If AB 428 is enacted into law it is anticipated that it will provide additional funding to SELPAs to support students with the most intensive needs.

**ALTERNATIVES:**

1. Approve Resolution #19-09, Calling for Special Education Funding of California's Public Schools.
2. Do not approve Resolution #19-09.

**RECOMMENDATION:** Alternative No. 1

Respectfully submitted,

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

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

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

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

**RESOLUTION # 19-09**  
**BEFORE THE GOVERNING BOARD**  
**OF THE OAK PARK UNIFIED SCHOOL DISTRICT**

**FUNDING FOR CHILDREN WITH DISABILITIES**

**WHEREAS**, special education is a federal and state mandated education program that entitles children with disabilities to receive a free appropriate public education; and

**WHEREAS**, California provides educational services to more than 700,000 children with identified disabilities; and

**WHEREAS**, California’s neutral funding formula (Assembly Bill [AB] 602) does not adequately or equitably provide the necessary funding to pay for the increasing costs of providing educational services to students with disabilities; and

**WHEREAS**, special education AB 602 funding rates among Special Education Local Plan Areas (SELPA’s) vary considerably without justification; and

**WHEREAS**, the Legislative Analyst’s Office has consistently recommended that the Legislature equalize special education AB 602 funding rates; and

**WHEREAS**, there has been a significant increase in the population of preschool-age children with autism, many of whom require intensive services; and

**WHEREAS**, California does not fund average daily attendance (ADA) or special education services for preschool-aged children with disabilities; and

**WHEREAS**, preschool-age children with disabilities who receive high-quality care and education before kindergarten are 40% to 60% less likely to need special education interventions when they reach school age; and

**WHEREAS**, funding preschool programs for children with disabilities provides educational and social benefits that results in significant future cost savings to state and local educational agencies (LEAs); and

**WHEREAS**, in March 2015, the California Statewide Special Education Task Force issued a report recommending the state establish a new preschool funding mechanism and equalize AB 602 base funding rates; and

**WHEREAS**, the current amount of funding for students with significant disabilities, such as autism, blindness, deafness or severe orthopedic impairments, is far below amounts necessary to support their education; and

**WHEREAS**, the cost of materials, equipment, technology, and/or specialized services necessary for these students far exceed the per-ADA amount provided, with the average costs estimated at \$17,600 and can be as high as \$40,000; and

**WHEREAS**, the Governor’s 2019-20 State Budget proposal attempts to address the needs for students with disabilities for a small subset of LEAs, but does not propose any additional funding for these critical special education funding issues statewide; and

**WHEREAS**, AB 428 (Medina, D-Riverside) would increase and equalize AB 602 base funding rates, establish a funding mechanism for preschool programs for children with disabilities, provide additional funding for students with the most intensive needs, and address declining enrollment SELPA’s; and

**WHEREAS**, the Oak Park Unified School District supports increased funding for special education equalization, the creation of a preschool funding mechanism for children with disabilities, and additional resources for students with high-cost disabilities as proposed in AB 428 (Medina); and

**NOW THEREFORE BE IT RESOLVED**, that the Governing Board of the Oak Park Unified School District urges Governor Gavin Newsom and the California State Legislature to support and fund AB 428 (Medina).

The foregoing Resolution was adopted by the Governing Board of the Oak Park Unified School District on the 19th day of March, 2019 by the following vote:

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSENT: \_\_\_\_\_  
ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
President, Governing Board of the  
Oak Park Unified School District

I, Allen Rosen, 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 March 19, 2019.

\_\_\_\_\_  
Clerk, Governing Board of the  
Oak Park Unified School District

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 19, 2019**  
**SUBJECT: B.3.d. DISCUSS 2019 MEASURE S BOND PRIORITY PROJECTS PLAN AND RELATED FUNDING ISSUES**

DISCUSSION

**ISSUE:** Shall the Board receive information from staff and the Measure S Planning Committee relative to the annual update to the 2019 Measure S Bond Master Plan priorities, and discuss the proposed plan and related funding options?

**BACKGROUND:** The 25-member Measure S Committee, comprised of parents, teachers, principals, district-level staff, and architect, has met monthly since September 2019 to evaluate and update Measure S project priorities based on the most current information available. At its most recent meetings, held March 4, 2019, the Committee received information from staff pertaining to the rapid increase in construction costs, coupled with a 4-5 year delay in state School Building Program modernization matching funds, which have significantly and adversely impacted the District's 5-year Measure S Master Plan. At this evening's meeting, the Administration and Construction Management team will provide the most current information pertaining to construction costs and funding challenges, including input from the Measure S Planning Committee. It is anticipated that several options for construction and funding alternatives will be presented for the Board's information, consideration, discussion, input, and direction to staff and to the Measure S Planning Committee to finalize the updated 2019 Measure S Master Plan.

In its discussion of the project priority plan this evening, it is also appropriate that the Board consider and explore the related bond funding options that will inform the timing and priorities of projects to be included in the final plan, which will be approved at a subsequent meeting of the Board.

**FISCAL IMPACT:** None – for information and discussion only.

**RECOMMENDATION:** None – for information and discussion only.

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MARCH 19, 2019**

**SUBJECT: B.3.e. APPROVE AWARD OF BID, MEASURE S PROJECT 17-47S,  
DSA CERTIFICATION OF ADMINISTRATION BUILDING AT  
BROOKSIDE ELEMENTARY SCHOOL**

ACTION

**ISSUE:** Shall the Board approve the award of Bid 17-47S and a construction for Measure S Project 17-47S, DSA Certification of Administration Building at Brookside Elementary School?

**BACKGROUND:** The Measure S Master Plan approved by the Board at its meeting on March 20, 2018 included Project 17-47S, DSA Certification of Administration Building at Brookside Elementary School. The project was authorized by the Board at its meeting on December 11, 2018. The budget established for this project includes a direct construction cost of \$715,675, a 10% project contingency of \$71,568, and a 30% allowance for soft costs of \$236,173, for a total project budget of \$1,023,416. On March 5, 2019, three bids were received in response to the District's call for proposals. The following is a recap of the bids received:

<b>Contractor</b>		<b>Base Bid</b>		<b>Alternate Bid</b>
SBS Corporation, Inc.	\$	989,827	\$	19,720
Waisman Construction, Inc.	\$	1,060,000	\$	15,000
Omega Construction, Inc.	\$	1,118,000	\$	9,500

The bids have been carefully reviewed and analyzed by Balfour Beatty Construction and the construction management team, the Measure S Planning Subcommittee, and District Administration. It is essential to complete this project in order to receive DSA certification and closeout signifying the building's compliance with structural safety and seismic requirements. The increase in the project cost is driven by the strict structural requirements imposed by DSA and the rapid increase in construction costs.

The review and analysis prepared by Balfour Beatty follows for the Board's information and review. It is recommended that Bid 17-47S and a construction contract for Measure S Project 17-47S be awarded to SBS Corporation, Inc, Base Bid only, in the amount of \$989,827, as lowest responsive and responsible bidder.

**FISCAL IMPACT:** The recommended approval and award of contract will increase the budget for this project by \$312,858; the Measure S Master Plan will be adjusted accordingly.

**ALTERNATIVES:**

1. Award Bid 17-47S and a construction contract for Project Measure S Project 17-47S, DSA Certification of Administration Building at Brookside Elementary School to SBS Corporation, Inc, Base Bid only, in the amount of \$989,827, as lowest responsive and responsible bidder.
2. Reject all bids received and direct staff to re-bid the project.

**RECOMMENDATION:** Alternative No. 1

**BOARD MEETING, MARCH 19, 2019**

Approve Award of Bid, Measure S Project 17-47S,

DSA Certification of Administration Building

At Brookside Elementary School

Page 2

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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



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

March 8, 2019

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

Re: Project 17-47S DSA Certification of Administration Building at Brookside E.S.  
Recommendation to Award to the Lowest Responsive Bidder

Dear Mr. Klauss,

The District received bids for 17-47S DSA Certification of Administration Building at Brookside Elementary on March 6, 2019. 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 August 15, 2019.

CONTRACTOR	BASE BID	Add Alternate (Not accepted)	Total Bid
<i>SBS Corporation</i>	\$989,827.00	\$19,720	\$989,827.00
<i>Waisman Construction, Inc.</i>	\$1,060,000.00	\$15,000	\$1,060,000.00
<i>Omega Construction</i>	\$1,118,000.00	\$9,500	\$1,118,000.00

The estimated construction cost for this project was \$715,765.00, plus a 30% cost of \$236,173.00, plus a 10% contingency of \$71,568.00 for a total estimated project budget of \$1,023,416.00. The construction estimate did not include an estimated escalation factor.

The primary factor in the cost over-run is the complexity of the structural work required by DSA to reinforce the parapet walls and connect the building frame to the foundation. This type of specialty work is unique and hard to estimate as it will require the fabrication and fit-up of one-off shaped beams and bent plate connectors that includes field measurement, shop fabrication, field adjustments and modifications and finally installation in very confined spaces. Also contributing to the cost over-run is the structural work performed in a confined space, (reducing productivity and added safety costs), modifications to an existing structure added to bidder's contingencies (for unforeseen condition's) and contractor's may have bid work at over-time rates and management expenses due to a very tight 45 day construction schedule.

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 Board of Education at its March 19, 2019 meeting authorize the District staff to proceed with issuance of a Notice of Award and agreement to SBS Corporation for the construction cost of \$989,827.00. The Total Project Budget of \$1,336,274.00 will include the \$989,827.00 construction cost, a 28% committed soft cost budget of \$274,879.00 and a 7.2% contingency of \$71,568.00 (per the original estimate).

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

Respectfully,

Dennis Kuykendall  
Senior Project Executive, Balfour Beatty Construction

Attachments: Bid Sheet Tabulation  
Project Budget

cc. Keith Henderson, OPUSD  
Leon Cavallo, BBC

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 19, 2019**  
**SUBJECT: B.3.f. APPROVE AGREEMENT FOR DSA INSPECTION SERVICES, MEASURE S PROJECT 17-47S, DSA CERTIFICATION OF ADMINISTRATION BUILDING AT BROOKSIDE ELEMENTARY SCHOOL**

ACTION

**ISSUE:** Shall the Board of Education approve an agreement with Kenco Construction Services, Inc. for DSA-required project Inspector of Record (IOR) services for Project 17-47S, DSA Certification of Administration Building at Brookside Elementary School?

**BACKGROUND:** The Division of the State Architect requires that all construction projects submitted for its review and approval must have a DSA-approved Inspector of Record (IOR) and as appropriate, a DSA-approved testing laboratory. Effective June 1, 2013, these services cannot both be provided by a single firm for the same project.

Measure S Project 17-47S, DSA Certification of Administration Building at Brookside Elementary School, will require the services of a DSA-approved firm to provide necessary testing and inspection during construction. Over the last several years, Kenco Construction Services has expertly and efficiently provided similar services for District construction projects. At the request of staff, Kenco Construction Services has submitted the accompanying proposal of estimated costs for this project; cost will be incurred only for actual IOR services provided. It is the recommendation of the Facilities and Construction management staff that the Board approve an agreement with Kenco Construction Services, Inc. for required DSA Inspector of Record services for this project.

**FISCAL IMPACT:** The cost of this mandated service is included in the board-approved project budget.

**ALTERNATIVES:**

1. Approve an agreement with Kenco Construction Services, Inc. for DSA-approved Inspector of Record services for Project 17-47S, DSA Certification of Administration Building at Brookside Elementary School, based on the accompanying proposal.
2. Do not approve an agreement for DSA-required construction testing services.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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

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

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





EIN #27-2782038  
SOS Corp. # 3245180

***"Building Safer Schools"***

## **Proposal for DSA Inspection.**

**Date:** 2-01-19

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

**Proposed Projects:** **Brookside Admin Building post installation repairs and certification :**  
Brookside Elementary School 165 Satinwood Ave. Oak Park, CA. 91377

**DSA App. Number:** 03-118756

**Scope of Work:** Provide onsite DSA Class 2 inspection including oversight for the repairs and improvements to the buildings per the drawings and specs.

**Project Duration:** Estimated project start date ..... May 25<sup>th</sup>, 2019  
Estimated project completion date ..... July 25<sup>th</sup>, 2019

**Estimated Cost:** DSA Class 2 Inspector @ \$80.00 per hour  
Estimated days of inspection including occasional Saturdays (53days) ..... 424 hrs.  
Estimated cost for DSA inspection/oversite ..... **\$ 33,920.00**

**Total estimated cost for onsite inspection .....\$ 33,920.00**

### **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 \$120.00 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 **May 25<sup>th</sup>, 2019** 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 **\$80.00 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: 2019.02.01 15:54:09  
-08'00'

X V.P.

X

Jeff Barnes, Executive Vice President  
KENCO Construction Services, Inc.  
Date: 2-1-19

District Authorized Agent  
Oak Park Unified School District  
Date:

Pg. 2

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 19, 2019**  
**SUBJECT: B.3.g. APPROVE AGREEMENT FOR DSA TESTING AND INSPECTION SERVICES – MEASURE S PROJECT 17-47S, DSA CERTIFICATION OF ADMINISTRATION BUILDING AT BROOKSIDE ELEMENTARY SCHOOL**  
**ACTION**

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**ISSUE:** Shall the Board of Education approve an agreement with NV5, Inc. for DSA-required testing and inspection services for Project 17-47S, DSA Certification of Administration Building at Brookside Elementary School?

**BACKGROUND:** The Division of the State Architect requires that all construction projects submitted for its review and approval must have a DSA-approved Inspector of Record (IOR) and as appropriate, a DSA-approved testing laboratory. Effective June 1, 2013, these services cannot both be provided by a single firm for the same project.

OPUSD Project 17-47S, DSA Certification of Administration Building at Brookside Elementary School will require the services of a DSA-approved firm to provide necessary testing and inspection during construction. Over the past 20 years, NV5 has reliably and expertly provided similar services for District construction projects. At the request of staff, NV5 has submitted the accompanying proposal of estimated costs for this project; cost will be incurred only for actual testing services provided. It is the recommendation of the Facilities and Construction management staff that the Board approve an agreement with NV5, Inc. for DSA-required testing and inspection services for this project

**FISCAL IMPACT:** The cost of this mandated service is included in the board-approved project budget.

**ALTERNATIVES:**

1. Approve an agreement with NV5, Inc. for DSA-required testing and inspection services for Project 17-47S, DSA Certification of Administration Building at Brookside Elementary School, based on the accompanying proposal.
2. Do not approve an agreement for DSA-required construction testing services.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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



**Oak Park Unified School District**  
5801 E. Conifer Street  
Oak Park, CA 91377

February 5, 2019  
Proposal No: 2019.06.0013  
DSA No.: 03-118756  
File No.: 56-45

ATTENTION: Keith Henderson

**SUBJECT: Proposal for Materials Testing and Inspection Services for the Brookside Administration Building Renovation, 165 N. Satinwood Drive, Oak Park, CA 91301**

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
<b>Soils:</b>			
Sr. Soil Technician (ncluding nuclear guage)	\$ 104 hr	8	\$ 832.00
Maximum Density (soil) (if required)	\$ 185 ea	1	\$ 185.00
Mileage	\$ 0.65 mi	140	\$ 91.00
Geotechnical Engineer	\$ 175 hr	1	\$ 175.00
<b>Concrete:</b>			
Mix Design Review (if required)	\$ 230 ea	1	\$ 230.00
Concrete Batch Plant Inspection & follow the truck to cast cylinders	\$ 104 hr	6	\$ 624.00
Concrete compression tests (5 cys. per set)	\$ 22 ea	5	\$ 110.00
Concrete cylinder pickup	\$ 9.5 ea	5	\$ 47.50
<b>Reinforcing Steel:</b>			
Reinforcing Steel Bend tests (#5)	\$ 50 ea	1	\$ 50.00
Reinforcing Steel Tensile tests (#5)	\$ 55 ea	1	\$ 55.00
Reinforcing Steel sampling (2 hr. min.)	\$ 104 hr	2	\$ 208.00
<b>Structural Steel:</b>			
Shop Welding Inspection - material ID, welders certs & weld procedures)	\$ 88 hr	8	\$ 704.00
Field Welding Inspection	\$ 104 hr	40	\$ 4,160.00
<b>Miscellaneous:</b>			
Inspection of installation and testing of expansion anchors	\$ 104 hr	24	\$ 2,496.00
Engineering	\$ 160 hr	6	\$ 960.00
DSA (LVR-291)	\$ 395 ea	1	\$ 395.00
<b>TOTAL:</b>			<b>\$ 11,322.50</b>

**Assumptions:**


- 1 Estimate is from information provided by Client's representative.
- 2 The estimate is provided for budgetary purposes only and is not a lump sum / not to exceed cost. Billing will be for actual service provided.
- 3 Added charges will be charged in accordance with the attached 2018 Schedule of Fees and prevailing wage rates.

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.**

Reviewed By,

  
\_\_\_\_\_  
Carol Harrison  
Marketing Manager

  
\_\_\_\_\_  
Scott Moors, CEG 1901  
Vice President

Attachment:      Terms and Conditions  
                         2018 Fee Schedule

## GENERAL TERMS AND CONDITIONS

NV5

**1. The Agreement.** This Agreement between the parties, which shall describe and govern Client's engagement of "Consultant" to provide "Services" in connection with the "Project" identified in the "Proposal", consists of the Proposal, these terms and conditions, Consultant's fee schedule, and any exhibits or attachments referenced in any of these documents. Together these elements constitute the entire agreement between the parties, superseding any and all prior negotiations, correspondence, or agreements, either written or oral, with respect to the subject matter of this engagement. Consultant requests written acceptance of the Agreement through its Proposal Acceptance Form, but the following actions shall also constitute Client's acceptance of the Agreement: (1) issuing an authorizing purchase order for any of the Services; (2) authorizing Consultant's presence on site; or (3) notification, written (including e-mail) or oral, to Consultant to proceed with any of the Services.

**2. Standard of Care.** The Services shall be performed in a manner consistent with the level of care and skill ordinarily exercised by members of Consultant's profession currently practicing under similar conditions and in the same locality as the Project. Data, interpretations and recommendations by Consultant will be based solely on information discovered by, or made available to, consultant during the course of the engagement. In connection with such information, Client recognizes that subsurface conditions may vary from those observed at locations where borings, surveys, or explorations are made, and that site conditions may change over time. Consultant shall not be responsible for the use or interpretation of such information by non-parties to this Agreement. Consultant shall not be held liable for problems that may occur if Consultant's recommendations are not followed.

**3. Site Access and Conditions.** Client will provide Consultant access to the Project site for all equipment and personnel necessary for the performance of the Services. As required to effectuate such access, Client will notify all owners, lessees, contractors, subcontractors, and other possessors of the Project site that Consultant must be allowed free access to the site. While Consultant agrees to take reasonable precautions to minimize damage to the site, Client understands that, in the normal course of performing the Services, some damage may occur, and further understands that Consultant is not responsible for the correction of any such damage unless so specified in the Proposal. Client is responsible for the accuracy of locations for all subterranean structures and utilities. Consultant will take reasonable precautions to avoid known subterranean structures and utilities, and Client waives any claim against Consultant, and agrees to defend, indemnify, and hold Consultant harmless from any claim or liability for injury or loss of any party, including costs of defense, arising from damage done to subterranean structures and utilities not identified or accurately located. In addition, Client agrees to compensate Consultant for any time spent or expenses incurred by Consultant in defense of any such claim with compensation to be based upon Consultant's prevailing fee schedule and expense reimbursement policy.

**4. Cooperation and Project Understanding.** To the extent requested by Consultant, Client will make available to Consultant all information in its possession regarding existing and proposed conditions at the site. Such information shall include, but not be limited to engineering reports, plot plans, topographic surveys, hydrographic data, soil data including borings, field and laboratory tests and written reports. Client shall immediately transmit to Consultant any new information concerning site condition which becomes available, and any change in plans or specifications concerning the Project to the extent such information may affect Consultant's performance of the Services. Client agrees, upon 24 hours oral or written notice, to provide a representative at the job site to supervise and coordinate the Services. Consultant shall not be liable for any inaccurate or incorrect advice, judgment or decision which is based on any inaccurate information furnished by Client and Client shall indemnify Consultant against claims, demands, or liability arising out of, or contributed to, by such inaccurate information.

**5. Sample Disposal.** Unless other arrangements are made, Consultant will dispose of all soil and rock samples remaining at the time of report completion. Further storage or transfer of samples can be arranged at Client's prior written request, subject to a reasonable charge by Consultant. Client acknowledges that contaminated drill cuttings, sample spoils, wash water, and other materials may be produced as a result of encountering hazardous materials at the site. In such event, Consultant shall properly contain, label, and store such materials on-site, and Client shall be responsible for its proper transportation and disposal. Consultant may be able to arrange for the transportation and disposal of hazardous materials at Client's request.

**6. Construction Monitoring.** If Consultant is engaged by Client to provide a site representative for the purpose of monitoring specific portions of any construction work, as set forth in the Proposal, then this Section 6 shall apply. If Consultant's engagement does not include such construction monitoring, then this Section shall be null and void. In connection with construction monitoring, Consultant will report observations and professional opinions to Client. Consultant shall report to Client any observed work which, in Consultant's opinion, does not conform to plans and specifications. Consultant shall have no authority to reject or terminate the work of any agent or contractor of Client. No action, statements, or communications of Consultant, or Consultant's site representative, can be construed as modifying any agreement between Client and others. Consultant's presence on the Project site in no way guarantees the completion or quality of the performance of the work of any party retained by Client to provide construction related services. Neither the professional activities of Consultant, nor the presence of Consultant or its employees, representatives, or subcontractors on the Project Site, shall be construed to impose upon Consultant any responsibility for methods of work performance, superintendence, sequencing of construction, or safety conditions at the Project site. Client acknowledges that Client its general contractor or construction manager is solely responsible for job site safety, and warrants and agrees that such responsibility shall be made evident in any Project owner's agreement with the general contractor. Client also agrees to make Consultant an additional insured under any general contractor's general liability insurance policy. Prior to the commencement of the Work, Client shall provide Consultant with a certificate of insurance evidencing the required insurance. Such certificates shall be issued by an insurance carrier(s) acceptable to Consultant and shall be endorsed to include: (1) Consultant as additional insured; and (2) a waiver of subrogation as to Consultant. This insurance shall be primary to any insurance available to Consultant. In the event Consultant expressly assumes any health and safety responsibilities for hazardous materials or other items specified in this Agreement, the acceptance of such responsibility does not and shall not be deemed an acceptance of responsibility for any other health and safety requirements, such as, but not limited to, those relating to excavation, trenching, drilling or backfilling.

**7. Project Changes.** In the event Client, the Project owner, or other party makes any changes in the plans and specifications, Client agrees to hold Consultant harmless from any liability arising out of such changes, and Client assumes full responsibility unless Client has given Consultant prior notice and has received Consultant's written consent for such changes.

**8. Ownership of Documents.** All reports, boring logs, field data, field notes, laboratory test data, calculations, estimates and other documents prepared by Consultant in connection with this engagement, shall remain the property of Consultant.

**9. Termination.** This Agreement may be terminated without cause by either party upon thirty (30) days written notice, and at any time by either party if the other party defaults in the performance of any material provision of this Agreement and such default continues for a period of seven (7) days after written notice thereof. In the event of termination, Consultant will be paid for Services performed through the date of termination, plus reasonable termination expenses, including the cost of completing analyses, demobilization, records and reports necessary to document job status at the time of termination.

**10. Risk Allocation and Limitation of Liability.** To the fullest extent permitted by law, and not withstanding any other provision of this Agreement, the total liability, in the aggregate, of the Consultant, and its officers, directors, partners, employees, agents and sub-consultants, and any of them, to the Client and anyone claiming by, through or under the Client, for any and all claims, losses, costs or damages of any nature whatsoever arising out of, resulting from or in any way related to the Project or the agreement from any cause or causes, including but not limited to the negligence, professional errors or omissions, strict liability, breach of contract or warranty, express or implied, of the Consultant, and its officers, directors, employees, agents or sub-consultants, or any of them, shall not exceed the total compensation received by the Consultant, for Services provided under this Agreement or \$50,000 whichever is more. Client agrees that Consultant shall not be responsible for the means, methods, procedures performance, site safety of the construction contractors or subcontractors, or for their errors or omissions. Client agrees that the work created pursuant to this Agreement is for the sole and exclusive use of Client and is not for the benefit of any third parties. This Agreement and the Services to be performed hereunder shall in no way be construed as a guarantee of deficient-free construction.

**11. Discovery of Unanticipated Hazardous Materials.** Client warrants that it has made reasonable efforts to inform Consultant of known or suspected hazardous materials on or near the Project site. The parties acknowledge that hazardous materials may exist at a site where there is no reason to believe they are present. Consultant and Client agree that the discovery of such unanticipated hazardous materials constitutes a changed condition which may require either a renegotiation of the scope of Consultant's Services or termination of such Services or this Agreement. Consultant agrees to notify Client as soon as practicable should hazardous materials be encountered at the site. Client agrees that in the event of the discovery of hazardous materials at the site it will report such discovery to the proper authorities as required by

Federal, State, and local regulations. Client agrees to make the required report at the recommendation of Consultant, or, if unable to do so, authorizes Consultant to make such report. Client also agrees to inform the Project site owner in the event that hazardous materials are encountered at the site. Notwithstanding any other provision of this Agreement, Client waives any claim against Consultant, and to the maximum extent permitted by law, agrees to defend, indemnify, and save Consultant harmless from any claim, liability and/or defense costs for injury or loss arising from the presence of hazardous materials on the Project site, including any costs created by delay of the Project and any costs associated with possible reduction of the property's value. Client is responsible for ultimate disposal of any samples secured by Consultant which are found to be contaminated.

**12. Subsurface Conditions.** Consultant cannot know or guarantee the exact composition of a site's subsurface, even after conducting a comprehensive exploratory program. Client acknowledges that there is a risk that drilling and sampling may result in contamination of certain subsurface areas. Although Consultant will take reasonable precautions to avoid such an occurrence, Client waives any claim against, and agrees to defend, indemnify and save Consultant harmless from any claim or liability for injury or loss which may arise as a result of subsurface contamination caused by drilling, sampling, or monitoring well installation. Client also agrees to adequately compensate Consultant for any time spent and expenses incurred in defense of any such claim.

**13. Insurance.** Consultant shall not (1) post a bond, (2) insure, or (3) indemnify Client against losses caused from the acts or omissions of other Contractors or Subcontractors that are not under contract to perform work for Consultant. Client shall require other Contractors and Subcontractors to carry adequate insurance coverage and any performance for Client to insure and indemnify Consultant against claims for damages and to insure compliance or work performance and materials with Project requirements. Client also agrees to make Consultant an additional insured under any general contractor's general liability insurance policy.

**14. Resolution of Disputes.** The Client shall make no claim for professional negligence, either directly or by way of a cross complaint against the Consultant, unless the Client has first provided the Consultant with a written certification executed by an independent consultant currently practicing in the same discipline as the Consultant and licensed in the State where the Project is located. This certification shall: (a) contain the name and license number of the certifier; (b) specify the acts or omissions that the certifier contends are not in conformance with the standard of care for a consultant performing professional services under similar circumstances; and (c) state in detail the basis for the certifier's opinion that such acts or omissions do not conform to the standard of care. All claims, disputes, controversies or matters in question arising out of, or relating to, this Agreement or any breach thereof, including but not limited to disputes arising out of alleged design defects, breaches of contract, errors, omissions, or acts of professional negligence, (collectively "Disputes") shall be submitted to mediation before and as a condition precedent to pursuing any other remedy. Upon written request by either party to this Agreement for mediation of any dispute, Client and Consultant shall select a neutral mediator by mutual agreement. Such selection shall be made within ten (10) calendar days of the date of receipt by the other party of the written request for mediation. In the event of failure to reach such agreement or in any instance when the selected mediator is unable or unwilling to serve and a replacement mediator cannot be agreed upon by Client and Consultant within ten (10) calendar days, a mediator shall be chosen as specified in the Mediation Rules of the American Arbitration Association then in effect, or any other appropriate rules upon which the parties may agree. Any cause of action brought against Consultant shall be brought within one year of the work or Services performed under this Agreement.

**15. Assigns.** Client may not assign this Agreement or any right or obligation hereunder without the prior written consent of Consultant, which shall not be unreasonably withheld or delayed; provided, however, that no consent shall be necessary in the event of an assignment to a successor entity resulting from a merger, acquisition or consolidation by either party or an assignment to an Affiliate of either party if such successor or Affiliate assumes all obligations under this Agreement.

**16. Non-Solicitation & Hiring of Employees.** To promote an optimum working relationship, the Client agrees in good faith not to directly or indirectly employ or otherwise engage any employee of Consultant or any person employed by Consultant within the prior twelve month period without the prior written consent of Consultant. This restriction shall apply during the term of and for a period of one (1) year after the termination of this Agreement. The Client further agrees that loss of any such employee would involve considerable financial loss of an amount that could not be readily established by Consultant. Therefore, in the event that Client should breach this provision and without limiting any other remedy that may be available to Consultant, the Client shall pay to Consultant a sum equal to the employee's current annual salary plus twelve (12) additional months of the employee's current annual salary for training of a new employee as liquidated damages.

**17. Governing Law and Survival.** The validity of this Agreement, these terms, their interpretation and performance shall be governed by the laws of the State in which the Project is located. If any of the provisions contained in this Agreement are held illegal, invalid, or unenforceable, the enforceability of the remaining provisions will not be impaired. Limitations of liability, indemnification, and non-solicitation & hiring of employees shall survive the termination of this Agreement for any reason. Failure of a party hereto at any time or times to require performance of any provision hereof shall in no manner affect its right at a later time to enforce the same. No waiver by a party of any condition or of any breach of any term contained in this Agreement shall be effective unless in writing and signed by the waiving party, and no waiver in any one or more instances shall be deemed to be a continuing waiver of any such condition or breach in other instance or a waiver of any other condition or breach of any other term.

**18. Billing and Payment.** Client shall pay Consultant the lump sum amount indicated in the Proposal, or, if no lump sum amount is indicated, in accordance with the schedule of fees or charges as shown in the Proposal or fee schedule. Backup data on billing will not be available unless prior arrangements have been made. Prior to initiation of the Services, Client is required to remit any retainer specified in the Proposal. Thereafter, Consultant will submit to Client invoices for the balance due, which shall be due and payable immediately upon submission. If Client objects to all or any portion of any invoice, Client will so notify Consultant in writing within ten (10) calendar days of the invoice date, identify the cause of disagreement, and immediately pay that portion of the invoice not in dispute. In the absence of written notification described above, the balance as stated on the invoice shall be deemed accepted. Client shall pay an additional charge of one and one-half (1.5) percent per month (or the maximum percentage allowed by law, whichever is lower) on any delinquent amount. Payment thereafter will first be applied to accrued interest and then to the principal unpaid amount. Consultant shall be entitled to recover for all costs and expenses incurred (including any attorney's fees) in connection with collection of any delinquent amount. Fee schedules are periodically revised. Unless otherwise agreed, new rates apply to ongoing work as such rates are issued. Should Consultant be called upon to testify for or on behalf of the Client on matters arising out of or related to the Work, Client shall compensate Consultant for its time at a rate of two times (2x) the Consultant's standard billing rates.

**19. Waiver of Jury Trial.** Each party waives its right to a jury trial in any court action arising between the parties, whether under this Agreement or otherwise related to the work being performed under this Agreement.

**20. Liability for Others.** Consultant shall not be responsible for the acts or omissions of the Client, architect, architect's other consultants, contractor, subcontractor, other third parties or their respective agents, employees, assigns, successors, or other persons performing any of the work. Consultant shall promptly notify Client if Consultant becomes aware of any inconsistencies in the Services or information provided by other parties.

**21. Delays.** Consultant shall not be liable to Client for delays. Client shall indemnify, defend, and hold harmless Consultant from any actions or claims arising from delays.

**22. Waiver.** No waiver by a party of any condition or of any breach of any term contained in this Agreement shall be effective unless in writing and signed by the waiving party, and no waiver in any one or more instances shall be deemed to be a continuing waiver of any such condition or breach in other instance or a waiver of any other condition or breach of any other term.

**23. Enforceability.** This Agreement shall be interpreted by the parties in a manner that ensures this Agreement's compliance with applicable local, state, federal, or foreign laws. The parties affirm that this Agreement is a collaborative effort between Client and Consultant, with no single party considered the drafter of this Agreement or having the drafting of this document construed against them.

**24. Severability.** Should a court find one of the provisions of this Agreement unenforceable, the remaining provisions of this Agreement shall remain in full force and effect.

**25. Entire Agreement.** To the extent allowed by law, any agreement that is part of the scope of Consultant's Services and incorporated by reference into this Agreement shall be subordinated to the terms and conditions of this Agreement where they conflict. This Agreement shall be interpreted as though prepared by all parties and shall not be construed unfavorably against either party.

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 19, 2019**  
**SUBJECT: B.3.h. APPROVE RESOLUTION #19-10, REDEPOSIT PAYROLL FOR TAX DEFERRAL ON EMPLOYEE CONTRIBUTIONS TO CALIFORNIA STATE TEACHERS' RETIREMENT SYSTEMS(CALSTRS)**

**ACTION**

**ISSUE:** Shall the Board approve Resolution #19-10, Redeposit Payroll for Tax Deferral on Employee Contributions to CalSTRS?

**BACKGROUND:** The Internal Revenue Service (IRS) has ruled that CalSTRS members may elect to have their payment for voluntary receivables (redeposit of previously withdrawn contributions, permissive or nonqualified service credit purchases) qualify as tax deferred payments if certain conditions are met.

Internal Revenue Code (IRC) Section 414(h)(2) permits employer "pickup" of the employee portion of the contributions to a retirement plan, thereby resulting in tax deferral of employee contributions and under the CalSTRS plan conditions, members may be allowed to redeposit contributions previously withdrawn plus interest and/or purchase permissive service credit. In order to permit tax deferral for these additional amounts, an employee shall enter into a binding irrevocable payroll deduction authorization and such employee shall not have the option of choosing to receive the amounts directly instead of having them paid by the employer to CalSTRS.

**FISCAL IMPACT:** None

**ALTERNATIVES:**

1. Approve Resolution #19-10, Redeposit Payroll for Tax Deferral on Employee Contributions to CalSTRS.
2. Do not approve Resolution #19-10.

**RECOMMENDATION:** Alternative No. 1

Respectfully submitted,

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

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

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



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

**RESOLUTION #19-10**  
**BEFORE THE GOVERNING BOARD**  
**OF THE OAK PARK UNIFIED SCHOOL DISTRICT**

**REDEPOSIT PAYROLL RESOLUTION**

**WHEREAS**, Internal Revenue Code (IRC) Section 414(h)(2) permits employer “pickup” of the employee portion of contributions to a retirement plan, thereby resulting in tax deferral of employee contributions; and

**WHEREAS**, under the (California) State Teachers’ Retirement System (CalSTRS) plan conditions, members may be allowed to redeposit contributions previously withdrawn plus interest and/or purchase permissive service credit;

**NOW THEREFORE, BE IT RESOLVED**, that in order to permit tax deferral for these additional amounts, an employee shall enter into a binding irrevocable payroll deduction authorization and such employee shall not have the option of choosing to receive the amounts directly instead of having them paid by the employer to CalSTRS:

**BE IT FURTHER RESOLVED**, that additional amounts herein specified, through payroll deduction from salary, are designated as being picked up by the employer and paid by the employer in accordance with CalSTRS retirement plan requirements.

The foregoing Resolution was adopted by the Governing Board of the Oak Park Unified School District on the 19th day of March, 2019 by the following vote:

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSENT: \_\_\_\_\_  
ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
President, Governing Board of the  
Oak Park Unified School District

I, Allen Rosen, 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 March 19, 2019.

\_\_\_\_\_  
Clerk, Governing Board of the  
Oak Park Unified School District

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MARCH 19, 2019**

**SUBJECT: B.3.i. APPROVE CHANGE ORDER 1, MEASURE R PROJECT 18-41R,  
RELOCATABLE CLASSROOM REPAIRS AT MULTIPLE SITES PHASE 2**

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ACTION

**ISSUE:** Shall the Board approve Change Order 1, Measure R Project 18-41R, Relocatable Classroom Repairs at Multiple Sites Phase 2?

**BACKGROUND:** On October 16, 2018, the Board awarded a construction contract to Custom Modular Services Corporation, for Measure R Project 18-41R, Relocatable Classroom Repairs at Multiple Sites Phase 2. During the course of the project, necessary repairs were identified at Oak Hills Elementary School and Medea Creek Middle School not included in scope of the original agreement. The changes to the scope and cost of the contract are itemized in the accompanying change order proposal. The total amount of Change Order 1, is \$12,790, and extends the contract completion date to February 28, 2019. It is recommended by District staff that the Board approve Change Order 1.

**FISCAL IMPACT:** If approved, the proposed change order will increase the original contract amount from \$48,662 to \$61,452, funded from the Measure R bond fund

**ALTERNATIVES:**

1. Approve Change Order 1 to the contract with Custom Modular Services Corporation, for Measure R Project 18-41R, Relocatable Classroom Repairs at Multiple Sites Phase 2, in the amount of \$12,790, funded from Measure R bond funds, and extending the contract completion date to February 28, 2019.
2. Do not approve Change Order 1.

**RECOMMENDATION:** Alternative No. 1

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



Business and Administrative Services

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

CHANGE ORDER 18-41R-1

02-22-19

PROJECT NUMBER: 18-41R

PROJECT NAME: RELOCATABLE CLASSROOM REPAIRS PH 2

CONTRACTOR: CUSTOM MODULAR SERVICES CORP.

SCOPE OF WORK: SEE ATTACHED

COST:

Original Contract Amount	\$	48,662
Previous Approved Change Orders	\$	0
This Change Order	\$	12,790
Adjusted Contract Amount	\$	61,452

TIME:

Original Contract Completion Date	January 30, 2019
Previous Approved Completion Extension Days	0
Completion days Extension this Change Order	28
Adjusted Contract Completion Date	February 28, 2019

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: CUSTOM MODULAR SERVICES, INC

By \_\_\_\_\_

By \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

OPUSD FACILITIES/CONSTRUCTION MANAGER

ARCHITECT/ENGINEER: **NONE**

By \_\_\_\_\_

By \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

# CMSC

## CUSTOM MODULAR SERVICES CORPORATION

19271 FIJI LANE HUNTINGTON BEACH, CA 92646

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

LICENSE NO. 570805

## CHANGE ORDER 001

TO: Oak Park Unified School District  
Keith Henderson

PHONE: (805) 264-4133  
EMAIL: [khenderson@opusd.org](mailto:khenderson@opusd.org)

**JOB ADDRESS/CUSTOMER NAME:** OPUSD Oak Hills / Madea T&M  
**DESCRIPTION** *Prevailing Wage*

### Units # 19, 20, 20, 22, & 26

Replaced four 8' high close up panels between units.	\$ 1,200.00
Built four new access gates with slide latches and lock hasps.	\$ 1,700.00
Replaced 40'x32" High siding with Z metal and blocking. U#19	\$ 2,600.00
Patch roof and secure loose metal flashing# 19	\$ 280.00
Replaced 12'x2' soffit. U#20	\$ 460.00
Replaced two sections of 1x4 exterior trim. U#22	\$ 190.00
Replaced 24' of skirting and vents	\$ 860.00
Replaced 8' of 4' high T1-11 siding, blocking and Z metal, U#26	\$ 820.00
Renailed and secured 40' of siding. U#26	\$ 280.00
Repaired screens in skirting. U# 26	\$ 50.00
Prep, prime and paint all new work.	\$ 2,700.00

### Madea Creek

Trench 48', install mesh and backfill# R1	\$ 1,650.00
---	-------------

**AMOUNT:** \$ 12,790.00 **TERMS OF PAYMENT:** Net 30 days

Any alterations or deviation from the above involving extra cost of material or labor, will be executed only on written orders for same and will become an extra charge over the sum mentioned above.

**PROPOSED BY:** EM **DATE:** 2/21/19  
**Edward Mouawad**

**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Amounts past due are subject to a service charge of one and half percent per month (unless applicable law requires a lesser charge) together with cost of court and attorney's fees incurred to collect any unpaid amount whether incurred before or after commencement of litigation.

THIS ESTIMATE HAS BEEN APPROVED BY CMSC. AND IS VALID UP TO THIRTY (30) DAYS FROM THE DATE LISTED ABOVE.

Oak Park Unified School  
Business and Administration Services

**PROJECT AND CONTRACT SUMMARY**

**CHANGE ORDER #1, PROJECT 18-41R, RELOCATABLE CLASSROOM  
REPAIRS AT MULTIPLE SITES PHASE 2**

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**PROJECT NUMBER AND TITLE**

**TITLE:** PROJECT 18-41R – RELOCATABLE CLASSROOM REPAIRS AT MULTIPLE SITES PHASE 2  
**DESCRIPTION:** REPAIR EXISTING DETERIORATING RELOCATABLE CLASSROOM BUILDINGS AT  
OHES, ROES AND MCMS  
**DATE OF AUTHORIZATION:** OCTOBER 16, 2018

**PROJECT BUDGET**

**AMOUNT:** \$48,662  
**DATE OF AUTHORIZATION:** OCTOBER 16, 2018

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**AWARD OF CONTRACT**

**DATE OF BOARD AWARD:** OCTOBER 16, 2018

**CONTRACTOR INFORMATION**

**COMPANY NAME:** CUSTOM MODULAR SERVICES CORPORATION  
**LOCATION:** HUNTINGTON BEACH, CA

**CONTRACT AMOUNT**

**ORIGINAL CONTRACT AMOUNT:** \$48,662

**CONTRACTORS CHANGE ORDERS (IF APPLICABLE)**

**NUMBER OF CHANGE ORDERS:** 1  
**TOTAL COST OF ALL CHANGE ORDERS:** \$12,790  
**REVISED CONTRACT AMOUNT:** \$61,452

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**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MARCH 19, 2019**

**SUBJECT: B.3.j. APPROVE NOTICE OF COMPLETION, MEASURE R PROJECT 18-41R, RELOCATABLE CLASSROOM REPAIRS AT MULTIPLE SITES PHASE 2**

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**ACTION**

**ISSUE:** Shall the Board approve the Notice of Completion for Measure R Project 18-41R, Relocatable Classroom Repairs at Multiple Sites, contracted with Custom Modular Services Corporation?

**BACKGROUND:** On October 16, 2018, the Board of Education authorized the award of a contract for Measure R Project 18-41R, Relocatable Classroom Repairs at Multiple Sites, contracted with Custom Modular Services Corporation of Huntington Beach, California.

The work under this contract is now complete, and District staff has inspected the finished project and is satisfied that it has been completed in compliance with contract specifications. 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.

**FISCAL IMPACT:** No direct impact; a Notice of Completion limits the period that prime contractors, subcontractors and suppliers may record liens or file stop payment notices.

**ALTERNATIVES:**

1. Approve the Notice of Completion for Project 18-41R, Relocatable Classroom Repairs at Multiple Sites, contracted with Custom Modular Services Corporation of Huntington Beach, California.
2. Do not approve the Notice of Completion.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Keith Henderson, Bond Program Construction Manager  
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: Medea Creek Middle School, 1002 Doubletree Road, 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;

That on or about October 16, 2018 the said Oak Park Unified School District of Ventura County entered into a contract with Custom Modular Services Corporation, of Huntington Beach, California, for Project 18-41R, Relocatable Classroom Repairs at Multiple Sites, on certain real property hereinbefore described: that said building and improvements were actually completed on March 19, 2019; 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**

**NOTICE OF COMPLETION, PROJECT 18-41R, RELOCATABLE  
CLASSROOM REPAIRS AT MULTIPLE SITES PHASE 2**

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**PROJECT NUMBER AND TITLE**

**TITLE:** PROJECT 18-41R – RELOCATABLE CLASSROOM REPAIRS AT MULTIPLE SITES PHASE 2  
**DESCRIPTION:** REPAIR EXISTING DETERIORATING RELOCATABLE CLASSROOM BUILDINGS AT  
OHES, ROES AND MCMS  
**DATE OF AUTHORIZATION:** OCTOBER 16, 2018

**PROJECT BUDGET**

**AMOUNT:** \$48662.00  
**DATE OF AUTHORIZATION:** OCTOBER 16, 2018

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**AWARD OF CONTRACT**

**DATE OF BOARD AWARD:** OCTOBER 16, 2018

**CONTRACTOR INFORMATION**

**COMPANY NAME:** CUSTOM MODULAR SERVICES CORPORATION  
**LOCATION:** HUNTINGTON BEACH, CA

**CONTRACT AMOUNT**

**ORIGINAL CONTRACT AMOUNT:** \$48,662

**CONTRACTORS CHANGE ORDERS (IF APPLICABLE)**

**NUMBER OF CHANGE ORDERS:** 1  
**TOTAL COST OF ALL CHANGE ORDERS:** \$12,790.00  
**REVISED CONTRACT AMOUNT:** \$61,452

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**NOTICE OF COMPLETION**

**DATE OF APPROVAL:** MARCH 19, 2019  
**FINAL CONTRACT AMOUNT:** \$61,452



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 19, 2019**  
**SUBJECT: B.3.k. APPROVE CERTIFICATION OF 2018-19 SECOND INTERIM FINANCIAL REPORT AND BUDGET REVISIONS**

ACTION

**ISSUE:** Shall the Board approve a positive certification of the Oak Park Unified School District (OPUSD) 2018-19 Second Interim Financial Report and Budget Revisions?

**BACKGROUND:** Education Code Sections 1240(j), 42130, and 42131 requires the Governing Board of each district to receive and review interim financial reports for specified intervals (July 1-October 31 and July 1-January 31), and to certify the district's ability to meet its financial obligations in the current and two subsequent years. With a balanced budget, a 3% reserve for economic uncertainties, and a multiyear projection demonstrating the ability to meet its financial obligations in the current and two subsequent years, the Administration is pleased to recommend that the Board approve a positive certification for the OPUSD Second Interim Financial statement. The full Second Interim Financial may be accessed at the following link: <https://goo.gl/5GbqsW>

The Second Interim Financial Report and Budget Revisions incorporates stipends not previously approved. These stipend requests accompany this report to obtain explicit Board approval and authorization.

**FISCAL IMPACT:** None; the Second Interim Report is an annual financial report required by Education Code 42131(a)(1) and (2).

**ALTERNATIVES:**

1. Approve a positive certification of the OPUSD 2018-19 Second Interim Financial Report and Budget Revisions, incorporating and authorizing the specified stipends accompanying this report.
2. Do not certify the Second Interim Report.

**RECOMMENDATION:** Alternative 1

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

Respectfully submitted,

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

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

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

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MARCH 19, 2019**

**SUBJECT: B.3.I. ADOPT RESOLUTION #19-11, PARTICIPATION IN CSBA  
CALIFORNIA SCHOOL CASH RESERVE PROGRAM**

**ACTION**

**ISSUE:** Shall the Board adopt Resolution 19-11 authorizing the District's participation in the Cash Reserve Program sponsored by the California School Boards Association (CSBA) Finance Corporation?

**BACKGROUND:** Through its participation in the CSBA Cash Reserve Program, the District will be able to address its 2019-20 cash flow needs through a tax and revenue anticipation note (TRAN) as part of this cost-effective pooled structure. CSBA Cash Reserve Program is now in its 32nd year. In the 2018-19 fiscal year, over 200 school districts, community college districts, and county offices of education were involved in the issuance of more than \$1.5 billion of notes issued through the Program. It is recommended that the Board adopt Resolution 19-10, allowing administration to proceed to the next step in the process and take part in this beneficial cash program for schools. As a reminder, the District is not obligated to participate as a result of resolution adoption. The Resolution simply delegates to the administration the right to decide on participation at the time of pricing when the interest cost and reinvestment rates are known.

A summary of the CSBA Cash Reserve Program appears on the following pages. The full text of Resolution 19-11 may be accessed at the following link:  
<https://goo.gl/JqtfZi>

**ALTERNATIVES:**

1. Adopt Resolution 19-11 authorizing borrowing of funds for fiscal year 2019-2020, the sale of one or two series of 2019-2020 Tax and Revenue Anticipation Note(s), participation in the California School Cash Reserve Program; and requesting the Board of Supervisors to issue and sell said note(s).
2. Do not adopt Resolution 19-11.

**RECOMMENDATION:** Alternative No. 1.

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

Respectfully submitted,

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

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

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

# CALIFORNIA SCHOOL CASH RESERVE PROGRAM

Sponsored by CSBA Finance Corporation

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

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

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

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

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

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

***Cash Reserve Program Process:***

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

1. ***Adoption of Resolution:*** Adoption of the resolution does not obligate the District to participate in the Program. The resolution simply delegates to the administration the right to decide on participation.
2. ***Cash Flow and Credit Background Process:*** Participants submit a completed credit questionnaire and financial information (including audits, budget, and second period interim cash flow report) that is used to develop an initial pro-forma cash flow statement for the upcoming budget year. Participants review, revise, and approve their cash flow statement in consultation with Dale Scott & Company, the Program's Financial Advisor. The cash flows are reviewed by the Program's Bond Counsel.

3. **Sale of TRANS:** The pricing of the issue is anticipated to occur in mid-June. At that time the interest rate on the notes will be locked-in. The District is not obligated to participate until it acknowledges issuance after the sale of the TRANS.
4. **Closing:** Closing of the issue will occur in early July. The District will have access to the proceeds of the TRAN available to meet its temporary cash flow needs.

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

### CALIFORNIA SCHOOL CASH RESERVE PROGRAM Issuance Process

<b>Step 1</b>	Resolution Adoption February – April 2019	District's Board adopts program documents and sends signature pages to Dale Scott & Company
<b>Step 2</b>	Document Preparation March 2019 – April 2019	Send required financial reports to Dale Scott & Company: <ol style="list-style-type: none"> <li>1. Audited financial statements for fiscal years ended June 30 of 2016, 2017, 2018</li> <li>2. Fiscal year 2018-19 Second Interim Report (SACS dat file) &amp; Second Interim cash flow (SACS dat file or Excel)</li> <li>3. Final cash flow for fiscal year 2017</li> </ol>
<b>Step 3</b>	Cash Flow Projection May 2019	Dale Scott & Company assists school districts with the preparation of cash flows for individual district TRAN sizing. These cash flows are reviewed by the program's Bond Counsel.
<b>Step 4</b>	Pricing June 2019	District's administration approves all aspects of the pricing including the interest rate on the notes, the investment of proceeds and the final costs of issuance.
<b>Step 5</b>	Closing July 2019	Funds are wired into the district's sub-account held by the Trustee and are invested per the district's instructions. Proceeds begin earning interest from the date of closing.
<b>Step 6</b>	Access Note Proceeds July 2019 – June 2020	Districts access note proceeds for cash flow purposes until final set aside payment is due under the note.

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 19, 2019**  
**SUBJECT: B.4.a. APPROVE 2020-2021 CLASSIFIED EMPLOYEES HOLIDAY CALENDAR**

ACTION

**ISSUE:** Should the Board of Education approve the 2020-2021 Classified Employees Holiday Calendar?

**BACKGROUND:** The proposed calendar was presented to Oak Park Classified Association. They have approved bringing the Classified Employees Holiday Calendar to the Board for approval, showing the 15 contractual holidays that coincide with the Instructional Calendar for 2020-2021.

**FISCAL IMPACT:** None

**ALTERNATIVES:**

1. Approve the recommended 2020-2021 Classified Employees Holiday Calendar.
2. Do not approve the recommended 2020-2021 Classified Employees Holiday Calendar.

**RECOMMENDATION:** Alternative #1.

Respectfully submitted,

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

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

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

**OAK PARK UNIFIED SCHOOL DISTRICT - DRAFT - 3-19-2019**  
**JULY 2020- JUNE 2021 - CLASSIFIED HOLIDAY CALENDAR**

JULY 2020

S	M	T	W	T	F	S		S	M	T	W	T	F	S	
			1	2	3	4	4 - Independence Day						1	2	1 Local Holiday
5	6	7	8	9	10	11		3	4	5	6	7	8	9	
12	13	14	15	16	17	18		10	11	12	13	14	15	16	
19	20	21	22	23	24	25		17	18	19	20	21	22	23	18 - MLK Day - Holiday
26	27	28	29	30	31			24	25	26	27	28	29	30	
								31							

AUGUST 2020

S	M	T	W	T	F	S		S	M	T	W	T	F	S	
						1			1	2	3	4	5	6	
2	3	4	5	6	7	8		7	8	9	10	11	12	13	12 - Local Holiday
9	10	11	12	13	14	15	10 - First school day	14	15	16	17	18	19	20	15 - Presidents Day Holiday
16	17	18	19	20	21	22		21	22	23	24	25	26	27	
23	24	25	26	27	28	29		28							
30	31														

SEPTEMBER 2020

S	M	T	W	T	F	S		S	M	T	W	T	F	S	
		1	2	3	4	5			1	2	3	4	5	6	
6	7	8	9	10	11	12	7- Labor Day Holiday	7	8	9	10	11	12	13	
13	14	15	16	17	18	19		14	15	16	17	18	19	20	
20	21	22	23	24	25	26		21	22	23	24	25	26	27	
27	28	29	30					28	29	30	31				

OCTOBER 2020

S	M	T	W	T	F	S		S	M	T	W	T	F	S	
				1	2	3						1	2	3	2 - Local Holiday
4	5	6	7	8	9	10		4	5	6	7	8	9	10	
11	12	13	14	15	16	17		11	12	13	14	15	16	17	
18	19	20	21	22	23	24		18	19	20	21	22	23	24	
25	26	27	28	29	30	31		25	26	27	28	29	30		

NOVEMBER 2020

S	M	T	W	T	F	S		S	M	T	W	T	F	S	
1	2	3	4	5	6	7								1	
8	9	10	11	12	13	14	11 - Veterans Day	2	3	4	5	6	7	8	
15	16	17	18	19	20	21		9	10	11	12	13	14	15	
22	23	24	25	26	27	28	25-27 - Local Holidays	16	17	18	19	20	21	22	
29	30							23	24	25	26	27	28	29	27 - Last Day of School
								30	31						31 - Memorial Day

DECEMBER 2020

S	M	T	W	T	F	S		S	M	T	W	T	F	S	
		1	2	3	4	5				1	2	3	4	5	
6	7	8	9	10	11	12		6	7	8	9	10	11	12	
13	14	15	16	17	18	19		13	14	15	16	17	18	19	
20	21	22	23	24	25	26	24-25 - Local Holidays	20	21	22	23	24	25	26	
27	28	29	30	31			31 - Local Holiday	27	28	29	30				

JANUARY 2021

S	M	T	W	T	F	S		S	M	T	W	T	F	S	
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# Denotes School Holiday/Classified Holiday

# Denotes Beginning and End of school

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MARCH 19, 2019**

**SUBJECT: B.5.a. DELETION OF BOARD POLICY 1020 – YOUTH SERVICES – First Reading**

**ACTION**

**ISSUE:** Shall the Board of Education approve the proposed deletion of Board Policy 1020 – Youth Services?

**BACKGROUND:** Board Policy 1020 is being deleted and key concepts moved to BP 1400 – Relations Between Other Governmental Agencies and the Schools. Board Policy 1020 is being submitted for deletion based on CSBA’s recommendation.

**ALTERNATIVES:** 1. Approve the deletion of Board Policy 1020 – Youth Services.  
2. Do not amend Board Policy 1020 – Youth Services.

**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 1000*

*Community Relations*

*BP 1020(a)*

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## Youth Services

The Governing Board desires to help all district students achieve to their highest potential regardless of their social, health, or economic circumstances and recognizes that the schools alone cannot meet all the complex needs of children. The district shall provide support services for children and families to the extent possible and shall work with other local governments, businesses, foundations and community-based organizations, as appropriate, to improve the health, safety, and well-being of the community's youth.

*(cf. 0450—Comprehensive Safety Plan)*  
*(cf. 5030—Student Wellness)*  
*(cf. 5131.6—Alcohol and Other Drugs)*  
*(cf. 5141.32—Health Screening for School Entry)*  
*(cf. 5141.4—Child Abuse Prevention and Reporting)*  
*(cf. 5141.6—Student Health and Social Services)*  
*(cf. 5146—Married/Pregnant/Parenting Students)*  
*(cf. 5149—At-Risk Students)*  
*(cf. 6164.2—Guidance/Counseling Services)*  
*(cf. 6173—Education for Homeless Children)*  
*(cf. 6173.1—Education for Foster Youth)*

The Board shall initiate or participate in collaborative relationships with city and county leaders to develop local policies and provide effective multi-agency programs that respond to the needs of children and families.

*(cf. 9200—Goals for the School District)*

The Superintendent and appropriate staff shall cooperate with public and private entities in the planning and implementation of joint projects or activities within the community. The Superintendent or designee may designate a coordinator to ensure effective implementation of the district's responsibilities in any such collaborative project.

*(cf. 1400—Relations between Other Governmental Agencies and the Schools)*  
*(cf. 1700—Relations Between Private Industry and the Schools)*

The Board shall regularly evaluate the progress of collaborative efforts and shall monitor district budget, facilities and personnel priorities for opportunities to promote community collaboration and youth services. The Board shall approve the services to be offered by the district, the resources that will be allocated to support collaboration, any use of the school facilities for services, and any development or joint use of facilities with other jurisdictions.

*(cf. 1330—Use of School Facilities)*  
*(cf. 3100—Budget)*



# **OAK PARK UNIFIED SCHOOL DISTRICT**

## **BOARD POLICY**

*Series 1000*

*Community Relations*

*BP 1020(b)*

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~~All agreements with other agencies to coordinate services or share sources shall be in writing. The Board may establish joint powers agreements or memorandums of understanding, when feasible, to formalize the responsibilities and liabilities of all parties in a collaborative activity.~~

~~The Superintendent or designee shall work with interagency partners to explore funding opportunities available through each agency, state and national grant programs, and/or private foundations for youth service coordination and delivery.~~

~~In order to facilitate service delivery or determination of eligibility for services, the district may share information with other appropriate agencies with parent/guardian consent and in accordance with laws pertaining to confidentiality and privacy.~~

~~(cf. 3553—Free and Reduced Price Meals)~~

~~(cf. 5125—Student Records)~~

~~The Board shall receive regular reports of progress toward the identified goals of the collaborative effort. The reports may include, but not be limited to, feedback from staff and families regarding service delivery, numbers of children and families served, specific indicators of conditions of children, and indicators of system efficiency and cost effectiveness.~~

~~(cf. 0500—Accountability)~~

~~The Board shall communicate with the community about the district's collaborative efforts and the conditions of children within the schools. The Board may advocate for local, state and national policies, programs, and initiatives designed to improve the conditions of children and youth.~~

~~(cf. 1100—Communications with the Public)~~

~~(cf. 1160—Political Processes)~~

~~(cf. 9000—Role of the Board)~~

### **Legal Reference:**

#### ***EDUCATION CODE***

~~8800-8807 Health Start support services for children~~

~~49073 Privacy of student records~~

~~49075 Parent/guardian permission for release of student records~~

~~49557.2 Sharing of information for Medical eligibility~~

#### ***HEALTH AND SAFETY CODE***

~~120440 Immunization records; release to local health departments~~

~~130100-130155 Early Childhood development; First 5 Commission~~

#### ***WELFARE AND INSTITUTIONS CODE***

~~5850-5883 Mental Health Services Act~~

# **OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY**

*Series 1000*

*Community Relations*

*BP 1020(c)*

~~18961.5 Computerized data base; families at risk for child abuse; sharing of information; multidisciplinary teams~~

~~18980-18983.8 Child Abuse Prevention Coordinating Council~~

~~18986-18986.30 Interagency Children's Services Act~~

~~18986.40-18986.46 Integrated children's services programs~~

~~18986.50-18986.53 Integrated day care program~~

~~18987.6-18987.62 Family-based services~~

## **Management Resources:**

### ***CSBA PUBLICATIONS***

Expanding Access to High-Quality Preschool Programs: A Resource Guide for School Leaders, rev. April 2008

Educating Foster Youth: Best Practices and Board Considerations, Policy Brief, March 2008

Mental Health Services Act (Proposition 63): Collaborative Opportunity to Address Mental Health, Policy Advisory, October 2007

Maximizing School Board Governance: Community Leadership, 1996

### ***CHILDREN NOW PUBLICATIONS***

California Report Card: The State of the State's Children, 2008

### ***CITIES, COUNTIES AND SCHOOLS PARTNERSHIP PUBLICATIONS***

Healthy Children, Healthy Communities: An Action Guide for California Communities, 2006

Stretching Community Dollars: Cities, Counties and School Districts Building for the Future, 2006

### ***YOUTH LAW CENTER PUBLICATIONS***

Model Form for Consent to Exchange Confidential Information among the Members of an Interagency Collaborative, 1995

### ***WEB SITES***

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

California Department of Education, Learning Support: <http://www.cde.ca.gov/ls>

California Department of Public Health: <http://www.cdph.ca.gov>

California Department of Social Services: <http://www.dss.cahwnet.gov>

California State Association of Counties: <http://www.esac.counties.org>

Children Now: <http://www.childrennow.org>

Cities, Counties and Schools Partnership: <http://www.cespartnership.org>

First 5 California: <http://www.cefe.ca.gov>

League of California Cities: <http://www.cacities.org>

Youth Law Center: <http://www.ylc.org>

**Adopted: 9-17-02**

**Amended: 10-21-03, 10-21-08**

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MARCH 19, 2019**

**SUBJECT: B.5.b. APPROVE AMENDMENT OF BOARD POLICY 1400 – RELATIONS BETWEEN OTHER GOVERNMENTAL AGENCIES AND THE SCHOOLS – First Reading**

ACTION

**ISSUE:** Should the Board of Education review and amend Board Policy 1400 – Relations Between Other Governmental Agencies and the Schools?

**BACKGROUND:** Board Policy 1400 is being revised to delete material regarding the use of school facilities as a polling place, now addressed in BP 1330 - Use of School Facilities. Policy adds material on collaboration with local government agencies, formerly in BP 1020 - Youth Services. Board Policy 1400 is being submitted with recommended changes from CSBA.

**ALTERNATIVES:**

1. Approve the review of Board Policy 1400 – Relations Between Other Governmental Agencies and the Schools.
2. Do not amend Board Policy 1400 – Relations Between Other Governmental Agencies and the Schools.

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

Respectfully submitted,

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

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1400(a)

## Relations Between Other Governmental Agencies and the Schools

The Governing Board ~~recognizes that agencies at all levels of government share its concern and responsibility for the welfare, health and safety of youth. The Board and the Superintendent or designee~~ believes that district efforts to provide a high-quality education for students in the community can be enhanced by collaboration with other government and public agencies that are responsible for the health, safety, and well-being of children and youth. The district shall initiate and maintain good working relationships with representatives of ~~these~~ local agencies to maximize student and family access to support services that will help students achieve to their highest potential. ~~in order to help our schools and students make use of the resources which governmental agencies can provide.~~

(cf. 0450 – Comprehensive Safety Plan)

~~(cf. 1020 – Youth Services)~~

~~(cf. 1330 – Use of School Facilities)~~

~~(cf. 3515.2 – Disruptions)~~

~~(cf. 3515.3 – District Police/Security Department)~~

~~(cf. 3515.5 – Sex Offender Notification)~~

~~(cf. 3516 – Emergencies and Disaster Preparedness Plan)~~

~~(cf. 5131.7 – Weapons and Dangerous Instruments)~~

~~(cf. 5141.22 – Infectious Diseases)~~

(cf. 5030 - Student Wellness)

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5141.32 - Health Screening for School Entry)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

(cf. 5141.52 - Suicide Prevention)

(cf. 5141.6 - School Health Services)

(cf. 5146 - Married/Pregnant/Parenting Students)

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Before/After School Programs)

(cf. 5148.3 - Preschool/Early Childhood Education)

(cf. 6164.2 - Guidance/Counseling Services)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

~~(cf. 5145.11 – Questioning and Apprehension)~~

~~(cf. 5145.12 – Search and Seizure)~~

~~(cf. 7131 – Relations with Local Agencies)~~

~~The district may enter into agreements with other agencies which involve the exchange of funds or reciprocal services. Such agreements shall be approved by the Board and executed in writing.~~

## Elections/Voter Registration

~~If a city or county elections official specifically requests the use of a school building as a polling place, the Board shall allow its use for such purpose. The Board may authorize the use of school buildings as polling places on any election day, and may also authorize the use of school buildings,~~

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~~without cost, for the storage of voting machines and other vote-tabulating devices. If school will be in session, the Superintendent or designee shall identify to elections officials the specific areas of the school buildings not occupied by school activities that will be allowed for use as polling places. (Elections Code 12283)~~

~~(cf. 6111—School Calendar)~~

~~When a school is used as a polling place, the Superintendent or designee shall provide the elections official a site with an adequate amount of space that will allow the precinct board to perform its duties in a manner that will not impede, interfere, or interrupt the normal process of voting and shall make a telephone line for Internet access available for use by local elections officials if so requested. He/she shall make a reasonable effort to ensure that the site is accessible to disabled persons. (Elections Code 12283)~~

~~(cf. 0410—Nondiscrimination in District Programs and Activities)~~

~~The Superintendent or designee shall designate a contact person at each high school for the Secretary of State to contact in order to facilitate the distribution of voter registration forms to eligible students. The Superintendent or designee shall provide the address, phone number, and email address of each contact person to the Secretary of State. (Elections Code 2148)~~

~~To encourage students to participate in the elections process when they are eligible, the Superintendent or designee shall determine the most effective means of distributing the voter registration forms provided by the Secretary of State including, but not limited to, distributing the forms at the start of the school year, with orientation materials, at central locations, and/or with graduation materials.~~

~~(cf. 6142.3—Civic Education)~~

The Board shall initiate or participate in collaborative relationships with city and county elected officials to design and coordinate multi-agency programs that respond to the needs of children and families and provide more efficient use of district and community resources. To further such collaborations, the Board may establish or participate in formal structures for governance teams to regularly meet and discuss issues of mutual concern.

(cf. 0200 - Goals for the School District)

(cf. 9140 - Board Representatives)

The Superintendent and appropriate staff shall cooperate with government and public agencies in the planning and implementation of joint projects or activities within the community. The Superintendent or designee may designate a coordinator to ensure effective implementation of the district's responsibilities in any such collaborative project.

In order to identify priorities for services, the Board shall encourage a periodic assessment of children's needs within the community, which may include, but not be limited to, needs based on poverty, child abuse and neglect, poor physical or mental health, substance abuse, violence,

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homelessness, placement in foster care, or lack of access to child care. The needs assessment should also examine the extent to which those needs are being met through existing services in the district and in the community, the costs of providing those services, and any gaps, delay, or duplication of services.

The Board shall approve the services to be offered by the district, the resources that will be allocated to support collaboration, any use of school facilities for services, and any development or joint use of facilities with other jurisdictions. All agreements with other agencies to coordinate services or share resources shall be in writing. The Board may establish joint powers agreements or memorandums of understanding, when feasible, to formalize the responsibilities and liabilities of all parties in a collaborative activity.

*(cf. 1330 - Use of School Facilities)*

*(cf. 1330.1 - Joint Use Agreements)*

*(cf. 3100 - Budget)*

The Superintendent or designee shall work with interagency partners to explore funding opportunities available through each agency, state and national grant programs, and/or private foundations for youth service coordination and delivery.

In order to facilitate service delivery or determination of eligibility for services, the district may share information with other appropriate agencies as long as the parent/guardian consents and the information is shared in accordance with laws pertaining to confidentiality and privacy.

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

*(cf. 5125 - Student Records)*

The Board shall receive regular reports of progress toward the identified goals of the collaborative effort. The reports may include, but not be limited to, feedback from staff and families regarding service delivery, numbers of children and families served, specific indicators of conditions of children, and indicators of system efficiency and cost effectiveness.

*(cf. 0500 - Accountability)*

The Board shall communicate with the community about the district's collaborative efforts and the conditions of children within the schools. The Board may advocate for local, state, and national policies, programs, and initiatives designed to improve the conditions of children and youth.

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

*(cf. 1160 - Political Processes)*

*(cf. 9000 - Role of the Board)*

*(cf. 9322 - Agenda/Meeting Materials)*

## **Legal Reference:**

### **EDUCATION CODE**

~~10900-10914.5-Cooperative community recreation programs~~

~~12400-Authority to receive and expend federal funds~~

~~12405-Authority to participate in federal programs~~

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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~~17050 Joint use of facilities—libraries~~

~~17051 Joint use of park and recreational facilities~~

~~32001 Uniform fire signals~~

~~32288 Notice of safety plan~~

~~35160 Authority of governing boards~~

~~35160.1 Broad authority of school districts~~

~~48902 Notification of law enforcement agencies re student violations~~

~~48909 District attorney may give notice re student drug use, sale or possession~~

~~49305 Cooperation of police and California Highway Patrol (re Safety Patrols)~~

~~49402 Contracts with city, county or local health departments~~

~~49403 Cooperation in control of communicable disease and immunization~~

~~51202 Instruction in personal and public health and safety (re: fire prevention)~~

## ELECTIONS CODE

~~2145-2148 Distribution of voter registration forms~~

~~12283 Polling places: schools~~

## WELFARE AND INSTITUTIONS CODE

~~828 Disclosure of information re minors by law enforcement agency~~

~~828.1 School district police department; disclosure of juvenile criminal records~~

8800-8807 Healthy Start support services for children

10900-10914.5 Cooperative community recreation programs

49073 Privacy of student records

49075 Parent/guardian permission for release of student records

49557.2 Sharing of information for MediCal eligibility

## HEALTH AND SAFETY CODE

120440 Immunization records; release to local health departments

130100-130155 Early childhood development; First 5 Commission

## WELFARE AND INSTITUTIONS CODE

5850-5883 Mental Health Services Act

18961.5 Computerized database; families at risk for child abuse; sharing of information

18980-18983.8 Child Abuse Prevention Coordinating Council

18986-18986.30 Interagency Children's Services Act

18986.40-18986.46 Multidisciplinary services teams

18986.50-18986.53 Integrated day care program

18987.6-18987.62 Family-based services

## **Management Resources:**

### WEB SITES

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

California Secretary of State: <http://www.ss.ca.gov>

California Voter Foundation: <http://www.calvoter.org>

Cities, Counties, and Schools Partnership: <http://www.cespartnership.org>

### CITIES, COUNTIES AND SCHOOLS PARTNERSHIP PUBLICATIONS

Healthy Children, Healthy Communities: An Action Guide for California Communities, 2006

Stretching Community Dollars: Cities, Counties and School Districts Building for the Future, 2006

### YOUTH LAW CENTER PUBLICATIONS

Model Form for Consent to Exchange Confidential Information among the Members of an Interagency Collaborative, 1995

### WEB SITES

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

California Department of Education, Learning Support: <http://www.cde.ca.gov/ls>

# **OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY**

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*California Department of Public Health: <http://www.cdph.ca.gov>*

*California Department of Social Services: <http://www.dss.cahwnet.gov>*

*California State Association of Counties: <http://www.csac.counties.org>*

*Children Now: <http://www.childrennow.org>*

*Cities, Counties and Schools Partnership: <http://www.ccspartnership.org>*

*First 5 California: <http://www.ccfc.ca.gov>*

*League of California Cities: <http://www.cacities.org>*

*Youth Law Center: <http://www.ylc.org>*

Adopted: 2-22-78

Amended: 4-2-91, 9-17-02, 11-18-03, 5-20-08, [3-19-19](#)



**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MARCH 19, 2019**

**SUBJECT: B.5.c APPROVE ADOPTION OF BOARD POLICY 3513.4 – DRUG AND ALCOHOL FREE SCHOOLS –First Reading**

**ACTION**

**ISSUE:** Should the Board of Education adopt the proposed new Board Policy 3513.4 – Drug and Alcohol Free Schools?

**BACKGROUND:** New Board Policy 3513.4 prohibits the possession, use, or sale of drugs or alcohol by any person on district property and addresses enforcement and discipline for violations of this policy. Policy also reflects NEW LAW (Proposition 64, 2016) which prohibits any person from possessing, smoking, or ingesting cannabis on school grounds while children are present. Board Policy 3513.4 is recommended for adoption by CSBA.

**ALTERNATIVES:**

1. Approve the adoption of Board Policy 3513.4 – Drug and Alcohol Free Schools.
2. Do not adopt Board Policy Board Policy 3513.4 – Drug and Alcohol Free Schools.

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

Respectfully submitted,

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

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3513.4(a)

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## Drug And Alcohol Free Schools

The Governing Board recognizes the need to keep district schools free of drugs and alcohol in order to create a safe and healthy environment conducive to learning and promote student health and well-being. The Board prohibits the possession, use, or sale of drugs and alcohol at any time in district-owned or leased buildings, on district property, and in district vehicles, unless otherwise permitted by law.

*(cf. 1325 - Advertising and Promotion)*  
*(cf. 3513.3 - Tobacco-Free Schools)*  
*(cf. 4020 - Drug and Alcohol-Free Workplace)*  
*(cf. 4159/4259/4359 - Employee Assistance Programs)*  
*(cf. 5030 - Student Wellness)*  
*(cf. 5131.6 - Alcohol and Other Drugs)*  
*(cf. 5131.62 - Tobacco)*  
*(cf. 6142.8 - Comprehensive Health Education)*

The following substances are prohibited on all district property:

1. Any substance which may not lawfully be possessed, used, or sold in California
2. Cannabis or cannabis products (Health and Safety Code 11362.3; 21 USC 812, 844)
3. Alcoholic beverages

*(cf. 1330 - Use of School Facilities)*  
*(cf. 1330.1 - Joint Use Agreements)*

Prescription medication, except for prescribed cannabis, may be administered at school in accordance with law, district policy and regulations, and written statements by the parent/guardian and the student's authorized health care provider as applicable.

*(cf. 5141.21 - Administering Medications and Monitoring Health Conditions)*

Information about the district's drug- and alcohol-free schools policy and the consequences for violations shall be communicated clearly to employees, parents/guardians, students, and the community.

## Enforcement/Discipline

The Superintendent or designee shall take appropriate action to eliminate the possession, use, or sale of alcohol and other drugs and related paraphernalia in district facilities, on district property, in district vehicles, or at school-sponsored activities. As appropriate, he/she may direct anyone violating this policy to leave school property and/or refer the matter to law enforcement.

*(cf. 1250 - Visitors/Outsiders)*

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3513.4(b)

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(cf. 3515.2 - Disruptions)  
(cf. 5145.11 - Questioning and Apprehension by Law Enforcement)  
(cf. 5145.12 - Search and Seizure)

Students and employees who violate the terms of this policy may be subject to discipline (up to and including expulsion or dismissal) and/or referred to assistance programs in accordance with law and Board policy.

(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing)  
(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)  
(cf. 4117.7/4217.7/4317.7 - Employment Status Reports)  
(cf. 4118 - Dismissal/Suspension/Disciplinary Action)  
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)  
(cf. 5131 - Conduct)  
(cf. 5144 - Discipline)  
(cf. 5144.1 - Suspension and Expulsion/Due Process)  
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))  
(cf. 6145 - Extracurricular and Cocurricular Activities)  
(cf. 6145.2 - Athletic Competition)

## Legal Reference:

### EDUCATION CODE

44940 Compulsory leave of absence for certificated persons  
44940.5 Procedures when employees are placed on compulsory leave of absence  
45123 Employment after conviction of controlled substance offense  
45304 Compulsory leave of absence for classified persons  
48900 Suspension or expulsion (grounds)  
48900.5 Suspension, limitation on imposition; exception  
48901 Smoking or use of tobacco prohibited  
48901.5 Prohibition of electronic signaling devices  
48902 Notification of law enforcement authorities; civil or criminal immunity  
48909 Narcotics or other hallucinogenic drugs  
48915 Expulsion; particular circumstances

### BUSINESS AND PROFESSIONS CODE

25608 Alcohol on school property; use in connection with instruction

### GOVERNMENT CODE

8350-8357 Drug-free workplace

### HEALTH AND SAFETY CODE

11053-11058 Standards and schedules  
11353.6 Juvenile Drug Trafficking and Schoolyard Act  
11362.1 Possession and use of cannabis, persons age 21 and over  
11362.3 Limitations on possession and use of cannabis  
11362.79 Limitations on medical use of cannabis  
104559 Tobacco use prohibition

### PENAL CODE

13860-13864 Suppression of drug abuse in schools

### VEHICLE CODE

13202.5 Drug and alcohol related offenses by person under age of 21, but aged 13 or over;

### UNITED STATES CODE, TITLE 20

7101-7122 Student Support and Academic Enrichment Grants

### UNITED STATES CODE, TITLE 21

812 Schedules of controlled substances

# **OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY**

*Series 3000*

*Business and Non-Instructional Operations*

*BP 3513.4(c)*

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*844 Penalties for possession of controlled substance*

*UNITED STATES CODE, TITLE 41*

*8101-8106 Drug-Free Workplace Act*

*COURT DECISIONS*

*Ross v. RagingWire Telecommunications, Inc., 42 Cal. 4th 920 (2008)*

Adopted: 3-19-19

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 19, 2019**  
**SUBJECT: B.5.d. AMENDMENT TO BOARD POLICY 5146 –  
MARRIED/PREGNANT/PARENTING STUDENTS – First Reading**

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**ACTION**

**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 5146 – Married/Pregnant/Parenting Students?

**BACKGROUND:** Board Policy updated to reflect NEW LAW (AB 2289) which requires notification to parents/guardians and to pregnant and parenting students of their rights under the law; authorizes an excused absence for a parenting student to care for a sick child without a physician's note; provides that a pregnant or parenting student is entitled to eight weeks of parental leave, or longer if deemed medically necessary by the student's physician; and authorizes the use of uniform complaint procedures for complaints alleging noncompliance with the law. Board Policy 5146 is recommended for amendment by CSBA.

**ALTERNATIVES:** 1. Approve the amendment to Board Policy 5146 – Married/Pregnant/Parenting Students.  
2. Do not amend Board Policy 5146 – Married/Pregnant/Parenting Students.

**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 5146(a)

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### **Married/Pregnant/Parenting Students**

The Governing Board recognizes that **responsibilities related to** ~~early~~ marriage, pregnancy, or parenting and ~~related responsibilities~~ may disrupt a student's education and increase the chance of a student dropping out of school. The Board therefore desires to support married, pregnant, and parenting students to continue their education, attain strong academic and parenting skills, and promote the healthy development of their children.

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

*(cf. 5147 - Dropout Prevention)*

*(cf. 6011 - Academic Standards)*

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

*(cf. ~~6146.11 – Alternative Credits Toward Graduation~~)*

*(cf. ~~6146.2 – Certificate of Proficiency/High School Equivalency~~)*

*(cf. 6164.5 – Student Success Teams)*

The district shall not ~~discriminate against~~ **exclude or deny** any student **from any educational program or activity, including any class or extracurricular activity, solely** on the basis of the student's ~~marital status~~, pregnancy, childbirth, false pregnancy, termination of pregnancy, or related recovery. **In addition, the district shall not adopt any rule concerning a student's actual or potential parental, family, or marital status that treats students differently on the basis of sex.** (Education Code 221.51,230; 5 CCR 4950; 34 CFR 106.40)

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

**The Superintendent or designee shall annually notify parents/guardians at the beginning of the school year of the rights and options available to pregnant and parenting students under the law. In addition, pregnant and parenting students shall be notified of the rights and options available to them under the law through annual school year welcome packets and through independent study packets. (Education Code 222.5, 48980)**

*(cf. 5145.6 - Parental Notifications)*

For school-related purposes, a student under the age of 18 years who enters into a valid marriage shall have all the rights and privileges of students who are 18 years old, even if the marriage has been dissolved. (Family Code 7002)

### **Education and Support Services for Pregnant and Parenting Students**

Pregnant and parenting students shall retain the right to participate in ~~any comprehensive school-~~ **the regular education program** or ~~educational an~~ alternative program. The classroom setting shall be the preferred instructional strategy unless an alternative is necessary to meet the needs of the student and/or ~~his/her~~ **student's** child.

*(cf. 6158 - Independent Study)*

# OAK PARK UNIFIED SCHOOL DISTRICT

## ADMINISTRATIVE REGULATION

Series 5000

Students

BP 5146(b)

(cf. 6181 - Alternative Schools/Programs of Choice)

(cf. 6184 - Continuation Education)

(cf. 6200 - Adult Education)

Any **alternative** education program, ~~or~~ activity, **or course** that is offered separately to pregnant **or parenting** students, including any class or extracurricular activity, shall be equal to that offered to other district students. A student's participation in such program shall be voluntary. (**Education Code 221.511; 5 CCR 4950**)

If required for students with any other temporary disabling condition, the Superintendent or designee may require a student, based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or related recovery, to obtain certification from a physician or nurse practitioner indicating that the student is physically and emotionally able to continue participation in the regular education program or activity. (**Education Code 221.51; 5 CCR 4950; 34 CFR 106.40**)

(cf. 6142.7 Physical Education and Activity)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6183 - Home and Hospital Instruction)

~~As required for other students with physical or emotional conditions or temporary disabilities, the Superintendent or designee may require a student, based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or related recovery, to obtain certification from a physician indicating that the student is physically and emotionally able to participate in an educational program or activity. (34 CFR 106.40)\~~

To the extent feasible, ~~educational and related support services~~ **the district** shall ~~be~~ provided **educational and related support services**, either **directly** ~~through the district~~ or in collaboration with community agencies and organizations, to meet the needs of pregnant and parenting students and their children. Such services may include, but are not limited to:

1. Child care and development services for the children of parenting students on or near school site(s) during the school day and during school-sponsored activities

~~(cf. 1020 - Youth Services)~~

(cf. 5148 - Child Care and Development)

2. Parenting education and life skills instruction

3. Special school nutrition supplements for pregnant and lactating students pursuant to Education Code 49553, 42 USC 1786, and 7 CFR 246.1-246.28

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

(cf. 5030 - Student Wellness)

# OAK PARK UNIFIED SCHOOL DISTRICT

## ADMINISTRATIVE REGULATION

Series 5000

Students

BP 5146(c)

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### 4. Health care services, including prenatal care

(cf. 5141.6 - School Health Services)

### 5. Tobacco, alcohol, and/or drug prevention and intervention services

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5131.62 - Tobacco)

### 6. Academic and personal counseling

(cf. 6164.2 - Guidance/Counseling Services)

### 7. Supplemental instruction to assist students in achieving grade-level academic standards and progressing toward graduation

(cf. 6179- Supplemental Instruction)

As appropriate, teachers, administrators, and/or other personnel who work with pregnant and parenting students shall receive related professional development.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

## **Absences**

Pregnant or parenting students may be excused for absences related to ~~confidential~~ medical appointments ~~in accordance and other purposes specified in with~~ BP/AR 5113 - Absences and Excuses.

A student shall be excused for absences to care for a sick child for whom the student is the custodial parent. A note from a physician shall not be required for such an absence. (Education Code 48205)

(cf. 5113 - Absences and Excuses)

## **Parental Leave**

~~The Superintendent or designee shall grant a student a leave of absence due to pregnancy, childbirth, false pregnancy, termination of pregnancy, and related recovery for as long as it is deemed medically necessary by a physician. At the conclusion of the leave, the student shall be reinstated to the status held when the leave began. (34 CFR 106.40)~~



# OAK PARK UNIFIED SCHOOL DISTRICT

## ADMINISTRATIVE REGULATION

Series 5000

Students

BP 5146(d)

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A pregnant or parenting student shall be entitled to eight weeks of parental leave in order to protect the health of the student who gives or expects to give birth and the infant, and to allow the pregnant or parenting student to care for and bond with the infant. Such leave may be taken before the birth of the student's infant if there is a medical necessity and after childbirth during the school year in which the birth takes place, inclusive of any mandatory summer instruction. The Superintendent or designee may grant parental leave beyond eight weeks if deemed medically necessary by the student's physician. (Education Code 46015; 34 CFR 106.40)

~~(cf. 5112.3 - Student Leave of Absence)~~

~~A parenting student may request exemption from attendance because of personal services that must be rendered to a dependent.~~

~~(cf. 5112.1 - Exemptions from Attendance)~~

The student, if age 18 years or older, or the student's parent/guardian shall notify the school of the student's intent to take parental leave. No student shall be required to take all or part of the parental leave. (Education Code 46015)

When a student takes parental leave, the attendance supervisor shall ensure that absences from the regular school program are excused until the student is able to return to the regular school program or an alternative education program. A pregnant or parenting student shall not be required to complete academic work or other school requirements during the period of the parental leave. (Education Code 46015)

~~(cf. 5113.11 - Attendance Supervision)~~

Following the leave, a pregnant or parenting student may elect to return to the school and the course of study in which the student was enrolled before taking parental leave or to an alternative education option provided by the district. Upon return to school, a pregnant or parenting student shall have opportunities to make up work missed during the leave, including, but not limited to, makeup work plans and reenrollment in courses. (Education Code 46015)

When necessary to complete high school graduation requirements, the student may remain enrolled in school for a fifth year of instruction, unless the Superintendent or designee makes a finding that the student is reasonably able to complete district graduation requirements in time to graduate by the end of the fourth year of high school. (Education Code 46015)

~~(cf. 6146.1 - High School Graduation Requirements)~~

~~(cf. 6146.11 - Alternative Credits Toward Graduation)~~

~~(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)~~

~~Reasonable Accommodations~~

# OAK PARK UNIFIED SCHOOL DISTRICT

## ADMINISTRATIVE REGULATION

Series 5000

Students

BP 5146(e)

When necessary, the district shall provide ~~reasonable~~ accommodations to ~~enable a pregnant and~~ ~~or~~ parenting students ~~to enable them to~~ ~~to~~ access the educational program.

A pregnant student shall have access to any services available to other students with temporary disabilities or medical conditions. (34 CFR 106.40)

~~(cf. 6183 – Home and Hospital Instruction)~~

The school shall provide reasonable accommodations to any lactating student to express breast milk, breastfeed an infant child, or address other needs related to breastfeeding. A student shall not incur an academic penalty for using any of these reasonable accommodations, and shall be provided the opportunity to make up any work missed due to such use. Reasonable accommodations include, but are not limited to: (Education Code 222)

1. Access to a private and secure room, other than a restroom, to express breast milk or breastfeed an infant child
2. Permission to bring onto a school campus a breast pump and any other equipment used to express breast milk
3. Access to a power source for a breast pump or any other equipment used to express breast milk
4. Access to a place to store expressed breast milk safely
5. A reasonable amount of time to accommodate the student's need to express breast milk or breastfeed an infant child

### **Complaints**

Any complaint ~~of~~ ~~alleging~~ discrimination on the basis of pregnancy or marital or parental status , district noncompliance with the requirements of Education Code 46015, or district noncompliance with the requirement to provide reasonable accommodations for lactating students shall be addressed through the district's uniform complaint procedures in accordance with 5 CCR 4600-46870 and BP/AR 1312.3 – Uniform Complaint Procedures. A complainant who is not satisfied with the district's decision may appeal the decision to the California Department of Education (CDE). If the district or CDE finds merit in an appeal, the district shall provide a remedy to the affected student. (Education Code 222, 46015; 5 CCR 4600- 4670)

*(cf. 1312.3 – Uniform Complaint Procedures)*

# OAK PARK UNIFIED SCHOOL DISTRICT

## ADMINISTRATIVE REGULATION

Series 5000

Students

BP 5146(f)

~~Any complaint alleging district noncompliance with the requirements to provide reasonable accommodations for lactating students also may be filed in accordance with the district's procedures in AR 1312.3—Uniform Complaint Procedures. A complainant who is not satisfied with the district's decision may appeal the decision to the California Department of Education (CDE). If the district or the CDE finds merit in an appeal, the district shall provide a remedy to the affected student. (Education Code 222; 5 CCR 4600-4687)~~

### Program Evaluation

The Superintendent or designee shall periodically report to the Board regarding the effectiveness of district strategies to support married, pregnant, and parenting students, which may include data on [student participation rates](#) in district programs and services, academic achievement, school attendance, graduation rate, and/or student feedback on district programs and services.

(cf. 0500 – Accountability)

(cf. 6162.5 – Student Assessment)

(cf. 6190 – [Evaluation of the Instructional Program](#))

### Legal Reference:

#### EDUCATION CODE

[221.51 Nondiscrimination; married, pregnant, and parenting students](#)

[222 Reasonable accommodations; lactating students](#)

[222.5 Pregnant and parenting students, notification of rights](#)

[230 Sex discrimination](#)

[8200-8498 Child Care and Development Services Act](#)

[46015 Parental leave](#)

[48205 Excused absences](#)

[48206.3 Temporary disability, definition](#)

[48220 Compulsory education requirement](#)

[48410 Persons exempted from continuation classes](#)

[48980 Parental notifications](#)

[49553 Nutrition supplements for pregnant/lactating students](#)

[51220.5 Parenting skills and education](#)

[51745 Independent study](#)

[52610.5 Enrollment of pregnant and parenting students in adult education](#)

#### CIVIL CODE

[51 Unruh Civil Rights Act](#)

#### FAMILY CODE

[7002 Description of emancipated minor](#)

#### HEALTH AND SAFETY CODE

[104460 Tobacco prevention services for pregnant and parenting students](#)

#### CODE OF REGULATIONS, TITLE 5

[4600-4687 Uniform complaint procedures](#)

[4950 Nondiscrimination, marital and parental status](#)

#### CODE OF REGULATIONS, TITLE 22

[101151-101239.2 General licensing requirements for child care centers](#)

# **OAK PARK UNIFIED SCHOOL DISTRICT**

## **ADMINISTRATIVE REGULATION**

*Series 5000*

*Students*

*BP 5146(g)*

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*101351-101439.1 Infant care centers*

UNITED STATES CODE, TITLE 20

*1681-1688 Title IX, Education Act Amendments*

UNITED STATES CODE, TITLE 42

*1786 Special supplemental nutrition program for women, infants, and children*

CODE OF FEDERAL REGULATIONS, TITLE 7

*246.1-246.28 Special supplemental nutrition program for women, infants, and children*

CODE OF FEDERAL REGULATIONS, TITLE 34

*106.40 Marital or parental status*

ATTORNEY GENERAL OPINIONS

*87 Ops.Cal.Atty.Gen. 168 (2004)*

COURT DECISIONS

*American Academy of Pediatrics et al v. Lungren et al (1997) 16 Cal.4th 307*

*Management Resources:*

CALIFORNIA WOMEN'S LAW CENTER PUBLICATIONS

*Educational Rights of Pregnant and Parenting Teens: Title IX and California State Law Requirements*

*Pregnant Students and Confidential Medical Services*

*The Civil Rights of Pregnant and Parenting Teens in California Schools, 2002*

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

*Supporting the Academic Success of Pregnant and Parenting Students under Title IX of the Education Amendments of 1972, rev. June 2013*

WEB SITES

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

*California Women's Law Center: <http://www.cwlc.org/resources>*

*U.S. Department of Agriculture, Women, Infants, and Children Program: <http://www.fns.usda.gov/wic>*

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

Adopted: 5-24-78

Amended: 5-15-84, 8-5-92, 9-17-02, 6-17-03, 5-20-14, 6-15-16, 3-19-19

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MARCH 19, 2019**

**SUBJECT: B.5.e. APPROVE AMENDMENT TO BOARD POLICY 6178 – CAREER  
TECHNICAL EDUCATION – First Reading**

**ACTION**

**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 6178 – Career Technical Education?

**BACKGROUND:** Board Policy 6178 is updated to reflect NEW FEDERAL LAW (P.L. 115-224) which reauthorizes the Carl D. Perkins Career and Technical Education Act, retitled as the Strengthening Career and Technical Education for the 21st Century Act, and NEW LAW (AB 1808) which amends the California Career Technical Education Incentive Grant Program. Material regarding activities for special populations and consultation with private school representatives moved to AR. Material on program evaluation revised to add requirement to review measures of career technical education pathway completion as part of the annual review of progress toward the goals in the local control and accountability plan (LCAP). Regulation revises section on "Federal Grants for Career Technical Education (Perkins)" to reflect P.L. 115-224, including streamlining the uses of grant funds, adding a requirement for a needs assessment, and changing the definition of "special needs populations." Regulation also deletes section on "Tech Prep Programs" as those programs are no longer funded and are repealed by P.L. 115-224. Section on "Linked Learning Programs" deletes Note regarding linked learning pilot program which repealed on its own terms. Board Policy 6178 is being submitted with recommended changes from CSBA.

**ALTERNATIVES:** 1. Approve the amendment to Board Policy 6178 – Career Technical Education.  
2. Do not amend Board Policy 6178 – Career Technical Education.

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

Respectfully submitted,

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

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6178(a)

## Career Technical Education

The Governing Board desires to provide a comprehensive career technical education (CTE) program in [the](#) secondary grades which integrates core academic instruction with technical and occupational instruction in order to increase student achievement, graduation rates, and readiness for postsecondary education and employment. The district's CTE program shall be designed to help students develop the academic, career, and technical skills needed to succeed in a knowledge- and skills-based economy. The program shall include a rigorous academic component and provide students with ~~a strong~~ [practical](#) experience and understanding of all aspects of an industry.

*(cf. 6143 - Courses of Study)*

*(cf. 6200 - Adult Education)*

The District's CTE program shall focus on preparing students to enter current or emerging high-skill, high-wage, and/or high-demand occupations. CTE opportunities may be offered through linked learning programs, partnership academies, apprenticeship programs or orientation to apprenticeships, regional occupational centers or programs(ROC/Ps), ~~tech prep programs~~, charter schools, small learning communities, [magnet programs](#), or other programs that expose students to career options while preparing them for future careers in a given industry or interest area.

*(cf. 0420.4 – Charter School Authorization)*

*(cf. 6178.2 – Regional Occupational Center/Program)*

[The Superintendent or designee shall explore available funding sources that may be used to support CTE programs. The Board shall review and approve all district plans and applications for the use of district, state, and/or federal funds supporting CTE.](#)

*(cf. 3230 – Federal Grant Funds)*

The Board shall adopt [district](#) standards for CTE which meet or exceed the state's model content standards and describe the essential knowledge and skills that students enrolled in these courses are expected to master. The course curriculum shall be aligned with district-adopted standards and the state's curriculum framework.

*(cf. 6011 - Academic Standards)*

*(cf. 6141 - Curriculum Development and Evaluation)*

At least every three years, the Board shall compare the district's curriculum, course content, and course sequence of CTE with the model state curriculum standards. (Education Code 52376)

The Superintendent or designee shall systematically review the district's CTE classes to

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6178(b)

determine the degree to which each class may offer an alternative means for completing and receiving credit for specific portions of the course of study prescribed by the district for high school graduation. The Board shall ensure that these classes are equivalent in content and rigor to the courses prescribed for graduation. (Education Code 52376)

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

*(cf. 6146.11 – Alternative Credits Toward Graduation)*

*(cf. 6146.2 – Certificate of Proficiency/High School Equivalency)*

The Superintendent or designee shall develop partnerships with local businesses and industries to ensure that course sequences, career technical and integrated curriculum, classroom instruction and projects, and assessments have real-world relevance and reflects labor market needs and priorities. He/she ~~also~~ shall also work to develop connections with businesses, postsecondary institutions, community organizations, and/or other employers to provide students with actual ~~and~~ or simulated work-based learning opportunities.

*(cf. 1700 - Relations Between Private Industry and the Schools)*

*(cf. 5113.2 - Work Permits)*

*(cf. 6178.1 – Work-Based Learning)*

The Superintendent or designee shall collaborate with postsecondary institutions to ensure that the district's program is articulated with postsecondary programs in order to provide a sequential course of study. Articulation opportunities may include dual or concurrent enrollment in community college courses.

*(cf. 6172.1 – Concurrent Enrollment in College Classes)*

The Board shall appoint a CTE advisory committee to develop recommendations on the district's CTE program and to serve as a liaison between the district and potential employers. The committee shall consist of at least one student, teacher, business representative, industry representative, school administrator, member of the general public knowledgeable about the disadvantaged, and representative of the field office of the California Employment Development Department. (Education Code 8070)

*(cf. 1220 - Citizen Advisory Committees)*

The Superintendent or designee shall inform all secondary students and their parents/guardians about the CTE experiences available in the district, CTE courses that satisfy college admission criteria, and, if applicable, CTE courses that satisfy high school graduation requirements. In addition, secondary students shall receive individualized ~~career guidance and~~ academic counseling which provides information about academic and CTE opportunities related to the student's career goals.

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

*Series 6000*

*Instruction*

*BP 6178(c)*

*(cf. 5145.6 – Parental Notifications)*  
*(cf. 6164.2 – Guidance/Counseling Services)*

Prior to the beginning of each school year, the Superintendent or designee shall advise students, parents/guardians, employees, and the general public that all CTE opportunities are offered without regard to any actual or perceived characteristic protected from discrimination by law. The notification shall be disseminated in languages other than English as needed and shall state that the district will take steps to ensure that the lack of English language skills will not be a barrier to admission and participation in the district's CTE program. (20 USC 2354; 34 CFR 100 Appendix B, 104.8, 106.9)

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*  
*(cf. 1312.3 - Uniform Complaint Procedures)*

The Superintendent or designee shall ensure that teachers of CTE courses possess the qualifications and credentials necessary to teach their assigned courses. He/she also shall provide teachers and administrators with professional development designed to enhance their knowledge of standards-aligned CTE and shall provide opportunities for CTE teachers to collaborate with teachers of academic courses in the development and implementation of integrated curriculum models.

*(cf. 4112.2 - Certification)*  
*(cf. 4131/4331 - Staff Development)*  
*(cf. 4331 – Staff Development)*

~~The district shall provide services to support students in the CTE program, including comprehensive career guidance and academic counseling.~~ The Superintendent or designee shall provide counselors and other guidance personnel with professional development that includes, but is not limited to, information about current workforce needs and trends, requirements of the district's CTE program, work-based learning opportunities, and postsecondary education and employment options following high school.

~~*(cf. 5145.6 – Parental Notifications)*~~  
~~*(cf. 6164.2 – Guidance/Counseling Services)*~~

The Superintendent or designee shall regularly assess district needs for facilities, technologies, and equipment to increase students' access to the district's CTE program.

*(cf. 0440 - District Technology Plan)*  
*(cf. 3440 - Inventories)*  
*(cf. 3512 - Equipment)*  
*(cf. 7110 - Facilities Master Plan)*

**Nondiscrimination**



# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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Instruction

BP 6178(d)

~~The district's program shall provide equal access to and shall not unlawfully discriminate against students who are members of special populations. Special populations include, but are not limited to, students with disabilities; students from economically disadvantaged families, including foster youth; single parents and single pregnant females; displaced homemakers; students with limited English proficiency; and students preparing for nontraditional fields. Nontraditional fields include occupations or fields of work, including careers in computer science, technology, and other emerging high-skill occupations, for which individuals from one gender constitute less than 25 percent of the individuals employed in each such occupation or field of work. (20 USC 2302, 2354, 2373)~~

~~Prior to the beginning of each school year, the Superintendent or designee shall advise students, parents/guardians, employees, and the general public that all CTE opportunities are offered without regard to any actual or perceived characteristic protected from discrimination by law. (34 CFR 100.B, 104.8, 106.9)~~

~~(cf. 1312.3—Uniform Complaint Procedures)~~

~~The above notification shall be disseminated in languages other than English as needed and shall state that the district will take steps to ensure that the lack of English language skills will not be a barrier to admission and participation in the district's CTE program. (20 USC 2354)~~

~~(cf. 0410—Nondiscrimination in District Programs and Activities)~~

## School and Community Involvement

~~The Board shall appoint a CTE advisory committee to develop recommendations on the district's CTE program and to serve as a liaison between the district and potential employers. The committee shall consist of at least one student, teacher, business representative, industry representative, school administrator, member of the general public knowledgeable about the disadvantaged, and representative of the field office of the California Employment Development Department (Education Code 8070)~~

~~(cf. 1220—Citizen Advisory Committees)~~

The Superintendent or designee shall annually report to the Board achievement data on participating students, including, but not limited to, the percentage of participating students who successfully complete CTE programs, their performance on state and district academic achievement tests, and graduation rate. Data shall be disaggregated by program and various student subgroups. Based on such data, the Board shall determine the need for program improvements and update the goals in the district's local control and accountability plan as necessary.

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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Instruction

BP 6178(e)

(cf. 0500 - Accountability)  
(cf. 6162.5 - Student Assessment)  
(cf. 6162.51 - State Academic Achievement Tests)  
(cf. 6190 - Evaluation of the Instructional Program)

## **Legal Reference:**

### EDUCATION CODE

1205 Classification of counties  
8006-8156 Career technical education  
17078.70-17078.72 Career technical education facilities  
33430-33432 Health science and medical technology grants  
35168 Inventory of equipment  
~~41505-41508 Pupil Retention Block Grant~~  
41540-41544 Targeted instructional improvement block grant  
44257.3 CTC recognition of student in linked learning teacher methods  
44260-44260.1 Designated subjects career technical education credential  
44260.9 Designated subjects career technical education credential  
48430 Legislative intent; continuation education schools and classes  
48980 Parental notifications  
51220-51229 Courses of study, grades 7-12  
51760-51769.5 Work experience education  
52300-52499.66 Career technical education  
52519-52520 Adult education, occupational training  
53010-53016 California Career Pathways Trust  
53070-53076.4 The California Career Technical Education Incentive Grant Program  
~~53080-53084 School-to-career initiatives~~  
53086 California Career Resource Network  
54690-54697 California Partnership Academies  
54750-54760 California Partnership Academies, green technology and goods movement occupations  
56363 Related services for students with disabilities; specially designed career technical education  
66205.5-66205.9 Approval of career technical education courses for admission to California colleges  
88500-88551 Community college economic and workforce development program

### GOVERNMENT CODE

54950-54963 Brown Act

### LABOR CODE

3070-3099.5 Apprenticeships

### CODE OF REGULATIONS, TITLE 5

1635 Credit for work experience education  
3051.14 Specially designed career technical education for students with disabilities  
10070-10075 Work experience education  
10080-10092 Community classrooms  
10100-10111 Cooperative vocational education  
11500-11508 Regional occupational centers and programs  
011535-11538 Career technical education contracts with private postsecondary schools  
11610-11611 Regional adult and vocational education councils

### CODE OF REGULATIONS, TITLE 8

200-240 Apprenticeships

### UNITED STATES CODE, TITLE 20

~~2301-2414 Carl D. Perkins Career and Technical Education Act of 2006~~

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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Instruction

BP 6178(f)

*2301-2414 Strengthening Career and Technical Education for the 21st Century Act*

*6301-6578 Improving the Academic Achievement of the Disadvantaged*

*CODE OF FEDERAL REGULATIONS, TITLE 34*

*~~76.730-76.731 Records related to federal grant programs~~*

*~~80.32 Equipment acquired with federal funds~~*

*~~80.42 Record retention~~*

*100.B Appendix B Guidelines for eliminating discrimination in career technical education programs*

*104.1-104.39 Section 504 of the Rehabilitation Act of 1973*

*106.1-106.61 Discrimination on the basis of sex, effectuating Title IX*

## **Management Resources:**

### **CSBA PUBLICATIONS**

*~~Orientation to Apprenticeship Overview, Construction Management Task Force Fact Sheet, November 2007~~*

*A Governance Perspective: Interviews with School Board Members from the Nine Linked Learning Initiative School Districts, March 2014*

*The Linked Learning Approach to High School Reform, Governance Brief, January 2014*

### **CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**

*~~2008-2012 State Plan for Career Technical Education~~*

*California Career Technical Education Model Curriculum Standards, Grades Seven Through Twelve, January 2013*

*Multiple Pathways to Student Success; Envisioning the New California High School, 2010*

*~~Regional Occupational Centers and Programs Operations Handbook March 2008~~*

*~~Model Programs and Practices; Setting Standards for Regional Occupational Centers and Programs (ROCPs), rev. October 2007~~*

*Career Technical Education Framework for California Public Schools, Grades Seven Through Twelve, January 2007*

*~~California Career Technical Education Model Curriculum Standards, Grades Seven Through Twelve, May 2005~~*

*~~Management of Vocational Education Equipment, April 2000~~*

### **~~CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS, DIVISION OF APPRENTICESHIP- STANDARDS PUBLICATIONS~~**

*~~Orientation to Apprenticeships: A Guide for Educators, January 2001~~*

### **WEB SITES**

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

Association for Career and Technical Education: <http://www.acteonline.org>

California Association of Regional Occupational Centers and Programs: <http://www.carocp.org>

California Career Resource Network: <http://www.californiacareers.info>

California Department of Education, Career Technical Education: <http://www.cde.ca.gov/ci/ct>

California Department of Employment Development: <http://www.edd.ca.gov>

California Department of Industrial Relations: <http://www.dir.ca.gov>

California Workforce ~~Investment~~ Development Board: <http://www.ealwia.org/cwdb.ca.gov>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

University of California, a-g Course Submissions: [http://ucop.edu/a-gGuide/ag/course\\_submissions](http://ucop.edu/a-gGuide/ag/course_submissions)

U.S. Department of Education, Office of Vocational and Adult Education:

<http://www.ed.gov/about/offices/list/ovae/pi/cte/index.html>

U.S. Department of Labor, Bureau of Labor Statistics: <http://www.bls.gov>

Adopted: 12-11-12, 3-19-19

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

*Series 6000*

*Instruction*

*AR 6178(a)*

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## Career Technical Education

### Regional Occupational Center/Program

The district shall operate and/or partner with a regional occupational center or program (ROC/P), established pursuant to Education Code 52335.12, which offers CTE courses, linked learning programs, partnership academies, and/or pre-apprenticeship and apprenticeship programs as appropriate.

*(cf. 6178.2 - Regional Occupational Center/Program)*

Occupational course sequences offered by the ROC/P shall provide prerequisite courses needed to enter apprenticeship or postsecondary vocational certificate or degree programs, focus on occupations requiring comprehensive skills leading to high entry-level wages and/or the possibility of significant wage increases after a few years on the job, offer as many courses as possible that meet college admission requirements, and lead to attainment of an occupational skill certificate. (Education Code 52302)

### Student Organizations

The district may provide support, including supplies, materials, activities, and advisor expenses, to student organizations which engage in activities that are integral to the CTE program and provide for the development of student leadership skills. However, no state or federal funds

shall be used to pay students' membership dues, food or lodging expenses, out-of-state travel, or the cost of a social activity or assemblage.

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

*(cf. 6145.5 - Student Organizations and Equal Access)*

Adopted: 3-19-19

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MARCH 19, 2019**

**SUBJECT: VII.1. MONTH 6 ENROLLMENT AND ATTENDANCE REPORT**  
INFORMATION

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**ISSUE:** Shall the Board receive and review a status report on District enrollment and attendance through Month 6 of the 2018-19 school year?

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

**FISCAL IMPACT:** None. Information only.

**RECOMMENDATION:** None. Information only.

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

Month 6: January 7, 2019 to February 1, 2019										Year to Date: August 8, 2018 - February 1, 2019									
	Enrollment Comparison			ADA Comparison			ADA% Comparison				Enrollment Comparison			ADA Comparison			ADA% Comparison		
	2018-19	2017-18	Variance	2018-19	2017-18	Variance	2018-19	2017-18	Variance		2018-19	2017-18	Variance	2018-19	2017-18	Variance	2018-19	2017-18	Variance
BES										BES									
K	96	98	(2)	90.43	94.00	(3.57)	94.20%	95.92%	-1.72%	K	96	98	(2)	92.00	95.06	(3.06)	95.83%	97.00%	-1.17%
1	83	80	3	81.50	78.74	2.76	98.19%	98.43%	-0.23%	1	83	80	3	81.58	78.23	3.35	98.29%	97.79%	0.50%
2	85	75	10	80.89	73.16	7.73	95.16%	97.55%	-2.38%	2	85	75	10	82.46	73.60	8.86	97.01%	98.13%	-1.12%
3	82	97	(15)	78.68	92.68	(14.00)	95.95%	95.55%	0.40%	3	82	97	(15)	78.93	94.88	(15.95)	96.26%	97.81%	-1.56%
4	97	116	(19)	91.53	112.21	(20.68)	94.36%	96.73%	-2.37%	4	97	116	(19)	94.64	114.84	(20.20)	97.57%	99.00%	-1.43%
5	122	99	23	118.47	95.58	22.89	97.11%	96.55%	0.56%	5	122	99	23	121.13	97.09	24.04	99.29%	98.07%	1.22%
SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%	SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%
Total	565	565	-	541.50	546.37	(4.87)	95.84%	96.70%	-0.86%	Total	565	565	-	550.74	553.70	(2.96)	97.48%	98.00%	-0.52%
OHES										OHES									
K	92	101	(9)	87.69	95.53	(7.84)	95.32%	94.58%	0.73%	K	92	101	(9)	89.71	96.80	(7.09)	97.51%	95.84%	1.67%
1	87	77	10	83.63	74.21	9.42	96.13%	96.38%	-0.25%	1	87	77	10	84.36	74.49	9.87	96.97%	96.74%	0.23%
2	81	78	3	77.63	75.63	2.00	95.84%	96.96%	-1.12%	2	81	78	3	80.28	76.87	3.41	99.11%	98.55%	0.56%
3	81	78	3	78.37	75.05	3.32	96.75%	96.22%	0.54%	3	81	78	3	76.91	75.14	1.77	94.95%	96.33%	-1.38%
4	98	97	1	95.74	92.84	2.90	97.69%	95.71%	1.98%	4	98	97	1	93.85	94.58	(0.73)	95.77%	97.51%	-1.74%
5	98	99	(1)	95.05	96.00	(0.95)	96.99%	96.97%	0.02%	5	98	99	(1)	95.43	97.36	(1.93)	97.38%	98.34%	-0.97%
SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%	SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%
Total	537	530	7	518.11	509.26	8.85	96.48%	96.09%	0.40%	Total	537	530	7	520.54	515.24	5.30	96.93%	97.22%	-0.28%
ROES										ROES									
K	121	99	22	115.15	92.88	22.27	95.17%	93.82%	1.35%	K	121	99	22	113.78	92.69	21.09	94.03%	93.63%	0.41%
1	84	78	6	81.74	75.47	6.27	97.31%	96.76%	0.55%	1	83	78	5	83.02	76.79	6.23	100.02%	98.45%	1.58%
2	85	99	(14)	82.47	96.47	(14.00)	97.02%	97.44%	-0.42%	2	85	99	(14)	83.48	95.50	(12.02)	98.21%	96.46%	1.75%
3	108	104	4	103.58	100.71	2.87	95.91%	96.84%	-0.93%	3	108	104	4	103.54	98.84	4.70	95.87%	95.04%	0.83%
4	99	97	2	94.68	95.47	(0.79)	95.64%	98.42%	-2.79%	4	99	97	2	95.02	96.88	(1.86)	95.98%	99.88%	-3.90%
5	96	100	(4)	94.58	96.94	(2.36)	98.52%	96.94%	1.58%	5	96	100	(4)	95.10	97.12	(2.02)	99.06%	97.12%	1.94%
SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%	SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%
Total	593	577	16	572.20	557.94	14.26	96.49%	96.70%	-0.20%	Total	592	577	15	573.94	557.82	16.12	96.95%	96.68%	0.27%
MCMS										MCMS									
6	355	343	12	345.61	334.89	10.72	97.35%	97.64%	-0.28%	6	355	343	12	347.33	336.39	10.94	97.84%	98.07%	-0.23%
7	353	364	(11)	340.72	353.72	(13.00)	96.52%	97.18%	-0.65%	7	353	364	(11)	341.50	354.97	(13.47)	96.74%	97.52%	-0.78%
8	384	371	13	371.33	363.22	8.11	96.70%	97.90%	-1.20%	8	384	371	13	373.12	365.77	7.35	97.17%	98.59%	-1.42%
SDC	-	1	(1)	-	1.00	(1.00)	0.00%	100.00%	-100.00%	SDC	-	1	(1)	-	1.44	(1.44)	0.00%	144.00%	-144.00%
Total	1,092	1,079	13	1,057.66	1,052.83	4.83	96.86%	97.57%	-0.72%	Total	1,092	1,079	13	1,061.95	1,058.57	3.38	97.25%	98.11%	-0.86%
OPHS										OPHS									
9	398	399	(1)	386.00	387.19	(1.19)	96.98%	97.04%	-0.06%	9	398	399	(1)	392.36	395.43	(3.07)	98.58%	99.11%	-0.52%
10	398	377	21	385.89	365.38	20.51	96.96%	96.92%	0.04%	10	398	377	21	389.55	373.69	15.86	97.88%	99.12%	-1.25%
11	359	375	(16)	341.06	366.12	(25.06)	95.00%	97.63%	-2.63%	11	359	375	(16)	351.78	370.62	(18.84)	97.99%	98.83%	-0.84%
12	380	364	16	359.22	353.06	6.16	94.53%	96.99%	-2.46%	12	380	364	16	365.03	353.90	11.13	96.06%	97.23%	-1.16%
SDC	-	-	-	-	-	-	0.00%	0.00%	0.00%	SDC	-	1	(1)	-	2.66	(2.66)	0.00%	266.00%	-266.00%
Total	1,535	1,515	20	1,472.17	1,471.75	0.42	95.91%	97.15%	-1.24%	Total	1,535	1,516	19	1,498.72	1,496.30	2.42	97.64%	98.70%	-1.06%
OVHS										OVHS									
10-12	41	34	7	37.54	29.90	7.64	91.56%	87.94%	3.62%	10-12	47	34	13	35.15	30.62	4.53	74.79%	90.06%	-15.27%
OPIS										OPIS									
K-12	216	208	8	204.56	200.33	4.23	94.70%	96.31%	-1.61%	K-12	216	208	8	202.66	194.69	7.97	93.82%	93.60%	0.22%
Other***	3	5	(2)	3.78	6.31	(2.53)				Other***	3	5	(2)	3.78	6.31	(2.53)			
Total	4,582	4,513	69	4,407.52	4,374.69	32.83	96.19%	96.94%	-0.74%	Total	4,587	4,514	73	4,447.48	4,413.25	34.23	96.96%	97.77%	-0.81%

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MARCH 19, 2019**  
**SUBJECT: VII.2. MONTHLY CASH FLOW REPORT**

INFORMATION

**ISSUE:** Shall the Board receive and review a status report on District's actual and projected cash flow as of February 28th of the 2018-19 fiscal year?

**BACKGROUND:** The State's funding appropriation schedule for school districts is always challenging. Continuing its standard practice of the last several years, the Business Office has produced a monthly cash flow report as an ongoing tool to assist the both the Administration and Board in analyzing and managing the District's cash in order to remain cash-solvent. ***Please note that this month's report is included in the Second Interim Report (Form CASH) presented in this agenda.***

**FISCAL IMPACT:** None- for information only.

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

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MARCH 19, 2019**

**SUBJECT: VII.3 MONTHLY MEASURE S BOND PROJECT STATUS REPORT**  
INFORMATION

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**ISSUE:** Shall the Board receive and review a status report on the progress of authorized Measure S bond projects through February 15, 2019?

**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, in conjunction with its construction management team, has produced the following monthly status report on the progress of authorized Measure S bond projects for the Board's information and review.

**FISCAL IMPACT:** None - for information only.

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

Prepared by: Keith Henderson, Bond Construction Manager  
Leon Cavallo, Project Manager, Balfour Beatty Construction  
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 Feb. 15, 2019

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	173,160	77,574	155,160	18,000	In Planning	IN PROGRESS
Measure S District Program Management Salaries	802,914	-	802,914	631,406	171,508	631,406	-	Future	N PROGRESS
17-58S General Planning & Services	90,821	29,400	120,221	120,221	-	90,821	29,400	In Design	HED General Planning
Measure S- PM/CM Software, Equipment & Supplies	251,000	-	251,000	175,680	75,320	171,267	4,413	Future	IN PROGRESS
Measure S General CM Services	462,811	-	462,811	242,130	220,681	213,475	28,655	Planing	IN PROGRESS
	<b>1,858,280</b>	<b>29,400</b>	<b>1,887,680</b>	<b>1,342,596</b>	<b>545,084</b>	<b>1,262,128</b>	<b>80,468</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	274,978	1,023,835	161,053	862,782	114,194	46,859	Out to Bid	IN PROGRESS
18-08S Emergency Water Line Repairs	15,000	-	15,000	8,597	6,403	-	8,597	Complete	NOC APPROVED 01/05/18
18-11S HVAC System Upgrade, BLDG 200 & 300	6,800	-	6,800	6,800	-	3,400	3,400	In Planning	IN PROGRESS
18-18S Classroom Replacement(4) Phase 1	4,034,802	-	4,034,802	360,782	3,674,020	267,779	93,002	In Design	IN PROGRESS
	<b>4,903,209</b>	<b>233,528</b>	<b>5,136,737</b>	<b>605,722</b>	<b>4,531,014</b>	<b>453,864</b>	<b>151,859</b>		
<b>District Wide</b>				-		-			
17-49S Security Badge System Upgrade	9,586	-	9,586	9,586	-	9,586	-	Complete	NOC APPROVED 11/21/17
17-01S Solar Project	7,000,000	92,900	7,092,900	7,088,196	4,705	7,086,205	1,991	Complete	NOC APPROVED 11/14/17
17-33S Ext. Campus Surveillance Cameras @ 6 Si	344,563	5,058	349,621	374,597	(24,976)	374,597	-	Complete	NOC APPROVED 11/14/17
17-39S Landscape Improvements	19,000	1,417	20,417	19,000	1,417	19,000	-	Complete	NOC APPROVED 09/15/17
18-22S Security Upgrades - PA System	14,669	-	14,669	14,669	-	14,206	463	In Close-Out	CLOSEOUT
18-26S Collaborative Furniture	200,000	-	200,000	184,542	15,458	184,542	-	Out to Bid	IN PROGRESS
18-38S Extended Care Facility Furniture & Equipmen	100,000	-	100,000	7,819	92,181	7,819	-	Out to Bid	IN PROGRESS
18-33S Solar Installation Maintenance Contract	270,374	-	270,374	270,374	-	37,092	233,282	In Construction	IN PROGRESS
	<b>7,958,192</b>	<b>99,375</b>	<b>8,057,567</b>	<b>7,968,783</b>	<b>88,784</b>	<b>7,733,047</b>	<b>235,736</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	331,787	6,458	331,787	-	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	1,563,688	(57,294)	1,408,973	154,715	Close-Out	NOC APPROVED 1/23/19
18-03S Security Fencing Parking Lot	42,630	-	42,630	42,630	-	42,630	-	Complete	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	4,985,721	-	4,985,721	414,773	4,570,948	307,027	107,745	In Design	IN PROGRESS
18-25S MPR High Roof Replacement	160,135	-	160,135	165,457	(5,322)	165,457	-	Complete	NOC APPROVED 8/12/18
18-36S Library Wall Removal	3,500	-	3,500	3,500	-	3,500	-	Complete	CLOSED
18-39S Counseling Office Improvements & Additions	28,350	-	28,350	32,110	(3,760)	32,109	1	In Construction	OMEGA CONST AWARDED 10/16/18
18-40S Safety/Security Gates	94,196	-	94,196	89,827	4,369	87,699	2,128	In Close-Out	NOC APPROVED 2/14/19
18-45S ORCA Food Waste Recycling Pilot Program	61,844	-	61,844	64,382	(2,538)	44,374	20,007	Closed	MAINT IN PROGRESS
18-48S EV Charging Station	9,618	-	9,618	-	9,618	-	-	In Construction	TAFT ELECT AWARDED 9/17/18
	<b>7,284,193</b>	<b>43,693</b>	<b>7,327,886</b>	<b>2,805,407</b>	<b>4,522,480</b>	<b>2,520,810</b>	<b>284,596</b>		
<b>Oak Hills Elementary School</b>				-		-			
17-25S HVAC Replacement	143,189	(3,352)	139,837	133,652	6,184	133,652	-	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	3,015,937	-	3,015,937	334,818	2,681,119	69,687	265,131	In Design	IN PROGRESS
19-02S: Trench Drain Install at Rooms 8-11	13,640	-	13,640	-	13,640	-	-	In Construction	HUGHES ENG APPROVED 2/19/19
	<b>3,237,766</b>	<b>(4,507)</b>	<b>3,233,258</b>	<b>532,315</b>	<b>2,700,943</b>	<b>267,184</b>	<b>265,131</b>		
<b>Oak Park High School</b>				-		-			
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



Consolidated Budget Status Report  
Budgets versus Commitments and Expenditures for multiple Projects

Budget vs. Commitments and Expenditures  
thru Feb. 15, 2019

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		
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 (Ornamental @ Stadium)	249,060	(50,226)	198,834	139,864	58,970	139,864	-	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	-	56,370	-	Complete	NOC APPROVED 03/20/18
18-02S Fencing Girls Varsity Softball Field	42,885	-	42,885	42,855	30	42,855	-	Complete	NOC APPROVED 5/17/18
18-24S Safety Security Fencing @ Library & Gates	52,800	-	52,800	62,010	(9,210)	62,010	-	In Close-Out	NOC APPROVED 8/12/18
18-23S OPHS Stadium Safety Rail Repair	20,650	-	20,650	23,450	(2,800)	23,500	(50)	In Close-Out	NOC APPROVED 8/12/18
18-46S OPHS Stairs & Sidewalk-Athletic Facilities	117,838	4,245	122,083	122,083	-	87,559	34,524	In Close-Out	NOC APPROVED 12/11/18
	1,165,822	(214,102)	951,720	881,701	70,020	847,227	34,474		
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
18-20S Modular Classroom Replacement	5,326,450	-	5,326,450	398,464	4,927,986	249,019	149,445	In Design	IN PROGRESS
19-01S MPR Structural Repairs	37,849	-	37,849	-	37,849	-	-	In Construction	OMEGA CONST APPROVED 2/19/19
	5,379,699	(1,540)	5,378,159	412,324	4,965,835	262,879	149,445		
TECH					-		-		
17-50S Next Gen CR/Flat Panel SMRT Display Pilot	35,000	1,532	36,532	48,120	(11,588)	48,120	-	Complete	NOC APPROVED 02/01/18
18-12S Network File Server Refresh	125,000	-	125,000	124,500	500	124,500	-	In Progress	IN PROGRESS
18-13S Purchase Staff Computers & Spare Device	55,000	-	55,000	37,272	17,728	37,272	-	In Progress	IN PROGRESS
18-14S Chromebook 1-to-1 Take Home Pilot 6 Grade	263,923	-	263,923	140,780	123,143	104,140	36,640	In Progress	IN PROGRESS
18-35S BES Chromebooks for Gr5	18,000	-	18,000	17,206	794	17,206	-	In Progress	IN PROGRESS
18-30S MCMS Library Computer Lab Refresh	47,000	-	47,000	37,106	9,894	37,106	-	In Progress	IN PROGRESS
18-31F 3-D Printers	31,500	-	31,500	26,371	5,129	26,371	-	In Progress	IN PROGRESS
18-28S DW Chromebook Refresh	250,000	-	250,000	209,943	40,057	209,943	-	In Progress	IN PROGRESS
18-29S Flat Panel Displays @ MCMS & OPHS	36,100	-	36,100	31,124	4,976	31,124	-	In Progress	IN PROGRESS
18-42S MCMS Computer on Wheels Laptops for Art Cla	30,000	-	30,000	29,425	575	25,893	3,531	In Progress	IN PROGRESS
18-43S DW Virtual Reality Pilot Program	6,000	-	6,000	-	6,000	-	-	In Progress	IN PROGRESS
18-44S I-Pad Refresh of K-2 Totes	325,000	-	325,000	301,669	23,331	301,669	-	In Progress	IN PROGRESS
18-49F iMacs for Tech Lab MCMS	10,000	-	10,000	20,000	(10,000)	8,052	11,948	In Progress	IN PROGRESS
19-03S Replace Smartboard Projectors	24,000	-	24,000	-	24,000	-	-	Out for Bid	PROJECT APPROVED 2/19/19
19-04S District Refresh & Spare Computer Equipment	50,000	-	50,000	-	50,000	-	-	Out for Bid	PROJECT APPROVED 2/19/19
	1,306,523	1,532	1,308,055	1,023,515	284,540	971,396	52,119		
Totals	33,093,684	187,379	33,281,063	15,572,362	17,708,700	14,318,534	1,253,828		

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MARCH 19, 2019**

**SUBJECT: VII.4. MONTHLY GENERAL FUND BUDGET REPORT**

INFORMATION

**ISSUE:** Shall the Board receive and review a status report on District's General Fund operating budget through February 28th of the 2018-19 fiscal year?

**BACKGROUND:** In order to better monitor and manage its General Fund operating budget, the District set as a goal establishing a system to provide monthly progress reporting to Board of operating costs for large categories of budget expenditures. In meeting that goal, the Business Office has produced monthly budget reports from the District's financial system to serve as another tool to assist the both the Administration and Board in closely analyzing and managing the District's General Fund operating budget. ***Please note that this month's budget report is included in the form of the 2018-19 Second Interim Financial Report and Budget Revisions presented in this agenda.***

**FISCAL IMPACT:** None- for information only.

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

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: ERIN VRANESH, PRINCIPAL, BROOKSIDE ELEMENTARY SCHOOL**  
**DATE: MARCH 19, 2019**  
**SUBJECT: X.1. MONTHLY BOARD REPORT**

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**INFORMATION**

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**ART ON CAMPUS**

In our continued efforts to promote art on campus, Team Brookside has started displaying student artwork in the MPR. Each grade level has been assigned a month to display artwork. The artwork aligns with grade level performances so that parents and families can view the artwork during their visit. Brookside second graders have led the way with Pointillism artwork! We are so proud of our second graders!



**READER'S WORKSHOP WORK**

We continued our Professional Development work for Reader's Workshop. We have completed rounds one and two of our tapping into our 'performance zones'. In round one of this plan, our onsite coaches pushed into classrooms to complete a mini lesson or conferencing session. Teachers provided feedback and reflections following the lessons and then collaborated with their grade levels at our staff meeting the following day. Teachers shared ah-ha's and take aways with one another. Round two included having our coaches push into classrooms to observe the teachers doing the same thing that the coach did in round one. In collaboration with our coaches and teacher feedback, round two was successful and we look forward to continuing our growing and learning with one another!

**READ ACROSS AMERICA**

Brookside celebrated Dr. Seuss' birthday with a special visit from Stripes and the Cat in the Hat (Mrs. V). Mrs. V. shared her favorite Dr. Seuss books in every classroom and our librarian, Mrs. Shaver, engaged the students in many fabulous Dr. Seuss activities throughout the week during classroom library times. We had week full of lots of reading, rhymes, tongue twisters and identifying the theme/lessons of stories! Way to go, Tigers!



Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: ERIK J. WARREN, PRINCIPAL, OAK HILLS ELEMENTARY SCHOOL**  
**DATE: MARCH 19, 2019**  
**SUBJECT: X.2. MONTHLY BOARD REPORT**

**INFORMATION**

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### **Cell Phone Debate**

Our fifth grade students have been learning to write powerful argument and advocacy essays on a variety of relevant topics, including the use of cell phones by students during school. This involves selecting a position and researching facts to support that position. Students were then challenged to debate the issue in front of a panel of 'judges'. Students made strong arguments on both sides of the issue, crafted rebuttal arguments on the fly, and made closing statements. The panels of judges were highly impressed and provided good feedback directly to the students. We owe a big thank you to staff and family members who agreed to serve as judges.

### **Math Intervention Pilot**

Our math intervention specialists have begun implementing the Number Worlds program as an intervention for students struggling in math. The program is research validated and designed to target the specific underlying skills that may be missing with these students. The instruction is provided in a small-group setting and is designed to be hands-on and engaging. Initial challenges have mostly been around finding the time to fit this support around other parts of the students' instructional day. Progress monitoring data will be collected to measure the growth of each student, and the effectiveness of the program overall.

### **Spring Parent-Teacher Conferences**

We are in the midst of our spring conferences. This is a great time for parents to meet individually with teachers and learn more about how their child is progressing. In the upper grades, students are often included and take part in leading the conference. This also marks the end of the second trimester. It's hard to believe that we have only 1/3 of the school year remaining.

Respectfully Submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: STACY LAFRENZ, PRINCIPAL, RED OAK ELEMENTARY SCHOOL**  
**DATE: MARCH 19, 2019**  
**SUBJECT: X.3. MONTHLY BOARD REPORT**

**INFORMATION**

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**25th Anniversary Celebration**

We recently celebrated Red Oak's 25th anniversary with a special banner presentation along with an aerial photo taken later in the day to capture the moment. Thank you to Dr. Knight, Enoch Kwok, and Kody Yousem, a junior at OPHS, for your help with the drone and for making this happen. Seeing the drone in action was exciting for students and staff.

**Presentations at Red Oak**

Students have been very busy in all grades with classroom projects and presentations. Our Fifth Grade "Walk Thru the Revolution" was a great success with students actively participating in a lively retelling of our nation's beginnings through the use of games, music, and storytelling. Our students and audience learned a lot.

Second Graders at Red Oak took part in their Ancestor Program within the Social Studies Ancestor Unit. Students researched and presented information about their ancestry, then participated in a school performance. Afterwards, foods from their cultures were shared.

The Third Grader's Wax Museum also took place this past month. All one hundred and eight of our third graders chose a famous person to research. Then they dressed and presented themselves as the famous person at a gathering in our MPR. Parents and visitors alike were astounded with the students' performances and the depth of their knowledge about their famous person.

Respectfully Submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: BRAD BENIOFF, PRINCIPAL, MEDEA CREEK MIDDLE SCHOOL**

**DATE: MARCH 19, 2019**

**SUBJECT: X.4. MONTHLY SCHOOL REPORT**

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**INFORMATION**

**Odyssey of the Mind Competitions, March 2<sup>nd</sup> at Westlake High School and March 23<sup>rd</sup> at U.C. Riverside:** MCMS teams compete for this collaboration of the creative!

**6<sup>th</sup> grade “Keep It Simple” Lunch Club Begins This Month:** Counselor Ms. Smilor will be working with a group of 6<sup>th</sup> grade girls to hone their skills navigating school and peers.

**Culmination Speech Try-outs March 6<sup>th</sup>:** Our 8<sup>th</sup> graders share their culmination speeches with a panel of MCMS staff for a chance to read their winning speech at this year’s culmination.

**MCMS Mock Trial March 8<sup>th</sup>, 9<sup>th</sup>:** Our team competes that the Mock Trial event at Sinoloa Middle School in Simi Valley.

**Elective Choice Forms March 8<sup>th</sup>:** 6<sup>th</sup> and 7<sup>th</sup> grade Elective Choice Forms are due as we begin the process will be of preparing for the 2019-2020 school year.

**Dance March 15<sup>th</sup>:** The last ASB-sponsored dance of the year has a fiesta theme. 6<sup>th</sup> grade attendance time is 5:30-7:00; 7<sup>th</sup> and 8<sup>th</sup> grade time is 6:30-8:00.

**Future Freshman Course Counseling for MCMS 8<sup>th</sup> graders March 18-27<sup>th</sup>:** Janet Svoboda from OPHS meets with 8<sup>th</sup> graders to discuss their schedules for 9<sup>th</sup> grade. This is done over a week and a half through the math class.

**8<sup>th</sup> Grade Volleyball: MCMS vs. Lindero M.S. March 20<sup>th</sup> at 3:00:** MCMS hosts the annual volleyball meet in the gym.

**Recent Encomiums:**

**Odyssey of the Mind:** Join us in congratulating the MCMS teams on their multiple wins during the March 2<sup>nd</sup> meet. They will compete in the next phase of Odyssey of the Mind at UC Riverside later this month.

**Math Counts:** Congratulations to Mr. Large and his terrific Math Counts Team. They won 1<sup>st</sup> place at the regional meet and will compete at the State level in April.

**National Geographic Geography Bee:** Congratulations to Naren Krishnan, who qualified for the state championship!

**California Distinguished School:** It’s official! Medea Creek has been named a California Distinguished School—the only middle school in Ventura County.

Respectfully Submitted,

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Anthony W. Knight, Ed.D.  
Superintendent



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: KEVIN BUCHANAN, PRINCIPAL, OAK PARK HIGH SCHOOL**  
**DATE: MARCH 19, 2019**  
**SUBJECT: X.5. MONTHLY BOARD REPORT**

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**INFORMATION**

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**COURSE ADVISEMENT**

Beginning the week of February 19, 2019, counselors met with students by grade level to discuss course selection procedures for the upcoming school year. That same week on February 21st, OPHS conducted its annual Course Advisement/Open House. Materials were distributed to all returning students prior to the meeting so that parents and students can review options for classes next year. Course selection on Q-Connect began on February 23 and ended on March 3. Counselors are now until March 31st, meeting with students individually to review and refine students' course requests based on student needs for meeting graduation and college admission requirements. OPHS is using Q-Connect instead of Naviance this year because Naviance no longer makes the Course Request module available. Q is not as customizable as Naviance and has a different interface so students needed instruction on the process. We revised all of our materials, met with the students, and posted an instructional video on the OPHS website. So far, the process has gone very smoothly.

**FUTURE FRESHMEN COURSE ADVISEMENT - February 20**

All incoming freshmen and parents met with us at a separate advisement meeting on Wednesday, February 20<sup>th</sup>. This meeting provided more detail and orientation information for students new to Oak Park High School. Our 9<sup>th</sup> grade counselor will meet with all grade 8 students at Medea at the beginning of March.



**The Music Man - March 7– 9, 2019**

Directed by Allan Hunt, this American Classic musical will feature costumes and sets, dance and live music provided by the OPHS instrumental music students directed by Zach Borquez. Heidi Cissell is directing the musical numbers and the rehearsals are moving along smoothly.

**STUDENT SAFETY**

Students watched an OPHS-made training video on lockdown, earthquake, and evacuation procedures and protocols should an incident occur during nutrition or lunch. The Run, Hide, Fight procedures were reviewed as well as other safety measures we have in place. A drill will be conducted a few days after the students viewed the video.

**SENIOR ACTIVITIES**

The senior calendar has been finalized detailing all of the senior activities including Prom, Awards, Cap and Gowns, Yearbook deadlines and graduation preparations. The senior meeting is scheduled for March 15<sup>th</sup> where OPHS administrators will review the calendar and the senior attendance, academic, and behavior requirements.

**GIRLS BASKETBALL**

OPHS Girls' varsity basketball coached by Doris Park had a terrific season winning the Coastal Canyon League Championship and making it to the finals in the State CIF Division 4 playoffs and advanced to the State Div. IV Regional final. Congrats to all.

Respectfully Submitted:

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Anthony W. Knight, Ed.D.  
Superintendent



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: KENT CROMWELL, PRINCIPAL OAK VIEW HIGH SCHOOL/OAK PARK INDEPENDENT SCHOOL**  
**DATE: MARCH 19, 2019**  
**SUBJECT: X.6. MONTHLY BOARD REPORT**

**INFORMATION**



## **OAK PARK INDEPENDENT SCHOOL**



### **WASC**

The OPIS 2019 WASC visit has been completed. The whole experience was a great way to validate the OPIS program as well as the hard work of the OPIS staff. The visit began on Sunday, March 3<sup>rd</sup> with a meet and greet and welcome dinner. After a tour of the OPIS classrooms and campus, we gathered in the OPIS meeting room and introduced our district representatives and community members, our staff, parents, a group of alumnae, and a group of current students. The staff, alumnae, and parents all shared out their appreciation of OPIS and what the school has meant to them. After the introductions and sharing, we all walked over to another room and had a reception dinner. Over all, the night was a great success and OPIS shined. The following three days consisted of meetings with all stake holders, classroom visitations, program review, and the WASC team getting to know the OPIS program. On Wednesday afternoon, the WASC team presented the school with their findings and headed off back to their schools. Overall the team stated that they were very impressed with the OPIS program and that they believed that we are on the right track with our self-study and action plan. The OPIS staff truly appreciates all who have been a part of this process and thanks them for participating in a the OPIS WASC experience.



### **NCAA**

The OPIS staff continues to work on the NCAA accreditation process. Now that the WASC visit is completed we will be able to focus on the NCAA application process. The staff is excited about the prospects and we are looking forward to completing what we need to do in order for NCAA to validate our program. As we continue through this process we will make sure to update the board as to what the outcome of the application is.

### **FIELD TRIPS**

On Monday, March 11, at the Thousand Oaks Civic Arts Center, OPIS students will be attending a performance of Beauty and the Beast. The students are excited about the show - the sign-ups filled up very quickly. Planned field trips for the spring include the possibility of a bee keeper visiting campus, a visitation to a candy making facility, and the spring K-8 beach field trip with Mr. Duim. This year has been filled with many exciting activities for our students to participate in and the opportunities continue to develop. We thank all who have been a part of making these things happen.



### **VCI Field Trip**

On February 8<sup>th</sup> the TV/Movie Makeup VCI (Ventura County Innovates) students took a great field trip to MUD (Make Up Depository) which is a special effects movie makeup school in Burbank and then to Warner Brothers Studios. The day started off with a tour of the MUD facility where students were able to visit all of the classrooms and see the MUD students participating in the different makeup classes. At the end of the tour, the students were given an overview of the school program and all of the careers that are available to graduates. The presenter was a graduate who was actively working in Hollywood on sets. Two of our students began the enrollment process before we left.

We then headed to Warner Brothers Studios and were given a tour of the studio grounds and many of the sets including the Ellen set, which was a big hit. Our tour guide talked about the industry and gave the students a good perspective on the many jobs that are available on studio lots. It was a very nice day and students learned a lot about careers in the TV/Movie Makeup industries.

### **Yosemite**

Our Yosemite field trip is approaching fast – April 1<sup>st</sup> – 5<sup>th</sup>. The students are excited and eager to go. For many of the students attending, this will be their first trip to Yosemite. The staff is busy coordinating all of the details with the Nature Bridge program coordinator. We are also busy preparing the students and parents with all of the needed information and details. On March 13<sup>th</sup> at 6:00 we will be holding a mandatory parent/student meeting to go over all of the details and answer all of the questions that students and parents have. At this point, the long-range weather forecast looks descent and we should be avoiding snow and rain. This year has been a heavy snow year in the Yosemite Valley so we are expecting a beautiful snowy park upon our arrival. Waterfalls, rivers, and streams should be flowing nicely lending to some fantastic views. We will bring back pictures for sure.

### **Moorpark College Visit**

On February 13<sup>th</sup> Mr. Rogers, our school counselor, took all of the seniors to Moorpark Community College for a tour and informational meeting with counselors and program coordinators. The visit went well and the students learned all about the variety of programs that the school offers. Students were also given information on how to enroll and the steps that they need to take to begin that process. Many of the OVHS students intend on enrolling at Moorpark and the visit allowed them an opportunity to ask questions and learn about the school and how they can prepare for being a college student.

Respectfully Submitted,

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Anthony W. Knight Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: KIM GREGORCHUK, DIRECTOR, OAK PARK NEIGHBORHOOD SCHOOL**  
**DATE: MARCH 19, 2019**  
**SUBJECT: X.7. MONTHLY BOARD REPORT**

## **INFORMATION**

The children have been extremely busy preparing for their Community Helpers play. They have been writing the play on Community Day, so both classrooms can collaborate, exploring the roles of the Community Helper they have chosen, and working on their costumes and accessories in the Atelier. The play will be on April 11, 2019 at 6:00pm, and I can't wait to see the final production. It is sure to be amazing and intriguing.

A Community Helper that has garnered the attention of the children is the Crossing Guard. The children have seen them out and about when they are dropping off or picking up siblings, and one of our student's grandfather is a crossing guard. He came to speak to the children and demonstrate the tools he uses, how he does his job, and told them why his job is important. The children were very interested and some decided to be Crossing Guards in the play. I was talking with the Crossing Guard's grandchild about his costume, because I was sure he was one of the Crossing Guards. However, I was mistaken. The grandson is a Bartender in the play, because his father is a bartender and he serves people drinks. I am curious to see the Bartender's role in the play.



Several of our parents put together a Lunar New Year celebration for our children. They wore traditional clothing, read stories, worked with the children to get them to use chopsticks, and shared traditional food. The children had a lot of fun and laughter, especially using chopsticks.



I hope you will come by anytime and plan on coming to our play!

Respectfully Submitted:

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Anthony W. Knight, Ed.D.  
Superintendent